




# City of Bandon


555 Hwy 101, PO Box 67  
Bandon, OR 97411  
(541) 347-2437

*Bandon by the Sea*

## AGENDA REPORT

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Torrey Contreras, City Manager 

**INITIATED BY:** Dana Nichols, Planning Director 

**DATE:** March 18<sup>th</sup>, 2024

**SUBJECT:** **ITEM 2.2 REQUEST TO OPEN A PORTION OF BROADWAY STREET**

### BACKGROUND:

The City received the attached request from i.e. Engineering, Inc. on behalf of the property owner, Steven Cowles, to open a portion of Broadway Street, extending east 40 feet from the intersection with Jennie Street. The purpose of their request is to allow the construction of a residence on the property, tax lot 1600 of Map 28S-15W-36BB, which requires forty (40) feet of physically accessible street frontage. While this property abuts unopened right-of-way, the street must be opened and developed in accordance with the City requirements to be considered a "street."

Concurrently with the request to open the street, the applicant has also requested an exception to the City's minimum street standards. This request is approved by the City Manager, after finding compliance with the standards set forth in Resolution 02-37. The applicant is proposing a 40 feet extension of Broadway Street 16 feet wide, matching the existing width of Broadway to the west. The street will be constructed to standard pavement depth and base rock depth. The City has granted exceptions to the sidewalk, curb and gutter, and street width requirements, with the condition that gravel shoulders are maintained, and the surface drainage is managed.

Planning, Public Works, and the Fire District staff have reviewed the proposed street extension and found it to be consistent with the City's Transportation System Plan will adequately meet the requirements of the City.

### ANALYSIS OF THE ISSUES:

If approved, the applicant will be required to prepare engineered plans for review by the City Engineer and Public Works Department. Prior to construction, the applicant shall apply for a Public Works Permit for construction in the City's right-of-way. Upon completion of the street, the applicant shall submit a report to the City from the Engineer-of-Record indicating an inspection and certification of the as-built construction. The applicant shall

also be required to sign an anti-remonstrance agreement regarding participation in future local improvement districts for the purpose of street improvements.

Staff recommends the following conditions of approval to ensure compliance with the Bandon Municipal Code:

1. All costs associated with the extension request shall be borne by the applicant, including design, review, and construction.
2. Street Plan must be designed and stamped by a registered engineer and approved by the City Engineer prior to the start of construction.
3. Prior to construction in the City's right-of-way, the applicant shall obtain a Public Works Permit.
4. Once construction is completed, the applicant shall submit as-built plans and an inspection report from the Engineer-of-Record indicating compliance with the approved plan.
5. The applicant shall provide warranty bonding acceptable to the City, as required by Chapter 16.40.020.

**FISCAL IMPACT:**

The applicant is responsible for all costs associated with design, review, and construction of the street. Warranty bonding is required. Upon completion and approval by the City Engineer, the matter will be brought back to the Council for formal acceptance. Once accepted, the Broadway Street extension will become part of the City street system and on-going maintenance will be the responsibility of the City.

**RECOMMENDATION:**

The following is recommended to the City Council:

1. Review and discuss the information provided; and
2. If the proposal is found to be acceptable, make a motion to authorize the opening of the requested portion of Broadway Street as described in Attachment 1 subject to the conditions listed in the Staff Report.

Attachments:

1. Residential Access Street Extension and Design Proposal – i.e. Engineering, Inc. dated February 9<sup>th</sup>, 2024



civil  
structural  
surveying  
architecture  
planning

i.e. Engineering, Inc.  
809 SE Pine St.  
P.O. Box 1271  
Roseburg, OR 97470  
  
ieengineering.com  
541-673-0166

Stephen Cowles  
P.O. Box 1052  
Bandon, OR 97411

Date Submitted to City of Bandon: 2/9/2024

Subject: Residential Access Road Extension and Design Proposal  
1515 Broadway Street, Bandon, OR 97411

Dear City of Bandon City Manager,

We are writing on behalf of Steve Cowles, the owner of 1515 Broadway Street / Lot 1600 located in Bandon city limits, to respectfully request the extension with design exceptions, to a section of Broadway Street that intersects with Jennie Street. This proposed extension will proceed East for 40 linear feet to gain access to Lot 1600 as shown on the enclosed preliminary civil plans.

All relevant conditions laid out in the City of Bandon's Resolution No. 02-37 for exceptions to street construction standards were considered and incorporated in the attached preliminary street extension plan. The Public Works Director and the Fire Chief both received a copy of the proposed extension plan and indicated in their curtesy preliminary review that they found no initial concerns.

Conditions of Resolution No. 02-37 incorporated in the proposed street extension of Broadway:

Lot 1600 can only be served by extending Broadway which is an existing open street within a pre-existing City street right-of-way. Broadway Street is designated as "local" in accordance with the Transportation System Plan and is located within CD-1 zoning. The applicant is proposing a 40' extension of the street which will serve Lot 1600 for a single-family residence use and does not appear to be able to serve any other lots in the future. The future driveway that will serve the residence on Lot 1600 will be located along the 40' section of the proposed extended street.

The design width of the extension will match the existing width of Broadway (16' wide) and will provide for surface drainage facilities as shown on the attached the plan. Surface drainage design is proposed between the extended portion of Broadway and the existing fence belonging to the neighbor to the north.

The applicant is able to construct the extension of Broadway in full conformance with pavement depth and base rock depth as provided by the street construction standards adopted pursuant to the Transportation System Plan. Exceptions requested include eliminating the requirement for sidewalk, curb and gutter and street width as shown in the attached plan.

Attached are two pages of the preliminary street extension plans.

Please feel to contact Emily Brandt at i.e. Engineering if you have any questions. Thank you for your consideration.

Sincerely,

Emily Brandt  
Planner & Designer  
i.e. Engineering, Inc.

Attachments: 1. Preliminary Broadway Street Extension Plans



