



## Conditional Use Permit Application for Vacation Rental Dwelling (VRD)

CITY OF BANDON PLANNING  
P.O. BOX 67  
555 HWY 101  
BANDON, OR 97411  
P:(541) 347-2437  
F:(541)347-1415

**Conditional** uses (*Bandon Municipal Code; Chapter 17.92*) are those which may be appropriate, desirable, convenient or necessary in the zoning district in which they are allowed, but which by reason of their height or bulk or the creation of traffic hazards or parking problems or other adverse conditions may be injurious to the public safety, welfare, comfort and convenience unless appropriate conditions are imposed. Applications for conditional uses may be granted, granted with modifications or denied by the Planning Commission in accordance with the standards and procedures set forth in chapter 17.92 of the Bandon Municipal Code. Vacation Rental Dwellings (VRDs) are a conditional use in the CD-1 and CD-2, CD-3 and C-3 zones, and are subject to the requirements of chapter 17.92 of the Bandon Municipal Code.

*Conditional Use Permit applications must be submitted to the City of Bandon at least 30 days before the next regularly scheduled Planning Commission meeting. An application will only be scheduled for a public hearing once it has been deemed complete.*

**I. NARRATIVE:** Your written response to each of the following standards and provisions must be included with your application submission. Failure to include your written response will result in your application being deemed incomplete and may delay scheduling of the required public hearing.

### *Approval standards for conditional uses (BMC 17.92.040)*

The approval of all conditional uses shall be consistent with:

- A. The Comprehensive Plan:
- B. The purpose and dimensional standards of the zone except as those dimensional standards have been modified in authorizing the conditional use permit.
- C. That the site size and dimensions provide adequate area for the needs of the proposed use;
- D. That the site size and dimensions provide adequate area for aesthetic design treatment to mitigate possible adverse effect from the use of surrounding properties and uses;
- E. The characteristics of the site are suitable for the proposed use considering size, shape, location, topography and natural features;
- F. All required public facilities and services have adequate capacity to serve the proposal, and are available or can be made available by the applicant;
- G. The proposed use will not alter the character of the surrounding area in a manner which substantially limits, impairs, or precludes the use of surrounding properties for the permitted uses listed in the underlying zoning district;
- H. All other requirements of this title that apply.

### *All vacation rental dwelling shall comply with the following provisions. (BMC 17.92.090)*

1. The single-family detached dwelling proposed for the VRD shall be at least three years old, calculated from the date of issuance of a certificate of occupancy;
2. Less than 30% of the single-family detached dwellings within 250 feet of the subject property, and located in a zone where VRD's are allowed, are VRD's;

3. In the CD-1 zone, single-family detached dwellings proposed for VRD status may be located only in the VRD-overlay zone as indicated on the attached map. VRD's are allowed as a conditional use in all areas of the CD-2 and CD-3 zones;
4. The VRD Conditional Use Permit is valid for the named applicant of record and is not transferable to a new applicant. Upon change in named applicant due to sale, transfer, or other reason, the CUP shall become null and void. A new applicant shall apply for a new conditional use permit;
5. Tsunami Preparedness - all VRD's shall post the Bandon Tsunami Evacuation Route map in a conspicuous location within the dwelling;
6. No more objectionable traffic, on-street parking, noise, smoke, light, dust, litter or odor is emitted from the VRD than a normal neighborhood dwelling;
7. VRD's without private beach access shall provide written permission from all persons with an interest in a private beach access to be used by the VRD or positive action to notify renters of the location and required use of public beach access points shall be taken;
8. VRD's using a joint access driveway shall provide evidence that all other owners of property utilizing the private access agree to the proposed vacation rental dwelling using the private access;
9. VRD's will be maintained at or above the level of surrounding dwellings in the neighborhood, including landscaping, signage and exterior maintenance;
10. VRD's shall have one off-street parking space for each bedroom in the VRD, but in no case have less than two off-street parking spaces. A bedroom is defined as an enclosed sleeping area with a built-in closet. Approved off-street parking areas shall be available to accommodate full occupancy of the VRD without the use of on-street parking;
11. Evidence shall be provided ensuring that there is regular garbage removal from the premises;
12. There shall be an owner or designated local management person immediately available to handle complaints and problems on a 24-hour basis. The name and contact information of the designated local management person shall be kept on file in the Police Department and Planning Department. The owner \ or management person shall be available by phone and physically able to respond to the VRD within a reasonable time period;
13. Compliance with all reporting and accounting requirements of the transient occupancy tax ordinance shall be done in accordance with the City of Bandon requirements;
14. If the VRD activity ceases for a period of one year, or fails to be rented for more than 10 nights within a calendar year, as determined by the transient occupancy tax receipts and rental documentation, the VRD permit becomes null and void with no further proceedings;
15. Occupancy of any VRD shall not exceed 3 people per bedroom up to a maximum of 10 people. The Planning Commission shall determine the maximum occupancy of the VRD based upon bedrooms, parking, overall home floor plan and site plan, and other factors determined by the Commission based upon neighborhood characteristics outlined in item 6 above and others deemed significant. The occupancy determined by the Planning Commission may be less than the maximum allowed
16. VRD's require a conditional use permit (CUP). All criteria for a CUP must be addressed and included as part of the application materials. The applicant shall also address the surrounding neighborhood and provide information how the proposed VRD is appropriate given the specific characteristics of the neighborhood.
17. The applicant shall provide an annual report to the Bandon Planning Department showing compliance with all conditions and ordinance requirements. Failure to provide such report shall result in revocation of the Conditional Use Permit.
18. Smoke detectors shall be provided in all potential and actual sleeping areas, whether or not such detectors are required by the building code.

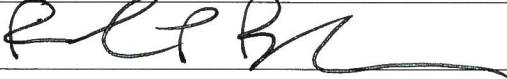

II. PROJECT INFORMATION		
Street Address: <b>3085 Beach Loop Drive SW, Bandon OR 97411</b>		
Map Number / Tax Lot(s): <b>29s-15w-36CC</b>	/ <b>3100</b>	Zone: <b>CD-1</b> Floodplain: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Was the property previously approved as a Vacation Rental Dwelling? Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown <input checked="" type="checkbox"/>		
Please describe the residence, its existing and proposed use: <b>2768 SF SFH on .46 acre lot. Was used as a second home for the previous owners. We would like to use it as a VRD and second home for our occasional personal use.</b>		
How many bedrooms will be provided? <b>3 now but possibly 4 in the future (convert shop to bedroom).</b>		
What is your requested occupancy? (max. of 10) <b>9</b>		
How many off-street parking spaces are available? <b>7+</b> <b>Please provide a parking plan which shows the location, material, and dimensions of your proposed parking.</b>		
Are there carbon monoxide and smoke detectors in the residence? YES <input checked="" type="checkbox"/> (please show in floor plan) NO <input type="checkbox"/>		
Does the property owner live within the city limits of Bandon? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> <b>If no, please provide contact information for the designated local management person living within Bandon city limits who will respond immediately to any emergency or complaint related to the vacation home rental.</b>		
Manager's Name: <b>Robert Pimentel</b>	Phone Number: <b>(541) 404-4762</b>	
Email Address: <b>coquillian@yahoo.com</b>		
Physical Address: <b>3085 Beach Loop Drive SW</b>		
City: <b>Bandon</b>	State: <b>OR</b>	Zip Code: <b>97411</b>
Mailing Address (if different from Physical Address): <b>Same</b>		

III. APPLICANT'S INFORMATION: (must be an individual)	
The VRD Conditional Use Permit is valid for the named applicant of record and is not transferable to a new applicant. Upon change in named applicant due to sale, transfer, or other reason, the CUP shall become null and void. A new applicant shall apply for a new conditional use permit.	
Applicant's Name: <b>Reed and Stacie Block</b>	Phone: <b>(916) 266-15785</b> E-Mail: <b>reed@reedblockrealty.com</b>
Applicant's Mailing Address: <b>11633 N. Carson Way, Gold River CA 95670</b>	

IV. PROPERTY OWNER'S INFORMATION	
<input checked="" type="checkbox"/> Property owner and applicant information is the same.	
Property Owner's Name: <b>Reed and Stacie Block</b>	Phone: <b>(916) 266-1575</b> E-mail: <b>reed@reedblockrealty.com</b>
Mailing Address: <b>11633 N. Carson Way, Gold River CA 95670</b>	

**V. CONSENT**

- I have read the application and the attached documentation and I understand that my application may be delayed or deemed incomplete if I have provided insufficient information and documentation to allow for approval.
- I certify that the information provided in this application, including all submittals and attachments, is true and correct to the best of my knowledge.
- I authorize the City of Bandon or its acting agent, to enter onto the subject property, as described herein.
- The City of Bandon is obligated to report all ground disturbances within the City of Bandon to the Coquille Indian Tribe. Property owners and applicants must adhere to all conditions and requirements set out by the Coquille Indian Tribe, State Historic Preservation Office (SHPO) or both if required.
- It is the property owner and applicant's responsibility to determine if additional permits from other agencies will be required, including but not limited to: Oregon State Building Codes, Oregon State Department of Environmental Quality, FEMA, Oregon State Fish and Wildlife and U.S. Fish and Wildlife. If additional permits are required, it is the responsibility of the property owner/applicant to obtain such permits and comply with their conditions of approval.
- It is the property owner/applicant's responsibility to provide the City of Bandon all necessary legal documentation related to the property, including but not limited to: proof of ownership, receipts, deed restrictions, vacation records, easement records, etc.
- I authorize the individual(s) listed herein, to act as applicant, upon their consent, in regard to the attached application for the subject project described herein.
- I authorize the individual(s) listed herein, to act as representative, upon their consent, in regard to the attached application for the subject project described herein.
- I acknowledge, understand, and agree, that all relevant documentation will be provided to the City of Bandon, and that all required permits and consent will be obtained prior to the start of operation, with all conditions of approval adhered to.

<b>X Applicant's Signature:</b> 		<b>Date:</b> 5/11/21
<b>X Representative's Signature:</b>		<b>Date:</b>
Representative's Name:	Phone Number:	
Mailing Address:	Email Address:	
<i>Property owner's signature is <b>required</b> if applicant is not the property owner</i>		
<b>X Property Owner's Signature:</b> 		<b>Date:</b> 5/11/21

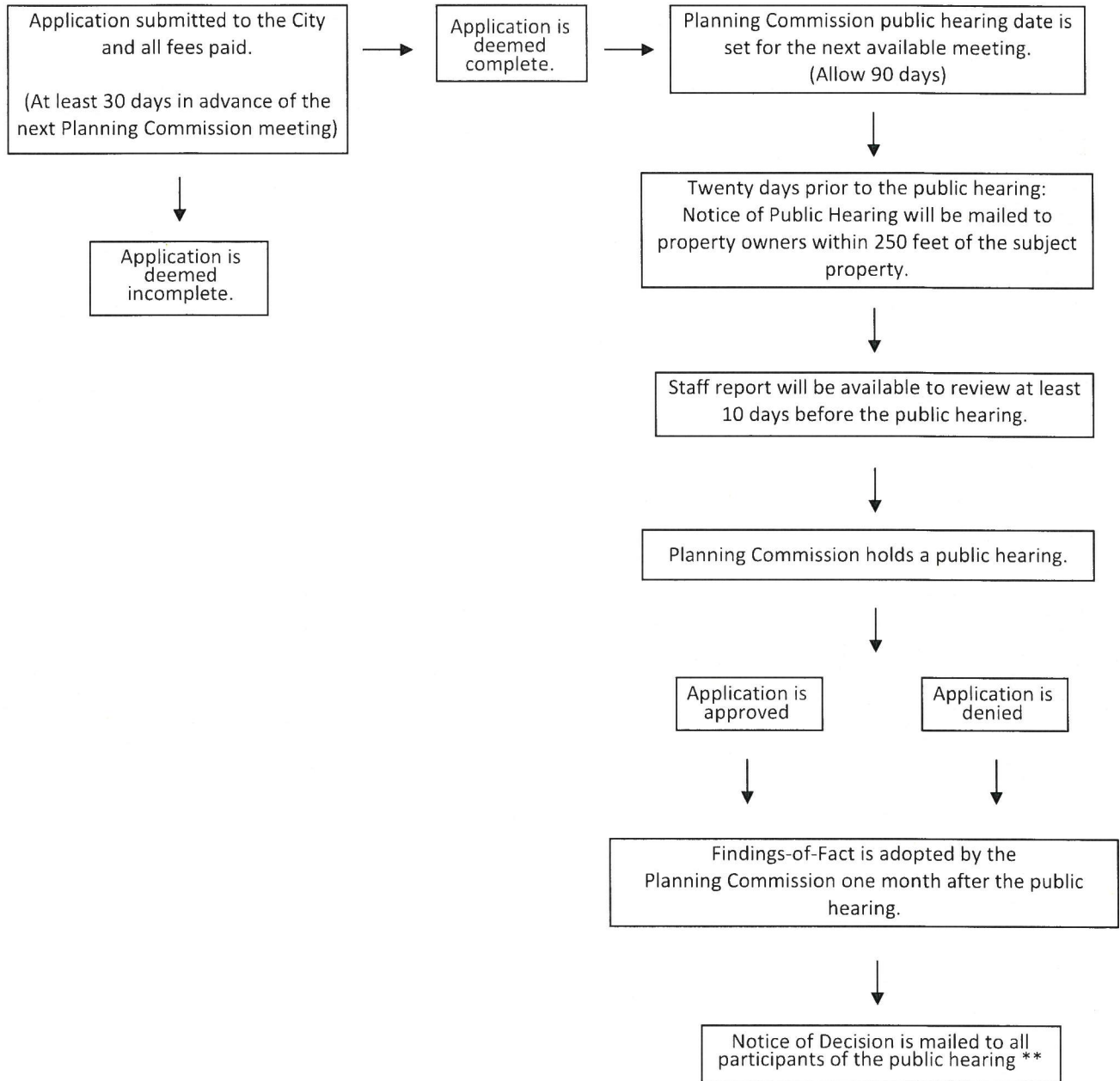
**In addition to this completed form, the applicant must provide the following:**

- A written narrative that addresses all approval standards and provisions.
- A site plan that includes existing and proposed landscaping, drawn to scale.
- A parking plan that includes existing and proposed off-street parking, drawn to scale.
- Floor plans showing the size, function, and arrangement of interior rooms, drawn to scale.
- Digital photographs of the subject residence's interior and exterior.
- Other information deemed necessary by the Planning Director to review the applicant's proposal.
- Payment of applicable fees, which can be found in the City's fee schedule.

**AN ELECTRONIC COPY OF THIS FORM IS ACCEPTABLE FOR THE PURPOSE OF FILING AN APPLICATION.  
HOWEVER, THE ORIGINAL WILL BE REQUIRED PRIOR TO FINAL APPROVAL.**

## CONDITIONAL USE PERMIT APPLICATION PROCESS

A Conditional Use Permit is a land use decision that requires a full public hearing before the Planning Commission. Any other related applications will be processed concurrently.



\*\* There is a ten-day appeal period that begins when the Notice of Decision is mailed. Only persons who presented testimony in writing or at the public hearing may appeal the decision of the Planning Commission.

**If you have any questions, please see chapter 17.120 of the Bandon Municipal Code, or contact the Bandon Planning Department.**

## VRD Application for 3085 Beach Loop Drive, Bandon OR 97411

My name is Reed Block and my wife is Stacie Block. We had the pleasure of visiting Bandon for the first time a little more than a year ago. After spending just a few days here we fell in love with the town and decided we want to have a second home here. We were fortunate enough to purchase the home above. Our intentions are to have this as a VRD and to be able to come and stay whenever we like. We have done our own research to determine if it meets all the criteria for a VRD and based on our findings, it seems to be great fit. We are seeking approval for a Vacation Rental Dwelling and submit the following.

We plan to immediately start some cosmetic renovations which will include exterior trim paint, new counter tops, floors, lighting etc. It is a very short walk (less than 2 blocks) to public beach access. There is plenty of on-site parking to accommodate a full house of 9 guests. It is situated near hotels, beach houses, other VRDs and on the main road traveled for this purpose, so it should have no impact on traffic, noise, etc.

We have been speaking with a local management company but for now we have a local person to manage the property. He has been a resident in Bandon for about 10 years and will be available to address any concerns about emergencies, trash, maintenance, grounds etc.

To detail each of the approval standards and provisions, please see below:

- A. To the best of our knowledge, this home and the site is consistent with the comprehensive plan.
- B. This home is located within the CD-1 zone and to the best of our knowledge the dimensional standards are consistent for a conditional use permit.
- C. The lot size is .46 acres and has a wrap-around driveway plus a two-car garage and a separate RV garage. Plenty of room for parking and ease of getting in and out of the lot. The house itself 2768 SF with 2 bedrooms, 2 baths, large kitchen, living, dining, laundry, and sunroom upstairs and 1 bedroom (possibly 2), 1 full bath, and a full living space downstairs. This should provide adequate area for use as a VRD for 9 guests.
- D. We are not planning to make any major changes to the architecture or design of the exterior of the home or lot, unless required to do so to get approval for a VRD, in which case we will work with planning to comply. The only design feature of the building that we want to do right away is to modify the railings on the balcony so that it can be a bit safer for small children and pets. We believe that the size and dimensions should provide adequate area for use as a VRD without many modifications.
- E. To the best of our knowledge the current characteristics of the site are suitable for use as VRD without any major changes.

- F. The public facilities and services have adequate capacity to serve the needs of this added VRD to the community and will be available to VRD guests.
- G. Since we are not making any major changes to the design, lot layout, driveways, etc. this should have no adverse effects on the surrounding area, nor should it limit the uses listed in this zone by other properties. Parking will all be off street.
- H. We are confident that all other requirements of this title will apply.

1. The home was built in 1982.
2. Based on our research and calculations the current saturation is well below 30% (24% if this unit is approved).
3. The home is located in the CD-1 zone.
4. Reed and Stacie Block are the applicants and owners of the home.
5. We will post a Tsunami Evacuation Route map as required.
6. There is no reason that this home should cause any additional traffic, noise, on-street parking, smoke, light, dust litter or odor. It is located in an area that is already close to other VRD units, hotels, beach houses, etc. There is plenty of on-site parking to accommodate all occupants.
7. There is a public beach access just a bit more than one block to the north of this property. It is a very short walk taking only a few minutes. There is no need for any private beach access. It is also a very short ride to Face Rock State Beach access.
8. This home does not have a joint access driveway. It has a wrap-around driveway that is situated on this lot only.
9. This home will be very well cared for, inside and out on a daily/weekly basis by our manager. We are planning to refresh the outside paint immediately. We have already made arrangements for weekly landscape service to make sure that all sprinklers are fully operational, all landscaping is green, lush, and manicured. We have not decided exactly what landscape improvements we will be doing but we both have very high standards and anything that we do will only enhance the beauty of this home. After all, this will be our vacation home as well.
10. There is plenty of off-street parking for this home. The driveway is a wrap-around type that could easily fit appx 6 cars in addition to the two-car garage that will always be available for the guests/renters. Lastly, there is a large RV garage that could also be used for additional parking.
11. Garbage removal will be done daily and after each guest by our chosen manager.
12. We will provide all of the contact information for our manager to all of the appropriate parties and he will be available on a 24 hour basis as required.
13. I, Reed Block (owner) will be responsible for all compliance, reporting, accounting requirements for tax ordinance etc.
14. We plan to have this a year around VRD.

15. We are seeking 9 occupants based on the current bedroom count, but there is also a room that is currently used as a shop/storage. We believe this was a 4<sup>th</sup> bedroom in the past.
16. To be submitted.
17. I, Reed Block (owner) will provide the annual report to the City of Bandon as required.
18. Smoke detectors will be installed (if not already) in each bedroom prior to approval/occupancy.

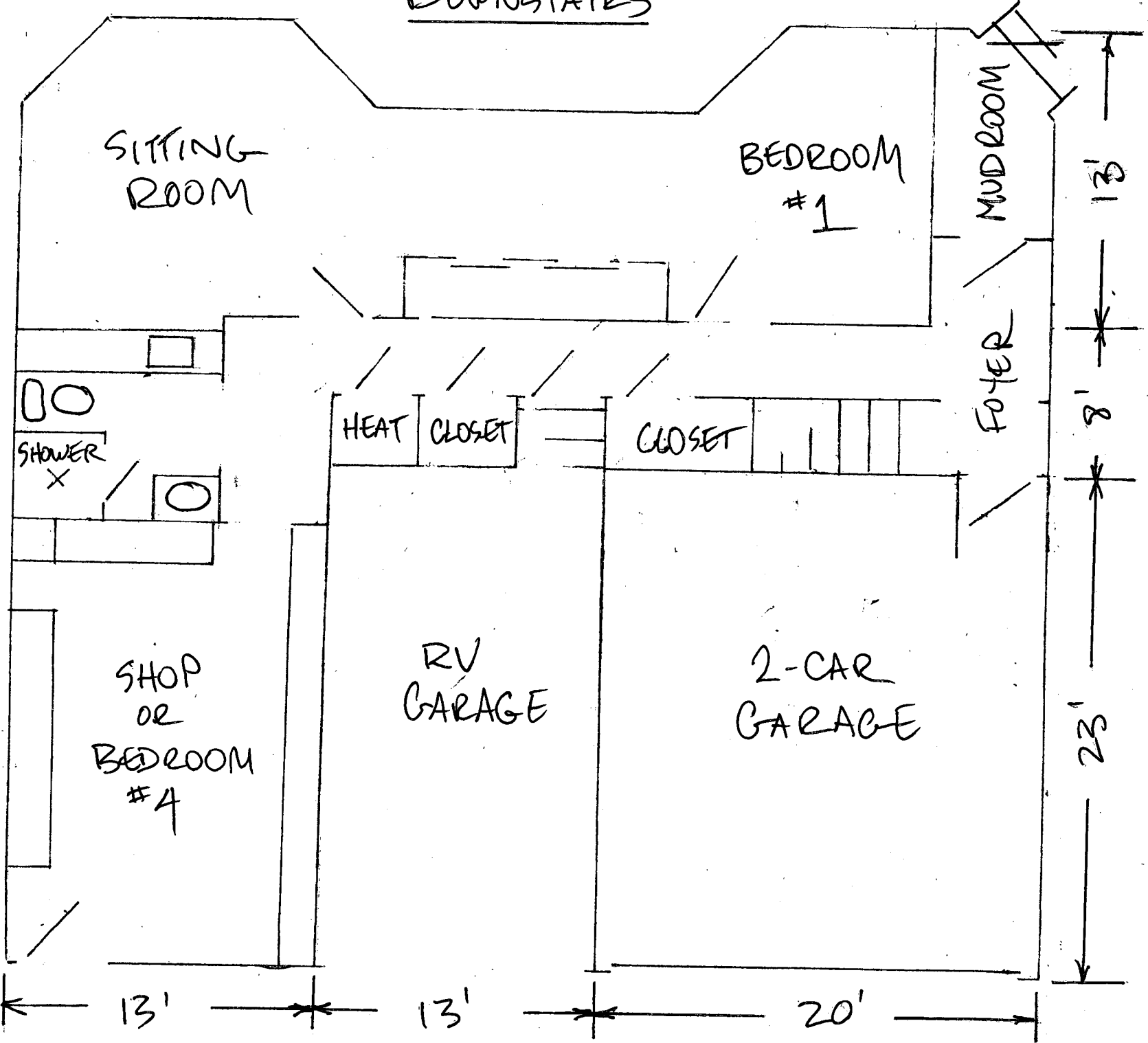
In summary. We will make this a home into a VRD that the town of Bandon will be very proud of. We will cut no corners nor settle for anything less that exceptional both in service and condition.

Sincerely,

Reed and Stacie Block



DOWNSTAIRS



SITTING ROOM

BEDROOM #1

MUDROOM

FOYER

SHOWER

HEAT CLOSET

CLOSET

SHOP OR BEDROOM #4

RV GARAGE

2-CAR GARAGE

13'

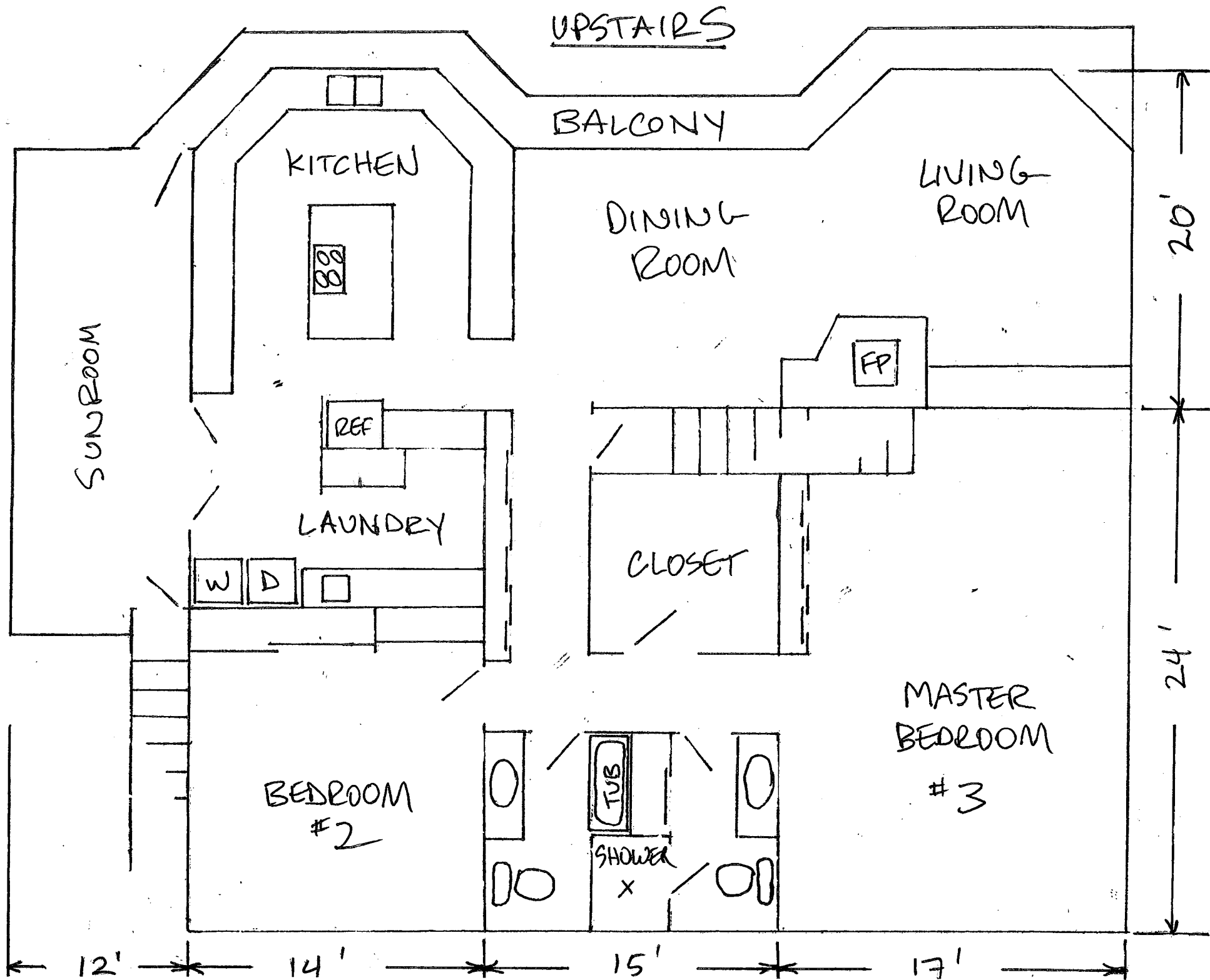
8'

23'

13'

13'

20'



UPSTAIRS

BALCONY

KITCHEN

DINING ROOM

LIVING ROOM

SUNROOM

REF

LAUNDRY

W

D

FP

CLOSET

BEDROOM #2

MASTER BEDROOM #3

TUB

SHOWER

12'

14'

15'

17'

20'

24'







































