



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
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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:		
Map Number / Tax Lot(s):	/	Zone: CD2 Floodplain: <input type="checkbox"/> Yes <input type="checkbox"/> No
Was the property previously approved as a Vacation Rental Dwelling? Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown <input type="checkbox"/>		
Please describe the residence, its existing and proposed use:		
How many bedrooms will be provided?		
What is your requested occupancy? (max. of 10)		
How many off-street parking spaces are available? Please provide a parking plan which shows the location, material, and dimensions of your proposed parking.		
Are there carbon monoxide and smoke detectors in the residence? YES <input 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 type="checkbox"/> 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.		
Manager's Name:	Phone Number:	
Email Address:		
Physical Address:		
City:	State:	Zip Code:
Mailing Address (if different from Physical Address):		

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:	Phone:
	E-Mail:
Applicant's Mailing Address:	

IV. PROPERTY OWNER'S INFORMATION	
<input type="checkbox"/> Property owner and applicant information is the same.	
Property Owner's Name:	Phone:
	E-mail:
Mailing Address:	

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.

X Applicant’s Signature: 	Date:
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X Representative’s Signature: 	Date:
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Representative’s Name:	Phone Number:
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Mailing Address:	Email Address:
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*Property owner’s signature is **required** if applicant is not the property owner*

X Property Owner’s Signature: 	Date:
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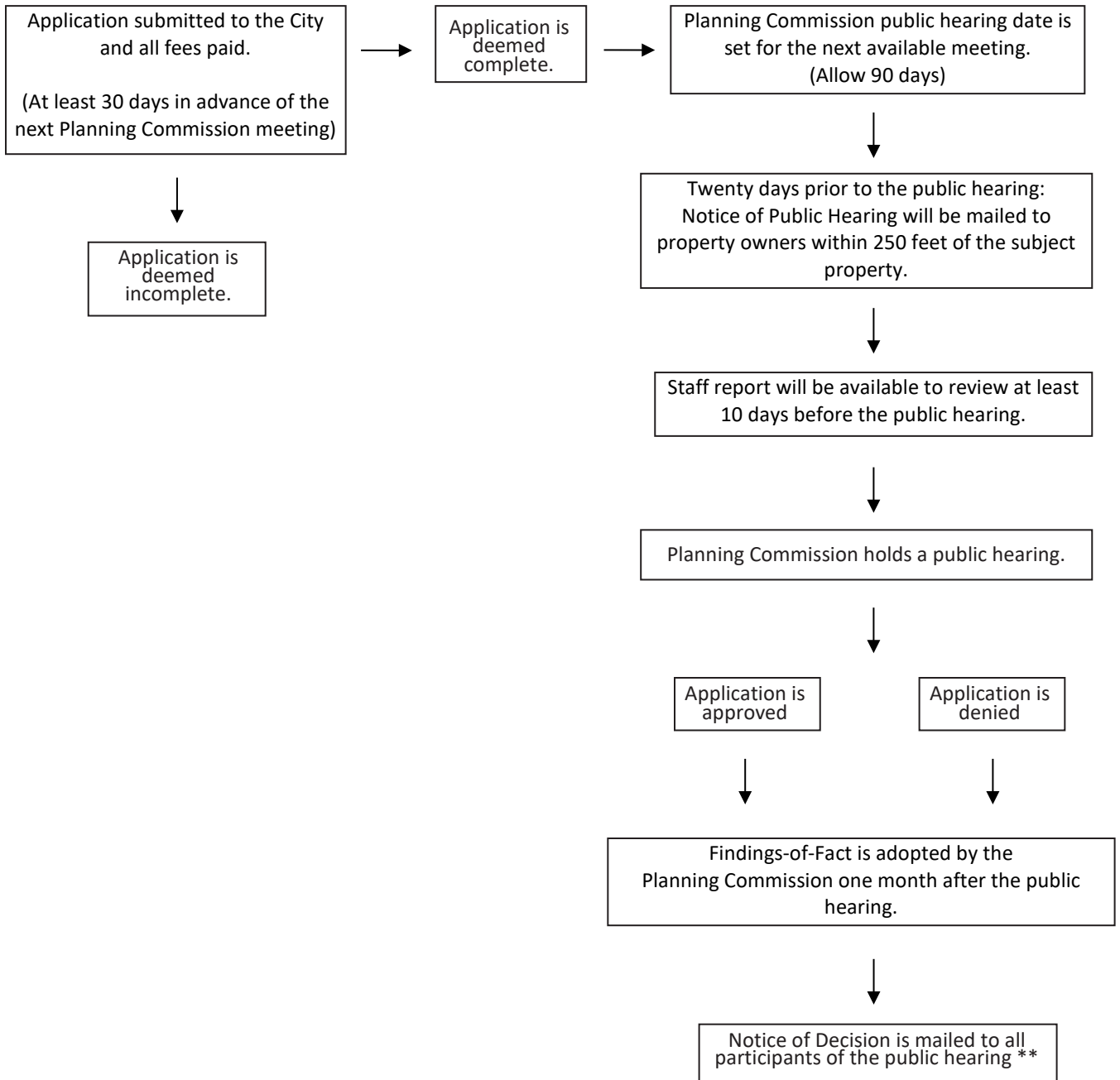
In addition to this completed form, the applicant must provide the following:

- 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
Christopher Sinkinson
03 24 2021

Property Address:
1057 4th Street SW
Bandon, OR 97411

Contact Information
Phone : 503 803 4218
Email: topher@makelike.com

“Wilder Bandon” VRD Application

This VRD application is for the single-family residence at 1057 4th Street SW, on the Coquille River Jetty. I am in the process of purchasing this cottage and adjoining studio from Nancy Evans. It has an adjoining tax lot that is currently vacant. My plans for this property center around activating creative community engagement, which will encourage artists and creative folks to visit (and spend time/money) in Bandon. The Airbnb narrative for this VRD will be centered on attracting artists and writers to get away, relax and get (quietly) inspired. Two blocks from the beach, with a view of the Coquille river and nestled right on the goose-laden lake at the jetty, it is a unique location within the city for guests to experience and savor - and hopefully want to come back to.

My hope is to divide the property into 3 distinct areas of creative engagement over the long term, all falling under the name Wilder : Field, Studio and Cottage.

The first being *The Field*, which I am planning to tend and grow wildflowers on - and potentially, if grown successfully - sell at the farmers market and to restaurants around Bandon. Summer 2021 would be for soil preparation, with seed planting taking place in the Fall for a Spring/Summer 2022 bloom. Long term the Cottage might be used to house airbnb folks that want to help out and work on the flower farm, as “working vacations” and vocational “experiences” are becoming more and more popular within the Airbnb platform, and Bandon is the perfect place to do that. This would be part of the “Wilder Bandon” Airbnb package starting Spring 2022.

The second area of engagement would be *The Studio*. This is also a longer term goal, as I would like it to be a suitable working / artist studio by Summer of 2022. This is where folks that are creatively minded can use the space as an informal artist residency / retreat as part of an optional Airbnb “experience”. This will encourage more artists and creative types to visit Bandon by giving them a relaxing space to finish writing that book, or painting that painting.

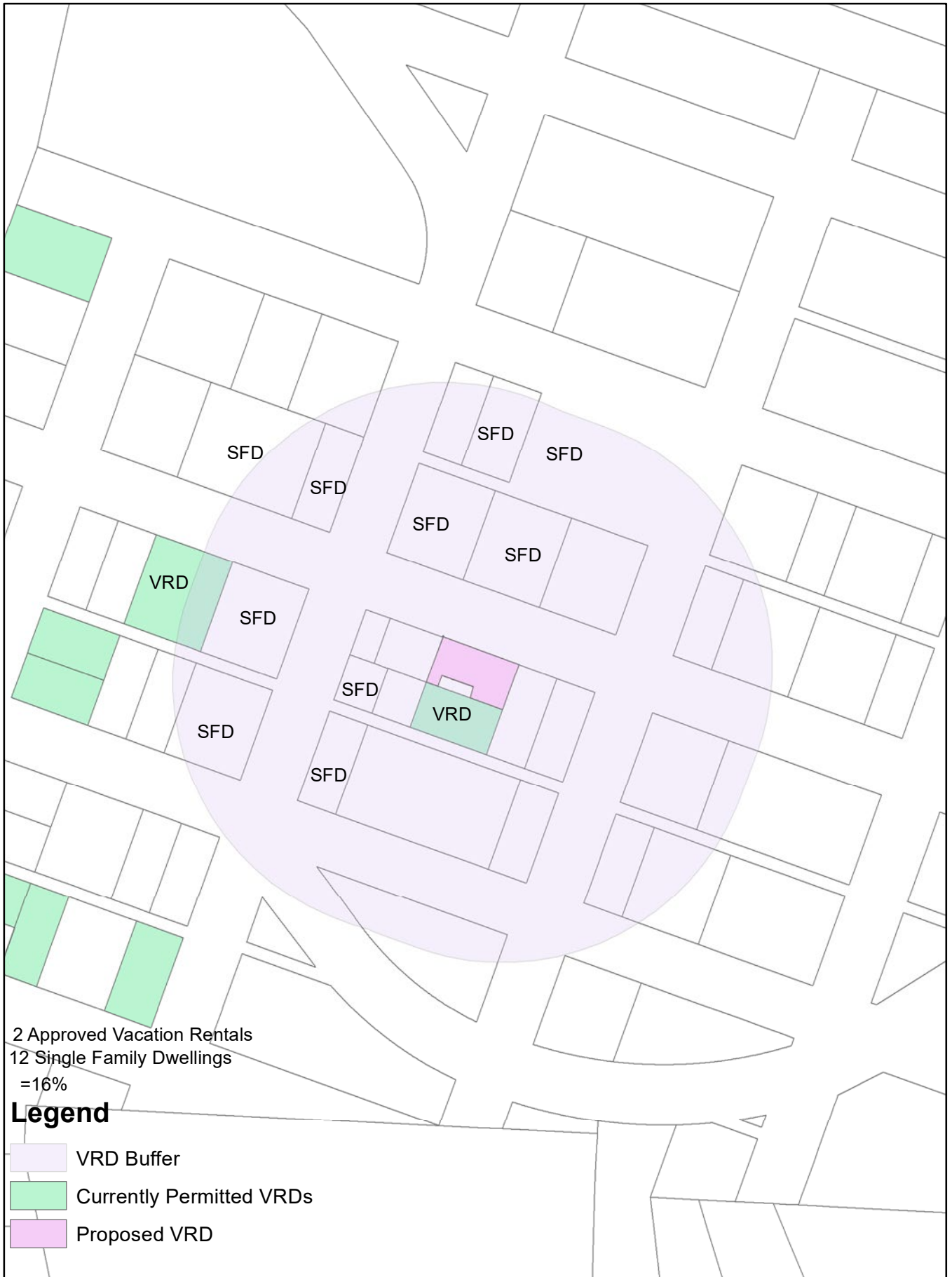
These are two *longer term* goals for the property that will not be taking place until Spring / Summer 2022, and would be more on the “vacation experience” side of the VRD on Airbnb.

Currently, with this permit application, I would like to VRD The Cottage only, which has a bedroom on the ground floor and a loft bedroom, sleeping 4 total / max. The cottage’s Airbnb rental options will range from a weekend stay (minimum) to two weeks or a month, for longer term interest. I will reside in the studio to be on-sight in case any problems arise during a guest’s stay in the Cottage.

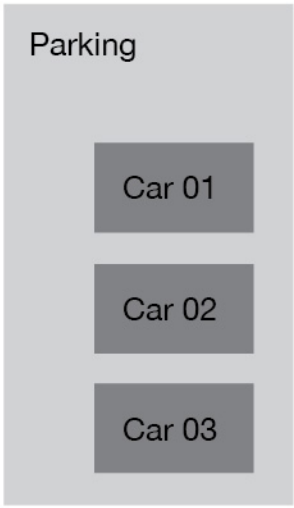
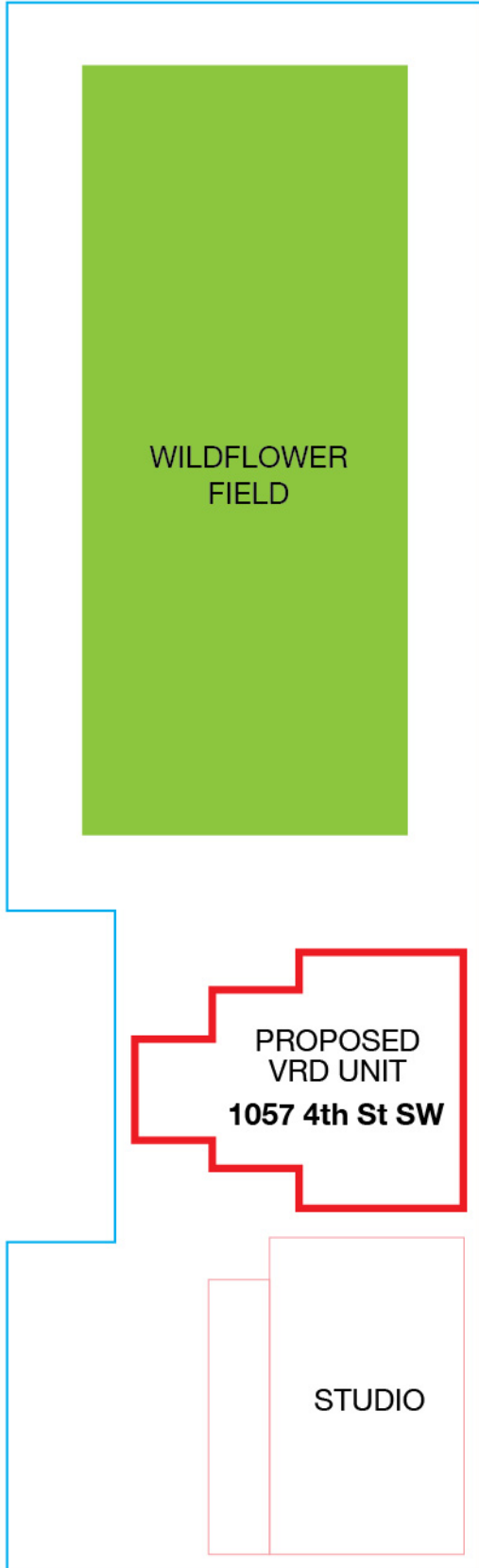
In addition to the above narrative, I have been operating Airbnb’s out of other properties in New Orleans and Portland since 2013 and am familiar with and understand city policy around short term rentals. I will be adhering to the standards and provisions outlined by the city of Bandon in the following ways. The location is currently at 16% saturation (less than 30%), and the lot (7000 sq ft) and cottage (850 sq ft) provide adequate space for this conditional use. It is tucked away from other homes being at the far end of the Jetty against the lake and at the very end of 4th St SW, where there is space for three cars to park next to the house, off the street. I will have information on site for proper beach entry points as well as tsunami preparedness info including location, evacuation route and instructions. I will also provide discrete exterior signage so that visitors can easily find the place without disturbing neighbors and will be landscaping and making improvements on the property’s exterior all summer to enrich the visitors experience. Garbage removal will happen on schedule. Smoke detectors and carbon monoxide sensors are present on the property. I will provide an annual report to the city of Bandon showing compliance with all conditions and ordinance requirements.

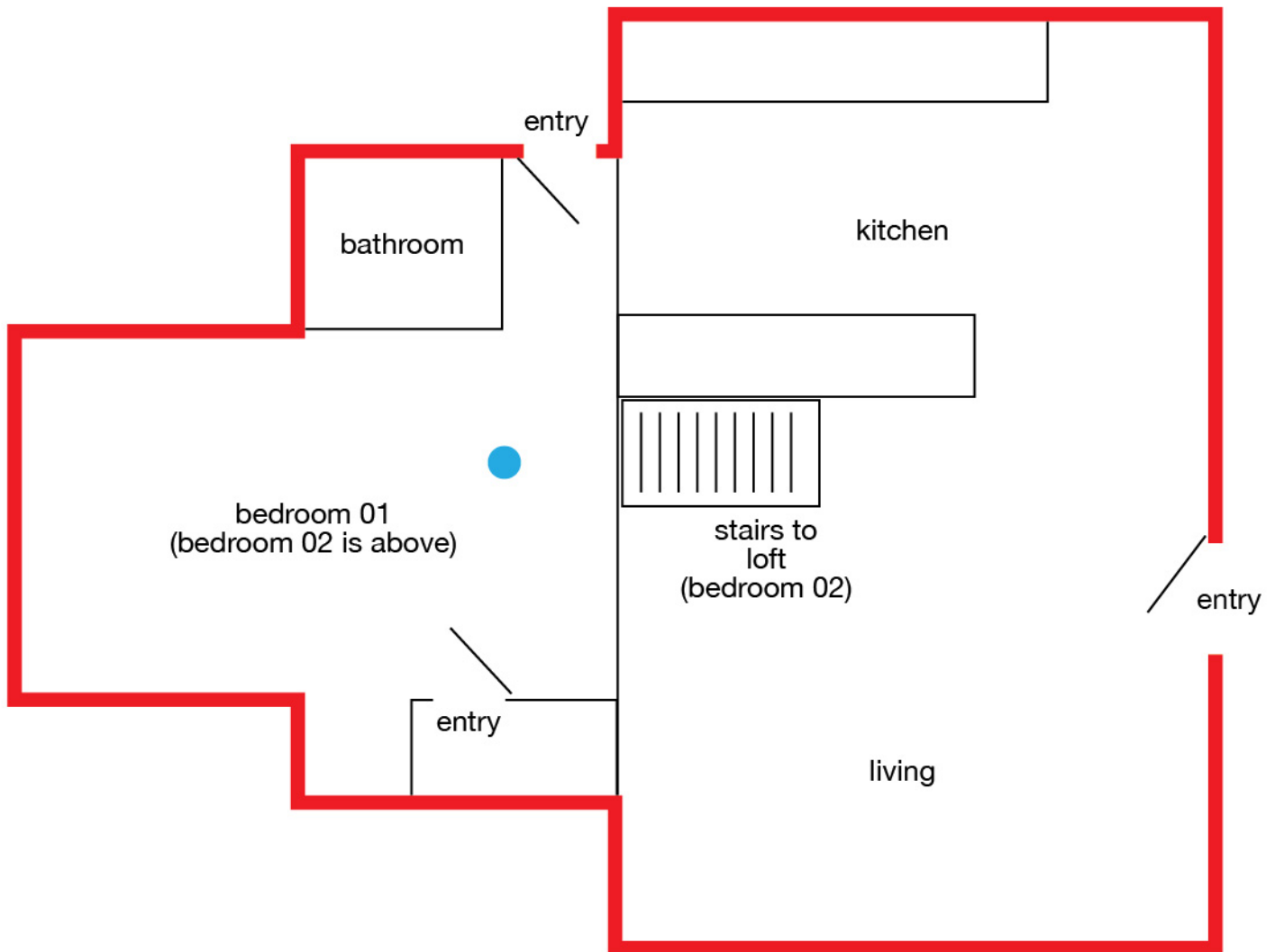
Thank you,
Christopher Sinkinson

1057 4th Street SW Saturation



LINCOLN AVE SW





● smoke detector / carbon monoxide sensor in both bedrooms

PROPOSED VRD UNIT

1057 4th St SW
Bandon, OR 97411

Exterior



parking spots

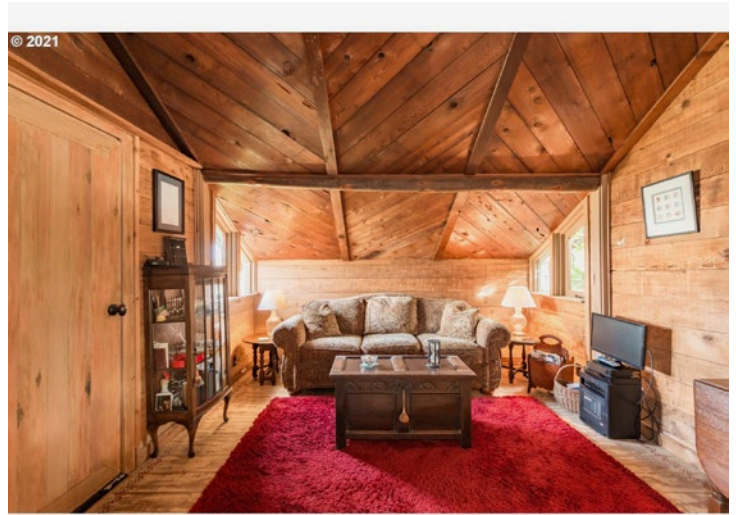


aerial view

Interior



kitchen



living



bedroom



bedroom



bathroom