



## Notice of Complete Application and Plan Review Information

**City of Bandon**  
555 Hwy 101  
P.O. Box 67  
Bandon, Or 97411  
T: (541)347-7922

May 16<sup>th</sup>, 2022

Re: 22-047, Vacation Rental Dwelling

Dear David Reed,

The Planning Department has reviewed your application for a Conditional Use Permit to operate a Vacation Rental Dwelling at 1388 Face Rock Drive, received on April 21<sup>st</sup>, 2022, and has determined that it is complete as of today's date. The City has 120 days to exhaust all local review: September 13<sup>th</sup>, 2022.

Please be aware that a determination of a complete application does not guarantee a recommendation of approval from staff for your proposal as submitted, but rather signifies that you have provided the materials required to process your application.

A twenty-day public notice will be prepared and mailed for your Public Hearing at the earliest practical date, considering other previously submitted applications and requirements for public notification. Your application will be issued a project page on the City's website and all materials and relevant dates will be uploaded there. Staff will prepare a staff report that will be available one week before the hearing and will contain the relevant criteria and findings. The Planning Commission is the reviewing body for Conditional Use Permits, with appeals to the City Council.

We will be in touch when a date for your Public Hearing has been set. If you have any questions, please feel free to call the Planning Department at (541) 347-7922.

Sincerely,

*Dana Nichols*

**Dana Nichols**  
Planning Manager  
[dnichols@cityofbandon.org](mailto:dnichols@cityofbandon.org)



**Vacation Rental Dwelling (VRD) Conditional Use Permit (CUP), Completeness Review Form**

<b>Application File Name (#):</b>	22-047	<b>Date:</b>	5/16/22
<b>Property Owner's Name:</b>	Frederick C. Mau, et al	<b>Zoning:</b>	CD-1
<b>Representative's Name:</b>	David Reed		
<b>Reviewed by:</b>	Dana Nichols, Planning Manager	<b>Phone:</b>	541-347-7922
<b>Email:</b>	<a href="mailto:dnichols@cityofbandon.org">dnichols@cityofbandon.org</a>		

<b>General Comments:</b>	Vacation rental dwellings (VRDs) are a conditional use in the CD-1 and CD-2, CD-3, & C-3 Zones and are subject to the requirements of Chapter 16.12 of the Bandon Municipal Code. Conditional use permits are a discretionary decision by the City subject to review by the Planning Commission. VRD's are not an outright permitted use in the CD Zones or C-3 Zone.
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CUP for VRD Requirements				
Submitted	Missing	Incomplete	N/A	
X				Written Narrative that addresses all approval standards and provisions
X				A site plan that includes existing and proposed landscaping
X				A parking plan that includes existing and proposed off-street parking (one parking space per bedroom, but in no case less than two spots)
X				Saturation study showing less than 30% of single-family detached dwellings within 250 feet of the subject property are already Vacation Rental Dwellings.
X				Floor plans showing the size, function, and arrangement of interior rooms
X				Digital photographs of the subject residence's interior and exterior.
X				Payment of applicable fees (\$1,000 Deposit)
			X	Other information deemed necessary by the Planning Director to review the applicant's proposal.
<b>Comments:</b>				