



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

June 27th, 2022

Re: 22-060, Vacation Rental Dwelling

Dear Rylie Hancock,

The Planning Department has reviewed your application for a Conditional Use Permit to operate a Vacation Rental Dwelling at 1137 Three Wood Drive, received on May 23rd, 2022, and has determined that it is complete as of June 22nd, 2022. The City has 120 days to exhaust all local review: October 22nd, 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. Conditional Use Permit fees are assessed at actual cost, with a \$1,000 deposit required, made payable to the City of Bandon.

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. You will be required to post notice on the project site at least 14 days in advance of the hearing. 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 during the noticing period 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



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

Application File Name (#):	Hancock (22-060)	Date:	6/27/22
Applicant's Name:	Rylie Hancock	Zoning:	CD-1
Representative's Name:	N/A		
Reviewed by:	Dana Nichols, Planning Manager	Phone:	541-347-7922
Email:	dnichols@cityofbandon.org		

General Comments:	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				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.

Comments: All required information has been submitted.