



LAND USE APPLICATION

OFFICIAL USE ONLY	
DATE RECEIVED:	11/17/24
PLANNING FILE #:	24-005
APPLICATION COMPLETE:	

APPLICATION CHECKLIST

The following materials must be submitted with your application, or it will not be accepted at the counter.

- Complete signed Land Use Application
- Survey (if applicable)
- One set of to-scale plans (paper or digital)
- Evidence of ownership and/or written statement authorizing representation
- Fee
- Supplemental forms and findings
- Consolidation request form (if applicable)

TYPE OF APPLICATION (check all that apply):

TYPE I	TYPE II	TYPE III	TYPE IV
<input type="checkbox"/> Zoning Compliance <input type="checkbox"/> COA <input type="checkbox"/> Floodplain Development <input type="checkbox"/> Home Occupation <input type="checkbox"/> Final Plat <input type="checkbox"/> Property Line Adjustment <input type="checkbox"/> Sign	<input type="checkbox"/> Adjustment <input type="checkbox"/> COA <input type="checkbox"/> Preliminary Plat (Partition & Subdivision) <input type="checkbox"/> Plan Review <input type="checkbox"/> Geologic Assessment Review	<input checked="" type="checkbox"/> Conditional Use <input type="checkbox"/> PUD Preliminary Plat <input type="checkbox"/> Variance <input type="checkbox"/> Zoning Map Change	<input type="checkbox"/> Annexation <input type="checkbox"/> Comp Plan Amendment <input type="checkbox"/> Zoning Map Change

Description of proposal:

seeking a conditional use permit for a Vacation Rental Dwelling (VRD).

PROPERTY DESCRIPTION (attach more pages as necessary):

Coos County Assessor's Map Number	Tax Lot(s)	Size (acres or sq)	Zone
28515W36CC	03304	0.27	CD-1
Physical Address(es): 2885 Beach Loop Drive SW, Bandon, OR 97411			

APPLICANT/OWNER(S):

Applicant/Owner Name(s) (Printed): Greg & Emily Loper

Applicant/Owner Signature: *[Signatures]* Date: ~~11/10/2024~~ 1/10/2024

Mailing Address: 2273 NW Torrey Pines Dr, Bend, OR 97703

Phone: 408-529-7073 (Greg) Email: gregjloper@gmail.com
 408-529-9956 (Emily) Email: emilyjpapp@gmail.com

APPLICANT'S REPRESENTATIVE(S):

Representative Name (Printed):

Representative Signature: Date:

Mailing Address:

Phone: Email:

All signatures represented must have the full legal capacity and hereby authorize the filing of this application. Signing this form indicates agreement with the Planning Department's policies and disclosures.



Vacation Rental Dwelling Addendum

OFFICIAL USE ONLY	
DATE RECEIVED:	_____
PLANNING FILE #:	_____
APPLICATION COMPLETE:	_____

APPLICATION CHECKLIST

The following materials must be submitted with your application, or it will not be accepted at the counter.

- Complete signed Land Use Application
- Floor plan and parking plan
- Written findings addressing the criteria
- Digital photos of residence

I. PROJECT INFORMATION	
Street Address for proposed VRD: 2885 Beach Loop Dr SW Bandon, OR 97411	
Zone: <input type="checkbox"/> C-3 <input checked="" type="checkbox"/> CD-1 <input type="checkbox"/> CD-2 <input type="checkbox"/> CD-3	
Number of bedrooms (enclosed sleeping area with closet): 3	
Requested occupancy (max. of 10, 3 per bedroom): 8	
Number of parking spaces (8.5' x 19' – must show on parking plan): 3	
Are there carbon monoxide and smoke detectors in the residence? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
II. CONTACT INFORMATION	
Designated Local Manager's Name: Exclusive Property Mgmt - Sam Hernandez	Phone Number: 541-347-3790
Email Address: manager@visitbandon.com	
Mailing Address: 1212 Alabama Ave SE #14, Bandon, OR 97411	
III. OWNER	
<i>Defined as: the natural person or legal entity that owns and holds legal and/or equitable title to the property. If the owner is a natural person, or where the natural person has transferred their property to a trust where the natural person is the trustor, that person can have an ownership right, title, or interest in no more than one dwelling unit that has a VRD permit. If the owner is a business entity such as a partnership, corporation, a limited liability company, a limited partnership, a limited liability partnership or similar entity, any person who owns an interest in that business entity shall be considered an owner and such person can have an ownership right, title, or interest in no more than one dwelling unit that has a VRD permit.</i>	
Owner's Name(s): Greg & Emily Loper	Phone Number(s): 408-529-7073 (Greg) 408-529-9956 (Emily)
Email Address(es): gregjloper@gmail.com / emilyjpapp@gmail.com	
Mailing Address(es): 2273 NW Torrey Pines Dr, Bend, OR 97703	

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IV. 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 16.12.040)

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 effects 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.

Approval standards for Vacation Rentals: (BMC 16.12.090 (K)(1))

- a. VRDs are only allowed in single-family detached dwellings. Any dwelling proposed as a VRD shall be at least three years old, calculated from the date of issuance of a certificate of occupancy from the City of Bandon;
- b. Including the subject property, the saturation rate within a 25-foot radius of the subject property must be less than 30%. The saturation rate is calculated using the following ratio:

Numerator: Subject property + permitted VRD units (each unit within a multi-family VRD is counted individually).

Denominator: Subject property + eligible properties (single-family detached dwellings).

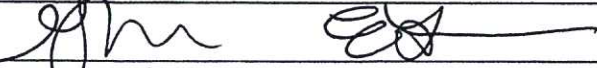
- c. In the CD-1 zone, dwelling units proposed for VRD status may be located only in the VRD-overlay zone as indicated on the attached map. VRD's are allowed as a conditional use in all areas of the CD-2 and CD-3 zones;
- d. The VRD Conditional Use Permit is valid for a specific owner of a specific dwelling and is not transferable. The permit shall become null and void when the owner sells or transfers the real property. No owner shall be issued a new VRD permit who holds another VRD permit;
- e. VRD's with shared 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;
- f. 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;
- g. The applicant shall provide evidence that the VRD will be maintained at or above the level of surrounding dwellings in the neighborhood, including landscaping, signage and exterior maintenance;

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- h. The applicant shall provide evidence that the property can accommodate one off-street parking space for each bedroom in the VRD, with a minimum of 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. The Planning Commission may limit the allowable parking area and the number of parked cars on-site;
- i. Occupancy of any VRD shall not exceed 3 people per bedroom up to a maximum of 10 people. The occupancy determined by the Planning Commission may be less than the maximum allowed;
- j. Property owners shall be required to comply with the requirements of all other permitting agencies.

V. Signatures

I hereby certify that the statements contained herein are in all respects true and correct to the best of my knowledge and belief.

X 	1/10/2024
Property Owner/Applicant Signature	Date
X	
Applicant's Representative Signature	Date

All signatures represented must have the full legal capacity and hereby authorize the filing of this application. Signing this form indicates agreement with the Planning Department's policies and disclosures.

VRD Narrative for 2885 Beach Loop Drive SW, Bandon, OR, 97411

Dear Planning Commission,

As you review our VRD application, please allow us to introduce ourselves: we are Greg & Emily Loper. We currently call Bend home, but since purchasing 2885 Beach Loop Drive SW in May of last year, we often split time between Bend and Bandon. We hosted Christmas in Bandon in December, and we heartily agreed there's nothing quite like spending the holidays at the beach!

Greg is an avid golfer and leads marketing for the Oregon Golf Association. We've spent a lot of time in Bandon and the surrounding area over the years. In fact, we first visited Bandon more than a decade ago, when we were students at the University of Oregon. Emily walked along with Greg as he golfed Bandon Dunes for the very first time. We loved it, in spite of—or maybe because of—the rain that settled in over the back nine.

Six months ago, we welcomed our first baby—Josephine—, and we look forward to many weekends spent exploring the Oregon Coast with our daughter. We also have two sand-loving dogs, who hold Bullards Beach State Park in very high regard. As our family grows, we may look to make Bandon our home base in a few years. In the meantime, we're hoping to utilize our home as a short-term vacation rental when we're unable to be there ourselves. We hope to invite others to fall in love with the area, as we have.

The home is in excellent condition with a spacious yard and plenty of off-street parking. It's in a tremendously desirable location, within walking distance to both Face Rock State Scenic Viewpoint and Tish-A-Tang Beach. It was previously used as a VRD, which gives us confidence that it will be a comfortable rental property for vacationers.

We've made many updates since closing on the home in May and will continue to do so. We plan on visiting often ourselves, so ensuring a peaceful, safe and memorable stay is of the utmost importance to us. It's our goal to create a tranquil getaway, for families and golfers alike—without disturbing our wonderful neighbors or disrupting the surrounding area.

Thank you so much for considering our VRD application.

Gratefully,
The Loper Family

Approval Standards for conditional uses (BMC 16.12.040):

The approval of all conditional uses shall be consistent with:

- a. Upon our review, we believe this home and the site is consistent with the comprehensive plan.
- b. The home is located within the CD-1 zone and we believe confirms with the dimensional standards without any modifications to the home or grounds.
- c. Photos of the home can be found at the [Redfin listing](#). The site size and dimensions provide adequate area for the proposed use.
 - o **Property & parking:** The lot size is .27 acres, with a gravel driveway leading to a concrete parking area that can easily accommodate 3 cars, plus a two-car garage. Ample off-street parking will ensure the neighbors and surrounding area are undisturbed by visiting cars.
 - o **Square footage & occupancy:** The home is 2,071 square feet, with 3 bedrooms, 2 bathrooms, a laundry room, and a large, open-concept kitchen, living room and dining area. We are seeking to accommodate a maximum of 8 guests, and the home will be set up to accommodate families with children (like ours).
- d. The home has adequate space between neighboring properties. No parties will be allowed. We take pride in being good neighbors and will ensure that any renters are held to the same standard. We have introduced ourselves and shared contact information with our neighbors, so they know how to get in touch with us if any concerns arise.
- e. The characteristics of the site are suitable for the proposed use as a VRD, and the house was previously used as a vacation rental.
- f. All required public facilities and services have adequate capacity to serve the needs of this VRD and will be available to VRD guests.
- g. Since purchasing the home, we have made various small improvements, including repairing paint, replacing hardware, and deep cleaning. We will continue to enhance the home and property over the coming years in a manner consistent with the surrounding area. The home as a VRD will not limit, impair or preclude the permitted use of surrounding properties.
- h. The VRD will be consistent with all other requirements of this title that apply.

Approval Standards for Vacation Rentals (BMC.16.12.090 (K)(1)):

- a. The single-family home was built in 2003.
- b. Currently there is a 21% saturation rate around the subject property. There is only one other VRD that is right on the edge of the 250 foot radius (see saturation survey).
- c. The home is located within the CD-1 zone, on the East side of Beach Loop Drive.
- d. Greg & Emily Loper are the applicants and owners of the home. We understand that the conditional use permit is non-transferable.
- e. There is no private beach access associated with the property—only public access to Tish-A-Tang Beach via foot. Instructions for location & required use of public beach access points, as well as a Tsunami Evacuation Route map, will also be posted in the home in a conspicuous location.

- f. This home does not have a joint access driveway. The gravel driveway sits solely on our parcel and is not shared with any other property.
- g. We will continue to use the home for personal vacations, ensuring the home and grounds are in exceptional shape. The house was painted and reroofed within the past 3 years, and the landscaping is being maintained monthly by Jose Cabrera, a Bandon resident.
- h. Off-street parking on the property can easily accommodate 3 cars to align with the 3 full bedrooms. See associated documents for details.
- i. We are seeking to accommodate 8 guests maximum. The primary bedroom has a king-size bed and a twin-size bed, bedroom 2 has a queen-size bed and a twin-size sofa, and bedroom 3 has a queen-sized bed. Each bedroom is also equipped with smoke detectors, which will be maintained and replaced when needed.
- j. We, Greg & Emily Loper, will comply with all requirements of any additional permitting agencies as requested.



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

Application File Name (#):	24-005	Date:	1/17/2024
Applicant's Name:	Greg and Emily Loper	Zoning:	CD-1
Representative's Name:	Greg and Emily Loper		
Reviewed by:	Nicolette Cline	Phone:	541-347-7922
Email:	ncline@cityofbandon.org		

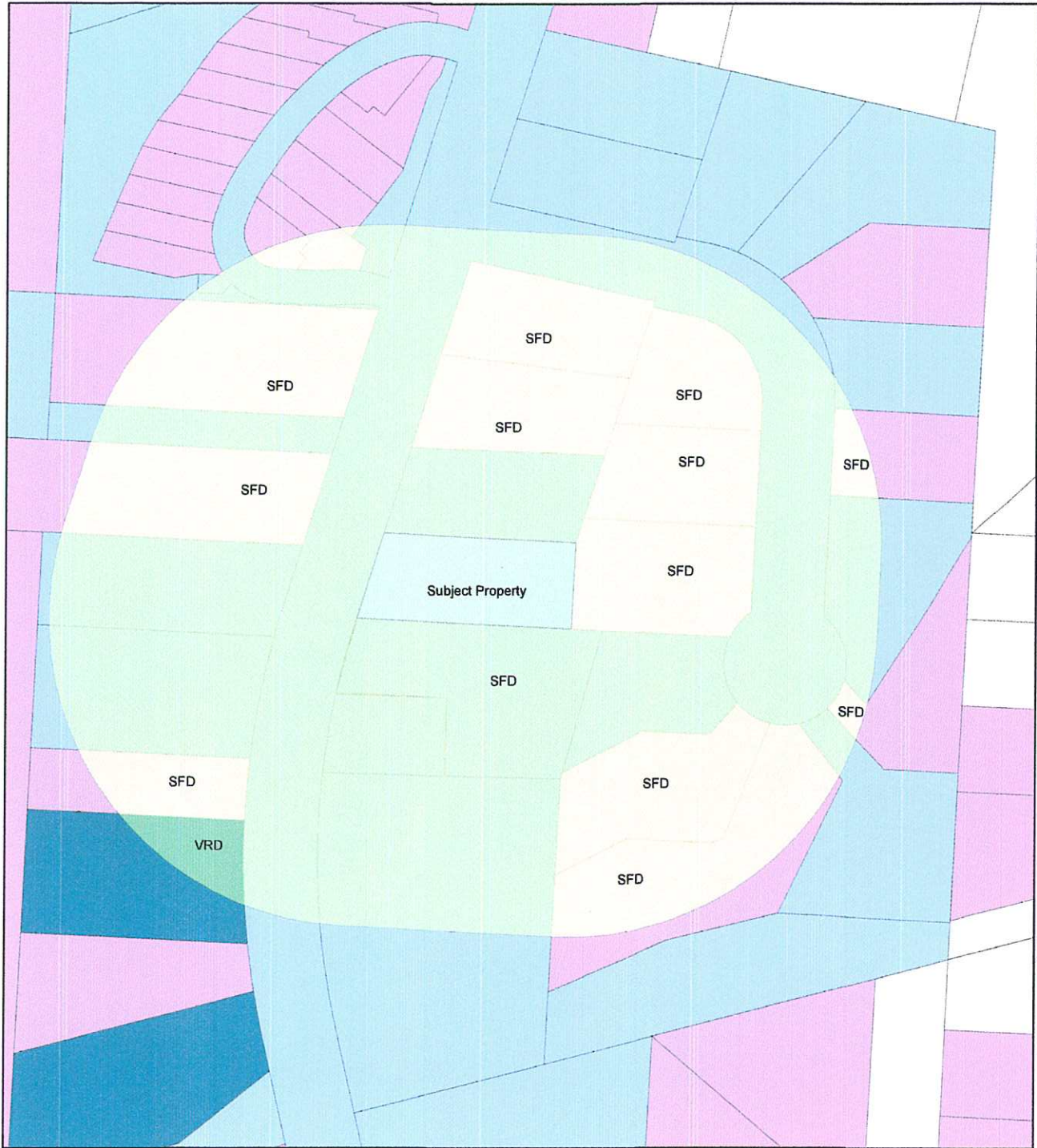
General Comments:	Vacation rental dwellings (VRDs) are a conditional use in the CD-1 and CD-2, CD-3, & C-3 Zones and are subject to the requirements of Chapter 16.12 of the Bandon Municipal Code. Conditional use permits are a discretionary decision by the City subject to review by the Planning Commission. 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: Digital photos need to be documents submitted with the application, not a website link with those pictures.

Vacation Rental Saturation

2885 Beach Loop Drive



Legend

- 250' Radius
- SFDs
- Vacation Rentals

VRD Saturation Rate Calculation

3 VRDs (includes subject property and multi-unit VRD)
14 SFDs

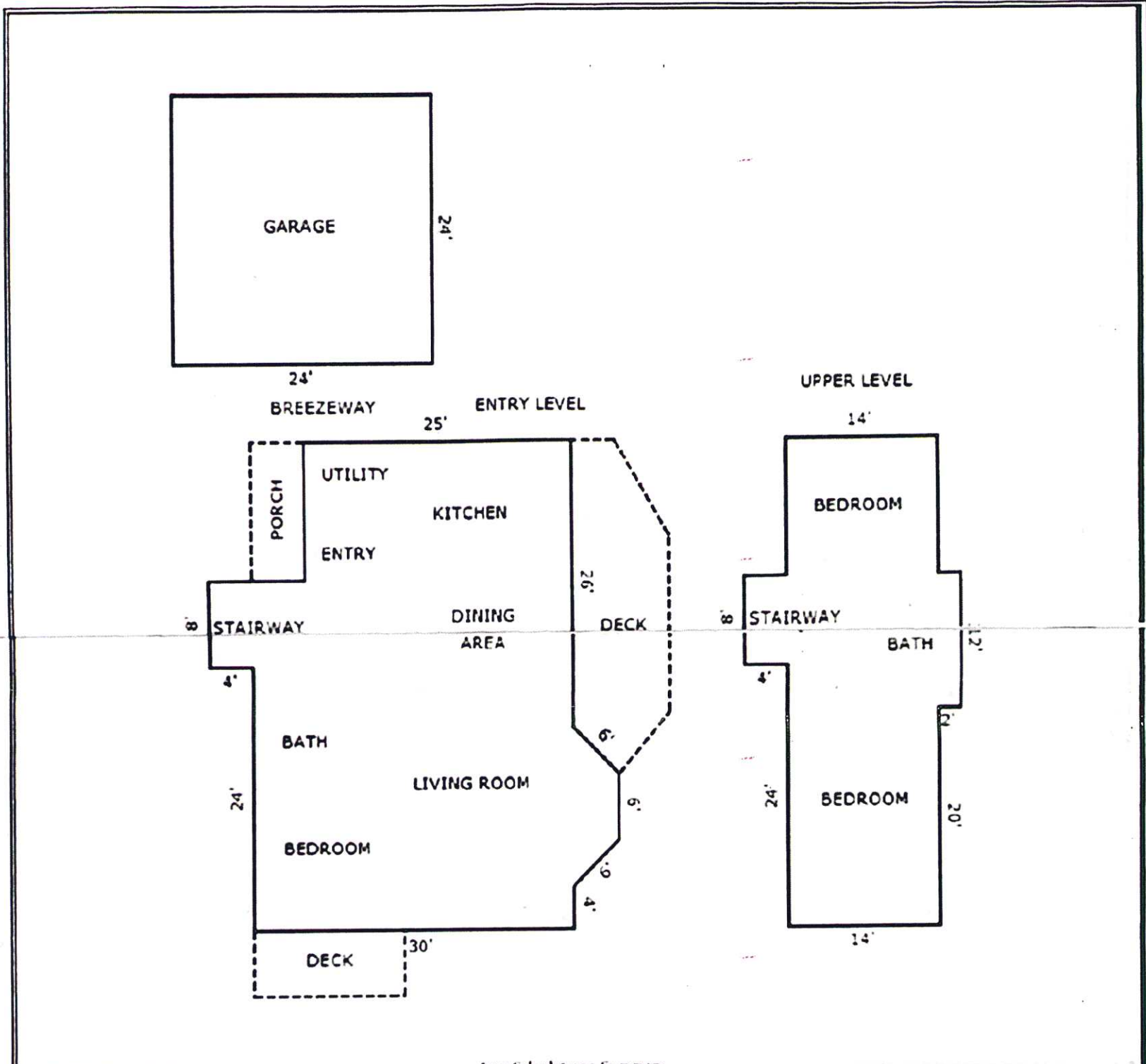
= 21% saturated

April 17th, 2023

SKETCH ADDENDUM

File # B-3949

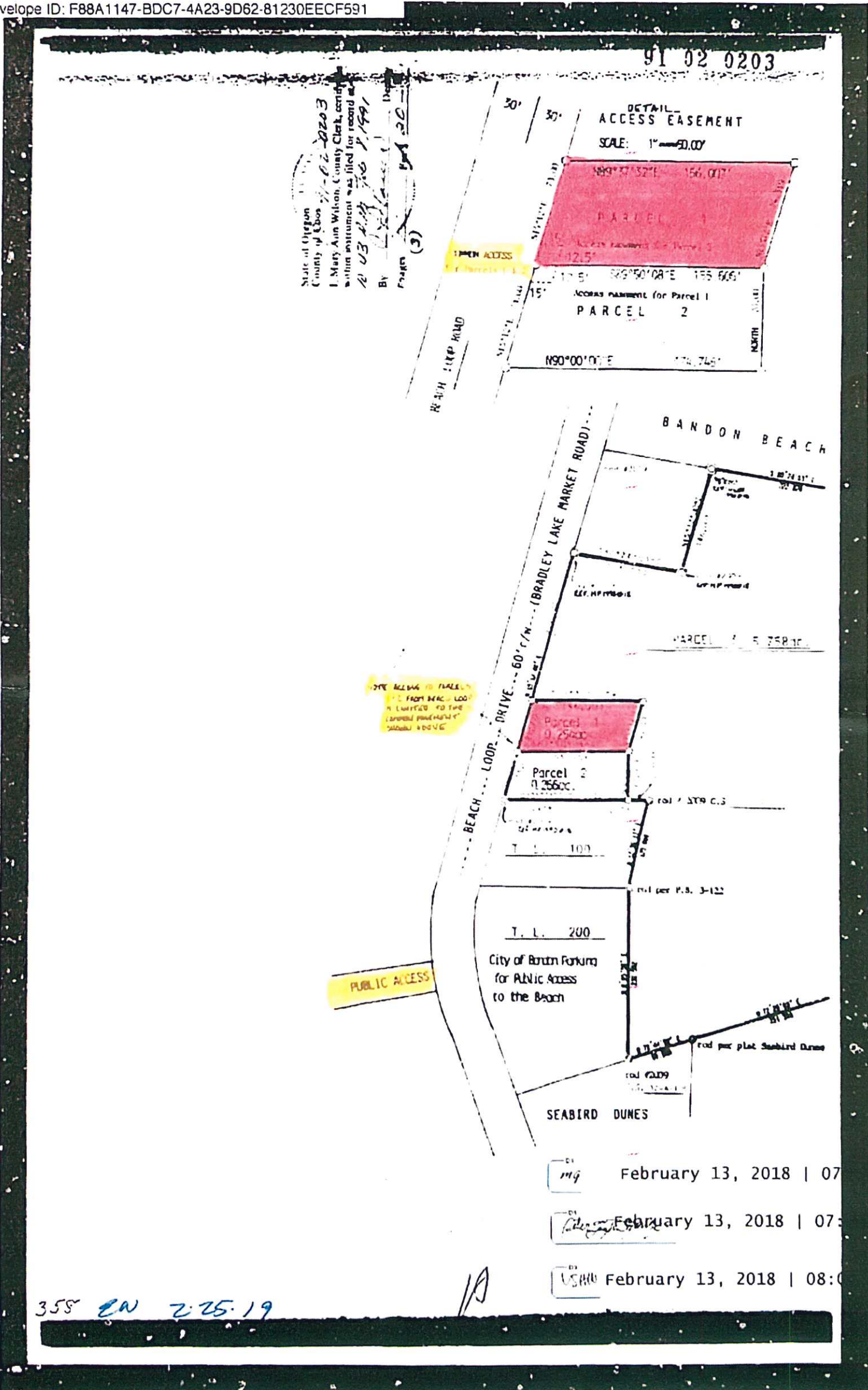
Buyer/Client <u>Karl T. Maxon</u>				
Property Address <u>2885 Beach Loop Dr SW</u>				
City <u>Bandon</u>	County <u>Coos</u>	State <u>OR</u>	Zip Code <u>97411</u>	
Lender <u>Banner Bank</u>				



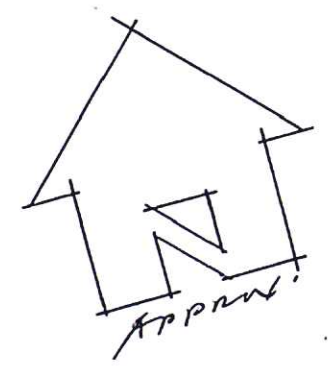
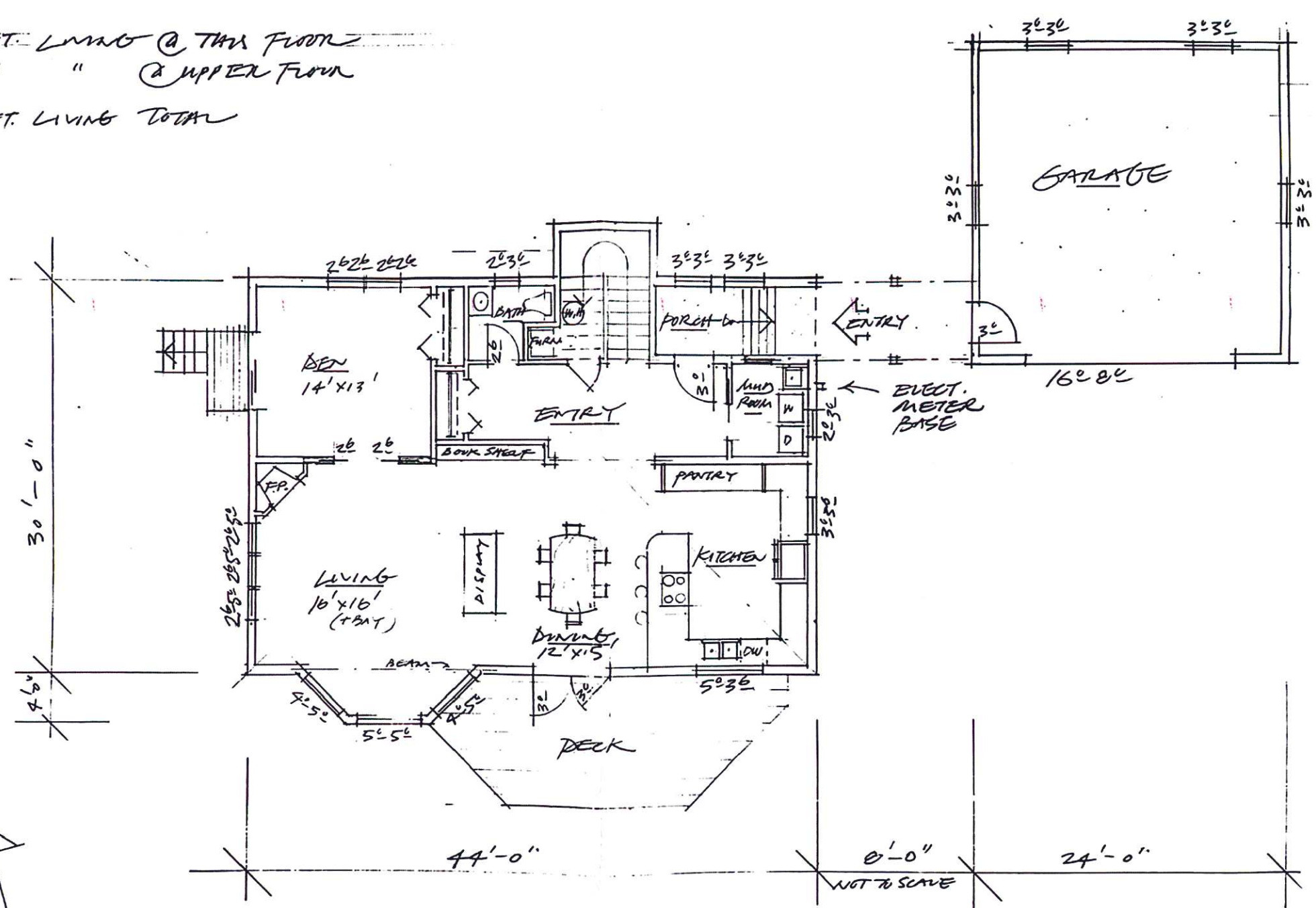
TOTAL AREA BY: *[Signature]*

Area Calculations Summary

	Area Calculations Summary	Calculation Details
Living Area	1347.59 Sq ft	
First Floor		$0.5 \times 4.24 \times 4.24 = 9$ $0.5 \times 4.24 \times 4.24 = 9$ $6 \times 4.24 = 25.44$ $30 \times 24 = 720$ $8 \times 9 = 72$ $23.89 \times 25 = 512.13$
Second Floor	679 Sq ft	$8 \times 4 = 32$ $12 \times 2 = 24$ $44.5 \times 14 = 623$
Total Living Area (Rounded):	2027 Sq ft	
Non-living Area	576 Sq ft	
2 Car Attached		$24 \times 24 = 576$
Wood Deck	228.25 Sq ft	$4 \times 8.66 = 34.64$ $0.5 \times 5 \times 8.66 = 21.65$ $9 \times 16 = 144$ $1.34 \times 4.24 = 5.68$ $0.5 \times 4.24 \times 4.24 = 9$ $0.5 \times 5.58 \times 4.76 = 13.28$
Wood Deck	84 Sq ft	$14 \times 6 = 84$
Non-Calculated	62.43 Sq ft	$5 \times 12.49 = 62.43$



* 1320 SQ. FT. LIVING @ THIS FLOOR
 + 672 " " " @ UPPER FLOOR
 * 1992 SQ. FT. LIVING TOTAL



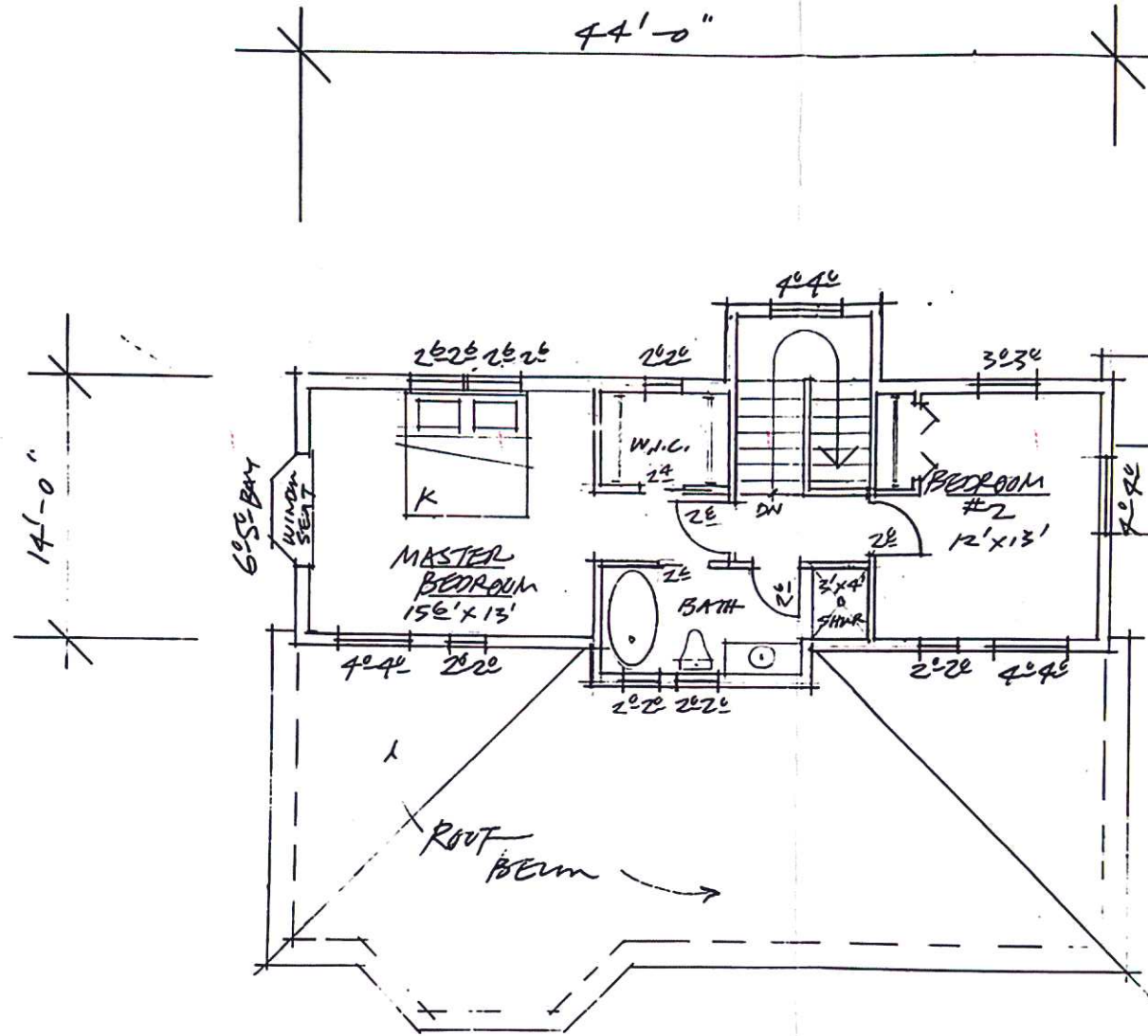
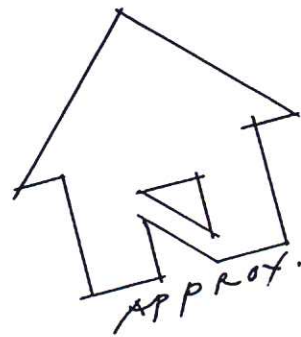
① MAIN FLOOR PLAN
 ② 1/8" = 1'-0"

SHEET
 2 OF 5

drawn by
 Dan 10
 by BRUNSWICK
 541.572.298

BARNUM
 25 MAY 2002

MAXON
 RESIDENCE



* 672 SQ. FT. @ THIS FLOOR

① UPPER FLOOR PLAN
1/8" = 1'-0"

SHEET
3 of 5

drawn by
DAVID
BRUNSHAN
541.572.2198

BANBON
25 MAY 2002

MAXON
RESIDENCE

LAMINATED COMPOSITION SHINGLES

HARDI PLANK
HORIZ LAP SIDING
w/ CEDAR TRIM

12
4 TYP.

28'-0" MAX HT.
(27'-0" APPROX ACT. HT.)

1 WEST ELEVATION
4 1/8" = 1'-0"

* SKYLITES NOT SHOWN

28'-0" MAX HT.
(27'-0" APPROX ACT. HT.)

WOOD FENCE
& PROPANE TANK(S)

2 SOUTH ELEVATION
4 1/8" = 1'-0"

MAXON · BARBON
RESIDENCE
25 MAY 2002
Drawn by
DAVID
BRUNS
581.572.2186



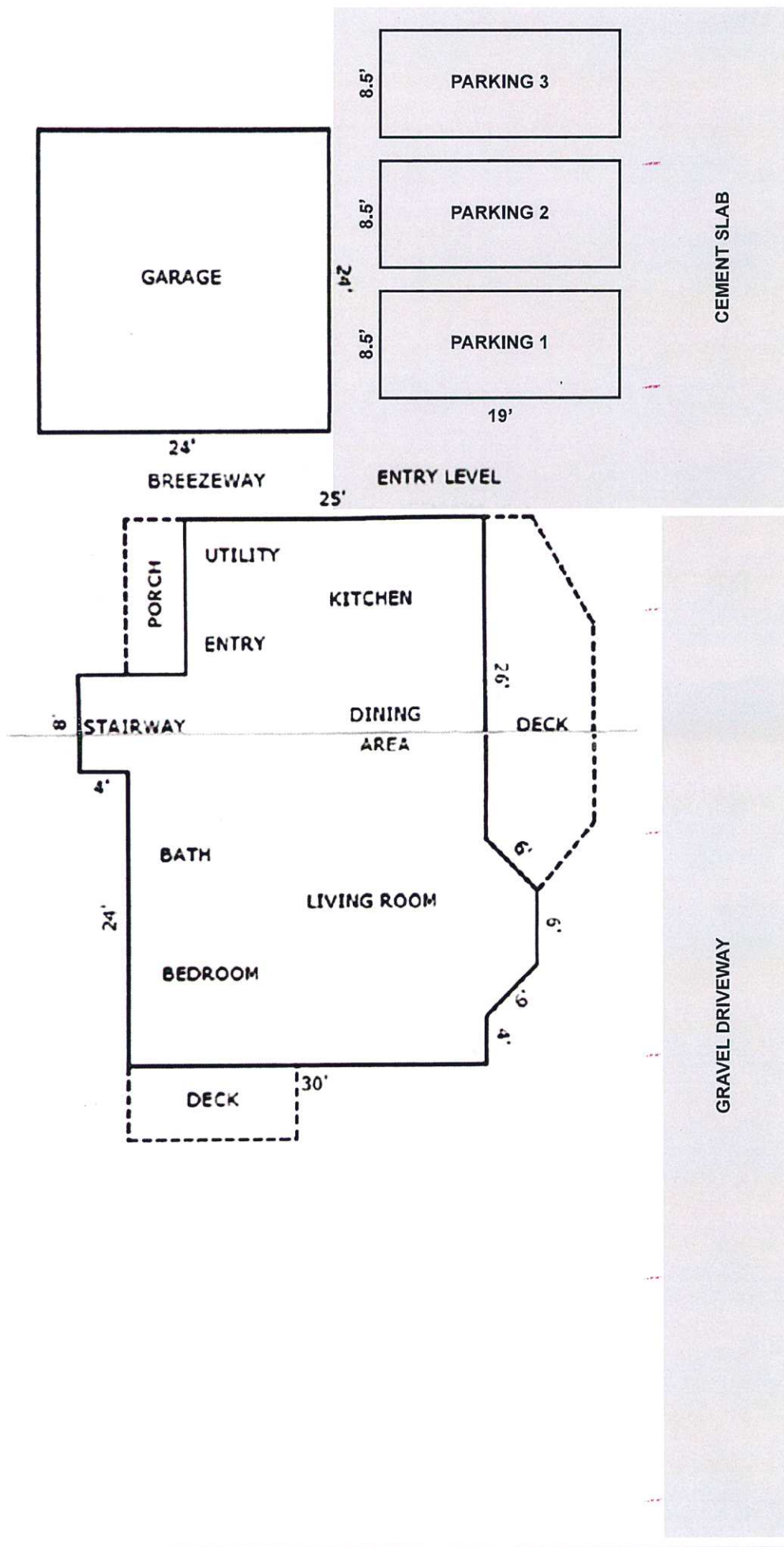
① EAST ELEVATION
 5 1/8" = 1'-0"



② NORTH ELEVATION
 5 1/8" = 1'-0"

SHEET
 DRAWN BY
 DAVID BRUNSMAN
 541.572.2902
 MAXON BARBOON
 RESIDENCE 25 MAY 2002

2885 BEACH LOOP DR SW
Parking Plan



BEACH LOOP DR



1280 N Bayshore Dr., Ste. 206 Coos Bay, OR 97420 (541) 435-2220 FAX (541) 435-2219

Gregory J. Loper and Emily J. Loper
2273 NW Torrey Pines Drive
Bend, OR 97703

Re: Escrow #: 589122AM
Property: 2885 SW Beach Loop Drive, Bandon, OR 97411

Dear Gregory and Emily,

In regard to the above referenced escrow transaction, we have enclosed the following:

Final Closing Statement

We appreciate your business and will extend any allowable discounts to you on future transactions. To insure these discounts, please call us when you have a transaction involving this property. We consider it a privilege to handle this matter for you and trust that we may have the pleasure of serving you again in the future. Should you need any other information, please feel free to contact our office.

Sincerely,

Lisa Summa

Escrow Officer

Enclosures



3-308

Planning Fee Assessment Form

Address:	2885 Beach Loop Drive
Last Name:	Loper

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

Check for new service

APPLICATION TYPE	DEPOSIT OR BASE FEE	FEE ASSESSED
General		
<input type="checkbox"/> Records Request	Hourly Rate + Cost of materials	
<input type="checkbox"/> Research Request (greater than 5 minutes)	Hourly Rate + Cost of materials	
<input type="checkbox"/> Pre-Application Meeting	\$250	
<input type="checkbox"/> GIS Maps	\$25	
<input type="checkbox"/> Public Hearing Notices and Publication	Actual Cost	
<input type="checkbox"/> Third Party Review (Engineering, geotechnical or soils report, etc.)	Actual Cost	
<input type="checkbox"/> Permit Extension (Administrative Approval)	\$200	
<input type="checkbox"/> Permit Extension (Planning Commission Approval)	Actual Coast	
<input type="checkbox"/> Re-Submittal Review Fee	30% of original application fee	
<input type="checkbox"/> Re-inspection Fee	\$50	
<input type="checkbox"/> Missed Inspection Fee	\$250	
<input type="checkbox"/> After-the-fact Permit	\$500	
<input type="checkbox"/> Outside City Water Service Request	\$95	
<input type="checkbox"/> Vacation*	\$500	
<input type="checkbox"/> Street Opening*	\$500	
<input type="checkbox"/> LUCS/No Permit Needed Review	\$95	
<input type="checkbox"/> New or Change of Address	\$47	
<input type="checkbox"/> Code Interpretation	\$200	
TYPE I		
Residential Zoning Compliance Review		
<input type="checkbox"/> Temporary Structure + Other Type I Review	\$50	
<input type="checkbox"/> Minor Decision -Type I	\$200	
<input type="checkbox"/> Residential Structure Under 1500 square feet	\$500	
<input type="checkbox"/> Residential Structure 1501 - 2500 square feet	\$750	
<input type="checkbox"/> Residential Structure 2501 - 3499	\$1,250	
<input type="checkbox"/> Residential Structure 3500 square feet and up	\$2,500	
Commercial Zoning Compliance Review		
<input type="checkbox"/> Temporary Structure + Other Type I Review	\$75	
<input type="checkbox"/> Accessory Structure/Remodel Under 200 square feet	\$300	
<input type="checkbox"/> Accessory Structure/Remodel Over 200 square feet – or new connections	\$500	
<input type="checkbox"/> Commercial Structure Up to 3500 square feet	\$2,000	
<input type="checkbox"/> Commercial Structure 3501 – 10,000 square feet	\$2,500	
<input type="checkbox"/> Commercial Structure 10,001 or more	\$3,000	
<input type="checkbox"/> Home Occupation Permit	\$300	
<input type="checkbox"/> Mobile Food Unit Type I	\$125	
<input type="checkbox"/> Mobile Food Unit Type II	Actual Cost (\$500 Base Fee)	
<input type="checkbox"/> Sign Permit	\$100	
<input type="checkbox"/> Certificate of Appropriateness	\$100	
<input type="checkbox"/> Property Line Adjustment*	\$350 per adjustment	
<input type="checkbox"/> Final Plat Review	Actual Cost	

1/16/24, 12:10 PM

Xpress Bill Pay - Payment Processing



City of Bandon
555 Hwy 101 | PO Box 67
Bandon, OR 97411
(541) 347-2437
payments@cityofbandon.org

XBP Confirmation Number: 163265879

Transaction detail for payment to City of Bandon.		Date: 01/16/2024 - 1:10:53 PM MT	
Transaction Number: 211430560 eCheck - Checking — XXXXX3146 Status: Successful			
Account #	Item	Quantity	Item Amount
Loper-Greg	A - Planning Fees	1	\$750.00
Notes:			
Thank you for using our online payment option. If you use your browser's auto fill capabilities, please ensure your information is correct in all fields.			
Please enter the description of the planning fee you are paying in the appropriate field.			
If you have any questions, please contact our office at 541-347-2437 during regular business hours, 7:30am - 5:00pm, Monday - Thursday.			

TOTAL: **\$750.00**

Billing Information
Greg Loper
2273 Northwest Torrey Pines
Drive
Bend, OR 97703
(408) 529-7073
gregjloper@gmail.com