

City of Bandon

PLANNING COMMISSION AGENDA DOCUMENTATION

DATE: December 16, 2021

Planning Department Report

ITEM NO: 6.4

SUBMITTED BY:



Dana Nichols, Planning Manager



MEMORANDUM

TO: Planning Commission
FROM: Dana Nichols, Planning Manager
DATE: December 16th, 2021
RE: Planning Department Report

The purpose of this memorandum is to provide a summary report to the Commission about Planning Department activities, including details about on-going projects and changes to practice in the Department.

Planning Applications

Received as of December 9th, 2021 (YTD):

Single Family Dwelling ZC	Accessory Structures ZC	Commercial ZC	Plan Reviews	CUP	Other
57	43	7	36	10	31

Materials and information about pending Land Use decisions:

<https://www.cityofbandon.org/general/page/pending-land-use-decisions>

Materials and information about recent Land Use decisions:

<https://www.cityofbandon.org/general/page/recent-land-use-decisions>

Year-to-date the Planning Department has received 184 applications, fifty-seven (57) of which are for new single-family dwellings. This is the highest number of permit requests for new dwellings that we have received on record. Although our overall applications have slowed in recent months, this is consistent with trends over the last 5 years and remains slightly higher than previous years, considering we have removed the requirement for permitting fences and certain types of sheds.

Planning Fees Collected in FY22

	July	August	September	October	November	YTD
Total Fees	\$14,216.86	\$16,830.45	\$7,119.60	\$6,579.36	\$8,150	\$53,551.15

The Planning Department has over 50% of expected revenue for the fiscal year. In terms of rate-of-return, permitting fee income currently covers 20% of our overall expected expenses. The Planning Fee adjustment in July allowed us to “right-size” our fee schedule to match the level of effort required to perform current planning activities without greatly affecting our overall income. While we anticipate a moderate slowdown in the fall/winter months, we are comfortable with the revenue numbers we have seen and anticipate another busy development season in the spring and summer. To help alleviate some of the administrative issues with billing at actual cost, we’ll be proposing a modification to the fee schedule to set non-refundable deposits in the future.



City of Bandon Planning Department

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Project Updates

General: The City Council passed Resolution 21-24, regarding the application of ORS 197.307. This resolution reinforces State Law over our local code: *City staff shall process approvals for needed hosing in accordance with the requirements of ORS 197.307, and any applicable administrative rules.* The proposed clean-up will codify these State requirements.

Grants: The City received a \$40,000 grant for Technical Assistance from the DLCD to update our Housing Needs Analysis, Buildable Lands Inventory, and prepare a Housing Strategy Implementation Plan. The City will be preparing an RFP for a consultant to assist with the work and expects that this project will commence in February of 2022 and take about a year to complete. Staff is reviewing the scope of work for the Transportation System Plan Update and expects to advertise an RFP in the early spring.