



MEMORANDUM

TO: Planning Commission
FROM: Dana Nichols, Planning Manager
DATE: June 23rd, 2022
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 June 16th, 2022 (YTD):

Single Family Dwelling ZC	Accessory Structures ZC	Conditional Use Permit	Land Divisions	GAR	Other
29	8	8	4	3	23

Materials and information about pending Land Use decisions:

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

Materials and information about recent Land Use decisions:

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

Year-to-date the Planning Department has received 75 applications, twenty-nine (29) of which are for new single-family dwellings. Last year at this time we received 34 SFD applications, and in 2020 we received 16. We are seeing slightly fewer applications for new homes this year, though that may be because there are fewer and fewer lots available for development. Of note, in the last month, we received 6 applications for new Vacation Rental Dwellings. An application has also been submitted for an eight lot subdivision.

Planning Fees Collected in FY22

	July - December	January	February	March	April	May	YTD
Total Fees	\$62,890.55	\$8,370	\$13,725	\$10,870	\$6,050	\$11,950	\$114,855.55

The Planning Department has over 120% of expected revenue collected with over 92% of the fiscal year elapsed. This fiscal year saw greater than expected permit approvals, with the application for Bandon Beach Hotel and Seabird Apartments both in FY22. The FY23 budget will show a modest increase in expected revenue, on the premise that we will likely will not see the same number of new commercial permits but may continue to process the same number of residential permits. If this month is any indication, it is going to be another busy building season in Bandon.



City of Bandon Planning Department

Bandon, Oregon 97411

Phone: 541-347-7922

Email: Planning@cityofbandon.org

Project Updates

- **Staffing Changes:** The Planning Department is currently recruiting to fill the position of Assistant Planner and will hopefully have someone hired by the time of your next meeting. The job description focused heavily on providing clerical support, which is much needed as applications continue to be submitted on a near constant basis. We are currently contracting with the Lane Council of Governments for assistance with higher-level planning work, so you'll likely see a new planner listed on upcoming public hearings. Henry Hearley is an associate planner with LCOG and will be assisting staff through the busy season.
 - **Grants:** Qualified firms were recently invited by ODOT to submit a bid for consultant services to prepare the City of Bandon Transportation System Plan update. Once bids are received, ODOT will rank each of the consultant's applications and then send this evaluation to the City of Bandon for consideration. The review team will select a preferred consultant and issue a Notice of Intent to Award by mid-July. The project will begin August 1st. Staff met with the lead from FCS Group, Todd Chase, for preliminary work with the Housing Needs Analysis. The first step in the project is data collection, which has required staff to provide building permit data, GIS information, and existing plans and maps to the consultant for review. The consultants will then prepare a Buildable Lands Inventory, which will guide discussion regarding our "need" for housing. Staff will be assembling a Housing Committee to provide input during the process. Interested members of the public should contact the Planning Department.
 - **Projects:** The City Council held a public hearing on the Code Clean-Up and continued the hearing to August 1st, 2022 at 7:00 pm in the Council Chamber to allow for an additional work session on the topic. In particular, the Council wanted to better understand the State laws that required changes to our existing process and further discuss the inclusion of a Hearing Officer, as adopted as part of the Process Ordinance. The Council has not set a date yet for a work session for public hearing for the Mobile Food Unit ordinance.
 - **Other:** The Planning Department purchased a new 24" printer/scanner to serve the department's needs. The plotter will allow applicants to submit 24-inch plans, which has long been a request of our local consultants and architects. It is often difficult to scale large, detailed drawings down to 11 x 17, which is the largest size scanner we had in-office previously. This purchase will also allow staff to scan large-scale maps and plans for things like water lines, street construction, and city buildings. These maps will be made available on the City's website as they are scanned in. We hope this helps both staff and the public access needed information more readily.
-