




City of Bandon


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Bandon by the Sea

AGENDA REPORT

TO: Planning Commission

FROM: Torrey Contreras, City Manager 

INITIATED BY: Dana Nichols, Planning Director 

DATE: May 13, 2024

SUBJECT: **2.2 FY24-25 PLANNING DEPARTMENT WORK PROGRAM DISCUSSION**

BACKGROUND:

Each year the City Council and Planning Commission meet in a joint session to discuss priorities for code amendments for the following year. This year, the Joint Planning Commission and City Council meeting is scheduled for May 13th at 1:30 pm. In anticipation of this discussion, the Planning Commission reviewed the prior year's work program and discussed their priorities for this year at their regular meeting on April 25th.

Attached is last year's adopted program with comments about each project's status, as well as a draft list of new projects that could be added. The Planning Commission reviewed this list and selected two projects, which include: Housing (4 votes), VRDs (3 votes), and then home occupations, viewline, commercial PUDs, the Architectural Review Overlay zone, and the Donut Hole Master Plan each received one vote.

Since this discussion, Staff were notified that we have been selected to receive technical assistance from the State for housing development code updates. It is recommended that we accept this assistance and include this project in next year's work program. Additionally, Commissioner Frey recommended a Vacation Rental Dwelling (VRD) update that hinged upon data (number of nights rented), which Staff have determined is not available at this time. Unless there is another proposed modification to the VRD code, staff recommend delaying this project by a year to allow for the necessary data to be collected.

ANALYSIS OF THE ISSUES:

Over the past year, the Planning Commission completed a number of code amendments that were programmed in last year's Planning Work Program. These included: a code clean-up that focused on residential building standards and requirements, an allowance in the Light Industrial Zone for Aquaculture, and the Public Access Inventory and Ordinance update. In addition, the Transportation System Plan and Master Planned Development projects are in process and should be completed this fiscal, or early next. The Beach and Dunes and Shoreland Mapping and Code updates have been started but stalled due to a hold-up in the grant funding. The code clean-up to address the following issues is

scheduled for the May agenda: parking requirements for hotels, proposed clarifications for processing applications, and a re-organization of the zoning code to place standards in tables.

In addition to the two projects that will roll over into next year's work program, Staff requests the City Council and Planning Commission discuss the attached list and add projects as needed or appropriated. The projects listed in the attachment were selected by Staff because they either: (1) help solve an on-going need or clarify an on-going issue, or (2) were identified as a long-term goal that would be beneficial to the community. Other projects may be discussed and added to this list.

Please keep in mind that staffing for the Planning Department is limited, so only a few projects can be accomplished each year. Staff has indicated an expected level of effort for each project to help guide your decision. You may want to choose multiple low-effort projects, or only one high-effort project, depending on how the list is prioritized.

Alternatively, the City Council and Planning Commission might discuss a two-year work program to allow for additional time to complete each project.

RECOMMENDATION:

The following is recommended to the Planning Commission:

1. Review and discuss the information provided; and
2. Develop a list of prioritized projects to be included in a Resolution presented to the City Council at their June meeting.

Attachments:

- A. Update of FY23-24 Work Program and Ideas for FY24-25 Work Program
- B. Resolution 23-21, Planning Department Work Program 2023-2024 Fiscal Year

ATTACHMENT A
UPDATE OF FY23-24 WORK PROGRAM AND IDEAS
FOR FY24-25 WORK PROGRAM

LONG RANGE PLANNING WORK PROGRAM, FY 23-24 – COMMENTS ON CURRENT YEAR PROGRAM

Project	Description	Level of Effort To Complete	Staff Comments	Code Sections
23-1	Continuing Code Cleanup and Audit	2	On-going, as needed	
23-2	Housing Affordability Project	5	We did a small-scale housing update last year but did not include missing middle. The City is on a waitlist for a consultant to assist with this work. Could include adding in “missing middle” housing choices, refine process for approval, and identify better process for large-scale multi-family housing. Requires a lot of public input.	Title 17
23-3	Master Planned Development	3	Held a work session. Not complete. Useful for some of the large sites available (Woolen Mill, Moore Mill Log Yard, 17-Acres) to incentivize housing.	Titles 16 & 17
23-4	Industrial Zone Update	4	Request from Port of Bandon and property owners. Allow development of aquaculture and accessory facilities.	Title 17 & Comp Plan

*Level of effort based on a scale of 1-5

1 = Administrative (2-3 months)

2 = Public Hearing required, but relatively easy/small changes (2-3 months)

3 = Public Hearing required, staff research time, Ordinance amendment only (3-6 months)

4 = Public Hearings required, staff research time, Ordinance, map, and comp plan amendments (4-8 months)

5 = Public Outreach necessary, Public Hearing requires, staff research time, ordinance, map, and comp plan amendments (12 months)

23-5	Transportation System Plan Update	Updates Comprehensive Plan and Zoning Code. Prepared by consultant, with staff assistance.	5	Underway, and will be completed in FY 24-25	Titles 15, 16, & 17 Comprehensive Plan
23-6	Public Access Inventory and Ordinance Update	Updates Comprehensive Plan and Zoning Code. Prepared by consultant, with staff assistance.	4	Underway, and will be completed this fiscal year.	Title 17 and Comprehensive Plan
23-7	Beach and Dunes Overlay and Shoreland Overlay Mapping and Code Updates	Received grant – working with DLCD. Updates Comprehensive Plan and Zoning Code.	4	Waiting to be assigned support staff from DLCD.	Title 17 and Comprehensive Plan

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LONG RANGE PLANNING WORK PROGRAM, FY 24-25 – IDEAS

	Project	Description	Level of Effort To Complete	Staff Comments	Code Sections
24 -1	Viewline Ordinance	Update the definition and methodology for determining “viewline” – the imaginary line drawn between homes west of Beach Loop Drive to preserve ocean views from both street and for neighboring properties.	3	This is a contentious topic, but also needs to be dealt with. Current issues include: requests for backyard fencing for animals; decks, patios, and retaining walls; stairs to beach.	Title 17
24-2	Donut Hole Master Plan	Develop an integrated land use and transportation plan for the future of the Donut Hole.	5	After Gravel Point, there have been many requests for a third connection between Beach Loop and 101. If this were to be developed, the City needs a plan to determine how this area should build out, responsibly. Staff is applying for a TGM grant for this work.	Comprehensive Plan + Titles 16 & 17
24-3	VRD Update	Update Vacation Rental Dwelling Code	3	Request from Planning Commissioner Frey to review the ordinance and make changes.	Title 16

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24-4	Architectural Review Overlay Zone Update	Revisit design requirements in Old Town	5	Needed update to signage requirements, Architectural Review Overlay, identify accessory uses, and events.	Title 17
24-5	Home Occupations	Clarify home occupation provisions	2	Need a two-part process: Type I for occupation that has little to no impact, and Type II for uses that require parking, signage, or other discretionary decision-making. Cottage industry.	Title 17
24-5	Commercial PUD	Adopt commercial/mixed use planned development provisions	3	Additional flexibility for larger-scale commercial developments that incorporate housing.	Titles 16 & 17

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ATTACHMENT B

**RESOLUTION 23-21, PLANNING DEPARTMENT
WORK PROGRAM 2023-2024 FISCAL YEAR**

RESOLUTION NO. 23-21

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE
CITY OF BANDON, OREGON, ADOPTING THE PLANNING DEPARTMENT WORK
PROGRAM FOR THE 2023-2024 FISCAL YEAR

WHEREAS, the Planning Department is tasked with implementing the Statewide Oregon land use planning goals by maintaining a Land Use Code and Comprehensive Plan; and

WHEREAS, the City Council and Planning Commission met on May 22nd, 2023 to discuss priorities for the 2023-2024 Planning Department Work Program, and

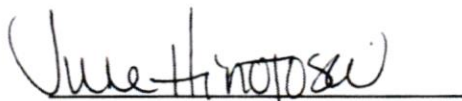
WHEREAS, a list of priorities was developed that describes the projects that City Staff, Council, and Commission felt were most important and reasonable to complete within a year.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Bandon that the attached Work Program will guide the work of the Planning Department and Planning Commission in scheduling work tasks, meetings, and hearings in FY 23-24.

ADOPTED by the City Council this 10th day of July, 2023.


Mary Schamehorn, Mayor

Attest:


June Hinojosa
City Recorder

LONG RANGE PLANNING WORK PROGRAM, FY 23-34

	Project	Description	Level of Effort To Complete	Staff Comments	Code Sections
L1	Continuing Code Cleanup and Audit	Ongoing clarification of definitions, inconsistencies, etc. Possibly address legal lot determinations.	2	On-going, as needed	
L2	Housing Affordability Project	Consider code amendments to facilitate needed housing, including modification of ADU provisions, cottage clusters and housing types.	5	Add in "missing middle" housing choices, refine process for approval, and identify better process for large-scale multi-family housing. Requires a lot of public input.	Title 17
L3	Master Planned Development	Allow sites of a certain size to develop unique zoning with some benefit to the City	3	Useful for some of the large sites available (Woolen Mill, Moore Mill Log Yard, 17-Acres) to incentivize housing.	Titles 16 & 17
L4	Industrial Zone Update	Add uses to Heavy Industrial Zone – aquaculture, research, freight	4	Request from Port of Bandon and property owners. Allow development of aquaculture and accessory facilities.	Title 17 & Comp Plan

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L5	Transportation System Plan Update	Updates Comprehensive Plan and Zoning Code. Prepared by consultant, with staff assistance.	5	Underway, but will likely not be completed this fiscal year.	Titles 15, 16, & 17 Comprehensive Plan
L6	Public Access Inventory and Ordinance Update	Updates Comprehensive Plan and Zoning Code. Prepared by consultant, with staff assistance.	4	Underway, and will be completed this fiscal year.	Title 17 and Comprehensive Plan
L7	Beach and Dunes Overlay and Shoreland Overlay Mapping and Code Updates	Received grant – working with DLCD. Updates Comprehensive Plan and Zoning Code.	4	Will likely not finish this fiscal year.	Title 17 and Comprehensive Plan

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