



City of Bandon
Planning Department
P.O. Box 67
Bandon, OR 97411
Phone: 541-347-2437
www.cityofbandon.org

August 10th, 2023

Coos Curry Consulting
PO Box 1548
Bandon, OR 97411

Completeness Review: Gravel Point, Application number 23-045

Thank you for submitting a Planning Permit Application for approval to construct a resort in the CD-1 zone. Our completeness review process provides an opportunity to address unclear, incomplete, or missing items before your application is evaluated for consistency with our land use code. Please review the attached Completeness Review document for more details.

Based on our review of your submission, we have determined that the application is **incomplete** as of the date of this letter. Please review the enclosed Completeness Review for more details on which items are incomplete or missing.

In Oregon, an applicant has 180 days from the date an application is first submitted to make an application complete. On the 181st day, the application becomes void.

Please review and complete the **Incomplete Land Use Application Form**. If you have any questions, please let me know. I can be reached by email: dnichols@cityofbandon.org or phone: 541-347-7922.

Sincerely,

Dana Nichols

Dana Nichols
Planning Manager

Attachments

- Incomplete Land Use Application Form
- Planning Completeness Review
- Geologic Assessment Review Application + Exemption



General Land Use Application Completeness Review

The City reviews land use applications for completeness according to State law (ORS 227.178). The Bandon Municipal Code requires that a land use application must address each of the criteria and standards applicable to the proposed use, including any adjustments to standards requested in the application. It is the applicant's responsibility to provide persuasive evidence that the application complies with the approval criteria and applicable standards. Supplying the information requested by the City will provide the necessary documentation for an informed decision. Refusal to submit all or some of the missing information could result in a denial of the application.

When you are ready to submit your application, meet with the Planning Department between 9:00 am – 3:00 PM, Monday-Thursday, located at City Hall, 555 Highway 101, Bandon, OR 97411. Be sure to include the following items in your application packet:

- Completed application form(s)
- All required materials listed in the application form
- Application fee

If you have any questions about this process, please call the Planning Department at 541-347-7922. Application forms, the Bandon Municipal Code, fee schedule, and other useful materials can be found on our website:

www.cityofbandon.org/planning

City Staff will perform a counter check for you upon submittal. This review will only look at whether the correct applications, supplementary materials, and fees have been submitted. A planner will perform a Completeness Review within 30 days of submittal.

If City Staff determine that an application contains sufficient information for review, staff will inform the applicant in writing and the application will be deemed "complete." Once an application is deemed "complete", City staff will begin the application review process.

If City Staff determine that an application is "incomplete", staff will inform the applicant in writing and provide a list of missing or incomplete materials. The City will begin the review of the "incomplete" application upon review and determination that the following items have been received:

1. All missing or incomplete materials requested by the City; or
2. Some of the missing or incomplete materials requested by the City and a written statement from the applicant that none of the other missing information will be provided; or
3. A written statement from the applicant indicating that none of the missing information will be provided.

To help ensure City staff know how to proceed with an "incomplete" application, applicants are requested to submit a form titled, "Incomplete Land Use Application".

Per State law, an applicant has 180 days from the date an application is first submitted to make the application complete. On the 181st day after a land use application is first submitted, it will be void if an applicant has not submitted the required form.



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Incomplete Land Use Application Form 180 Day Completeness Review Process

Please Complete and Return to:

Bandon Planning Department

Attn: _____

File #:23-045

PO Box 67

Bandon, OR 97411

FAX – (541) 347-1415

Completeness Review Step *(Check ONE Box):*

- I intend to submit all of the missing or incomplete materials as identified by the City in completeness review. I understand that according to State law I have up to 180 days from the date the application was submitted to provide the missing or incomplete materials and that after that date, if I have not submitted the missing information, my application will be void. I also hereby agree to allow the City a reasonable period of time for a review and determination of completeness upon submittal of the missing or incomplete materials and the required number of copies.

- I intend to submit some, but not all, of the missing or incomplete materials as identified by the City in completeness review. I understand that according to State law I have up to 180 days from the date the application was submitted to provide the missing or incomplete materials that I intend to submit and that after that date, if I have not submitted the missing information, my application will be void. I also hereby agree to allow the City a reasonable period of time for a review and determination of completeness, upon submittal of the missing or incomplete materials and the required number of copies. The materials I do not intend to submit are those items I have listed on the lines below (attach additional sheets of necessary).

- I do not intend to submit any of the missing or incomplete materials as identified by the City in the completeness review. I understand that the City will proceed with review of the application materials previously submitted. I also understand that incomplete applications may not provide adequate evidence to demonstrate compliance with applicable criteria and standards. Please deem my application complete as of the date this form is received by the Bandon Planning Department.

Printed Name of Applicant or Applicant’s Representative

Signature of Applicant or Applicant’s Representative

Date



Conditional Use Permit, Completeness Review Form

Application File Name (#):	23-045, Gravel Point	Date:	8/10/2023
Applicant's Name:	Bandon Beach Venture, LLC	Zoning:	CD-1
Representative's Name:	Coos Curry Consulting, Sheri McGrath		
Reviewed by:	Dana Nichols, Planning Manager	Phone:	541-347-7922
Email:	dnichols@cityofbandon.org		

General Comments:	The request is for a 110 room hotel, which includes (in two buildings) two restaurant spaces, meeting rooms, and a spa, as well as 32 villas/suites. The project is in the CD-1 zone and will require a conditional use permit, variance for height, and plan review for commercial design standards and signage.
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General Site plan requirements				
Submitted	Missing	Incomplete	N/A	
X				Site plan is on 11 x 17 paper
			X	Drawing is to-scale
X				North arrow is included
	X			Property lines and setbacks clearly marked on all sides
X				All existing and proposed structures shown with setbacks
X				All existing and proposed sidewalks and driveways shown
			X	Location of all proposed equipment (utilities, mechanical, HVAC, etc.)
X				Location of proposed water and sewer lines
X				Lot calculations (impermeable surface, lot coverage, structure dimensions, lot dimensions)
X				Required parking clearly delineated
X				Native Grade determination (Site elevations at the centerline of each wall or an indication that the lot is flat)
	X			All requirements of the Controlled Development 1 (CD-1) Zone are shown

Comments: Plans are architectural in nature – will require to-scale plans for zoning compliance (pre-building permit) review. Site plan must show setbacks, as this is something the Planning Commission may review as part of the Conditional Use approval.



Conditional Use Requirements				
Submitted	Missing	Incomplete	N/A	
X				Completed Land Use Application & Conditional Use Permit
X				\$750 deposit paid
X				Detailed written responses to approval standards (BMC 17.92.040)
X				Existing site conditions
X				Site plan for all proposed improvements
	X			Grading Plan
	X			Landscaping Plan
X				Architectural elevations of all structures
X				Sign plan
			X	A copy of all existing and proposed restrictions or covenants
			X	Other plans required by Planning:
<p>Comments: Landscaping plan and grading plan are missing. If minimal to no grading is required, please submit additional evidence indicating as such. A landscaping plan is required to meet the requirements of the Commercial Design Standards.</p>				

Parking Requirements				
Submitted	Missing	Incomplete	N/A	
X				To-scale plan submitted
X				Shows delineation of individual parking and loading spaces
X				Shows circulation area necessary to serve space
X				Access to streets and property to be served
			X	Curb cuts
			X	Dimensions, continuity, and substance of screening
			X	Grading, drainage, surfacing, and subgrading details
			X	Delineation of obstacles to parking and circulation in finished parking areas
			X	Specifications as to signs and bumper guards
			x	Other pertinent details
<p>Comments: Parking plan is included in floor plan renderings of Dune & Meadow lodges. Staff finds this acceptable to process an approval at this stage. Additional details will be required for zoning compliance (pre-building permit) approval.</p>				



Landscaping Requirements				
Submitted	Missing	Incomplete	N/A	
	X			Location, density, and size of landscaping
X				Species of landscaping (must be compatible with Southern Oregon Coast climate and not have destructive root systems).
	X			Type and density of screening and fencing
Comments: The applicant must submit a landscaping plan to be in conformance with 17.94.				

Lighting Requirements				
Submitted	Missing	Incomplete	N/A	
X				Night lighting and security lighting are shielded.
X				Location, height, type and intensity of any parking lot, landscaping, or pedestrian lighting.
Comments: Additional detail may be required by the City prior to approval.				

Commercial Design Requirements				
Submitted	Missing	Incomplete	N/A	
X				Site plan shows direct vehicular connections and safe street crossings to abutting properties.
X				Site plan shows pedestrian walkways (requirements in 17.94.090(C)).
X				Elevation drawings show building facades (requirements in 17.94.090(D)).
X				Site plan/Elevations show entrances (requirements in 17.94.090(E)).
X				Plan shows materials and colors (requirements in 17.94.090(F)).
X				Description of roof (requirements in 17.94.090(H)).
Comments: None				

Variance				
Submitted	Missing	Incomplete	N/A	
X				Written findings addressing the criteria
X				To-scale site plan
X				Required Fee
Comments: I read your findings regarding the variance – if you think you don't need a variance for height, feel free to only respond to the criteria in the CD-1 zone.				



Wetland Information				
Submitted	Missing	Incomplete	N/A	
X				If application requires notification to Oregon Division of State Lands concerning potential wetland permit requirements (Shown on Bandon Local Wetlands Inventory), project narrative describes proposed action.
Comments: Staff will send a Wetland Land Use Notification to the Department of State Lands, per BMC 17.102.020.				

Hazards Information				
Submitted	Missing	Incomplete	N/A	
	X			If application requires a Geologic Assessment Report (GAR) due to high or very high likelihood of landslide or liquefaction, or because it is an oceanfront property, the required application has been filed with the City of Bandon.
Comments: There is a small area on site that contains a high likelihood of landslide susceptibility. A GAR or exemption must be filed (can defer to a separate action if requested).				

Floodplain Information				
Submitted	Missing	Incomplete	N/A	
			X	If property is in the floodplain, the Floodplain Development Permit has been submitted along with the required documentation.
Comments: Property is not located in Floodplain.				



APPLICATION SUBMITTAL REQUIREMENTS

Geologic Assessment Review (GAR) Application Checklist

All persons proposing development, construction, or site clearing (including tree removal) within a geologic hazard area as defined in the Bandon Municipal Code (BMC) § 17.78 shall obtain a Geologic Permit through the Geologic Assessment Review process. Geologic Permits may be applied for prior to or in conjunction with a land use or development permit, grading permit, or any other permit required by the City.

The following information must be submitted with a City of Bandon Planning Permit application for Geologic Permit:

1. A current Coos County Assessor's tax map(s) showing the subject property and the notification area. The notification area is all properties within 100 feet of the subject property; and
2. A site plan that illustrates areas of disturbance, ground topography (contours), roads and driveways, an outline of wooded or naturally vegetated areas, watercourses, erosion control measures, and trees with a diameter of at least 8 inches dbh (diameter breast height) proposed for removal; and
3. An estimate of depths and the extent of all proposed excavation and fill work; and
4. The Site plan should identify in which hazard zone the parcel or lot upon which development is to occur is located. In cases where properties are mapped with more than one hazard zone, a certified engineering geologist shall identify the hazard zone(s) within which development is proposed; and
5. A Geologic Report prepared by a certified engineering geologist, establishing that the site is suitable for the proposed development. The report must include a detailed site plan showing any existing and proposed site development and/or must reference the proposed development/building plans. The report is only valid for the development plan addressed in the report; and
6. An engineering report, prepared by a licensed civil engineer, geotechnical engineer, or certified engineering geologist (to the extent qualified), must be provided if engineering remediation is anticipated to make the site suitable for the proposed development.

Geologic Report Guidelines.

“Guideline for Preparing Engineering Geologic Reports,” 2nd Edition, 5/30/2014, published by the Oregon Board of Geologist Examiners

“Geological Report Guidelines for New Development on Oceanfront Properties,” (Oregon Coastal Management Program of the Department of Land Conservation and Development).

Erosion Control Measures. In addition to completing a Geologic Report, a certified engineering geologist shall address the following standards.

- A. Stripping of vegetation, grading, or other soil disturbance shall be done in a manner which will minimize soil erosion, stabilize the soil as quickly as practicable, and expose the smallest practical area at any one time during construction;
- B. Development plans shall minimize cut or fill operations so as to prevent off-site impacts;
- C. Temporary vegetation and/or mulching shall be used to protect exposed critical areas during development;
- D. Permanent plantings and any required structural erosion control and drainage measures shall be installed as soon as practical;
- E. Provisions shall be made to effectively accommodate increased runoff caused by altered soil and surface conditions during and after development. The rate of surface water runoff shall be structurally retarded where necessary;
- F. Provisions shall be made to prevent surface water from damaging the cut face of excavations or the sloping surface of fills by installation of temporary or permanent drainage across or above such areas, or by other suitable stabilization measures such as mulching, seeding, planting, or armoring with rolled erosion control products, stone, or other similar methods;
- G. All drainage provisions shall be designed to adequately carry existing and potential surface runoff from the twenty year frequency storm to suitable drainageways such as storm drains, natural watercourses, or drainage swales. In no case shall runoff be directed in such a way that it significantly decreases the stability of known landslides or areas identified as unstable slopes prone to earth movement, either by erosion or increase of groundwater pressure.
- H. Where drainage swales are used to divert surface waters, they shall be vegetated or protected as necessary to prevent offsite erosion and sediment transport;
- I. Erosion and sediment control devices shall be required where necessary to prevent polluting discharges from occurring. Control devices and measures which may be required include, but are not limited to:

- (1) Energy absorbing devices to reduce runoff water velocity;
 - (2) Sedimentation controls such as sediment or debris basins. Any trapped materials shall be removed to an approved disposal site on an approved schedule;
 - (3) Dispersal of water runoff from developed areas over large undisturbed areas;
- J. Disposed spoil material or stockpiled topsoil shall be prevented from eroding into streams or drainageways by applying mulch or other protective covering; or by location at a sufficient distance from streams or drainageways; or by other sediment reduction measures; and
- K. Such non-erosion pollution associated with construction such as pesticides, fertilizers, petrochemicals, solid wastes, construction chemicals, or wastewaters shall be prevented from leaving the construction site through proper handling, disposal, site monitoring and clean-up activities.

Certification of Compliance. No development requiring a Geologic Report shall receive final approval (e.g. final inspection, certificate of occupancy, etc.) until the City receives a written statement by a certified engineering geologist indicating that all performance, mitigation, and monitoring measures contained in the report have been satisfied. If mitigation measures involve engineering solutions prepared by a licensed professional engineer, then the City must also receive an additional written statement of compliance by the design engineer.

Please note: This checklist is only an identification of the items needed for the City to accept the application for the geologic permit as complete. For more information on the geologic permit application and process, please consult Bandon Municipal Code (BMC) § 17.78 (Hazards Overlay).



Exemption to Geologic Assessment Review Requirement

City of Bandon
Planning Department
P.O. Box 67
Bandon, OR 97411
(541) 347-7922
planning@cityofbandon.org

Property Address:
Assessor's Map and Tax Lot:
Property Owner:
Requested by:

- Pursuant to BMC Section 17.78.030(B), work involves one of more of the following activities with are exempt from the provisions of the Hazards Overlay Zone chapter. *(Please mark what applies.)*
- Maintenance, repair, or alterations to existing structures that do not alter the building footprint or foundation and do not constitute substantial improvement as defined in Title 15.
 - Exploratory excavations under the direction of a certified engineering geologist or registered geotechnical engineer;
 - Construction of structures for which a building permit is not required;
 - Yard area vegetation maintenance and other vegetation removal on slopes less than 25%;
 - Maintenance and reconstruction of public and private roads, streets, parking lots, driveways, and utility lines, provided the work does not extend outside of the previously disturbed area;
 - Maintenance and repair of utility lines, and the installation of individual utility service connections;
 - Emergency response activities intended to reduce or eliminate an immediate danger to life, property, or flood or fire hazard;
 - Construction/erection of beachfront protective structures subject to regulation by the Oregon Parks and Recreation Department under OAR 736, Division 20; and
 - Any development or activity to be conducted on a site for which a certified engineering geologist has determined that there are no high or very high geologic hazards present. The City of Bandon is not liable for any type of certification that a geologic hazard is not present on site.

Property Owner Signature

Date

Printed Name