



## **NOTICE OF LAND USE DECISION**

**You may have received this because you are an adjacent property owner, and this notice is required to be provided pursuant to ORS 215.416. The proposal is identified in this decision and will be located on the subject property.**

Coos County Planning  
60 E Second St.  
Coquille, OR 97423  
<http://www.co.coos.or.us/>  
Phone: 541-396-7770  
[planning@co.coos.or.us](mailto:planning@co.coos.or.us)

This decision notice is required to be sent to the property owner(s), applicant(s), adjacent property owners (distance of notice is determined by zone area – Urban 100 feet, Rural 250 feet, and Resource 750 feet), special taxing districts, agencies with interest, or person that has requested notice. (See attached vicinity map for the location of the subject property).

Date of Notice: **Wednesday, May 17, 2023**  
File No(s): ACU-23-001

Proposal: Request for a Land Use Approval through an Administrative Conditional Use to a Single Family Dwelling to be used as a Vacation/Short Term Rental.

Applicant(s): Jordan & Briana Henderson

Staff Planner: **Chris MacWhorter, Principal Planner**

**Decision: Approved with Conditions.** All decisions are based on the record. This decision is final and effective at close of the appeal period unless a complete application with the fee is submitted by the Planning Department at 5 p.m. on **Monday, May 29, 2023**. Appeals are based on the applicable land use criteria found in the Coos County Zoning and Land Development Ordinance (CCZLDO) General Compliance with *Sections 1.1.300 Compliance with Comprehensive Plan and Ordinance Provisions and 6.1.125 Lawfully Created Lots or Parcels*. Vacation Rental reviews are subject to CCZLDO Use Table found in *Section 4.3.200(64) Vacation Rentals (in an existing dwelling) subject to an Administrative Conditional Use (ACU) subject to Section 4.3.210(87) Categories and Review Standards – Vacation Rental/short term rental and Section 4.3.220 Additional Conditional Use Review (2)(a) Rural Residential*. *Siting standards do not apply to this type of review because there are no new structures proposed with this review. Civil matters including property disputes outside of the criteria listed in this notice will not be considered. For more information, please contact the staff planner listed in this notice.*

### **Property Information**

Account Numbers	7377400
Map Numbers	23S1335CB-02400
Property Owners	HENDERSON, JORDAN G & BRIANA D 19404 STATE ROUTE 302 NW GIG HARBOR, WA 98329-4692
Situs Addresses	72262 CRANNOG RD NORTH BEND, OR 97459
Acreages	0.30 Acres
Zoning(s)	RURAL RESIDENTIAL-2 (RR-2)
Special Development Considerations and Overlays	BEACHES/DUNES - LIMITED (BDL) COASTAL SHORELAND BOUNDARY (CSB) FLOODPLAIN (FP) NATIONAL WETLAND INVENTORY SITE (NWI)

The purpose of this notice is to inform you about the proposal and decision, where you may receive more information, and the requirements if you wish to appeal the decision by the Director to the Coos County Hearings Body. Any person who is adversely affected or aggrieved or who is entitled to written notice may appeal the decision by filing a written appeal in the manner and within the time period as provided below pursuant to Coos County Zoning and Land Development Ordinance (CCZLDO) Article 5.8. If you are mailing any documents to the Coos County Planning Department the address is 250 N. Baxter, Coquille OR 97423. Mailing of this notice to you precludes an appeal directly to the Land Use Board of Appeals.

Mailed notices to owners of real property required by ORS 215 shall be deemed given to those owners named in an affidavit of mailing executed by the person designated by the governing body of a county to mail the notices. The failure of the governing body of a county to cause a notice to be mailed to an owner of a lot or parcel of property created or that has changed ownership since the last complete tax assessment roll was prepared shall not invalidate an ordinance. **NOTICE TO MORTGAGEE, LIENHOLDER, VENDOR OR SELLER: ORS CHAPTER 215 (ORS 215.513) REQUIRES THAT IF YOU RECEIVE THIS NOTICE, IT MUST PROMPTLY BE FORWARDED TO THE PURCHASER.**

Staff tries to post all applications on the website at the following link:  
<https://www.co.coos.or.us/community-dev/page/planning-department>

The application and all documents and evidence contained in the record, including the staff report and the applicable criteria, are available for inspection, at no cost, in the Planning Department located at 60 E. Second St, Coquille, Oregon. Copies may be purchased at a cost of 50 cents per page. If you would like to view the record in this matter, please make an appointment. The decision is based on the application submittal and information on record. The name of the Coos County Planning Department representative to contact is Chris MacWhorter, Principal Planner and the telephone number where more information can be obtained is **(541) 396-7770**.

Failure of an issue to be raised in a hearing, in person or in writing, or failure to provide statements of evidence sufficient to afford the Approval Authority an opportunity to respond to the issue precludes raising the issue in an appeal to the Land Use Board of Appeals.

**Reviewed by:** \_\_\_\_\_ **Date: Wednesday, May 17, 2023**  
Chris MacWhorter, Principal Planner

**This decision is authorized by the Coos County Planning Director, Jill Rolfe based on the staff's analysis of the Findings of Fact, Conclusions, Conditions of approval, Application and all evidence associated as listed in the exhibits.**

#### EXHIBITS

Exhibit A: Conditions of Approval

Exhibit B: Vicinity Map

The following exhibits are on file at the Coos County Planning Department and may be accessed by contacting the department. All noticeable decisions are posted on the website for viewing when possible.

Exhibit C: Staff Report -Findings of Fact and Conclusions

Exhibit D: Comments (none received)

## EXHIBIT "A"

The applicant (applicant includes property owner and any successor) shall comply with the following conditions of approval with the understanding that all costs associated with complying with the conditions are the responsibility of the applicants and that the applicants are not acting as an agent of the county. If the applicant fails to comply or maintain compliance with the conditions of approval the permit may be revoked as allowed by the Coos County Zoning and Land Development Ordinance. Please read the following conditions of approval and if you have any questions contact planning staff. When you have completed the conditions they should be presented to Planning Staff to allow a Zoning Compliance Letter to be issued.

### CONDITIONS OF APPROVAL

1. All applicable federal, state, and local permits shall be obtained prior to the commencement of any development activity.
2. Pursuant to CCZLDO § 5.9.100, a Zoning Compliance Letter (ZCL) shall be required prior to the use of the dwelling as a *Vacation Rental* on the property; however, the following conditions need to be submitted with a request for your ZCL:
  - a. The applicant shall complete the following to ensure compatibility:
    - i. Submit a plan to cover nuisance issues to ensure the use is compatible with the neighborhood. The plan shall consist of contacts for the property manager to report problems to, noise restriction and emergency contact information. The advertisement for the rental shall include a property manager name and contact information.
    - ii. A contract that will be used for the rental shall contain all this information.
    - iii. If the property is receiving public services for water or sewer a letter from those utility companies is required that there is no limitation on service.
    - iv. The number of overnight occupants is limited by the number of bedrooms. The Dwelling to be used as a Vacation Rental contains three (3) bedrooms and maximum capacity should be limited to six (6) overnight guests.
    - v. Vendors shall be limited to cleaning and maintenance on a regular basis. If a special event is planned by a guest, it shall occur during the day and there may be vendors to serve that specific event.
    - vi. A deed restriction shall be recorded with the Coos County Clerk's Office acknowledging that this is an accessory use to the approved residential use. If located within Urban Growth Boundary further restrictions may be required based on comments from the City. Under the authority of the Coos County Zoning and Land Development Ordinance the Coos County Board of Commissioners has deference to interpret land use regulations that may affect permitting processes. Under the Coos County Zoning and Land Development Ordinance Vacation Rentals are permitted with a deed restriction acknowledging that this is an accessory use to the approved residential use. Due to the fact that the residential use is the primary use there is no reason to request a change of use for occupancy under the building code.
    - vii. Shall meet parking access, driveway and parking standards as identified in Chapter VII. Driveway Confirmation DR-23-001 shall be signed by the Road Department.
3. Pursuant to CCZLDO § 4.3.110.10(a) the applicant shall obtain a license from the Coos County Health Department in accordance with ORS 446.310-350. Renewals of your license shall be provided to the Planning Department to show the use remains in compliance.

EXHIBIT "B"  
VICINITY MAP & PLOT PLAN



**COOS COUNTY PLANNING DEPARTMENT**

Mailing Address: 225 N. Adams, Coquille, Oregon 97423

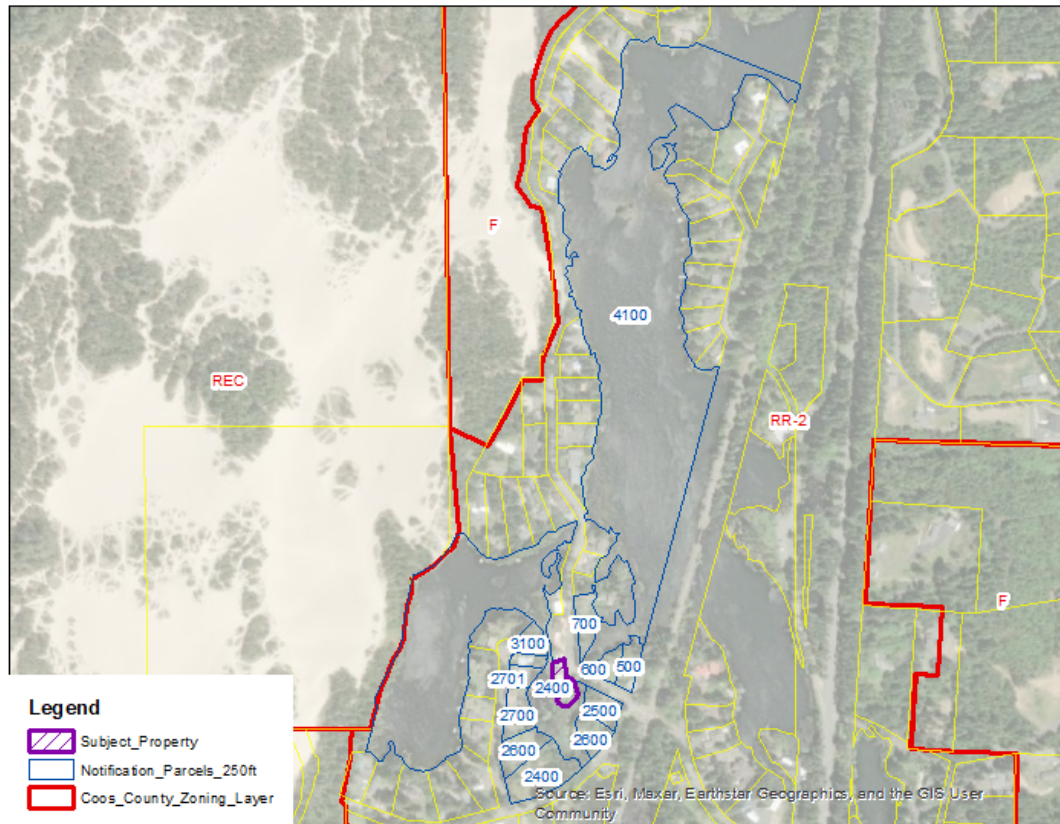
Physical Address: 60 E. Second, Coquille Oregon

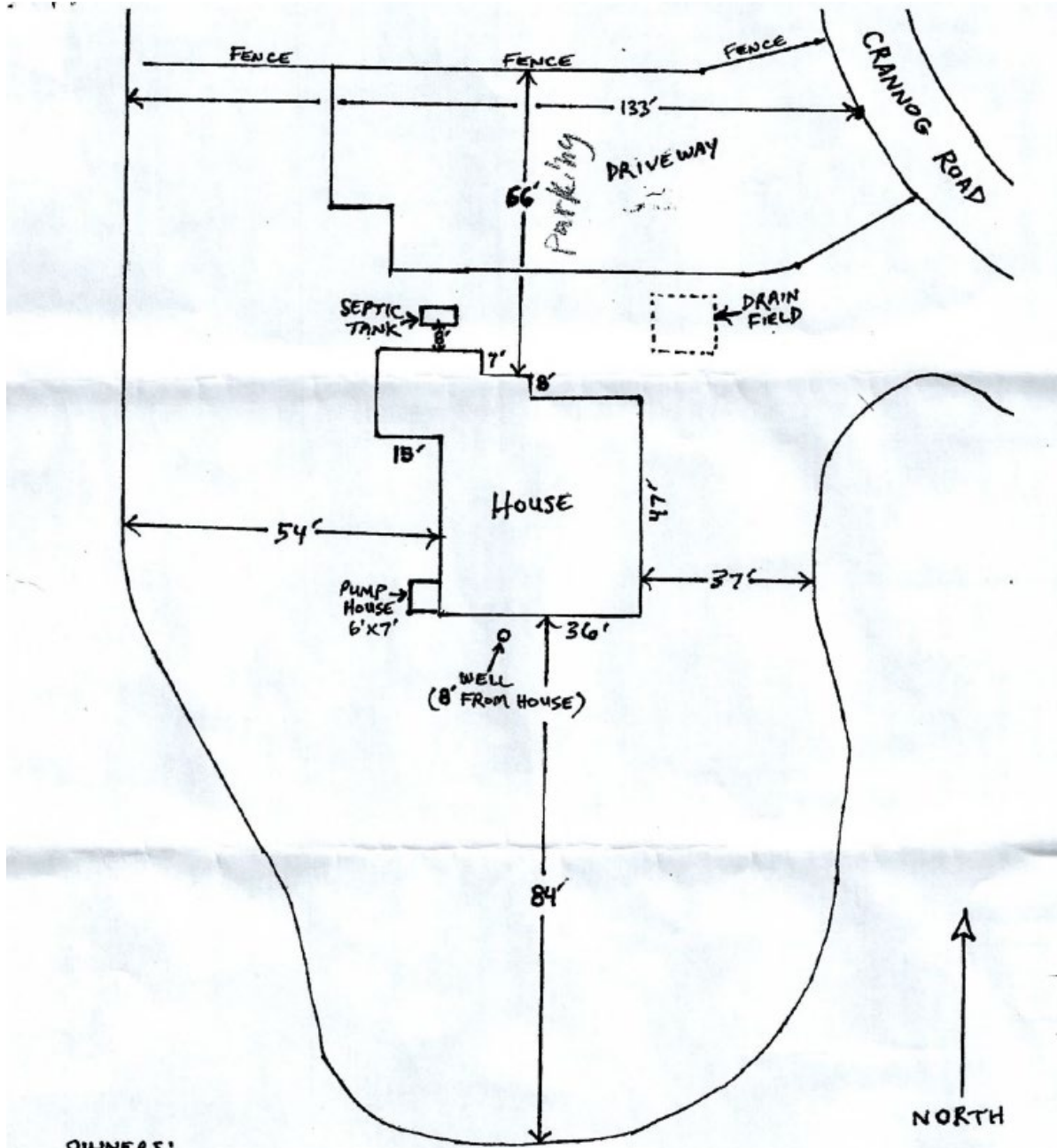
Phone: (541) 396-7770

TDD (800) 735-2900



File: ACU-23-001  
Owner: Jordan & Briana Henderson  
Date: May 9, 2023  
Location: Township 23S Range 13W  
Section 35CB TL 2400  
Proposal: Administrative Conditional Use





OWNERS:  
 Jordan & Briana  
 Henderson  
 15026 Joy Lane SW  
 Port Orchard WA 98364 253514.0997

TOWNSHIP 23, RANGE 13, SECTION 35CB

**EXHIBIT “C”  
STAFF REPORT  
FINDINGS OF FACT AND CONCLUSIONS**

**I. PROPOSAL AND BACKGROUND/PROPERTY HISTORY INFORMATION:**

**A. PROPOSAL:** Request for a Land Use Approval (Administrative Conditional Use) to allow for a Vacation Rental within an existing Dwelling.

**B. BACKGROUND/PROPERTY HISTORY:**

This property contains a 1500 square foot, three bedroom, Single-Family Dwelling that was built in 1960 according to Coos County Assessment information.

According to the planning records on March 19, 1985, a Zoning Compliance Letter (also referred to as a Verification Letter) File Number VL-85-119 was issued to replace the existing septic field.

On April 15, 2015, an alleged violation (AV-15-34) was sent to landowners regarding operating a vacation rental without planning approvals. This was resolved with the proper application filed with the Planning Department in February of 2016. The application was a Compliance Determination, File Number CD-16-034 and once all information was supplied a Zoning Compliance Letter (ZCL-16-071) was issued to operate a vacation rental pursuant to CCZLDO Section 4.2.220(10)(d) in an existing dwelling. This authorization is not transferrable and expires upon the sale of the property or one year after the use as a vacation rental is discontinued, whichever comes first. This authorization does not require renewal unless one of the two previously mentioned actions occurs. No development is authorized at this time. Therefore, the current application was applied for to allow the new property owner to operate a vacation rental.

**C. LOCATION:** The subject property is located one mile northwest of the Rural Unincorporated Community of Hauser. The property is accessed from Crannog Road, which directly connects to Highway 101.

**D. ZONING:** The subject property is zoned Rural Residential - 2 (RR-2).

**ARTICLE 4.2 – ZONING PURPOSE AND INTENT**

**SECTION 4.2.100 RESIDENTIAL**

***Rural Residential (RR)***

*There are two RR zonings: Rural Residential-5 (RR-5) and Rural Residential-2 (RR-2). The intent of the Rural Residential Districts includes justified sites plus "committed" areas. The County's plan prescribes and allocates a finite number of rural dwelling/units/acreage. The zoning ordinance will specify permitted uses and minimum lot sizes.*

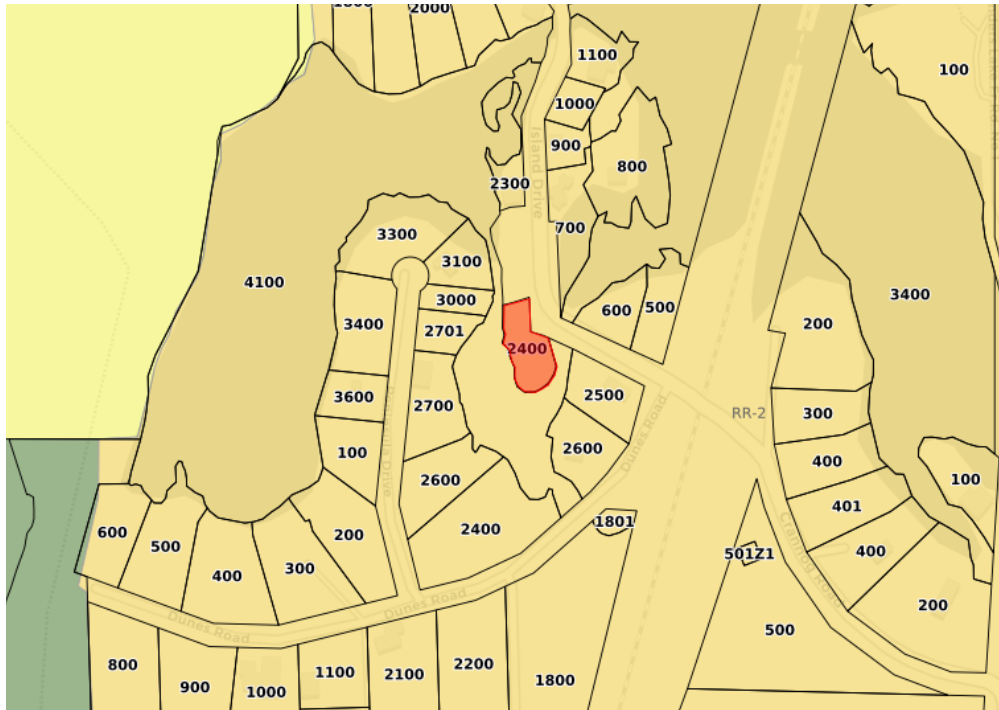
*The purpose of the “RR-2” and “RR-5” districts are to provide for small to medium acreage dwelling sites outside of Urban Growth Boundaries, where a moderate intensity of land development is appropriate, but where urban services and facilities may not be available or necessary.*

*The “RR-2” district provides for continued existence of rural family life and to provide a transition of densities between urban development and exclusive agricultural and forestry uses.*

**SITE DESCRIPTION AND SURROUNDING USES**

**SURROUNDING USES:** The subject property is located one mile northwest of the Rural

Unincorporated Community of Hauser. This property contains a 1500 square foot Single-Family Dwelling that was built in 1960 according to Coos County Assessment information. The property is accessed from Crannog Road, which directly connects to Highway 101. This area of Hauser is predominantly used as single family dwellings on parcels zoned with Rural Residential-2.



**E. COMMENTS:** Comments were not required for this use as there is no development occurring.

**II. PROPERTY COMPLIANCE:**

**A. COMPLIANCE PURSUANT TO SECTION 1.1.300:**

*It shall be unlawful for any person, firm, or corporation to cause, develop, permit, erect, construct, alter or use any building, structure or parcel of land contrary to the provisions of the district in which it is located. No any structure shall be issued unless the plans, specifications, and intended use of any structure or land conform in all respects with the provisions of this Ordinance, unless approval has been granted by the Hearings Body.*

**FINDING: Staff has reviewed the property history and finds at the time of this report the property is in compliance with the Coos County Zoning and Land Development Ordinance. This does not mean that there is not additional information that was unavailable during this review that would make the properties non-complaint.**

**B. SECTION 6.1.125 LAWFULLY CREATED LOTS OR PARCELS:**

*“Lawfully established unit of land” means: 1. The unit of land was created:*

- a. Through an approved or pre-ordinance plat;*
- b. Through a prior land use decision including a final decision from a higher court. A higher court includes the Land Use Board of Appeals;*
- c. In compliance with all applicable planning, zoning and subdivision or partition ordinances and regulations at the time it was created.*
- d. By a public dedicated road that was held in fee simple creating an interviewing ownership prior to January 1, 1986;*
- e. By deed or land sales contract, if there were no applicable planning, zoning or subdivision or partition ordinances or regulations that prohibited the creation.*
- f. By the claim of intervening state or federal ownership of navigable streams, meandered lakes or tidewaters. “Navigable-for-title” or “title-navigable” means that ownership of the waterway, including its bed, was passed from the federal government to the state at statehood. If a waterway is navigable-for-title, then it also is generally open to public use for navigation, commerce, recreation, and fisheries.*

**FINDING: This tax lot was lawfully created through a. “Through an approved or pre-ordinance plat”. The parcel is Lot 6 of the Island Park subdivision, date 1956. The parcel also contains portion of a vacated right-of-way, which was vacated through vacation order V-473 and recorded with #91-09-0219.**

**III. STAFF FINDINGS AND CONCLUSIONS:**

**A. SUMMARY OF PROPOSAL AND APPLICABLE REVIEW CRITERIA:**

The proposal is for Planning Director Approval to change the existing residential use to a Vacation Rental.

**B. Key definitions:**

*Compatibility: Compatibility means that the proposed use is capable of existing together with the surrounding uses without discord or disharmony. The test is where the proposed use is compatible with the existing surrounding uses, and not potential or future uses in the surround area. The surrounding area consists of the notification area for the project as set out in § 5.0.900.*

**C. Criteria and standards for Vacation Rentals**

**I. Vacation Rentals**

**A. Section 4.3.200 Zoning Tables for Urban and Rural Residential, mixed Commercial-Residential, Commercial, Industrial, Minor Estuary and South Slough**

*The table indicates the type of review process that is required. Remember that CU is a conditional use review and the letter prior explain what level of conditional use is required (A = administrative and H=Hearing)*

*As used in the zoning tables the following abbreviations are defined as:*

- “P” Permitted and requires no review from the Planning Department. No review is required but other agencies may have requirements.
- “CD” Compliance Determination review (permitted with standards) with clear and objective standards (Staff review usually referred to as Type I process or ministerial action). These uses are subject to development standards in sections 4.3.22, 4.3.230 and notices requesting comments may be provided to other agencies as result. The process takes a minimum of 30 days to complete. Industrial zones may require additional review. All structures and uses shall meet the applicable Development and Siting Criteria or Special Development Considerations and Overlays for the zoning district in which the structure will be sited.
- “ACU” Administrative Conditional Use (Planning Director’s Decision usually referred to as a Type II Process)
- “HBCU” Hearing Body Conditional Use (Planning Commission, Board of Commissioner or Hearings Officer Decision usually referred to as a Type III Process)
- “PLA” Property Line Adjustments subject to standards found in Chapter 6.
- “P”, “SUB”, “PUD” = Partition, Subdivision, Planned Unit Development that require Land Division Applications subject to standards found in Chapter 6.
- The “Subject To” column identifies any specific provisions of Section 4.3.210 to which the use is subject.
- “N” means the use is not allowed.

The zoning table sets out Uses, Developments and Activities that may be listed in a zone and the type of review that is required within that zone. If there is a conflict between uses the more restrictive shall apply. Section 4.3.210 provides an explanation of the use category and the specific criteria that shall apply and if the use is identified as requiring a conditional use. Section 4.3.225 General Siting Standards apply to all regulated Uses, Developments, or Activities, but these are clear and objective standards that do not, in themselves, require a land use notice. Section 4.3.230 Specific Standards list specific siting standards by zones and 4.2.220 Additional Conditional Use Review and Standards for table 4.3.200 contains any additional criteria that applied to a Use, Development or Activity that has been identified by the following table as requiring.

#	Use	Zones													Subject To	
		UR-1	UR-2	UR-M	RR-2	RR-5	CD	RC	C-1	IND	AO	REC	SS	MES		
64.	Vacation Rentals (in an existing dwelling)	ACU	ACU	ACU	ACU	ACU	ACU	ACU	ACU	ACU	ACU	ACU	ACU	N	N	(87)

**FINDING:** Vacation Rental reviews are subject to CCZLDO Use Table found in Section 4.3.200(64) Vacation Rentals (in an existing dwelling) subject to an Administrative Conditional Use (ACU) subject to Section 4.3.210(87) Categories and Review Standards – Vacation Rental/short term rental and Section 4.3.220 Additional Conditional Use Review (1) Rural Residential. Siting standards with the exception of parking do not apply to this type of review because there are no new structures proposed with this review.

**B. Section 4.3.210 – CATEGORIES AND REVIEW STANDARDS**

The following categories provide a definition and specific standards that will regulate the Development, Use or Activity identified in the table above.

(87.) Vacation rental/short term rental - Subject to the following criteria:

- Shall be found to be compatible with the surrounding area.
- Shall be licensed by the Coos Health & Wellness (CHW) in accordance with ORS 446.310-350;
- Shall meet parking access, driveway and parking standards as identified in Chapter VII;
- Shall not be conveyed or otherwise transferred to a subsequent landowner without the new property owner submitting a Compliance Determination Application showing compliance with this section; and

- (e) *A deed restriction shall be recorded with the Coos County Clerk's Office acknowledging that this is an accessory use to the approved residential use. If located within Urban Growth Boundary further restrictions may be required based on comments from the City.*

**FINDING:** A Vacation Rental can only be established in an existing dwelling; the subject property contains an existing *Single-Family Dwelling* that was sited in 1960 and the property is in a zoning district that does allow for Vacation Rental if it meets the discretionary criteria through an Administrative Conditional Use (ACU) process. According to assessment records the dwelling is a three (3) bedroom Dwelling. The primary criterion for this application is compatibility. As explained above; compatibility means that the proposed use is capable of existing together with the surrounding uses without discord or disharmony.

The purpose of this zoning district is to provide for residential uses. Vacation Rentals are a limited commercial use considered accessory to the residential use. Vacation Rentals are only permit to be operated within a *Single-Family Dwelling*; therefore, the use must show they can be compatible with existing residential uses occurring within the surrounding area without discord or disharmony. This type of use has the possibility to increase traffic and nuisances issues.

In order to exam the compatibility issue it is important to understand the study area in which this applies. The county has applied the notification boundary as adequate to justify the compatibility criteria. Within the notification area included thirteen (13) dwellings. The dwellings include eight (8) secondary dwellings and five (5) primary dwellings.

Map_No	Parcel_No	Structure	Type
23S13W35CB	500	Dwelling	Secondary
23S13W35CB	600	Dwelling	Secondary
23S13W35CB	700	Dwelling	Secondary
23S13W35CB	2400	Dwelling	Secondary
23S13W35CB	2500	Dwelling	Secondary
23S13W35CB	2600	Dwelling	Primary
23S13W35CB	2700	Dwelling	Secondary
23S13W35CB	2701	Dwelling	Secondary
23S13W35CB	3000	Dwelling	Primary
23S13W35CB	3100	Dwelling	Primary
23S13W35CC	2400	Dwelling	Secondary
23S13W35CC	2600	Dwelling	Primary
23S13W35	4100	Dwelling	Primary

This property was previously used as a vacation rental and there were no complaints received.

The subject property is located on a parcel that abuts Saunders Lake, which is an area used predominantly for second homes, vacation homes or recreation accessory to the lake.

A *Single-Family Dwelling* unit providing complete independent living facilities for one or more persons, including permanent provision for living, sleeping, eating, cooking and sanitation for a single family for the purpose of permeate in nature living which is more than 30 days. The requested use of the dwelling for transient occupancy for vacation purposes does increase traffic, parking and related nuisance issues. There are a variety of the things that could be applied to this requested use to ensure compatibility. One of the pathways is to limit the number of guest to the number of bedrooms that are located within the dwelling at the time of approval, limiting traffic and parking volumes to the same level as a *Single-Family Dwelling* is required to maintain and limiting nuisances.

In determining how many people can be accommodated overnight the calculation is made based on bedrooms within the Single-Family Dwelling. A bedroom (ORS 90.262) has a minimum average of two occupants per bedroom. This dwelling is a three-bedroom dwelling; therefore, staff will condition this approval that only six (6) overnight guest shall be onsite. Vehicles on site for the guest shall be no more than two vehicles. This does not account for cleaning service and other related maintenance service or when the property owner is using the dwelling. There shall be quiet times and a clear sign posted with the contact information so neighbors that have complaints may contact the rental service that is managing the vacation rental. These signs shall be posted on the exterior of the property and signs the pertain to the guest shall be posted upon entering in the dwelling. The property owner shall work to meet any fire, life and safety regulations that apply to vacation rentals (transit lodging) as well as register with the Oregon Department of Revenue.

Typically, traffic counts are conducted for a Single-Family Dwelling based on two (2) vehicles; therefore, the Vacation Rental will be limited to two vehicles on site when the Dwelling is used as a Vacation Rental. If the property is receiving public services for water or sewer a letter from those utility companies is required that there is no limitation on service. Vendors shall be limited to cleaning and maintenance. If a special event is planned by a guest, it shall occur during the day and there may be vendors to serve that specific event. The applicant has stated that Vacation Rental will be maintained regularly, and all restrictions will be enforced. The parking access, driveway and parking standards (DR-23-001) shall be reviewed and signed off by the Coos County Road Department prior to issuance of a Zoning Compliance Letter, this will be made a condition of approval. The Coos County Road Department cannot sign off on the parking and access application until a plot plan that meets requirements is submitted.

The applicant has acknowledged that a license and inspections will be completed by Coos Health & Wellness in compliance with ORS 446.310 through 446.350. As a suggestion, the property owner should consider fire extinguishers on each floor and fire floor plan posted for guest to use in the event of an emergency.

The Vacation Rental approval will not transfer to a subsequent owner without a Compliance Determination.

The applicant shall record a deed restriction with the Coos County Clerk's Office acknowledging that this is an accessory use to the approved residential use of the Single-Family Dwelling, this will be made a condition of approval. All conditions shall be complied with as final approval.

**C. SPECIAL DEVELOPMENT CONSIDERATIONS AND OVERALYS:**

*SECTION 4.11.125 Special Development Considerations: The considerations are map overlays that show areas of concern such as hazards or protected sites. Each development consideration may further restrict a use. Development considerations play a very important role in determining where development should be allowed In the Balance of County zoning. The adopted plan maps and overlay maps have to be examined in order to determine how the inventory applies to the specific site*

*SECTION 4.11.200 Purpose: Overlay zones may be super-imposed over the primary zoning district and will either add further requirements or replace certain requirements of the underlying zoning district. The requirements of an overlay zone are fully described in the text of the overlay zone designations. An overlay zone is applicable to all Balance of County Zoning Districts and any zoning districts located within the Coos Bay Estuary Management Plans when the Estuary Policies directly reference this section.*

**FINDING: No structural or earth moving development is part of this request; therefore, additional review was not required.**

**IV. DECISION:**

The proposed Vacation Rental/Short-Term Rental in the Rural Residential-2 (RR-2) Zoning District meets the requirements of the Coos County Zoning and Land Development Ordinance, with conditions listed in Exhibit “A” of this report.

**V. NOTICE REQUIREMENTS:**

A notice of decision will be provided to property owners within 250 feet of the subject properties and the following agencies, special districts, or parties: Hauser RFPD and Coos Bay-North Bend Water Board

A Notice of Decision and Staff Report will be provided to the following:

Applicants/Owners, Department of Land Conservation and Development, Coos Health and Wellness, Assessor’s Office, Planning Commission and Board of Commissioners.

Adjacent property owners will receive a Notice of Decision and maps, but all other attachments can be found by contacting the Planning Department or visiting the website. If not found on the website the public may contact the department to view the official record.