

WELCOME TO A NEIGHBORHOOD PUBLIC MEETING

The community members of the City of Bend have an individual and a collective opportunity to assure Bend neighborhoods develop in a manner that is consistent with the City of Bend's Comprehensive Plan and the Bend Development Code (BDC).

As required by the BDC, before submitting certain land use development applications to the City for review, the Applicant must hold a public meeting about the project for neighbors who live near the proposed development. While this meeting is often coordinated with the Neighborhood Association in which the project is located, it has been scheduled by, and will be conducted by the Applicant. The Applicant may be the property owner, but can also be the property owner's representative, such as the architectural or engineering firm, builder or developer. The meeting is an opportunity for interested community members to interact with the Applicant and learn about the proposed development. Because the meeting happens prior to the application submittal, the City is not yet formally involved in the project and may not yet be aware of the potential application.

After the meeting, when the Applicant makes a submission to the City, a copy of the development application and accompanying materials may be obtained online at the [City of Bend Online Permit Center](#), or in person at City Hall (710 NW Wall St.) for a nominal fee.

Meeting Purpose

The purpose of a Neighborhood Public Meeting is to encourage community participation by providing an informational forum for surrounding neighbors and interested members of the Neighborhood Association, to learn of the proposed development before an application is submitted to the City. This meeting also provides an opportunity for community members to share with the Applicant any special information about the property involved, and to express opinions about the proposed development. The applicant is not obligated to respond directly to the public's concerns, but rather encouraged by the BDC to reconcile as many comments as possible prior to submitting their application.

Please note: This meeting is not a public hearing. City of Bend staff are not present at this meeting. Participation in this public meeting does not make individuals a "party of record" in the City's formal public comment process.

What's next?

Once a development application is submitted to the City, a case file number and a staff person will be assigned to the project, and community members will have an opportunity to formally record their comments during a public comment period and/or a public hearing.

Information on public comment and review periods is sent by mail by the City to property owners within 250 feet for Type II applications and 500 feet for Type III applications of the



boundaries of the development. Progress of the submitted application can be found in the Online Permit Center, though it's a good idea to stay in touch with your Neighborhood Association Land Use Chair for updates as well. Information for your Land Use Chair can be found online at bendoregon.gov/neighborhoods.

The development application submitted to the City may differ from the project presented at this meeting due to a variety of factors. If a submitted application differs so much from the public meeting presentation that it represents a different project, this may be grounds to hold another public meeting. This will be determined by the City staff assigned to the project.

At the conclusion of the public comment period staff will issue either a recommendation and staff report to the hearings body (Planning Commission or City Council), or a Notice of Decision which will be mailed to anyone who provided comments during the comment period. To receive a copy of these documents you will need to become a "party of record" to the application. To become a party of record for a Type II application (an administrative decision without a public hearing), you must submit a written request to the City during the public comment period. To become a party of record for a Type III application (a decision requiring a public hearing), you must submit a written request after the notice of the hearing has been mailed, and prior to the public hearing date or appear at the hearing and testify.

Resources

To access the Online Permit Center visit bendoregon.gov/permit-center.

To view the Bend Development Code (BDC) visit codepublishing.com/OR/Bend/.

To view an interactive map of Bend's zoning districts, and their definitions, visit the Community Development Data Explorer which can be found by visiting bendoregon.gov and clicking on the "Maps" button.

If you would like to stay informed about public meetings and development applications taking place within your Neighborhood Association, make sure you sign up with your Neighborhood Association to receive alerts. According to the BDC, Neighborhood Association Members are defined as any individual 18 years or older who lives in, or owns a business in, the City of Bend. To find and register with your Neighborhood Association, visit bendoregon.gov/neighborhoods and use the map to locate your place of residence or business.

Questions to ask Developers & Applicants at the Neighborhood Public Meeting

Below is a sample list of frequently asked questions that have been used during neighborhood meetings to help facilitate conversation and to help learn of the features of a proposed development.



GENERAL PROJECT & NEIGHBORHOOD IMPACT QUESTIONS

1. What is the anticipated start of construction?
2. What is the expected completion date?
3. What impacts should the neighborhood expect?
4. How will the impacts be mitigated?
5. How will the application comply with the City's code on saving significant trees?
6. What off-site, or surrounding area, work is expected as part of this application?
7. Will the project have sufficient off-site and on-street parking to meet the parking need without relying on overflow into the adjacent neighborhood?
8. Does the application require the approval of any variances or waivers?
9. How well does the proposed development fit in with the surrounding neighborhood? Potential concerns include transportation issues, the development's lot sizes compared to lot sizes in the neighborhood, house sizing, pricing relative to home values in the neighborhood etc. How much consideration did the applicant give to being compatible with the surrounding neighborhoods? If the application is not compatible with the surrounding neighborhood, why?
10. Is the applicant willing to meet and work with the surrounding neighborhood on any concerns that are expressed in this meeting? If a better design of the development is suggested, how willing is the applicant to considering changes?
11. In designing the development to date, what options have been considered by the applicant? i.e., different lot layouts, building layout, street layouts etc.?
12. Have prefabricated or manufactured homes been considered for this development for housing that would be affordable? If not, why not?

MULTI-UNIT DEVELOPMENT QUESTIONS

1. What are the types of anticipated residential uses (if application has multiple residential types proposed)?
2. Will the application include any affordable housing?
3. What is the target price for sales/rents of the dwelling units?
4. Has the traffic analysis been completed yet and if it has, what were the findings?

COMMERCIAL AND BUSINESS DEVELOPMENT QUESTIONS

1. What are the possible land uses for this application?
2. Will there be additional land use applications required for the future "tenants" of this application?



Accommodation Information for People with Disabilities

To obtain this information in an alternate format such as Braille, large print, electronic formats, etc. please contact Makayla Oliver at moliver@bendoregon.gov or (541) 323-8571; Relay Users Dial 7-1-1.

