

TIPS FOR PROVIDING WRITTEN COMMENT ON A LAND USE APPLICATION

Community members have an opportunity to submit comments for to be recorded in the public record on most land use applications.

What is a land use application?

A [land use application](#) is completed by a property owner (or their project manager) and outlines a proposed development for a property. The application is submitted to the City of Bend, which then ensures compliance with the standards outlined in the [Bend Development Code \(BDC\)](#).

Written comments must be provided during the public comment period that takes place once an application has been submitted to the City. It is important to pay attention to the dates of the public comment period. By commenting during this period, you become a “party of record” and have further rights to participate in the discussion before the project decision is made.

Prepare

Before you begin to piece together your written comment, you should spend some time reviewing the application and getting to know the project. These resources can help you to familiarize yourself with a project:

- [Path to Reviewing a Land Use Application](#)
- [Deciphering Parking Calculations](#)
- Deciphering Traffic Studies – *Coming soon!*
- Navigating the Bend Development Code – *Coming soon!*
- What Can Be Built Next Door? – *Coming soon!*

Write it Out

Once you have a good grasp on the application you are commenting on, you can begin writing out your comment. Here are some tips for providing great written comments:

IDENTIFY THE CITY PLANNER ASSIGNED TO THE PROJECT.

Each land use application received by the City is assigned to a planner. This can be found in a few different places: a) online using the City’s [Community Development Data Explorer](#), b) the posted sign on the project site, c) a notice sent by mail, or d) by contacting the [Permit Center](#) directly. The assigned City planner is who you will submit your comments to.



INCLUDE PROJECT FILE NUMBER.

You will want to make sure the recipients of your written comment know where to store it in the public record. Make sure somewhere on your written comment, this number is referenced. This can be found using the same resources listed above.

MAKE IT A LIST!

Lists are one way to keep written comments concise and easy to follow. Using a list you can make references to the application and applicable code criteria in a way that helps the City decision-makers focus on each point you raise.

RELEVANT CONTENT.

Comments directly related to the municipal code are most effective, as code outlines the criteria used by City staff to determine final decisions on applications. This does not mean you shouldn't raise other concerns. It can also be useful to state your position and the impact of the project on you as a community member.

INVOLVE YOUR NEIGHBORHOOD ASSOCIATION LAND USE CHAIR!

If at any point you need help finding appropriate references or more resources, contact your Land Use Chair. Land Use Chairs want to hear your concerns so that they can organize members to respond to land use proposals and follow up through future meetings or public hearings.

Sample Letter:

August 4, 2021 ← **Date of submittal**

Thomas Montgomery Haverford, ← **Planner identified in *Notice of Application***

Please include my comments listed below to the record for project
PL20-0946 at 48 Sullivan Street: ← **Address and file # listed in *Notice of Application***

1. Parking Concern – The applicant is not providing enough parking to meet the need. Per BDC 3.3.300, the applicant should be providing 10 more parking spaces *[see the resource “Parking Deciphered” for how to check the parking requirement versus the parking provided. Then insert the accounting to how you arrived at your conclusion.]*
2. Building Height Concern – The applicant has not demonstrated the building height meets the requirements of BDC table 2.2.400 and the definition of building height per BDC 1.200.
3. Primary Access Concern – The applicant's site plan indicates the site has frontage on two different classification of streets. The site plan accesses the higher classified street instead of the lower classified street in conflict with BDC 3.1.400(F)(2).
4. Secondary Access Concern – The applicant's site plan shows two access points, but has not provided the required justification per BDC 3.1.400 (F)(4).

Sincerely,
Andy Dwyer ← **Name of individual providing comments**



CLICK SUBMIT

It is good practice to send comments via email for a number of reasons:

1. It is the fastest.
2. The email records the transmitted comments including the date of submission.
3. It provides a return email address for staff to add you to the list of commenters to the record.

You may choose to put your comments in a letter and then attach it to the email. If so, please instruct the planner to open the attachment and post the attachment separately.

It is wise to ask for confirmation of receipt of your email, as well as confirmation that your comments have been entered into the record.



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, Community Relations Manager at moliver@bendoregon.gov or (541) 323-8571. Relay Users Dial 7-1-1.

