

# GUIDE TO PUBLIC MEETINGS WITH NEIGHBORHOODS FOR DEVELOPERS AND APPLICANTS

***Please direct questions to the Bend Planning Division:***

**Permit Counter:** 710 NW Wall Street, Bend, OR 97703

**Planner on Duty:** (541) 388-5580 x3 or [planning@bendoregon.gov](mailto:planning@bendoregon.gov)

# *Introduction*

## PURPOSE:

The Neighborhood Leadership Alliance has prepared this packet in partnership with the City of Bend in order to help facilitate positive interactions between the development community and neighborhoods as related to land use developments within city limits.

The contents of this guide are two parts; a) A listing of the Bend Development Code (BDC) 4.1.215 “Public Meeting” requirements and, b) Sample resources combining the BDC requirements and the best practices as derived by neighborhood association representatives in co-operation with City of Bend staff from a survey conducted in 2020 of the Bend Neighborhood Associations. **Throughout this packet you will find bold text, which highlights requirements of the BDC.**

## BACKGROUND:

**Oregon Statewide Planning Goal No.1** requires local governments to have a citizen involvement program that ensures the opportunity for citizens to be involved in all phases of the planning process. For the City of Bend, the Planning Commission fulfills the role of being the *committee for citizen involvement (CCI)* to monitor and encourage public participation in planning.

Neighborhood Associations also play a role in the land use planning process. The **City’s Development Code (Section 4.1.215)** states that neighborhood association members must be included in decisions about proposed land use changes within the borders of an association. Certain applications require the applicant to make a presentation at a publicly noticed meeting with the affected neighborhood.

## GOAL:

This packet intends to benefit the development community by providing a well-defined path to complete the requirements outlined in code for public meetings with neighborhoods. It also holds a variety of editable and quick-use documents for the development community to utilize that the Neighborhood Leadership Alliance believes will help achieve greater community understanding and buy-in of projects, and will reduce the errors and potential liability in incorrectly holding these meetings.

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# ***Applications & Bend Development Code Requirements***

Prior to submitting certain applications, Bend Development Code (BDC) 4.1.215 requires the applicant conduct public meetings with neighborhoods.

## **APPLICATIONS THAT REQUIRE PUBLIC MEETINGS WITH NEIGHBORHOODS**

- **[Bend Comprehensive Plan Map Amendment](#)**
- **[Zoning Map Amendment](#)**
- **[Conditional Use Permit](#)**
- **[Master Plan](#)**
- **[Subdivision](#)**
- **[Site Plan & Design Review for New Development](#)**
- **[Alteration/Addition to one or more buildings containing a total of 10,000 square feet or more](#)**

## **PLANNING APPLICATION PROCESSES**

Visit the City of Bend's Planning & Historic page to **[view the workflows for each application type](#)** (Type I, Type II, Type III, Type III: Comprehensive Plan Amendment).

## **PATH TO SUBMITTING AN APPLICATION**

1. Visit the City of Bend's Online Permit Center at **[bendoregon.gov/permitcenter](http://bendoregon.gov/permitcenter)**.
2. Review **[How To Create an Online Permit Center Portal Account](#)** and **[How To Submit an Application](#)** training documents.
3. **[Register](#)** and apply under *Planning & Historic Applications*.

## **REQUIREMENTS FOR PUBLIC MEETINGS WITH NEIGHBORHOODS**

### **Required Notification ([BDC 4.1.215.B](#))**

- Applicant must schedule the required public meeting at a regular or special Neighborhood Association meeting or their own public meeting. Land Use Chair contact information is found at **[bendoregon.gov/neighborhoodassociations](http://bendoregon.gov/neighborhoodassociations)**.
- Meeting must be held no less than 15 days or no more than 45 days after the applicant notifies the designated Land Use Chair of the affected Neighborhood Association.

- The notice must be mailed and emailed to the Land Use Chair in the Neighborhood Association where the project lies within, and any Neighborhood Association adjacent within 500 feet.
- The property owner list must be compiled from the Deschutes County Tax Assessor's property owner list from the most recent property tax assessment roll.
- The notice shall be sent 15 days prior to the public meeting and shall include as a minimum:
  - Date, time and location of the public meeting.
  - A brief written description of the proposal and proposed use, but with enough specificity so that the project is easily discernible.
  - The location of the subject property, including address (if applicable,), nearest cross streets and any other easily understood geographical reference, ad a map which depicts the subject property.

### **Required Presentation (BDC 4.1.215.A)**

- A map depicting the location of the subject property proposed for development.
- A visual description of the project including a site plan, tentative subdivision plan and elevations drawings of any structures if applicable.
- A description of the nature of the use including, but not limited to, sizes and heights of structures, proposed lot sizes, density, etc.
- The expected or anticipated impacts from the development.
- Any mitigation proposed by the applicant to alleviate the expected/anticipated impacts.
- An opportunity for the public to provide comments. Applicants are encouraged to reconcile as many public concerns as possible prior to submittal of their application."

### **Compliance Submittals (Planning Division)**

- Necessary submittals to certify compliance of the requirements by Bend Development Code 4.1.215 including, but not limited to the following. Applicant is responsible for reading the applicable code to include all the required information and have followed the required steps:
  - Copy of the mailed notice.
  - Copy of the mailing list.
  - Copy of emailed notice.
  - Copy of Verification of Compliance Public Meeting Form with signature from the Neighborhood Association Land Use Chair or designated representative, if possible.

# Meeting Checklist

\*List items in **bold** are **required** by the Bend Development Code. **Unbold** items are highly recommended, **not required**.

## SCHEDULE & NOTICE

- Coordinate with the Neighborhood Association Land Use Chair or designated representative.
- Determine date, time and location of Neighborhood Public Meeting (BDC 4.1.215.B).**
- Successful meetings are held:
  - On a weekday between 6 p.m. and 8 p.m.
  - Not on a holiday (or a day preceding or following a holiday).
  - In a public space with virtual attendance possible.
  - In a room with sufficient seating.
  - In a location situated in/near the Neighborhood Association (see preferred public meeting spaces).
- Mail Notice of Neighborhood Public Meeting (BDC 4.1.215.B).**
- Email Notice of Neighborhood Public Meeting to Neighborhood Association Land Use Chair(s) (BDC 4.1.215.B).**

## PREPARE VISUALS & HANDOUTS

- Brief agenda outline.
- Brief summary of the land use process.
- Visual aids: Conceptual drawings, Location map, Site plan (BDC 4.1.215.A).**
- File number of application (if available).
- Parking (BDC requirement and provided).**
- Anticipated impacts, including traffic, parking, overlay zones, wildlife corridors, etc. along with any mitigations provided (BDC 4.1.215.A).**
- Verification of Compliance Public Meeting Form signature (BDC 4.1.215.A).

## RUN AN EFFECTIVE MEETING

- Allow the Land Use Chair or designated representative to make an opening or closing statement
- Take attendance and gather contact information from attendees (*see p. 10*).
- Visibly scribe questions and comments presented by the public.
- Assign a note taker to record minutes.
- Share contact information for follow-up by the attendees.
- Obtain signature from Neighborhood Association on Verification of Compliance Public Meeting Form (BDC 4.1.220.B).**

## COMMUNICATE POST MEETING

- Share attendee list with Neighborhood Association Land Use Chair (*see p. 10*).
- Provide minutes to all in attendance and to the Neighborhood Association Land Use Chair.
- Applicants are encouraged to reconcile as many public concerns as possible prior to submittal of their application (BDC 4.1.215.A).**

# Sample Mailed Notification

To download the [Notification of Public Meeting Template](#), visit [bendoregon.gov/planning](http://bendoregon.gov/planning) and navigate to the *Neighborhood Public Meetings* section.

## Type II/III Application Process Flow Chart

**STEP 1: Pre-Application Meeting** - This is a meeting between City staff and applicant.

### ■■■■■■■■■■PUBLIC MEETING NOTICE■■■■■■■■■■

You are invited to attend a public meeting to learn about a proposed development project in your neighborhood. The purpose of this meeting is to provide a forum for the applicant and neighbors to discuss the proposed development prior to its application submission to the City of Bend.

**Here is some specific information about this development:**

**Applicant:** *Chloe Deckwar*

**Meeting Date and Time:** *March 16, 2021, 4 p.m. - 6 p.m.*

**Location of Public Meeting (or Virtual Meeting Access Information):**  
*Trinity Episcopal Church, 469 NW Wall St. Bend, OR 97703*

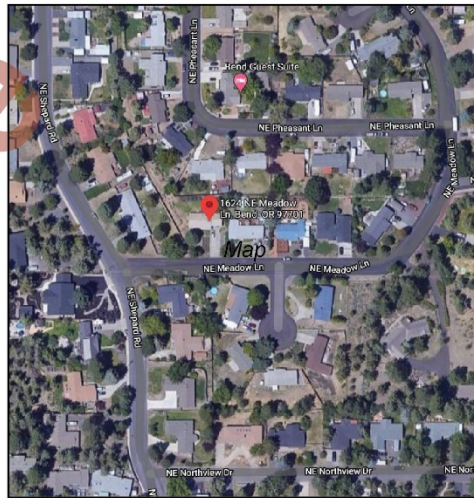
**Project Description:**  
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**File Number (if available):** *20-0263*

**Type:** *Type II*

**Application:** *Site Plan*

**Address:** *1624 NE Meadow Ln. Bend, OR 97701*



Design Criteria	Minimum (Per Code)	Maximum (Per Code)	Project Proposed
Density			
Front setback			
Side setback			
Rear setback			
Height			
Parking			

**Identify any anticipated impacts to the community:** *(i.e. additional housing units built, traffic, wildlife zones, etc.)*

**List known variances and requested waivers to the Bend Development Code:**

**Important notes about this meeting:** This is not a public hearing. The project plans are preliminary and the submitted application may likely vary from what is available at the time of the initial notification and from the neighborhood meeting. The City of Bend Planning Department will decide if the plans differ materially enough to necessitate a new public meeting.

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## Type II/III Application Process Flow Chart

**STEP 1: Pre-Application Meeting.** This is a meeting between City staff and applicant.



**STEP 2: Neighborhood Public Meeting.** This is where the public can learn and discuss potential projects with the applicant.



**STEP 3: Application Submitted.** City staff reviews the application and issues a notice of completeness to the applicant when the requirements in BDC Chapter 4.1 are satisfied.



**STEP 4: Mailed Notification of Application & Posted Notice.** City staff mail notice for 14-day public comment period for the application and the applicant posts notice for public comment period on property.



**STEP 5: Staff Report.** City staff prepare a report with project recommendations.

**STEP 5: a) Staff Report.** City staff prepare a report with project recommendations.  
**b) Hearing Officer has Hearing.** Planning Commission and/or City Council  
**c) Decision is Posted.**



**STEP 6: Mailed Notice of Decision.** City staff mails notice of approval/denial of the application. Community members who are adversely impacted have 12 days to submit an appeal.



**STEP 7: Application Final.** Application decision is deemed final after 12-day appeal period.

## How Can the Public Review Project Information?

All project documents (i.e. site plan drawings, applications, City documents, public comments) are posted in the Online Permit Center following the submission of an application.

1. Access the Online Permit Center by visiting <https://cityview.ci.bend.or.us/Portal/>
2. Select "Application Search" under "Planning and Historic"
3. Type in the project name, File number or address in the search box.
4. For first-time users of the Online Permit Center, consider visiting [bendoregon.gov/permitcenter](http://bendoregon.gov/permitcenter) to view trainings on how to navigate the portal.

## How Can the Public Participate in Land Use Planning in Their Neighborhoods?

1. Become a member of your Neighborhood Association! Neighborhood Associations provide residents the opportunity to help shape the future of their neighborhood and the City through their role in land use.
2. Find your Neighborhood Association by visiting [bendoregon.gov/neighborhoodassociations](http://bendoregon.gov/neighborhoodassociations).
3. Open either the interactive or the printable Neighborhood Association map and identify the Neighborhood Association in which your residence is located.
4. Visit your Neighborhood Association's website by finding their name listed on the main page above.
5. Follow instructions for enrollment as a Neighborhood Association member.
6. Contact your Neighborhood Association Land Use Chair.

**For help connecting with your Neighborhood Association, contact Makayla Oliver, Community Relations Manager at (541) 323-8571 or [moliver@bendoregon.gov](mailto:moliver@bendoregon.gov).**



## *Meeting Agenda*

- Introduce project lead and project team members.
- Introduce Neighborhood Association representative – allow for short statement on Neighborhood Association role in Land Use.
- Describe the project in plain language.
- **Include visual description including site plan, tentative subdivision plan and elevation drawings of any structures if applicable.\***
- Provide application type, code application number and File number (if available).
- **Present the property's zoning, design criteria (i.e. density, setbacks, height, parking data).\***
- **Identify any expected/anticipated impacts (i.e. traffic, overlay zones, wildlife zones, etc.) to the neighborhood along with mitigations proposed.\***
- List any waivers to public improvement standards or variances.
- **Give overview of the development schedule (i.e. planning, design & construction).\***
- **Open the meeting for comments and questions from attendees.\***
- Provide contact information for the project team member fielding future questions.
- Allow the Neighborhood Association representative to provide an overview of the process for public comments.
- Remind all attendees to fill out attendance sheet with contact information to enable applicant to provide future File numbers, a copy of minutes and responses to questions.
- **Provide verification document to the Neighborhood Association representative for their signature.\***

**\*Required by City Code BDC 4.1.215**

## Sample On-Site Signage Information

This sign is optional, intended to help inform the public about an upcoming Neighborhood Public Meeting, it is not a requirement of the Bend Development Code. This sign is NOT the “Proposed Development” sign that you will receive from the City once an application is submitted and deemed complete.

To download the [Public Meeting On-Site Signage Template](#), visit [bendoregon.gov/planning](http://bendoregon.gov/planning) and navigate to the *Neighborhood Public Meetings* section.

<b>NEIGHBORHOOD PUBLIC MEETING:</b>		<b>PROPOSED DEVELOPMENT</b>	
<b>Meeting Date &amp; Time:</b> March 16, 2022, 4 p.m. - 6 p.m.			
<b>Meeting Location:</b>	Trinity Episcopal Church 469 NW Wall St Bend, OR 97703	<b>Virtual Meeting Access Information:</b>	<a href="https://bit.ly/3i2pxWX">https://bit.ly/3i2pxWX</a> Passcode (if required): 082209 1-888-788-0099 Webinar ID: 957 5468 9901##
<b>Project Location:</b>	12345 Deschutes Way Bend, OR 97701		
<b>Project Description:</b>	A mixed use development consisting of 73 one and two bedroom apartments as well as 25,000 sq. ft. retail space. On-site private parking for the residence, on-site and street parking for retail. This is a 1.78 acre site zoned CC (Commercial Convenience).		
<b>Applicant:</b>	ABC Construction		
<b>Project File # (if available):</b>	19-0734	<b>Type of Application:</b>	Type II
<small>NOTE: This is not a public hearing. The information about the development is based on preliminary plans and submittal drawings may vary after public meeting. You may view the application documents in the City of Bend Online Permit Center after they've been submitted.</small>			



# *Virtual Neighborhood Public Meetings: Frequently Asked Questions by Developers and Applicants*

## CAN I HOLD A VIRTUAL NEIGHBORHOOD PUBLIC MEETING?

Yes! Since spring of 2020 we have allowed Neighborhood Public Meetings to be held virtually. Experience has shown that attendance in Neighborhood Public Meetings has increased with the flexibility of virtual public meetings. Other than the venue, all other requirements of a Neighborhood Public Meeting apply.

## WHAT SOFTWARE PLATFORM SHOULD I USE?

Any commonly used software platform is acceptable including Zoom, WebEx, GoTo Meetings, and others. We do encourage you to host your meeting using a platform that allows participants to interact, ask questions and share input.

## WHAT IF SOMEONE DOESN'T HAVE ACCESS TO A COMPUTER?

Any virtual public meeting must provide a call-in option (phone) for attendees.

## WHAT ABOUT OTHER TECHNICAL ISSUES?

The City does not provide technical support for developers or applicants. We recommend you designate a person on your team to manage the call-in number, email, chat or other mediums, and to address any technical issues that may arise during your meeting.

## HOW DO I ALLOW PARTICIPANTS TO SPEAK?

All software platforms are different, but first mute all participants upon entry and notify them they are muted. Explain how participants can comment or ask a question and the ground rules for the meeting. All participants should state their name when speaking. Announce the next person's turn to speak. It is recommended that the Neighborhood Association representative is a panelist in the meeting so that s/he can speak up if questions are not being answered or a follow-up is warranted.

## WHAT IF THERE IS A TIME LIMIT ON THE VIRTUAL MEETING?

Some software platforms limit the amount of time allowed for a meeting without a paid subscription. These virtual meetings should not be restricted in time in order to allow all members of the public to be heard and all questions answered.

## DO I NEED TO RECORD THE VIRTUAL MEETING?

A recording of the virtual meeting is not required, but it is encouraged as a way for community members who cannot attend to review the information shared. If you choose to record the meeting, notify all attendees at the beginning of the meeting that a recording is in progress.



**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](mailto:moliver@bendoregon.gov) or (541) 323-8571; Relay Users Dial 7-1-1.