**Article 16: Land Use Procedures**

**Section 1**: Land Use Notifications – Notifications may come by multiple methods.

a) Mail: Land use notifications are usually mailed to the SWNA P.O. Box. These may be certified so regular checks of the P.O. Box are required.

b) E-Mail: Additional notifications may be by e-mail which requires ensuring the contact information, phone number and e-mail address on the website are accurate and monitored

c) Access to both the P.O. Box and the e-mail must continue regularly when the primary Land Use representative is not available.

**Section 2**: Land Use Notifications Distribution – Distribution of Land Use Notifications received by SWNA are done by three basic means.

a) Newsletter: A brief description of the Land Use Notification is included in the SWNA newsletter.

b) PDF: A PDF version of the Land Use Notification is attached to the SWNA newsletter.

c) PDF: A PDF version of the Land Use Notification is posted on the SWNA website in the “Upcoming Events.” This PDF may be posted for display in its entirety or the file posted with a brief description.

**Section 3:** Land Use Notification Types – There are five basic types of Land Use Notifications and each require specific responses.

a) Public Meeting Notice: Public Meetings require attendance by a SWNA board member to record neighborhood concerns for the city. These concerns are annotated on a city form for submission to the city planners. An additional responsibility is to ensure that the required information (listed on the city form) is displayed for the meeting.

b) Notice of Pending Administrative Review: Administrative Decisions are made by the city in response to requests by the applicants. The city will accept comments in accordance with the notification but require no action other than distribution of the notification. If a Notice of Pending Review with a PZ number is received from the City and there is no previous Public Meeting Notice, follow up with the City is required to determine the cause.

c) Notice of Administrative Review and Decision: These are sent by the city to inform recipients of decisions made during an administrative review.

d) City of Bend Development Code modifications: The city has been gradually updating the Development Codes and these may involve public meetings or administrative decisions and will be handled as stated above based on the type.

e) Developer Land Use Meetings: These meetings are public relations opportunities for developers prior to the city requirement for formal land use meetings and cover the broad range of a development. Once the Site Plan is submitted, the city will require a Public Meeting and will send out a notice.

**Section 4:** Land Use Meeting Attendance: At the Public Meeting, the NA representative can use the following questions to gather information which goes into the file. The NA representative has two forms to sign at the Public Meeting. Be sure to get a copy or ask for a copy of each form to be sent via email. Both these forms go into the file. If a development has major problems noted at the Public Meeting. a letter is written to the developer stating the complaint & asking for another meeting ahead of their meeting with the City. If there is no response from the developer, submit a copy of the letter written to the develop, note the lack of response and include the assigned PZ number. It is very important to have a group of volunteers available for Public Meetings so those meetings can be attended, otherwise the forms and processes the Neighborhood Association (NART) negotiated with the Planning Department are useless.

a) **Zone Change Requests:**

1)Is the property properly zoned for the proposed use on the zoning map and/or the general plan map?

2) How does the zoning change benefit the neighborhood?

b) **Land to be developed and sold to individual builders:**

1) Does the proposed density conform to zoning map and/or General Plan map?

2) Is there a plan for the location of lots, roads, open space, etc.? What sorts of grading or fill will be done?

3) Will there be sidewalks and curbs?

4) Where is the nearest sewer hookup?

5) Will sewage be pumped or gravity fed?

6) Where is the nearest pump station?

7) What route will drivers use to access arterials?

8) How close is the development to a busy intersection?

9) Will there be fencing?

10) If so, what materials will be used?

11) What allowance has developer made for low impact on the environment?

12) What trees will remain on the site *after construction*?

13) Are there any areas of special interest (ASI) on the site?

14) How will the developer deal with them?

15) What sort of lighting, if any, will be installed?

16) What sort of landscaping will be installed?

17) When will work begin and end?

18) What efforts will be made for noise and dust abatement?

19) Will there be any requests for conditional use?

20) What plans are there for open space or parks? (Have they met with Bend Metro Parks and Recreation?)

21) What company will supply water?

22) If neighbors have large home sites, has allowance been made for the compatibility rule?

23) Has developer made allowances for sufficient sunlight for neighbors to the development?

c) **Land developed and built by the same company. In addition to the questions above:**

1) What features will there be to make this an attractive development?

2) How will this project enhance the neighborhood?

3) Is this a standard development or a Planned Unit Development (PUD)?

4) Will there be CC&R’s? What will they be?

5) What is the range of purchase prices?

6) Will there be an organized construction schedule (phase 1, phase 2, etc.)?

7) Will there be a variety of designs for the houses?

8) Will there be any requests for variances?

9) Has builder done other work in the area, so neighbors have an idea of what to expect?

10) Are there sketches of proposed buildings?

**Section 5:** Land Use Notification Records Maintenance – Copies of the Land Use Notifications are maintained by SWNA for a period of two years or until the project is completed.

a) Records Maintenance Procedures (one recommended method):

1) City of Bend Public Meetings and Pending Administrative Review: They are organized by project number in chronological order. Each is annotated with comments reflecting the distribution (date and methods) and attendance (attendee and recorded concerns).

2) Developer Land Use Meetings: They are separately organized in chronological order until the City of Bend Public Meeting notice has assigned a project number. Once a PZ number is assigned, they will be filed according to the PZ number.

b) Records Maintenance Procedures (another recommended method):

1) When a Public Meeting Notice is received from a developer, a file is started. The notice plus any notes taken or materials provided at the Public Meeting go into a file labeled with date and developer information. File folders are organized using file folder labels.

1.     Red mark across top = business

2.     Blue mark across top = developments

3.     Yellow mark across top = personal home