

[B2/D1b] Public Meeting Opening and Closing Statements by the Neighborhood Association Land Use Chair

v. February 23, 2021

The purpose of this document is to assist the Land Use Chair with their introduction during neighborhood meetings. Your goal is to a) set the tone that not all questions may actually be answered, b) let community members know how/when to participate and c) get them to enroll in their Neighborhood Association as a member, if they haven't already done so. This also sets up the "partnership" between the NA and the applicant so they view us as helpful, not a hindrance.

Opening Statement

1. I am _____, the _____ Neighborhood Association Land Use Chair. It is my responsibility to assist the public in understanding the land use application process here in this City of Bend neighborhood. My contact information is: _____ . (For virtual meetings: add contact information in the chat.)

2. The purpose of this informal meeting is as follows:

a) The applicant must conduct a public meeting for this type of application to comply with the requirements of the Bend Development Code 4.1.215

b) The applicant will provide you with information about the potential project.

c) The public will be allowed to ask questions about the potential project.

d) The applicant is encouraged to provide responses to the questions raised by the public.

3. Important facts about "Public Meetings"

a) The meetings are intended to be an informal discussion between the applicant and you as a member of the community. There will be no City of Bend staff present in the meeting. I do not work for the City of Bend. I represent you, my neighbors, and my Neighborhood Association. None of the comments in this meeting will become part of the public record.

b) The applicant's plans are preliminary and subject to change. The City of Bend will be the arbitrator to determine if changes are significant enough to warrant a new public meeting.

c) While the applicant is encouraged to address the comments made during the meeting, the applicant is not *required* to provide a solution which will satisfy 100% of the public's concern.

4. The goal of the meeting is for you, as a member of the public, to become informed about potential projects in your neighborhood and to have the opportunity to express your ideas and concerns.

Closing Statement

1. The next steps:
 - a) The applicant will complete the application.
 - b) The City's Planning Division will determine when the application is complete and send out a public notice when it has made that finding.
 - c) The Notice of Application is mailed to:
 - Neighbors within a 250-foot radius
 - Individuals who have registered by signing in at this meeting.
 - Neighborhood Association Land Use Chair where the project is proposed.
 - If you do not live within 250-feet of the project, be sure to give the applicant your name and email address in order for your contact information to be forwarded to the city to enable you to receive future notices. Also, consider joining your Neighborhood Association and they will likely forward future notices.
 - d) Once you receive the Notice of Application, the public can then submit written comments on the completed application posted online. The notice will provide you instructions on where to send your comments to be included in the public record. Neighborhood Associations have prepared a number of "how-to's" to help you review the application and write comments. Directions to how to access these resources can be sent to you if you send me an email. Key facts:
 - The comment period is 14 calendar days from the date the notice is mailed.
 - If you do not want to comment, but want to be kept informed, you still need to submit a comment letter requesting to be a "party of record" to continue to receive future notices and/or participate in any appeals.
 - e) The staff prepares a staff report with any conditions placed on the project. The public is notified by a mailed Notice of Determination (or Notice of Public Hearing if a Type III application) to:
 - Neighbors within a 250-foot radius
 - Individuals who have submitted written comments in response to the Notice of Application within the 14-day response period
 - Neighborhood Association where the project is proposed.

2. Please don't write or call the City immediately after this neighborhood meeting. The City will be unaware of the potential application until the application has been submitted.

3. Now I would like to make a pitch to you: Individuals who live in, or have a business in the City of Bend may become members of their Neighborhood Association. There is no membership fee, this is a "free" membership. To become a member, Google the phrase "Bend Neighborhood Association: and click on the resulting link. On that page, select the appropriate Neighborhood Association for your location. Enroll as a member. There is no cost and your Neighborhood Association is one way to keep informed on what is happening in your neighborhood. *(You could also put a link in the chat function for virtual meetings:*
<https://www.bendoregon.gov/community/neighborhood-associations#NeighborhoodLocations>.)