

## WELCOME TO A NEIGHBORHOOD PUBLIC MEETING

**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.

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.

*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?** 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. 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 [www.bendoregon.gov/neighborhoodassociations](http://www.bendoregon.gov/neighborhoodassociations).

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.

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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 [www.bendoregon.gov/permitcenter](http://www.bendoregon.gov/permitcenter).

To view the BDC visit [www.codepublishing.com/OR/Bend/](http://www.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 at [www.bendoregon.gov/maps](http://www.bendoregon.gov/maps) and navigate to the “Zoning Lookup” tab.

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 [www.bendoregon.gov/neighborhoodassociations](http://www.bendoregon.gov/neighborhoodassociations) and use the map to locate your place of residence or business.