

Over the past seven months, I have been using the City's *Guide to Public Meetings with Neighborhoods for Developers and Applicants* as a resource when coordinating and participating in public meetings for proposed projects in Southern Crossing. I have found that most applicants (developers or their agents) follow the steps outlined in the Guide to planning and presenting a successful meeting. However, I have had three recent experiences where there has been confusion about the required actions surrounding scheduling meetings.

Specifically, three applicants scheduled public meetings without contacting me, the affected NA Land Use Chair, in advance. In one case, the meeting was scheduled on a date and time that conflicted with SCNA's standing monthly Board Meeting. Fortunately when I contacted the applicant, they were able to stop the meeting notifications from being mailed and rescheduled the meeting at a date and time that was mutually convenient.

These experiences caused me to be concerned that applicants were either not referring to the Guide to plan meetings or were confused about requirements.

After a careful review of the Guide, I believe it would be beneficial to both applicants and NAs to make small clarifications. Following are specific recommended improvements:

PAGE 4 CURRENT TEXT:

Required Notification (BDC 4.1.215.B)

- Applicant must schedule the required 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

Suggested edit in italics

- Applicant must schedule the required meeting at a regular or special Neighborhood Association meeting or their own public meeting. *Applicant must coordinate with Land Use Chair to schedule meeting.* Land Use contact information is found at bendoregon.gov/neighborhoodassociations

PAGE 6 CURRENT TEXT:

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)**

Suggested edit in italics

- *Must coordinate with the Neighborhood Association Land Use Chair or designated representative to **determine date, time and location of Neighborhood Public Meeting (BDC 4.1.215.B)***

These small revisions to the Guide will help applicants to avoid scheduling public meetings at times when Land Use Chairs or designated NA representatives are unable to attend and thus unable to sign the Neighborhood Association on Verification of Compliance Public Meeting Form as required by BDC 4.1.215.B.

If you agree with this recommendation, would you be willing to sign a joint letter to Bend Planning Division requesting these edits to the Guide?

Roberta “Robbie” Silverman
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Southern Crossing Neighborhood Association