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| Topic: | Pre-Application & Consensus Building |
| Resource Type: | Regulations |
| State: | Oregon |
| Jurisdiction Type: | Municipal |
| Municipality: | City of Bend |
| Year (adopted, written, etc.): | Unknown |
| Community Type - applicable to: | Urban; Suburban |
| Title: | City of Bend Development Code |
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Abstract

Three separate provisions in the Bend Development Code allow for moments in the process where the applicant and the public are involved early in the decision-making process. A preliminary meeting for applicants dealing with complex applications helps them to identify likely issues in the process. In-depth public meetings to educate the public read together with the section authorizing a steering committee to represent the public and recommend refinements in the plan development and approval process creates a unique opportunity to be heard and involve stakeholders.

Resource

4.1.200 General Provisions

4.1.210 Pre-application Conference

A pre-application conference with the City of Bend is highly recommended for complex applications or for applicants who are unfamiliar with the land use process. The purpose of the conference shall be to acquaint the applicant with the substantive and procedural requirements of the Development Code and to identify issues likely to arise in processing an application.

4.1.215 Public Meeting

(A) The applicant for a Bend Area General Plan Map Amendment, Zoning Map Amendment, Conditional Use Permit, Subdivision or Site Plan Review for new development or an alteration/addition to one or more buildings containing a total of 10,000 square feet or more shall present the proposal at a public meeting prior to submitting the respective application to the City Planning Division. The presentation shall be made at either a regular or special meeting with a neighborhood association recognized by the City of Bend whose boundaries the subject property lies within, or a public meeting arranged and conducted by the applicant. The presentation at the public meeting shall include the following:

- (1) A map depicting the location of the subject property proposed for development.
- (2) A visual description of the project including a site plan, tentative subdivision plan and elevation drawings of any structures if applicable.
- (3) A description of the nature of the use including but not limited to, sizes and heights of structures, proposed lot sizes, density, etc.
- (4) The expected or anticipated impacts from the development.
- (5) Any mitigation proposed by the applicant to alleviate the expected/anticipated impacts.
- (6) 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.

(B) Public Meeting Notification. If any part of a proposed new development as referenced in subsection 4.1.215(A) is to be constructed within the boundaries of a recognized neighborhood association of the City of Bend, the applicant shall notify the designated representative of such association of the presentation. It shall be the responsibility of the applicant to schedule the meeting/presentation and provide adequate notification to the residents of the affected neighborhood of the date, time and location of the meeting/presentation. It shall be the applicant's responsibility to provide the information listed in subsection 4.1.215(B) (1) (a - c) below to the designated representative of the neighborhood association. Such meeting shall be held no less than 15 days and no more than 45 days from the date that the applicant notifies the designated representative of the affected neighborhood association. The following provisions shall be applicable to the applicant's obligation to notify the residents of the area affected by the new development application, whether the proposed development is within the boundaries of a recognized neighborhood association or not:

(1) The applicant shall send mailed notice of the public meeting to all property owners within 500 feet of the boundaries of the subject property, and, if any part of the subject property is within the boundaries of a neighborhood association recognized by the City of Bend or within 500 feet of any other neighborhood association recognized by the City of Bend, notice shall be sent by Priority Mail with Delivery Confirmation to the designated representative(s) of such neighborhood association(s). The property owner list shall be compiled from the Deschutes County Tax Assessor's property owner list from the most recent property tax assessment roll. The address for the designated representative(s) of the affected neighborhood association(s) shall be obtained from the City of Bend. The notice shall be sent a minimum of 15 days prior to the public meeting, and shall include at a minimum:

- (a) Date, time and location of the public meeting.
- (b) A brief written description of the proposal and proposed use, but with enough specificity so that the project is easily discernable.

(c) The location of the subject property, including address (if applicable), nearest cross streets and any other easily understood geographical reference, and a map (such as a tax assessors map) which depicts the subject property.

4.1.700 REFINEMENT PLAN REVIEW PROCEDURES

(A) Refinement Plan Development and Approval Process.

(1) Initiation.

The process to establish a refinement plan shall be initiated by the City Council. The Planning Commission or interested property owners may submit requests to the City Council to initiate the refinement plan process. If owners request initiation of a refinement plan process, it will be subject to the established application fee.

(2) Public Involvement Plan:

The Planning Commission shall approve a public involvement plan which may include the appointment of a steering committee to guide development of the plan. The steering committee may include persons representing affected property owners, neighbors, city staff, agencies, special districts and the community at large. The role of the steering Committee is advisory to the Planning Commission and the City Council.