



Planning Division
City of Bend
P.O. Box 431
Bend, OR 97709

NOTICE OF NEW APPLICATION Simple Description

The City of Bend recently received a site plan review application for a new 1,547 square foot mixed-use building containing one residential unit and one lodging unit. A second application was also received for a one-bedroom short-term rental in the residential unit.

The purpose of this letter is to inform you that you or anyone else may give comments in writing to the city regarding this application. **The last day to mail or email comments is Tuesday, December 20, 2022.** Comments should be directed to the staff reviewer identified below and must include the project number.

PROJECT NUMBER: PLSR20220395 and PLSTR20220396

APPLICANT: Hayes McCoy Engineering on behalf of CGK Investments, LLC

LOCATION: 1537 NE 4th Street, Bend OR 97701

REQUESTS: PLSR20220395: A Site Plan Alteration request for a new 1,547 square foot mixed-use building (one residential unit and one lodging unit) on a lot developed with an existing office in the Bend Central District. Type II Administrative Review.

PLSTR20220396: An application request for a one-bedroom short-term rental in a dwelling unit in the Bend Central District. Type II Administrative Review.

STAFF REVIEWER: Michelle Patrick, Associate Planner, AICP
541-388-5562; mpatrick@bendoregon.gov

Comments must be directed toward the criteria that apply to this request, and must **reference the project number(s)**. Failure to raise an issue with sufficient specificity to afford the decision maker an opportunity to respond to the issue, precludes appeal based on that issue. Written comments may be emailed to the Staff Reviewer listed above, or by mail to the City of Bend Planning Division, 710 NW Wall St., Bend, Oregon 97703. Written comments must be received or postmarked by **Tuesday, December 20, 2022**.

The application, plans, documents, and other evidence submitted by or on behalf of the applicant can be viewed using the following links to access the project directly: <https://cityview.ci.bend.or.us/Portal/Planning/StatusReference?referenceNumber=PLSPR20220395> (Site Plan Review) and <https://cityview.ci.bend.or.us/Portal/Planning/StatusReference?referenceNumber=PLSTR20220396> (Short-Term Rental). Alternatively, the application can be accessed through the [Online](#)

MATERIALS IN ALTERNATE FORMAT REQUEST



Accommodation Information for People with Disabilities

To obtain this information in an alternate format such as Braille, large print, electronic formats, etc. please contact the Staff Reviewer listed above. Relay Users Dial 7-1-1.

[Permit Center Portal](http://www.bendoregon.gov/permitcenter) on the City of Bend website at www.bendoregon.gov/permitcenter. Open the Portal and select the *Application Search* link under the Planning & Historic header, then enter the project number in the search bar to find the project. The projects can also be found by clicking “Search for a Property” in red at the top of the screen.

The applicable criteria are listed below and are available for review using the following links: Site Plan Review: <https://bend.municipal.codes/BDC/4.2.500> and Short Term Rentals: <https://bend.municipal.codes/BDC/3.6.500>.

Copies of the application materials and applicable criteria can also be obtained by contacting the staff reviewer listed above, or at a reasonable cost from the City of Bend Permit Center, City Hall, 710 NW Wall Street, Bend, Oregon.

If you have questions or need help to access the project in the Online Permit Center Portal, please contact the Staff Reviewer listed above, or call (541) 388-5580 and choose Option 3 for the planner on duty.

APPLICABLE CRITERIA, STANDARDS, AND PROCEDURES:

APPLICABLE CRITERIA:

Bend Development Code

Chapter 4.2, MDS Review, Site Plan Review and Design Review

APPLICABLE STANDARDS:

Chapter 2.1, Residential Districts (RH)

Chapter 2.7, Special Planned Districts, Refinement Plans, Area Plans, Master Plans
(Bend Central District)

Chapter 3.1, Lot, Parcel and Block Design, Access, and Circulation

Chapter 3.2, Landscaping, Street Trees, Fences & Walls

Chapter 3.3, Vehicle Parking, Loading and Bicycle Parking

Chapter 3.4, Public Improvement Standards

Chapter 3.5, Other Design Standards

Chapter 3.6, Special Standards for Certain Uses
(3.6.500, Short-Term Rentals)

APPLICABLE PROCEDURES:

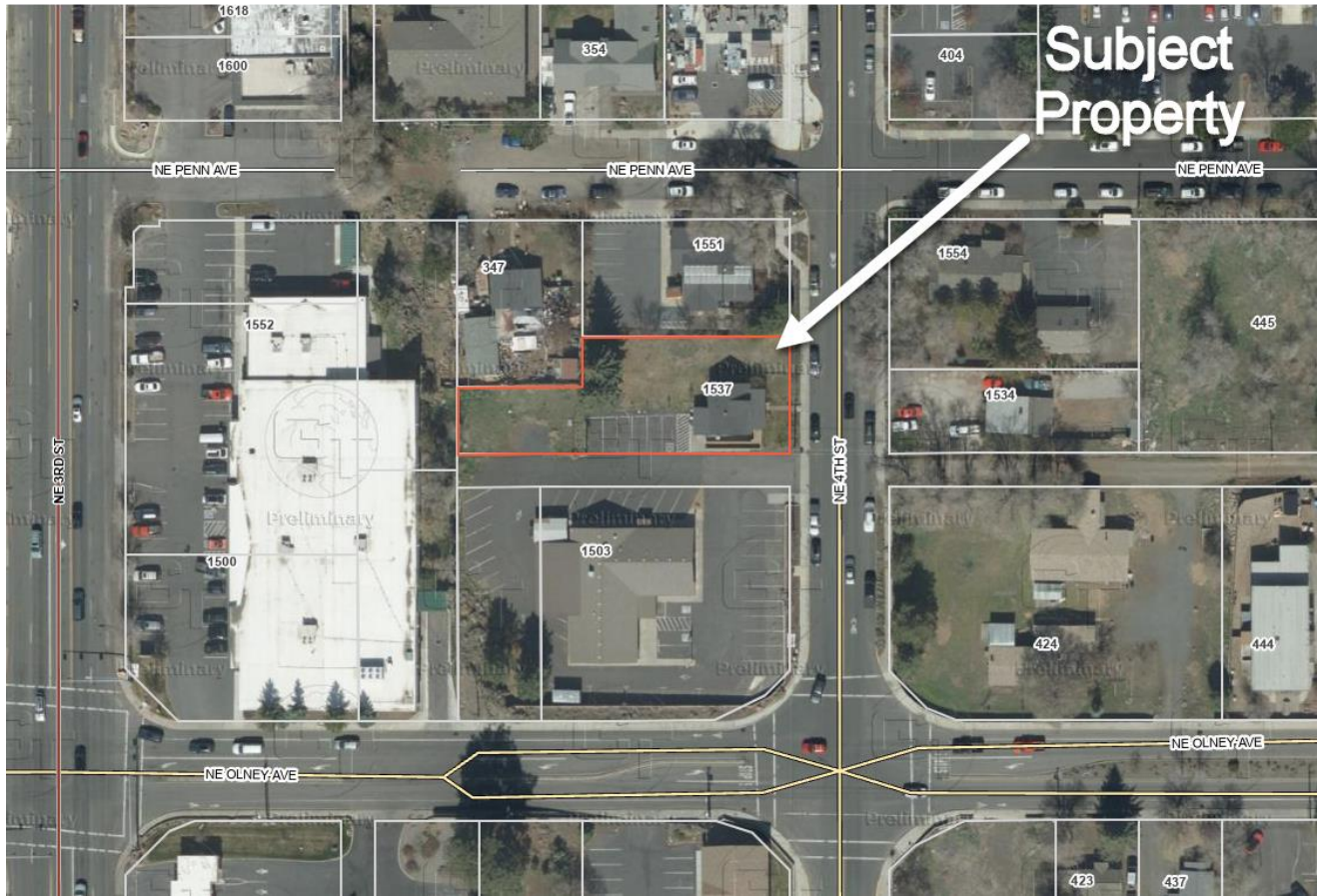
Chapter 4.1, Development Review and Procedures

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I, Jennifer Yarbrough, certify that a copy of this notice was mailed to all property owners of record and to the addresses based on the City's current addressing record, for properties within 250 feet of the subject site, as well as the representative for the Orchard District Neighborhood Association(s). A copy of the mailing list is attached to this notice under Documents and Images for the project in the [Online Permit Center Portal](#).

Signature:  Jennifer Yarbrough, Planning Technician II

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