



November 17, 2023

Dear Neighbor/Property Owner:

AKS Engineering & Forestry is holding a neighborhood meeting regarding the construction of a new commercial building ( $\pm 14,100$  square feet), associated parking, landscaping, and other improvements in the Convenience Commercial (CC) zone, within the approved Talline Master Plan. The site is located north of NW Shevlin Park Road and west of NW Skyline Ranch Road in the City of Bend.

This meeting will be held via telephone and online Zoom webinar. The City of Bend Community Development Department approves of this means of holding the required public meeting.

The meeting is scheduled for:

**TUESDAY, DECEMBER 5, 2023, AT 5:30 PM**  
**SEE ATTACHED INSTRUCTIONS TO LEARN HOW TO JOIN THE MEETING**

Pursuant to BDC 4.1.215, you are receiving this letter because you are listed as the owner of property within 500 feet of the subject property. The purpose of this meeting is to provide a forum for neighbors to review and comment on the project before the application is submitted to the City of Bend.

Please note this will be an informational meeting based on preliminary plans. These plans may be altered prior to submittal of the application to the City of Bend. Depending upon the type of land use action required, you may receive official notice from the City of Bend inviting you to participate with written comments and/or providing you an opportunity to attend a public hearing.

We look forward to discussing this project with you. If you have questions, but will be unable to attend, please feel free to contact me at [shearerj@aks-eng.com](mailto:shearerj@aks-eng.com).

Sincerely,

**AKS ENGINEERING & FORESTRY, LLC**

A handwritten signature in blue ink, appearing to read 'Joey Shearer'.

Joey Shearer, AICP – Land Use Planner

[shearerj@aks-eng.com](mailto:shearerj@aks-eng.com)

2777 NW Lolo Drive, Suite 150, Bend, OR 97703

Attachments: Vicinity Map

Instructions for Joining & Participating in the Public Neighborhood Meeting

VICINITY MAP:  
APPROVED TALLINE MASTER PLAN



# Instructions for Joining & Participating in the Public Neighborhood Meeting for the Talline Commercial Site Plan Review

Virtual Meeting provided via Zoom Webinar

**Tuesday, December 5, 2023, at 5:30 PM**

## Please Register in Advance

**(a list of attendees must be submitted to the City):**

- Go to <https://www.aks-eng.com/tallinecommercial/> and follow the link to register.
- Complete the online registration form.
- You will receive a confirmation email containing a link to join the Zoom webinar at the scheduled time as well as additional instructions.

## How to Join the Meeting:

### **Join by computer, tablet, or smartphone**

- **This is the preferred method as it allows you to see the Presenter’s materials on screen.**
- Click on the “Click Here to Join” link provided in your registration confirmation email.
- (If you registered at <https://www.aks-eng.com/tallinecommercial/> but did not receive a confirmation email, please check your junk/spam folder before contacting the Meeting Administrator.)
- You may be prompted to “download and run Zoom” or to install the App (ZOOM cloud meetings). Follow the prompts or bypass this process by clicking “join from your browser”.
- You should automatically be connected to the virtual neighborhood meeting.

### **Join by telephone**

- Dial any of the toll-free Zoom numbers below to connect to the neighborhood meeting:

+1-669-900-6833	+1-346-248-7799
+1-929-205-6099	+1-253-215-8782
+1-301-715-8592	+1-312-626-6799

- If you experience trouble connecting, please pick another number and try again.
- After dialing in, enter this Zoom ID when prompted: **847 4351 6828**
- The Passcode if needed is: **8429**

#### **MEETING ADMINISTRATOR:**

For technical assistance or to submit a question for the meeting:

Email [shearerj@aks-eng.com](mailto:shearerj@aks-eng.com)

## During the Meeting

### **Audio Help**

- Meeting attendees will be muted throughout the presentation. This will allow everyone to hear the presentation clearly without added distractions.
- Make sure that the speakers on your device are turned on and not muted.
- If you do not have speakers on your computer, you can join by phone (using the “Join by telephone” instructions) to hear the presentation while watching the presentation on your computer monitor.

### **Questions & Answers**

Your questions are important to us. There will be time reserved during the meeting to take questions, using one of the submission options below. Our presentation team will make their best effort to answer all question(s) during the meeting.

#### **Prior to the Meeting:**

- You can Email your question(s) in advance to the Meeting Administrator.  
Email [shearerj@aks-eng.com](mailto:shearerj@aks-eng.com)

#### **During the Meeting:**

- **Preferred Method:** Use the “Q&A” button on the bottom of the presentation screen to submit a question in real time.

#### **After the Meeting:**

- We will continue to take questions after the meeting has ended. Please submit your question(s) to the Meeting Administrator:  
Email [shearerj@aks-eng.com](mailto:shearerj@aks-eng.com)

## Helpful Hints/Troubleshooting

**We want to start on time! Please join the meeting 5-10 minutes prior to the 5:30 PM start time to ensure successful connection.**

- You do not need a Zoom account to join the meeting.
- You will need a valid email address at the time of registration to receive the confirmation email and link to join the webinar or receive answers to any questions submitted after the meeting.
- For first-time Zoom users, we recommend downloading and installing the Zoom App well in advance, by clicking on the “Click Here to Join” link in your confirmation email.
- For technical assistance, please contact the Meeting Administrator (contact above).
- If you have difficulties connecting by computer, tablet, or smartphone, we suggest disconnecting and instead use the “Join by telephone” instructions to listen in.