

**Minutes**  
**Neighborhood Leadership Alliance**  
**Land Use Working Group**  
**September 17, 2019**  
**Administration Conference Room, Bend City Hall**  
**710 NW Wall, Bend, Oregon**



CITY OF BEND

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**3:00 p.m. Neighborhood Leadership Alliance Meeting**

**Call to order 3:05 p.m.**

- 1. Roll Call:** Matt Bryant, Lisa Mushel, Sue Sullivan, Brett Yost, Dave Johnson, Cassie Giddings

**Absent:** Brett Yost, Cassie Giddings. Lisa Mushel

**Staff:** Joshua Romero, Makayla Oliver

- 2. Approve Minutes**

Member Ms. Sullivan made a motion to approve the Tuesday, August 20, 2019, meeting minutes. Member Mr. Johnson seconded, the motion passed unanimously (3-0).

Member Ms. Mushel joined the meeting.

- 3. Review Draft Land Use Survey – Sue Sullivan**

Member Ms. Sullivan reviewed draft Neighborhood Association Land-Use Chair Survey. Working group members discussed the survey and potential revisions to it.

Staff member Mr. Romero will distribute the draft survey to the working group via email. Working group members will send Mr. Romero their comments and feedback on the survey by October 1, 2019.

Member Ms. Sullivan will present the revised draft survey to the full Neighborhood Leadership Alliance at its October 8, 2019, meeting. She will call for a vote of the Neighborhood Leadership Alliance to direct the working group to work with the appropriate City staff to develop and administer the survey.

- 4. Schedule Working Group Action Items – Joshua Romero**

Staff member Mr. Romero led the working group in a review of the action items it is responsible for completing in the 2019-2021 biennium. He led the group in scheduling when it would accomplish each action item. The working group's schedule will be incorporated into a master schedule for review at the October 8, 2019, Neighborhood Leadership Alliance meeting.

Assistant City Attorney Ian Leitheiser and Planning Manager Colin Stephens joined the meeting.

**5. Discuss Council Request for Land Use Notices – Sue Sullivan**

Member Ms. Sullivan led the working group in a discussion about potential administrative changes to the land-use notification process to simplify notice distribution and notice language. Mr. Leitheiser and Mr. Stephens participated in the discussion.

Mr. Stephens will research the feasibility of implementing some of the potential administrative changes and come back to this working group with an update.

**Adjourn at 4:43 p.m.**

Respectfully submitted,

Joshua Romero  
Community Relations Manager



**Accessible Meeting Information**

This meeting/event location is accessible. Sign language interpreter service, assistive listening devices, materials in alternate format such as Braille, large print, electronic formats and CD Formats, or any other accommodations are available upon advance request. Please contact Joshua Romero no later than August 19 at [jromero@bendoregon.gov](mailto:jromero@bendoregon.gov) or (541) 693-2185. Providing, at least, 3 days' notice prior to the meeting will help ensure availability.