

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



CITY OF BEND

9:00 a.m. Neighborhood Leadership Alliance Meeting

Call to order 9:05 a.m.

- 1. Roll Call:** Sue Sullivan, Cassie Giddings

Absent: Matt Bryant, Brett Yost, Dave Johnson, Lisa Mushel

Staff: Joshua Romero, Makayla Oliver, Ian Leitheiser

- 2. Approve Minutes**

Member Ms. Giddings made a motion to approve the Tuesday, September 17, 2019, meeting minutes. Member Mr. Sullivan seconded, the motion passed unanimously (2-0).

Member Ms. Sullivan noted a change in the agenda to move the discussion of State Land Use Goal 1 from item 7 to item 4.

- 3. Public Comments – Public**

No public comments.

- 4. Discuss State Land Use Goal 1 Memo**

Staff Mr. Leitheiser reviewed the memo shared with the Working Group and answered questions about it. No further action taken as a result of reviewing the memo.

- 5. Discuss Changing Meeting Schedule – Sue Sullivan**

Working Group members in attendance discussed changing the recurring day and time of the monthly Working Group meetings. They recommended the second Thursday of each month from 3 to 5 p.m.

Staff Mr. Romero will share the new meeting day and time with the Working Group. If there is no opposition to the recommendation, the November 2019 Land Use Working Group meeting will be held on this new day and time schedule.

- 6. Review Work Plan Calendar – Joshua Romero**

Staff Mr. Romero reviewed that Neighborhood Leadership Alliance-approved Work Plan with the Working Group and answered questions.

Staff Mr. Colin Stephens joined the meeting.

7. Review Council Check-in

Member Ms. Sullivan summarized her presentation to City Council at its October 16, 2019, meeting. She relayed to the Working Group that Council gave approval for the Neighborhood Leadership Alliance to return with policy recommendations for amending the land-use notification process in early 2020.

8. Public Comments – Public

Member Mr. Sullivan noted the arrival of a community member and extended the opportunity to provide public comments.

Ms. Karon Johnson of Old Farm District Neighborhood Association shared comments related to her concerns for recent Development Code amendments that she understands would allow shipping containers to be used as alternative dwelling units without any aesthetic criteria.

9. Update on Notification Process Changes – Colin Stephens

Staff Mr. Stephens provided updates on recommendation for administrative changes to land-use notifications:

- Emailed land-use notices can be done. He will work with his staff to identify what is needed to include this in the notification process. This can be done relatively soon.
- Plain-language project descriptions can be added to the form and used on posted notices. It will take one to two months to make the change.
- Redesign the posted notice template can be done. A question will be added to the Land-use Chair Survey to solicit recommendations. Suggestions will be discussed in detail at the November 2019 Land-use Working Group meeting.

10. Discussion on Land-Use Education Needs – Sue Sullivan

Member Ms. Sullivan led the Working Group in a discussion to help identify audiences and topics that should be addressed when creating education resources. The Land-use Chair Survey will also provide some insight into the audiences and topics that should be covered.

Staff Mr. Romero offered to support the Working Group with developing the education and outreach plan once data was available from the survey.

The group discussed the timing of the survey. It will be sent out to all Neighborhood Association Land-use Chairs on October 23, 2019. Responses are due November 6, 2019. Data will be available for review at the November Working Group meeting. A Report will be presented to the Neighborhood Leadership Alliance at its December meeting.

Adjourn at 10:53 a.m.

Respectfully submitted,

Joshua Romero
Community Relations Manager