

Minutes
Neighborhood Leadership Alliance
Land Use Working Group
November 12, 2020, 3-5 p.m.



CITY OF BEND

3:00 p.m. Neighborhood Leadership Alliance (NLA) Land Use Working Group Meeting

Call to order 3:00 p.m.

- 1. Roll Call:** Cassie Giddings, Dave Johnson, Lisa Mushel

Guests: Hans Jorgensen, Deby DeWeese, Mike Walker, Ted Bayer, Karna Gustafson

Staff: Makayla Oliver, Colin Stephens, Juan Olmeda, Russell Grayson, Ian Leitheiser

- 2. Approve Minutes**

Member Mr. Johnson made a motion to approve the October minutes. Member Ms. Giddings seconded the motion.

- 3. Public Comments**

There were no public comments for the working group.

- 4. Land Use Education Plan & Timeline**

Staff Makayla Oliver walked through the "Land Use Education Plan" document.

Ms. Oliver shared the "NLA Roadmap 1120" document to provide the status of the Land Use Education Plan timeline.

Ms. Oliver shared the "Land Use Education Resource Development 1120" document to provide the status of each resource the group has covered to date. The group decided on six documents to send to the Land Use Chairs and working group for review prior to the December working group meeting.

- Welcome to a Neighborhood Public Meeting
- Frequently Asked Questions (Applications, Notifications, Zoning)
- City of Bend Land Use Summary: Type II and Type III Applications (if Guest Mike Walker is able to find the document in his records).
- Land Use Zoning Definitions

Staff Ian Leitheiser shared that he believes it would be a good idea for the working group to include developers on the developer packet narrative.

Member Ms. Mushel requested that we set up a meeting with the developers to go over the packet concept before it goes to design. Member Ms. Giddings suggested we work with those who have provided input on the code changes proposed by the NLA. Ms. Mushel and Mr. Johnson agreed.

Mr. Walker said he has the City of Bend Land Use Summary for Type II and Type III. Ms. Oliver offered to send it to the group.

Ms. Mushel shared that for the “Suggested Meeting Locations by Neighborhood Association” document, there are a few Land Use Chairs who had not responded. Ms. Oliver offered to follow-up with those who had not responded.

Mr. Walker said he would try to find the “Code Variations” and “State VS City Land Use Laws” documents. Ms. Mushel offered to also look back as where these were identified.

Staff Russ Grayson joined the meeting at 3:30 p.m.

Ms. Oliver offered that the frequently asked questions documents were based on the community survey and not actual existing documents.

Mr. Grayson shared an update on CityView and the “Go Live” date. He noted that he would keep Ms. Oliver in the loop on important dates and trainings so that she can communicate them.

5. Land Use Resources

- Developer Packet Feedback

Ms. Oliver reviewed all of the new comments on the developer packet that came from Communications, Legal and Planning staff.

Mr. Stephens shared that the Site Application, Subdivision Application and Conditional Use Permit Application all have the same verbiage about Neighborhood Public Meetings, which can be updated with the new list format, rather than the two long paragraphs about meeting requirements that are currently shown. Mr. Leitheiser and Mr. Stephens supported the change.

Mr. Leitheiser cautioned the group on making best practices look like code requirements. Offered that it would be beneficial to make the narrative very clear what is required by code and what is not.

Ms. Oliver suggested changing the “Sample Neighborhood Public Meetings” section of the developer packet add in a visual flow chart rather than a step-by-step list.

Ms. Oliver suggested having a pre-made sign for Neighborhood Public Meeting sign on the website which is fillable for the developers. The link will be added to the “On-site Signage for Neighborhood Public Meetings” page in the developer packet.

- Land Use Chair Handbook Content
Mr. Walker shared the background of the “Neighborhood Association Land Use Chair Guide” table of contents.

Ms. Mushel suggested getting it in front of the Land Use Chairs. Guest Deby DeWeese offered to share with the Land Use Chairs once Ms. Oliver sends out all of the documents from this meeting.

- Interactive Map Updates
Ms. Oliver shared that City staff are working on a preview of a map to share with the Land Use Working Group and receive feedback on. Ms. Mushel asked if they could come to the December meeting.

6. NLA Recommendations

- Developer Meeting
Ms. Oliver announced that the Nov. 16, 3-5 p.m. meeting with the Land Use Working Group and development community was confirmed and that Mr. Grayson would moderate it.

Ms. Mushel said that she wasn’t sure what this additional meeting would accomplish and that she’s still waiting for City staff to walk her through development timelines and how they could be impacted by the proposed code changes.

Mr. Stephens said he could not comment to the developer timelines, only the City’s timeline, and that the proposed code changes don’t impact the City.

7. Upcoming Important Dates

Ms. Oliver reviewed the important upcoming dates for Planning Commission and City Council.

Adjourn at 4:46 p.m.

Respectfully submitted,

Makayla Oliver
Community Relations Manager