

Minutes
Neighborhood Leadership Alliance
Land Use Working Group
November 30, 2020, 3:30-5 p.m.



CITY OF BEND

3:30 p.m. Neighborhood Leadership Alliance (NLA) Land Use Working Group Meeting

Call to order 3:30 p.m.

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

Guests: Hans Jorgensen, Mike Walker, Joey Shearer, Karna Gustafson, Jerry Jones, Greg Blackmore, Craig Smith

Staff: Makayla Oliver, Colin Stephens, Pauline Hardie, Ian Leitheiser

- 2. Approve Minutes**

Member Mr. Johnson made a motion to approve both the November 12 and November 16 minutes. Member Ms. Giddings seconded the motion.

- 3. NLA Code Change Recommendations Work Session w/ City Staff**

Member Ms. Mushel walked the group through "Code Update Ex A Draft 11 19 20" document which outlined the changes to the Bend Development Code as discussed on November 16 with the development community.

Guest Mr. Jorgensen asked for clarification on whether the extension of notification area was just for Type III. Staff Mr. Stephens confirmed.

Ms. Mushel noted that the Neighborhood Public Meetings timeline had not been changed. Mr. Johnson and Ms. Giddings noted that there was now email required which had not previously been. Ms. Mushel asked about tracking emails and Mr. Stephens said that we could maintain an email list of Land Use Chairs and when the applicant hits "send" the City would require them to print that as confirmation along with the mailing affidavit.

Ms. Mushel asked if the Notification of Application had changed from 14 days. Staff Ms. Oliver noted that the compromise was that the NLA would wait and see how the email notifications impacted the timeline.

Ms. Mushel asked if the requirement for staff to email notices needed to be included in the code like it is for applicants. Legal Staff Mr. Leitheiser and Mr. Stephens both noted that they need time to look into this. Mr. Johnson said that

he would be fine without this change as long as it could be revisited if the process was not being followed.

Ms. Mushel reminded the group that there are six outstanding documents that need feedback from the group by Thursday, November 3.

Guests Joey Shearer, Karna Gustafson, Jerry Jones, and Greg Blackmore joined the meeting at 4 p.m.

4. Public Comments

There were no public comments for the working group.

5. Developer Packet Review & Discussion

Ms. Mushel explained the “Developer Packet” document and its intent and purpose. She asked if there were questions about the document to start, and there were none.

Craig Smith joined the meeting at 4:05 p.m.

Ms. Oliver shared the “Developer Packet” document. Ms. Mushel walked the group through the “Sample Neighborhood Public Meeting Notice” form.

Mr. Shearer, Mr. Jones and Ms. Gustafson expressed concern that applicants may not have the details this form required at the time that they send it out. They suggested including a disclosure or disclaimer that the detail is preliminary and subject to change. Mr. Blackmore asked if there could be education included about land use that they could insert with this letter.

Mr. Shearer mentioned that Master Plans may not fit in this template.

Ms. Mushel walked the group through the “Sample Neighborhood Public Meeting Agenda” form.

Ms. Gustafson was concerned that item 2 on the list asks for a statement by a Land Use Chair. Ms. Mushel explained this is just intended to be for the Land Use Chair to introduce themselves and explain their function in the Neighborhood Associations. Ms. Gustafson suggested the NLA provide Land Use Chairs with a sample statement so that they are aware it isn't a time for lobbying.

Mr. Blackmore, Mr. Jones and Mr. Shearer noted that with COVID-19 and being online for these meetings, they aren't taking attendance. Some platforms do track names and emails for follow-up.

Ms. Mushel walked the group through the “Neighborhood Public Meeting Checklist” form.

Ms. Gustafson suggested that it also be included as a “Sample” or “Suggested” form.

Ms. Mushel walked the group through the “On-site Signage for Neighborhood Public Meeting” form.

Mr. Blackmore and Ms. Gustafson suggested that if there is an element of sign creation, there should be a disclaimer that the meeting is not a public hearing. They noted this was important to make clear.

6. Land Use Chair Guide

Ms. Mushel shared the preliminary content outline for the Land Use Chair Guide.

Adjourn at 5:02 p.m.

Respectfully submitted,

Makayla Oliver
Community Relations Manager

DRAFT