

**Minutes
Neighborhood Leadership Alliance
Land Use Working Group
January 14, 2021, 3-5 p.m.**



CITY OF BEND

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

Call to order 3:03 p.m.

- 1. Roll Call:** Lisa Mushel (Chair), Jim Christo, Dave Johnson, Hans Jorgensen, Elizabeth Rhodes

Absent: Dave Johnson, Elizabeth Rhodes

Guests: Deby DeWeese, Mike Walker

Staff: Makayla Oliver

Members Christo, Jorgensen and Rhodes all joined as official working group members.

- 2. Approve Minutes**

Minutes were not available due to a technical glitch with the recording. They will be written from notes of the meeting and will be presented February with the January minutes.

- 3. Public Comments**

There were no public comments for the working group.

- 4. NLA Code Change Recommendations**

- *Notification Tracking Document:* Member Mushel shared a "Land Use Notification Tracking" document with the group. Mushel shared that it's important to now track notification times now that the NLA has agreed to wait on code adjustments regarding notification timelines. The group agreed that this should be done for a set period of time like 6 months and be revisited to see if the administrative changes made enough of a difference.

Guest DeWeese shared that the Land Use Chairs should be told "why" and "how" to track this and stressed the importance of hosting a training so that everyone knows how to track. Guest Walker shared that a "How-to" document should be made up for this.

Staff Oliver shared that the City could fill in the blanks using CityView submittals so that Land Use Chairs only have to share a few numbers and not have to be overwhelmed with Google Docs or a variety of data points.

- *Outstanding Action Items:* Member Mushel provided an update on the Jan. 11 Planning Commission hearing. The Planning Commission approved the changes unanimously. It now will go to City Council on Jan. 20.

5. Land use Education Plan Update – Makayla Oliver

Staff Oliver shared the updated “Land Use Resource Development” spreadsheet after having removed the high-, medium- and low-priority formatting, and incorporating new location, review, and category columns. Oliver went through each of the guides and pulled out the additional resources that were noted and not yet included in the resource list. Each project was updated with the recent status and notes.

Guest Walker has asked for a numbered column so that we can refer to resources by number. Walker also asked which document was the Land Use Education Plan. Oliver clarified the Land Use Education Plan was being used in different contexts, Walker was referring to the guides which are actually a part of the overall plan. There are two important documents that guide the creation of resources and fulfill the Land Use Education Plan. Oliver shared the actual “Land Use Education Plan,” document.

Walker shared concern that the document was still moving. Oliver clarified that it’s understood by Council that it is a moving and changing, fluid document.

The group all agreed to update the Land Use Education Plan with the new resources list format and send to Council as an update. Oliver will update the plan and send both documents to the group.

6. Land Use Education Resources

- **Developer Packet Design:** Oliver shared the design of the “Developer Guide to Neighborhood Public Meetings & Mailings.” Oliver shared that during the design process, staff learned of some changes now that CityView has launched. The change makes applications and resources go fully online. The Communications team edited the packet to fit this new format.

The group requested to have time to look through the document themselves and will send comments to Oliver or Mushel.

- **Land Use Chair Guide:** Oliver received two emails with comments on this document prior to the meeting, which were not sent out to the group with the packet due to timing. Oliver went through these comments during the meeting and the group talked through them. Oliver took notes in comments and will share with the group in follow-up. Mushel and Walker will take the comments and create a new draft.

- **Frequently Asked Questions: Applications, Notifications and Zoning:** Oliver shared a draft of frequently asked questions (FAQ). Mushel took the feedback from all of the Land Use Chairs and narrowed it down to the top themes for each FAQ. The group felt that it hit the important points and was sufficient to get out as is. Mushel reiterated that we can always go back to our documents and should.

Walker asked about the review process for these documents and Oliver shared a rundown of the review. Oliver explained the first step has been to send out the originals or drafts of the resources to the group (and potentially the Land Use Chairs depending on the document), then collect feedback, incorporate feedback into a prototype, correct that prototype if needed and share with Legal and Planning for a review of accuracy, design the resource and bring it back to the group to adopt. Oliver stated that the part that is undefined is when to include the Land Use Chairs. Oliver shared that over the last several months this group has tried to include them in the feedback process, and only a couple have actually participated. In order to save time, Oliver suggested that unless a resource is very Land Use Chair specific, they can ask the Land Use Chairs to review once the resources are launched.

The group agreed to this recommendation.

- **Welcome to a Neighborhood Public Meeting:** The group reviewed the document and Oliver took notes in the comments. Mushel and Oliver will review and make changes and send out the next draft.

7. Resources on Deck

Mushel shared that the next set of documents to begin working on focus on the Comprehensive Plan.

DeWeese asked if there would still be a training for CityView that is for Neighborhood Associations and/or Land Use Chairs. Oliver clarified that they are waiting on us to tell them we are ready for a training. Mushel reminded the group we were holding on that so that people had an opportunity to play with the tool.

8. Upcoming Important Dates

Mushel reviewed the upcoming important dates.

Adjourn at 5:17 p.m.

Respectfully submitted,

Makayla Oliver
Community Relations Manager