

**Minutes  
Neighborhood Leadership Alliance  
Land Use Working Group  
February 22, 2021, 11 a.m. - noon**



**CITY OF BEND**

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**11:00 a.m. Neighborhood Leadership Alliance (NLA) Land Use Working Group Meeting**

**Call to order 11:02 p.m.**

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

**Guests:** Deby DeWeese, Mike Walker

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

- 2. Public Comments**

There were no public comments for the working group.

- 3. Land Use Education Resources**

*Land Use Resource Creation Process*

Member Lisa Mushel and Staff Makayla Oliver presented the "Land Use Resource Creation Process."

Member Mushel made a motion to accept the newly created "Land Use Resource Creation Process" as our guideline for operations for resource development for the Land Use Working Group.

Member Dave Johnson seconded the motion. Motion passed (4-0). Member Jim Christo abstained due to having not read the process.

*Guide to Public Meetings with Neighborhoods*

Staff Oliver walked through the comments that had been submitted by the working group on the "Guide to Public Meetings with Neighborhoods." The following decisions were agreed on by the group:

- Links: Throughout document check and update links.
- Page 1: New Title: "Guide to Public Meetings with Neighborhoods for Developers and Applicants."
- Page 2: Add second Paragraph under Purpose: "The contents of this guide are two parts; a) A listing of the Bend Development Code (BDC) 4.1.215 "Public Meeting" requirements and, b) Sample resources combining the BDC requirements and the best practices as derived by neighborhood association

representatives in co-operation with City of Bend staff from a survey conducted in 2020 of the Bend Neighborhood Associations. Throughout this packet you will find bold text, which highlights requirements of the BDC."

- Page 2: Remove disclaimer at the bottom.
- Page 4: Add sentence before applications: "Prior to submitting certain applications, Bend Development Code (BDC) 4.1.215 requires the applicant conduct public meetings with neighborhoods."
- Page 4: Link all applications to section in the BDC.
- Page 4: Add section after applications for "Planning Application Processes."
- Page 5: After heading, break into sections: Required Notification, Required Presentation, Planning Division Compliance Submittals. While out of code order, this is the process order. See below for additional sections:

"Required Notification (BDC 4.1.215.B)"

Bullets 1-5 stay.

Add bullet:

"The notice shall be sent 15 days prior to the public meeting and shall include as a minimum:

- Date, time and location of the public meeting.
- A brief written description of the proposal and proposed use, but with enough specificity so that the project is easily discernible.
- The location of the subject property, including address (if applicable,), nearest cross streets and any other easily understood geographical reference, ad a map which depicts the subject property."

"Required Presentation (BDC 4.1.215.A)

- A map depicting the location of the subject property proposed for development.
- A visual description of the project including a site plan, tentative subdivision plan and elevations drawings of any structures if applicable.
- A description of the nature of the use including, but not limited to, sizes and heights of structures, proposed lot sizes, density, etc.
- The expected or anticipated impacts from the development.
- Any mitigation proposed by the applicant to alleviate the expected/anticipated impacts.
- An opportunity for the public to provide comments. Applicants are encouraged to reconcile as many public concerns as possible prior to submittal of their application."

"Compliance Submittals (Planning Division)

-Last bullet and all pieces stay. "

- Page 6: "PL" should be changed to "File"
- Page 6: Remove last bullet under "Prepare Visuals and Handouts" until further notice. Land use webpage not yet available.
- Page 6: Under "Run an Effective Meeting," add "Allow the Land Use Chair or designated representative to make an opening or closing statement"

- Page 6: Change last bullet to, "Applicants are encouraged to reconcile as many public concerns as possible prior to submittal of their application (BDC 4.1.215.A)."
- Page 7: "PL" should be changed to "File"
- Page 8: "PL" should be changed to "File"
- Page 9: Change "presentation" to "description" in 4<sup>th</sup> bullet.
- Page 9: Remove "corresponding project values" from 6<sup>th</sup> bullet.
- Page 9: "PL" should be changed to "File"
- Page 9: Change, "Identify any expected/anticipated impacts (i.e. traffic, overlay zones, wildlife zones, etc.) to the neighborhood along with mitigations proposed.\*"
- Page 10: "PL" should be changed to "File"
- Page 10: Change color of the sign, make "public meeting" more apparent.
- Page 12: Remove "Welcome to a Neighborhood Public Meeting" handout from guide.

#### *Verification of Public Meetings Form*

- No changes.

#### *Land Use Chair Guide*

Member Mushel explained that there were concerns with the Land Use Chair Guide tone and whether it should live on the City's website, or if the guide should be developed and held separate from the rest of the Land Use Education Plan.

Member Johnson made a motion to remove the "Land Use Chair Guide" and documents relating solely to that guide from the Land Use Working Group "Land Use Education Resources" List.

Member Christo seconded the motion. Motion passed (5-0).

#### **4. Upcoming Important Dates**

The group did not discuss this item due to lack of time.

Guest Mike Walker expressed his appreciation for the City staff and the efforts they've made with the group to get everyone on the same page.

**Adjourn at 12:22 p.m.**

Respectfully submitted,

Makayla Oliver  
Community Relations Manager