

**Minutes
Neighborhood Leadership Alliance
Land Use Working Group
March 11, 2021, 3-5 p.m.**



CITY OF BEND

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

Call to order 3:09 p.m.

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

Guests: Mike Walker

Staff: Makayla Oliver, Ian Leitheiser, Pauline Hardie

- 2. Approve Minutes**

Member Dave Johnson made a motion to approve the February 11 meeting minutes. Member Hans Jorgensen seconded the motion. Approved unanimously (5-0).

- 3. Public Comments**

There were no public comments for the working group.

- 4. NLA Code Change Recommendations**

- Notification Tracking Update

Member Lisa Mushel shared that this was pushed out to the Land Use Chairs and they will be taking on the work to track the changes. Member Mushel suggested that we revisit the tracking document in a few months.

- Proposed Development Signs

Staff Makayla Oliver shared the "Proposed Development Sign" and Member Mushel shared the two small updates that were made to the sign to be consistent with City admin processes and CityView.

- 5. Land Use Education Plan Update**

Staff Oliver shared the changes to the "Land Use Education Resource List" since the Land Use Chair Guide had been removed from the working group's purview.

- 6. Land Use Education Resources**

Application FAQs

The working group made the following decisions:

- Do not include proposed question, “Where can I find out if an STR application is too close to a previously approved STR application?”
- Create hot links whenever possible.
- Under “What are the four types of land use applications and how do they differ?” change to table format to avoid wordiness.
- Under “What applications require the applicant to conduct a public meeting with neighborhoods?”
 - o Remove first sentence.
 - o List applications in list form with links instead of a sentence.
- Under “Where is a land use application and it’s supporting information found? Who do I contact if I have questions about the application?” Change the direction to go to the Community Development Data Explorer instead of CityView.
- Under “When can I comment on a land use application? Will anyone respond to my comments?”
 - o Remove “Will anyone respond to my comments?”
 - o Add sentence “Responses to comments are not required.”
 - o Follow “party of record” with info about how only a party to the record can make an appeal.
 - o Remove last sentence of first paragraph.
 - o Remove last sentence of second paragraph.
- Under “What are the criteria used when approving a land use application?” add a link to the approval criteria, if possible.
- Under “Can a land use application be approved outside of these criteria?” link to variances and waivers document. Link to approval criteria again.
- Under “How do I appeal a land use decision?” include cost information and why it’s important to understand what you can and cannot impact before trying to appeal.

Notification FAQs

The working group made the following decisions:

- Do not include proposed question, “Does the City publish a weekly list of notifications?”
- Under “What is a land use notification?” Add purpose to the explanation.
- Under “What are the different types of land use notifications?”
 - o State that some applications require a public meeting, don’t list all seven.
 - o Instead of adding specific periods, add a link to the Planning Application Processes.
- Under “Who receives land use notifications?” Add that they are also emailed to Land Use Chairs.
- Under “Are land use notifications posted on the property?” Add yes to beginning of response.
- For “What can I do if I didn’t receive a notification and I’m within the notification radius?” The answer is sufficient and doesn’t need changed.

Zoning FAQs

The working group made the following decisions:

- Find somewhere in the document to include how comprehensive plan and state laws can impact/supersede zoning.
- Under “How is zoning established? Does the state play a role?”
 - o Divide fourth sentence into two sentences that explain the City makes updates and the DLCDC reviews and ensures compliance.
 - o Remove stakeholder.
- Under “How was the Bend Development Code created? Can it be amended?”
 - o Include historical context.
 - o Include information on how to sign up for Pauline’s code update email list.
- Under “Can zoning be changed?” include or define reasonable justification.
- Change “Can a community member influence zoning or rezoning?” to “How do I influence zoning or rezoning?”
- Under “How can I find out what land uses are permitted for my property or surrounding properties?” Add “Zoom in and ...” to the second sentence and also include “For more information...” and link to “how to” document when available.

Waivers & Code Variances

The working group made the following decisions:

- Add some sort of, “Why Do I Care?” section and/or goal statement.
- Make sure the reader walks away with an understanding of what waivers and variances are.
- Add definitions and examples for both waivers and variances.
- Change tone to be positive.
- City staff take the document and bring back another draft to next meeting.

Staff Oliver shared that she would send out the full comments and working group members could send her any additional thoughts.

Comprehensive Plan Summary

The working group made the following decisions:

- Add some sort of, “Why Do I Care?” section and/or goal statement.
- Add section on how the comprehensive plan was created.
- Make sure the reader walks away with an understanding of the comprehensive plan being a guiding document.
- Change tone to be positive.
- Remove policy chapters to help with document maintenance, but keep the topics in the summary.
- City staff take the document and bring back another draft to next meeting.

Staff Oliver shared that she would send out the full comments and working group members could send her any additional thoughts.

Comprehensive Plan FAQs

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

7. Land Use Education Rollout

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

8. Upcoming Important Dates

Staff Oliver went over the upcoming dates. Member Mushel asked about HB 2006 and how that is going to play into the temporary housing. Oliver shared that she would send the HB summary to the group.

Adjourn at 5:06 p.m.

Respectfully submitted,

Makayla Oliver
Community Relations Manager

DRAFT