

**Neighborhood Leadership Alliance
Land Use Working Group Meeting
April 8, 2021**

The meeting of the Neighborhood Leadership Alliance (NLA) Land Use Working Group was called to order at 3:00 p.m. on Thursday, April 8, 2021, online and by phone.

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

Guests: Mike Walker, Deby DeWeese

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

2. Approve Minutes

Changes to the minutes:

Member Christo said that on the Feb. 22 minutes, the time noted at the beginning of the agenda was listed as “11:02 p.m.” but should be “11:02 a.m.”

Member Jorgensen made a motion to approve the Feb. 22 subject to the notation that Member Christo Made, and the March 11 meeting minutes. Member Christo seconded the motion. Approved unanimously (5-0).

3. Public Comments

There were no public comments for the working group.

4. Land Use Education Resources

Designed Resources:

- FAQs: Zoning, Notifications, Applications

FAQs on Zoning:

The working group made the following recommendations:

- Links will be revisited in the final draft.
- Under “What is zoning?” add a sentence that shares how zones can vary – they can be small or large and adjacent zones may be different in size.
- Under “How is zoning established? Does the state play a role?” add link to Public Involvement Flow Chart/Infographic when available.
- Under “How was the Bend Development Code created? Can it be amended?”
 - o Include community input/concerns in 3rd sentence.
 - o Include Pauline Hardie’s information for Development Code Update Group.
- Under “What is the difference between a variance and a waiver?” make references to waiver/variance consistent. They are alternated a lot throughout various documents.

- Under “How can I influence zoning or rezoning?”” add link to Public Involvement Flow Chart/Infographic when available.

FAQs on Notifications:

The working group made the following recommendations:

- Links will be revisited in the final draft.
- Remove “neighboring community” and “stakeholder” when used in document, use a different word.
- Under “How do I find out about land use applications and decisions if I’m a renter or outside of the notification radius?”
 - o Include information about the Community Development Data Explorer
 - o Include a sentence that explains how to find a project’s assigned planner.
- Under “Do notices go to community members for reasons beyond close proximity, such as traffic impacts?”
 - o Change first sentence to say that the City of Bend follows requirements outlined in code, which only goes by radius.
- Under “How can notification requirements be changed to keep the community more informed?” replace “changed” with “enhanced.”

FAQs on Applications:

The working group made the following recommendations:

- Links will be revisited in the final draft.
- Under “What is a land use application?” change reference to the Urban Growth Boundary (UGB) to just reference the City to avoid confusion.
- Under “When can I comment on a land use application”
 - o Reinforce the importance of the Neighborhood Public Meeting.
 - o Remove second paragraph.
- Add a new question “How to become a party to the record” or similar.
 - o Use text from “When can I comment on a land use application” to respond. Go further into depth on what a party to the record is.
 - o Bullet point opportunities rather than large paragraph.

Baseline Revisions:

- City of Bend Land Use Summary: Type II & Type III Applications

The working group made the following recommendations:

- o Call this the “Public Involvement Flow Chart” or something more simple.
- o No further review from the working group.
- Bend Comp Plan Summary

Guest Walker shared that the red line version of this document was difficult to read. Staff Oliver agreed, and suggested the working group revisit the process for document review.

The working group agreed to a process in which they see all of the comments prior to the meeting as possible, and requested Staff Oliver and Member Mushel to determine what that process would be and follow up.

The working group made the following recommendations:

- o Add the Urban Growth Boundary (UGB) expansion areas to “Community Importance” section.

- Staff Oliver will revisit the Communication Team and see if there is a better way to stress the benefits of understanding the comprehensive plan.

Member Mushel asked if the documents could be sent out so that they could read through the comments. She asked if anyone had suggestions for a new review process. Member Christo suggested giving the working group a week to review and submit comments, and then compiling the comments and sending out to the group a few days before the meeting so that everyone can review. Member DeWeese asked for fewer documents to review.

Member Jorgensen asked if we were getting into details that we shouldn't be. He stated the work should be looking for errors, grammar and small fixes, not to make such substantive changes. Member Mushel agreed. Member Christo disagreed and stated that he didn't want to just "rubber stamp" the documents, but would rather be more involved in providing feedback. Member Mushel said that she understood and that this was a reason to revisit the process. Member Christo asked if we could set up a shared drive to review. Staff Oliver and Leitheiser, confirmed that Oregon's Public Meetings Law doesn't allow for this.

- Variances VS Waivers

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

Baseline Resources:

- FAQs: Comprehensive Plan
- What can be built next door?

The group did not discuss these items due to lack of time.

5. Land Use Education Rollout

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

6. Tentative Upcoming Important Dates

Member Mushel walked through the following events:

- Southeast Area Plan
 - April 21, 7 p.m.: City Council Second Reading
- HB 2001 & Parking Minimums
 - April 21, 5 p.m.: City Council Work Session

Staff Oliver stated that the meeting time might change for next month and said that she would follow up and confirm the time with the group.

Adjourn at 5:06 p.m.

Respectfully submitted,

Makayla Oliver
Community Relations Manager