

**Neighborhood Leadership Alliance  
Land Use Working Group Meeting  
June 1, 2021**

The meeting of the Neighborhood Leadership Alliance (NLA) Land Use Working Group was called to order at 3:00 p.m. on Tuesday, June 1, 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

- 2. Approve Minutes**

Member Johnson made a motion to approve the April 8 minutes as submitted. Member Jorgensen seconded the motion. Approved unanimously (5-0).

- 3. Public Comments**

There were no public comments for the working group.

- 4. Land Use Education Plan**

- Remaining resources
- Resource review schedule

Staff Oliver walked the group through the remaining resources and the resource review schedule.

The group made the following recommendations:

- o Remove "Holding staff and decision makers accountable" from resource list.
- o Remove "Reporting an inaccessible or missing development notification sign" from resource list. Makayla will look into code enforcement having this on their page.
- o Remove "Land Use 102" video from resource list. Revisit at the annual review.
- o Remove "Land Use Zoning Definitions" from resource list. May revisit after Zoning 101 StoryMap is created.

- 5. Land Use Education Resources**

*Designed Resources:*

- Land Use 101 Video Presentation

Staff Oliver played the video for the group. Member Mushel was concerned that the Land Use 101 video included the current Council, which is majority women and didn't

feel it was representative of our community. Group did not want to delay the distribution of the video.

The group made the following recommendations:

- Present to the NLA for adoption at upcoming meeting.
- In anticipation of the Joint Outreach Mailing, create a land use education webpage draft with the video and an explanation of the Land Use Education Plan & Council Goal and a disclaimer about the webpage being under construction. Ensure the Guide to Public Meetings with Developers and Applicants is included on the page.

- Understanding Land Use Waivers & Variances

The group made the following recommendations:

- Keep current waiver example of ABC Construction and add an explanatory statement following as to why this waiver example was approved.
- Change the wording in the bullets under “Variances” section to avoid using “very easy to achieve” and similar. Also change “numerical” to be more explanatory, “it comes down to the numbers identified within the code.”
- Add sentence to “Involvement Opportunities” such as “Many times an applicant will submit for waivers/variances in advance.”
- After amendments, submit to the NLA for adoption at upcoming meeting.

- Understanding the Comprehensive Plan

The group made the following recommendations:

- Submit to the NLA for adoption at upcoming meeting.

- Comprehensive Plan FAQs

The group made the following recommendations:

- Submit to the NLA for adoption at upcoming meeting.

*Baseline Revisions:*

- Welcome to a Neighborhood Public Meeting / Questions for Developers & Applicants

The group made the following recommendations:

- Fix online permit center link to go to the “Application Search” under “Planning and Historic.”
- Fix maps URL to help navigate to map gallery.
- Add subtitle “A Guide for Residents.”
- Skip design review and submit to the NLA for adoption at upcoming meeting.

- Path to Reviewing a Land Use Application

The group made the following recommendations:

- Under step 3 change “components” to “types of documents.”

- Under step 3 change bullets to:
    - Satisfy requirements in the Bend Development Code.
    - Project Plans and documents.
    - Application “Burden of Proof”
    - Planning Division documents (“Staff report”)
    - Public comments
    - Type III only: Notice of Determination
  - Under “Resources to help in the review of the application” change “Connect with your neighborhood association” to “Connect with your neighborhood association land use chair”
  - Describe that the earliest stage to get involved is code changes/neighborhood public meeting/comprehensive plan.
  -
- New Regulations Driven by State & Local Governments

The group made the following recommendations:

- Suggested re-write. Document tabled.
- Guest Walker and Member Mushel should look at this document again before coming back from the group. Walker did not like the examples that City staff revised.

## **6. HB 2001 Discussion**

Member Mushel shared what the focus of the NLA HB 2001 letter is. Guest DeWeese shared information about the Land Use Networking Group and their method of outreach to neighborhoods and the City. Member Jorgensen suggested the letter use examples of what the neighbors are concerned about with HB 2001 specific to their neighborhoods.

Staff Leitheiser facilitated a conversation about the duty of staff to respond to public comments and questions on land use matters.

## **7. Tentative Upcoming Important Dates**

Member Mushel walked through the following events:

- NO COUNCIL MEETING JULY 7
- 2021-2023 Budget
  - June 16: City Council Adoption
- HB 2001 Code Updates
  - June 14: Planning Commission Work Session
  - July 26: Planning Commission Hearing
  - August: City Council Hearings
- Parking Minimums
  - June 11, 3 p.m.: Council Community Building Subcommittee

**Adjourn at 5:01 p.m.**

Respectfully submitted,

Makayla Oliver  
Community Relations Manager