

Minutes
Neighborhood Leadership Alliance
Land Use Working Group
December 5, 2019
Awbrey Butte Conference Room, Bend City Hall
710 NW Wall, Bend, Oregon



CITY OF BEND

3:00 p.m. Neighborhood Leadership Alliance Meeting

Call to order 3:02 p.m.

- 1. Roll Call:** Sue Sullivan, Cassie Giddings, Brett Yost, Dave Johnson, Lisa Mushel

Absent: Brett Yost

Staff: Makayla Oliver, Colin Stephens

- 2. Approve Minutes**

Member Mr. Johnson made a motion to approve the Thursday, November 14, 2019, meeting minutes. Member Ms. Mushel seconded, the motion passed unanimously.

- 3. Public Comments – Public**

No public comments.

- 4. Update on Notification Process Changes – Colin Stephens**

Staff Mr. Stephens reported that his team has been pulled in another direction over the past couple of months and there hasn't been a lot of progress on the "low hanging" administrative changes to the land-use notification process. He reported his staff has been given the direction to email notices if they can, but no formal process has been created. Members Ms. Mushel and Ms. Sullivan stated they have been receiving emailed land-use notifications and that it has been very helpful and appreciated.

Staff Mr. Stephens set a goal for the January meeting to have a sample on the addition of plain language in notices, and a solidified process for sending Neighborhood Association's (NAs) email notices.

Member Ms. Sullivan will remind the Neighborhood Leadership Alliance (NLA) at their next meeting that land use Chairs should be receiving the emailed notifications now.

5. Discuss Further Notification Process Changes – Sue Sullivan

Staff Ms. Oliver reviewed Council Goal action for developing land-use education materials, and noted that progress towards the goal was behind. Ms. Oliver acknowledged the working group has switched efforts to focus primarily on notification process changes, which was supported by Council at the October quarterly check-in. Ms. Oliver offered the Communications Department to assist in moving forward the education goal while the working group continued to develop changes to the notification process. All members unanimously agreed.

Ms. Oliver noted that staff Mr. Romero would develop a survey to capture the broader stakeholder list of community partners to go out this month, and that the Communications Department would use the information collected to develop a plan for land-use education. The working group would be informed throughout the process, and would have say in each of these action items.

Members discussed education and notification process change ideas. Staff Mr. Stephens weighed in on ideas as they came up. Staff Ms. Oliver created a list of feasible ideas that came from this discussion.

Member Ms. Sullivan suggested that all land use Chairs be invited to the January working group meeting to engage in a discussion on resource needs.

Member Ms. Sullivan shared best practice from a developer on a project in Larkspur. Suggested creation of a “Best Practices for Neighborhood Public Meetings” packet that would be provided to developers by planning. Staff Mr. Stephens agreed this was feasible and his staff would be happy to deliver something if the working group were to create it. Member Ms. Sullivan and Ms. Mushel will be meeting prior to the next working group meeting to develop ideas for this packet.

Staff Mr. Stephens left the meeting at 4:30 pm.

Member Ms. Sullivan brought attention to the “White Paper” provided by Bend Neighborhood Coalition. Member Ms. Mushel offered to go through the document and mark the policy changes and administrative changes that were suggested. These suggested changes will be reviewed and decided upon at the meeting on December 12.

6. Prepare Report for NLA Meeting – Sue Sullivan

Member Ms. Sullivan will provide a report to the NLA that includes an overview of the Land Use Chair Survey results, an invitation to all land use Chairs to January working group meeting, a report on the actions being taken by the working group, and an announcement on the broader survey that will help us develop land-use education materials.

Staff member Ms. Oliver will create a slide for member Ms. Sullivan to aid report at the NLA meeting.

Adjourn at 4:58 p.m.

Respectfully submitted,

Makayla Oliver
Community Relations Manager