

**Minutes  
Neighborhood Leadership Alliance  
Land Use Working Group  
February 26, 2020  
Council Chambers, Bend City Hall  
710 NW Wall, Bend, Oregon**



CITY OF BEND

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

**Call to order 3:09 p.m.**

- 1. Roll Call:** Sue Sullivan (Chair), Dave Johnson, Hans Jorgensen, Lisa Mushel

**Absent:** Cassie Giddings

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

- 2. Approve Minutes**

Member Mr. Johnson made a motion to approve the Thursday, January 9, 2020, meeting minutes. Member Ms. Mushel seconded, the motion passed unanimously.

- 3. Public Comments – Public**

None.

- 4. Update on Notification Signs & Plain Language – Colin Stephens**

Staff Mr. Stephens announced that he will meet with a graphic designer this week to look at options for new Notification Sign design. He will be looking at materials, designs, color and layout and will share with staff Ms. Oliver to pass on to the group. Mr. Stephens will need to work with implementation staff on CityView for some sign specifics.

Mr. Stephens brought a draft of a land use notification with a “Plain Language” paragraph at the top right of the first page. This can be implemented once Mr. Stephens has a formal process written for his planning staff.

- 5. CityView Demo Debrief – Sue Sullivan**

Members Ms. Sullivan, Mr. Johnson, Mr. Jorgensen and Ms. Mushel had seen a demo of CityView at the February NLA meeting. None had any feedback other than that it will be good to see the actual product. They didn't feel they had enough to go off of at this point to speak to how it could effect education resources or notification process changes.

## **6. Draft List of Code & Administrative Changes - Sue Sullivan**

The group reviewed the code change document that was sent out prior to the meeting. Staff Mr. Stephens spoke to the following items:

### Notification Signs

- Change distance to be 5' from the right of way: We can request a code change that would require signs on each frontage of the property. We could work with the sign division to post in the right of way.
- Require signs to be posted for the duration of the project: Planning staff make sure that the signs are visible for the first two weeks of the project and during the comment period. We couldn't require that signs be up the whole project, as some are years long. We also couldn't deny applications for signs being vandalized and stolen, and this requirement may contribute to that happening.
- Make code more clear and objective: This is state law. Ian, Colin and Pauline will be going through the code to see what needs to be changed or improved.

### Neighborhood Meetings

- Require developer to send PZ number to all meeting participants: We are waiting on CityView to be complete to identify the best way to do this.
- Require developer to have sign on property announcing public meetings: We could include this in the developer packet.

### Notification Periods

- Move to 21 days as standard notification period & Written comment period to begin 7 days after application is completed, and open for 21 days: For both of these there will be too much push back from the development community. It also will challenge the work Council is trying to do to remove barriers to development.

### Notices

- Notices for site-specific changes requiring code amendments: There hasn't been enough cases of this happening to need to write it in to code.
- Notification area distance changed to 500': Colin will look at notification area standards and we will re-visit later to see if feasible. This is also what NA notification requirement is for.

## **7. Council Goal for Land Use Education – Makayla Oliver**

Staff Ms. Oliver reviewed the goal and timeline for developing Land Use Education.

## **8. Land Use Education Survey for Community Partners – Makayla Oliver**

Staff Ms. Oliver shared the second draft of a Land Use Education Survey for Community Partners. The group provided the following feedback on the second survey draft:

- Preface the survey with the "why." Explain that it is OK if the participant cannot answer the survey, it simply helps our data to know. Overwhelming response from the NLA group was that the last survey didn't ask hard questions, it only asked questions that we already knew the answer to. The group feels this survey further on the other side of the spectrum and needs to be simplified so that it isn't as intimidating.

- Change the survey to begin with the local level questions and move to the state level. The group felt we would have participants drop off right away thinking it was way over their heads. Link all linkable sources.
- Consider use of survey as an education tool.
- Consider having mixture of multiple choice and open-ended questions so that if participants choose not to answer the open-ended, we have some sort of data on that topic regardless.
- Consider adding a box for “other” in the general questions so that if there are ideas we haven’t thought of, they can share them.

The group agreed that staff could take this feedback and consider it, and present a final version at the NLA meeting on March 10 for approval – but that staff had the approval of the NLA to do what was needed to get this out the door to other stakeholders.

**9. Review Action Items – Makayla Oliver**

Makayla Oliver, Community Relations Manager, reviewed

**Adjourn at 4:33 p.m.**

Respectfully submitted,

Makayla Oliver  
Community Relations Manager