

CWNA Board Meeting Minutes
Thursday, November 12, 2015
Fireside Room @ Mt. Bachelor Village

The CWNA Board meeting was held on Thursday, November 12, 2015 at the Fireside Room at Mt. Bachelor Village. Chad Sage, called the meeting to order at 7:00pm. Nine (9) board members were present, therefore establishing a quorum (minimum of four (4) members required).

Board Members Present:

- Summer Oman**, Secretary
- Tracy Pfiffner**, Membership Committee Head & Member E-Communications
- Glen Grochowski**, BMPRD Liaison
- Alexis Scharff**, Treasurer
- Jane Raleigh**
- OSU-C, Kelly Sparks**
- Chad Sage**, Co-Chair, TSAC, NART
- Joe Richie**
- Jeanne Berry**, Co-Chair, TSAC, WTS Liaison, NART
- Lisa Mushell**

Board Coordinators Present: **Ken Schofield** (The Reserve @ Broken Top)

Committee Heads Present: **Julie Austin**, Website & Membership Data Base Manager

Board Meeting Minute Acronyms

BMPRD – Bend Metro Parks and Recreation District
BDC – Bend Development Code
CAC – Community Advisory Committee
CEAC – Campus Expansion Advisory Committee
CMSCFTF – Cascade Middle School Crosswalk Task Force
COB – City of Bend
CWNA – Cascade West Neighborhood Association
CWNA BOD – CWNA Board of Directors
LUBA – Land use Board of Appeal
NA – Neighborhood Association(s)
NART – Neighborhood Associations Roundtable
OSU-C – Oregon State University Cascades
TSAC – City of Bend Traffic Safety Advisory Committee
UGB – Urban Growth Boundary
WTS – Westside Transportation Study

Approval of Minutes

The Board received and reviewed the minutes from the October 21, 2015 CWNA Annual Membership and Election Meeting.

A motion was made by Chad Sage, seconded and carried unanimously to approve the drafted CWNA Membership and Election Meeting Minutes from October 21, 2015 as prepared by Summer Oman with the following amendment:

Under "New Business: Item 1. Membership Feedback," revise spelling of "Membership."

Committee Reports

1. **Membership** – Committee Head, Position Open (at start of meeting), no report was given. Tracy Pfiffner, who was interested in the position discussed with Julie Austin and the board the online enrollment form and email distribution and set up.
2. **TSAC** - TSAC Representative, Jeanne Berry, reported that at the last TSAC meeting, the major item discussed that affects CWNA is the safety of the new Athletic Club of Bend driveway and the lack of signage. The board discussed the safety and how even with signage installed that no indicates a 'Right Turn Only' when exiting that driveway onto Century, that we have all seen people continue to make left turns.
3. **Land Use** - Committee Head, Bob Brell, not present but prepared a report that was sent to the board; see attached. (Exhibit A)
4. **Website/Membership Data Base** – Committee Head, Julie Austin, discussed upgrades that could be made to our website and data base services to streamline some of the communication and management with/of the membership. The use of software like Constant Contact or Mailchimp was mentioned.
5. **Noxious Weed Eradication** - Committee Head, Tina Burnside, not present, no report given.
6. **Finance** - Treasurer, Jeanne Berry, reported that we still haven't billed for the annual meeting expenses and are awaiting an invoice from Julie Austin. We currently still have the full amount allotted to CWNA for the 2015-2016 FY, but that will change once we are caught up with the aforementioned items. We will still be looking good for expenses for the remainder of the FY.
7. **NART** - CWNA Representative, Position Open, no report given. The board discussed the current status of the NART and our attendance/participation to date. All agreed it would be good to stay involved while the newly appointed official from the city to oversee the NART comes into play and see what comes of it.

8. **BPRD CWNA Liaison**, Glen Grochowski brought the board up to date on the Proposed Rule Change for the Upper Deschutes River Trail Extension Crossing. He confirmed that the paving of Haul Road Trail is still on hold pending complications that the Forest Service was having on their end.
9. **Central Westside Transportation Study**, Jeanne Berry, Committee Member, informed the board that the CAC agreed upon a long-term development plan for the central westside. The next step is to start the impacts this development will have on traffic and begin the transportation study. They will proceed with this portion of the study at their next meeting in January. The transportation study is slated to be completed in June.
10. **Member E-Communications** – Tracy Pfiffner will work with Julie Austin on ways to streamline member E-communications.

Old Business

1. **OSU-Cascades Forum (All)** The board continued discussion on the intention to hold a forum with OSU-C and the COB for our NA in the spring. It was decided that we will shoot for late April for the forum, which will allow us to get two board meetings in after the holidays in which to fully outline and prepare for the event. Kelly Sparks is still on board and will also reach out to Nathan Moses, OSU-C's Community Engagement Coordinator for his participation. We hope to have him attend the next board meeting to assist in developing an outline and format for the forum. We also plan to invite Erin Foote Marlow, the Executive Director at Bend 2030 to the next board meeting for her input as we hope to have her participate as a moderator at the event. The board intends to devote much of the next board meeting to getting a solid plan in place for this forum, and getting the wheels turning to ensure that it is a success.

New Business

1. **Election of Board Officers (All)**
 - a. **Co-Chair:** Jeanne Berry nominated Chad Sage. Chad agreed that he would accept a co-chair position with someone else. A motion was made by Summer Oman, seconded and carried unanimously to elect **Chad Sage** to the position of Co-Chair.
 - b. **Co-Chair:** Chad Sage nominated Jeanne Berry. A motion was made by Summer Oman, seconded and carried unanimously to elect **Jeanne Berry** to the position of Co-Chair.
 - c. **Secretary:** A motion was made by Jeanne Berry, seconded and carried unanimously to elect **Summer Oman** to the position of Secretary.
 - d. **Treasurer:** A motion was made by Jeanne Berry, seconded and carried unanimously to elect **Alexis Scharff** to the position of treasurer.
2. **Appointment of Committee Heads (All)**

- a. **Membership:** Tracy Pfiffner offered to step up to fill this role as she felt it went hand-in-hand with the Member E-Communications role she has. The board agreed this was a good fit and appointed **Tracy Pfiffner** as the Membership Committee Head.
- b. **Land Use Development:** Bob Brell, had informed the board via email that he would stay on as the Land Use Development Committee Head if the board so desired. The board agreed that he was the best person for this position and officially appointed **Bob Brell** as the Land Use Development Committee Head.
- c. **Noxious Weed Eradication:** The board appointed **Tina Burnside** to continue her role as the Noxious Weed Eradication Committee Head.

3. Appointment of Representatives/Coordinators (All)

- a. **Traffic Safety Advisory Committee:** The board appointed **Chad Sage** and **Jeanne Berry** to serve jointly on this committee.
- b. **BMPRD:** The board appointed **Glen and Cynthia Grochowski** to continue serving as liaisons.
- c. **Westside Transportation Study:** The board appointed **Jeanne Berry** to remain as a liaison for CWNA as she serves on the CAC.
- d. **NART:** As part of the role of the Chair, the board appointed **Chad Sage** and **Jeanne Berry** to serve jointly as representatives.
- e. **OSU-C CIAG-Citizens Integration Advisory Group:** The meetings of this group are open to the public, however OSU-C will be selecting the members of this advisory group. Joe Richie and Ken Schofield have applied and Alexis Scharff expressed interest in attending the public meetings. We will see if Joe or Ken are offered a position on the CIAG and will decide from there.

4. Deschutes River Trail Extension – Discuss and decide CWNA position on Proposed Rule Change for the Upper Deschutes River (All) Glen Grochowski, who served on the Deschutes River Trail Extension CAC, explained that there are many complications regarding local, statewide and federal-related land use issues, so the BMPRD is looking to get a variance or rule changed regarding Scenic Oregon Waterways within the COB UGB and on BLM land that would allow the river crossing. It was discussed, and Jeanne Berry moved that we as a board uphold the decision that the CAC spent much time working on as far as the placement of the South UGB River Crossing, and that in doing so, we don't oppose the BMPRD's decision to ask for a variance or rule change that would permit the bridge to be installed at the CAC recommended location. The motion was seconded and carried unanimously. Glen agreed to write a letter to Steve Jorgenson with BMPRD stating our support.

With no further business brought before the Board, a motion was made by Summer Oman and seconded to adjourn the meeting at 8:14pm.

Next CWNA Board Meeting: 7:00pm on January 28, 2016 at the Broken Top Board Room

To the CWNA Board. The following is submitted as the November 2015 Land Use Development Committee Report and the same is requested to be made a part of the minutes of the November 12, 2105 CWNA Board Meeting.

Century West NA Land Use Committee: Bob Brell-Head, Rich Ray and Ken Schofield.

Land Use Development.

1. **OSU-CASCADES.** Important developments within the past month or so include:
 - a. **OSU-Cascades Community Integration Advisory Group (CIAG).** OSU-Cascades is seeking Central Oregon residents interested in helping guide the successful integration of the new, four-year campus into the local community. The CIAG (Community Integration Advisory Group) will look at creating connections between OSU_C and surrounding neighborhoods as well as with the larger community of Bend and Central Oregon.
Applications for positions on the CIAG will be accepted through November 12, 2105. To download an application, visit www.OSUcascades.edu/4/community-engagement. For more information call 541-322-3100.
 - b. **46 Acre Pumice Mine Deemed Usable for Campus Expansion.** OSU expects to make a decision this fall on whether to purchase the 46 acre former pumice mine. Experts who have analyzed the 46-acre site presented their findings on October 26 and deemed the site "usable". Four panelists presented their findings representing PBS Engineering and Environmental Inc, Carlson Testing and KPFF.
 - c. **10-Acre Site Application. PZ 14-0210.** The Oregon Court of Appeals ruled on September 16, 2015 to uphold the Land Use Bureau of Appeals decision without issuing an opinion thus affirming the land use process relating to the OSU-Cascades site application. The decision was appealed on October 20, 2015 by Truth in Site to the Oregon Supreme Court. The OSC hears about 10% of the cases filed.
2. **Type II Tentative Plan Application Approved. PZ-15-0728.** The City of Bend issued a NOTICE OF PENDING ADMINISTRATIVE REVIEW for a Type II Tentative Plan application for a 3-lot partition of a 1.1-acre parcel located on 19489 Kemple Drive (Tax lot 01800) within the First on the Hill subdivision. **On November 10, 2015, the City approved the application with 7 Conditions of Approval.** The application submitted by Brian and Kerri Ely and all documents can be viewed from the City of Bend website. To access, ePlans, go to the City of Bend website at www.bendoregon.gov. From the ONLINE SERVICES menu at the top of the webpage, select ePlans (Public Viewer), then enter PZ-15-0728 in the ePlans search bar. Questions may also be directed to Aaron Henson, Senior Planner, at 541-383-4885 or ahenson@bendoregon.gov.

3. **Notice of Public Meeting - Two (2) Office Buildings Adjacent to BMC:** A Public Meeting was held on October 1, 2015 at the office of BLRB Architects, 404 SW Columbia Street, Ste 120, Bend, OR. The purpose was to present and discuss a proposed development of two offices buildings and associated site work to be located on the site adjacent to the Westside Bend Memorial Clinic on Mt. Bachelor Drive and across the street from Touchmark. CWNA was represented at the Public Meeting. Issues of lighting, parking, window reflection, signage, and tree preservation among other things were discussed.

4. **Notice of Public Meeting - Development Code Amendments:** Updating land use tables and adding definitions and regulations for Marijuana Businesses. Project Number PZ 15-0836. The City held a public meeting before the Bend Planning Commission on November 9, 2015 and will additionally hold a public meeting before the Bend City Council on Wednesday, December 2, 2015 at 7pm, 710 NW Wall Street to present DC (Development Code) amendments updating the land use tables and adding definitions and regulations for Marijuana businesses. All persons wishing to be heard on this issue are invited to attend the public hearing and or to provide written comments. Comments must be directed toward the criteria that apply to the request; written comments must be received before the applicable public hearing. Applicable Criteria: Bend Development Code. Section 4.6.200.

The application, all documents and evidence submitted by or on behalf of the applicant (City of Bend) as well as public comments can be viewed in ePlans from the City website. To access ePlans, go to www.bendoregon.gov. From the ONLINE SERVICES menu at the top of the webpage, select ePlans (Public Viewer). Pop-up blockers may cause issues opening ePlans so you may have to disable your pop-up blocker for this site. Then enter the file number PZ 15-0836 in the ePlans search bar. For help with viewing ePlans, contact the Planning Division 541-388-5580 and choose option 3 to reach the planner on duty.

Bob Brell
CWNA, Land Use Development Committee Head.