



CWNA Board Meeting
September 13, 2017, 6:00pm to 8:05pm
Broken Top Club – Board Room

Attendees:

Board Members [Ward #]	
Jim & Nansee Bruce [#1]	
Chad Sage – Chair [#2]	X
Tracy Pfiffner [#3]	X
Glen & Cynthia Grochowski [#4]	
TBD – Treasurer [#5]	
Steve Gatto [Ward #6]	X
Kelly Sparks [#7] Nathan Moses	
Perry Brooks [#8]	X
Joe Richie – Secretary [#9]	X
Susan Collins [#10]	X
Lisa Mushel – Assistant Chair [#11]	X

Committee Heads/Coordinators/Guests	
Bob Brell – Land Use	X
Tina Burnside – Noxious Weeds	
Ron Webber – Broken Top	
TBD – Reserve at Broken Top	
Shane Austin – Membership DB	
Sally Russell – Bend City Council	
Jeanne Berry	X
Alexis Scharff	X
Quinn Keever [BMPRD]	X
Laurie Doherty [The Parks]	X
Katie & Doug Phleps [Broken Top]	X
Lory & Erich Ryll [West Brook Meadows]	X
Larry Rosenberg [West Brook Meadows]	X
Kathy Adair [West Brook Meadows]	X

Agenda Items:

Topic	Information
1. Approve 8/17/17 Board meeting minutes	Meeting minutes were approved with updated status on the “Action Items” section.
2. New Business	<p><u>Annual Meeting Organization</u> – The meeting will be held October 25, 2017 starting at 5:30 pm and located at the Summer Twilight Room at Mt. Bachelor Village. The Board approved two ad hoc committees (Meeting Logistics [Sage, Mushel, & Pfiffner] and Public Communication [Gatto, Mushel, & Collins]) to get the details worked out prior to the actual meeting.</p> <p>Main topics regarding logistics:</p> <ul style="list-style-type: none"> • Defining topics for special speakers • Contacting Mosley, Russell, and Lewis with topics and time limits • Create meeting agenda with time limits for each topic • Assure site has appropriate audio/visual equipment for speakers • Define refreshment needs within budget • Determine seating for Board, speakers, & audience • Finalize list of candidates for six ward positions • Setup and cleanup schedule for Board members

	<p>Main topics regarding communications:</p> <ul style="list-style-type: none"> • Prepare membership listing(s) for validation of quorum requirement and for member-only Board member elections • Determine discussion points for radio spot • Develop process for getting meeting notice to all HOAs within CWNA territory and message to get HOAs to email it to all of their members • Determine if and how to handle absentee ballots <p><u>BPRD Comprehensive Plan</u> – Quinn Keefer presented a status report of the work BPRD is doing to completely redo their Comprehensive Plan that was last updated in 2012.</p> <p><u>Broken Top Club Tennis Tract development</u> – The Board approved the posting to the CWNA website of the CWNA one-pager summarizing the August 29, 2017 public meeting comments.</p>
<p>3. Committee Reports</p>	<p><u>Membership (Steve)</u> – Lisa presented her initial findings regarding the number of members within CWNA. September has already shown the receipt of (76) new membership applications! There remain approximately (100) existing member files to validate. The present total membership is 561. This number is significantly lower than the previously stated range of 700-800 members. Further analysis is needed.</p> <p><u>Online-Communications (Tracy)</u> – No report.</p> <p><u>Transportation/Traffic (Perry)</u> – No report.</p> <p><u>Westside (TBD)</u> – No report.</p> <p><u>Land Use (Bob)</u> – The September Land Use Development report is attached below.</p> <p><u>BMPRD (Glen/Cynthia)</u> – Presentation by Quinn Keefer (BMPRD) regarding their work on a new Comprehensive Plan due to be published in 2018.</p> <p><u>Neighborhood Association Round Table (Chad)</u> – No report.</p> <p><u>Finance (TBD)</u> – Based on the City of Bend’s approval of the CWNA compliance report, the CWNA fiscal year 2017-2018 communications grant has been approved for \$2,545.</p>
<p>4. Old/Current Business</p>	<p>No discussion.</p>
<p>5. Next Board Meeting</p>	<p>Chad to determine date, time, and location for a November 2017 Board meeting.</p>

Action Items:

Responsible Person	Action Item	Due Date	Complete?
Chad Sage	Contact Robin Lewis and Sally Russell to obtain their commitment to attend and discuss the City of Bend's transportation plan at the October CWNA Membership and Election meeting. [Ties to Bill Mosley invite!]	7/14/17	
Chad Sage/ Lisa Mushel	Assure May 15, 2017 CWNA letter to Deschutes County regarding the Tetherow 10 acre public park is posted on <u>CWNA's website</u> .	9/22/17	
Chad Sage, Lisa Mushel, & Tracy Pfiffner	Establish written processes for handling electronic requests and communications, such as a business requesting member list or posting ad on CWNA web site, extracting of mailing list from CWNA database, etc.	9/13/17	
Bob Brell	Send absentee ballot process and materials to Lisa.	9/20/17	
Chad Sage	Set date, time, and location for November 2017 Board meeting.	9/29/17	
Chad Sage, Lisa Mushel, & Tracy Pfiffner	Complete Annual Meeting logistics by holding weekly meetings. Final draft plan should be submitted to the entire Board for comments no later than 10/13/17.	10/13/17	
Steve Gatto, Lisa Mushel, & Susan Collins	Complete CWNA Public Communications plan and process by holding weekly meetings. Final draft plan should be submitted to the entire Board for comments no later than 10/13/17.	10/13/17	
Lisa Mushel	Complete membership count analysis to determine accurate number of total membership and number of tax lots represented.	Next Board Meeting	
Joe Richie	Reserve the BTC Board Room for the 11/xx/17 meeting 6pm to 8pm.	TBD	

9/14/17 Draft

Submitted by: Joe Richie, CWNA Secretary

Board Meeting Minute Acronyms

- BMPRD** – Bend Metro Parks and Recreation District
- BDC** – Bend Development Code
- CAC** – Community Advisory Committee
- CEAC** – Campus Expansion Advisory Committee
- CMSCTF** – 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
- PC** -- Planning Commission
- TSAC** – City of Bend Traffic Safety Advisory Committee
- UGB** – Urban Growth Boundary
- WTS** – Westside Transportation Study

September Land Use Development Report by Bob Brell, CWNA Land Use Head
(Land Use Development Report -September 2017 as amended on September 13, 2017)

1. **Notice of Neighborhood Meeting. Acom Consulting representing Verizon Wireless** is proposing a new wireless telecommunications facility to be located at 19785 Simpson Ave. The Neighborhood Meeting was held on May 24, 2017. The specific location appears to be due south of the Bend Parks & Recreation District property and adjacent to the Deschutes County Demolition Landfill site. The facility would be located within a 30 foot by 30-foot fenced lease area inclusive of a proposed 80-foot wireless facility designed to resemble a pine tree. CWNA was not represented at the Neighborhood Meeting (oversight) but has no objection to the facility.
2. **Project Number PZ-16-0955. River Vale.** A NOTICE OF PENDING ADMINISTRATIVE REVIEW was published requesting a Type II application for a Tentative Plan approval for a 78-lot residential subdivision in one phase on 37.4 acres in the Residential Low Density (RL) zone. Pahlsh Homes, the Applicant. Location: 19462 Pine Drive between RiverRim Drive PUD and the Deschutes River. The application, all documents and evidence submitted by or on behalf of the applicant can be viewed in ePlans from the City of Bend website www.bendoregon.gov . To access ePlans, go to the City of Bend website www.bendoregon.gov, From the **SERVICES** menu, select **ONLINE SERVICES**, then select **ePlans (Public Viewer)**. Then enter the project number PZ-16-0955 in the search bar and press enter on your keyboard. Written comments were to be submitted no later than September 5, 2017. **CWNA did not comment.**
3. **File Number 247-17-000195-SP. Site Plan to Establish a Park within the Tetherow Destination Resort.** Applicant/Owner Tetherow Glen 58, LLC has proposed to establish a 10-acre park within the Tetherow Resort. The park will include parking, play structures, pool, bathrooms, picnic areas, shelter, trails, lawn and landscaping. Included with the proposal is to designate these facilities as private for the use of Tetherow Resort property owners.

The Tetherow Resort CMP (Conceptual Master Plan) and FMP (Final Master Plan) approved in 2005 specified the Park Tract to be dedicated as permanent open space and serve as a buffer between the Resort and surrounding neighborhoods such as The Parks at Broken Top and Broken Top.

At the request of The Parks and Broken Top CWNA members, the CWNA Board of Directors have notified the Planning Division, Deschutes County of its objection to the use of this 10-acre park for anything other than the original intended and approved use. **As of September 11, 2017, there has been no further public action from Deschutes County.**

4. **Project Number PZ-17-0582. Western Communication Inc. NOTICE OF PENDING ADMINISTRATIVE REVIEW.** Applicant/Owner Western Communications Inc have requested a Type II Modification of the original Site Plan Approval to reconfigure a parking lot in the Limited Commercial Zone (CL). The applicant is requesting approval to modify Condition # 11 of the Site Plan approval decision 98-333 in order to reconfigure the Bulletin parking area. The applicant proposes to modify Condition # 11 of the approval by eliminating 95 parking spaces located in the southwestern portion of the property and relocating 20 of these parking spaces near the north end of the property for a total pf 136 parking spaces. The applicant is not proposing any changes to the existing building and no new development is proposed within the area where the parking will be eliminated. The application, all documents and evidence submitted by or on behalf of the applicant can be viewed in ePlans from the City of Bend website www.bendoregon.gov . To access ePlans, go to the City of Bend website www.bendoregon.gov, From the **SERVICES** menu, select **ONLINE SERVICES**, then select **ePlans (Public Viewer)**. Then enter the Project Number PZ-17-0582 in the search bar and press enter on your keyboard. Written comments must be directed toward the criteria that apply to this request. The Project Number must be included and the request emailed or mailed to Heidi Kennedy, Senior Planner 541-617-4524; hkennedy@bendoregon.gov; if mailed to Bend Planning Division, 710 NW Wall St., Bend, OR 97703. Written comments must be received or postmarked by September 25, 2017.
5. **Notification of Public Meeting. Broken Top.** Gold Ring LLC proposes to subdivide lots #18-11-01-DO-11500 into 6 single-family residential lots. The 2.7-acre parcel is currently occupied by the Broken Top Club pool facility, pickle ball courts and tennis courts located to the north of Metolius Drive, west of Mt Washington Drive, east of Bridge Creek Drive, and south of Broken Top Drive. A presentation of the proposed development was made at the Public Meeting on August 29, 2017 at the Broken Top Club, 62000 Broken Top Drive. CWNA was represented at the Public Meeting. Questions were

recorded and given to the developer's representative for submission with the Application to the COB planning department.

- 6. Pre-Application Meeting Application. 1609 SW Chandler.** Applicant Pinnacle Architects on behalf of owners Reed Stoops and Joe Brotherton requested a pre-application meeting with the City of Bend to discuss development of 1.13 acres located at 1609 SW Chandler Avenue, Tax Map & Lot Number 181206CO-00600 and zoned CL. The proposal is for a mixed-use project consisting of commercial space at ground level and a mix of one and two-bedroom units above to total approximately 60 to 65 units and a 5-level structure. A zone change from CL to MU (Mixed Use) would be required. An August 24, 2017 meeting was requested with City staff. **No further information is available as of September 11, 2017.**

DRAFT