



CWNA Board Meeting
March 21, 2019, 6:00pm to 7:52pm
Broken Top Boardroom

Attendees:

Board Members [Ward #]		Committee Heads/Coordinators/Guests	
Kristen Phillips [#1]		Glen Grochowski – Land Use	
Susan Collins – Secretary [#2]	X	Shane Austin – Membership DB	
Vacant [#3]			
Glen Grochowski [#4]	X		
Alexis Scharff – Treasurer [#5]	X		
Vacant [#6]			
Vacant [#7]			
Nathan Moses [#8.A.]			
Tessa Moody [#8.B.]			
David Ewing [#9]			
Jeanne Berry [#10]	X		
Lisa Mushel – Chair [#11]	X		

Agenda Items:

Topic	Information
<ul style="list-style-type: none"> Approve 2/21/19 Board meeting minutes 	Meeting minutes were approved.
<ul style="list-style-type: none"> Regular Business 	<p><u>Volunteer Assignments to Committees</u></p> <ol style="list-style-type: none"> Land Use City wide Transportation Advisory Committee (CTAC) NART and NLA <p><u>Land Use:</u></p> <ol style="list-style-type: none"> <u>Lodges at Bachelor View:</u> Lodges at Bachelor View eplan No update. <u>Revel Mountain Gate: 5-Acre Parcel at intersection of Mammoth Drive and SW Century:</u> Revel Mountain Gate eplans https://www.revelmountaingate.com/ This project has been cancelled. <u>Broken Top – Tennis Court potential development:</u> No action at this time. <u>930 Yates – Proposed Condos – MU Partitioning:</u> Proposed 14 Luxury 930 Yates / Engle Condo project eplans

Condo complex. Owner: Engle Trust
Project was placed on hold in 2018 and will be revisited in future.

- e. Former Ray's: Forum Westside, LLC – 210 SW Century Dr:
No update.
[Former Ray's - Forum Westside Development eplans](#)
- f. LOGE – Entrada: Nicolas Lennartz is city contact. Bend Planning files: 18-0636 & 18-0638. See link below for descriptions, drawings, site impact, parking, drainage.
<https://eplans.ci.bend.or.us/ProjectDox/Frame.aspx?ProjectID=31396>
- g. OSU-Cascades:
Community Meeting Agenda
- https://osucascades.edu/sites/osucascades.edu/files/epa_cleanup_grant_pub_meeting_jan_2019.pdf
Public Comment Form Page along with the Proposal and Analysis
- <https://osucascades.edu/webform/brownfields-cleanup-grant-proposal-public-comment-form>
<https://osucascades.edu/campus-expansion>
<https://www.bendbulletin.com/localstate/6703614-151/turning-osu-cascades-landfill-and-pumice-mine-into-a>

City Wide Transportation Advisory Committee (CTAC):

- a. SW Century Drive Traffic Speed Zone Request: Glen reported speed zone reductions were formalized on 2/21/19. Speed limits to be reduced along various portions of SW Century, starting with a reduction from 55 to 50mph at the city limit. New signs to be installed in April-May. SW Century to be repaved summer of 2019. Susan in contact with Ty Combs, COB regarding specific changes to be implemented.
[Speed Zone Change Notification](#)
- b. Citizens Service Request – submit this for potholes repair requests. Nathan/Tessa to send this to CWNA membership.
[Pothole - Citizen Request Form](#)
- c. CTAC ongoing study reinforces a heavy emphasis on biking as a core part of the transportation solution.
- d. Information on transportation planning on the COB website.
[CTAC Transportation and Planning - COB](#)

NLA/NART –

- a) NLA: Neighborhood Leadership Alliance (NLA) –City of Bend codified entity: Lisa Mushel is CWNA's representative.
- Major focus is on Neighborhood Street Safety and Land Use.
 - Bend Neighborhood Coalition (BNC) – advocacy group with their own agenda and white paper on land use. NLA and Bend Neighborhood Association in dialogue and NLA will propose land-use notification process change to City Council in April.

	<ul style="list-style-type: none"> • Firework Safety – this is a city council goal, and the COB will increase enforcement. NLA will not pursue this issue as it is already being addressed by Council. • NLA meeting agenda and minutes can be found at this link: https://www.bendoregon.gov/government/neighborhood-leadership-alliance • NART: March 9 meeting. Lisa attended. Focused on membership and communication. Future topics to be discussed: <ul style="list-style-type: none"> ○ May 11th Summer Safety held at OSU-C; Plan, creation and education for the NA, Fireworks and Water ○ July 13th Communications & Creating Amazing Annual Meetings ○ September 14th Emergency Preparedness • See link for agenda and minutes. NART Website Link
<ul style="list-style-type: none"> • New Business 	<p><u>Land Use White Paper from Bend Neighborhood Coalition</u> – comprehensive document describing current situation and challenges with COB notification to impacted neighbors/NAs, review of proposals and solution. This document will be used to help inform NLA’s final proposal to City Council. See link below BNC Land Use White Paper</p> <p><u>Commercial Business Engagement:</u> David suggested we spend time considering how to interface with small businesses and how they relate to CWNA. What’s in it for them? BOD will take this up at the June meeting, as this becomes a critical point in our communication to potential Commercial prospects.</p>
<ul style="list-style-type: none"> • Old/Current Business 	<p><u>Community Event – Fire Safety via CWNA/OSU-C collaboration:</u> Via email, Nathan updated status:</p> <ol style="list-style-type: none"> a. Need to formalize Name of Event b. Presenters – sent a fourth email out to friends at the Fire Department and Fire Free....I have a confirmed schedule but not a confirmed set of specifics for program topics. c. Schedule – I am attaching my last few emails that have my back-and-forth with the presenter group. d. Marketing <ol style="list-style-type: none"> i. Digital Flyer for Social Media – Nathan and Tessa ii. Outreach to City & NAs – Needs help from the BOD Since we are doing this as a CWNA event, but looking at inviting others, a write-up to send to other NAs to post makes the most sense iii. CWNA postings on website/FB - Tessa iv. Press Release – I’m going to see if I can get some help with this through our department; won’t go out until about April 11

- v. Volunteer waiver and requirements – written and need to get posted; OSU-C risk management approved
- vi. Registration Site – Via OSU-Cascades – Nathan (Qualtrics Survey to keep user data secure) – Template out in two weeks
 - 1. Registration for Attendance at the Event
 - 2. Registration for homeowner participation
 - 3. Registration for volunteer participation
- e. Day of Event on Site – Biggest need from CWNA board
 - i. Pre-event setup – OSU-Cascades students and CWNA membership?
 - 1. Setting out tables, event signs, make sure rooms are setup for presenters, etc.
 - 2. CWNA table (Registration and Questions) – 1 person per hour
 - 3. Post event
 - i. Clean-up help
 - ii. Truck driving for bag pickup & disposal (I NEED THE MOST HELP WITH THIS) – Can we get someone to look at getting a flatbed with sides for a pickup; or the moving truck idea we can put a banner on).
- f. Volunteer Portion
 - i. Student Training – Nathan leading with Tessa/other students
 - ii. Resident Communications – Nathan on this one
 - iii. Site location map – Nathan has an idea for this

Additional BOD Discussion: Understand need to engage Firewise program to ensure the Fire Department is aware of each NA or HOAs action plan; this was completed by Broken Top, Alexis and Jeanne reported success and will invite Allison Green, one of the Firewise leaders, to the May 11th event. Concern that pine needle drop of should be a separate event, and not in conjunction with May 11th event.

CWNA Goals

- a) Membership: GOAL: Increase by 10%
- b) Communications – will be handled by Lisa/Nathan/Tessa
- c) Land-Use - improve the pull of the communication from the COB and set process for how to best translate this for the CWNA membership
- d) Fire Safety / Firewise:
 - a. May 11th, 10a-2p, OSU-C, CWNA, students, and community leaders will provide programming (e.g. fire demonstrations; top 10 ways to fireproof homes; firework damage mitigation).
- e) Town & Gown project: Nathan is OSU-C organizer and will need CWNA and COB volunteers.
- f) Annual Meeting – will be held late Sept/Early Oct. Target: Sept 26th at OSU-C.

	<p><u>Recruit for 3 Open Board Positions (BOD)</u></p> <ul style="list-style-type: none"> • Ward 3: Mt Bachelor Village, Touchmark at Mt. Bachelor Village • Ward 6: The Parks • Ward 7: Commercial – Targeted Businesses: Westside Pharmacy, Entrada, Skjersaa’s, Croutons, Accounting/Professional firms, Cascade Lakes Brewery, Touchmark.
<ul style="list-style-type: none"> • Action Items Update 	<p><u>Action Items</u></p> <ol style="list-style-type: none"> 1. Speed Reduction Request – Susan followed up with Ty Combs regarding Radar Traffic Signal for SW Century near Mammoth. Awaiting his update. 2. Firewise Readiness – May 11th – 10a-2p, OSU-C hosts an educational event in partnership with Firefree. Will have information booths, including Fire Department, membership table for CWNA. Two presentations are planned, and there will be an emergency management session by the Sherriff’s office Risk management - OSU Cascade students will help residents with demonstrated need; looking for CWNA to promote this within the HOAs directly. Working on terminology regarding restrictions for volunteers and homeowners; will have a list of items that are clear. 3. Lisa invited Awbrey Butte and Summit West NA’s to Firefree event on May 11th at OSU-C. 4. Membership Drive – BOD to ensure outreach to HOAs to increase membership 5. Action Items for Tessa Moody carried forward to April meeting.
<ul style="list-style-type: none"> • Committee Reports 	<p><u>Finance (Alexis) –</u> 2018-2019 Budget: \$2,506. Spent \$1,017; \$1,488 remaining Will have another \$600 contractually for website maintenance plus a small fee for data reports generated from CWNA survey. Lisa will determine deliverables via contract with Shane Austin. Remainder of funds to be used for the Firewise event and mailer to membership.</p> <p><u>Membership (Lisa Mushel)</u></p> <ul style="list-style-type: none"> • Two new members joined in February. Goal is to increase 2019 membership by 10%. Part 1 – BOD to scrub respective Ward member lists and contact the HOAs to ask their membership to join. Email or present to HOA Board meeting – increase CWNA visibility. Membership goal – 70 new members, approx. double 2015 <p><u>eCommunications (Tessa)</u></p> <ul style="list-style-type: none"> • No update in March. Tessa/Nathan will report at April Meeting.

	<p><u>Volunteer Assignments to Community:</u> Events – Nathan Moses to spearhead on behalf of CWNA.</p> <p><u>Land Use (Glen)</u> – See above.</p> <p><u>NLA/NART</u> - See above.</p> <p><u>Transportation/Traffic</u> – See above under CTAC.</p>
• Next Board Meeting	Next Meeting, Thursday, April 18 th ; Broken Top Clubhouse – Fireplace area

Action Items:

Responsible Person	Action Item	Due Date	Complete?
Tessa Moody	Post Transportation CTAC/City of Bend website link on CWNA website.	Mar '19	
Doug Meyer (Susan to follow up with Doug)	Capture photos to demonstrate congestion on the unstructured current park and ride in the dirt, off-road parking area of SW Century across from ACB. There is a desire to monitor and reduce congestion and safety.	Mar '19	
Kristen Phillips	Write CTAC summary for CWNA newsletter	Mar '19	
TBD	Create CWNA Business Card to use at promotional events	April '19	
Nathan Moses/Tessa Moody	Post link to Pothole Service Request Form and alert membership.	April '19	
Lisa Mushel	Share HOA membership drive communication she created with Steve Gatto.	April '19	
Lisa Mushel	Contact Shane - find out what he pays for, his estimated expenses, and determine what CWNA pays for	April '19	
Susan Collins	HOA lists – associations are not tracked in any database, potentially contact state of Oregon to understand the HOAs for Central Oregon/Bend as they are contracted 501c3. Need full HOA list to ensure we're reaching our membership.	April '19	
Susan Collins	Follow up on request of Speed Radar sign for SW Century to slow traffic at the point of 45mph speed reduction. Lisa/Susan to discuss applicability of Slow Down It's Our Town program, contact Joshua Romero.	April '19	
Kristen Phillips	Explore opportunity for CWNA promotion at Touchmark; potential board recruitment. Ask Scott Neil about Touchmark interest in filling the commercial BOD vacancy.	April '19	

BOD	Commercial Business Engagement – consider “what’s in it” for our local businesses and discuss at June meeting	June ‘19	
BOD	Membership drive - Scrub all HOA lists in assigned Wards, contact all HOAs to solicit new members.	June ‘19	
BOD	Post all official CWNA Documentation on CWNA GDrive	Ongoing	
BOD	Recruit for 3 Open Board Positions <ul style="list-style-type: none"> ◇ Ward 3: Mt Bachelor Village, Touchmark at Mt. Bachelor Village ◇ Ward 6: The Parks ◇ Ward 7: Commercial 	Ongoing	
Susan Collins	Request Speed Radar sign for SW Century to slow traffic at the point of 45mph speed reduction.	Mar ‘19	X
Lisa Mushel	Invite Awbrey Butte and Summit West NA’s to Firefree event on May 10 th at OSU-C.	April ‘19	X
BOD	<u>Documentation of CWNA Procedures:</u> We will revisit this later in 2019, as it is felt there were more immediate, important goals for the coming months.	June ‘19	
Glen Grochowski	LOGE outdoor entertainment application – investigate parking plan and concern for parking across Century Dr from the LOGE	Feb ‘19	X
BOD	Liaisons to City Boards/Committees: 14 COB citizen committees; how to ensure CWNA is represented in those of particular interest.	Feb ‘19	X
Kristen Phillips	Firewise Readiness – initial research into actions CWNA can take to bring this to our HOAs/communities in 2019	Feb ‘19	X
BOD	CWNA Representative to BPRD citizens committee should footbridge issue further proceed.	Feb ‘19	X
BOD	Outline NA member action needed to ensure public comment is heard about SW Century speeding and include suggestions for traffic calming efforts. Citizen Request form?	Feb ‘19	X
Nathan Moses	Town & Gown Representative – will update CWNA for volunteer needs at next meeting.	Feb ‘19	X

DRAFT 03/21/19

Submitted by: Susan Collins, CWNA Secretary

Board Meeting Minute Acronyms

- BMPRD** – Bend Metro Parks and Recreation District
- BDC** – Bend Development Code
- BEDAB** – Bend Economic Development Advisory Board
- CAC** – Community Advisory Committee
- CEAC** – Campus Expansion Advisory Committee
- COB** – City of Bend
- CTAC** – Citywide Transportation Advisory Committee

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
NLA – Neighborhood Leadership Alliance (New, codified group under development)
OSU-C – Oregon State University Cascades
PC-- Planning Commission
UGB – Urban Growth Boundary
WTS – Westside Transportation Study

“Monthly” Land Use Development Report by Glen Grochowski, CWNA Land Use Head