



CWNA Board Meeting
November 15, 2018, 6:00pm to 8:00pm
Broken Top Boardroom

Attendees:

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

Agenda Items:

Topic	Information
<ul style="list-style-type: none"> Approve 10/23/18 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 – Glen Growchowski:</u></p> <ol style="list-style-type: none"> <u>Bachelor View Potential 8 acre Development:</u> Negotiations regarding potential development of an ~8 acre parcel located in the Bachelor View neighborhood have ended. An easement for road and septic was required for large scale development, and the associated land owner will not allow access. <u>Lodges at Bachelor View:</u> Residents in Bachelor View neighborhood experiencing significant impact. The temporary road (Bachelor View Drive) is very difficult to negotiate due to construction vehicles parked on both sides of the road. Homeowners experience intermittent power outages approximately 5 times/month. During the

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2nd phase of land development, the dust was troublesome, though there was increased focus from the construction company to mitigate impact. No action was requested by CWNA at this time, as the BV neighbors are working with the developers for ongoing resolution.

- c. Revel Mountain Gate: 5-Acre Parcel at intersection of Mammoth Drive and SW Century: The Wolff Company, Seattle-based Developer along with DOWL Engineers, are in contract to purchase land located in the Mountain Gate Neighborhood. The intent is to build a 3-5-story high-end, Sr Living Complex: 1st floor as resident common space (pub, clubhouse, dining facility, etc.), 2nd-5th floors as condos. Initial plan review reveals there are 140 planned units, providing 120 parking spaces. Susan, Lisa and Rollston all attended the most recent community meeting in which the developers met with impacted neighborhoods. Neighbors have been invited to 5-6 meetings with Wolff over the past 6 months, and their concerns and suggestions have been incorporated into the overall design. Largest concerns: traffic impact on Mammoth and SW Century; noise/congestion near designated commercial delivery entrance; lighting impact (landscape, parking, overall facility), retention of native landscaping/large Ponderosas. Development is contingent upon receiving rezoning approval from Commercial Limited to Mixed Use. General sentiment is positive, as a Commercial-Limited development could have a much more significant, negative impact on neighbors. See link for further information.
<https://www.revelmountaingate.com/>
- d. Broken Top – Tennis Court potential development: No action at this time.
- e. LOGE – Entrada: Notice of Proposed Development posted for a Type II site plan minor alteration & conditional use review for an unenclosed outdoor entertainment area. Nicolas Lennartz is city contact. Bend Planning files: 18-0636 & 18-0638. See link below for descriptions, drawings, site impact, parking, drainage. Outdoor stages will be ~600 square feet.
<https://eplans.ci.bend.or.us/ProjectDox/Frame.aspx?ProjectID=31396>
- f. OSU-Cascades: November 26th there will be a tour of the remediation site. No further availability for public tour reservations, as all spots are filled. Tessa reported there is a student organization that will be lobbying in Salem relative to the Student Success Center. The Center will be paid for by student fees, and there is a desire to preserve

the space for predominant student use as opposed to the larger number of offices currently under consideration.

City Wide Transportation Advisory Committee (CTAC):

- a. No current CWNA BOD representation. Glen will remain engaged in transportation issues, as will Jeanne. There is a CTAC meeting on December 4, Tuesday at Trinity Lutheran Church, 469 NW Wall from 1-5pm.

NLA –

- a. Neighborhood Leadership Alliance (NLA) –City of Bend codified entity: Lisa Mushel is CWNA’s representative. <https://www.bendoregon.gov/government/neighborhood-leadership-alliance>
- b. Lisa reports progress is slower than desired due to meeting frequency and large agenda. As a result, NLA further organized into 3 subgroups to accelerate action: 1: Communications; 2) Policies & Procedures with bylaws – will streamline roles that the Neighborhood Associations take on; 3) Budget – there is a desire to double current budgets to allow for greater NA action/action. NLA meeting minutes can be found at this link: <https://www.bendoregon.gov/government/neighborhood-leadership-alliance>

• New Business

- Election of 2018-19 Officers: Nominated and Approved by BOD:
 - a. Lisa Mushel – Chair
 - b. Jeanne Berry – Assistant Chair
 - c. Susan Collins – Secretary
 - d. Alexis Scharff - Treasurer
- Development of Goals
 - a. BOD agreed to limit major goals to 3-4; emphasis on areas of concern/interest via CWNA Membership Survey
 - i. Firewise Readiness: Kristen to take point on investigation and coordination with Alexis. Broken Top NA has completed this National Certification, and CWNA to consider adoption of same.
 - ii. Communication Improvement: focus on increased outreach to all HOAs to streamline communications and increase CWNA membership, will focus on improving “relevance” for potential new members
 - iii. OSU-C: “Town & Gown” type model whereby there is increased interaction between the neighbors and the students/campus – potential joint projects (clean-up); Tours of campus; educate students about how to be a “good neighbor” when renting and/or engaging in local community; etc.

	<ul style="list-style-type: none"> iv. Membership: outline strategies to increase membership and engage HOAs; Outline need for 1 or 2 general membership meetings/year. v. SW Century Traffic and Speed Concerns: due to ongoing complaints by neighbors about the safety and noise associated with SW Century, we will take this on as a specific issue for 2019. <ul style="list-style-type: none"> • <u>Recruit for 5 Open Board Positions (BOD)</u> <ul style="list-style-type: none"> a. Ward 3: Mt Bachelor Village, Touchmark at Mt. Bachelor Village b. Ward 6: The Parks c. Ward 7: Commercial • <u>Funding Grant Application:</u> Project Proposal for Austin Design, LLC to help CWNA improve the management of member data to facilitate the creation of accurate member reports and targeted mailing lists. Goal will be to validate new address data and improve membership counts. Total grant budget: \$1,575 requiring 12 days of consultant effort. Deliverables will be: Member Forum Updates, Development of Web Application, and Processing of Existing Membership Data. Project to commence Jan 9 and conclude Jan 23rd. Susan and Glen are to send comments to Lisa if any concerns/suggestions. • <u>Liaisons to City Boards/Committees:</u> 14 COB citizen committees; how to ensure CWNA is represented. This item will be carried forward to January.
<ul style="list-style-type: none"> • Action Items Update 	<p><u>Action Items</u></p> <p>*Note, this topic will be updated in January. Agenda and priorities for this meeting required focus on most pressing issues:</p> <ol style="list-style-type: none"> 1. Glen reported the addition of a no-Jake Braking sign on SW Century. This was corroborated by an email update sent to Lisa by Sally Russell. Viewed as a positive completion of a request of COB/ODOT. 2. General discussion regarding Traffic Studies conducted by ODOT to evaluate speed appropriateness. ODOT study was to evaluate 55mph speed limit on SW Century from city limits to Mammoth. Initial reports are that ODOT found no change needed, as traffic flowed within 85% of current speed limit. According to their rules, this was deemed safe and appropriate. As a side note, the traffic consultant under contract for the Revel Sr Living project informed Susan that there is movement within ODOT and the traffic community to change regulation to include an evaluation for what “is an appropriate speed.” This is viewed very positively, and CWNA needs to work with CTAC to address this.
<ul style="list-style-type: none"> • Old/Current Business 	<p><u>Carried forward - Commercial Ward – Targeted Businesses:</u></p>

	<p>Westside Pharmacy, Entrada, Skjersaa’s, Croutons, Accounting/Professional firms, Cascade Lakes Brewery.</p> <p><u>Annual Meeting Debrief:</u> Brief overall discussion – consensus that presentations were very useful, strong representation by COB, and venue at OSU-C was excellent. Ongoing question relative to hosting 2 events per year as opposed to one.</p> <p><u>Documentation of CWNA Procedures:</u> ongoing awareness of suggestions provided by Joe Richie relative to improving CWNA procedures. We will revisit this later in 2019, as it is felt there were more immediate, important goals for the coming months.</p>
<ul style="list-style-type: none"> Committee Reports 	<p><u>Membership (Lisa Mushel)</u> –</p> <ul style="list-style-type: none"> Survey to be sent in September preceding the Annual Membership meeting. Results reviewed at the Annual Meeting, and we reviewed the areas of feedback for incorporation into our annual goals. <p><u>Online-Communications (Lisa)</u> – ongoing, though Lisa needs someone to help with this. She will work with Tessa.</p> <p><u>Transportation/Traffic</u> – See above.</p> <p><u>Land Use (Glen)</u> – See above.</p> <p><u>BPRD (Glen)</u> – No update.</p> <p><u>Neighborhood Association Round Table - NART (Lisa)</u> – the ongoing need for this group will be discussed among NLA and current NART membership.</p> <p><u>Finance (Alexis)</u> –</p> <ul style="list-style-type: none"> 2018-2019 Budget: \$2,506. Spent \$429.59; 2076.41 remaining Based upon the City of Bend’s approval of the CWNA compliance report, the CWNA fiscal year 2018-2019 communications grant has been approved for \$2,506. CWNA has spent \$406 to date, with \$2,076 remaining to be spent on communications with residents. Lisa Mushel explained these funds will be used, in part, to provide direct mail communication with the membership in the coming year. 2018-19 Budget not released. BOD will send ~2 hard copy mailings to CWNA membership this year. We did not elect to do this in 2017-18, and we believe it is important to provide both hard copy and email communication to our membership.
<ul style="list-style-type: none"> Next Board Meeting 	<p>Next Meeting, Thursday, January 17th; 6:00pm Broken Top Board Room</p>

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Action Items:

Responsible Person	Action Item	Due Date	Complete?
Tessa Moody	Coordinate w/ Nathan on final F&B Bill for OSU-C; provide to Alexis for COB processing/payment	Dec '18	
Glen Grochowski or Jeanne Berry	CTAC Public Meeting, potential attendance	Dec 4, '18	
Susan Collins	Add Lodges at Bachelor View to Bylaws, Ward 1 responsibility	Oct '19	
Kristen Phillips	Firewise Readiness – initial research into actions CWNA can take to bring this to our HOAs/communities in 2019	Jan '19	
BOD	Liaisons to City Boards/Committees: 14 COB citizen committees; how to ensure CWNA is represented. This item will be carried forward to January.	Jan '19	
Lisa Mushel/Tessa Moody/Nathan Moses	Communications – Lisa is handling for CWNA, and the workload is too high in addition to her Chair and NLA responsibilities. Look for ways to streamline the work.	Jan '19	
BOD	NART Volunteer? BOD need to replace Lisa Mushel on NART, as she will assume NLA.	Sept '18	
BOD	Recruit for 6 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 	ASAP	

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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