



CITY OF BOULDER
PLANNING BOARD MEETING AGENDA
DATE: April 16, 2015
TIME: 6 p.m.
PLACE: 1777 Broadway, Council Chambers

1. **CALL TO ORDER**
 2. **PUBLIC PARTICIPATION**
 3. **DISCUSSION OF DISPOSITIONS, PLANNING BOARD CALL-UPS/CONTINUATIONS**
 - A. **Continuation:** Approval of findings of fact for a Site Review for a Height Modification only, application no. LUR2014-00090, to construct a 1,146 square foot addition to an existing single family home at 2030 Vassar St. in the RL-1 zone district at a height of 39'5" where 35' is the maximum principal building height allowed by the zone district standards.
 4. **ADJOURNMENT**
-

Joint Meeting of the Planning Board and County Planning Commission

Topic: [Boulder Valley Comprehensive Plan 2015 Update](#) – Community Engagement Plan, Work Plan and Update on Foundations Work

CITY OF BOULDER PLANNING BOARD MEETING GUIDELINES

CALL TO ORDER

The Board must have a quorum (four members present) before the meeting can be called to order.

AGENDA

The Board may rearrange the order of the Agenda or delete items for good cause. The Board may not add items requiring public notice.

PUBLIC PARTICIPATION

The public is welcome to address the Board (3 minutes* maximum per speaker) during the Public Participation portion of the meeting regarding any item not scheduled for a public hearing. The only items scheduled for a public hearing are those listed under the category PUBLIC HEARING ITEMS on the Agenda. Any exhibits introduced into the record at this time must be provided in quantities of ten (10) to the Board Secretary for distribution to the Board and admission into the record.

DISCUSSION AND STUDY SESSION ITEMS

Discussion and study session items do not require motions of approval or recommendation.

PUBLIC HEARING ITEMS

A Public Hearing item requires a motion and a vote. The general format for hearing of an action item is as follows:

1. Presentations

- a. Staff presentation (5 minutes maximum*)
- b. Applicant presentation (15 minute maximum*). Any exhibits introduced into the record at this time must be provided in quantities of ten (10) to the Board Secretary for distribution to the Board and admission into the record.
- c. Planning Board questioning of staff or applicant for information only.

2. Public Hearing

Each speaker will be allowed an oral presentation (3 minutes maximum*). All speakers wishing to pool their time must be present, and time allotted will be determined by the Chair. No pooled time presentation will be permitted to exceed ten minutes total.

- Time remaining is presented by a Green blinking light that means one minute remains, a Yellow light means 30 seconds remain, and a Red light and beep means time has expired.
- Speakers should introduce themselves, giving name and address. If officially representing a group, homeowners' association, etc., please state that for the record as well.
- Speakers are requested not to repeat items addressed by previous speakers other than to express points of agreement or disagreement. Refrain from reading long documents, and summarize comments wherever possible. Long documents may be submitted and will become a part of the official record.
- Speakers should address the Land Use Regulation criteria and, if possible, reference the rules that the Board uses to decide a case.
- Any exhibits introduced into the record at the hearing must be provided in quantities of ten (10) to the Secretary for distribution to the Board and admission into the record.
- Citizens can send a letter to the Planning staff at 1739 Broadway, Boulder, CO 80302, two weeks before the Planning Board meeting, to be included in the Board packet. Correspondence received after this time will be distributed at the Board meeting.

3. Board Action

- d. Board motion. Motions may take any number of forms. With regard to a specific development proposal, the motion generally is to either approve the project (with or without conditions), to deny it, or to continue the matter to a date certain (generally in order to obtain additional information).
- e. Board discussion. This is undertaken entirely by members of the Board. The applicant, members of the public or city staff participate only if called upon by the Chair.
- f. Board action (the vote). An affirmative vote of at least four members of the Board is required to pass a motion approving any action. If the vote taken results in either a tie, a vote of three to two, or a vote of three to one in favor of approval, the applicant shall be automatically allowed a rehearing upon requesting the same in writing within seven days.

MATTERS FROM THE PLANNING BOARD, DIRECTOR, AND CITY ATTORNEY

Any Planning Board member, the Planning Director, or the City Attorney may introduce before the Board matters which are not included in the formal agenda.

ADJOURNMENT

The Board's goal is that regular meetings adjourn by 10:30 p.m. and that study sessions adjourn by 10:00 p.m. Agenda items will not be commenced after 10:00 p.m. except by majority vote of Board members present.

*The Chair may lengthen or shorten the time allotted as appropriate. If the allotted time is exceeded, the Chair may request that the speaker conclude his or her comments.

CITY OF BOULDER
Joint Meeting of the PLANNING BOARD and COUNTY PLANNING COMMISSION

MEETING DATE: April 16, 2015 – 6:00 p.m.

AGENDA TITLE:

Boulder Valley Comprehensive Plan 2015 Update – Community Engagement Plan, Work Plan, and Update on Foundations Work

PRESENTERS:

David Driskell, Executive Director, Community Planning & Sustainability (CP&S)
Susan Richstone, Deputy Director, CP&S
Lesli Ellis, Comprehensive Planning Manager, CP&S
Courtland Hyser, Senior Planner, CP&S
Jean Gatza, Planner II, CP&S
Pete Fogg, Boulder County Planner
Abby Shannon, Boulder County Planner

OBJECTIVE:

Provide the updated Boulder Valley Comprehensive Plan (BVCP) 2015 work plan, the Community Engagement Plan, and an update on work in progress for Phase 1, and hear feedback from the city Planning Board and county Planning Commission to further refine.

PURPOSE

The purpose of the joint study session on April 16, 2015 is to provide an update to the City Planning Board and the County Planning Commission on the Boulder Valley Comprehensive Plan (BVCP) work to date and receive feedback on the overall work plan with emphasis on foundations work; the Community Engagement Plan ideas; and preliminary ideas and issues to address in the BVCP update. The joint meeting also provides an opportunity for the two boards to converse together in the early stages of the 2015 update.

QUESTIONS

Do the boards have questions or feedback on the following topics related to the BVCP 2015 Update:

1. Overall work plan and schedule? (See page 3 and **Attachment A.**)
2. Ideas for the Community Engagement Plan? (See pages 3-4 and **Attachment A.**)
3. Foundations tasks underway, with some materials to be presented on April 16? (See pages 5-6.)

Brief Update on BVCP Update

The 2010 plan and maps are available online at www.bouldervalleycompplan.net, which is also the webpage for the 2015 update and portal for interested participants to sign up for project updates.

Summaries of the [Nov. 3, 2015 – Joint Study Session with the Board of County Commissioners and Planning Commission](#) and the [Oct. 14, 2014 Study Session with the City Council and Planning Board](#) are also available on the project website. The final version of the consultant's BVCP Assessment is located online [here](#). At the City Council annual retreat, council gave

direction to move forward with the Foundations work for the BVCP and begin official public involvement in mid-2015, with the plan adoption occurring in 2016. At subsequent meetings, council has provided additional feedback, such as scoping a survey, and coordinating with other work efforts.

Community Feedback

Webinars, Public Meeting, and Online Poll - Week of April 6, 2015

Two short webinars, a public meeting, and an online poll in early April enabled the community to learn a bit more about the planning process and share additional ideas to inform the Community Engagement Plan. **Attachment B** contains a summary of input heard so far. The online survey is open through April 17, so a complete summary will be available on the project webpage after it is closed.

City Council on Mar. 31, 2015

Council members generally supported the work plan and schedule and consultant report ideas. They provided the following feedback at a study session on Mar. 31:

- **3D Tool:** Generally liked the concept of a 3D urban form tool that will enable people to envision what growth and different types of building forms may look like.
- **Regional Data and Context:** Some council members stressed the importance of considering the regional context of growth and planning when assessing data for the BVCP update.
- **Data Requests:** This BVCP will bring forward a lot of useful data and analysis. Consider segmenting student data. Provide existing and trends data on net commercial and industrial space and jobs and housing units. Show realistic growth numbers (trends from past 5-10 year and forecasts for the next 10 years+). Segmented information by neighborhoods, subcommunities is helpful.
- **Survey:** Several council members stated that a statistically valid survey to assess community opinions regarding focused planning issues could help inform this process and worth the cost. A hybrid approach (i.e., mail, Internet, phone) may be the best solution.
- **Multi-Pronged Outreach:** Outreach should involve multiple methods and engage hard-to-reach people to get a 360 degree picture of the community.
- **Planning 101:** We used to do a "Planning 101" session at the beginning of comprehensive plan updates. It would be valuable to do so again.

City Council on Feb. 24, 2015

On Feb. 24, staff provided a brief overview of the foundations work and community engagement ideas to City Council, and council offered questions and feedback regarding measurable objectives, data, survey, "meetings in a box," resilience, and 3d tools.

Planning Board Discussion on Feb. 19 – Summary

On Feb. 19, 2015, staff provided a brief overview of the draft work plan (with focus on the Phase 1 Foundations work) and ideas for community engagement to Planning Board. The board provided the following feedback and suggestions:

Work Plan/Foundations work

- The work and engagement plans are off to a good start.
- Incorporate recent information from master plans and measurable objectives.
- Planning Board liked the subcommunity/neighborhood approach. Staff explained that

analysis and information about conditions will be prepared by subcommunity to assist with discussions and engagement. The intent is not to prepare neighborhood plans, but provide a finer-grained level of analysis and ability for neighborhoods to understand/give input and ideas.

- Intergovernmental Agreement (IGA) renewal should happen in 2016 – ideally at the same time that the plan is adopted.
- Use a lot of visuals to present information to aid in community engagement.

Community Engagement Plan

- Neighborhoods should be involved in identifying how to support goals as well as be self determining.
- Community engagement needs to entail a lot of listening, analysis, and information gathering. Need to distill ideas and make sure all voices are included.
- It would be helpful to do a community survey (or scientifically valid poll) of some sort – perhaps a bit later in the process when specific policy or design questions can be posed.
- Involve older community members (e.g., retirement homes) in community engagement.

Overall Timeline for BVCP

Four phases are proposed for the BVCP update – each with extensive community dialogue and engagement – with the plan update completed in 2016.

1. **Foundations and Community Engagement Plan** (through June 2015)
2. **Issues Scoping with Community** (through summer 2015)
3. **Analyze and Update Plan Policies and Maps** (Begins summer 2015 - to early 2016)
4. **Prepare Draft Plan for Adoption, Extend IGA** (mid 2016)

Implementation steps, such as changes to code and zoning map updates, would be completed following plan adoption.

More detailed tasks by phase are identified in [Attachment A](#), which also includes the draft timeline.

Community Engagement Plan

Later this month, city and county staff will complete the Community Engagement Plan for the BVCP update, with the aim of including diverse perspectives and developing an open and transparent process. The process should provide helpful information and multiple opportunities for community dialogue while remaining focused on critical issues as defined by leadership and incorporating community input. The city and county will also aim to coordinate the BVCP engagement with other initiatives such as housing, climate, and resilience.

Engagement Approach

[Attachment A](#) provides an overview of the principles for engagement. The approach includes:

1. Regular check-ins with the City Council and Planning Board as well as County Commissioners and Planning Commission (periodic joint meetings), as well as input related to the community process from a process subcommittee.
2. Working with countywide boards and commissions where appropriate. While Planning Board and the Planning Commission have an approval role, staff will check in with other city and county boards that have potential technical or specialized input.
3. Partnering with established organizations that may host or co-host events.

4. Building relationships and working within subcommunities and neighborhoods (e.g., providing information and hosting events at the subcommunity level in different parts of the Boulder Valley; providing opportunities for HOAs, neighborhood representatives and others to identify their unique issues, needs, and potential solutions; etc.).
5. Using creative and effective ways to engage people throughout the process, potentially including:
 - **Hands-on Meetings** – Set up forums co-hosted by others that are well-designed and facilitated, and/or charrettes that foster dialogue and build understanding.
 - **Videos and Channel 8** - Use video, especially for an intriguing kick off that captures the community’s imagination and encourages participation and that provides “Planning 101” information.
 - **Speaker’s Panel** - Invite speakers representing different planning viewpoints.
 - **Web-based** - Use online, social engagement and surveys (e.g., Inspire Boulder, Facebook, etc.).
 - **Subcommunity Meetings** – Host meetings that are customized for different parts of the city and the Boulder Valley.
 - **Mobile planning** - Get out into the community (e.g., a plan van asking for direct ideas and input). The city did not receive the Knight Foundation grant, but will seek other ways to do mobile work planning.
 - **Community Survey** - Gauge perspectives on urban form issues and other critical topics of interest at the right time during the process.
 - **Go Where People Are** - Go to events and meetings already taking place – e.g., farmers’ market, festivals or events, new tech meet ups, and places of worship.
 - **Portable Meeting Kits** - Design “Meeting in a Box”/ “Meeting to Go,” kits so neighborhoods and small groups can address planning questions self sufficiently and conveniently.

Early Engagement to Shape the Community Engagement Plan

The plan’s “kick off” with the community will begin in summer of 2015, with policy discussions through 2016. Events that have and will further refine the Community Engagement Plan will include:

- Continuing to improve the project web page.
- Coordinating with Code for America to pilot new engagement tools; collaborating with the city’s neighborhood liaison when hired; and working with the Housing Boulder Process Committee to plan for and design the subcommunity/neighborhood outreach process for mid May (which, while focused on Housing Boulder, will also provide the opportunity to discuss neighborhood-level issues pertinent to the comp plan).
- Working with established organizations to host forum(s) that invite ideas around the engagement plan and key issues (June or July 2015).
- Developing a timeline and information about Boulder’s history of planning (i.e., “Planning 101”) to foster better understanding of the BVCP and its role (initially for use and May meetings and for more polished summer release).

BVCP Foundations Technical Work

Attachment A includes an outline of the four-phased work plan with focus on technical foundations work (in addition to developing the Community Engagement Plan). Staff will present more detailed information about these tasks on April 16. Technical work that is

underway and largely to be completed within the first two quarters of 2015 includes:

1. **Update 2015 “Profiles”** – update both community and housing profiles, last updated in 2014.
2. **Prepare 2040 Forecasts (25 years)** – update citywide forecasts for housing, population, and employment.
3. **Prepare Trends Snapshot** – prepare report to examine social, economic, and environmental trends, organized by sustainability categories and systems.
4. **Prepare Map Inventory Updates** - develop subcommunity / neighborhood maps and infographics to document existing conditions and help identify factors related to areas of stability and change. Do **Land Use Map and Area I, II, III map clean up** to clarify parcels, identify inconsistencies with zoning, and identify suggestions for improving the descriptions and definitions.
5. **Align Master Plans and Measurable Objectives/Metrics**, including survey of measurable objectives and metrics, and identifying policy directions or data from master plans and subcommunity or area plans that may be relevant.
6. **Prepare 3D Urban Form Tools** – identify purpose, intent and options for conveying urban form information in a manner that is easily understood and which supports meaningful community dialogue about and plans for the future.
7. **Identify Initial Accomplishments and Challenges** – begin to identify actions and remaining needs and opportunities for discussion and refinement with the community at initial outreach events.

2010 Residential and Nonresidential Forecasts – BVCP

As of January 2010, the City of Boulder (Area I) had approximately 43,400 housing units, 97,500 residents, and 97,000 jobs. The remainder of the Service Area (Area II) had approximately 6,000 housing units, 12,000 residents, and 3,000 jobs. About 30,000 students attended the University of Colorado.

In 2010, Area I was projected to add about 6,000 housing units, 15,000 residents, and 19,000 jobs by 2035. At the same time, CU enrollment was anticipated to increase by additional 5,000-15,000 students by 2030. It was expected that most growth would occur through redevelopment, since the city has little vacant land left within the Service Area.

The diagnostic for the Resilience Strategy is happening concurrently.

A Bit More about Work Underway

2040 Forecasts

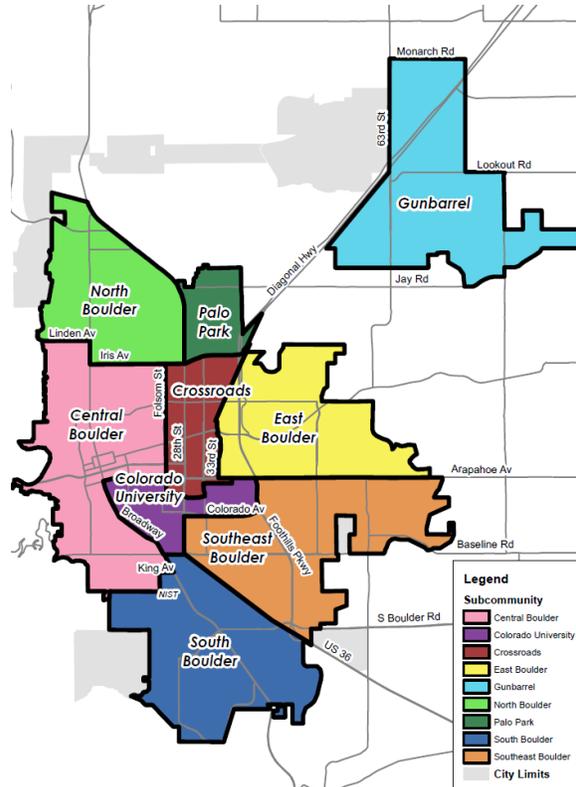
In preparation for completing 2040 forecasts by June of this year, the city assessed its forecast methodology, which was initially developed in 2002 as part of the Jobs to Population project. The methodology has evolved over time, with each BVCP update incorporating some refinements from previous years. The base forecasting methodology is to establish current estimates of existing dwelling units, population, and employment as a first step, then project those forward to 2040 (using historic growth rates) and zoning capacity. Since the methodology is zoning-based, projected residential and non-residential growth can be presented at the zoning district, subcommunity, and service area geographies.

As a result of the recent assessment of the forecasting methodology, the city is incorporating some additional refinements for the 2015 BVCP update. The most significant refinement is that the 2015 BVCP projections will make use of CommunityViz, a GIS-based tool that automates some of the calculations and allows housing to be projected in the same manner as employment, whereas in previous years the specific methodology differed for those two

components. CommunityViz also allows added sophistication to the model by incorporating development constraints that were not factored in under the previous methodology. The constraints being added for this update include flood zones (high hazard and conveyance) and wetland regulatory areas.

Trends Snapshot

The city is preparing a trends snapshot that builds on work completed in 2010 but makes the analysis more systems-focused and data rich. Staff has been coordinating with other data (TMP, housing) to organize the information according to the Sustainability Framework and address topics such as: population, housing, education, income, age, employment, industries, employment share and commuting, transportation, energy and climate, natural resources, urban form, and local food.



Existing Conditions and Data Mapping

The city is preparing maps and data information for each of the areas shown at the right, including information about neighborhood demographics, land use mix, features and assets, history/historic features, and travel patterns within each area. The first drafts will be ready for the subcommunity meetings in May to use for discussions. Additional maps will be produced at the regional and Boulder Valley scale.

Align Master Plans and Measurable Objectives/ Metrics

Staff is currently identifying policy directions or data from master plans that might be relevant and surveying metrics are in use at the city as well as beginning research to identify new metrics. Staff is asking for professional review and guidance on the approach from Clarion and will be prepared to discuss it with the boards on April 16.

Prepare 3D Urban Form Tool

Similarly, staff is scoping what type of tool or tools could be most useful in a community dialogue about land use, planning, areas of change, and the like, and how different approaches to modeling urban form can advance community values identified in the BVCP. Clarion also will be providing professional review and ideas, and staff will be prepared to discuss some options with the boards on April 16.

2015 City Planning Projects

In 2015, the city is moving forward with multiple planning initiatives, as noted below. A link to the latest integrated project timeline can be found [here](#).

- **Vision, policy, and strategy development** work includes: the Boulder Valley Comprehensive Plan (BVCP) 2015 update, the Resilience Strategy, Housing Boulder, and the Climate and Energy Blueprint.
- **Implementation** work includes: Design Excellence and Form Based Code Pilot, Development Fees, University Hill Code Amendments (and follow up work such as CU

conference center planning, exploration of a potential historic district, and façade improvement program).

- **Community engagement** improvements including new web-based platforms to keep the community better informed about planning projects, enhanced notification for development review projects, and new tools and ideas for people to more conveniently provide feedback and shape outcomes.

The BVCP effort is interrelated to the Housing Boulder project, including coordination with neighborhood-level analyses and community engagement, with subcommunity/neighborhood-level engagement activities planned for May. The work plan for Housing Boulder can be found at HousingBoulder.net. Additionally, the BVCP, Resilience Strategy, and Climate and Energy work plans are being coordinated to find relevant intersecting topics and engagement opportunities.

BVCP Next Steps

April 30	Board of County Commissioners study session
Early May	Complete Community Engagement Plan
May 11-19	Subcommunity meeting events coordinated with Housing Boulder and preliminary “Planning 101” information
June 4, 2015	Planning Board check in – review Foundations work
June 9, 2015	City Council Study Session – review Foundations work
July 16, 2015	Planning Board check in – remaining Foundations work and plan issues
July 21, 2015	City Council Agenda Item to accept BVCP schedule, work plan, and process for public requests for changes to the plan, including assessing interest in considering requests for changes to the service area
July 2015 (TBD)	Board of County Commissioners check in
July or August	Community kick off, Final “Planning 101” videos

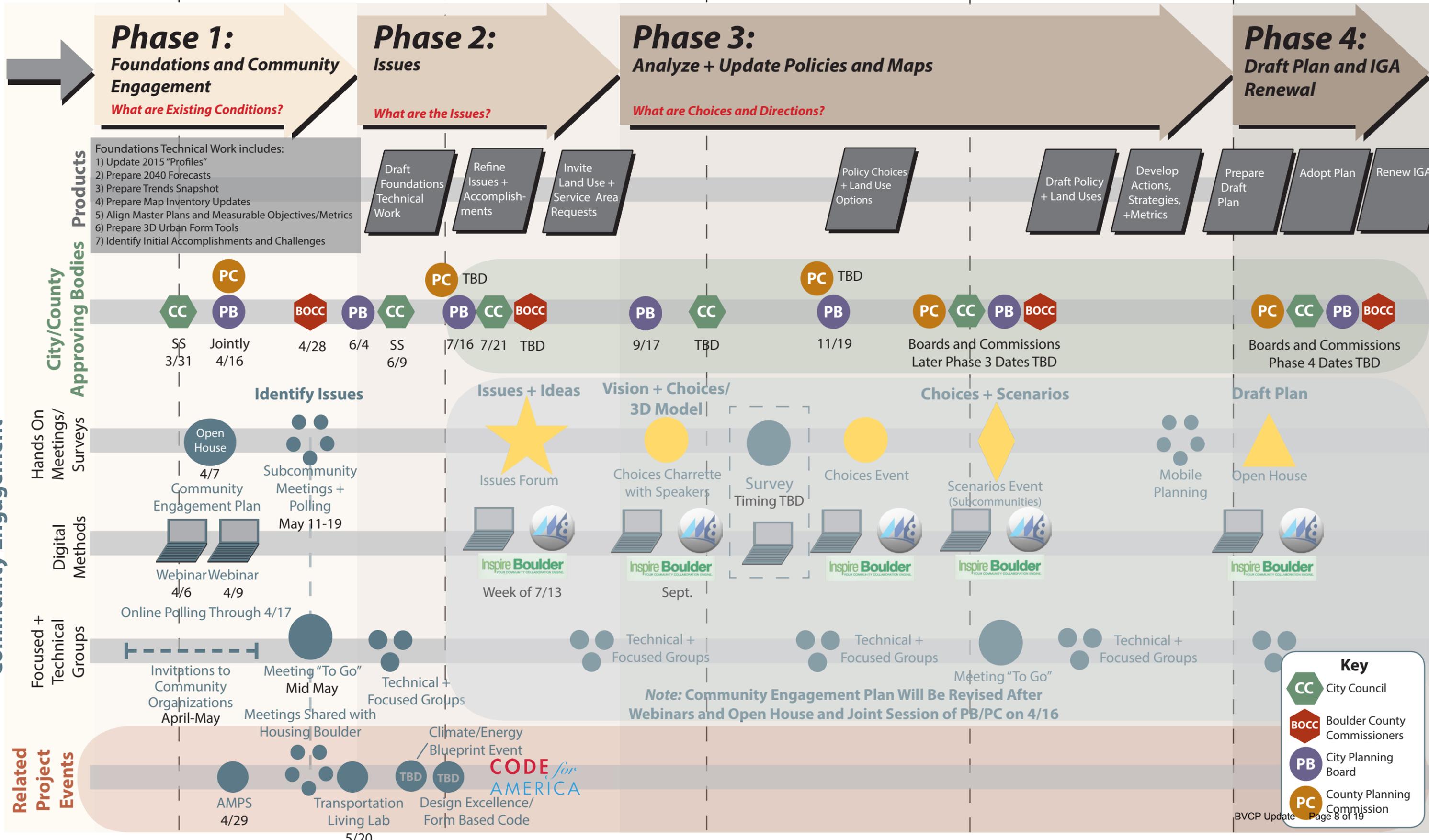
ATTACHMENT(S)

- A. Draft Work Plan including: (a) Timeline, (b) draft Community Engagement Plan ideas, and (c) Work Plan - Focused on Phase 1 Foundations Work**
- B. Summary of April Input for Community Engagement Plan**

Link to final [Clarion BVCP Assessment, Mar. 2015](#).

Boulder Valley Comprehensive Plan 2015 Update: **Work Plan**

Mar 2015 Apr May Jun Jul Aug Sept Oct Nov Dec Jan 2016 Feb March Apr May Jun



Boulder Valley Comprehensive Plan (BVCP) 2015 Update

A—Ideas for Community Engagement Plan

Work in Progress - 04/10/15

Goal: A smart, open engaging process focused on critical issues.

All phases for the plan update will entail extensive community dialogue and engagement. The plan update will be complete in 2016.

Engagement Objectives and Principles

- 1. Listen***
- 2. Include diverse perspectives***
- 3. Provide relevant information***
- 4. Remain focused on critical issues as identified by the community and its leadership***
- 5. Have a civil/civic conversation to seek common ground where possible***
- 6. Be transparent***
- 7. Provide multiple and meaningful ways for people to feel included, including small groups organized by geographic areas (subcommunities, neighborhoods)***
- 8. Use input to inform approaches and the plan update (i.e., effective feedback loops)***
- 9. Strengthen community partnerships***

Engagement Approach

Design a High Quality and Responsive Process Design

Design engagement processes and techniques to appropriately fit the scope project and evaluate and adapt it to changing needs and issues as the project progresses.

Be Transparent

Design the public decision-making processes to be accessible, open, honest, and understandable. Provide multiple ways for people to receive the information they need, and with enough lead time, to participate effectively. Show and explain how community input will be incorporated into the options for consideration and decision-making.

Facilitate Partnerships

Facilitate respectful and engaged participation from community members, groups and organizations as community partners. Provide specific opportunities for engaging targeted communities (such as Gen Y or hard-to-reach people). Build partnerships during the engagement process, thus empowering people to use the plan moving forward and partner with the city and county to achieve the goals in the plan.

1—BVCP will be guided and approved by: City Council and Planning Board. County Commissioners and Planning Commission (with periodic joint meetings).

2—Involving Boards and Commissions

- City Planning Board (approval)
- County Planning Commission (approval)

City and county boards with potential technical or specialized input role:

- Arts Commission
- Boulder Design Advisory Board
- Downtown Management
- Environmental Advisory Board
- Health (County)
- Human Relations
- Immigrant Advisory Committee
- Landmarks Preservation
- Library Commission
- Parks and Recreation / Parks, Open Space
- Senior Community
- Transportation
- Water Resources
- Youth

3—Partnering with Established Organizations that may lead in convening events
(alphabetical):

- Better Boulder
- Boulder Chamber
- Boulder Tomorrow
- Community Foundation and other social service organizations
- Consortium of Cities
- Downtown Boulder, Inc.
- Growing Up Boulder
- Faith Based Organizations (tbd)
- Historic Boulder, Inc.
- Human Service organizations
- Impact Hub Boulder
- Livable Boulder
- New Era Colorado

- Open Boulder
- Plan Boulder County Retirement/Seniors: Frasier Meadows, Presbyterian Manor, Academy, etc.
- Sierra Club (other environmental)

4—Working with Subcommunities and Neighborhoods

Provide information and host events at the subcommunity level and in different parts of the city and Boulder Valley to help include, inform, and engage neighborhoods. Include HOAs, neighborhood representatives in contact with the city, renters, etc. Coordinate with the city’s new neighborhood liaison (to be hired) and with the Code for America Partnership project to improve a neighborhood database and online engagement.

5—Using Multiple Ways to Engage Boulder and Boulder Valley

A few types of engagement or events include:

1. **Invitations:** Distribute information and invitations to organizations and individuals early in the process to help people understand the purpose and scope of the comprehensive plan update, encourage people to sign-up for communication, and build relationships.
2. **Webinars:** Host several meetings to ask people about best ways to engage the community and their neighborhood in the plan update.
3. **Hands-on Meetings:** Host forums co-hosted by others, well-designed and facilitated, charrettes that foster dialogue and build understanding.
4. **Videos and Channel 8:** Use video, especially for intriguing kick off that captures the community’s imagination and encourages participation, plus “Planning 101” information.
5. **Speaker’s Panel:** During Phases 2 and 3 of the project, invite speakers representing different viewpoints on community planning. Some of the speakers identified during Housing Boulder may be fitting.
6. **Web-based:** Online social engagement – dialogues and surveys (e.g., Inspire Boulder, Facebook, surveys, etc.). Current webpage is: www.bouldervalleycompplan.net, with link from county’ BVCP web page, and vice versa. Code for America is trying new tools such as “Click that Hood” to define neighborhoods.
7. **Subcommunity Meetings:** (See above.) Meetings will be designed for different parts of the city and county.
8. **Mobile planning:** Get out into the community (e.g., a plan van/food truck, or bikes around town, scannable codes directing people to web or asking for direct ideas and input).
9. **Survey:** Potentially during Phase 3 of the process (policy development), design and administer a statistically valid survey to gauge perspectives on the most critical planning topics of interest.
10. **Go to Events:** Be present at events and places where people are (e.g., farmers’ market, festivals or events, new tech meet ups, Ignite, at work, senior centers, school events, places of worship).
11. **Design Portable meetings.** (e.g., “Meeting in a Box” or “Meeting to Go” types of approaches) so neighborhoods and small groups can address planning questions and issues on their own.

6—With Possible Committee Input

1. **Possible Process committee:** A process committee could provide ideas to make the process transparent, informative, and democratic. The committee may include members of City council, Planning Board, and county representatives from BOCC and the Planning Commission.
2. **Possible Technical committee(s):** May include other agencies or departments with data or info to share (e.g., BVSD, CU, City/County resource managers, Human Services, etc.) and to provide feedback on technical accuracy of information (not policy direction).

B—BVCP Work Plan Outline (Focused on Phase 1 Foundations Work)

The Boulder Valley Comprehensive Plan (BVCP) is adopted jointly by the City of Boulder (“city”) (Planning Board and City Council) and Boulder County “county” (County Commissioners and Planning Commission) in their legislative capacities. A link to the 2010 plan and maps is located at www.bouldervalleycompplan.net. The BVCP is updated periodically to respond to changed circumstances or evolving community needs and priorities. In 2015, the plan is due for a major five year update.

What Preparatory Work was Completed in late 2014/early 2015?

- City provided background information for joint study sessions of the City Council and Planning Board (Oct. 14, 2014) and Board of County Commissioners and Planning Commission (Nov. 3, 2014).
- Additionally, a consultant team (Clarion Associates/Godschalk) prepared an assessment of the 2010 Plan and ideas about how communities make their plans strategic and effective.
- The project web page provides up to date information.
- City Council solidified their priorities for the 2015 city planning work plan during their Annual retreat in January and provided feedback in February and March.
- The Planning Board has provided input on the scope of work in February.
- The community gave input on the Community Engagement Plan at several events and online.

Preliminary Timeline and What to Expect in 2015

Four phases are proposed – each with extensive community dialogue and engagement. The plan update will be complete in 2016.

- 1. Foundations and Community Engagement Plan (through June 2015)**
- 2. Issues Scoping with Community (through summer 2015)**
- 3. Analyze and Update Plan Policies and Maps (Begins summer 2015 - to early 2016)**
- 4. Prepare Draft Plan for Adoption, Extend IGA (mid 2016)**

With follow up code reform and implementation.

City and county staff are working together to prepare a more detailed work plan and schedule, but more detailed tasks by phase are identified in the outline that follows.

Phase 1 – Foundations / Snapshot of Community and Community Engagement Plan

Phase 1 consists of the following tasks:

Task 1.1 - Refine Scope of Work and Schedule.

Task 1.2 - Develop a Community Engagement Plan. Finalizing the engagement strategy for the BVCP will include input from the community and will be coordinated with neighborhood liaison and other city initiatives. (See “Initial Ideas for Community Engagement”.)

Task 1.3 - Foundations Technical Work. Work to be developed and used during community engagement will focus on:

- a. **2015 “Profile” Update.** The housing and community profiles were last updated in 2014 and will be updated in March 2015.
- b. **Prepare 2040 Forecasts (next 25 years).**
 - Update forecasts (residential, non-residential) mapped citywide and by geographic areas of city (e.g., subcommunity level).
 - Build from 2010 forecast methodology, possibly using CommunityVIZ, and identify necessary categories that may assist with other work such as commercial linkage fees.
 - Prepare brief summary analysis of Residential Growth Management System.
- c. **Prepare Trends Snapshot.** Building on the 2010 format, identify and examine social, economic, and environmental trends (e.g., Boulder Past, Present, Future). Present data and information in clear, compelling maps and graphics, with information on cross-cutting topics, potentially by sustainability categories (e.g., safe community, healthy/socially thriving, livable community, etc.), and at various scales: regional, Boulder Valley, citywide, and by subcommunity. An outline of topics is under separate cover.
- d. **Prepare Map Inventory Updates (for use in trends reporting).**
 - **Update maps, tools and info-graphic approach to presenting system-based data, including but not limited to:**
 - Update to subcommunities and neighborhoods maps as appropriate
 - Update 15-minute neighborhood assessment tool
 - Floodplains and current wetlands inventory
 - Parks, schools, and other public facilities map
 - Boulder Valley Natural Ecosystems map update
 - Hazards map update
 - Incorporate information from transportation connections and transit corridors plan
 - Utilities map updates
 - Trails, greenways, and open space updates
 - Major institutions, ownership
 - Current land uses and density, including people density

- **Begin Land Use Map/Area map clean up and analysis.**
 - Begin clean up of existing Land Use Map and Area I, II, III maps to better align data with parcel boundaries. Identify where land use is unclear or uncertain that may need to be considered later in map update (Phase 2).
 - Prepare analysis of Land Use Map descriptions identifying inconsistencies or ambiguity with intent or zoning districts.
 - **Identify factors for stability/change areas.** Using updated map(s) and other data, prepare preliminary assessment factors relating to stability/maturity vs. areas of change for use in later community dialogue.
- e. **Align Master Plans and Measurable Objectives/Metrics.**
 - **Review Master Plans/Summaries.** Identify policy directions or data from master plans and subcommunity and area plans that might be relevant for previous tasks or discussions in Phase 2. Update summaries as necessary to reflect current plans.
 - **Measurable Objectives/Metrics.** Survey existing measurable objectives in use at the city from master plans, budget process, etc. Identify gaps. Identify measurable objectives and metrics in use in other communities that may be useful considerations for Boulder.
- f. **Prepare 3d urban form tool for use in community dialogue about urban form.** Using the updated land use map, prepare land capacity mapping that conveys information about urban form based on current land use and zoning, three-dimensionally.
- g. **Identify Initial Accomplishments and Challenges (to be finalized in Phase 2 after further community input).**
 - Identify what the community has accomplished (e.g., land use mix and urban patterns, growth management, neighborhoods, resource conservation, design and public spaces, services and infrastructure, historic preservation, infill and redevelopment).
 - Identify remaining challenges and opportunities (e.g., how will the city accommodate future lifestyle shifts? How will the city address infrastructure needs?)

Parallel Efforts:

- **Resilience Diagnostic.** Resilience analysis and diagnostic also happening.
- **Housing Strategy.** Several milestones may overlap between Housing Boulder and BVCP, including the subcommunity community engagement proposed for May 2015.
- **Other integrated planning efforts** are shown on the 2015 Integrated Planning Timeline (Q1 and Q2).

Phase 2 – Issues Focus

(Note: Additional detail about this phase and tasks will be added after Phase 1 is complete)

Phase 2 builds on Phase 1, and will entail extensive community engagement to accomplish the following:

Task 2.1 - Identify Issues. With community, identify areas of focus for the plan update, building on the work completed in the consultant assessment, joint study sessions of the city and county, and foundations technical work.

Task 2.2 - Initiate Community Engagement/City and County Leadership Input. Engage the community regarding the completed technical analysis (e.g., trends, challenges and opportunities), and identify priority issues to explore and update community engagement schedule for this phase of the plan. Check in with city and county (council and Planning Board, Board of Commissioners and Planning Commission).

Task 2.3 - Confirm Issues: Based on community input, refine and confirm issues.

Task 2.4 - Refine Accomplishments and Challenges. Based on community input, refine and confirm accomplishments and challenges.

Task 2.5 - Refine Scope. Refine overall scope of work and schedule of meetings.

Phase 3 – Analyze / Update Policies and Maps

(Note: Additional detail about this phase and tasks will be added after Phases 1 and 2 are complete)

Phase 3 builds on previous phases, and will entail extensive community engagement to accomplish:

Task 3.1 – Update Community Engagement Schedule. Schedule will include specific activities for this phase, including sessions with City and County leadership.

Task 3.2 - Verify Vision. With community, verify parts of the vision that are still valid. Determine what new ideas should be added, using consultant report and input from the city and county joint study sessions as a way to help frame an initial set of issues. Revamp format to make the vision more accessible and user friendly. Consider adding illustrative map (e.g., from 2000 plan).

Task 3.3 - Invite Public Land Use Requests and Possibly Service Area Expansion or Contractions. Take in requests and begin review using criteria set forth in BVCP. As part of the process, clarifications to that section of the plan may be made.

Task 3.4 - Formulate Policy Options. Based on community input, determine and analyze options presenting information about conditions and tradeoffs.

Task 3.5 - Land Use/Urban Form. Invite and initiate land use map changes and prepare analysis. Prepare 3D form based plans as relevant for certain areas of city. Improve land use descriptions to

make consistent with zoning and considering other factors such as land use/transportation relationships and services and infrastructure.

- **Analyze choices.** Prepare analysis of key choices -- policy and map based
- **Add Metrics.** Depending on analysis in Phase 1 and input, add plan metrics.
- **Resilience Strategy.** Ongoing.

Phase 4 – Prepare Draft Plan for Adoption. Update IGA.

(Note: Detail about this phase will be added after previous phases are complete)

Phase 4 builds on previous phases, also with extensive community engagement to address:

Task 4.1 – Update Community Engagement Schedule. Schedule will include specific activities for this phase, including sessions with City and County leadership.

Task 4.2 - Develop Actions and Strategies. Identify strategies to achieve plan (e.g., priority actions, addressing priorities, necessary actions, how city will pay for what community wants, monitoring tools and indicators to continually renew the plan?). Engage community in discussion and prioritization.

Task 4.3 - Prepare Draft Plan. Develop draft plan update.

Task 4.4 - Adopt Plan. Prepare and bring plan for adoption.

Task 4.5 - Extend the Intergovernmental Agreement (IGA) between the City of Boulder and Boulder County for the purpose of coordinated planning and land regulation. Current IGA expires on Dec. 31, 2017.

Resilience Strategy

In parallel, the city is undertaking the Resilience Strategy to increase the community's resilience, which gives the community a unique opportunity to assess its resilience strengths and weaknesses, considering local and regional multi-faceted resilience topics. Early steps in the Resilience Strategy that overlap with Phases 1 and 2 of the BVCP work plan include:

1. Identify Resilience Perceptions
2. Map stakeholder network (i.e., Stakeholder Engagement Plan)
3. Develop City Context Document
4. Prepare Resilience Diagnostic of Shocks and Stresses
5. Prepare Actions Inventory (to identify actions underway)

Summary of Community Feedback on Engagement for the BVCP Update – April 2015

March 31 – April 17 Engagement Preferences Survey

An informal poll was posted on the comprehensive plan website (www.bouldervalleycompplan.net) beginning March 31 and closing April 17 to better understand how the community wants to participate in the update process. Respondents were asked to rank preferences for traditional and digital engagement methods as well as how they prefer to receive information. Respondents also provided open ended comments and suggestions. Preliminary results through April 10 indicate:

- Preferred traditional methods are:
 1. Public events, meetings and hands-on workshops;
 2. Mailed postcards and surveys; and
 3. Meetings-to-go with prepackaged materials.
- Preferred digital methods are:
 1. Online surveys and polls;
 2. Inspire Boulder;
 3. Emails from a group or organization.
- Preferred ways to get information and found out about events or ways to participate are:
 1. Emails from the “Boulder Planning” email list;
 2. City of Boulder social media; and
 3. News media story (print, TV, or digital).
- Respondents heard about the survey primarily from social media and direct e-mails.

Respondents offered questions and feedback as follows:

Engagement types

- Include small, neighborhood meetings; charettes and scenario modeling.
- Schedule meetings and events on weekends and evenings in easily accessible locations;
- Use electronic “polling” at meetings to gain consensus in an anonymous manner.
- Offer web-friendly ways to provide input for people who can’t come to meetings
- Mail a survey to all registered voters.

Ways to reach people

- Actively engage those who are typically under-represented in processes: students, Millennials, local employers, low-income, etc.
- Welcome new people and have true open dialogue at public meetings.
- Reach out to agencies and non-profits to (co) facilitate meetings with Spanish-speakers.
- Consider having neighborhood representatives who are engaged at a high level, can attend most meetings and serve as a conduit between neighbors and city staff.
- Go through schools to connect with families.
- Outreach to organizations and local churches that work with homeless and low-income people.

Process

- Hire an outside party for survey results.
 - Do a training session for anyone leading a “meetings to go” session.
 - Address complaints constructively.
 - Ask for specific input and not questions where the input will be vague. Listen to input – don’t develop a position too early.
- Develop goals for engagement that are concrete and actionable. Have follow-up surveys or some feedback mechanism to measure progress with community engagement.

April 6 and 9 Webinars

A lunchtime webinar was offered on April 6 and an evening webinar on April 9 with total participants about 45. Copies of the webinars are on the project webpage. The purpose was to garner input from community members to inform the engagement plan for the update. Staff presented an overview of the update process and ideas for engagement. Participants offered questions and feedback as follows:

- How to engage renters, a range of ages, students and commuters;
- How the process will address issues of growth and development;
- Presentation of survey results; and
- Engaging in subcommunity or neighborhood planning processes.

April 7 Public Meeting

A public meeting was held in the Main Library from 5 to 6 p.m., including a presentation similar to the webinars (overview of the update process and engagement direction and ideas). Approximately 30 people attended. Participants offered questions and feedback verbally and on survey forms as follows:

Ways to reach people

- Provide information for neighborhood groups or associations. These groups can get information to people and serve as a voice for others who don’t have time to participate.
- Consider a citizen advisory panel.
- Actively engage those who are typically under-represented in processes (e.g., low-income).
- To reach younger people, schedule time at local coffee shops on Saturday mornings with local officials attending. To reach families, go to community centers (e.g., rec centers and YMCA).
- Engage arts and cultural organizations.
- Digital and social media methods of engagement are important to use.

Process

- When providing information about options – use multiple “funnels” for information on options and consequences.
- Design engagement for more interaction between groups, so groups and people can talk to each other about issues and potential solutions.
- Define dialogue, participation and partnership; what is a successful outcome of the process.
- Balance the engagement – build trust between staff and stakeholders.
- Inform, educate and motive toward responsible action.