CITY OF BOULDER
ENVIRONMENTAL ADVISORY BOARD MEETING AGENDA
DATE: August 3, 2016
TIME: 6 pm
PLACE: 1777 Broadway, West Conference Room

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1. **CALL TO ORDER**

2. **APPROVAL OF MINUTES**
   - **A.** The July 6, 2016 Environmental Advisory Board meeting minutes are scheduled for approval.

3. **PUBLIC PARTICIPATION**

4. **PUBLIC HEARING ITEMS**

5. **DISCUSSION ITEMS**
   - **A.** City Council Boards & Commissions Subcommittee Member Presentation (Jan Burton – 6-6:45)
   - **B.** "Planning Board 101" (Leonard May – 6:45-7:30)

6. **OLD BUSINESS/UPDATES**
   - **A.** Report Back on Planning Board Attendance (Brad Queen & Christina Gosnell – 7:30-7:45)
   - **B.** Continue Joint Board Meeting Logistics Planning (Board – 7:45-8)

7. **MATTERS FROM THE ENVIRONMENTAL ADVISORY BOARD, CITY MANAGER AND CITY ATTORNEY**

8. **DEBRIEF MEETING/CALENDAR CHECK**

9. **ADJOURNMENT**

For more information call (303) 441-1931. Board packets are available after 4 pm Wednesday prior to the meeting, online at www.bouldercolorado.gov.

CITY OF BOULDER ENVIRONMENTAL ADVISORY BOARD
MEETING GUIDELINES

CALL TO ORDER
The board must have a quorum (three 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 (three 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 eight 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

- Staff presentation (15 minutes maximum*) Any exhibits introduced into the record at this time must be provided in quantities of eight to the Board Secretary for distribution to the board and admission into the record.
- Environmental Advisory Board questioning of staff for information only.

2. Public Hearing

Each speaker will be allowed an oral presentation (three minutes maximum*). All speakers wishing to pool their time must be present, and time allotted will be determined by the Chair. Two minutes will be added to the pooled speaker for each such speaker's allotted time up to a maximum of 10 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 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.
- Any exhibits introduced into the record at the hearing must be provided in quantities of eight to the Board Secretary for distribution to the board and admission into the record.
- Interested persons can send a letter to the Community Planning and Sustainability staff at 1739 Broadway, Boulder, CO 80302, two weeks before the Environmental Advisory Board meeting, to be included in the board packet. Correspondence received after this time will be distributed at the board meeting.

3. Board Action

Board motion. Motions may take any number of forms. Motions are generally used to approve (with or without conditions), deny, or continue agenda item to a later date (generally in order to obtain additional information).

- Board discussion. This is undertaken entirely by members of the board. Members of the public or city staff participate only if called upon by the Chair.
- Board action (the vote). An affirmative vote of at least three members of the board is required to pass a motion approving any action.

MATTERS FROM THE ENVIRONMENTAL ADVISORYBOARD, CITY MANAGER, AND CITY ATTORNEY
Any Environmental Advisory Board member, City Manager, 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 8 p.m. Agenda items will not be commenced after 8 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, COLORADO
BOARDS AND COMMISSIONS MEETING SUMMARY

NAME OF BOARD/COMMISSION: Environmental Advisory Board

DATE OF MEETING: July 6, 2016

NAME/TELEPHONE OF PERSON PREPARING SUMMARY: Sandy Briggs, 303-441-1931.

NAMES OF MEMBERS, STAFF AND INVITED GUESTS PRESENT:
Environmental Advisory Board Members Present: Tim Hillman, Morgan Lommele, Brad Queen, Karen Crofton and Christina Gosnell.
Staff Members Present: Jonathan Koehn, Amanda Nagl and Sandy Briggs

MEETING SUMMARY:

- **Community Engagement Strategies**
  - The board asked how the city plans to ensure equal representation of perspectives and geographical areas for the Leadership Summit. They suggested an application process could be more effective than requesting volunteers on a first-come, first-served basis.
  - The board expressed concern that limiting applicants only geographically would continue attracting the "usual suspects" and not create a representative sampling of varied perspectives.
  - It was suggested that calling it a "Leadership Summit" could be a deterrent to some. And offering meetings both during the day and in the evenings might encourage more diverse participation, especially if the meetings were framed more as fun gatherings rather than conferences.
  - Being specific about what the takeaways will be was also identified as important to fruitful engagement.
  - One board member pointed out that the engagement plans are more tactical than strategic, and without a strategic framework that explains what the city is trying to achieve there is no way to measure improvement. It was suggested that many people could be apathetic and indifferent, and react adversely, without correct information and until benefits are more tangible and "in their face".
  - Acknowledging the risk that an initiative could fail, trust building, more tangible, accessible and prioritized topics for engagement, and the city's responsiveness to its citizenry were all identified as crucial for productive community communication.
  - Other suggestions included employing IAP2 concepts as a common language with staff, engaging with employers and other organizations and being more flexible and varied with meeting times in order to obtain broader participation and therefore perspectives.
  - The board agreed that taking the time and confusion out of the processes is a great idea and would create much more productive engagement since the community would be able to focus on the topic itself, not how to comment on it.

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- **Boulder's Soundscape Problems**
  - The board asked for and received clarification that they do have the capacity to respond to individual requests for discussion.
  - The board agreed that sound pollution is an issue and is potentially within their purview to discuss.
  - They suggested that since there are noise ordinances already in the code, many of **Connie M.'s** concerns would be best addressed by Code Enforcement through Inquire Boulder or by calling the PD non-emergency line (303-441-3333). They also requested she keep them informed if she does not feel as if her concerns are being adequately heard.

1. CALL TO ORDER
Environmental Advisory Board Chair **T. Hillman** declared a quorum called the meeting to order at 6:06 pm.

2. APPROVAL OF MINUTES
On a motion by **K. Crofton**, seconded by **B. Queen**, the Environmental Advisory Board voted 4-0 (**M. Lommele** abstained) to approve the June 1, 2016 meeting minutes.

3. PUBLIC PARTICIPATION
None.

4. PUBLIC HEARING ITEMS
None.

5. DISCUSSION ITEMS

A. Community Engagement Strategies (Nagl)

Neighborhood Liaison, **A. Nagl,** explained her role as the newly created neighborhood liaison, along with an overview of the current city outreach efforts. She asked the board what they would like to see from an engagement perspective.

The Neighborhood Liaison position was created to foster "place-based" communication in support of neighborhood services, relationships, resources and connections. The goal is to build relationships and solve problems by simplifying processes for ease of use and public safety while streamlining information flow from multiple city departments to community members.

She informed the board about several programs and initiatives that have been developed to engage and converse with communities, and offer neighborhood services: $1000 Spark Grants, mapping programs, the Block Party Trailer, Nextdoor social media site, HOA Days, National Night Out, Neighborhood Snapshot, story recording and asset mapping.

She introduced and explained The Neighborhood Leadership Summit scheduled for October 28-29. The Summit will strive to identify volunteer community leaders who will assist in the development of engagement strategies that also integrate the city's sustainability framework. Candidates will be selected geographically and the city requests no more than two applicants per neighborhood.

In response to how **A. Nagl** is interfacing with various departments to obtain feedback and input on specific projects, **J. Koehn** added that her work is intended to focus on

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chronic issues more than acute issues. He acknowledged that reframing the design of certain projects and programs so there is a greater community voice is a work in progress, and the city is continuing to improve. Synchronizing and building in these connections through all the processes and pieces is a main goal of this reframing.

At the larger engagement level, **A. Nagl** described the work of the Innovation Academy Team and their creation of the Outreach Outpost, best practice research and the public participation working group that is being formed at the behest of City Council through the City Manager. Experienced engagement facilitators, mediators and community members Michael and Marsha Caplan will be instrumental in facilitating the group and suggest greater utilization of the high level of interest and engagement already present in Boulder.

The group will be tasked to create recommendations regarding improving public process and engagement. Clearly communicating standardized processes and terminology ahead of time so the public can spend time engaging in the topic instead of the process is key.

J. Koehn reminded the board that the city is also working internally to create lines of communication not only between the city and community but amongst neighborhoods. There is power in having many forums through which to share information and it builds a sense of pride and ownership in community to participate in this way. He also acknowledged that the city hasn't used this type of platform and strategy effectively yet, but the city is committed to ongoing improvement

A. Nagl knows there is no one way to do it well. It's a continuous process, and the "Engage Boulder" concept at the core of these moving parts is emerging.

The board's comments are reflected in the Meeting Summary.

B. Boulder's Soundscape Problems (Board)

The board discussed the information emailed by community member **Connie M.** regarding her concerns with and ideas for resolution of the growing noise pollution in the City of Boulder.

Title 5 in the Boulder Revised Code, 1981, references the noise ordinances and Code Enforcement is the most appropriate avenue for making complaints and asking for assistance.

J. Koehn and **S. Briggs** offered to develop a response to Connie, and will keep the board apprised of any additional action necessary.

The board's comments are reflected in the Meeting Summary.

6. OLD BUSINESS/UPDATES

A. Report Back on Planning Board Collaboration (Queen & Gosnell)

B. Queen reiterated that the EAB can advise other Boards and Commissions on policy, but should not be discussing individual project reviews or approvals. Design review criteria, as a matter of policy, can be collaborated on and discussed.

C. Gosnell informed the board that Planning Board member, **B. Bowen**, offered to attend a future EAB meeting to explain and discuss Planning Board processes, and advise on the best way for the boards to collaborate.

K. Crofton suggested a possible working session around Planning Board design criteria may be an appropriate next step. **B. Queen** suggested attending the next Planning Board meeting on July 14 to speak during Public Comment to determine if this is a feasible path

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and should come first.
The board agreed that bi-lateral collaboration between the boards would increase productivity and effectiveness.
J. Koehn informed the board that the revised Climate and Energy section of the Boulder Valley Comprehensive Plan is being drafted and will be presented to the Planning Board soon, creating an immediate and relevant topic for EAB/Planning Board discussion and collaboration.

B. Establishing Regular Annual Joint Board Meetings & Other Next Steps (Board)
The board discussed whether rotating the host board or keeping the EAB as primary host would be most beneficial. They agreed that this would depend on exactly what the EAB is trying to accomplish with joint meetings and whether sustainability should remain the one, consistent concern or if multiple lenses of perception are desired.
B. Queen and **C. Gosnell** will attend the Planning Board meeting on July 14 to determine which member is most available to attend the August EAB meeting.
The board suggested inviting a smaller group of individual board members to meet and discuss joint meetings in general and the logistics involved in making them happen.

7. MATTERS FROM THE ENVIRONMENTAL ADVISORY BOARD, CITY MANAGER AND CITY ATTORNEY
B. Queen does not feel the response provided to Brenda Lee and the Boulder Bear Coalition was satisfactory and requested additional follow-up.
S. Briggs will email **V. Matheson** to learn what protocol for Colorado Parks and Wildlife meeting attendance **V. Matheson** obtained, what she's shared with the BBC, then follow-up with Brenda Lee if necessary.

8. DEBRIEF MEETING/CALENDAR CHECK
Board Chair **T. Hillman** will not be available to attend the August 3 meeting in person, but will call in to participate. Co-chair **M. Lommele** will chair the meeting in case there are any difficulties in connecting with **T. Hillman**.
K. Crofton will not be present for the November meeting.

9. ADJOURNMENT
The Environmental Advisory Board adjourned at 8:08 pm.

Approved:

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Chair Date

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2016 Environmental Advisory Board Staff Calendar

January 6 Meeting

Public Hearings	**Staff**

Discussion Items	**Staff**
Energy Future Update: Municipalization	Jonathan Koehn
Climate Commitment Community Engagement Process	Brett KenCairn

Materials due by **noon on Wed, Dec 30**, emailed to EAB by 4 pm.
PPTs for meeting due to Sandy Briggs **by 4 pm Wed, Jan 6.**

February 3 – Retreat

March 9 Meeting

Public Hearings	**Staff**

Discussion Items/Matters for the Board	**Staff**
Sustainability Dashboard Memo	
Black Bear Protection Ordinance Update Memo	
Discussion of April's Open House Outline & Expectations of Board Members as Hosts	

Materials due by **noon on Wed, March 2**, emailed to EAB by 4 pm.
PPTs for meeting due to Sandy Briggs **by 4 pm Wed, March 9.**

April 6 Meeting

Public Hearings	**Staff**
Sustainability Dashboard Memo	Elyse Hottel

Discussion Items/Matters for the Board	**Staff**
Black Bear Protection Ordinance Update	Valerie Matheson
Finalize Joint Board Open House Agenda and Facilitation Strategy	Board

Materials due by **noon on Wed, March 30**, emailed to EAB by 4 pm.
PPTs for meeting due to Sandy Briggs **by 4 pm Wed, April 6.**

April 27 – Joint Board Open House – Details TBD

May 4 Meeting

Public Hearings	**Staff**
Draft Resilient Strategic Plan	Casey Earp

Discussion Items/Matters for the Board	**Staff/Board Member**
Fourmile Canyon Creek CEAP Draft Document	All

Flood & Greenways Capital Improvement Program	All
Portland/Eugene Trip Report Back	Brad Queen
Joint Board Open House Debrief	All

Materials due by **noon on Wed, April 27**, emailed to EAB by 4 pm.
PPTs for meeting due to Sandy Briggs **by 4 pm Wed, May 4.**

June 1 Meeting

Public Hearings	**Staff**

Discussion Items/Updates/Matters for the Board	**Staff**
BVCP Update	Lesli Ellis
UZWO Update/6400 Arapahoe Development Update	Kara Mertz
Continued Joint Board Open House Discussion	All

Materials due by **noon on Wed, May 25**, emailed to EAB by 4 pm.
PPTs for meeting due to Sandy Briggs **by 4 pm Wed, June 1.**

July 6 Meeting

Public Hearings	**Staff**

Discussion Items/Updates/Matters for the Board	**Staff**
Community Engagement Strategies	Amanda Nagl
Report Back on Planning Board Collaboration	Brad Queen & Christina Gosnell
Determine When/How to Establish Regular Annual Joint Board Meeting and Other Next Steps	All
Boulder's Soundscape Problems	All

Materials due by **noon on Wed, June 29**, emailed to EAB by 4 pm.
PPTs for meeting due to Sandy Briggs **by 4 pm Wed, July 6.**

August 3 Meeting

Public Hearings	**Staff**

Discussion Items/Updates/Matters for the Board	**Staff**
City Council B & C Subcommittee Member Visit	Jan Burton
"Planning Board 101"	Leonard May
Report Back on Planning Board Attendance	Brad Queen & Christina Gosnell
Continue Joint Board Meeting Logistics Planning	All

Materials due by **noon on Wed, July 27**, emailed to EAB by 4 pm.
PPTs for meeting due to Sandy Briggs **by 4 pm Wed, Aug 3.**

September 7 Meeting	
Public Hearings	**Staff**

Discussion Items/Updates/Matters for the Board	**Staff**

Materials due by **noon on Wed, Aug 31**, emailed to EAB by 4 pm.
PPTs for meeting due to Sandy Briggs **by 4 pm Wed, Sept 7.**

October 5 Meeting	
Public Hearings	**Staff**

Discussion Items/Updates/Matters for the Board	**Staff**
UZWO – Feedback Mechanisms	Kara Mertz
6400 Arapahoe Development – Formulate Analysis	Kara Mertz

Materials due by **noon on Wed, Sept 28**, emailed to EAB by 4 pm.
PPTs for meeting due to Sandy Briggs **by 4 pm Wed, Oct 5.**

November 2 Meeting	
Public Hearings	**Staff**

Discussion Items/Updates/Matters for the Board	**Staff**

Materials due by **noon on Wed, Oct 26**, emailed to EAB by 4 pm.
PPTs for meeting due to Sandy Briggs **by 4 pm Wed, Nov 2.**

December 7 Meeting	
Public Hearings	**Staff**

Discussion Items/Updates/Matters for the Board	**Staff**

Materials due by **noon on Wed, Nov 30**, emailed to EAB by 4 pm.
PPTs for meeting due to Sandy Briggs **by 4 pm Wed, Dec 7.**