

**Boulder Junction Access District (BJAD)
Joint Commission Meeting
November 6, 2013
9 to 11 a.m.
Council Chambers, 1777 Broadway
AGENDA**

1. Roll Call
2. Budget Update
3. Approval of the October 2, 2013 Meeting Minutes
4. Disclosure of Conflicts of Interest
5. Public Participation
6. Board and Commission Committee Report and Recommendations – Commission Feedback – Suzy Ageton
7. Matters from Commissioners
8. Project Schedule Update
9. Matters from Staff
 - BJAD Projects Development Update
 - On Street Parking Update
 - Update on EcoPasses
 - Updated Joint Board Workshop Summary notes from August 19th
 - AMPS Update

Attachments:

- Meeting Minutes
- Board and Commission Committee Report and Recommendations – June 2013
- Updated Joint Board Workshop Summary
- 2014 BJAD Commission Meeting Schedule

DUHMD/PS 2013 Priorities

University Hill Revitalization

- Support for creation of a Residential Service District
- Innovation District/Organizational Options
- 14th Street Lot Redevelopment

Parking

- Technology Enhancements
- Access/Parking Management Strategy
 - In collaboration with the Transportation Master Plan Update

Downtown Capital and Planning Projects

- 15th Street (Canyon to Arapaho) Streetscape Implementation
- 14th and Walnut Pedestrian Improvements Implementation
- West Pearl Streetscape Design
- Pearl Street Mall Interactive Kiosks Implementation
- Civic Use Pad Recommendations
- Civic Park Master Plan participation

Boulder Junction

- Access Districts (Parking and TDM) Implementation
- Depot Square Construction Coordination

Administration

- Remodel reception area
- TBBI Planning
- CRM and new website implementation

Additional Items:

- Pearl Street Smoking Ban Implementation
- Revisit Mobile Food Vending Ordinance
- Complete CAGID Garage CIP Projects
- Pearl Street Mall Code Changes
- Randolph Center Condominium Association Declaration

BJAD Joint 2013 Priorities

- The development of the Transit Village north of Goose Creek by creating a realistic framework for parking in the District.
- Support the future development in Boulder Junction north of Goose Creek.
- Formulate a recommendation to council regarding the future use of the city-owned Pollard site.
- Make recommendations to the Council on how the parking plan and guidelines can clear the path for sensible development in the area.
- Finalize and implement transit and parking infrastructure projects at Boulder Junction to facilitate the construction of additional affordable housing and mass transit alternatives.
- Recommend to Council any changes to TVAP and the MU-4 zoned properties north of Goose Creek which will promote future development.

Mission Statement: We serve the downtown, University Hill and affected communities by providing quality program, parking enforcement, maintenance and alternative modes services through the highest level of customer service, efficient management and effective problem solving

**CITY OF BOULDER, COLORADO
BOARDS AND COMMISSIONS MEETING MINUTES FORM**

NAME OF BOARD/COMMISSION: **Boulder Junction Access District Joint Commission Meeting – Parking and Travel Demand Management**

NAME/TELEPHONE OF PERSON PREPARING SUMMARY: **Ruth Weiss – 303-413-7318**

NAMES OF MEMBERS, STAFF, AND INVITED GUESTS PRESENT:

BOARD MEMBERS: **KOVAL (absent), DAWSON (absent), PAWLOWSKI, PEDERSEN, SHANAHAN (absent), SUTHERLAND**

STAFF: **WINTER, WEISS, JOBERT, HAGELIN, MATTHEWS, HERRING**

GUESTS:

TYPE OF MEETING: **Regular** **October 2, 2013**

AGENDA ITEM 1 – Roll Call: Meeting called to order at 9:05 a.m.

AGENDA ITEM 2 – Budget Update: Winter offered that there hasn't been a lot of emphasis on the budget since there is no revenue coming in. There aren't a lot of budget issues since there isn't a lot of money. Pedersen offered that the commissioners were interested in the property taxes based on projections and a better understanding. Jobert began by giving history and the amounts from 2011; the parking and the TDM districts are consistent in funds and changes will occur when 3100 Pearl comes on line. Last year's budget was moved forward and adjustments can be made. Pedersen questioned closings on the Depot Square project; there will be property tax revenue since the closings occurred at the end of August, when do the property taxes get paid? Jobert offered that property taxes are always in arrears. Winter commented that pilot fees are TDM only, due at Certificate of Occupancy and dependent of the number of units that come on line and the number of EcoPasses. The pilot fees are totally dependent on the number of people, residents and employees, at the time. Winter continued that it will take time for the property tax to catch up with the projects. Pilot fees are fees for service. Sutherland mentioned they are almost ready for site review in early to mid 2014; concept review will be online soon with half million sq ft on 5 acres, four stories; hotel and apartment residential being 25% each; occupancy in late 2016/2017; and, not sure that there will be any phasing. Winter asked of Sutherland and Pedersen for their projects and phasing – Pedersen 2014 for EPS for further projects. Winter mentioned that there is usually a budget committee and looking for commissioner participation. Sutherland continued that there will be parking underground, one tenant would have 300 spaces under their building; there is an option on the Air Gas site now and would take them to another 100,000 sq ft; the public aspect of the parking is planned under the apartments for the hotel and office space. Sutherland continued that parking would expand to allow large tenants parking.

Chris Hagelin distributed a handout and has been working with RTD to develop EcoPass for Boulder Junction employees and residents. Hagelin continued that Boulder Junction has two pricing zones, the zones created years ago with the level of service for RTD to have a revenue equal EcoPass, Pearl Street north is the cheaper price with \$85 per unit and south of Pearl, 3100, with \$192 per unit and its a per unit price. Hagelin brought this to the RTD staff for an equitable way for the district. RTD asked that we come up with the number; Hagelin gave the equation that they used for their project with \$110 per unit price. RTD declined the methodology and that it changes the current EcoPass guidelines, they did say that as a district, we could charge whatever we want per unit. Hagelin is looking for board feedback with a charge per unit in the two zones as mentioned above. Hagelin mentioned that this is only for the first year and the revenue will drive next year's price. Pedersen asked if greater usage results in an increased price and Hagelin replied affirmatively. Hagelin continued that the price could be the \$110 per unit but there would need to be a reserve plan. Another option is charging a higher price than the \$110 and not exceeding the \$192, and provides additional services. Another approach is to have the board contact RTD to negotiate pricing. Winter offered that it may be a burden for the south side initially but in the long term it will change and possibly flip. Pedersen asked if the district can make changes to the pricing in the year. Winter mentioned that the pricing needs to be established. Hagelin offered that RTD does not care how they are paid. Winter commented on payments from the developers and when it needs to come in and how to cover it. Pawlowski mentioned that they need to see how it runs out over time. Winter offered that the 3100 Pearl residents will want their EcoPasses and the residents should be charged their zone price but when the zones mix up, make adjustments later and go back to RTD with the concept of a blended rate. Van pool was discussed.

AGENDA ITEM 3 – Approval of the September 4, 2013 Joint Meeting Minutes (Action Item Below)

AGENDA ITEM 4 – Disclosure of Conflicts of Interest: All Conflicts of Interest were filed with the Secretary of State. The Disclosure Filing process with the Secretary of State has been completed.

AGENDA ITEM 5 – Public Participation: None

AGENDA ITEM 6 – Matters from the Commissioners: None

AGENDA ITEM 7 – Project Schedule Update: None

AGENDA ITEM 8 – Matters from the Staff: Winter mentioned that Alex May is organizing a tour of 3100 Pearl for October 18th at 10:30 a.m. and queried commissioner attendance. Matthews mentioned that the pay by phone program is on hold until Finance gives input. Meter locations were discussed. Winter asked if there was any additional follow up to the AMPS meeting. Pawlowski found this interesting and looking forward to the outcome. Winter mentioned that they are looking to do another joint meeting, initially getting the Chairs together first. Winter continued that the AMPS schedule has been pushed back due to the flood; hiring a consultant is being done now.

Meeting adjourned at 9:51 a.m.

ACTION ITEMS:

MOTION: Pawlowski motioned to approve the September 4, 2012 BJAD Joint Meeting minutes. Sutherland seconded the motion. The motion passed (3-0) unanimously by all commissioners.

MOTION: Pawlowski motioned and Sutherland seconded the motion to adjourn.

FUTURE MEETINGS:

November 6, 2013	Council Chambers	Regular Meeting
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APPROVED BY:	BOULDER JUNCTION ACCESS DISTRICT JOINT COMMISSION MEETING – PARKING AND TDM	
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Attest:
Ruth Weiss, Secretary

Scott Pedersen – Chair Parking

John Pawlowski- Chair TDM

BOARD AND COMMISSION COMMITTEE REPORT AND RECOMMENDATIONS

**Suzy Ageton and Tim Plass
June 10, 2013**

INTRODUCTION

At the Council retreat in January 2013, Council member Ageton proposed that the Council discuss how to enhance the functioning and performance of the City's many boards and commissions (B&Cs). The discussion focused on issues that have arisen with the B&Cs as well as ways in which the Council might become more engaged in and supportive of these bodies. The Council agreed that work in this area could be useful and later appointed a committee composed of Council members Ageton and Plass to gather information from staff and B&C members and return to Council with a report and recommendations for any proposed changes.

As the Committee, we began meeting in February to design a work plan. Based on the Council retreat discussion and our own thinking, three main objectives emerged: (1) enhance Council recruitment, selection, engagement, support and oversight of B&Cs; (2) improve the performance of B&Cs to better serve the Council and community through enhanced group dynamics, capacity building, and adoption of best practices; and (3) strive to assure a rewarding and positive experience for our citizen volunteers who serve on B&Cs.

In developing these objectives, we identified several main areas of focus to pursue in gathering information from City staff involved in working with B&Cs, as well as from current and former B&C members. These areas of focus included: (1) recruitment; (2) application and selection processes; (3) orientation, both general and Board specific; (4) ongoing training and capacity building; (5) Council interaction with B&Cs; (6) Council oversight role; (7) staff support of B&Cs and (8) experience of B&C volunteers.

DATA GATHERING EFFORT

We began our work by acknowledging that among the twenty main City Boards and Commissions (see Attachment A for the list), there is great variety in terms of origins, structure, and responsibilities. Some B&Cs are defined in the City Charter (e.g., the Library Commission and Open Space Board of Trustees), others have their structure and purpose defined by state law (e.g., Boulder Housing Partners and Boulder Urban Renewal Authority) and still others have been created by prior City councils through legislation (e.g., Transportation Advisory Board and Water Resources Advisory Board). Certain of the B&Cs have quasi-judicial authority (e.g., Human Relations Commission and Landmarks) while the primary purpose of others is to provide advice to council (e.g., Arts Commission and Environmental Advisory Board). The Committee's data collection efforts were tailored to take into account these varying roles and responsibilities.

The basic method of data collection we selected was the personal interview, believing it would provide the best opportunity to gain detailed information about the areas of focus. Given the number and variety of B&Cs, however, we tried to choose enough different B&Cs to provide reasonable coverage recognizing that it would be too time consuming to talk with both staff and B&C members from all twenty boards. For the B&C input, we generally chose the chair, either current or just past. We also sought interviews with the staff supporting the B&Cs we selected to interview.

For each individual interviewed, we provided a general introduction to the effort and asked them to consider three basic questions:

- What experiences have you had with your B and/or C, if any, that suggest a need for support, training or some other action to help the B and/or C function/perform more successfully?
- Have you or your staff taken any specific actions in support of your B/C that you found particularly helpful or effective? If yes, please describe. This may include efforts to support the entire B/C, specific members or your department employees who staff the B/C.
- What actions could the Council take that would enhance/improve the performance and functioning of the B/Cs? Your suggestions are welcome both for your department B/C as well as all City B/Cs.

These questions were used as a starting point in the interviews. The interviews were far ranging and more conversational than a formal, structured process. We allowed the interviewees to introduce new topics and often just listened to the issues and concerns that were raised.

For those staff and B&C members we did not select for an interview, we sent email requests asking the same basic questions posed to those interviewed in person.

In total, we interviewed 17 people: 4 B&C members and 8 support staff in addition to the City Attorney, Deputy City Attorney and the City Clerk with her two support staff. We received email responses from 9 B&C members and 8 support staff. The City Manager was kept informed of our efforts with an initial meeting and then an update when we had finished all interviews.

Additional data collection included reviewing past materials and Council discussions of B&C issues, as well as several Charter sections referring to specific B&Cs along with Charter Section 130 which refers to Advisory Commissions.

WHAT WE HEARD

This section provides a brief summary of the comments we heard, organized by the main areas of focus or by topics, which we heard from enough individuals to highlight. There is also a Miscellaneous section to capture some unique comments we thought worth sharing.

A. Recruitment

1. How do we get a larger pool of applicants? Better utilize Channel 8; social media.
2. Consider Channel 8 spots on B&Cs featuring montage of board members in promotional piece.
3. Make better use of the Communications Department. Outreach feels “blah” right now.
4. Rotate venue of B&C meetings to attempt to engage different segments of our community.

5. Reconsider the 5 year term length. Is this an impediment to a larger applicant pool?
6. Let's take a chance and appoint people outside of the usual cast of characters.
7. B&C members need to better reflect the whole community.
8. Improvements to B&C Database—more attractive web page, ease of accessing/filling out applications (plus other benefits) could help recruitment.
9. Increase advertising budget for B&C recruitment.

B. Application and Selection Processes

1. Consider creating job description; core competencies called out (consider card sort).
2. City Council (CC) needs to consider emotional intelligence in selection process as well as substantive knowledge.
3. CC needs to consider whether applicant represents the community as a whole and has good interpersonal skills and weight that more than any particular technical expertise.
4. If lack good candidates, it is sound policy to reopen the position.
5. Ask particular board what the qualities are for a good board member.
6. Consider holding interviews on a Saturday.
7. Consider changing interview format.

C. Orientation

1. New Board Member 101—particularly for those with no board experience.
2. Biggest challenge—getting old board members to attend.
3. New appointees—lucky to get half of them to attend orientation.

4. Emphasize roles and responsibilities training in orientation.
5. Consider the potential of online orientation.
6. Orientation could also consist of a video shown at a regular board meeting to assure better attendance.
7. Make materials more uniform for orientation.
8. Tap into CML for ideas regarding B&C training. They have many resources.
9. Prepare video that features council members to be shown at orientation.
10. Rework 2004 Guiding Principles re: B&C.
11. Distribute CAO Advice to Library Commission re: permitted communications to all boards.
12. Reconsider breadth of orientation—perhaps too siloed.
13. Have a “Lessons Learned” panel of former B&C members who have recently served to answer questions.
14. More of a focus on practical and organizational issues, including procedure.
15. Quasi judicial boards need specific training.
16. Create a “Policies and Procedures” manual for each B&C.
17. Create individualized orientation handout for each board.

D. Roles/Responsibilities

1. Distribute CC Reference Notebook to all B&Cs to facilitate better grasp of city wide goals and priorities.
2. Address the role of a board member as a decision-maker, rather than an advocate for a particular point of view or interest group.
3. Clarify that B&C and staff do not always have the same perspective.
4. Explain role of staff supporting the board.
5. Reinforce that board member is not another staff member.

6. Differentiate particular board role from other boards when there is overlap.
7. Emphasize criteria-based decision-making. (e.g. site review standards for Planning Board).
8. Make it clear that CC sets policy, not the boards.
9. Clearer direction from CC would be helpful.
10. "Decorum Guidelines" would be helpful for meeting procedure.

E. Ongoing Training/Capacity Building/Group Dynamics

1. Annual retreats are very helpful, focused not just on substance, but capacity building.
2. Agenda meetings are important.
3. Use of outside facilitator can be valuable.
4. Encourage out-of-meeting board opportunities (e.g., bike tours, field trips, etc.).
5. Periodic meeting of board chairs.
6. Use debrief at end of each meeting to get meeting management issues out on the table.
7. How the board chair is selected is important. Prioritize skill set over seniority. Culture of boards varies as to selection.
8. Specialized training for the board chair can be helpful.
9. Training sessions must include staff, as well as the board members.
10. Newly elected chair should reach out to all board members.
11. Some B&Cs have a budget for professional development and attending conferences and workshops, while others do not.

F. Council/B&C Interactions

1. CC Members—Go to B&C in person to offer thanks for service. Divvy up responsibilities.
2. CC Members—attend B&C meetings, or even better, dinner beforehand. Just make sure to give a heads-up that you will be attending.
3. Better response to B&C letters during CC retreat. Make sure to invite appropriate B&C members to relevant CC sessions.
4. Board chair could sit in on relevant CAC items to have a better understanding of what is expected during the CC meeting.
5. Ask for priorities from board for work plan.
6. CC liaison for B&C? A possibility expressed by multiple people.
7. Schedule joint meeting/SSs on a regular basis, even if not yearly.

G. CC Oversight

1. CC needs to be both more and less involved with the boards. More involved in giving clear direction on policy and less involved in the details of what the boards do.

H. Staff Support of B&C

1. Staff needs to view the board as a resource rather than a rubber stamp.
2. Bring items to board before they are set in stone.
3. Important to manage staff expectations regarding board.
4. Distribute staff work plan to board and commission members.
5. Staff responsibility to close loop on CC retreat results with regard to B&C letter of priorities.
6. On the issue of board member requests of staff for additional research, require a nod of 3 or 5, similar to what CC does.

7. Memos from staff can clearly spell out the role of the board on a particular agenda item.
8. Staff should make an effort to involve all board members through outreach, etc.

I. Miscellaneous

1. All B&Cs do not have the same perks such as catered meals, opportunities to attend conferences, etc.
2. Difference of opinion about types of minutes to present to Council; some B&Cs favor more detailed minutes than the standard form/what does Council want?

PROPOSED RECOMMENDATIONS

The following recommendations are organized by the main areas of focus with one exception. We heard so many comments about the need to define roles and responsibilities for B&C members that we created a separate set of recommendations for this topic. Please note that the recommendations are both general and specific in nature, not prioritized and intended to suggest areas where more work is needed if the Council wishes to pursue the ideas.

In Attachment B, we organized the individual recommendations by how quickly we believe they could be implemented based upon such factors as budget, staff resources needed, length of discussion to clarify, etc.

A. Clarify B&C Roles and Responsibilities

1. Create job description with core competencies applicable to all B&Cs. Consider using the Leadership Architect Library Structure¹ already employed by the City to develop this description.
2. Identify specific responsibilities/competencies associated with quasi-judicial B&Cs.
3. Distinguish the role of B&C member from staff and Council (e.g., clarify through training that staff and B&C members may have different perspectives, Council sets policy, not B&Cs, etc.)
4. Address role of board member as decision maker and community representative rather than advocate for a specific interest group or point of view.

¹ The Leadership Architect Library Structure is a system used by the City to assess competencies for selection, job profiling, skill assessment and other matters. One of its uses is to identify qualities and skills desired in particular positions. This is accomplished through an elaborate card sort system. Both of us thought it may have applicability if the Council is interested in developing a job description for B&C members.

5. Distribute Council Reference Manual to all B&C members to better facilitate understanding of City-wide goals and priorities.

B. Recruitment

1. Better utilize Communication Dept., Channel 8 and social media to create more excitement re: B&C messaging, (e.g., create promos featuring B&C members).
2. Consider increasing advertising budget for recruitment.
3. Broaden outreach for B&C applicants by going directly to community groups and other relevant organizations to recruit.

C. Application and Selection Processes

1. Redesign application to include questions about collaborative efforts, problem-solving skills, emotional intelligence and other qualities and experiences tied to the core competencies.
2. Set goal of having application revised and operative on-line for 2015 process; this timing will depend on Council interest and cost to upgrade technology.
3. Consider Saturday interview sessions to accommodate applicants.
4. In selection, focus Council attention on ability of applicant to work effectively in a group setting, not just on substantive qualifications.
5. Make debrief after interview sessions a standard part of process.
6. Prior to interviews, consider having Council members check in with Support Staff Group (see recommendation G1) to gain insight into how the various

B&Cs have been functioning; ask about any special skill sets, personal capabilities or other qualities that staff believes would add value to their B&C.

D. Orientation

1. Consider “New Board Member 101,” especially for those with no prior board experience; this should highlight roles and responsibilities.
2. Require attendance of all board members at orientation session each year or consider conducting orientation during a regular board meeting.
3. Ensure uniformity of materials for orientation and include Communication Memo developed by CAO for Library Commission.
4. Create video featuring Council members/B&C members to show at orientation.
5. Develop a “Lessons Learned” panel of former B&C members to share their experiences.

E. Council and B&C Interaction

1. Schedule joint meetings/study sessions with B&Cs as needed but with coverage of all B&Cs at least once every 3 years.
2. Encourage Council members to attend B&C meetings and consider joining the group for dinner beforehand.
3. Assure response to B&C letters sent to Council for retreat to communicate what discussion and action, if any, the Council took w/regard to the matters raised.

F. Ongoing Training and Capacity Building

1. Make annual retreats part of B&C procedure and focus on capacity building such as conflict resolution, ethical communication and group dynamics, as well as substantive issues.
2. Seek to develop opportunities for all B&C members to attend relevant conferences, workshops and other board development experiences.
3. Institute agenda meetings for all B&Cs.
4. Consider adding debrief at end of meetings to get issues out on the table.
5. Encourage out-of meeting opportunities, e.g., field trips and bike tours to help build group camaraderie.
6. Consider ways to enhance performance of B&C Chairs including selection processes and specialized training.

G. Staff Support of Boards and Commissions

1. Develop a City-wide B&C staff support group to enhance capabilities of staff to address B&C needs, issues and especially capacity building.
2. Distribute staff work plan to B&C members.
3. Encourage staff to engage all B/C members and to view them as a resource rather than a “rubber stamp.”
4. In B&C memos, clarify role of the B/C with regard to the particular agenda item.

5. Develop procedure that requires support of X% of B/C before staff undertakes specific requested research (similar to Council nod of 3 or 5).

H. Council Oversight

1. Develop process for Council when exercising its authority to remove a B/C member; clarify process with B&Cs as it is not clear how this process works in practice (see Charter Section 130).
2. Consider having the Council Board and Commission Committee meet regularly with B&C Support Staff Group to keep current with B&C actions and issues.
3. Discuss how Council can ensure that B&Cs are operating within relevant policy and regulatory frameworks.

I. Miscellaneous

1. Review amenities that each B&C receives, e.g., catered meals, opportunities to attend conferences, etc.; there are significant differences among the B&Cs and no clear rationale as to why some B&Cs have amenities and others do not.
2. Clarify form in which Council wishes to receive B&C minutes; there is an ongoing debate about this among some B&Cs and guidance from Council would be helpful.

NEXT STEPS

We are seeking Council direction with regard to the proposed recommendations and possible additional work on B&C issues. Responses to the following questions will help us determine the level of Council interest in pursuing these matters.

- In general, does Council believe that the proposed recommendations capture B&C issues that are worthy of attention?
- Are there any of the proposed recommendations that Council would not wish to pursue?
- Are there any additional issues the Council wishes to add?
- Does Council wish to prioritize the recommendations?
- If the Council is interested in pursuing any of these recommendations, does the Council wish to appoint a more permanent committee to lead the effort to refine and develop the recommendations of interest?

Attachments: Attachment A – List of City Boards and Commissions

Attachment B – Potential Timing of Implementation for Proposed Recommendations

List of City Boards and Commissions

Arts Commission

Beverages Licensing Authority

Board of Zoning Adjustment

Boulder Design Advisory Board

Boulder Junction Access District - Parking Commission

Boulder Junction Access District - Travel Demand Management Commission

Boulder Urban Renewal Authority

Chautauqua Board

Downtown Management Commission

Environmental Advisory Board

Housing Partners

Human Relations Commission

Landmarks Board

Library Commission

Open Space Board of Trustees

Parks and Recreation Advisory Board

Planning Board

Transportation Advisory Board

University Hill Commercial Management Advisory Commission

Water Resources Advisory Board

**Potential Timing of Implementation
for Proposed Recommendations
(by # of recommendation)**

		Short-Term	Medium	Long
A.	Clarify Roles & Responsibilities	#5	#2-#4	#1
B.	Recruitment		#3	#1 and #2
C.	Application & Selection	#5	#3 and #4	#1, #2 and #6
D.	Orientation	#5	#2 and #3	#1 and #4
E.	Council and B&C Interaction	#1-#3		
F.	Ongoing Training & Capacity Building	#3-#5	#1 and #6	#2
F.	Staff Support	#2 and #4	#3 and #5	#1
G.	Council Oversight		#2	#1 and #3
H.	Miscellaneous		#2	#1

City of Boulder
Joint Board Workshop August 19, 2013
Event Summary – Meeting Notes
Revised 10-11-13

City of Boulder staff from Transportation, Community Planning & Sustainability, and Downtown and University Hill Management Division/Parking Services hosted a “Joint Board Workshop” with members of the Transportation Advisory Board, Environmental Advisory Board, Planning Board, and District Boards on Monday, August 19th from 5:30 – 8:00 p.m. at Shine.

Attendance at the workshop included over 50 members representing each of these city Boards as well as city staff.

The Workshop topics included the city’s Climate Commitment, Transportation Master Plan update, and Access and Management Parking Strategies, and focused on inter-related themes among all of these projects/plans.

The purpose of the workshop was to provide an opportunity to build relationships and understanding among board members and staff. Participants reviewed display boards and a presentation from staff regarding these intersecting topics – specifically the intersection of opportunities and challenges, problems and solutions, mutual goals and potential gaps related to climate, transportation, and parking/access management.

Feedback received from this workshop is being used to inform each of these plans/projects as they move forward through the integrated planning processes.

The following is a synopsis of the closing worksheets developed by each of the Boards represented at the workshop as well as notes from the “table top” discussions among all of the workshop participants.

For more information and if you have questions/suggestions regarding the joint board workshop, please contact: Kerri Jo Hunt, City of Boulder Public Works, e-mail: huntk@bouldercolorado.gov or via phone (303) 441-3204

CLOSING WORKSHEET SUMMARIES FROM EACH BOARD

8/19/13

At the end of the workshop, each board re-grouped with their members present and responded to the following questions regarding outcomes and next steps for their boards:

Transportation Advisory Board:

- What resonated with you in the discussions tonight?
 - Focus on shared values across various city boards
 - Opportunities to learn more and increased appreciation for others
 - 2-way interest with TAB and Planning Board on mutual topics
 - Like the idea of joint board meetings/workshop like this and focus on specific topic(s)
 - Creates safe place for comments/ideas as an early step to identify issues.
 - Helps makes it ok to talk about controversial issues and cascading/interconnected topics/issues.
- What follow-on steps would you most like to see?
 - Role of joint board workshops relative to formal board processes
 - Develop “Board Buddies” to build relationships with other board members
- What one thing will you commit to do to advance aligned action by the Boards/Commissions?
 - Commit to Board Buddies
 - Add standing item on agenda to check in with TAB members regarding their contacts with members from other city boards.

Planning Board:

- What resonated with you in the discussions tonight?
 - Inter-board hotline service
 - Informal multi-board charettes on individual subjects
 - Potentially add focus areas to take back to invited boards
- What follow-on steps would you most like to see?
- What one thing will you commit to do to advance aligned action by the Boards/Commissions?
 - Designate individual board members to track other boards (board buddies)
 - EAB – LM, TAB – JP, LM – done, Greenway –AB, OAB - ?, WRAB – SW, HRC – MY, Parks – CG, CS – JP
 - Add other boards to agenda emails from PB
 - Matters = for other boards

Environmental Advisory Board:

- What resonated with you in the discussions tonight?
 - EAB is more review at high level w/o specific projects to influence
- What follow-on steps would you most like to see?
 - Finding specific projects, especially pilots that move the shared objectives forward

- What one thing will you commit to do to advance aligned action by the Boards/Commissions?
 - Identify at end of meeting what information that was discussed that is relevant to other boards
 - Each board member commit to connect with other boards
 - Make sure board is present at City Council meetings

District Boards:

- What resonated with you in the discussions tonight?
 - Joint groups, communication, know what other boards are working on, one board assigned to another “board buddy”, meeting with one rep to universal board, common projects, sub-areas, common ground
 - Three joint board meetings per year, consolidated joint board meeting for AMPS
- What follow-on steps would you most like to see?
 - What are strategic issues for City Council? And what are not?
 - Help for Hill,
 - Carbon footprint in urban place making,
 - Engage property owners,
 - Quarterly joint meetings
 - Voluntary board buddy, council buddy, different boards
 - Frame the issues/topics
- What one thing will you commit to do to advance aligned action by the Boards/Commissions?
 - Asking questions of staff – where did the other boards weigh in?

JOINT BOARD WORKSHOP
HIGHLIGHTS FROM TABLE TOP DISCUSSIONS
8/19/13

Workshop participants participated in two rounds of table top discussions – rotating among different tables – to respond to the following questions:

1. Identify intersecting topics, strategies, challenges and opportunities
2. Identify board collaboration opportunities

Identification of intersection topics, strategies, challenges, and opportunities:

- Unbundle private parking
- Areas of Opportunities
 - Strip centers
 - Neighborhood Nodes
 - Use successes of Downtown, existing centers – then connect
- Land use and transportation main areas
- Need good data to make good projections main areas
 - Changing demographics
 - Need density and housing opportunities
- Climate • Land Use • Transportation Intersection

- 20% emissions transportation, 60% electricity, 20% building/heating
- Education and engagement throughout city - demonstration project
- Development Patterns More Dense – More efficient energy wise
- Infill Opportunities – Too dense?? Need to be willing
- Data Access – Foundation • Accessible
 - Both the city and the public – getting the word out – Like CAP public engagement mode
- Create a picture of what the future could be
- Urban form to support multi modal; not all can bike, create better environment
- EBikes opportunity
- Organic quality of urban form
- Eco Districts – perform differently Boulder risk averse
- Business to attract to boulder – sector – have more businesses more employees
- Community Development
- Land use • integration • patterning – where we put things
- Connecting nodes
- Figure what to put where
- COB needs integrated data bases, open data access
- Encourage continued COB integration of plans
- Communication / outreach i.e. CAP
- North Boulder sub community plan opportunity nexus for AMPS, different from Downtown; complete streets
- CAP • energized by CAP – communication/engagement to long term goals
- Rezoning to provide walk-able uses • use TIF for incentives – business will follow
- Remove barriers for development for desirable uses
- Expand delivery/transit options for aging demographics
- “Cart” share program
- Community wide Eco Pass
- Impact of aging demographic
- Younger people less car oriented
- Choice is key
- Need funding for transportation to achieve goals
- Provide access for people with disabilities
- Housing affordability is huge issue and impacts transportation costs for households
- Challenges include need political will and time/resources for planning
- Opportunities include civic area plan, comprehensive housing strategy, engaged public that supports goals, CU east campus, and 55th & Arapahoe area
- Services closer to where people live
- Reduce transportation cost – encourage compact development
- Range of choices – travel and lifestyle
- More mixed use – walk-able
- Provide different housing types
- Moving toward a future of sharing
 - Streets
 - Housing
- Level of parking is unfortunate
- Flexibility in code – simple
- What does market want – what will market bear

- Is it profitable to do sustainable thing
- Expense, fees burden on development
 - Limits energy systems
 - Ok architecture
- See medium size projects share parking
- Unbundled parking, better use
- Housing types, mixed use, parking and housing
- Land use planning
- Add housing O
- How to create other communities like downtown
- Create a district that embraces less parking instead of creating more parking – i.e. turn 13th into something like Lombardi Street
- Turn 16th and Broadway bus stop into a more dynamic space
- Building code should have joint commentary by EAB and PB, also – all master plans, fire, police, transportation, etc.
- Community living room in summer, dynamic
 - Economic vitality during summer
- Outreach i.e. Civic Center
- Look at first and final mile access to/from transit, consider systematically
- Provide infrastructure for e-vehicles, consider solar power
- Make transit easy and accessible with community-wide Eco Pass
- Parking strategies for high density areas
- Multimodal connections between hubs
- How to improve options in existing areas such as east Boulder?
- Learn from other cities
- Incentivize development of desired land uses and/or allow for rezoning (ex grocery stores within neighborhoods)
- Provide options for in-commuters
- Barriers – need investment in transportation system, public and private; conflict among diverse stakeholders; community concerns with any new development;
- New long-term land use vision to address future trends
- Need community input and buy-in to long term vision and continue to communicate vision over time (ex. Boulder Junction)
- Go to grass roots and ask “how are we doing?”
- Travel impacts of open enrollment
- To reach goals we need to get serious
- Manage tweeting to get good feedback

Identify board collaboration opportunities:

- Informational staff presentations to different boards
- Committees / task force – team on project of different boards
- Use informal setting • not council chambers / staff presentation
- Use communication to solve issues
- Good to know the people on different boards – idea of forming a “board buddies” system
- Board buddies to help build relationships and contacts across different boards
- EAB what do we do with our commitment and principles

- Use on-line tools to cross pollinate ex. social media/blogs (*noted concern with open meetings law/requirements*)
- Use low tech communications solutions as well as electronic
- Would like recommendations from staff on how best to collaborate – having city org chart would help know who to go to with which questions, used to do a “planning 101”
- Encourage board members to rotate visiting with City Council on regular basis, ex of pathfinders workshop for Parks & Rec
- Follow City Council agendas – know what is going on, how can boards improve links with council? One-on-one can be valuable and focus on specific issues/topics/projects
- Need to respect roles of various boards – ex. advisory
- Have a shared focus on 20 minute neighborhoods
- Define common vision and standards
- Collaborate on planning projects in key sub areas as a model for integrated effort
- Staff provide updates to other boards on key projects and initiatives. Ex. North Boulder Update
- Provide training/info on what boards are about (mission, priorities, etc.)
- Bring in guest visitors
- Provide information on comments received from other boards
- Better understanding of different perspectives, not just different processes
- More substance in staff reports about discussion of topic at other boards
- Joint board meetings on key topics
- Enhance mutual understanding of board roles & responsibilities
- Need more trust of other boards
- Board members can be resource for council members to seek out
- How can boards help get council attention on specific topics? Council has a lot on their plate, how to raise issues to be a priority?
- How can boards help get council buy-in? By combining input from a variety of board to council together/alliances around topics/issues
- Goal for council to trust boards to listen and get public input
- Should public hearing format be different?
- Greenways board is a good model
- Use GIS system to provide information about different layers/aspects of projects - provide access to information on-line
- Provide hyperlinks to information regarding inter-related projects

**BJAD JOINT COMMISSION
2014 MEETING SCHEDULE
9 – 11 am**

JANUARY 8	13 TH STREET CONFERENCE ROOM
FEBRUARY 5	COUNCIL CHAMBERS
MARCH 5	COUNCIL CHAMBERS
APRIL 2	COUNCIL CHAMBERS
MAY 7	COUNCIL CHAMBERS
JUNE 4	COUNCIL CHAMBERS
JULY 2	COUNCIL CHAMBERS
AUGUST 6	COUNCIL CHAMBERS
SEPTEMBER 3	COUNCIL CHAMBERS
OCTOBER 1	COUNCIL CHAMBERS
NOVEMBER 5	COUNCIL CHAMBERS
DECEMBER 3	COUNCIL CHAMBERS