

**TWIN LAKES STAKEHOLDER GROUP  
 PROTOCOLS  
 APRIL 28, 2016  
 FINAL**

---

***Purpose***

As is indicated in the motion passed by the Boulder City Council, the purpose of the Twin Lakes Stakeholder Group is to engage in a facilitated discussion regarding the two Twin Lakes properties. The group will engage in shared learning and increase their common understanding of the issues and interests at play regarding these properties, the needs of and impacts to the surrounding neighborhood, and the needs of and impacts to the broader Boulder community. The Stakeholder Group will make recommendations regarding the number of units appropriate for the sites, questions for future studies on the sites, and other aspects regarding the future use of the two property that emerge during their discussion.

The Stakeholder Group will make recommendations to City of Boulder (City) and Boulder County (County) staff as they consider proposed changes to the land use designation for the properties in the Boulder Valley Comprehensive Plan and made recommendations to the 4 deciding bodies overseeing the Comp Plan. Staff is committed to taking recommendations from the Stakeholder Group very seriously. City Council, the Board of County Commissioners, the City of Boulder Planning Board, and the Boulder County Planning Commission will receive the full recommendations from the Stakeholder Group. The four bodies are not bound to honor the recommendations of the Group but are expected to review them and give them due consideration.

***Membership and Alternates***

Boulder County Housing Authority, Boulder Valley School District, and the Twin Lakes Action Group will each identify up to three members to participate in the Stakeholder Group. Each member entity may have up to 2 alternates. Members and alternates are expected to remain up to date on the Group’s discussion so that there is not need to backtrack to bring alternates or absent members up to speed during meetings.

<b>Members</b>	<b>Entity</b>
Frank Alexander	BCHA
Norrie Boyd	BCHA
Brian Lay	TLAG
Rolf Munson	TLAG
Dave Rechberger	TLAG
Glen Segrue	BVSD
Ian Swallow	BCHA
<b>Alternates</b>	<b>Entity</b>
Susan Lambert	TLAG

***Representation***

Members will be representing their respective entities’ perspectives in the discussion. They will consult with their respective colleagues, leadership, and/or constituents between meetings to ensure that they are able to provide effective representation.

***Subcommittees***

The Stakeholder Group may create subcommittees if they are needed or desired. Subcommittees will have a clear charge from the Group and will not have decision-making authority on behalf of or in lieu of the full Stakeholder Group.

**TWIN LAKES STAKEHOLDER GROUP  
PROTOCOLS  
APRIL 28, 2016  
FINAL**

---

***Decision Making***

The Stakeholder Group will strive to reach decisions by consensus. If consensus cannot be reached, the number of Group members supporting and opposing a specific proposal or recommendation will be noted in the meeting summary and in a final report, along with the associated reasons for both supporting and opposing perspectives. For any decision point, two TLAG, one BCHA, and one BVSD representative must be present.

The Stakeholder Group will provide input to City of Boulder (City) and Boulder County (County) staff as they consider proposed changes to the land use designation for the properties in the Boulder Valley Comprehensive Plan and made recommendations to the 4 deciding bodies overseeing the Comp Plan. Staff is committed to taking recommendations from the Stakeholder Group very seriously as part of the Comp Plan review process. City Council, the Board of County Commissioners, the City of Boulder Planning Board, and the Boulder County Planning Commission will receive the full set of items agreed to among the parties and any recommendations from the Stakeholder Group. The four decision-making bodies are not bound to honor the recommendations of the Group but are expected to review them and give them due consideration.

***Agency Roles***

Members of City of Boulder and Boulder County staff are expected to participate in Stakeholder Group meetings as informational resources, but they are not parties to the discussion and their consent is not required for the group to find agreement. City and County staff will work with the facilitator prior to each meeting to ensure the appropriate technical, policy, and planning information and documents are made available to the group. Staff may also provide the facilitator with suggestions for the process, but the facilitator and the stakeholder group will determine how the process will proceed. While the City and County will be paying the facilitator, the facilitator will work for the Stakeholder Group and will not be directed by the City or the County.

***Public Meetings***

All Stakeholder Group meetings are public. All meeting locations, agendas, and finalized meeting summaries will be posted on the City of Boulder website. Links will also be provided from the County website.

***Public Participation***

Public comment will be received in writing. All comments should be submitted to the facilitator ([heather@peakfacilitation.com](mailto:heather@peakfacilitation.com)). The facilitator will distribute all comments received to all members of the Stakeholder Group. City staff will post comments on the website no less frequently than once every two weeks. Those submitting public comments are encouraged to focus comments on the work of the Stakeholder Group at its meetings and to frame them in a constructive manner.

***Documentation***

The facilitation team is responsible for preparing timely and detailed meeting summaries. Draft summaries will be distributed to the Stakeholder Group within one week of each meeting. Suggestions for revision will be invited with a comment deadline provided. The facilitation team will use their judgment about which proposed changes can simply be made to the draft summary and which, if any, require the discussion and consent of the group. Final meeting summaries will be distributed to the Stakeholder Group and posted to the website. Draft documents will not be circulated outside of the Stakeholder Group and immediate staff support team.

**TWIN LAKES STAKEHOLDER GROUP  
PROTOCOLS  
APRIL 28, 2016  
FINAL**

---

***Meeting Frequency and Duration***

The Stakeholder Group will meet every other Wednesday in the afternoon/evening. Meetings will be 3 hours in length and will occur in or around Gunbarrel as much as possible.

***Media Interaction***

Stakeholder Group members may speak to the media to express their own perspectives but will not represent the opinions of the Group as a whole or of any other members.

***Other Interactions***

Members will refrain from representing the opinions of other members or the entire Stakeholder Group when interacting with City Council members.

***Transparency***

If something noteworthy or impactful to this process occurs outside of meeting time, members will share that information with each other to foster a trusting environment. Members can share any pertinent information during meeting time or email it to the facilitator for dissemination. Requests for information from the City or County should be streamlined whenever possible.