

**Twin Lakes Stakeholder Process
Stakeholder Group Meeting 1: Clarification of the Process
April 13, 2016 – 9 am to 12 pm**

Boulder City Council Chambers: 1777 Broadway St., Second Floor

- 9:00 am** **Welcome and Introductions**
- 9:10 am** **Review Council Motion and City/County Planning Processes**
- 9:50 am** **Review/Revise Preliminary Process Proposal**
- 10:35 am** **Break**
- 10:45 am** **Identify the Interests at Play in the Twin Lakes Properties**
- 11:05 am** **Identify Information Needed**
- Information needed by this group in the short term
 - Information needed for inform the BVCP process
 - Information needed to inform any future development on the land
 - Next steps for getting information
- 11:45 am** **Next Steps**
- Will this group meet again?
 - If so, what are the agenda items for the next meeting?
- 12:00 pm** **Adjourn**

**Twin Lakes Stakeholder Group
Facilitation Proposal and Cost Estimate
DISCUSSION DOCUMENT**

Identification of Stakeholders

As Council indicated, the participating entities in the stakeholder dialogue are Boulder County Housing Authority, Boulder Valley School District, and Twin Lakes Action Group. Each entity will be invited to select up to three representatives to participate in the stakeholder group.

Staff Role

Members of City and 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.

Preliminary Process Proposal

Stakeholder Group Meeting 1: Clarification of the Process

- Introductions
- Review Council motion and City/County planning processes that influence and will be influenced by the stakeholder discussion
- Review/revise facilitator proposal on process; agree on expected outcomes and goal posts of the discussion
- Agreements on representation, decision-making protocols, public involvement, timeline, and related issues
- Identify interests at play and indicators of a good outcome (e.g., open space preservation or buffer, community benefit, etc.)
- Identify any information needs to ensure shared base of understanding of technical, legal, and policy issues for discussion on land use options for both properties (retain current density, increase, or decrease)
- Determine if the group wants to proceed and meet again

Stakeholder Group Meeting 2: Discussion of Land Use Options for Properties

- Gain shared understanding of technical, legal, and policy issues from existing documents, presentations, expert perspective panels, etc.
- Identify any outstanding technical questions, types of expertise needed to answer them, and timeline for how that information is needed (i.e., does it inform the BVCP land use analysis, does it inform the stakeholder group, or is it needed later in the process?)
- Outline guidelines for getting remaining information (e.g., what information can be provided by staff, what information requires additional review or study, what characteristics are sought in experts, etc.)

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- Determine if there is a preliminary sense of what uses are or not viable on the properties based on existing information
- Determine if the group wants to proceed and meeting again

Stakeholder Group Meeting 3: Exploration of Ways to Meet the Interests

- Begin discussion of how to accommodate the identified interests on the property
- Identify multiple options for configuration of the properties based on different ranges of units/density and explore how each interest can be achieved in each range of units (i.e., one option may be based on zero units to reflect one land use change proposal, one may reflect the current land use designation, and one may be based on a higher number of units to reflect another land use change proposal)
 - If X units, then how can each of the interests be achieved?
 - What are the advantages and disadvantages of each configuration?
 - What planning, implementation, or performance parameters are needed in each configuration to ensure that interests continue to be met over time?
- Property configurations could take the form of actual drawings of the properties, guiding principles regarding areas to avoid or specific elements to include on the property, etc.
- Determine if the group wants to proceed and meet again

Stakeholder Group Meeting 4: Refinement of Property Configuration Options

- Refine/finalize options
- Determine if the group wants to proceed and meet again

Public Meeting: Solicitation of Community Perspectives on Configuration Options

- Review the motion from Council and the City/County planning processes that influence and are influenced by the stakeholder group discussion
- Outline interests and key technical components that informed the configuration options
- Solicit input on each land use option using these questions:
 - What do you like about this configuration?
 - How could this configuration be improved?

Stakeholder Group Meeting 5: Finalization of Property Configuration Options

- Review and integrate input from the public to improve each configuration
- Determine if there is agreement on a single configuration or convergence around specific elements of multiple options (Note: Contingent agreements could occur, such as “If the 4 deciding bodies change the land use to X, then we prefer this configuration or recommend these guiding principles...” or “If the land use does not change, then we recommend this...”)
- Use preferred configuration or convergence elements to establish a set of guiding principles to inform next steps
- Agree on approach to presenting outcomes to Council and Commissioners

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Council Motion

Move that BVCP Requests #35 and #36 be further considered and analyzed, with the following request: That Boulder County Housing Authority, Boulder Valley School District, and Twin Lakes Action Group engage in an open and transparent facilitated discussion comprised of representatives of each group who are vested with the authority to speak for and bind their respective constituents. Each group should have equal representation and the discussion should be facilitated by an independent facilitator selected by the City of Boulder, with facilitator compensation shared between the City of Boulder and Boulder County. Boulder Valley School District shall be requested to be part of the process and if agreeable to pay an equitable share of the costs.

The three groups are expected to do the following, with the timing of work to align with the BVCP process:

1. Jointly formulate recommendations for areas of expertise and selection of experts to inform the desired land use patterns for the area. The areas for study should include the suitability for urban development, desired land use patterns, and environmental constraints.
2. Jointly recommend the appropriate range of potential housing units with consideration given to intensity and community benefit, regardless of who holds title to the property.
3. Following the outcome of the BVCP process and 1 and 2 above, jointly recommend a timeline for the formulation of a set of guiding principles to inform next steps.

While Council requests these groups engage in such good faith facilitated discussions, the failure of such discussions, for any reason, shall not affect Council's determination that BVCP Requests #35 and #36 be further considered and analyzed.

Collaborative Group Protocols

Discussion Guide

1. What is this group called?

2. What is the purpose of the group, and what will its authority be?

3. Membership

- a. Who are the members?
- b. Are there alternates? What are the roles and responsibilities of alternates?

4. Representation

- a. Will group members keep their professional “hats” on? Will they represent their organization in group discussions?
- b. Or will group members take their “hats” off, instead taking a “big picture” perspective on the issue at hand, using their professional and personal knowledge and expertise to inform the discussion?

5. Subcommittees

- a. Will subcommittees be formed?
- b. Who can join them? Members only or others as well?
- c. What will subcommittee decision-making procedures be?

6. Decision Making

- a. What will the impacts of group decisions be? Will the group’s decisions be implemented by key organizations or agencies? Or will they be presented as recommendations?
- b. Will decisions be made following discussion on at given topic at that same meeting? Or will preliminary decisions be made with the expectation that participants will confer with their colleagues/constituents/agencies before the next meeting, with final decisions being made at the subsequent meeting?
- c. How many members must be present for decision making?
- d. If using consensus for decision-making, what will the definition of consensus be (e.g., “all members can ‘live with’ a proposal”)?
- e. If using majoritarian voting, what constitutes a quorum and what constitutes a majority (e.g., 50%+1, 2/3, 75%)?
- f. How will participants register dissent? How will dissenting views be recorded?
- g. What will the group’s approach be if consensus cannot be reached? What will the conditions be for using this approach? If using consensus with majoritarian voting as a back-up, what can/will trigger voting?
- h. Will members need to be present to participate in decisions? Will proxies be allowed to make decisions if a member cannot be present?
- i. What will be required to reopen past decisions?

7. Agency Roles

- a. If government entities or staff are participating, what is their role and commitment?
- b. How does the group’s agreement impact agency decisions?

Collaborative Group Protocols

Discussion Guide

8. Public Meetings

- a. What is sufficient notice when publicizing the time and place of a public meeting?
- b. What is the best way to publicize this information (e.g., email, websites, flyers, local newspapers)? Is there enough lead time to publicize a meeting in this way?
- c. Will the timing of the public notice allow for an agenda to be distributed prior to the meeting?
- d. Whose responsibility is it to ensure sufficient public notice?

9. Public Participation

- a. Will public participation be allowed at meetings?
- b. If allowed, how will public participation be achieved? Will there be a specified time on the agenda? How many minutes overall will be allowed and/or how many per speaker? If not specified in protocols, what/who will determine how much time will be devoted to public participation?
- c. Will the public be able to engage with members and/or guest speakers or panelists during meetings?
- d. Will the public be asked to sign in and will names be included in meeting summaries?
- e. How should public participation be captured in meeting summaries?

10. Documentation

- a. Who will document the meetings? What detail is expected in documentation? Does the group prefer action minutes, an abbreviated summary, or a detailed summary?
- b. What will be the process for reviewing, revising, and finalizing changes to the documentation?
- c. Will meeting notes, summaries, or other documentation be shared with the public? If so, how?

11. Meetings

- a. How often will the group meet?
- b. How long should meetings be?
- c. Where should meetings occur? Should meetings be held in the same place all the time or in different places?

12. Media Interaction

- a. Can group members speak to the media?
- b. What can group members speak to the media about?

13. Interaction with Other Entities

- a. Will group members be permitted to work outside the group to influence outcomes?
- b. Will group members be permitted to coordinate or collaborate with other groups or efforts on related topics?

TYPICAL DEVELOPMENT PROCESS

Boulder Valley Comprehensive Plan
Land Use Map Change



**Community
Input**

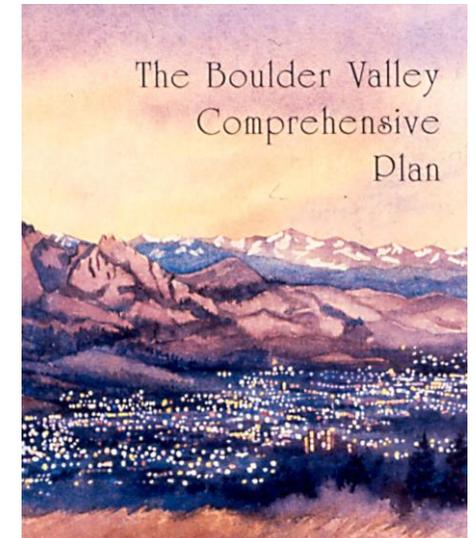
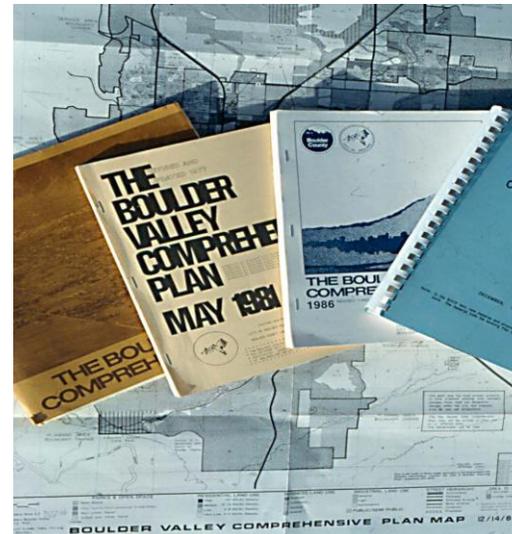
City Development Review Process

1. Pre-application Meeting
2. Concept Plan
3. Annexation / Initial Zoning
4. Site Review
5. Technical Document Review (subdivision and site construction drawings)
6. Building Permit
7. Certificate of Occupancy

BOULDER VALLEY COMPREHENSIVE PLAN

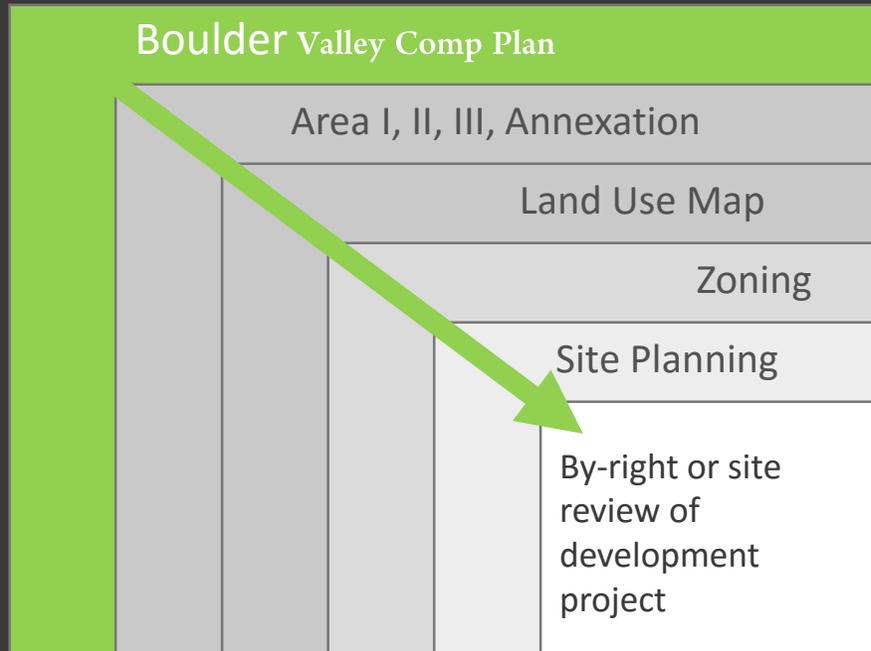


- City and county jointly adopted since 1977, IGA
- Guides long range planning
- Updated at least every 5-years

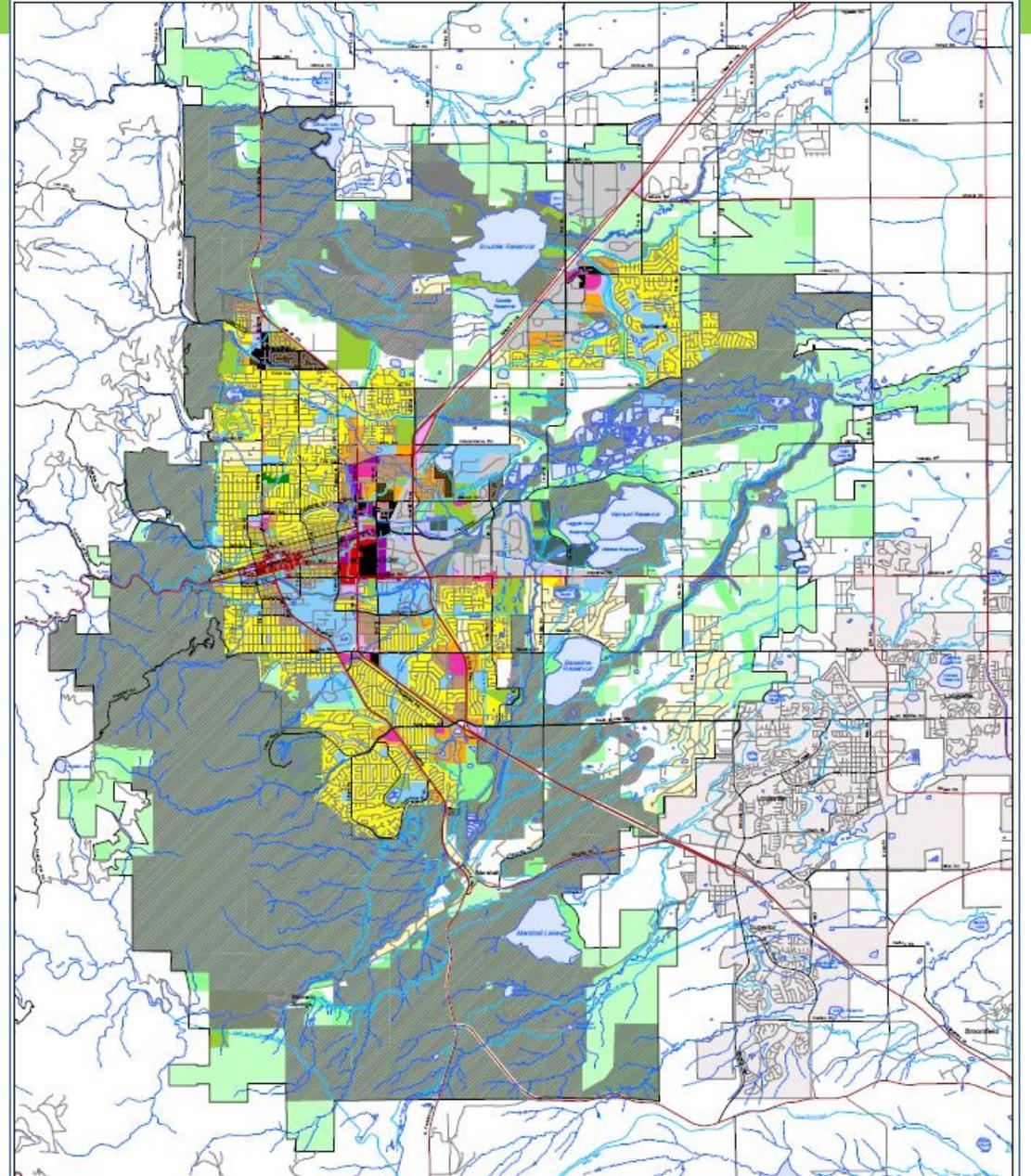


FUTURE LAND USE (2010)

Implemented as follows...



Boulder Valley Comprehensive Plan Land Use Designation Map



BVCP – Land Use Map Change

Process:

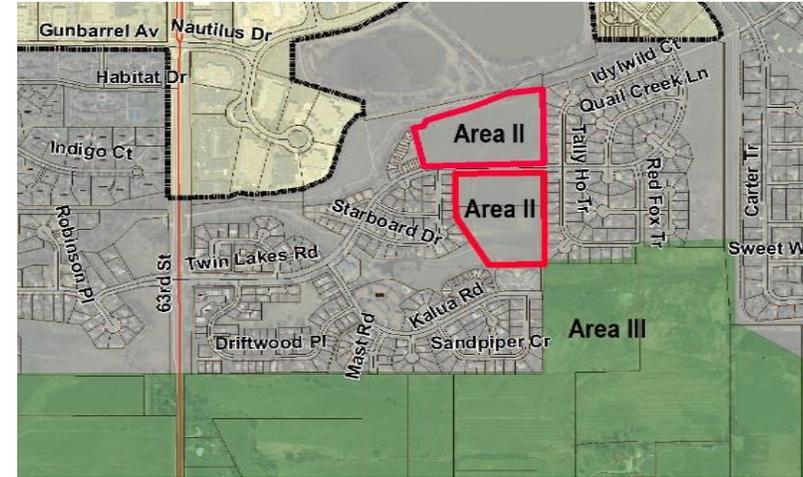
- Change requests to map or policies reviewed by four bodies (fall 2015)
- Initial screening and decision to forward for additional analysis (occurred in winter 2016)
- Staff recommendation on change requests (will occur summer 2016)
- Four body review and approval (fall 2016)

Comp plan will also be looking at broader range of potential land use changes (scenarios) and focused topics – not just publicly requested changes.

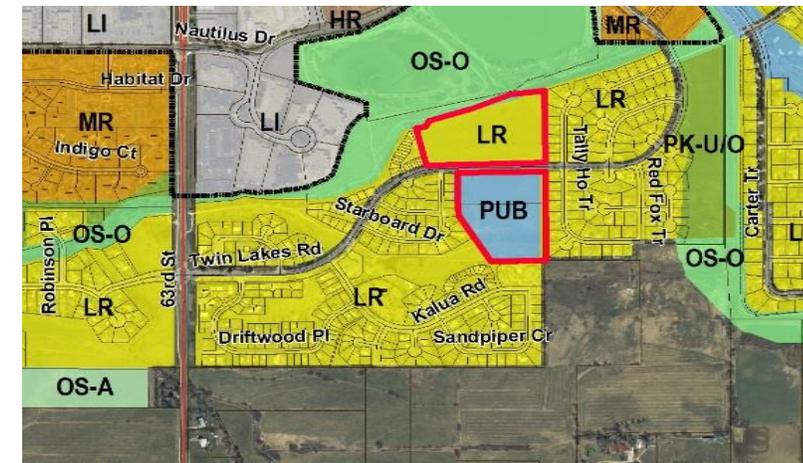
Four Bodies: City Council, City Planning Board, County Commission, County Planning Commission

REQUESTS FOR FURTHER STUDY

- #35
 - Initiated by owners (Boulder County Housing Authority & Boulder Valley School District) for **Low Density Residential (LR)** and **Public (PUB)** to **Mixed Density Residential (MXR)**
- #36
 - Initiated by Twin Lakes Action Group and ten (10) individuals for **Low Density Residential (LR)** and **Public (PUB)** to **Open Space (OS)**



Planning Area Boundaries



Comprehensive Plan Land Use

TYPICAL DEVELOPMENT PROCESS

Boulder Valley Comprehensive Plan
Land Use Map Change

**Community
Input**

City Development Review Process

1. Pre-application Meeting
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CONCEPT PLAN

Purpose:

- General development plan (e.g., land uses, general circulation patterns, alternative transportation modes, general architectural characteristics, any special height and view corridor limitations, environmental preservation and enhancement concepts)
- Gives applicant opportunity to solicit comments from the reviewing authority and public early in the development process
- Comments are not binding; inform site review application

Process:

- *Applicant*: meet with City staff to discuss initial issues and specific questions (applicant encouraged to engage neighbors in issue identification and high level design of the site)
- *Applicant*: submits application
- *City Staff*: review application; make recommendation to Planning Board
- *Planning Board*: holds public hearing
- *City Council*: option to call up for a public hearing

Timeframe: 3-4 months



ANNEXATION / INITIAL ZONING

Conditions:

- Meet state requirements and BVCP
- Shall NOT create an unreasonable burden on the physical, social, economic, or environmental resources of the city
- City may condition the annexation (e.g., installation of public facilities or improvements, dedication of land for public improvements, payment of fees incidental to annexation, or covenants governing future land uses)

Process:

- Concurrent with either Concept Plan or Site Review
- *Applicant*: submits application (includes requested zoning)
- *City Staff*: review application; make recommendation to Planning Board
- *Planning Board*: holds public hearing; makes recommendation to City Council
- *City Council*: holds a public hearing

Timeline: same as either Concept Plan or Site Review

SITE REVIEW

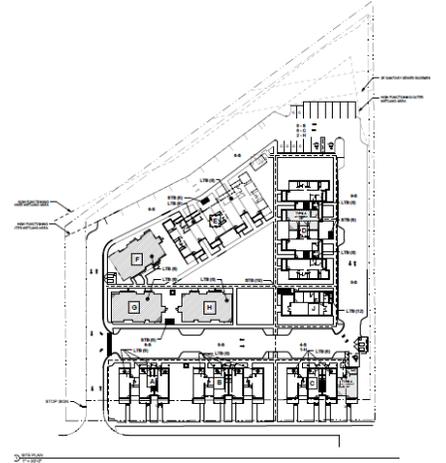
Purpose:

- Allow flexibility and encourage innovation in land use development
- Review criteria include: appropriate use of the land, improved character and quality, adequate streets and utilities, preservation of natural and scenic features, consistency with BVCP and other adopted plans, compatibility, proportional height, pedestrian safety, environmentally sensitive design, appropriate bulk, and appropriate amenities

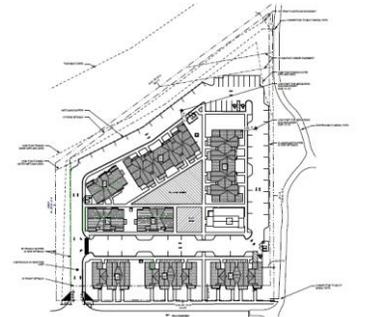
Process:

- *Applicant*: submits application
- *City Staff*: review application; make recommendation to Planning Board
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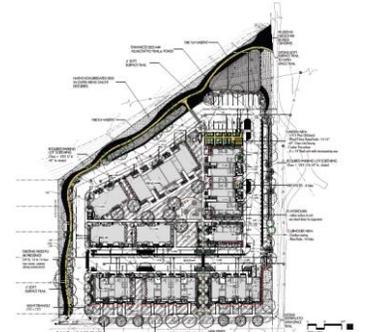
Timeframe: 4-12 months



ACCESSIBILITY & PARKING PLAN



SITE DEVELOPMENT PLAN



PALO PARK

LANDSCAPE PLAN

FINAL STEPS

- Technical Document Review (subdivision and site construction drawings)

Timeline: 2-3 months

- Building Permit
- Certificate of Occupancy

