



TO: Members of Council
FROM: Dianne Marshall, City Clerk's Office
DATE: January 7, 2014
SUBJECT: Information Packet

1. Call Ups

- A. Vacation of an 829 square foot portion of an existing utility easement on the southeast corner of the property at 1310 Meadow Avenue (ADR2013-00085).

2. Information Item

None

3. Boards and Commissions

- A. Human Relations Commission – December 16, 2013
- B. Landmarks Board – November 6, 2013
- C. Library Commission – October 30, 2013
- D. Library Commission – November 6, 2013
- E. Open Space Board of Trustees – December 11, 2013
- F. Open Space Board of Trustees – December 18, 2013
- G. Transportation Advisory Board – October 14, 2013
- H. Water Resources Advisory Board – October 21, 2013

4. Declarations

- A. Bike Art Day – December 6, 2013
- B. National Homeless Persons' Memorial Day – December 21, 2103
- C. Support of Veterans and Active Duty Personnel



INFORMATION PACKET MEMORANDUM

To: Members of City Council

From: Jane S. Brautigam, City Manager
Paul J. Fetherston, Deputy City Manager
David Driskell, Executive Director of Community Planning & Sustainability
Charles Ferro, Development Review Manager
Sloane Walbert, Planner I

Date: December 23, 2013

Subject: Call-Up Item: Vacation of an 829 square foot portion of an existing utility easement on the southeast corner of the property at 1310 Meadow Avenue (ADR2013-00085).

EXECUTIVE SUMMARY:

The applicant requests vacation of an 829 square foot portion of an existing sewer easement at 1310 Meadow Avenue (refer to **Attachment D** for exact location) to construct a detached garage and studio space. The easement was originally dedicated on the Moss Rock Ridge Subdivision plat, recorded August 31, 1967. The easement was reserved for a sewer main that runs east-west across the southern portion of the property. The applicant would like to vacate the portion of the easement that was reserved for access to maintain the sewer main. The applicant has dedicated a separate easement to provide access to the main. Therefore, no public need exists for the portion of the easement to be vacated.

The proposed vacation was approved by staff on December 18, 2013. There is one scheduled City Council meeting on January 7, 2014 within the 30 day call-up period.

CODE REQUIREMENTS:

Pursuant to the procedures for easement vacations set forth in subsection 8-6-10(b), B.R.C. 1981, the city manager has approved the vacation of an 829 square foot portion of the existing utility easement. The date of final staff approval of the easement vacation was December 18, 2013 (refer to **Attachment E, Notice of Disposition**). This vacation does not require approval through ordinance based on the following criteria:

- It has never been open to the public; and
- It has never carried regular vehicular or pedestrian traffic.

The vacation will be effective 30 days later on January 17, 2014 unless the approval is called up by City Council.

FISCAL IMPACTS:

None identified.

COMMUNITY SUSTAINABILITY ASSESSMENTS AND IMPACTS:

- Economic: No economic impact is anticipated.

- Environmental: No impacts are anticipated through this utility easement vacation.

- Social: None identified.

BACKGROUND:

The subject property is a 14,330 square foot lot located in a Residential - Estate (RE) zone district (refer to **Attachment A**, *Vicinity Map*). The property is encumbered by a sewer easement that runs east-west along the southern end of property with a section that forks to the northeast (please refer to **Attachment B**, *Site Plan*). The sewer easement was reserved at the time of original subdivision for the extension of a sewer main. The northeast fork of the easement was dedicated to provide access for maintenance of the sewer main from Moss Rock Place to the northeast. The property owner would like to construct a detached garage and studio space, which would encroach into the section of the easement reserved exclusively for access. The applicant has dedicated a separate ten-foot utility easement along the eastern property line to provide alternate access to the sewer main (Reception Number 03355652). Therefore, there is no public need for the portion of utility easement to be vacated.

Given that there is no public need for the portion of easement for which it was intended, failure to vacate the requested portion of easement would cause hardship to the property owner by limiting the development potential of the property.

ANALYSIS:

Staff finds the proposed vacation of an 829 square foot portion of an existing sewer easement consistent with the standard set forth in subsection (b) of section 8-6-10, “*Vacation of Public Easements*”, B.R.C. 1981. Specifically, staff has determined that no public need exists for the portion of easement to be vacated because all public utilities are located in public right-of-way or other easements.

No vacation of a public easement shall be approved unless the approving agency finds that:

- ✓ 1. Change is not contrary to the public interest.
- ✓ 2. All agencies having a conceivable interest have indicated that no need exists, either in the present or conceivable future, for its original purpose or other public purpose.
- ✓ 3. Consistent with the Comprehensive Plan and Land Use Regulations.

- ✓ a. Failure to vacate the easement would cause a substantial hardship to the use of the property consistent with the Comprehensive Plan and Land Use Regulations; or
- The portion of utility easement to be vacated was dedicated to provide access for maintenance of a sewer main that runs east-west across the subject property. A separate easement has been dedicated to provide access to the sewer main. The building site on this lot is currently unnecessarily limited by the subject easement since there is no public need for the easement.*
- N/A b. Would provide a greater public benefit than retaining the property in its present status.

PUBLIC COMMENT AND PROCESS:

Notice of the vacation will be advertised in the Daily Camera within the 30 day call up period. Staff has received no written or verbal comments adverse to the vacation.

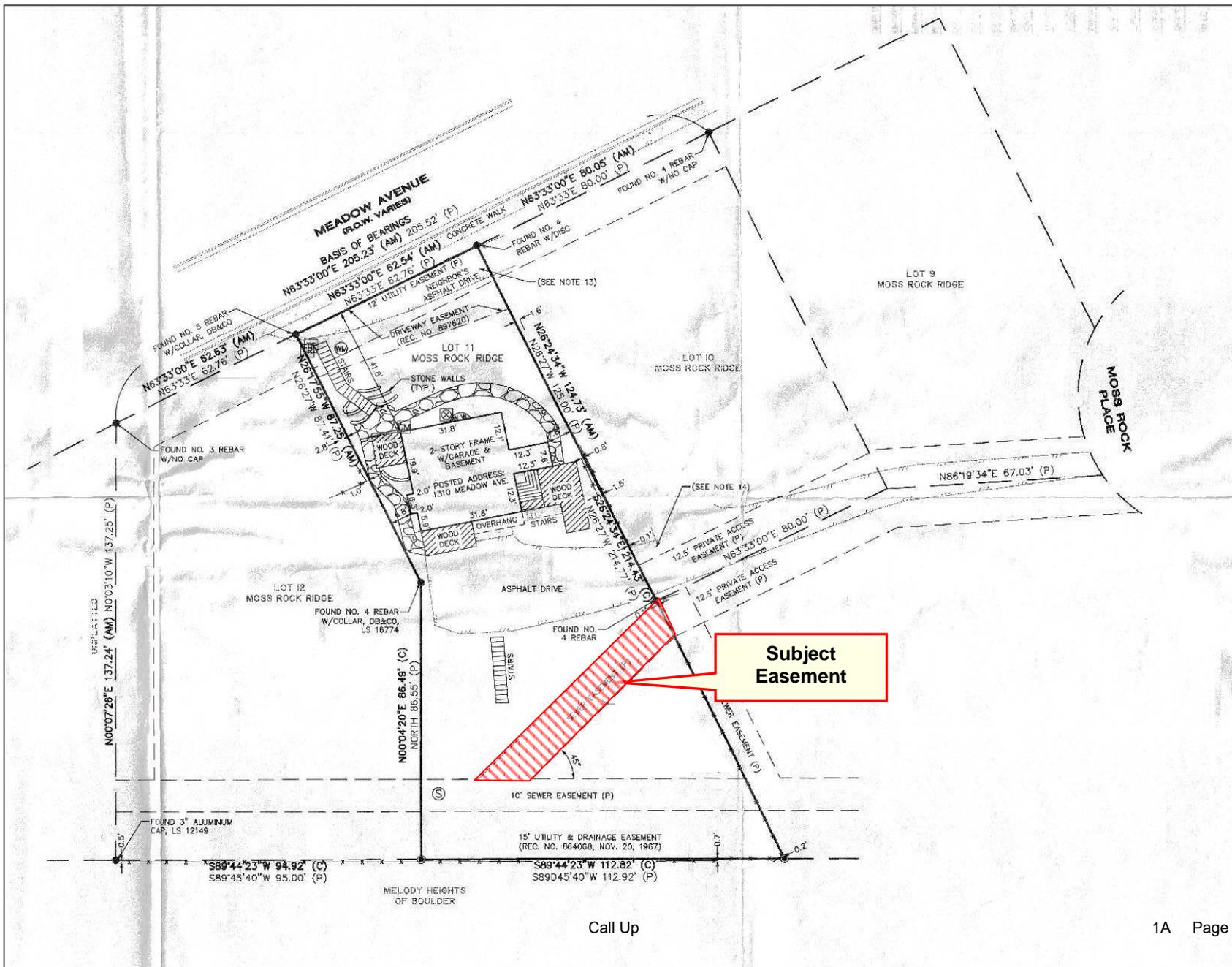
NEXT STEPS:

If the requested vacation is not called up by City Council then the Deed of Vacation (**Attachment C**) will be recorded. If the requested vacation is called up, and subsequently denied, the applicant will be limited to development on the property outside of the easement area.

ATTACHMENTS:

- Attachment A: Vicinity Map
Attachment B: Site Plan
Attachment C: Deed of Vacation
Attachment D: Exhibit A
Attachment E: Notice of Disposition





Subject Easement

For Administrative Purposes Only
Address: 1310 Meadow Ave.
Case No. ADR2013-00085

DEED OF VACATION

The City of Boulder, Colorado does hereby vacate and release to the present owner of the subservient land, in a manner prescribed by Subsection 8-6-10(b), B.R.C. 1981, the following portion of utility easement previously dedicated to the City of Boulder and recorded in the records of the Boulder County Clerk and Recorder on the final plat of the Moss Rock Ridge subdivision at Reception No. 90856610 on the 31st day of August 1967, located at 1310 Meadow Avenue and as more particularly described as follows:

See Exhibit A attached hereto and incorporated herein by reference.

The within easement vacation and release of said easement shall extend only to the portion and the type of easement specifically vacated. The within vacation is not to be construed as vacating any rights-of-way or easements or cross-easements lying within the description of the vacated portion of the easement.

Executed this _____ day of _____, 20__, by the City Manager after having received authorization from the City Council of the City of Boulder, Colorado.

CITY OF BOULDER, COLORADO

By: _____
Jane S. Brautigam, City Manager

Attest:

City Clerk

Approved as to form:



City Attorney's Office

12-30-13
Date

EXHIBIT "A"

LOCATED IN THE NORTHWEST QUARTER OF SECTION 19, TOWNSHIP 1 NORTH,
RANGE 70 WEST OF THE 6TH PRINCIPAL MERIDIAN,
CITY OF BOULDER, COUNTY OF BOULDER, STATE OF COLORADO
SHEET 1 OF 2

VACATION OF UTILITY EASEMENT OVER AND ACROSS A PORTION OF LOT 11, MOSS ROCK RIDGE, RECORDED AUGUST 31, 1967 AT RECEPTION NO. 856610, IN THE OFFICE OF THE BOULDER COUNTY CLERK AND RECORDER, LOCATED IN THE NORTHWEST QUARTER OF SECTION 19, TOWNSHIP 1 NORTH, RANGE 70 WEST OF THE 6TH PRINCIPAL MERIDIAN, CITY OF BOULDER, COUNTY OF BOULDER, STATE OF COLORADO, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

CONSIDERING THE EASTERLY LINE OF SAID LOT 11 TO BEAR S26°24'34"E, A DISTANCE OF 214.43 FEET BETWEEN A FOUND NO. 4 REBAR WITH DISC AT THE MOST NORTHERLY CORNER OF SAID LOT 11, AND A FOUND NO. 5 REBAR WITH 1 1/2" ALUMINUM CAP AT THE SOUTHEAST CORNER OF SAID LOT 11, MARKED "FLATIRONS SURV 16406", WITH ALL BEARINGS CONTAINED HEREIN RELATIVE THERETO.

BEGINNING AT THE NORTHWESTERLY CORNER OF LOT 13, MOSS ROCK RIDGE, SAID POINT BEING ON THE EASTERLY LINE OF SAID LOT 11;
THENCE S26°24'34"E, ALONG SAID EASTERLY LINE, A DISTANCE OF 12.42 FEET;
THENCE S44°44'23"W, A DISTANCE OF 62.64 FEET TO A POINT ON THE NORTHERLY LINE OF AN EXISTING 10 FOOT SEWER EASEMENT AS RECORDED IN SAID MOSS ROCK RIDGE;
THENCE, ALONG SAID NORTHERLY LINE, S89°44'23"W, A DISTANCE OF 16.62 FEET;
THENCE N44°44'23"E, A DISTANCE OF 78.40 FEET TO THE POINT OF BEGINNING.

SAID EASEMENT CONTAINING 829 SQ.FT. OR 0.02 ACRES, MORE OR LESS.

I, JOHN B. GUYTON, A LAND SURVEYOR LICENSED IN THE STATE OF COLORADO, DO HEREBY STATE FOR AND ON BEHALF OF FLATIRONS, INC., THAT THIS PARCEL DESCRIPTION AND ATTACHED EXHIBIT, BEING MADE A PART THEREOF, WERE PREPARED BY ME OR UNDER MY RESPONSIBLE CHARGE AT THE REQUEST OF THE CLIENT AND IS NOT INTENDED TO REPRESENT A MONUMENTED LAND SURVEY OR SUBDIVIDE LAND IN VIOLATION OF STATE STATUTE.



JOHN B. GUYTON
COLORADO P.L.S. #16406
CHAIRMAN/CEO, FLATIRONS, INC.

FSI JOB NO. 13-61,358

JOB NUMBER: 13-61,358
DRAWN BY: E. DAVIS
DATE: JUNE 10, 2013

THIS IS NOT A "LAND SURVEY PLAT" OR "IMPROVEMENT SURVEY PLAT" AND THIS EXHIBIT IS NOT INTENDED FOR PURPOSES OF TRANSFER OF TITLE OR SUBDIVISIONS OF LAND. RECORD INFORMATION SHOWN HEREON IS BASED ON INFORMATION PROVIDED BY CLIENT.

Flatirons, Inc.
Surveying, Engineering & Geomatics



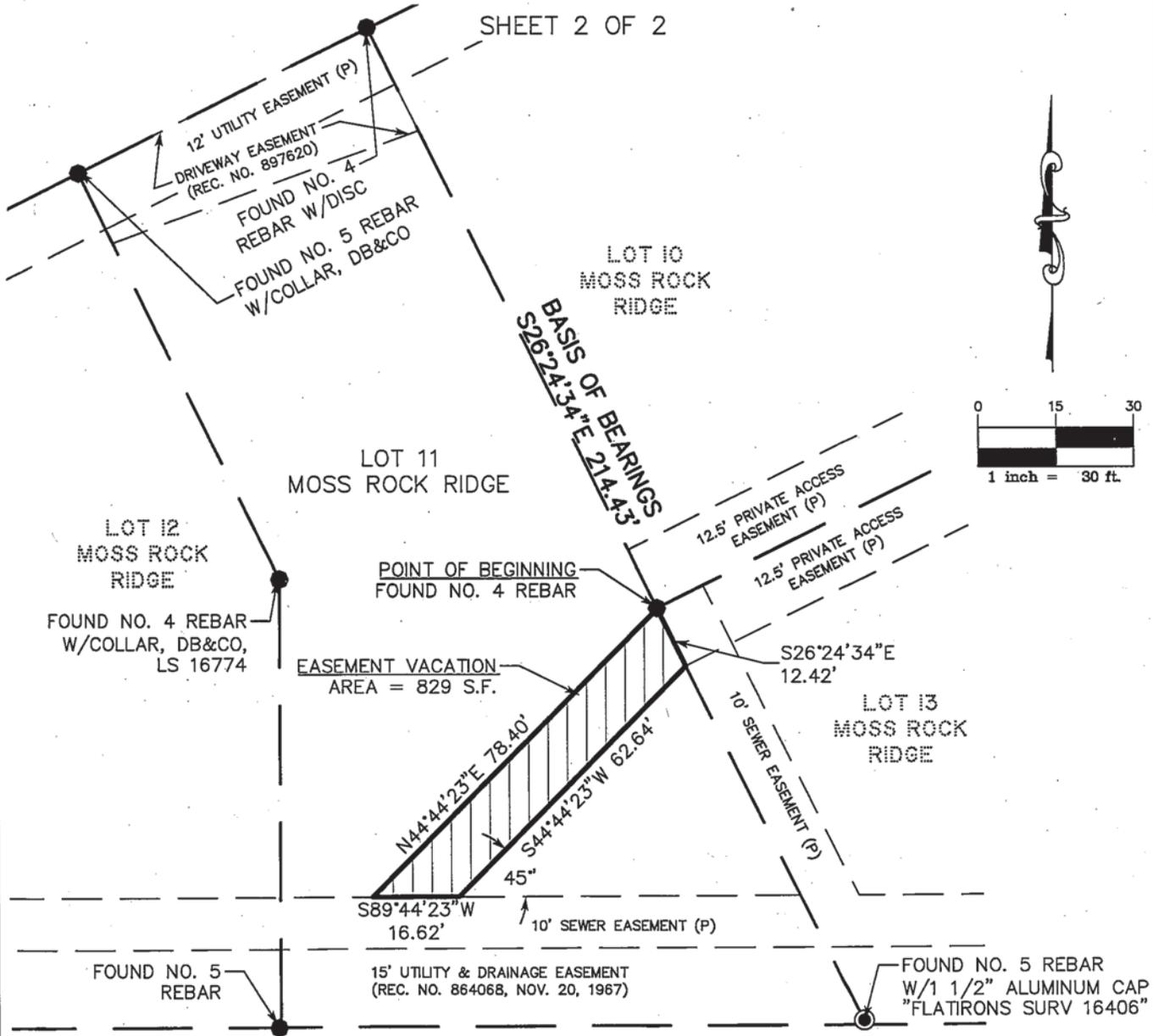
655 FOURTH AVE
LONGMONT, CO 80501
PH: (303) 776-1733
FAX: (303) 776-4355
www.FlatironsInc.com

BY:EDAVIS FILE:161358-VACATION EXHIBIT.DWG DATE:6/10/2013 2:31 PM

EXHIBIT "A"

LOCATED IN THE NORTHWEST QUARTER OF SECTION 19, TOWNSHIP 1 NORTH,
RANGE 70 WEST OF THE 6TH PRINCIPAL MERIDIAN,
CITY OF BOULDER, COUNTY OF BOULDER, STATE OF COLORADO

SHEET 2 OF 2



BY:EDAVIS FILE:61358-VACATION EXHIBIT.DWG DATE:6/10/2013 2:31 PM

JOB NUMBER: 13-61,358
DRAWN BY: E. DAVIS
DATE: JUNE 10, 2013

MELODY HEIGHTS OF
BOULDER

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Community Planning and Sustainability

1739 Broadway, Third Floor • P.O. Box 791, Boulder, CO 80306-0791
phone 303-441-1880 • fax 303-441-3241 • web boulderplandevlop.net

ADMINISTRATIVE REVIEW
NOTICE OF DISPOSITION

You are hereby advised that the following action was taken by the Planning Department:

DECISION: Approved
DATE: December 18, 2013
REQUEST TYPE: Vacation/Easement
ADDRESS: 1310 Meadow Ave.
APPLICANT: Jacques Juilland, Habilis Design Build
CASE #: ADR2013-00085
LEGAL DESCRIPTION: Lot 11, Moss Rock Ridge Subdivision, City of Boulder, County of Boulder, Colorado
DESCRIPTION: EASEMENT VACATION to vacate an 829 square foot portion of a utility easement on the southeast corner of the property at 1310 Meadow Avenue.

FINAL DECISION STANDARDS:

Approved as submitted. This application is approved per the criteria for Vacation of Public Easements as set forth in section 8-6-10, B.R.C. 1981. This approval does not constitute building permit approval.

This approval is limited to the vacation of an 829 square-foot portion of an existing sewer easement, previously dedicated to the City of Boulder and recorded in the records of the Boulder County Clerk and Recorder on the final plat of the Moss Rock Ridge Subdivision in Plan File R 2-2-9 at Reception No. 856610 on August 31, 1967.

INFORMATIONAL COMMENTS:

Pursuant to section 8-6-10(b), B.R.C. 1981, approval of an easement vacation "is not effective until thirty days after the date of its approval. Promptly after approving the vacation, the manager will forward to the city council a written report, including a legal description of vacated portion of the easement and the reasons for approval. The manager will publish notice of the proposed vacation once in a newspaper of general circulation in the City within thirty days after the vacation is approved. Upon receiving such report and at any time before the effective date of the vacation, the council may rescind the manager's approval and call up the vacation request for its consideration at a public hearing, which constitutes a revocation of the vacation."

This decision is final and may not be appealed. A new request may be considered only as a new application.

Approved By:

S Walbert

Sloane Walbert, Planning Department

City of Boulder
BOARDS AND COMMISSIONS MEETING SUMMARY FORM

NAME OF BOARD/COMMISSION: Human Relations Commission
DATE OF MEETING: December 16, 2013
NAME/TELEPHONE OF PERSON PREPARING SUMMARY: Kim Pearson (303) 441-4197
NAMES OF MEMBERS, STAFF AND INVITED GUESTS PRESENT: Commissioners– Jonathan Dings, Amy Zuckerman, Emilia Pollauf, Shirly White, Peter Osnes Staff – Carmen Atilano, Kim Pearson
WHAT TYPE OF MEETING (CIRCLE ONE) [REGULAR] [SPECIAL] [QUASI-JUDICIAL]
AGENDA ITEM 1 - CALL TO ORDER – The December 16, 2013 HRC meeting was called to order at 6:00 p.m. by J. Dings .
AGENDA ITEM 2 – AGENDA ADJUSTMENTS – The Community Action Development Corporations will present their CIF report, Barrio E’ will present their CoIH event report, and commissioners will discuss upcoming meeting dates.
AGENDA ITEM 3 – APPROVAL OF MINUTES – E. Pollauf moved to accept the November 25, 2013 minutes. A. Zuckerman seconded the motion. Motion carries 4-0.
AGENDA ITEM 4 – COMMUNITY PARTICIPATION (non-agenda action items) – None.
AGENDA ITEM 5 – ACTION ITEMS
A. 2013 Community Event Fund Reports
1. Acorn School – S. White moved to accept the report. E. Pollauf seconded the motion. Motion carries 4-0.
2. Sigma Psi Zeta Sorority – P. Osnes moved to accept the report. E. Pollauf seconded the motion. Motion carries 5-0.
3. Out Boulder – E. Pollauf moved to accept the report. A. Zuckerman seconded the motion. Motion carries 5-0.
B. 2013 Celebration of Immigrant Heritage Event Report
1. Barrio E’ – S. White moved to accept the report. E. Pollauf seconded the motion. Motion carries 5-0.
C. 2013 Community Impact Fund Report
1. Community Action Development Corporation – S. White moved to accept the report. E. Pollauf seconded the motion. Motion carries 5-0.
D. 2013 Community Event Fund Decisions
1. Acorn School – P. Osnes moved to not fund the proposal. A. Zuckerman seconded the motion. Motion carries 5-0.
2. Barrio E’ – A. Zuckerman moved to approve funding in the amount of \$3,000 for all three proposals. S. White seconded the motion. Motion carries 5-0.
3. Boulder Asian Pacific Alliance – S. White moved to approve funding in the amount of \$1,600. E. Pollauf seconded the motion. Motion carries 5-0.
4. Boulder Jewish Festival – A. Zuckerman moved to approve funding in the amount of \$1,600. S. White seconded the motion. Motion carries 5-0.

5. BMOCA –

- i. Access Tours – A. Zuckerman moved** to table the funding decision and request resubmission to Community Impact Fund. **E. Pollauf seconded** the motion. **Motion carries 5-0.**
- ii. Spanish Translation – P. Osnes moved** to not fund the proposal. **A. Zuckerman seconded** the motion. **Motion carries 5-0.**

6. Bridge House: P Osnes recused himself from the vote.

- i. 2014 Homeless Persons Memorial – E. Pollauf moved** to fund the proposal in the amount of \$1,500. **A. Zuckerman seconded** the motion. **Motion carries 4-0.**
- ii. Kids Give Back Thanksgiving Dinner – A. Zuckerman moved** to fund the proposal in the amount of \$500, to cover the cost of food. **J. Dings seconded** the motion. **Motion carries 4-0.**

7. Out Boulder – S. White moved to fund the proposal in the amount of \$1,600. **E. Pollauf seconded** the motion. **Motion carries 5-0.**

8. Pi Delta Psi Fraternity – S. White moved to not fund the proposal. **E. Pollauf seconded** the motion. **Motion carries 5-0.**

9. Postoley – E. Pollauf moved to fund the proposal in the amount of \$1,500. **J. Dings seconded** the motion. **Motion carries 5-0.**

10. Sigma Psi Zeta Sorority – S. White moved to not fund the proposal. **P. Osnes seconded** the motion. **Motion carries 5-0.**

11. Veterans Helping Veterans – A. Zuckerman moved to create an immediate action item to fund the proposal through the CIF instead of the CEF. **E. Pollauf seconded** the motion. **Motion carries 5-0.**

12. Village Arts Coalition – J. Dings moved to fund the proposal in the amount of \$1,600. **A. Zuckerman seconded** the motion. **Motion carries 5-0.**

E. Questions for HRC, 2014 Council Retreat

- 1. S. White** offered to write a draft of responses to 2014 City Council Retreat questions in the upcoming week. **A. Zuckerman** and **C. Atilano** offered to review the draft. **C. Atilano** will distribute the revised version to HRC members.

AGENDA ITEM 6 – DISCUSSION/INFORMATIONAL ITEMS

A. Boards and Commissions Committee, Council member Tim Plass

- 1. Council member Tim Plass** presented on the progress of the Boards and Commissions committee. After interviewing commissioners and staff, the committee developed recommendations with the goal of enhancing the performance of boards and commissions. Areas of focus for recommendations include: 1) clarification of roles and responsibilities, 2) recruitment, 3) the application process, 4) normalizing best practices, 5) staff support, 6) parity between boards and commissions. The commissioners proceeded to ask questions and then were shown a Channel 8-produced video entitled “Boards Commissions – Volunteer Your Voice,” which is aimed at recruiting commissioners.

B. 2014 MLK Celebration

- 1. J. Dings moved** to table the discussion of the 2014 MLK Celebration until the January 2014 meeting.

C. Work Plan Updates:

- 1. J. Dings moved** to table the discussion of the 2014 HRC Work Plan until the January 2014 meeting.

D. Event Reports – J. Dings moved to table the discussion of Event Reports until the January 2014 meeting.

E. Follow Up Tasks –

1. Distribute additional CoIH funding in the amount of \$500 to Barrio E’.
2. **S. White** will draft responses to the City Council 2013 Retreat Questions. **A. Zuckerman** and **C. Atilano** will review the draft and send input to commissioners.
3. Staff will notify the 2014 CEF applicants of the funding decisions made at the December HRC meeting.
4. Move 2014 Work Plan Discussion to the January 2014 meeting; staff will develop the discussion plan based on commissioners’ input made during the December HRC meeting.

AGENDA ITEM 7 – IMMEDIATE ACTION ITEMS

A. Veterans Helping Veterans Now Funding Decision – A. Zuckerman moved to fund the proposal in the amount of \$1,500 through the CIF instead of the CEF. **E. Pollauf seconded** the motion. **Motion carries 5-0.**

AGENDA ITEM 8 – Adjournment – E. Pollauf moved to adjourn the December 16, 2013 meeting. **S. White seconded** the motion. **Motion carries 5-0.** The meeting was adjourned at 9:53 p.m.

TIME AND LOCATION OF ANY FUTURE MEETINGS, COMMITTEES OR SPECIAL

HEARINGS: The next regular meeting of the HRC will be January 27, 2013 at 6:00 p.m. in the City Council Chambers, 1777 Broadway.

**CITY OF BOULDER
LANDMARKS BOARD
November 6, 2013
1777 Broadway, Council Chambers Room
6 p.m.**

The following are the action minutes of the November 6, 2013 City of Boulder Landmarks Board meeting. A digital recording and a permanent set of these minutes (maintained for a period of seven years) are retained in Central Records (telephone: 303-441-3043). You may also listen to the recording on-line at: www.boulderplandevlop.net.

BOARD MEMBERS:

Mark Gerwing, Chair

Nick Fiore

Liz Payton

Kate Remley

Kirsten Snobeck

*Bryan Bowen **Planning Board representative without a vote*

STAFF MEMBERS:

Debra Kalish, Senior Assistant City Attorney

James Hewat, Senior Historic Preservation Planner

Marcy Cameron, Historic Preservation Planner

1. CALL TO ORDER

The roll having been called, Chair **M. Gerwing** declared a quorum at 6:02 p.m. and the following business was conducted.

- Councilor Tim Plass gave a presentation regarding City Council's Boards and Commissions initiative and asked the Landmarks Board for feedback.

2. APPROVAL OF MINUTES

On a motion by **M. Gerwing**, seconded by **K. Snobeck**, the Landmarks Board approved (5-0) the minutes of the October 2, 2013 board meeting.

3. PUBLIC PARTICIPATION FOR ITEMS NOT ON THE AGENDA

4. DISCUSSION OF LANDMARK ALTERATION AND DEMOLITION APPLICATIONS ISSUED AND PENDING

- Staff provided an update on the stay of demolition at 428 Pleasant St., including a summary of the meeting with the applicant and two board members to discuss alternatives to demolition. The stay of demolition expires Jan. 6, 2014. The board decided to discuss the application under Matters.

- Staff provided an update on the stay of demolition at 1045 Linden Ave., including a summary of the meeting with the applicant and two board members to discuss alternatives to demolition. Staff reported that the applicant is willing to donate the building if it is moved off-site and that discussions are continuing. The stay of demolition expires Feb. 19, 2014.

5. ACTION ITEMS

- A. Public hearing and consideration of a demolition permit for the building located at 3315 4th St., a non-landmarked building over 50 years old, pursuant to Section 9-11-23 of the Boulder Revised Code (HIS2013-00197). Applicant: Jack Weise. Owner: Ragan Melton.

Board members were asked to reveal any ex-parte contacts they may have had on this item.

M. Gerwing and N. Fiore reviewed the project at an Ldrc meeting. All board members made a site visit.

Staff Presentation

M. Cameron presented a PowerPoint presentation to the board.

Applicant's Presentation

Eben P. Clark, attorney, 2521 Broadway, Boulder, spoke in support of the demolition and presented a 3D model that identified alterations to the building.

Joel Ambrosino, engineer with Gebau, Inc., 1121 Broadway, Boulder, spoke in support of the demolition.

Annette Shaver, architect, 4710 Holiday Dr, Boulder, spoke in support of the demolition.

Public Hearing

No one from the public spoke to this item.

Motion

On a motion by **K. Snobeck**, seconded by **M. Gerwing**, the Landmarks Board issued (5-0) the demolition permit for the house located at 3315 4th St., finding that the building is not eligible for landmark designation due to a loss of architectural integrity, and adopted the staff memorandum dated November 6, 2013 as the findings of the board.

L. Payton clarified that the addition to the rear was not the change to the building that resulted in its loss of historic integrity.

- B. Public hearing and consideration of an application to designate the building and property at 1922 20th St. as a local historic landmark per Section 9-11-5 of the Boulder Revised Code, 1981 (HIS2013-00075). Owner: Benjamin and Annah Worland.

Board members were asked to reveal any ex-parte contacts they may have had on this item.

N. Fiore and K. Snobeck reviewed the project at an Ldrc meeting. All board members made a site visit.

Staff Presentation

M. Cameron presented a PowerPoint presentation to the board.

Applicant's Presentation

No one from the public spoke to this item.

Public Hearing

Abby Daniels, of Historic Boulder, Inc., 1123 Spruce St., Boulder, spoke in support of landmark designation.

Andy McDonald, 2003 Pine Street, spoke in support of the designation.

Motion

On a motion by **L. Payton**, seconded by **K. Snobeck**, the Landmarks Board designated (5-0) the house and property at 1922 20th St. as a local historic landmark, to be known as the Mackenzie House, finding that it meets the standards for individual landmark designation in Sections 9-11-1 and 9-11-2, B.R.C. 1981, and adopted the staff memorandum, including the following as the findings of the board:

The Landmarks Board finds, based upon the application and evidence presented, that the proposed designation application for 1922 20th St. is consistent with the purposes and standards of the Historic Preservation Ordinance, and:

1. The proposed designation will protect, enhance, and perpetuate a building reminiscent of past eras and persons important in local and state history and preserve a significant example of architecture from the past. Sec. 9-11-1(a) B.R.C. 1981.
 2. The proposed designation will develop and maintain an appropriate setting and environment for the property and will enhance property values, stabilize the neighborhood, promote tourist trade and interest, and foster knowledge of the city's living heritage. 9-11-1(a), B.R.C. 1981.
 3. The proposed designation draws a reasonable balance between private property rights and the public interest in preserving the city's cultural, historic, and architectural heritage by ensuring that demolition of buildings important to that heritage will be carefully weighed with other alternatives. 9-11-1(b), B.R.C. 1981.
 4. The proposed designation is of an individual building that has special character and historical, architectural or aesthetic interest or value and includes a landmark site for the proposed landmark. Sec. 9-11-2(a)(1).
- C. Public hearing and consideration of an application to designate the property at 2003 Pine St. as a local historic landmark per Section 9-11-5 of the Boulder Revised Code, 1981 (HIS2013-00144). Owner: Andrew and Kristin MacDonald.

Board members were asked to reveal any ex-parte contacts they may have had on this item.

All board members reviewed the project at various Ldrc meetings and made site visits.

Staff Presentation

J. Hewat presented a PowerPoint presentation to the board.

Applicant's Presentation

Andy McDonald, 2003 Pine Street, spoke in support of the designation.

Public Hearing

Abby Daniels, of Historic Boulder, Inc., 1123 Spruce St., Boulder, spoke in support of the designation.

Motion

On a motion by M. Gerwing, seconded by N. Fiore, the Landmarks Board designated (5-0) the property at 2003 Pine St. as a local historic landmark, to be known as the Wheeler-MacDonald House, finding that it meets the standards for individual landmark designation in Sections 9-11-1 and 9-11-2, B.R.C. 1981, and adopted the staff memorandum, including the following as the findings of the board:

The Landmarks Board finds, based upon the application and evidence presented, the proposed designation application is consistent with the purposes and standards of the Historic Preservation Ordinance, and:

1. The proposed designation will protect, enhance, and perpetuate a building reminiscent of past eras and persons important in local and state history and provide a significant example of architecture from the past. Sec. 9-11-1(a), B.R.C. 1981.
2. The proposed designation will maintain an appropriate setting and environment and will enhance property values, stabilize the neighborhood, promote tourist trade and interest, and foster knowledge of the city's living heritage. Sec. 9-11-1(a), B.R.C. 1981.
3. The proposed designation draws a reasonable balance between private property rights and the public interest in preserving the city's cultural, historic, and architectural heritage by ensuring that demolition of buildings important to that heritage will be carefully weighed with other alternatives. 9-11-1(b), B.R.C. 1981. The proposed designation is of an individual building that has special character and historical, architectural or aesthetic interest or value and includes a landmark site for the proposed landmark. Sec. 9-11-2(a)(1).

The Landmarks Board recommended that the property be designated as the Wheeler-MacDonald House, in recognition of the current owner's careful stewardship of the property.

6. MATTERS FROM THE LANDMARKS BOARD, PLANNING DEPARTMENT AND CITY ATTORNEY

A. Update Memo

B. Subcommittee Update

- a. Potential Resources Subcommittee – K. Remley and L. Payton reported that they had met with Historic Boulder to discuss the prioritization of potential resources and suggested a joint board meeting in early 2014.

- b. Guidelines and Code Subcommittee – **K. Snobeck** and **L. Payton** have been in the process of developing design guidelines for pools, and a draft will be ready for the board’s review at the next meeting. They also identified alternative materials and retaining walls as other issues that the subcommittee will review.
- c. Demolition Subcommittee – **M. Gerwing** and **N. Fiore** reported that they will continue to work with city staff to move the proposed changes to the demolition ordinance forward.
- d. Outreach Subcommittee –The Landmarks Board expressed support for continued presence at the Farmers’ Market in 2014. The board also discussed the development of a lecture series in the new year. **K. Remley** discussed efforts to organize neighborhood meetings.
- C. Spotlight on Designated Landmarks – **M. Cameron** highlighted five currently designated landmarks associated with Boulder’s agricultural past.
- D. Demolition Application for 428 Pleasant Ave. Board discussed the stay-of-demolition and determined that they would not schedule a hearing to either lift the stay or initiate landmark designation and instead allow the stay-of-demolition to continue

7. DEBRIEF MEETING/CALENDAR CHECK

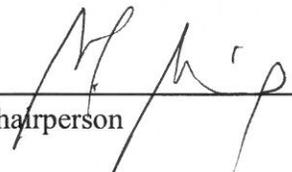
- A. **L. Payton** discussed the guidelines regarding naming of landmark designations.

8. ADJOURNMENT

The meeting adjourned at 9:32 p.m.

Approved on December 4, 2013

Respectfully submitted,



Chairperson

**Approved Minutes
Boulder Public Library Commission meeting
October 30, 2013
Main Library North Meeting Room**

COMMISSION MEMBERS PRESENT

Anne Sawyer
Celeste Landry
Donna O'Brien
Anna Lull
Paul Sutter

COMMISSION MEMBERS ABSENT

None

LIBRARY STAFF MEMBERS PRESENT

Maureen Rait, Executive Director of Public Works and Interim Director of Library & Arts
Jennifer Miles, Deputy Library Director
Leanne Slater, Administrative Specialist

REPRESENTATIVES FROM BRADBURY ASSOCIATES PRESENT

Jobeth Bradbury, Owner and Partner
Dan Bradbury, Managing Partner

PUBLIC PRESENT

Steve Colby
Peter Richards

CALL TO ORDER

The meeting was called to order at 6:02 p.m.

PUBLIC PARTICIPATION

No public participation

AGENDA, FACILITATED BY BRADBURY ASSOCIATES

A. INTRODUCTIONS

Dan Bradbury and Jobeth Bradbury introduced themselves to the Library Commission and stated that they were looking forward to starting the recruitment process. Library Commissioners shared their individual backgrounds and their unique connection to libraries.

B. STRUCTURE FOR THE SEARCH

Bradbury and Bradbury reviewed their structure for the search for the new library and arts director and explained that they will do the following:

- Travel to Boulder on four separate occasions
- Review the meetings that they have led on their first trip and attribute surveys received
- Craft a position announcement and seek city manager final approval
- Start recruiting through November with a soft close date of December 29
- Advertise the position on city and library websites, on about 45 specific professional websites, and on recruiters' website
 - Ad will link to internal and external documents including city and county websites, and local school district websites, etc.

C. REVIEW THE SEARCH PROCESS

Bradbury and Bradbury discussed their recruitment/search process for the Library & Arts Director which included:

- Communicating with 350-400 colleagues
- Seek the people that may not be looking for a job but are doing great work
- Seek candidate nominations
- Search Colorado and surrounding states in order to build a national search
- Anticipate finding about 20-25 qualified candidates
- Do all of the intake- cover letter, resume, questionnaire, and phone conversations
- Do online research including news and social media websites and 'street reconnaissance' including speaking with the candidate's state library leadership
- On the second visit, share application materials with the city manager and deputy city manager and narrow it down to 6-8 semifinalists via Skype interviews, then further narrow it down to 3-4 finalists who will both make presentations to the public in Boulder and attend interviews at the end of January
- Moderate public forum with final candidates
- Do formal references
- Facilitate feedback forms from those that attend the public forums with candidates
- Bradbury Associates has a 1-year guarantee: If a person is hired and leaves the position within the first year, then the Bradbury Associates will conduct a new search free of charge.

The Library Commission had the opportunity to offer comments and questions which included:

- Sawyer asked how often does Bradbury Associates get to the point of the offer and then the candidate declines. Ms. Bradbury responded that this does not happen often. Sawyer added that she wants to ensure that we do all that we can to prevent that scenario as the community becomes invested (in the candidates) during the public input process.
- Ms. Bradbury mentioned the idea of creating a 'transition team' for the new library and arts director, particularly if they are from outside the community, made up of representatives (i.e. commission or foundation members) who would serve to shepherd the new person into the community for about their first six weeks.

D. MARKETING PLAN: SHARE THE (BRADBURY ASSOCIATES) POSITION MARKETING PLAN STRATEGY

Bradbury associates shared their marketing plan strategy with the Library Commission.

- Sawyer suggested including a focus on searching the kinds of communities that are similar to Boulder, i.e. active community members, a technology presence, federal scientific labs, rather than just Colorado's neighboring states.
- Landry mentioned that Boulder has official peer cities which she believes is posted on the city's website.
- Sutter asked if the likely candidates would be those who are currently in positions like the director position. The recruiters replied that some would be but others may be in a deputy director/assistant director position.
- Sawyer asked for recommendations on how to balance making candidates aware of the challenges of the position with the exciting components such as the library's renovation project. Ms. Bradbury said that strong candidates for this position will appreciate the community's involvement and that Bradbury Associates will sell it for the opportunity that it is.
- Lull asked Bradbury Associates if they would be compiling their professional opinion on the specific opportunities and growth potential possibilities available to the new director.
 - Some initial thoughts: Mr. Bradbury responded that he thought some challenges may surround the two commissions and their role in relation with the city's, some opportunities would be the Civic Area Plan and its impact on the cultural and artistic life of the community, the renovation project, and the possibilities for library partnerships and development opportunities.
 - Ms. Bradbury stated that there are also internal opportunities. She commented on the strong leadership team at Boulder Public Library as well as very strong staff. She said that in spite of all the change that has happened in the library, staff still has very high morale and are happy. She said that staff are interested in having some longevity and stability in a library and arts director. She said that an opportunity for the new director would be to realize staff's great potential.
- Landry requested to see the job description for the position. Ms. Bradbury agreed to provide the job description.
- Sawyer suggested including a link from the job posting to the Library Commissioner Handbook as well as other commission documents. Rait has already shared this information with Bradbury Associates.
- Landry asked when the job description might be available. Ms. Bradbury responded that it would be at least a week or a week and a half.

E. IDENTIFICATION OF KEY ATTRIBUTES: REPORT FROM THE ATTRIBUTE SURVEYS AS WELL AS CHALLENGES AND DESIRED RESULTS

The Library Commission, as well as the library's leadership team and other groups, has previously submitted a questionnaire identifying the key attributes, skills and abilities required for this position. Bradbury Associates will be compiling the key traits from each response group separately in order to discover consensus items.

F. JOB ADVERTISEMENT/ ANNOUNCEMENT: REVIEW OF BASIC ELEMENTS OF THE JOB AD/ANNOUNCEMENT- INCLUDING STARTING SALARY RANGE AND SUGGESTED CLOSING DATE

Bradbury Associates will be seeking suggestions from Miles and Chasansky regarding posting locations for the job ad on local and regional distribution lists. Mr. Bradbury also invited the Library Commission to share with him their suggestions on posting locations. He said that a Master's degree in Library and Information Science, Business Administration, or Public Administration will be preferred but not required.

- Sutter asked a clarifying question regarding whether Bradbury Associates role was advisory. Mr. Bradbury responded that their role is indeed to analyze and help formulate a decision but not to make that decision.
- Landry suggested that stabilizing and improving library funding needs to be part of the conversation with the library and arts director candidates.

G. STAFF MEETINGS/ OTHER INPUT: DISCUSSION OF PURPOSE AND GENERAL FEEDBACK FROM STAFF MEETINGS

Mr. Bradbury stated that he would share staff comments with the Library Commission. Ms. Bradbury did note that staff in the branches feel isolated.

H. CONFIDENTIALITY: DISCUSS CONFIDENTIALITY OF THE APPLICATIONS UNDER CO OPEN MEETINGS/RECORDS LAW

Mr. Bradbury stated that they would ensure confidentiality of the candidates at least until they become a finalist.

I. ADDITIONAL QUESTIONS

- Landry asked whether regional as opposed to national candidates were more likely to get hired. Mr. Bradbury replied that about two thirds of the applicants would be regional.
- Lull asked how early does Bradbury Associates assess an applicant's interest in moving. Bradbury Associates replied that they assess this during their phone conversations. Mr. Bradbury said that they strive to avoid this [a lack of interest in relocating] later in the process.
- Sawyer asked how the panel interview questions are created. Bradbury Associates said that a draft of interview questions for the candidates would be prepared and shared with the commission for feedback before it is finalized.
- Landry asked when the recruiters might predict that someone would be hired and on board. Mr. Bradbury stated he thought it might be during the middle or the end of March 2014.
- Sawyer asked the recruiters for their general feel of the strengths and challenges for a Boulder Public Library director. Ms. Bradbury stated that a key strength is staff; and the renovation project and north Boulder are wonderful opportunities. She said that another opportunity may be in developing and implementing new technologies. Mr. Bradbury added that the digitization of the local history at the Carnegie library could also be a great opportunity. Sawyer said that she was glad to hear feedback about technological opportunities and she expressed continued interest in developing the library's virtual branch.

- Lull stated that an important attribute of a new director would be their ability to find the right people and team of people and he/she would possess a vision for the library's future.
- Landry stated that this may be the time to discuss the idea that perhaps the library and arts should not be joined together. Ms. Bradbury said that this information would be passed along. Sawyer stated, that being said, there is a level of arts programming in the library that would never be given up.
- Ms. Bradbury invited feedback from the Library Commission at any time during this process. Sutter asked if there would be an update on the process in January. Mr. Bradbury responded that they would be sending weekly and biweekly reports to the city manager regarding the number of prospects identified and he said that he would ask her if she would share that information.

NEXT COMMISSION MEETING (ROLLOVER ITEMS AND DATE)

The next Library Commission meeting will be held at 6 p.m. on Wed., Nov. 6, 2013 at the Main Library, in the North Meeting Room, 1001 Arapahoe Ave. and will include the following agenda items: Shelley Sullivan, BoulderReads! manager, will present the Janet Driskell Turner-Outstanding Adult Learner award, library's renovation update regarding the contractor selection process and review of the public art selection panel recommendations, funding goal with information and vision information in relation to the library's master plan, update on the approved 2014 Library & Arts budget, begin prioritization of Library Commission goals in preparation of sending the commission's letter to City Council in December, report on Boulder Library Foundation's grants, and an update on securing a recruitment firm for the library and arts director search, and possibly information on a target patron survey iteration.

Meeting adjourned at 7:31 p.m.

Approved By _____ Date _____

Please note: Commissioner Sawyer approved these minutes on Dec. 16, 2013.

**Approved Minutes
Boulder Public Library Commission meeting
November 6, 2013
Main Library North Meeting Room**

COMMISSION MEMBERS PRESENT

Anne Sawyer
Celeste Landry
Donna O'Brien
Paul Sutter

COMMISSION MEMBERS ABSENT

Anna Lull

LIBRARY STAFF MEMBERS PRESENT

Maureen Rait, Executive Director of Public Works and Interim Director of Library & Arts
Jennifer Miles, Deputy Library Director
Wendy Hall, Carnegie Branch Manager
Matt Chasansky, Arts and Cultural Services Manager
Leanne Slater, Administrative Specialist
Shelley Sullivan, BoulderReads! Manager

CITY STAFF MEMBERS PRESENT

Glenn Magee, Facilities Design and Construction Manager
Joe Castro, Facilities & Fleet Manager
Jennifer Bray, Communication Specialist III

PUBLIC PRESENT

Anna Salim (arts commissioner)
Steve Colby
Peter Richards
Alice McDonald
David and Georgia Harris
Gayla Fills Pipe (Janet Driskell Turner- Outstanding Adult Learner Award recipient)
Betty Johnson
Ann Moss (arts commissioner)

CALL TO ORDER

The meeting was called to order at 6:00 p.m.

APPROVAL OF AGENDA

No comments were made on the approval of the agenda.

PUBLIC PARTICIPATION

1. Peter Richards addressed the Library Commission and summarized a field trip that he went on with Celeste Landry and Paul Sutter to the Longmont Public Library. Richards and others spoke with Longmont Library Director Judith Anderson, on Monday, November 4. Richards said that

Judith has worked for the city for close to 20 years. He said that Judith has an MLS [Masters in Library Science] degree and that she thinks that degree is needed in order to see the library 'big picture.' He added that Judith has been the director for four years now. Richards said that Judith has nothing to do with 'arts' in Longmont; Longmont Museum handles that area. He stated that she has people working for her, who worked at BPL (Boulder Public Library) in the past. Longmont has only one main library, no branches. He said that Longmont has one library, 51,000 sq. ft., which was built 20 years ago. Boulder Main has 92,000 sq. ft., renovated about 20 years ago. Including the two circulating branches and Carnegie, Boulder has a total of 114,000 sq. ft. of space. Longmont's current security system for books, CDs, etc. is RFID, and it works. He said that Longmont has city employees doing the janitorial service and security service and that they have full benefits. Richards stated that Boulder [library] subcontracts this out and that these employees have no benefits, to his knowledge.

Richards stated that they discussed security issues as that is a problem in all libraries. He said that the Longmont library security person has worked for the city for over 10 years and she does not look like a cop or a rent-a-cop. He said that she has no gun, no badge, no nightstick, and does not wear a uniform. Richards said that she does have a yellow blazer that says 'Longmont Public Library Staff.' Richards said that she makes everyone follow the rules and that Longmont has less of a homeless problem than Boulder.

Richards said that he is organizing another field trip to the University of Denver library on Fri., Nov. 15. He said that the group will be meeting at the DU library at 3 p.m. He said that the tour will be led by Director Nancy Allen, who incidentally is married to Jim Williams whom is the dean of libraries at University of Colorado, Boulder. He said that DU has 11,500 students and that at the beginning of the summer of 2011, the 41-year old Penrose Library closed for a \$32 million renovation and reopened in the spring of 2013. If the public wants more information about the tour, they can contact Peter Richards directly.

Please see **Attachment A** for Richards' letter to the Library Commission.

2. Arts Commissioner Anna Salim addressed the commission and said that she has been serving on the Arts Commission since 2010. She that the arts department has been in major transition and that she believes this is primarily due to not having an arts manager since Donna Gartenmann retired. Salim said that Valerie Maginnis made a fantastic hire for the arts division manager, with Matt Chasansky. She said that the arts can now begin pursuing a new cultural master plan. She said that Valerie felt strongly that the arts assessment was a necessary step in that process. She said that she believed that Valerie's untimely absence for personal reasons was the reason that the assessment consultants failed to understand and accurately reflect information concerning the library, the Boulder Library Foundation (BLF), and the arts division. She said that she was happy to hear that the steps are underway to remedy this with an addendum to that report. She said that the assessment provides third party recommendations so that decisions and improvements can be made from the greater perspective of the entire city. In regard to cultural master planning, the BLF will undoubtedly be an important player in that conversation as well; she added that the Library Commission will also be important in this respect. This community needs more collaboration rather than less. She said that Marcelee Gralapp was before her time in recognizing the natural reciprocity that could exist between library and arts. Salim said that there are a lot of efficiencies in keeping these divisions together and under a single director. She also said that she doubted the city's willingness in making an abrupt change

in their search for a new director. Instead, she suggested encouraging Bradbury Associates to do their best, to find our new library and arts director, trust that our new arts division manager is qualified and eminently capable of leading the arts division, which will allow the library and arts director much more time to focus on the library and its issues, and finally, to look to our cultural master planning process to see whether or not the arts need to be separated from the library. She said that in the meantime, the Library and Arts commissions can begin to work together more closely and better understand where services overlap, where they are distinct, and in what ways we can work together to make both divisions stronger.

Landry thanked Salim for attending and for speaking, as she said this was the first time to her knowledge that an Arts Commissioner had attended and spoken as a commissioner.

3. Alice McDonald said that she would like better publicity for public meetings and that she would like to save the auditorium. She said that only four library users, along with some arts commissioners, showed up for the public meeting with Bradbury Associates. And McDonald said that there are so many decisions to make this year regarding: the Main Library Renovation, the Civic Area Plan's to take over the library auditorium, and a new director. She said with all of these items that we should have regular publicity; she suggested getting on the Daily Camera's "To-Do" list and mentioned that Erie and Louisville libraries have posted their storytimes there on an ongoing basis. McDonald said that an update in the monthly electronic newsletter is old by the second week. She suggested having a sign at the front door regarding public meetings advertising free cookies.

In regard to the discussion about whether the library and arts director position should be separated into two positions, she said that it had already been concisely suggested what needs to be worked on. McDonald said that regardless of this decision, she believes that the auditorium should remain a free meeting space for all citizens. She said that the Civic Area Plan intends to turn the auditorium into a paid for performance venue and asked the commission if they were aware of this. She said that Marcelee felt strongly that we need to have a performance space that is free for all income levels in this community to be able to enjoy films, concerts, children's events, programming, etc. She said that it would be wrong for the city to amputate the north wing from the rest of the library since it was built with tax money. McDonald urged the Library Commission to prevent this from happening.

And she added that she was happy that she was able to offer feedback to the recruitment firm for the director's position.

4. Betsy Tobin, artistic director of the Now or Never Theatre, spoke to the Library Commission about the separation between the directors for library and arts. She said that it takes an unusual person to address all of the concerns for the library as well as all of the arts concerns. She said that she thought there had been some fantastic performances in the Canyon Theater. Tobin said that there have been full houses and they have had to turn people away. She said that she thought it was important to have a separation between the library director and the arts director. She reiterated the wonderful performances that have happened in the theater and that she was lucky to be part of some of them. Tobin stated that she had heard from many people: artists, audience members, and staff, that are really upset that the programming was cut and were really upset and disappointed. She said that it is easy to cut a program and lose it but it takes a long time to build something. She added that as you [the Library Commission and

others] decide who are in what roles and work on the Civic Area Plan, that it is important to consider the things that do work well and to stand behind them.

CONSENT AGENDA

A. APPROVAL OF SEPTEMBER 4, 2013 MINUTES

The Library Commission unanimously (4-0, Lull absent) approved the Oct. 2, 2013 minutes as amended.

PRESENTATION: JANET DRISKELL TURNER- OUTSTANDING ADULT LEARNER AWARD- SHELLEY SULLIVAN, BOULDERREADS! MANAGER (20 MINUTES)

Sullivan presented the background of the Janet Driskell Turner Outstanding Adult Learner Award. She said that Turner learned to read and write through BoulderReads! in her 70s and went on to publish her memoir. In Janet's honor, Sullivan dedicated this year's award to Gayla Fills Pipe.

Sullivan stated that like Janet, Gayla has overcome many obstacles in her journey. She said that Gayla is tirelessly dedicated to learning, self improvement and giving back to the community; and is also a very humble person whom initially declined the award as she felt that they were many more deserving learners in BoulderReads!

Pipe addressed the Library Commission and guests and thanked BoulderReads! for the opportunities given to her. Pipe shared some of the struggles that she has been able to overcome in her life and the ways in which BoulderReads! has helped her to do so, including her success at the Community College of Denver. She reiterated her gratitude for all of her tutors and all of the support that BoulderReads! has given her over the past 16 years.

Sullivan also honored Diana Sherry by stating that she had built BoulderReads! from the ground up 27 years ago.

MATTERS FROM THE COMMISSION

A. BOARD AND COMMISSION COMMITTEE REPORT AND RECOMMENDATIONS- TIM PLASS, CITY COUNCILMEMBER (33 MINUTES)

Councilmember Plass shared a 30-second promotional video, which will be aired on Channel 8 and encourage people to apply for membership on the city's boards and commissions. There will also be various versions of this type of promotional video. The idea for this committee came about at the January 2013 City Council Retreat, and City Council later appointed Council members Plass and Ageton to serve on this committee. A few objectives for the committee are to enhance and increase board and commission recruitment, review the City Council's selection process, and to review how we are supporting our boards and commissions. The committee would assist in ensuring that the board/commission members have a rewarding experience while serving.

Plass and Ageton conducted several personal interviews including city staff, and both former and current board and commission members. A report was generated by the committee (which can be

found here, starting at p. 23:

<http://boulderlibrary.org/pdfs/commission/2013/packet/NovCompletePacket.pdf>)

Plass mentioned some ideas that have surfaced including an improved application for new board and commission members including questions about an applicant's experience with group dynamics, And a "lessons learned" panel made up of former board and commissioners who have recently served and can assist others through more challenging pieces of serving. Plass said that another intention is to reinforce open communication between City Council and boards and commissions. He added that Ageton will no longer be on City Council in 12 days and council must appoint another council member to work on this committee.

Comments and questions included:

- O'Brien suggested the idea that a handful of boards and commission members serve on the committee.
- In regard to a later agenda item on this topic, Sawyer asked for any additional information that City Council may be interested in receiving within the letter from the Library Commission, other than the commission's priorities. Plass responded that it would be helpful for the Library Commission to clearly outline what specifically the commission is asking council to do in relation to the commission's priority goals.
- Landry suggested including revisiting the charter language as a Board and Commission Committee goal. Plass responded that if that is something that the Library Commission is interested in specifically doing then the Commission should include that in their letter to City Council.
- Sawyer thanked Plass and council for the increased funding for the north Boulder library. Plass replied that it was a pleasure to support that effort.
- Landry stated that there are two sets of Library Commission minutes that are sent to City Council and that if council does not want two sets, then the Library Commission will respect that. She stated, however since these minutes are a record of the commission's meetings then the commission should be able to decide on which method to use to document its meetings. Plass responded that it may be helpful if there is a norming and best practices for board and commission minutes, including the Library Commission. He added that the board could also choose to opt out of those practices. He said that it could be more efficient, as far as being easier to locate information in minutes, if the formatting was more uniform across the boards.
- Landry stated that she has visited commissions in Longmont and Lafayette and that both have council members at their meetings. Plass said that he heard the suggestion that the boards and commission should have council liaisons. He said that this is not being pursued as it may be too demanding on council members' schedules as each member would have at least two boards and that the liaisons could have attachments to specific boards and there was some concern about how that might work. Plass said that any commissioner can approach any council member at

any time with their questions/concerns. Sawyer said that she appreciated being able to contact several council members and that they have always been very responsive.

COMMISSION PRIORITY DISCUSSION AND INPUT:

A. MAIN LIBRARY RENOVATION PROJECT (20 MINUTES)

- **CONTRACTOR SELECTION PROCESS-**

Magee presented information on the contractor selection process and the top six scoring contractors. He said that the key times include the bid documents being released on Nov. 18 and the bid opening on Dec. 13. (For more information, please see p. 13: <http://boulderlibrary.org/pdfs/commission/2013/packet/NovCompletePacket.pdf>)

- **DESIGN ADVISORY GROUP UPDATE-**

Magee stated that they are a lot of detailed discussion happening now (i.e. shelving, AV, furniture, etc.) but studiotrope are now focused on getting the drawings completed in order to get the bids out. The RFP (Requests for Proposals) is scheduled to go out to café vendors around Dec. 2. Sawyer requested that the Library Commission be able to review the RFP for the café vendor before it is issued.

- **PUBLIC ART SELECTION PROCESS-**

Chasansky reported that the public art selection is still on schedule and are still working through the art selection process.

Comments and questions included:

- Sawyer requested (and O'Brien later agreed) that as staff receive details regarding graphics and furniture specifics for the renovation, i.e. furniture samples, that these also be shared with the commission. Miles responded that quotes for all the furniture have been requested. She said that when these come back, as well as the construction costs and other costs becomes clear, the samples can be reviewed and selections can be made.
- Sawyer asked if John Grant was still a part of this process. Rait stated that Grant was hired to deliver a great pool of artists and top candidates for the public art component, which he did.
- Chasansky stated that 367 people applied for the public art for the renovation project and that the next steps would involve narrowing it down to a few semifinalists and eventually one single finalist to present to the Arts and Library Commissions and ultimately to the city manager before entering into a contract.
- Landry asked if there would just be one finalist or one piece chosen for the public art selection. Chasansky responded that it does not necessarily have to be just one piece and that the funding does limit the scope.

MATTERS FROM THE COMMISSION (continued)

B. DISCUSS COMMISSION PRIORITIES TO INFORM CITY COUNCIL GOAL SETTING (15 MINUTES)-

The Library Commission discussed their 2014 priorities to inform City Council's goal setting; and Sawyer will draft a letter to bring to the commission for review.

- Sawyer requested that, in the future, information about operations, not just projects, be provided to the Library Commission in order to better understand the challenges and plans regarding operational side of library. Rait suggested there could be a focus on a different division every month and that next month's focus would be on the arts.
- Landry commented on the lack of a programming staff person. Miles responded that the position still exists, but it vacant and will be filled.
- The discussion around commission priorities included ideas such as: stabilizing funding and exploring the library district model, the role of the Library Commission, Main Library Renovation Project (support, funding, and community impact), virtual branch, north Boulder library station, and the hiring and transition of a new director.
- O'Brien suggested that the evaluation of the library station be a priority in order to obtain real data (once the station is open).
- Ideas for asking council for assistance included: revising the charter language, renovation funding if needed, and a transition plan for the new director.

C. DISCUSS CHARTER REPORT TO CITY MANAGER-

The Library Commission decided to draft a letter to send to the city manager (which will be reviewed at the December meeting) regarding 2012 library statistics including the number of books, periodicals, and number of visitors.

For the 2013 Annual Report, the Library Commission will review a draft of the data and the proposed format for the 2013 Annual Report for the April meeting.

- D. COMMISSION UPDATE (FROM MEMO) (38 MINUTES)-**The Library Commission discussed the questions included in the Library Commission application. Suggestions for the application included a question about group or team dynamics/experience, questions that require less of a sense of library knowledge, and thought-provoking questions. Sutter suggested a question such as, what are the greatest challenges facing libraries today? Or, what specifically are some of the challenges facing the Boulder Public Library. Sutter will draft proposed changes between meetings and send to the commission for review.

MATTERS FROM THE DEPARTMENT

A. UPDATE ON LIBRARY AND ARTS DIRECTOR RECRUITMENT (30 MINUTES)-

In regard to the possible separation of the library and arts departments, Sawyer stated that though this may be a timely discussion with hiring a new director soon, it also be a large change to ask of the city at this stage in the process.

- Landry read a statement by Commissioner Lull as she was absent from this meeting: "The hiring of the new library director may indeed present a good time to review the position of joint director for the Arts and Library Divisions. After reading the submission from Commissioner Landry for the November Commission Memo, it seems wise to investigate the issue from the following standpoints. Firstly, we have the opportunity to take into consideration the data gathered by Bradbury Associates and hopefully put to use their professional expertise in examining the best job description to reflect the needs of the library and the community. Secondly, if the new directorship is solely a library position, that does not eliminate the overlap of interest presented by the Library Commission, the library Foundation and the Arts Commission, namely the 'cultural development of the city.' With that in mind, it makes sense that these three organizations move forward with a unified position on this issue and a plan for continued communication in regards to cultural offerings in the community."
- Rait stated that considering size of the arts division, it is unlikely that it would become a department.
- O'Brien stated that part of the tensions have been caused by having a vacant Arts and Cultural Services Manager position for so long. She added that to make such a change at this point in the search process seems late. She suggested a meeting between the Library and Arts Commissions, the Boulder Library Foundation and the new director with the intent of cross fertilization of ideas.
- Sawyer stated that perhaps in the future there can be a larger arts budget and there can be a person in charge of each department. Sawyer acknowledged the work of the city manager by saying that she truly appreciates her support of collaboration and cited the example of the Boulder Housing Partners supporting the north Boulder library station. Sawyer stated that she would also like to continue to have cross- departmental conversations in order to promote art through all of Boulder.
- Landry asked what the Commission will expect of the new director. She asked if the Commission wanted to reflect any changes in the posting for this position, i.e. changing the title for the position. Sawyer stated that she did not believe there was a strong enough movement for a change in the position title at this time. (No official motion was made.)
- Landry read a statement regarding the potential separation of the Library and the Arts divisions. She asked if the Commission wants to communicate with the city manager about this opinion. O'Brien responded no. Sawyer said that she does not have a strong enough direction for the city manager in order to support a motion. Rait indicated that the city manager is aware of the different perspectives on this issue.
- O'Brien asked the Commission to consider the extent to which the opinion for possible change is widely held. She suggested keeping things in perspective regarding how many voices are actually being expressed. Sutter suggested continuing to have this discussion and perhaps have this conversation with the director candidates as well.

Sawyer summarized the discussion and believes that the organization is currently in a better place.

B. LIBRARY UPDATE (FROM MEMO)

- **2014 APPROVED BUDGET UPDATE-**

Landry asked if the 79.51 full time employees at the library have benefits. Rait responded yes.

- **GEORGE REYNOLDS BRANCH LIBRARY- FLOOD RECOVERY UPDATE-**

Sawyer shared that there is a new Boulder Library Foundation request for replacing the fireplace at Reynolds Branch Library.

- **NOBO LIBRARY STATION UPDATE-**

- O'Brien asked how the Dec. 6 Open House for the NoBo library station would be advertised. Rait said that the details for this are still being worked out.
- Sawyer said that she dislikes the 'station' model as it is not generally a regular library with regular hours but would like to see the name for this changed. Library Commission agreed.

- **UPDATE ON OPERATIONS- PUBLIC SERVICES REORGANIZATION-**

Miles provided handouts on the organization structure changes. Changes in two areas were especially highlighted. Prior to 2008 and Library Director Tony Tallent's tenure, the Computer Services and Branch Libraries parts of the organization were siloed. Tallent created a new Library Innovation & Technology section where the Computer Services functions went, but the functions were still not integrated satisfactorily with the rest of the library. Meanwhile, the Branch Libraries became part of Public Services. In the present structure eServices contains the previous Library Innovation & Technology functions as well the Integrated Library System. The Reynolds, Meadows and NoBo Corner branches are now under Access Services. Miles also noted that when positions become vacant, the position is evaluated in light of the organizational structure.

(For more information, Please see the handouts at:

<http://boulderlibrary.org/pdfs/commission/2013/handouts/13NovMeetingHandouts.pdf>)

- **MARIA ROGERS ORAL HISTORY PROJECT WEBSITE UPDATE-**

O'Brien commented that this project was very exciting.

- **REPORT ON BOULDER LIBRARY FOUNDATION FUNDING REQUESTS-**

O'Brien asked if there had been a vote by the Foundation on the funding requests. Sawyer responded that the Foundation will make a determination in the short-term on two timely items and that the rest will be handled at the Foundation's January meeting.

- **2014 COMMUNITY SURVEY-**

More information will be provided to the commission on this matter.

- **LIBRARY POLICY REVIEW PLANNING-**

A prioritized list will be provided in December and the Library Commission will begin reviewing these in February 2014.

- **LIBRARY COMMISSION RETREAT PLANNING-**

Sawyer reviewed the three possible dates (June 7, 14, or 21) in which the Library Commission may be added to a wait list at the Community House, for the 2014 retreat. Sawyer's preference was June 21st and Sutter agreed. Discussion will continue on this matter.

- **2014 LIBRARY COMMISSION MEETING CALENDAR-**

No official comments were made.

- **LIBRARY COMMISSION WEBSITE UPDATE-**

Sawyer thanked staff for their follow through on the commission's feedback.

ITEMS FOR INCLUSION IN THE ACTION SUMMARY

Commission discussed items for the Action Summary.

NEXT COMMISSION MEETING (ROLLOVER ITEMS AND DATE)

The next Library Commission meeting will be held at 6 p.m. on Wed., Dec. 4, 2013 at the Main Library, in the North Meeting Room, 1001 Arapahoe Ave. and will include the following agenda items: Renovation update including the furniture bid update, perhaps the RFP (requests for proposals) for a café, and the public art semifinalists; the annual letter to City Council to finalize and vote on; the policy review prioritized list; addendum to the arts assessment; arts and cultural service review update; and reviewing the 2014 community survey.

Meeting adjourned at 9:05 p.m.

Approved By _____ Date _____

Please note: Commissioner Sawyer approved these minutes on Dec. 16, 2013.



CITY OF BOULDER
Boards and Commissions Minutes

NAME OF COMMISSION: Open Space Board of Trustees			
DATE OF MEETING: December 11, 2013			
NAME/EXTENSION OF PERSON PREPARING SUMMARY: Leah Case x2025			
NAMES OF MEMBERS, STAFF AND INVITED GUESTS PRESENT:			
MEMBERS: Allyn Feinberg, Tom Isaacson, Frances Hartogh, Molly Davis			
STAFF: Mike Patton Dean Paschall Eric Stone Phillip Yates Mike Orosel Dave Kuntz Mark Gershman Leah Case Alyssa Frideres Michele Gonzales			
TYPE OF MEETING:	<u>REGULAR</u>	CONTINUATION	SPECIAL
SUMMATION:			
AGENDA ITEM 1- Approval of the Minutes Tom Isaacson moved to approve the minutes from November 13, 2013 as amended. Frances Hartogh seconded. This motion passed unanimously.			
AGENDA ITEM 2- Public Participation Sue Douglass, Boulder, said more attention in the TSA process needs to be focused on the side boards.			
AGENDA ITEM 3- Director's Updates Mike Patton, Open Space and Mountain Parks (OSMP) Director, and Mark Gershman, Environmental Planning Supervisor, gave an update to the Board on flood impacts and the next steps as well as TSA Planning. This presentation is saved in S:OSMP\Admin\OSBT\Minutes\Minutes 2013\December.			
Mike notified the Board that they need to schedule an additional meeting to discuss the recommendation on granting a non-exclusive revocable license to Xcel for an underground electrical feed to serve the Shanahan neighborhood. The Board decided to have this meeting on Wednesday Dec. 18 at 8:00 a.m.			
AGENDA ITEM 4- Matters from the Board Board/Commission Input for 2014 Council. The Board was asked by City Council to answer questions regarding the 2014 council goals. The Boards responses will be sent to Council prior to Jan 3.			
Molly Davis proposed the idea of having a joint meeting with Boulder County Open Space Board as well as			

the Jefferson County Open Space Board. She will reach out to them in order to pursue this.

ADJOURNMENT: The meeting adjourned at 8:17 p.m.

ATTACH BRIEF DETAILS OF ANY PUBLIC COMMENTS:

TIME AND LOCATION OF ANY FUTURE MEETINGS, COMMITTEES OR SPECIAL HEARINGS:

The next OSBT meeting will be at 66 South Cherryvale Road Dec 18, 2013 at 8:00 a.m.



CITY OF BOULDER
Boards and Commissions Minutes

NAME OF COMMISSION: Open Space Board of Trustees			
DATE OF MEETING: December 18, 2013			
NAME/EXTENSION OF PERSON PREPARING SUMMARY: Leah Case x2025			
<p>NAMES OF MEMBERS, STAFF AND INVITED GUESTS PRESENT:</p> <p>MEMBERS: Allyn Feinberg, Tom Isaacson, Shelley Dunbar, Molly Davis</p> <p>STAFF: Mike Patton Jim Reeder Dean Paschall Linda VanDervort Eric Stone Jim Schmidt Leah Case Cecil Fenio</p> <p>GUESTS: Bill Schulz, Xcel Energy Right of Way Agent. Chad Schiltz, Xcel Energy Electrical Engineer Craig Eicher, Xcel Energy Area Manager</p>			
<p>TYPE OF MEETING: <u>REGULAR</u> CONTINUATION SPECIAL</p>			
<p>SUMMATION:</p> <p>AGENDA ITEM 1- Public Participation None.</p> <p>AGENDA ITEM 2- Director's Updates None.</p> <p>AGENDA ITEM 3- Matters from the Board Molly Davis said she has made contact with the Jefferson County Board as well as Boulder County to have a joint Board meeting. She will send around potential dates to the OSBT to decide on when this will happen.</p> <p>AGENDA ITEM 4 – Consideration of a recommendation to grant or deny a nonexclusive revocable license to Xcel/Public Service Company of Colorado (Xcel) to bore and place an underground electrical feed line across approximately 1,000 linear feet of the Dover Blacker Open Space property and under the Thomas Lane Open Space roadway for the purpose of providing electricity to the Shanahan Ridge neighborhood.*. Jim Schmidt, Property Agent, gave a presentation to the Board asking them for their recommendation on whether to grant or deny a non-exclusive revocable license to Xcel. The Shanahan Ridge neighborhood in</p>			

Boulder relies entirely on electrical service for all household heating and electrical needs. Xcel provides only one feed to this entire neighborhood via an underground conduit from Thomas Lane across the Mardick private property and then across the Shanahan private property to a switch cabinet located in a utility easement south of Greenbriar Blvd. Staff asked the Board for their recommendation. Maps and documents that were displayed are saved in S:OSMP\Admin\OSBT\Minutes\ Minutes 2013\December.

This item spurred one motions:

Tom Isaacson moved the Open Space Board of Trustees pass a resolution recommending that the director issue a nonexclusive revocable license to Public Service Company of Colorado (D/B/A Xcel Energy) to bury its electrical feed servicing the Shanahan Ridge neighborhood under the Dover Blacker Open Space and under Thomas Lane for the consideration of \$12,500 and upon such further terms and conditions developed by staff. Shelley Dunbar seconded. This motion passed unanimously.

ADJOURNMENT: The meeting adjourned at 9:07 a.m.

ATTACH BRIEF DETAILS OF ANY PUBLIC COMMENTS:

None.

TIME AND LOCATION OF ANY FUTURE MEETINGS, COMMITTEES OR SPECIAL HEARINGS:

The next OSBT meeting will be at 66 S. Cherryvale Rd. Jan 8, 2013 at 6:00 p.m.

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

Name of Board/ Commission: Transportation Advisory Board	
Date of Meeting: 14 October 2013	
Contact Information Preparing Summary: Laurel Olsen-Horen 303.441.3203	
Board Members Present: Dom Nozzi, Jessica Yates, Matt Moseley, Zane Selvans, Andria Bilich Board Members Absent: None	
Staff Present: Tracy Winfree, Director of Public Works for Transportation Molly Winter, Director of Downtown University Hill Management Division and Parking Services Kathleen Bracke, GO Boulder Manager Chris Hagelin, Senior Transportation Planner Laurel Olsen-Horen, Board Secretary	
Consultant Present: Patrick Picard, Charlier	
Type of Meeting: Advisory/ Regular	
Agenda Item 1: Call to Order	[6:00 p.m.]
The meeting was called to order at 6:01 p.m.	
Agenda Item 2: Approval of minutes from 23 September 2013	[6:00 p.m.]
Motion to approve the 23 September meeting minutes as presented by: Bilich; Seconded: Selvans Vote: 5-0 Motion Passes	
Agenda Item 3: Public Participation	[6:01 p.m.]
None	
Agenda Item 4: Public hearing and TAB consideration if a recommendation regarding the City Council meeting item on October 29th regarding Access Management & Parking Strategies	[6:01 p.m.]
Molly Winter presented item to the board.	
Executive Summary from Packet Materials: The purpose of this item is to receive feedback from TAB on the Access Management and Parking Strategy project's guiding principles and areas of focus. (See Attachment A.)	
Public Comment:	[6:05 p.m.]
None	
Board Discussion, questions and comments included:	
<ul style="list-style-type: none"> • Providing for all transportation modes; how is this a guiding principal? Staff is looking at it from a focus of access to a place. It's not about just cars; it's about all modes. Moving forward, whatever we do, we need to be cognizant of all modes, especially pedestrians. • Customizing schools by area – be careful to not over-customize. It creates a new level of bureaucracy. • What is the city hoping to accomplish? Is it the overarching goal? Be clearer on what the city's goals are and what direction we would like to go in. • Do the areas of focus look at the location of parking on the property? Improper parking can create issues for different users, especially pedestrians. (location of parking is essential for the convenience of all users) • Maximize travel and lifestyle choices by calibrating regulations and policies in community locations where such regulations and policies are most appropriate. If we apply programs and regulations community-wide, too many regulations and policies will need to be excessively watered down in the appropriate locations of the community. • What are the reasons we are going through this process at all? Let's make it clear in the materials why and what we hope to accomplish. • Parking code requirements on private property; a change to that policy could dramatically change the parking choices throughout the city. Use it as a tool to achieve the goals the city wishes. • This document doesn't tell us how we are going to get to the next stage. Discussions throughout the 	

community still need to occur. There needs to be a framework of how to get to the next steps as the really hard stuff is yet to come. Have a plan. Since there will be a delay in sending this material to Council, there is an opportunity to include the framework of the process, acknowledging that some conversations could be difficult.

- Performance metrics would help.

Motion:

[6:07 p.m.]

None made as the timeframe for this item has been extended due to staff working on other projects.

Agenda Item 5: Staff briefing and TAB input regarding Community-wide EcoPass Feasibility Study
[6:26 p.m.]

Chris Hagelin presented this item.

Power point given for this item. Handout given for this item.

Executive Summary from Packet Materials:

This memo provides a progress update on the Community-wide Eco Pass Feasibility Study that is being conducted by Boulder County in partnership with the City of Boulder and in coordination with the Regional Transportation District (RTD). This update includes progress to-date on the study, including initial findings.

The purpose of the Community-wide Eco Pass Feasibility Study is to:

- Formulate strategic objectives to assess the feasibility of a community-wide Eco Pass program
- Develop a variety of different geographic and demographic scenarios of implementation options
- Estimate induced demand and program costs
- Address implementation challenges
- Analyze program benefits; and
- Provide the results to decision-makers to determine next steps

Board Discussion and comments included:

[6:41 p.m.]

- Community-wide EcoPass could provide equitable access to transportation for all.
- Concerns surrounding existing land use patterns and how they may affect the induced demand model. Land use has the potential to vary the use of transportation.
- What type of funding is estimated for a community-wide EcoPass?
- Pairing universal transit access and parking policy work together very well.
- We may be premature in implementing a community-wide program. We may not have the residential densities or an efficient management of parking needed along the current transit corridors to get the ridership needed to justify the expense.
- Free or reduced transit fare is not a guarantee for increased ridership.
- Where would the funds come from? Head tax, property tax, utility fee? Would the monies be collected by the users, not the city?
- The University already has a functioning program; would the city really want to interrupt an already successful program?
- Challenges of equalizing the rate of a community-wide EcoPass are great. Equity would come into play due to the varying level of service.
- Our housing costs foster a car-friendly culture. This needs to be thought through holistically in order to incorporate equality.
- An overlay district in conjunction with RTD may be the answer to provide more customer-oriented transit service and generate more ridership.
- Real time information on bus schedules through mobile applications could possibly get more people on busses. Money needs to be invested in that type of technology to help get people on the bus.
- Convenient, reliable transit is needed to get people on the bus.
- Efficient parking consists of many facets. Our codes are requiring excessive unused parking. We should make sure we allow or require more leased parking, allow shared parking, require parking cash-out and the price of parking needs to be unbundled in many places from the cost of housing; these things need to be in place and used more often.

Agenda Item 6: Matters

[7:27 p.m.]

Matters from the Board Included:

Board member Nozzi brought up the below matter(s):

- State legislative agenda to be provided to TAB.

Board member Bilich brought up the below matter(s):

- Harvard Lane repaving is great to see.
- How are the metrics coming for changes along Pearl?

Board member Selvans brought up the below matter(s):

- Boulder Housing Coalition's new North Haven Co-op. There will be an Open House at 9th and North Street on Thursday, 24 Oct from 5-7 p.m. TAB, Planning Board, EAB and current council and council candidates will be invited to attend.

Board member Yates brought up the below matter(s):

- Collaboration with other city boards; one idea that came from the past joint board meeting was to create "board buddies".

Matters from staff included:

[7:30 p.m.]

- **East Arapahoe Study Update:** Data collecting and scoping has occurred. This is being reprioritized due to flood recovery and will likely come back to the TAB in early 2014.
- **BVSD collaboration:** There will be a joint workshop with city, county and BVSD staff to discuss active modes of transportation.
- **Flood update:** (Power point given for this item.) Staff are working on response, assessment, repair and restoration modes simultaneously. Images were shown to reflect examples of damage, response and recovery to streets and pathways. The city will be tapping into the transportation operating reserve budget. Bike riding on canyon roads is not safe at this time. City and County staff are encouraging riders to use the flat lands for recreation purposes. Boulder County is looking at \$100M in restoration costs at this time.
- **Regional Studies Update:** MPACT 64; possible Nov state-wide ballot item. It would create a 7/10% sales tax statewide. It would have implications for BRT in the NW corridor. NW Area Mobility Study; cost data has surfaced on what it would take to implement NW rail, North Metro and Arterial BRT. The rail figures and working with BNSF are not looking very favorable at this time. BRT is looking more favorable, but the complication is that voters approved increase tax for NW rail. Combining operations with freight also complicates the NW Rail passenger service. The US 36 Mayors and Commissioners Coalition is developing a consensus that focuses early dollars (like from MPACT 64) to BRT mobility improvements, Quiet Zones and other benefits to the whole corridor and later dollars to go toward NW Rail. If NW Rail still does not work in later years the corridor coalition would be involved in redirecting NW-area taxes. Mayor Appelbaum will be updating the Council tomorrow night on MPACT64 and NAMS.
- **Project Updates/Closure (i.e. progress, Council action, "after" studies):** Arapahoe Av. 15th – Folsom continues. Boulder Junction continues.
- **Other matters:** Due to heavy Council meeting agendas E-bikes was bumped from the Oct 22nd City Council meeting to Oct 29th with potential to be bumped again to Dec 3rd.

Agenda Item 7: Future Schedule Discussion:

[8:10 p.m.]

Joint board meeting in Nov may have been cancelled. The Baseline underpass CEAP has been pushed back to Feb and Mar 2014.

Agenda Item 8: Adjournment

[8:12 p.m.]

There being no further business to come before the board at this time, by motion regularly adopted, the meeting was adjourned at 8:12 p.m.

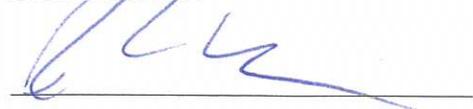
Motion: moved to adjourn; Moseley, seconded by: Selvans

Motion passes 5:0

Date, Time, and Location of Next Meeting:

The next meeting will be a rescheduled regular meeting due to the Veteran's Day holiday on Thursday, 14 November 2013 in the Council Chambers, 2nd floor of the Municipal Building, at 6 p.m.; unless otherwise decided by staff and the Board.

APPROVED BY:



ATTESTED:



Board Chair

Board Secretary

Date

9 December 2013

Date

An audio recording of the full meeting for which these minutes are a summary, is available on the Transportation Advisory Board web page.

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

Name of Board / Commission: Water Resources Advisory Board	
Date of Meeting: 21 October 2013	
Contact Information of Person Preparing Minutes: Laurel Olsen-Horen 303.441.3203	
Board Members Present: Vicki Scharnhorst, Dan Johnson, Mark Squillace, Ed Clancy Board Members Absent: Chuck Howe	
Staff Present: Jeff Arthur, Director of Public Works for Utilities Bob Harberg, Principal Utilities Engineer Bret Linenfelter, Water Quality and Environmental Services Manager Annie Noble, Greenways Coordinator Kurt Bauer, Project Engineer Katie Knapp, Project Engineer Joe Taddeucci, Water Resources Coordinator Ridge Dorsey, Laboratory and Industrial Pretreatment Supervisor Laurel Olsen-Horen, Board Secretary	
Meeting Type: Regular	
Agenda Item 1 – Call to Order	[7:00 p.m.]
Agenda Item 2 – Approval of the 30 September Meeting Minutes: [7:21 p.m.] Motion postponed until the arrival of board member Johnson. Motion to approve the 30 September meeting minutes as with requested addition: Clancy; Seconded by: Squillace Motion Passes; 3:0 – board member Scharnhorst abstained	
Agenda Item 3 – Public Participation and Comment	[7:01 p.m.]
Public Comment: Mary Cowan Beitner: The revised Twomile map was presented at neighborhood meeting last week. Was that mapping based on the LiDAR flyover with the flood waters superimposed over it? Community members are concerned with the mapping. Community members have not been notified by the city to see if their property was affected by the flood. The maps presented at the meeting had two public structures, Foothills Elementary and the Boulder Co. campus on Broadway and Iris showed no flooding; however there was flood mitigation occurring at the time of the flood. Each resident needs to receive an on-site visit by city officials to discover what impact the flood had on each property in the city. Neighbors are demanding accurate re-mapping. The culverts in north Boulder on Spring Valley and Linden are only sized for a two-year flood event. The culverts failed as well due to the lack of maintenance. WRAB needs to prioritize flood mitigation throughout the city. The city did not maintain the existing culverts. WRAB should examine how sewage waste is being handled and implement upgrades as necessary. Jonah Levine: Submitted email comments last week and today. The maps that we have seen do not reflect what occurred during the flood. There is a real disconnect between what the maps show and reality. Would like to understand the difference between what we see/saw to where the water actually goes/went. Susan Iott: The Goss Grove neighborhood has concerns about the ditch that runs through the neighborhood. It backed up and flooded the neighborhood during the flood event. Would like to know what the status of the mapping of Boulder Slough is. There are some dangerous areas along this floodplain and these need to be a key area to begin re-mapping and study for mitigation purposes. Project schedule would be very helpful for residents to know. Board member Johnson arrived at 7:09 p.m. Nicholas Hagan: (CU student) The city has done a great job handling the recent disaster. Since water fluoridation would require a community vote to cease the practice in Boulder, Mr. Hagan is seeking information on how to proceed. Spice Jones: Resides on 13 th St. The accuracy of what the city saw from the recent flood needs to be reflected on the new mapping. The mapping shows a flood on 13 th St, but that did not occur during the event. John Yates: There is very little flood mitigation in the Fourmile creek which is channeled through a very	

little pipe between Sumac and Riverside Ln. The recent storm proves that the amount of water that came through this area cannot be mitigated by such a small pipe. The water overtopped the channel and flowed down the street. The Fourmile Creek needs to be looked at from an engineering perspective so that these types of blockages do not occur again.

Agenda Item 4 – Information Item – Overview of the Industrial Pre-treatment Program [9:00 p.m.]

Ridge Dorsey presented the item to the board.

Item was moved to after the staff updates on the Flood to allow community members present the opportunity to hear the presentation by staff without delay.

Executive Summary from the Packet Materials:

The City of Boulder’s (city’s) 75th Street Wastewater Treatment Facility (WWTF) receives all residential, commercial and industrial wastes discharged to the city’s sanitary sewer system. At the WWTF, wastewater passes through a multi-stage treatment process before discharging treated wastewater into Boulder Creek.

Wastewater generated by industrial activities may contain pollutants that are harmful to wastewater workers, compromise the effectiveness of wastewater treatment operations, or have an adverse effect on the environment. The city is required by the Environmental Protection Agency (EPA) to maintain an Industrial Pretreatment Program (Pretreatment Program) to prevent these negative impacts. The city’s Pretreatment Program is required to establish local limits for various industrial dischargers and pollutants to ensure the city’s WWTF is not adversely impacted, can meet state-issued discharge permit limits and protect Boulder Creek.

Chapter 11-3 of the Boulder Revised Code (B.R.C.) establishes the regulatory authority for the city’s Pretreatment Program and sets forth limits for the acceptance of discharges to the city’s sanitary sewer system. Code revisions are periodically developed to comply with state, federal, and local requirements.

Pretreatment Program staff responsibilities include general program implementation, compliance monitoring, data management, industrial sampling, industrial/business surveying, education/outreach programs, discharge review/permitting, regulation review, and special projects. Currently, the Pretreatment Program permits 13 significant industrial users (SIUs) (see Attachment A) with process discharges ranging from chemical manufacturing to food processing. The total average flow from SIUs to the WWTF is approximately 5 percent of the overall flow. The Pretreatment Program also works to control pollutant discharges from non-permitted industrial users (IUs) such as dental office, photo-processors, and restaurants. IUs are estimated to account for an additional 2.4 percent of the average WWTF flow.

WRAB Discussion Included:

- Questions regarding compliance confidence for local industries for various discharge chemicals.
- As this was an information item, some clarifying questions were asked to better understand the materials presented. No action was required from the board at this time.

Agenda Item 5 – Matters

[7:30 p.m.]

From the Board:

Board member Clancy brought up the below matter(s):

- Win-Win Proposal document (regarding pharmaceuticals being disposed of down drains) shared with the board. The activated sludge treatment at the WWTP has helped mitigate the feminization of the fish in the local stream system. The pharmaceutical issue remains a problem. Students from the university and local schools are abusing prescription drugs. City Council should allow for prescription drugs to be turned into the local police departments for collection. The city does not facilitate collection of pharmaceuticals; however the County does offer this service.
- Received an E-mail around Twomile and presented it to staff.
- The board should review the Capital Improvement Plan, and perhaps this flood will give the board an opportunity to prioritize the CIP for flood mitigation.

From Staff:

[7:04 p.m.]

- 2014 budget was approved by City Council. The budget was not altered to reflect the recent disaster. Reserve funds will be used to assist with the recovery.
- Jeff Arthur presented an overview of the effects of flooding on the city’s infrastructure and

preliminary assessments for recovery.

- Betasso WTP is operational.
- 63rd Street WTP is back on-line.
- The feeder canal from Carter Lake is still off-line.
- Preliminary assessment of Boulder Reservoir is needed due to the influx of sediment from the flood.
- The water distribution system seems to be holding up well.
- 75th WWTP is still receiving increased flows which indicate an elevated water table. The facility is performing well and we may be able to donate some microorganisms to Lyons to assist with their WWTP repair and startup.
- There was a sewer collapse on Broadway that does not appear to be flood related.
- Kurt Bauer, Katie Knapp, Chris Trice, Bob Harberg and Annie Noble presented an overview of each of the city's 13 tributaries and Boulder Creek to the board: (handout provided)

Board discussion included:

- What is to be learned from what was mapped versus what was seen during the event?
- The floodplain maps are based off of clear water (non-debris) flows. This event has required the city to reevaluate the flood flows due to sediment deposits.
- What is the availability for usage of the ditch system throughout the city?
- What about FEMA funding?
- Has the city learned anything in hindsight?

Agenda Item 8 – Discussion on Future Schedule

[9:39 p.m.]

- Possible 6:00 p.m. start time for WRAB?
- Flood information will continue to evolve; future schedules may not be able to have detailed flood updates.
- Council was scheduled to have a discussion about boards, however due to the flood; this discussion item has been pushed back.

Board member Squillace departed at 9:51

Agenda Item 9 – Adjournment

[9:53 p.m.]

There being no further business to come before the Board at this time, by motion regularly adopted, the meeting was adjourned at 9:53 p.m.

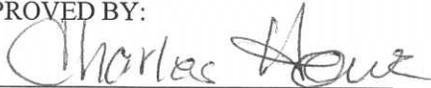
Motion to adjourn by: Johnson; Seconded by: Clancy

Motion Passes 3:0

Date, Time, and Location of Next Meeting:

The next WRAB meeting will be Monday, 18 November 2013 at 7:00 p.m., in the West Conference Room, 1st floor of the municipal building, 1777 Broadway unless directed by staff or the board.

APPROVED BY:



Board Chair

Date

ATTESTED BY:



Board Secretary

Date

16 December 2013

An audio recording of the full meeting for which these minutes are a summary, is available on the Water Resources Advisory Board web page.

**BIKE ART DAY
December 6, 2013**

WHEREAS, with the support of the City of Boulder, The Dairy Center for the Arts has been providing the Boulder community diverse opportunities to create, learn and participate in high quality performing and visual arts experiences for over twenty years, serving more than 250,000 people each year; and

WHEREAS, The Dairy Center for the Arts and the City of Boulder recognize the importance of bicycles and cycling in uniting Boulder for commuting, recreation and competition; and

WHEREAS, The Dairy Center for the Arts has teamed visual arts with the art of cycling to create a unique and diverse exhibition of Bike Art; and

WHEREAS, Bike Art offers Boulderites the opportunity to connect and celebrate all things two-wheeled in a multimedia celebration of cycling and all that it offers to our diverse citizenry.

NOW THEREFORE, BE IT DECLARED, by the City Council of the City of Boulder, Colorado that December 6, 2013, is

BIKE ART AT THE DAIRY DAY

and we call upon the people of the City of Boulder to recognize and support the importance of both bicycling and the arts in the City of Boulder.



Matthew Appelbaum, Mayor



**National Homeless Persons' Memorial Day
December 21, 2013**

WHEREAS, the winter poses extreme hardship for inadequately housed low-income men, women and children in Boulder; and

WHEREAS, the spirit of the holiday season of giving provides an opportunity for affirmation and renewal regarding the commitment to end homelessness; and

WHEREAS, December 21st has been designated National Homeless Persons' Memorial Day by the National Coalition for the Homeless and the National Health Care for the Homeless Council, and is so recognized by cities nationwide; and

WHEREAS, in this season of generosity and sharing, citizens of Boulder are encouraged to commit themselves to promoting compassion and concern for all brothers and sisters, especially those who are poor and homeless; and

WHEREAS, in remembering those who have died on the streets, the cause of ending homelessness is kept urgent as is the city's commitment to preventing such deaths in the future.

NOW, THEREFORE, BE IT DECLARED by the City Council of the City of Boulder, Colorado that December 2013 is

National Homeless Persons' Memorial Day



Matthew Appelbaum, Mayor



Support of Veterans and Active Duty Personnel

WHEREAS, the sacrifices of our military, as well as those of their families and communities, continues to be willingly given to protect the freedoms we enjoy; and

WHEREAS, this sacrifice results in loss of life and permanent physical injuries for many who serve and significant emotional, mental and spiritual stress for many more; and

WHEREAS, the United States is now losing more active duty military and Veterans to suicide than are killed in action with one active duty military service member dying from suicide every day and one veteran dying from suicide every 80 minutes; and

WHEREAS, Military and Veterans are five times more likely to die in a speed related vehicular accidents than civilians and have an 88% failure rate during their first year in college; and

WHEREAS, *Purple Star Veterans and Families* is petitioning The Office of The President of The United States for the immediate and long-term development of a viable homecoming preparedness program that can be used to help reduce fatalities among both veterans and active duty military personnel; and

WHEREAS, *Purple Star Veterans and Families* goal is clear: to reduce the incidence of suicide, accident fatalities, divorce, child abuse and neglect, alcoholism, drug addiction, incarceration and homelessness among our returning military personnel, veterans and their families; and

WHEREAS, *the Purple Star Veterans and Families* focus involves working toward the Department of Defense implementing a comprehensive homecoming preparedness training program for all active duty personnel before leaving the military, create a standardized and readily available homecoming preparedness guide, and provide resources for families before welcoming their veteran home.

NOW, THEREFORE, the City Council of the city of Boulder, Colorado, promotes awareness of the efforts by the Purple Star Veterans to support veterans and active duty personnel.


Matthew Appelbaum, Mayor

