

## **Invitation to Volunteer to Serve on Chautauqua Access Management Plan (CAMP) Working Group**

There are many interests and activities, uses and users associated with the area including the Colorado Chautauqua National Historic Landmark district, the adjacent open space and the residential neighborhoods to the north and east. Demand for parking in the area exceeds supply at times, affecting visitors' experiences, residents and neighbors, and the area's resources. In 2016, the Chautauqua Access Management Plan (CAMP) process will update and expand on prior data collection in order to explore ways to manage existing demand for access. The intent is to minimize impacts to visitor experience, natural and cultural resources, and surrounding neighborhoods. The final plan will be flexible to deal with future demand.

### **Purpose and Role of the CAMP Working Group**

The City of Boulder is committed to an open and inclusive planning process for the CAMP. Direct input and participation of community members is a critical component for the creation of a successful plan. To that end, the city is in the process of forming a community working group to gather crucial feedback as the plan gets developed. The City Manager's Office (CMO) is seeking a diverse group of nine to 15 individuals with varying backgrounds, interests, and/or expertise relevant to access and parking in and around Chautauqua. Members of city and nonprofit boards are encouraged to apply, as well as cottage owners, neighborhood residents, CU students, members of the conservation community, recreational enthusiasts, teachers, camp leaders and others. Ideally, this group will represent a cross-section of those who use and enjoy Chautauqua, including residents of the City of Boulder and beyond. Therefore, no more than two individuals who represent the same neighborhood, geography, organization, or stakeholder group will be selected to serve on this group.

Starting in the fall of 2016, the role of the CAMP working group will be to provide comments, feedback and input to the CMO on proposed access management strategies as they are developed and refined over the next year. The working group is intended to help ensure that the project team, city boards and commissions and ultimately city council are considering a variety of perspectives, including those who are impacted by activities and those who participate in activities in and around Chautauqua. With guidance from the CMO, city staff will utilize the working group's feedback when developing recommendations and materials for city council consideration.

The group is not expected to come to consensus or to provide recommendations. The working group is also not a formal advisory group such as a board or commission; members will be selected by the City Manager's Office, not city council. The role of the group is to provide a diverse range of opinions and perspectives to assist the CMO, city staff and city council (decision-maker on the project).

### Role of City Manager's Office:

- Consider applications from community members and select final working group participants
- Provide guidance to city staff on how to incorporate feedback gathered from working group members

- Act as liaison with City Council throughout the process

Role of City Staff (and supporting consultants):

- Arrange meeting logistics, including location, agendas, public announcements, etc.
- Prepare information for working group review and comment
- Facilitate meetings and/or guide participant facilitators
- Record and distribute meeting summaries
- Keep city council informed and seek policy direction as needed through the process
- Make recommendations to city council
- Coordinate public input and outreach

Role of CAMP Working Group:

- Review materials prepared by city staff and consultants, provide input, identify additional ideas and issues to consider
- Provide feedback about how to communicate the issues and options to other interested parties and the broader community
- Participate in and share other opportunities for public involvement with the broader community.

**Working Group Expectations and Commitment**

Working group members will be expected to:

- Have experience with, interest in and/ or expertise related to access and parking management in the Chautauqua area
- Reside in the City of Boulder or beyond,
- Attend occasional working group meetings starting fall 2016 and currently anticipated to run through mid-year 2017
- Review materials prior to working group meetings
- Provide constructive feedback to the CMO and city staff to help ensure that staff products are understandable, accurate and complete
- Identify areas and issues to consider, and provide feedback on how to communicate information to the broader public
- Engage in a shared and constructive dialogue with other members of the group, city staff and consultants
- Comply with the working group operating agreements (below)

**CAMP Working Group Operating Agreements –**

1. Discussion Guidelines - These guidelines are meant to encourage productive discussions and deliberation.

- Fairness
  - One person speaks at a time; be recognized by the facilitator/presenter before speaking.
  - Share “air time.” Be succinct.
  - Everyone participate!
- Listening
  - Focus on each speaker rather than preparing your response.
  - Avoid side conversations or interruptions.

- Respect
    - Honor the project scope and the agenda for each meeting. Stay on topic.
    - Judge ideas, not people; keep the discussion civil.
    - If you don't like something that happened in the meeting, bring it up or discuss it with the staff project manager later so that it can be resolved. Do not let things fester.
  - Commitment
    - Prepare for each session.
    - Attend each meeting.
    - Begin and end on time.
    - Get up to speed if you did not attend.
    - Ask questions if you do not understand—either in the meeting or afterward by calling or emailing the project manager.
2. Communication with Other Groups, Individuals and the Media - All CAMP working group meetings will be open to the public and the press. All working group members are free to comment publicly on the progress of the working group and the issues being discussed. However, in making public comments, each group member agrees to:
- Speak only for him or herself (and make this clear to the reporter).
  - Avoid characterizing the personal position or comments of other members.
  - Be thoughtful of the impact that specific public statements may have on the group and its ability to complete its work.

### **Application**

The city is seeking a diverse group of nine to 15 individuals from the various ownership interests in and around Chautauqua as well as individuals with varying experiences, interests and/ or expertise relevant to access and parking in and around Chautauqua. Interested individuals should **apply no later than 9:00 a.m. on Monday, August 8 using the online form.**

If you have questions about applying, please contact Susan Connelly at [ConnellyS@bouldercolorado.gov](mailto:ConnellyS@bouldercolorado.gov).

Depending on the number of interested individuals, not all who express interest may be selected for the working group. Similarly, more people may be selected if it is determined that additional voices or perspectives would be helpful as the city works to understand the various views in the community.

*Thank you for your interest  
in contributing to a successful CAMP process and outcomes!*