

MEETING SUMMARY

City of Boulder

Public Participation Working Group

Agenda

Meeting Purpose: To discuss the Draft Report Framework(s) and agree upon a Framework for the final report. To establish whether to use additional subcommittees to synthesize concepts and draft Recommendations. To establish accountability measures and schedule milestones.

Time	Agenda Topic
4:00 pm – 4:10 pm	Welcome, Introductions and Agenda Review
4:10 pm – 4:20 pm	Public Comment
4:20 pm – 4:40 pm	<p>Debrief and Discussion: Review of Special Subcommittee Working Session</p> <p>Desired Outcome: PPWG is informed about the outcomes and action items from the 3/13/17 Special Subcommittee Meeting</p>
4:40 – 5:50	<p>Review and Discussion: Review of the PPWG Charter and DRAFT Report Framework</p> <p>Desired Outcome: PPWG agrees on a framework for the Recommendation Report based on the PPWG Charge. <i>Subcommittees may be formed for further exploration of topics, including: Values and Principles, Case Studies/Lessons Learned Integration, Problem Statements, Solutions and Recommendations, Decision Making, City Council Retreat topics.</i></p>
5:50 pm – 6:00 pm	Break
6:00 pm – 6:15 pm	<p>Review and Discussion: Accountability and Recommendations Schedule Milestones</p> <p>Desired Outcome: PPWG reviews and agrees upon milestones and a timeline for action to develop the recommendations.</p>
6:15 pm – 6:30 pm	<p>Staff Review and Discussion: Development Notification Process</p> <p>Desired Outcome: Jean Gatza to present on the Development Notification Process. Possible subcommittee formation.</p>
6:30 pm - 6:45 pm	<p>Discussion: Checking in with City Council and Considering the Items from the Council Retreat</p> <p>The official CC Retreat notes are here: https://documents.bouldercolorado.gov/weblink8/0/doc/140235/Electronic.aspx . Community engagement items that the CC would like PPWG to address start on page 32.</p> <p>Desired Outcome: PPWG agrees on how to engage City Council in the Recommendation and Report process. PPWG considers the public participation topics from the Council Retreat.</p>
6:45 pm – 6:50 pm	Next Steps and Action Items
6:50 pm – 7:00 pm	Public Comment

MEETING SUMMARY

PPWG Attendees: Darvin Ayre, DeAnne Butterfield, Carol Cogswell, Sean Collins, Lisa Harris, Marjorie Larner, Claire Riley, Brady Robinson, Kristi Russell, Bill Shrum, Michael Caplan, Ann Cooper,

City Staff: Jean Gatza and Patrick Von Keyserling

City Council: Lisa Morzel

Facilitators: Taber Ward and Jonathan Bartsch

Members of the Public: Lydia Reinig, Lynn Segal, Susan Balint, Peter

Public Comment

Susan Balint: This is the most important workgroup I have ever seen. I really appreciate this workgroup. I don't think it's ever been an issue of a lack of people that want to participate, it's about how people are integrated and heard.

Public behavior protocol is important; i.e. cooperative hearing – made it so uncomfortable for other voices to be heard. Should consider protocols for public space and public meetings to ensure all voices can be heard.

Subcommittee Working Session

The group summarized the subcommittee working session held on 3.13.17:

This was a working session of representatives of both subcommittees to prepare and refine proposals for the full meeting on March 20th. The Committee focused on the following topics:

1. Define what still needs to be done and how PPWG members would like to participate moving forward.
2. Discussion of how to integrate subcommittee work products.
3. Discussion around core Values and Principles of Good Public Participation.
4. Discussion around Problems or Issue Statements and how to move forward in identifying these in relation to final report and recommendations.
5. Discussion around principles and values and specific issues in Boulder that use some specific work.
6. Less of a formal meeting and more of a let's just talk meeting.

7. Discussion around how public participation informs/impacts or **does not** inform/impact the decision-making process and how the decision-making process includes (or doesn't include) public participation and input.

Review of Charter and General Comments

- Discussion around the problem of people in public participation processes bullying each other to silence voices? This has changed the discourse and needs to be addressed.
- Discussion around how informed community conversations include civic community conversations.
- **ACTION:** It will be important to check in with City Council and confirm what exactly they want PPWG to address. What are their specific requests?
- Both the Purpose and the Charge of the PPWG mention the City's decision-making process.
- **Decision making process**
 - PPWG – look at decision making process (is problem defined, are people identified who will be impacted?)
 - Strengthen city's decision-making process by aligning this process with public engagement.
 - What is it about the way that the City makes decisions that can improve public engagement and what is it about public engagement that will improve decision-making process?
 - **ACTION** – Lisa Morzel to provide information on the City's decision-making process? I.e. First Reading, etc. and when public participation is solicited
 - **Question:** Is the "City's decision-making process" written somewhere? Is this a process?
 - **Answer:** Not really. It is more cultural – in some cases there is no public hearing if the issue isn't "controversial." There is not one process that permeates all departments of the city, but rather haphazard.

Report/Recommendations Framework

Group went through the framework and commented on the different section of the draft framework. The PPWG agreed not to wordsmith the document, rather this was a chance to ensure that the different pieces of the framework are on the right track and provide a jumping off point and template for the Final Report/Recommendations.

General Outcomes:

- PPWG agreed that the Value and Principles section was good to go in terms of broad meaning of the topics. **ACTION: Kristie and Marjorie** will reformat/edit the Values and Principles based on the comments and feedback received from the group. (See attached document for edits)
- PPWG agreed that the Issues document, at the *asterix* level was on track. The document will be reformatted, edited and integrated into the larger framework. (See attached document for

edits) **ACTION: Michael** to edit document and provide input on how to integrate it into a larger framework.

- PPWG that the “wicked problems” framework was a helpful guidance tool and helped provide some structure to the document. **ACTION:** Bill and Claire to work on providing a more high-level, concise version of these ideas for integration into the framework.
- PPWG agreed that Lessons Learned were good to go and no more research was needed here. **ACTION:** PPWG to develop common and key themes from this document and integrate high-level themes into the framework and understand what issues come out of the lessons learned. Suggestion that the Lessons Learned key themes use objective language.
- PPWG agreed that an Analysis of City Project Processes and Timeline Document was a helpful framework and solution to some of the issues identified. **ACTION:** Carol to work on formatting and integrating into the Recommendations document.

Next Steps

1. **PPWG** – begins to meet every week to integrate disparate pieces of information (facilitated meetings monthly)
2. **Next Meeting Scheduled for 3/27 from 4:30 -7: 30 pm** to ensure there is agreement on basic concepts for the recommendations and framework – **Location TBD**
3. Once there is agreement on general concepts - **Kristie, Carol, Darvin and Marjorie** volunteer to work on formatting, framing and integrating different pieces of the framework looking at the documents presented in the meeting as well as input from the authors of the documents.
 - a. **The group does not want to wordsmith documents as an entire committee.**
4. **How do we edit these pieces with all of this ownership?**
 - a. **Need to create order, structure, get rid of duplication**
5. It is important to start narrowing the work done.
6. Lisa Morzel provide the following advice in terms of formatting:
 - a. Executive summary, Concise wording, Graphics, Bulleted format, Recommendations and Prioritization up front
7. **The goal is to have a DRAFT SET OF RECOMMENDATIONS by April 10 (next full PPWG Meeting)**
8. CDR to schedule a large subcommittee meeting after the April 10th meeting.

Public Comment

Lydia: 30th Corridor/Baseline North and Colorado – great ongoing PP case study.

Lyn: Wondering about a response from PPWG on 311 Mapleton issue that she brought up last January. The PPWG reminds Lyn that this is not the charge or purpose of this group.