

2013 City Council Retreat Summary

**January 18 & 19, 2013
West Senior Center
909 Arapahoe Avenue**

Facilitator: Heather Bergman

Friday, January 18, 2013 Session - Convened at 4:10 PM

Welcome, Introductions and Agenda Preview

Council Members present: Mayor Appelbaum and Council Members Ageton, Becker, Cowles, Jones, Karakehian, Morzel, Plass and Wilson.

Facilitator: Heather Bergman

Staff present:

Jane Brautigam, City Manager
Tom Carr, City Attorney
Paul Fetherston, Deputy City Manager
Don Ingle, Information Technology Director
Lynnette Beck, Acting City Clerk
Alisa Darrow, Deputy City Clerk
Ann Large, Executive Assistant to the City Manager

Discussion Regarding Council Process and Dynamics

1. Technology

Don Ingle, Director of Information Technology discussed the city's current technology infrastructure and upcoming technological projects: financial software, human resources, payroll, permit, development review, licensing, website redesign and customer relationship management system, and records management system expansion. The web redesign and CRM is scheduled to go live during the second quarter of 2013. The financial, human resources and payroll replacement project has begun and is scheduled to be complete in the second half of 2014. The permit, development review and licensing project is scheduled to be complete by 2015. The records management expansion is scheduled into 2015.

Council Member Plass, who stated he would like to see savings data for paper and ink to support the paperless process, asked if it was true that the city only keeps two years of information on the web before purging it. Mr. Ingle responded that it depends on the staff maintaining the site, but he is aware there should be more information available. He believes the new CRM and

accessibility of digital records will be a great improvement over the current website and availability of information.

Mayor Appelbaum asked about the possibility of an open checkbook online where the public can see financial transactions. Mr. Ingle responded that staff is working on an open data policy to be put in place prior to going live, there are many communities moving in this direction, but web data shows this is the least viewed portion of the websites polled.

Council Member Cowles asked why council cannot receive redlined versions of items from draft to final copy to make it easier for council to quickly find changes that were made. City Attorney Carr explained that because CAO has to redline ordinances, it would require another level of redlining to differentiate between CAO changes and simple changes to memos and attachments. Mr. Ingle indicated that he would review options available for redlining.

Mayor Appelbaum asked if there is a possibility of having monitors available for the public in council chambers. Mr. Ingle responded that staff is working on a technology assessment with a consultant to improve the technology in council chambers.

No action was taken on this item.

2. Emails to Council

Council requested an email address be created by the City Clerk's Office to send all council related emails.

3. Appointments to Committees

There was consensus that appointments to Council Committees and of Council liaisons would be made at the January 22, 2013 regular meeting.

4. Role of Council Agenda Committee

Mayor Appelbaum raised the idea of Council having a larger role in the study session agenda process.

Council Member Wilson commented that it would be beneficial if CAC was to spend ten minutes on the study session agenda to discuss speakers and presentations. Council Member Karakehian suggested a high level review with some discussion with staff prior to the meeting would be helpful. Council Member Jones agreed.

Council Member Ageton raised the idea of a quarterly review, looking back as well as looking forward. Mayor Appelbaum commented that it may be better to do this more frequently, months later it is difficult to remember everything that happened. More frequent collaboration to discuss and understand how to improve the meeting process would be preferable.

There was consensus that CAC would have a weekly check in to determine if there was any feedback from the previous meeting regarding time allocation and handling of the meeting process.

5. Travel Protocols and Expectations

City Manager Brautigam explained the 2013 Council travel budget and the need to keep the training budget separate for training purposes. She mentioned that getting an idea of what Council wants to do earlier in the year would assist with accommodating the requests throughout the year.

Mayor Appelbaum stated that training dollars should not have to be used for conferences or travel required for business, such as going to Washington D.C. on lobbying trips.

Council Member Becker asked if Chamber of Commerce dinners used training dollars or travel dollars. Council Member Plass stated that he looks at training dollars as funds used for professional development and not networking. He also mentioned that it can be hard to know what opportunities may come up during the year and planning far in advance may be difficult.

Council Member Ageton asked how travel funds would be monitored. She is concerned that all funds could be spent and no one knows until they ask to go to an event, conference or training, only to find out the money is gone. She would like to see a quarterly update to council with an accounting of the expenditures.

Council Member Karakehian said he would like to hear from others how they have been spending their training budget. He wants to understand the variety of educational opportunities available.

Council Member Cowles mentioned that some members may want to consider travel to Washington D.C. if hearings are held on proposed gun control legislation.

Mayor Appelbaum indicated that he is not aware of reimbursement protocols and he thinks this needs to be addressed at some point and formalized. He does not believe anyone is taking advantage of it, but he would like general guidelines. Council Member Ageton agreed. She believes the public should know that Council is being held accountable for their expenditures on city business.

There was consensus that Mayor Appelbaum and Council member Plass would work to present draft travel reimbursement protocols for Council consideration, with the assistance of City Attorney Carr.

6. Council Meeting Debrief

Council Member Cowles suggested a five minute debrief before adjournment of each regular council meeting to comment on how the council meeting process went. He does not want it on tape for the public at home to see. Council Member Ageton mentioned there has been frustration

around how meetings are run from a process perspective. She is concerned that tensions at the end of a meeting might be flared or people may be too tired.

Council Member Cowles mentioned that Planning Board has used this kind of debrief to discuss how certain work items could have gone better.

Council Member Morzel commented that she thinks it would be difficult at the end of meetings due to the hour. Council Member Karakehian stated that they won't know until they try it and many times there may not be anything to address.

Council Member Becker worried that this would become an open forum for criticizing one another rather than discussion about how the meeting was run. Council Member Plass agreed that it must be constructive and about how to make a better meeting and not taken personally.

Council Member Becker stated that if the debrief includes how members interacted with one another during the meeting, there needs to be ground rules.

Council Member Wilson mentioned that there needs to be something done about length of time a council member can speak on a topic, and if they are repeating what another council member said, it is the responsibility of the Mayor to cut them off.

Mayor Appelbaum stated that if debriefing is going to happen, it must happen at every meeting regardless of the hour.

There was consensus to set aside five minutes at the end of each meeting for constructive comments as to how the meeting could have run better. The item will be listed on the agenda to remind Council to take this time. This will be televised because it is part of the regular meeting. City Attorney Carr will draft amendments to the Council Rules of Procedure.

7. Public Comment

Council Member Cowles stated he would like those speaking at open comment to give their names and addresses in order to provide context to what they are speaking about in regard to many issues.

City Attorney Carr pointed out that Council Procedures require those speaking to state their names and addresses before speaking.

Council Karakehian mentioned that he was uncomfortable with giving his address prior to being elected to Council. Council Member Jones suggested requiring the name of the neighborhood at the very least.

Mayor Appelbaum responded that in most cases it is easy to figure out what neighborhood a speaker is from based on what he/she are speaks to, especially with land use code. He does not see the value in requiring speakers to give their addresses, but he is willing to try it.

There was consensus that (a) a sign would be placed at the microphone reminding open comment speakers to state their names and addresses; and (b) the Mayor would enforce the current rule requiring speakers to state their names and addresses for the record.

8. Technology/Reducing Paper

This item was addressed under technology.

9. Evaluation of City Council Employees (Direct Reports)

Council Member Wilson commented that evaluations and raises have not been timely for employees who report directly to City Council. He indicated that it takes quite a bit of time for all members to fill out the forms and get them turned in. He would rather see this done on a calendar year basis and the process completed by October with raises effective at the beginning of the new year.

Council Member Karakehian stated he would agree, but that would push back the next raise cycle by six months.

Council Member Ageton commented that she would like to use a consultant rather than city staff for the evaluation of city council employees. She indicated that she would also like to see a retention schedule for those documents due to their confidential nature.

Council Member Wilson disagreed about the use of an outside consultant.

City Manager Brautigam agreed with Council Member Cowles that during 360 reviews, the person being evaluated should have access to the comments in the review. She did add that the reviews given to employees are largely narrative with no scaling. She does not think the same process would serve council well due to the amount of time involved.

Mayor Appelbaum stated that he is not happy with the questions on the current evaluation form. He does not believe everyone interprets the questions in the same way and the comments are not always clear.

Council Member Becker responded that refining the questions would be easier than starting from scratch. She also stated that she does not have any issues with the current form and process.

Mayor Appelbaum and Council Member Plass agreed that evaluating the Municipal Judge is very difficult due to the limited interaction between the Council and Municipal Judge and that it would be helpful if a small committee was created to interact with the judge on a more consistent basis.

Council Member Plass stated that the questions on the evaluation do not necessarily apply to all Council employees.

Council Member Ageton agreed with Council Member Plass, but she doesn't think there needs to be a committee, she would prefer each member of Council take it upon themselves to make time to interact with the judge. She stated that it may not be well received if only two or three members of Council determined the entire review of the judge.

Council Members Wilson and Karakehian agreed that soliciting feedback on the Council employees from people outside the city may be helpful.

There was consensus that (a) the Council employee evaluation forms would be updated; (b) the timing of the evaluations would be changed to provide raises on a calendar year basis; (c) a contractor would be used for the evaluation process; and (d) the Council employee evaluation process will include a combination of scale and narrative. The Evaluation Committee will (i) work with the contractor to make the changes to forms; and (ii) discuss storage and retention of evaluation documents and the Municipal Judge's evaluation.

10. Sister Cities

Council Member Morzel explained that Nablus, Palestine will come to the Council in the spring to request Sister City status. Since the city currently has seven Sister City relationships, Ms. Morzel wanted to understand if Council would support a cap on how many cities can hold this status.

Council Member Becker asked if there was a reason for a cap. Council Member Cowles commented that staffing resources dedicated to Sister Cities may be a reason to consider a cap.

Mayor Appelbaum stated that he was unsure of the annual cost, but the time is minimal on the Council side. City Manager Brautigam mentioned that there was a year when Boulder sent delegates to visit a Sister City and it is expensive to receive those visiting from Sister Cities because of the need to follow cultural norms.

Council Member Becker indicated that since she feels there is pressure on Council and staff, she would support a cap.

Council Member Plass believes the pressure to accommodate visiting delegates should be put on the local Sister Cities council that supports them rather than the City. Council Member Morzel agreed that the ownership of responsibility should not fall to staff. Council Member Ageton also agreed indicating that she believes it is becoming difficult to manage even the current relationships.

Council member Morzel would bring back the feedback and discussion to the Sister Cities committee.

11. Enhanced Functioning of City Boards and Commissions

Council Member Ageton stated that Council focuses on the substance and content of city boards and commissions, but very little time has been spent to assist with meeting management and

conflict resolution. She would like to discuss how to help the boards perform at a higher level and suggested changing the orientation or providing specialized training for the members to help them function as effectively as possible.

Council Member Plass has seen interventions occur through specialized training from an outside party that have achieved the goal of effective meetings and conflict resolution.

Council Member Cowles agreed that working on boards and committees doesn't come naturally to everyone and additional training would be helpful.

Council Member Jones mentioned that the feedback from boards has consistently stated that the members would like more interaction with Council.

Council Member Morzel asked City Manager Brautigam if staff tells her when the boards are having problems. Ms. Brautigam responded affirmatively.

Council Member Becker commented that turnover on the boards is rather high, and she would like to see the training embedded in the orientation rather than having a special training for all the boards at once. Board members may feel offended if they are told they have to do this after serving for some time and already having given their time for orientation and meetings.

City Manager Brautigam indicated that staff provides the current orientation and that board members who have served previously rarely show up for orientation.

Council Member Karakehian stated that he doesn't think this problem cannot be ignored and it needs to be addressed. Council Member Cowles agreed.

There was consensus that Council Members Ageton and Karakehian would work to develop options for Council consideration.

12. Date and Location Preference for 2014 Retreat

There was consensus that preferred location for the 2014 Council Retreat is Chautauqua. The 2013 retreat committee will meet one more time to determine the dates for the 2014 Retreat.

13. Reconsider Executive Sessions for Limited Matters

Council Member Ageton explained that the inability to enter into executive sessions that are confidential has created problems, especially in relation to land purchase negotiations and legal advice. The ability to have executive sessions could be narrowly focused on only specific areas of interest to the Council in the ballot language. She has had confidential conversations with the City Attorney that she believes would have been more beneficial and productive if the entire Council were able to meet together for the discussion. The current process only allows for two members of Council to meet with the City Attorney confidentially at a given time as a charter requirement. Therefore, it is impossible to know how that conversation plays out with other Council Members. She is concerned that the information received by both staff and Council in

these situations could be different and conflicting. Council Member Ageton understands that accountability and transparency are hurdles in this process, and believes that the benefits far outweigh the negatives in this situation. Executive sessions have to be recorded. This requirement is an accountability measure and those tapes could even be released once the matter is no longer considered confidential. She is asking Council to direct the City Attorney to bring back information on this.

Council Member Cowles agreed that land purchases have cost the city more due to the inability to enter into executive sessions. He also mentioned that no action can be taken in executive session. Ultimately the decision Council makes comes to light in a vote. He agreed that releasing the tapes after the matter is no longer confidential would make the process more transparent.

Mayor Appelbaum agreed and stated that narrowing the scope and being very clear about how the process would work and what the rules would be may help the public receive this better. He stated that the last time this was on the ballot, it was not done well, and he believes it will still be a tough sell.

Council Member Plass disagreed with the idea of executive sessions indicating his belief that the community has already spoken in regards to the openness of Council and its meetings.

Council Member Karakehian commented that executive sessions would allow all of Council to hear one another's thoughts and knowledge on confidential. There are large item purchases coming up in the future that are much larger than the city has seen in the past that would cost significantly more if Council cannot strategize and plan for them in executive session.

Council Member Wilson commented that there are times when personnel issues should be handled in private as well. He is in favor of looking into the possibility of another ballot initiative allowing executive sessions.

Council Member Morzel noted that the Council functions much better when they are all involved and not broken into groups of two, but she is somewhat reluctant and does not believe the voters will approve such a measure.

There was consensus that the Charter Committee and staff would work together to create ballot language for Council consideration.

Adjourned at 8:05 PM

Saturday, January 19, 2013 Session - Convened at 8:07 AM

Welcome, Introductions and Agenda Preview

Council Members present: Mayor Appelbaum and Council Members Ageton, Becker, Cowles, Jones, Karakehian, Morzel, Plass and Wilson.

Facilitator: Heather Bergman

Staff present:

Jane Brautigam, City Manager
Tom Carr, City Attorney
Linda Cooke, Municipal Judge
Paul Fetherston, Deputy City Manager
Lynnette Beck, Acting City Clerk
Patrick vonKeyserling, Director of Communications
Don Ingle, Information Technology Director
Larry Donner, Fire Chief
Jeff Arthur, Director of Public Works for Utilities
Mark Beckner, Police Chief
Tracy Winfree, Director of Public Works (Transportation)
Mary Ann Weideman, Assistant City Manager
Kirk Kincannon, Director of Parks & Recreation
Jeff Yegian, Acting Housing Division Manager

Bob Eiche, Chief Financial Officer
Karen Rahn, Director of Human Services
Molly Winter, Director of Downtown University Hill Management District/
Parking Services
Heather Bailey, Executive Director of Energy Strategy and Electric Utility Development
Eric Nickell, Director of Budget
Maureen Rait, Executive Director of Public Works
David Driskell, Executive Director of Community Planning
Eric Ameigh, Senior Project Manager
Valerie Maginnis, Library/Arts Director
Alisa Darrow, Deputy City Clerk
Ann Large, Executive Assistant to the City Manager

2013 Priorities and Proposed Changes to 2013 Work Plan – Saturday

Facilitator Heather Bergman gave a brief introduction and reviewed the prioritization of the day's discussion.

1. No Smoking in Public Places

Mayor Appelbaum asked about the approach and process that will be used to implement the smoking ban.

Council Member Becker responded that she would like to keep this process small. She is concerned with how strictly defined public places will be, giving the example of sidewalks and alleys.

Mayor Appelbaum replied that he is only concerned with city-owned properties.

Council Member Ageton expressed concern for the homeless population, indicating that such a ban would impact this group significantly. She also noted that this would impact workers who step outside their places of business to smoke during the work day.

Council Member Wilson agreed, but also commented that enforcement at the mall has not begun and taking the time to see how that plays out would greatly benefit a future process.

Council Member Cowles noted that the current smoking ban is pushing people into other public spaces and concentrating the practice. He also agreed that a more truncated process would be beneficial.

Council Member Becker suggested the Human Relations Board would be the appropriate group to vet the issue.

Mayor Appelbaum disagreed. He believes that a lot of the enforcement will occur through peer pressure and the ability of people to be able to turn to the person next to them and explain that smoking is not allowed.

Council Member Jones asked why Council would enter into another process around this when the current ban is not fully implemented.

Council Member Karakehian also expressed concern about rushing into a full smoking ban. He is supportive of moving forward, but would prefer to start in 2014 and give time for the current ban to be fully implemented and enforced.

Council Member Wilson suggested requesting recommendations from both PRAB and OSBT.

City Manager Brautigam noted that the PRAB is working on the master plan right now, and that they both have the capacity to work with the issue during 2013, but perhaps later in the year.

Council Member Morzel commented that she would like to see this move forward in the latter half of the year. She is supportive of working on a full smoking ban sooner rather than later.

Council Member Plass agreed with elevating this item and using a truncated process. He expressed that he is fine with working on this in 2013 or 2014.

City Attorney Carr noted that there will need to be clarity around defining parks and public spaces in order to make the smoking ban criminally enforceable.

There was consensus that this is not a priority for 2013, but that it should be teed up in 2013 by having OSBT, PRAB and the Human Relations Commission look at the issue to provide feedback and input.

2. 2014 Budget Process

Council Member Wilson commented that he would like to review the priority based budgeting model being used.

City Manager Brautigam responded that the entire financial system is being replaced and that there is a problem with the chart of accounts which makes providing the information and analysis that Council needs to make decisions difficult. The current coding is subject to interpretation, there is no standardization and this causes problems for running queries on specific items such as how much is spent on parks or housing. She does not believe it is time to move to the next level with budgeting while this change is in process. This year will be spent identifying the new chart of accounts to provide better information to Council, but in 2013 the priority based budgeting will be dialed back to provide staff with time to focus on the new technology.

Council Member Wilson stated that he is in agreement with waiting to address the budget process until after implementation of the new financial software.

Mayor Appelbaum expressed a need to better understand business relationships and whether bidding out certain services needs to happen more often. He requested more information related to how the long standing relationships were formed and how they are maintained over time.

Council Member Cowles asked if Finance Director EicheM would update Council on next steps to close the budget gap.

Council Member Ageton agreed with Mayor Appelbaum and said she is concerned about longstanding contracts. She is somewhat concerned with the staff time that may be involved. She would like to understand the nature of business relationships to ensure groups are worked with in an equitable manner.

City Manager Brautigam commented that a list could be compiled and brought forward to Council. She suggested that Carl Castillo would be able to work on this after May when the legislature adjourns. She recommended taking the list and allowing Council to choose which relationships they would talk about in depth.

Mayor Appelbaum specifically mentioned Eco-Cycle as an important relationship he would like to understand.

Finance Director EicheM was asked to speak about the funding gap. He recommended postponing the discussion until 2014 when there is better data in the new financial system for staff to analyze and measure on the expenditure side. His main concern is the staff time involved. He would like to do this as part of the budget cycle in 2014.

Council Member Karakehian asked if the funding gap was mostly in the area of transportation. Mr. EicheM responded that it is spread across many funds.

There was consensus that staff would compile a list of contractual relationships/ partnerships between the city and other entities to be brought forward in June for Council to decide which relationships/ partnerships it would like to explore further.

3. Housing Board

Council Member Morzel expressed her desire to utilize a Housing Board in a more comprehensive manner.

City Manager Brautigam noted that there is an upcoming study session where staff will be requesting direction on the housing policy and expanding it to all levels of housing, not only affordable housing.

Council Member Morzel stated that she would be willing to postpone this topic until the comprehensive housing plan discussion occurs.

Council Member Plass agreed, and noted that there would be a learning curve for a housing board to understand the scope of their work. He would therefore prefer to discuss this further down the road and include discussion on how this board would interact with the Planning Board.

Council Member Wilson noted that there may need to be discussion about repurposing the current board rather than creating a new board. Council Member Becker agreed and suggested the Human Relations Board may be able to be converted into a Housing and Human Services Board.

Council Member Morzel suggested sending CAC minutes to all boards/ commission in order to give them a heads up as to what Council will be discussing in upcoming meetings. She suggested reaching out to boards through CAC discussion of upcoming agendas.

Council Member Plass noted that CAC may be too late to involve a board because of timing and scheduling of board meetings. His opinion was that conversations with the boards should have occurred prior to CAC.

City Manager Brautigam stated that staff should be responsible for reaching out to the boards.

There was consensus to defer discussion of this item until the comprehensive housing strategy in May.

4. Housing/ Human Services Fund Allocations

Mayor Appelbaum expressed a desire for Council to have a larger role in determining funding decisions rather than relying solely on boards to make the decisions. He stated that he is not sure how this would look and he does not want to argue over pennies, but having a high level discussion and understanding of how funding decisions are made would be helpful.

Council Member Plass noted that he shares this interest and would like to see something more in depth than the information packet currently provides.

City Manager Brautigam suggested having the funding committees come to the Council with a report of requests and awards for funding for discussion under matters.

Council Member Karakehian agreed, and noted that he would not want to be the ones making the decisions as to who receives funding and who does not. He envisions a discussion that informs Council more about the how and why of the decisions.

Council Member Ageton stated that the ability for a Council to look at requests as a group has been lost and being able to tie those decisions to the priorities of the city needs to happen. She would like to have more of a policy connection to the budgeting decisions.

City Manager Brautigam commented that there will be a human services discussion coming and that would be a good time to have the discussion.

There was consensus that Council would like somewhat of a larger role in Housing/ Human Services Fund allocations with an opportunity to discuss it further during the upcoming Human Services study session.

5. Large Format Retail

Council Member Morzel expressed a desire to see an impact analysis of large format retail in Boulder that includes benefits and drawbacks to community groups as well as economic impacts.

Council Member Cowles agreed with the importance of having a discussion on these impacts, but does not believe this is a 2013 issue. Council Member Morzel agreed this could be a 2014 issue.

Council Member Becker noted that she would like to better define the definition of small and large format retail.

Council Member Plass commented that much of this might occur through site review. Council Member Morzel clarified that her concern relates to the human impacts and not environmental since those are handled in another process.

There was consensus that this is an issue for consideration in 2014 and that the Community Planning and Sustainability Department would provide an analysis of how large format retail may impact the City of Boulder.

6. Oil and Gas – Fracking

Council Member Jones stated that fracking is a major issue in surrounding communities and it is only a matter of time before Council needs to take a second look at the regulations currently in place. She understands that staff is looking at those regulations, since Boulder County is already

in this process. She noted that the city can learn from the county and be expeditious in this effort. She suggested a moratorium while staff and Council make decisions about how to move forward with regulation of oil and gas wells.

Council Member Karakehian asked for a map showing all the wells located in the City of Boulder.

Council Member Ageton asked if this would include open space that is regulated at the County level.

Council Member Jones responded that she wants to look at both open space owned inside and outside city limits.

City Attorney Carr noted that outside counsel has been retained to review regulation of wells inside city limits. Staff did not intend to do anything more than receive recommendations from this report.

Council Member Wilson commented that the City of Boulder does not always have to take the lead on controversial issues when the City of Longmont and Boulder County are currently working through this. He would prefer to wait for the report from special counsel before making any decisions.

Mayor Appelbaum stated that open space is protected by the County and he believes they will extend their moratorium on drilling. He believes the bigger question is whether as a home rule city, Boulder could do a better job of regulating oil and gas wells on non-annexed open space as well as within city limits.

City Attorney Carr responded that this would create a great deal of work and he understands that the County does plan to extend the moratorium.

Council Member Becker asked how imminent the risk is related to oil and gas wells. She also suggested a tour of abandoned wells on open space property.

Council Member Jones noted that she has not been able to receive an answer as to whether abandoned wells have been inspected. She also asked for further information before June from the special counsel and would like to better understand the risk and timing of that risk. The timing of the issue is important and in the meantime, she would support a moratorium.

Council Member Cowles agreed with the idea of a moratorium and asked if the County's decision also covers the City of Boulder.

Council Member Wilson noted that if the County extends the moratorium then that will give the City more time. It would be more beneficial to wait to take action until the County's action will expire.

City Attorney Carr noted that moratoriums are expensive to create and enforce, and that he is concerned about the cost and staff time that would need to be dedicated to this effort. He also commented that this is a land use issue and not a legal issue.

Council Member Wilson stated that he does not believe this issue is important to the city, and does not believe there is a risk of drilling coming to Boulder in 2013. He would prefer to watch how the lawsuits in Longmont play out and make a more informed decision at a later date.

Mayor Appelbaum commented that it would be fiscally responsible to place a moratorium in place before creating new regulations in the wake of Longmont's lawsuit with the State over the regulations they created.

Council Member Ageton responded that she would like to understand what the real risk is to the city and whether or not resource extraction is allowed within the city limits at this time.

There was consensus to postpone the discussion of this topic until after special counsel provides the report on whether current open space regulations can be expanded to include property within the city limits before making changes to current regulations that apply within city limits. Planning staff, in conjunction with the City Attorney, will provide information as to the risk of a drilling company applying for a well permit in Boulder. The City Attorney's Office will prepare a memo on whose rules apply where (city versus county application on city-owned properties) and what, if any, special powers Home Rule cities have to address fracking.

7. Regional Trails

Council Member Becker asked that Council put greater emphasis on regional trails and give clear direction to the Open Space and Mountain Parks Department as to which projects take priority and focus staff on completion of specific projects.

Council Member Morzel noted that Council needs to understand the efforts that have been made to move forward with some of the trails. She knows there are issues with property acquisition and working with unwilling property owners and believes that Council cannot give a list of priorities without an understanding of why projects have not moved forward. She also recognized that Open Space staff has had some great accomplishments and have priorities in addition to trails.

Mayor Appelbaum agreed and commented that he does not want to give the impression that trails will be completed at any cost.

Council Member Jones stated that she sees this as a priority and she would like to reiterate to staff that the Council supports this effort and is willing to help however it can.

City Manager Brautigam responded that trail completion is a big priority for Open Space staff and the biggest issue is the inability to control property owners. The department is making every effort to move forward where they can and focus their efforts in those areas.

Council Member Ageton mentioned Chapman and the underpass for Highway 36 and expressed a wish to celebrate the upcoming achievements.

Council Member Becker clarified that she would like more information on the priorities related to regional trails and how those priorities are chosen and what the obstacles are that have put projects on hold.

There was consensus to reiterate Council's strong support for regional trails and the high priority of such trails.

Development Issues

8. Streamlined Planning and Areas of Concern

Council Member Jones expressed a desire to get ahead of the curve in redevelopment more efficiently with a visioning process. She wants to make sure Council is on the same page with development and putting a process in place at the development concept stage. She also briefly reviewed large projects underway and expressed a desire to discuss downtown as a historical district. She does not feel that the Daily Camera building fits into the look and feel of a historic district.

Council Member Becker agreed that the area plan 'lite' is an important project and concept review may be helpful, but she would prefer to give BDAB the ability to make recommendations in this process because of their experience and understanding of the design process.

Council Member Plass asked to direct the discussion to a more item-by-item approach. He stated that area planning in the Mapleton area should have a higher priority. He also commented that this area plan should not only include the hospital campus, but the general area as a whole. Council Member Becker agreed.

There was discussion related to the public zoning currently in place and it was stated that there are no current property negotiations in process that are known to city staff. The possibility of creating a more streamlined process for area planning related to the Mapleton Neighborhood was discussed by David Driskell, Executive Director of Community Planning and Sustainability. Mr. Driskell emphasized that the planning process is not generally short, especially when boards are included in the process, and that it would take Council direction to shorten the current process that is in place.

Council Member Cowles wondered if BDAB (Boulder Design Advisory Board) and Planning Board could look at code changes that would allow more flexibility in the future.

Mr. Driskell responded that it is a possibility, and that standards are being worked on that would create uniformity related to access and parking.

Council Member Karakehian stated that Mapleton is no rush, but it is an opportunity. What can be built there is limited, and that will shorten the planning process. He is in favor of a visioning process in the short term.

Council Member Plass clarified that he agrees with the visioning process, and believes it will benefit staff and Council in the future when the development process begins.

Mr. Driskell commented that the Civic Area Master Planning is a very large project that staff is committed to, Boulder Junction and other projects are on the horizon and staff is working at capacity. Broadway and Mapleton as well as Boulder Creek are on the radar, and unless the hospital changes its plans related to Mapleton, this is a future endeavor.

Council Member Morzel agreed that Mapleton is an opportunity and she does not want to take a purely reactionary approach. Council Member Plass agreed and asked to keep Mapleton on the radar as a future work plan item.

Council Member Cowles stated that creating sustainable standards relating to streets and centers will lead the conceptual efforts of the future in Boulder.

Council Member Ageton agreed on the importance of this item, but would prefer to have it on the 2014 work plan rather than 2013. She commented that she doesn't understand how a visioning process would be helpful with the conceptual design in the future. She would like to understand the staff time and resources of each approach.

Council Member Jones explained that a vision process would give developers guidelines and expectations prior to the design and development of areas of opportunity.

Mayor Appelbaum commented that he has been surprised at how quickly which areas are more likely to be developed can change. He stated that asking Planning Board to recommend how a visioning process would look as well as how it would speed up the conceptual design process down the road may be helpful. He would also like to know what areas of town the board feels are also being considered opportunities for redevelopment.

There was consensus to have Planning staff ask the Planning Board to discuss this issue, frame/ define a typology of approaches, and to answer the following questions:

- ***What is the scope of the effort needed in each area of concern?***
- ***What is the work product or output and potential timeline?***
- ***What are the roles of Council, public, Planning Board, BDAB and other boards/commissions?***

9. BDAB Design Guidelines

Council Member Cowles expressed support for revising the guidelines for design in the downtown area.

Mr. Driskell commented that this project would be a better 2014 work item based on the work plan BDAB currently has in place.

There was consensus to consider this item for inclusion in the 2014 work plan.

10. Commercial Density Bonus in Downtown & Affordable Housing Linkage Fee

Council Member Morzel expressed a desire to incentivize those who live downtown and suggested increments related to the fee based on how sustainable the buildings are in relation to the environment. Council Member Cowles agreed, and he wondered if the fee is too low as well.

Mayor Appelbaum noted that the number of residential units that may be built are minimal and the cost of reexamining this may be larger than the benefits. His impression was that after the fee was implemented, there would be further incentives brought to council to consider. If the fee is reexamined, he would prefer to have a narrow review to keep costs down while exploring other ideas in addition to the fee.

Council Member Karakehian agreed he wouldn't mind looking at the fee in 2014. His impression is that developers would have preferred to build residential downtown, but there were no buyers at the time, and that is potentially what has driven the recent development.

Council Member Ageton agreed and has felt that the Class A office space that was built has been of great benefit to the downtown. She also expressed interest in hearing about further incentives.

Council Member Becker stated that she believes there are not enough units left for development that would justify reviewing the density bonus and affordable housing linkage fee.

Council Member Wilson agreed. He is not interested in further discussion on this topic.

There was consensus to consider this item for inclusion in the 2014 work plan.

11. Concept Review

Mayor Appelbaum suggested Council be given the opportunity to be involved in concept review and provide input and ask questions of developers earlier in the process.

Mr. Driskell commented this would be similar to how site review call-ups occur currently, and that board notes would be included.

Council Member Karakehian noted that streamlining the process is important as the economy begins to improve and the market shifts. He believes there is a balance that can be achieved. He expressed concern about adding another level of oversight and the additional time that this would add to the developer's process.

Council Member Plass expressed concern about Council being able to come to a consensus during the call-up of concept review. He prefers the process in which the concept review comes up through the boards when there is a necessity for Council review.

Council member Ageton asked about the impact of concept review on top of the current land review function.

Council Member Cowles suggested giving BDAB the authority to have concept reviews elevated to their level when there is a concern.

Mr. Driskell stated that he would look into what it would take to include DDAB in the concept review process.

Council Member Plass commented that he does not necessarily believe that more involvement by Council on the front-end would improve the process.

Council Member Morzel replied that she believes a check-in would be helpful and that there have been times in the past when Council would have liked to make changes earlier in the process. It can be difficult to effect change once the planning process has moved to design and changes become more costly.

Council Member Karakehian felt strongly that there should be a check-in with Council at the request of the developer earlier in the process to avoid call-up and changes or rejection down the road.

Council Member Becker noted that there have been instances when feedback from Council complicated the process. She noted that success is in the execution of the design. She is in favor of utilizing BDAB in the concept review process.

There was no consensus to have Council involved at the Concept Review stage. There was consensus to have Planning Staff meet with the Planning and BDAB chairs to explore how the two bodies could work together more efficiently and effectively in the development review process, including at the concept review stage, and to report back to Council.

12. Historic Districts in Downtown

Council Member Jones clarified that the discussion is about defining what it means to be a historic district, specifically in the downtown area.

There was consensus that the question of what it means to be a new building within a 'historic district', particularly downtown, will be raised during the upcoming Historic Preservation discussion between Council and the Landmarks Board. .

13. Council Votes Required for a Call-Up

Mayor Appelbaum requested a reduction in the number of votes required for a call-up item, stating that the current practice is not abused and there is no reason to believe it would be if the requirement were changed.

Council Member Becker commented that lowering the requirement shows an effort by Council to honor the concerns of the minority.

City Attorney Carr noted that the city charter states that a majority vote is required for ordinances, resolutions and motions.

Council Member Plass stated that when Council calls an item up, it is generally because they do not agree with the decision made by the board associated with the item. If the number of votes were lowered, it may send a message to boards and commissions implying they are not trusted.

There was no consensus on this item..

14. Planning Board Site Review Criteria (Energy/Water)

Mayor Appelbaum noted this item came from Planning Board. It relates to defining efficiency, and specifically, minimizing and mitigating water and energy consumption. The Planning Board is requesting clarification from Council due to the vague nature of the municipal code.

Mr. Driskell noted that Planning Board is preparing preliminary code changes that will be brought to Council for consideration on this topic.

Council Member Becker expressed concern about the possibility that given the subjective nature of the review criteria it is important to clarify certain aspects of the code, but she is hesitant to be too strict in the definition.

Council Member Cowles suggested having a conversation regarding short, medium and long term goals in regard to making changes to the building code to achieve the ultimate goals of energy efficiency.

Council Member Becker agreed to expanding the range of thought and planning the changes in stages.

There was consensus that staff would provide an update during March in the form of an information packet or an item under Matters following the Planning Board's February 21 special session so that Council feedback may inform the development of ordinances that will be scheduled for Council consideration in the second quarter of 2013.

SMALL ITEMS

15. Explosion in Rental Housing

Council discussed the issues raised. There was consensus that no further action or adjustment to the work plan was warranted.

16. Televising Study Sessions and Certain Board Meetings

Council Member Morzel suggested televising more study sessions and board meetings when important issues are being discussed.

City Manager Brautigam commented there are logistical issues such as setup of the room for study sessions, video and audio technology in chambers, and budget issues around staff time required to attend the meetings and run the equipment.

Council Member Morzel clarified she is thinking about Planning and PRAB (Parks and Recreation Advisory Board).

Mayor Appelbaum suggested foregoing televising the budget meetings in order to televise topics that Council deems more important.

Council Member Cowles commented that he is not happy with the setup for study sessions and has trouble hearing people without the microphones.

Council Member Jones stated that there are very interesting topics covered at study sessions that would be of interest to viewers at home. She is more concerned with the setup in council chambers that places the audience so far back from the Council.

Council Member Karakehian responded that he does not wish to place additional burdens on staff time to televise more meetings.

There was consensus that the City Manager and CAC would determine when additional meetings will be televised.

17. 15 Minute Science Tuesdays

Council Member Ageton suggested broadening the topics brought to Science Tuesdays given the amazing resources in the City of Boulder.

Council Member Karakehian agreed that there are amazing opportunities in the community to learn from the many experts on topics that are not necessarily science related.

Council Member Becker volunteered to reach out to subject matter experts in the social sciences to expand the topics brought to Science Tuesday. Council Member Ageton also volunteered.

Council Member Wilson reminded everyone that these are scheduled on weeks when the agenda isn't particularly heavy.

There was consensus that (a) these segments will be expanded to include additional topics beyond climate change and that CAC will be responsible for scheduling all segments; (b) Council Members Cowles, Jones and Becker will be the primary points of contact for

scheduling. Science segments will be primarily handled by Council members Jones and Cowles and non-science segments will be handled primarily by Council members Becker and Ageton; (c) all speakers will receive the same instructions for how to prepare for presentations; and (d) staff will continue with the website update to help improve web-streaming.

18. Annexation Guidelines

Mayor Appelbaum asked that Planning make annexation guidelines available on the website and that the document be sent by staff to Council.

There was consensus that staff will ensure that the annexation guidelines are posted and readily accessible to the public on the city's website and that a copy of the guidelines will be forwarded to council.

19. Storefronts in Pedestrian Heavy Activity Areas

Mayor Appelbaum asked that this be considered as part of the 2014 work plan.

Council Member Cowles commented that this is a rather quick discussion and implementation, and he would like to see it discussed sooner than later.

Council Member Becker suggested ranking the work plan items, or considering a tradeoff of another work plan item that could be postponed.

Council Member Karakehian noted that many communities are already doing this and there are plenty of models to learn from.

City Manager Brautigam stated that this may not be as simple and quick as it appears and she asked that it be reconsidered in 2014.

There was consensus that this item will be considered for inclusion in the 2014 work plan.

20. Eco Pass

Mayor Appelbaum expressed the desire to make the Eco Pass a permanent benefit and remove it as a bargaining tool with RTD.

There was consensus that staff will further examine the Transportation Demand Management (TDM) toolkit options in response to council input..

21. Neighborhood Groups

Mayor Appelbaum expressed the desire to revisit the idea of neighborhood groups at a later date.

The City Manager provided an update on this matter and indicated that staff would provide Council with additional information when available – later in 2013 or early 2014.

There was consensus that no further action or adjustment to the work plan was warranted.

22. Railroad Noise

Council Member Ageton noted there has been an ongoing issue with complaints related to railroad noise on the east side of Boulder. How quiet zones are being addressed is still an issue, especially given the changes in plans by RTD to bring light rail to Northern Colorado.

Part of the 2013 work plan for staff is to further study compliance with quiet zones in Boulder. This is part of a larger study involving the Northwest Rail.

Council Member Ageton asked that Council not forget about this issue.

City Attorney Carr noted that there are other solutions beyond engineering that can reduce the risk index and allow Boulder to get quiet zone designations for crossings. The cost can be mitigated and staff is working on options at this time. He noted the required level is between 96 and 110 decibels when the horn is blown.

Council Member Cowles wondered if Burlington Northern is blowing the horn above the mandated levels and requested measurement be taken.

There was consensus that no further action or adjustment to the work plan was warranted.

23. Staffing Levels at the City Attorney's Office

Council Member Becker expressed concern that staff is overburdened by municipalization of utilities and passage of Amendment 64 and asked if others felt that more resources should be allocated to the CAO (City Attorney's Office).

City Manager Brautigam agreed that the workload is very high in CAO, but there are other departments that are overwhelmed as well, such as Police and Planning. She suggested that this is a discussion for the budget process.

City Attorney Carr mentioned that he was asked during the budget process last year about CAO staffing levels and he had stated at that time and continues to believe staffing is adequate. He also noted that there is no office space to accommodate additional staff.

There was consensus that no further action or adjustment to the work plan was warranted..

24. Amendment 64

Council Member Morzel commented that the Amendment 64 work group she is a part of intends to have a recommendation by February 14.

Council Member Becker expressed concern that Council may be looking at Amendment 64 too narrowly; because it can impact many other departments, specifically housing and human services. There is concern in the community that the homeless population could increase based on the handling of recreational use of marijuana. She recommended putting together a Boulder-specific task force to work on the issue.

Council Member Morzel noted there are task forces and committees at the state level that she is involved with and she would like to wait until initial recommendations have been made.

Council Member Plass agreed with Council Member Becker's suggestion that this is a much larger issue.

Council Member Karakehian commented on recent data showing drug stings in other states having ties back to Colorado. He would like to have further conversations about it, but he isn't sure how to go about it and would like to hear recommendations at the state level.

Council Member Jones suggested tabling the discussion until spring when the state has made its recommendations.

Council Member Morzel offered to continue sending notes from the task force and any other relevant material.

Council Member Becker asked CAC to find time on the study session calendar to have the discussion.

Council Member Karakehian agreed and added that he would be willing to have a special session for this one item. Council Member Ageton agreed.

There was consensus that a discussion about Amendment 64 would be needed once the State has made recommendations. The scheduling of such a discussion would be coordinated by staff and CAC – by either bumping another item or scheduling a special meeting..

Boards and Commissions

Council reviewed the letters from boards and commissions to determine if requests were on the work plan or not.

BDAB (Boulder Design Advisory Board) –

Council Member Cowles noted that he would like to tour the downtown with an emphasis on the guidelines to learn more about how they are being interpreted.

Council Member Ageton reiterated her desire to have open dialogue between the Planning Board and BDAB.

Boulder Public Library Commission –

Council Member Ageton noted the request from the Commission to extend services to the homeless that would give them a more appropriate place to congregate during the daytime that would have less impact on patrons.

Mayor Appelbaum commented that technology is changing the way libraries are being used and he expressed concern about fiscal responsibility in regard to the renovation and remodel planned.

Human Relations Commission –

Council Member Jones expressed a wish for more input from the Human Relations Commission related to items coming before Council.

Landmarks Board -

There was consensus that if the Landmark Board had a role in selection of the Civic Area Master Plan, it would open the door to other boards making the same request.

UHCAMC (University Hill Commercial Rea Management Commission) –

Council Member Jones expressed concern about the pace with which Council is approaching revitalization of University Hill.

Council Member Wilson noted this is a small area and it is difficult to raise funding within the district itself. He noted that parking is a huge issue and perhaps underground parking or another parking solution would attract upper scale restaurants to the area. He also commented on the high density of bars in this area and how that impacts retail tenants.

Council Member Karakehian suggested expanding parking meters on University Hill, it was pointed out that this is currently in place and there is not much further the city can take metering.

Council Member Wilson suggested looking into metered parking in residential areas, but warned that parking at student housing in this area is scarce and not up to code as it is. He also suggested partnering with the University in a joint venture to improve the University Hill area. Council Member Karakehian agreed.

There was consensus to request that police officers report any street lights that are out to the Public Works Department.

Letters from the Public

North Boulder Alliance –

Council Member Cowles complimented the effort of the North Boulder Alliance in regard to affordable housing.

Council Member Ageton mentioned a letter requesting designation of the NoBo Art District and she wondered what that process would look like.

City Manager Brautigam responded that staff is working on a process that will culminate with Council granting the approval and then moving on to the state from there. Timing is in the third or fourth quarter of 2013 for this discussion.

Council Member Wilson noted the proactive approach the Police Department has taken in regard to environmental issues on The Hill and downtown. He expressed concern that the number of calls is increasing, while the number of officers has remained the same.

Council Member Karakehian mentioned the letter related to the robbery at the medical marijuana dispensary.

Council Member Morzel noted that the letter related to the shoulder on Arapahoe is not within the city's jurisdiction and requested a letter be sent to the resident informing them that this is a question for Boulder County.

City Council Goals

There was consensus that no changes to the City Council's current goals and priorities was warranted.

Consideration of Items for 2014 Work Plan

Council Member Plass expressed a desire to have a work plan item around local food, sustainable agriculture and promotion of healthy eating. He would like to see a food or agriculture policy that speaks to the vision Council has around these items.

Council Member Karakehian agreed, noting he receives inquiries related to a food policy.

Council Member Ageton asked about a timeframe.

Council Member Jones responded that there is a steering committee in place; they are planning a food summit in the spring. The plan is to set up conversations in which the city can be a catalyst, but does not have to take the lead.

Council Member Plass noted the tie in of a food policy to the Wellness Program in place for city employees.

Council Member Cowles spoke about the community room at Alfalfa's utilized by staff and encouraged those who use it to be cognizant of the food brought in.

There was consensus to consider this item for inclusion in the 2014 work plan.

Adjourned at 4:37 PM

Attachments:

- A. Work Plan Summary
- B. Facilitator Notes

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**2013 Council Retreat – Friday, January 18, 2013
Summary**

ITEM
<p>Technology</p> <ul style="list-style-type: none"> • Redlined versions of items • Monitors at dais • One email address from City Clerk’s Office; one from City Attorney’s Office • Monitors/ iPads/ etc for the public (paperless)
<p>Role of CAC</p> <ul style="list-style-type: none"> • Study Sessions: have 10 minutes at CAC dedicated to high overview of upcoming SS along with discussion of who needs to be there (bd/comm.. members, etc) • CAC item every week about how last meeting went; Council members can mail in comments/ concerns in advance of CAC on this topic every week • Quarterly review?
<p>Travel Protocols/ Expectations</p> <ul style="list-style-type: none"> • Need to provide quarterly budget travel reports to Council • MA & TP to work on proposal with Tom Carr providing staff support • Heather Bergman will provide TP, MA & TC a copy of state travel policy
<p>Council Meeting Debrief</p> <ul style="list-style-type: none"> • Pilot a 5 minute debrief at the end of every Council meeting to debrief how the meeting went • Do this for 1/22 meeting?
<p>Public Comment at Council Meetings</p> <ul style="list-style-type: none"> • Have Mayor enforce the current rule that requires speakers to state their names and address for the record • Sign at each microphone reminding public to state name and address when they speak
<p>City Council Employee Evaluations</p> <ul style="list-style-type: none"> • Evaluation Committee (EC) membership changes to Karakehian and Morzel (Wilson drops off) • Consultant will be used to compile data again as in the past and done by staff in 2012 • EC will work with consultant to adjust evaluation form • 360 feedback comments received will be shared verbatim with each Council employee; form should be changed to inform those providing

<p>feedback of this change</p> <ul style="list-style-type: none"> • EC will also address storage and retention of evaluations as well as the process for evaluating the Municipal Judge • Change timing of evaluations and raises so that evaluations are completed on a calendar year basis; shoot for raises by the end of October (how do you do that on a calendar year basis?)
<p>Sister Cities</p> <ul style="list-style-type: none"> • No consensus for a cap on number of sister cities • LM will bring back feedback and discussion to the sister cities group
<p>Enhanced functioning of Board and Commissions</p> <ul style="list-style-type: none"> • Consensus in desire to enhance training on leadership, meeting management and commission dynamics to boards/ commissions on annual basis • Need to address how to get all of bd/ commission members to go to orientation/ training; more tenured members do not typically attend • City Council adopt communication guidelines recently adopted by Library Commission – Tom Carr to bring forward • Ensure that staff is raising bd/ commission functional issues with CMO and bringing in consultant services where necessary • SA&GK (with City Manager) to work on issues and potential solutions; bring forward to City Council
<p>2014 Retreat</p> <ul style="list-style-type: none"> • Reconvene 2013 Retreat Committee to determine date and location for 2014 retreat • Consensus among council for 2014 preferred location of Chautauqua • Should Retreat Committee also identify a facilitator now that we can reserve the dates with? • Bring date and location forward to Council
<p>Reconsider Executive Sessions for Limited Matters</p> <ul style="list-style-type: none"> • There was consensus (not unanimous) for Charter Committee to look at this and bring forward a recommendation to Council for 2013 ballot with other issues



**2013 Council Retreat – Saturday, January 19, 2013
Summary**

ITEM

- Staff notes on discussion, outcome, and next steps

NOT SMALL, NOT DEVELOPMENT ISSUES

No Smoking in Public Places

- Would apply to City-owned properties, maybe increased downtown zone, maybe just OSMP and P&R properties
- Disproportionate impacts on special populations may be an issue (HRC)
- P&R and OSMP staff will work with PRAB and OSBT to address the issue in the 2nd half of 2013 (July)
- CAO will work on clarifying the definition of parks and public open space as a part of this process
- Not a priority for 2013, but tee it up and have OSBT, PRAB and HRC look at the issue to provide feedback and input

2014 Budget Process

- TBBI will necessitate a truncated budget process in 2013
- A discussion about how to fill the 2030 budget gap will be considered for the 2014 work plan
- Staff will compile a list of contractual relationships/ partnerships between the city and other entities; list will be brought forward to Council in June for it to decide which relationships/ partnerships its would like to explore

Housing Board

- Could be part of comprehensive housing planning effort in 2013
- Could repurpose existing HRC
- Need to clarify how a Housing Board would interact with a Planning Board
- There was consensus to defer discussion of this issue until the comprehensive community housing strategy discussion in May

Housing/ Human Service Fund Allocations

- Staff will share award information in early 2013 for Council to celebrate
- There was consensus that Council would like somewhat of a larger role in these; opportunity to have the discussion during the upcoming Human Services study session; could discuss housing funding awards under Matters as an opportunity to check awards against Council priorities

Large Format Retail impact

- Lisa Morzel will send the City of Denver's report to Council

<ul style="list-style-type: none"> • Consensus that this is a 2014 issue: Planning provide analysis of how large format retail may impact the city of Boulder
<p>Oil & Gas Development/ Fracking</p> <ul style="list-style-type: none"> • SJ will forward other communities fracking moratorium language to Council for reference • Council discussion postponed until after Special Counsel provides report on whether current open space regulations can be expanded to include property within the city limits before making changes to current regulations that apply within city limits. • Planning staff will provide information as to the risk of a drilling company applying for a well permit in the City of Boulder; Planning will review the risk of fracking within the city limits • CAO will prepare a memo on whose rules apply where (city vs. county application on city-owned properties) and what, if any, special powers Home Rule cities have to address fracking
<p>Regional Trails</p> <ul style="list-style-type: none"> • Council should celebrate success on trails to date • OSMP should continue to prioritize trails and ask Council for assistance if/ when needed to complete trails • Council reiterated its strong support for regional trails and the priority of such trails • The City Manager provided the Council with an overview of concept of an OSMP Needs Assessment to be completed before the current tax expires and would provide an assessment for open space in the next 20+ years. The City Manager indicated that if the Council supported the concept, the assessment would likely be brought forward to OSBT and scoped in 2013 with the public process conducted in 2014 and completion in 2015. The Council expressed support of the Needs Assessment and to move forward to OSBT.

DEVELOPMENT ISSUES

<p>Streamlined Planning and Areas of Concern</p> <ul style="list-style-type: none"> • Concern that city is not out in front of planning for the future of key areas experiencing change or expected to undergo change in the near future; there is a shared desire to undertake planning initiatives that are less time and resource intensive • Issues include the need for zoning code updates; determining appropriate densities and building orientation along key corridors; East Arapahoe and the Boulder Community Hospital area; BCH's Broadway Campus, and BCH's property at 4th and Mapleton. • Staff expressed concern that the term 'area plan lite' is misleading--area plans are typically applied in areas where substantial transformation is desired, and they are by nature complex processes. The Jr. Academy site was termed a "lite" process but it took nearly 18 months. Suggestion was made for a better typology of planning efforts--from "visioning" efforts and focused code update efforts (where the context is clearly established) to full-blown area planning efforts (where area transformation is desired). • 4th and Mapleton and Broadway campus are priorities not currently on the work plan • Planning staff will ask Planning Board to discuss this issue, frame/define a typology of approaches, and answer the following questions: <ul style="list-style-type: none"> •What is the scope of effort needed in each area of concern? •What is the work product or output and potential timeline? • What are the roles of Council, public, Planning Board, BDAB and other Boards/ Commissions?

<p>BDAB Design Guidelines</p> <ul style="list-style-type: none"> • BDAB's letter to Council expressed concern about existing urban design guidelines for the downtown as well as the lack of articulated design principles in areas without guidelines as well as across the city's 13 sets of exiting guidelines. • Consider for 2014 Work Plan
<p>Commercial Density Bonus in Downtown; Affordable Housing Linkage Fee</p> <ul style="list-style-type: none"> • Look at other community benefits (beyond the commercial linkage fee for affordable housing) and whether the linkage fee that was established is still set appropriately. It was agreed that this is an item for 2014
<p>Concept Review</p> <ul style="list-style-type: none"> • There was no consensus to have Council involved at the Concept Review stage • There was consensus to have Planning Staff meet with the Planning and BDAB chairs to explore how the two bodies could work together more efficiently and effectively in the development review process, including at the concept review stage, and to report back to Council
<p>Historic District in Downtown</p> <ul style="list-style-type: none"> • The question of what it means to be a new building within a 'historic district,' particularly downtown, will be raised during the upcoming Historic Preservation Plan discussion between Council and the Landmarks Board
<p>Call Up Items: discussion regarding reducing the number of votes required for a call up</p> <ul style="list-style-type: none"> • There was consensus to table this item; no action taken
<p>Building Codes and Site Review Criteria Related to Energy and Water</p> <ul style="list-style-type: none"> • Staff to provide Council an update during March in the form of an IP or an item under Matters following the Feb 21 special session with Planning Board, so that Council feedback may inform the development of ordinances that will be scheduled for Council consideration in the 2nd Quarter.

SMALL ITEMS

<p>Explosion in Rental Housing</p> <ul style="list-style-type: none"> • Council discussed the issues raised; there was no further action or adjustment to the work plan
<p>Televising Study Sessions and Certain Board/ Commission Meetings</p> <ul style="list-style-type: none"> • The City Manager and CAC will determine when additional meetings will be televised
<p>15 Minute Science Tuesdays</p> <ul style="list-style-type: none"> • These segments will be expanded to include additional topics beyond climate change. CAC will be responsible for scheduling all segments. • Council Members Cowles, Jones and Becker will be the primary points of contact for scheduling. Science segments will be primarily handled by Jones and Cowles and non-science segments to be primarily handled by Becker and Ageton • All speakers will receive the same instructions for how to prepare for presentations • Staff will continue with website update to help improve web-streaming
<p>Annexation Guidelines</p>

<ul style="list-style-type: none"> Staff will ensure that the annexation guidelines are posted and readily accessible to the public on the website; copy of guidelines to be forwarded to Council
<p>Storefront in Pedestrian Heavy Activity Areas</p> <ul style="list-style-type: none"> This item will be considered for inclusion in the 2014 work plan
<p>Eco Pass/ Site Review</p> <ul style="list-style-type: none"> Staff provided an update and will further examine TDM toolkit options in response to Council input
<p>Neighborhood Groups</p> <ul style="list-style-type: none"> The City Manager provided an update on this matter and indicated that staff would provide Council with additional information when available – later in 2013 or early 2014. There was no further action or adjustment to the work plan.
<p>Railroad Noise</p> <ul style="list-style-type: none"> Staff provided an update; there was no further action or adjustment to the work plan
<p>Staffing Levels at the City Attorney's Office</p> <ul style="list-style-type: none"> The City Manager indicated that the CAO's workload is high and that there are other resource needs citywide including the Police Department and CP&S. She suggested that discussion about citywide resource needs is most appropriate during the budget process. The City Attorney indicated that he believes staffing at this time is adequate and noted that there is no office space currently available to accommodate additional staff. There was no further action or adjustment to the work plan.
<p>Amendment 64</p> <ul style="list-style-type: none"> Council indicated that a discussion about Amendment 64 would be needed once the State has made recommendations. The scheduling of such as discussion would be coordinated by staff and CAC – by either bumping another item or scheduling a special meeting.

BOARD AND COMMISSION SUBMISSIONS

<p>BDAB</p> <ul style="list-style-type: none"> Desire for a tour of the downtown with an emphasis on guidelines to learn more about how they are being interpreted (MC) Desire for open dialogue between Planning Board and BDAB (SA)
<p>Library Commission</p> <ul style="list-style-type: none"> Comment on need of city to extend day services to the homeless was noted (SA) Everchanging technology; how is it being considered in the remodel and how is staff addressing technology so that its efforts are not outdated in 5-10 years (MA)
<p>HRC</p> <ul style="list-style-type: none"> More input on related items before Council (disposable bag fee, etc) (SJ)
<p>Landmarks Board</p> <ul style="list-style-type: none"> Request for seat on Civic Area Plan ideas jury was discussed; no other board has seat; no action

UHCAMC

- Expansion of parking meters (GK)
- Look into metered parking in residential areas (KW)
- Joint venture between City and CU to improve Hill area (KW)
- Request that Police Officers report any street lights that are out to Public Works

PUBLIC INPUT SUBMITTED

North Boulder Alliance

- Social service and affordable housing overlap noted as well as upcoming study session related to housing and human services (SA)
- Designation of NoBo Art District discussed

Email pertaining to expanding shoulders on Arapahoe

- Request that there be a response to author indicating that the county has jurisdiction over this issue, not the city (LM)

CITY COUNCIL PRIORITIES

There was consensus that there were no changes needed to the current priorities.

2014 WORK PLAN ITEMS

Local Foods/ Sustainable Agriculture

- Council Member Plass indicated his desire to have this item be teed up for the 2014 Work Plan and reviewed the work that he and Council Member Jones have been doing toward a Local Food Summit in 2013
- There was support to tee this item up for 2014.

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**Boulder City Council Retreat
January 18 – 19, 2013
Chart Paper Notes**

Not Small, Not Development Issues

- **No Smoking in Public Places and Related Public Process**
 - Would apply to City-owned properties, maybe increased downtown zone, maybe just OSMP and Parks and Rec properties
 - Disproportionate impacts on special populations may be an issue
 - Parks and Rec staff and OSMP staff will work with PRAB and OSBT to address this issue in the second half of 2013 (July)
 - CAO will work on clarifying the definition of parks and public open space as part of this process
- **2014 Budget Process**
 - TBBI will necessitate a truncated budget process in 2013.
 - A discussion about how to fill the 2030 budget gap will be considered for the 2014 Work Plan.
 - Staff will prepare a list of entities with whom the City currently has partnerships, contracts, IGAs, etc. by June 2013. Council will then identify 3 or 4 entities about which they would like to learn more.
- **Housing Board**
 - Could be part of comprehensive housing planning effort in 2013
 - Could repurpose existing Human Relations Commission
 - Need to clarify how a housing board would interact with the Planning Board
 - Staff will bring this issue before Council as part of housing discussion in May 2013
- **Large-Format Retail and Associated Impacts**
 - Lisa Morzel will send the City of Denver's report to Council
 - Consider this issue for 2014 Work Plan
- **Council Role in Funding Awards**
 - Staff will share award information in early 2013 for Council to celebrate
 - Council will have a study session on housing issues in Q1 or Q2
 - Council could discuss housing funding awards under Matters as an opportunity to check awards against Council priorities
- **Oil and Gas / Fracking**
 - Suzanne Jones will send other communities' fracking moratorium language to Council for reference.
 - CAO will prepare a memo on whose rules apply where (City vs. County application on City-owned properties) and what, if any, special powers Home Rule cities have to address fracking.
 - Planning will review the risk of fracking within the City limits.
- **Regional Trails**
 - Council should celebrate success on trails to date.
 - OSMP should continue to prioritize trails and ask Council for assistance if/when needed to complete trails.

Development Issues

- **Commercial Density Bonus and Affordable Housing Linkage**
 - Look at other community benefits in 2014
 - Planning will ask Planning Board if they have any recommendations about other community benefits for Council to consider.
- **Area Plan Lite**
 - Zoning issues, low-density, Boulder Community Hospital, Broadway Campus, 4th and Mapleton, etc.
 - Looking for something less than “area plan lite”
 - 4th and Mapleton and Broadway Campus are priorities
 - Planning will ask Planning Board to discuss this issue, frame/define “visioning,” and answer the following questions:
 - What is the scope of visioning?
 - What is the work product or output?
 - What are the roles of Council, the public, Planning Board, Boulder Design Advisory Board, and other boards or commissions?
- **Council Concept Review of Development Projects**
Planning will convene a dialogue between the chairs of the Planning Board and the Boulder Design Advisory Board to discuss how these entities can work better together and develop a proposal for Council to consider.
- **Boulder Design Advisory Board – Design Guidelines**
 Consider for 2014 Work Plan
- **Planning Board Site-Review Criteria for Energy and Water**
 Staff will continue with the approach currently outlined in the Work Plan.
- **Codes – Energy and Building**
 Staff will expand the range of energy efficiency options being explored in the approach currently outlined in the Work Plan.
- **Historic District Plan / Defining “Historic”**
 Staff will include the question of what it means to be an “historic building,” particularly downtown, during the upcoming Historic District planning process.
- **Call-Ups**
 No action taken

“Small” Items

- **Explosion of New Rental Housing**
 No action taken
- **Televising More Study Sessions or Board meetings**
 - Up to CAC and CMO on a case-by-case basis
 - Based on requests from Council or Boards and Commissions
- **15-Minute Science Tuesdays**
 - KC Becker (with Suzy Ageton if needed) will work to identify speakers on social science issues

- Suzanne Jones and Macon Cowles will continue to identify speakers on global warming
- All speakers will receive the same instructions for how to prepare for presentations
- CAC will help determine which speakers come when
- Staff will continue with website update to help improve web-streaming
- **Annexation Guidelines**
Planning will find the annexation guidelines and distribute them to Council
- **Storefront Activity in Pedestrian Streets**
Consider for 2014 Work Plan
- **Eco Pass**
Staff will continue with approach currently outlined in the Work Plan.
- **Neighborhood Groups**
Staff will continue with approach currently outlined in the Work Plan and report back to Council.
- **Railroad Noise**
Staff will continue with approach currently outlined in the Work Plan and report back to Council.

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