



# APA Colorado Board Meeting

## MINUTES

Friday, March 5, 2021

### Video Conference

The meeting began at 10:07 a.m. Quorum at 10:11

#### Roll call:

<b>Present:</b>	<b>Absent:</b>
Joni Marsh, President	Vacant, Public Official Representative
Michelle Stephens, Past President	Julia Puester, VP External Affairs
Josh Olhava, Treasurer	Mike Tylka, VP of Communications
Erin Fosdick, Professional Development Officer	Bradyn Nicholson, Healthy Communities Committee
Greg Moberg, Northwest Area Representative	Eric Sakotas, Allied Professional Representative   Western Planner
Mark Truckey, Central Mountain Area Rep	Mark Williams, Southwest Area Representative
Britt Palmberg, Metro Area Representative	Hadley Peterson, Metro Representative
Shaida Libhart, Legislative Affairs Representative	Summer Frederick, North Central Representative
Manish Shirgaokar, Faculty Representative	Katelynn Wintz, South Central Representative
Joan Lyons, EPP Representative	Susan Wood, APA Region V Director
Max Morgan, Student Representative	Conor Merrigan, Sustainability Committee
Britt Palmberg, Metro Area Representative	Wade Broad, YIP Committee Representative
Ignacio Correa-Ortiz, EDI Committee	
Renaë Stavros, Great Places Committee	
Scott Bressler, Legislative Committee	
Maureen Paz de Araujo, Membership Committee	
Ignacio Correa-Ortiz, EDI Committee	
<b>Staff:</b>	<b>Guests:</b>
Shelia Booth, Chapter Administrator	TJ Dlubac

## 1. Opening Remarks – Joni Marsh, President

Joni welcomed Erin Fosdick, the new PDO to the Board. She said she's been on the PDC for years.

## 2. Consent Agenda:

- a. Minutes January 8, 2021 – Shelia Booth, Chapter Administrator
- b. Minutes February 3, 2021 – Shelia Booth, Chapter Administrator
- c. Email Vote January 11, 2021 Presidential Appointment of PDO – Shelia Booth, Chapter Administrator
- d. Email Vote February 1, 2021 Legislative Priorities – Shelia Booth, Chapter Administrator
- e. January & February Financial Report – Josh Olhava, Treasurer

Joni introduced the consent agenda items and asked for comments. Hearing none, she asked for a motion.

*Motion by Josh to approve the consent agenda*

*Second by Michelle*

*Discussion: None*

*Vote: Unanimous*

## 3. Chapter Administrator Report – Shelia Booth, Chapter Administrator

### a. CPC 2021

Shelia said the conference theme is Planning at a Crossroads. The call for sessions went live on March 2<sup>nd</sup> and closes April 5<sup>th</sup>. The goal is to have the sessions reviewed and those selected notified in late April, or early May. She then discussed her meeting with Vail Resorts and the anticipated COVID level restrictions that would be in place in September. She said that Vail believes they can accommodate up to 500 and are working on seating/room arrangement scenarios.

Shelia then reviewed the proposed survey questions regarding in-person attendance at the conference. She said her goal is to distribute the survey Monday, March 8<sup>th</sup>. She polled the board if they thought a targeted approach would be preferred over a membership-wide approach. The Board consensus was to send the survey to all members, add a question regarding decision maker status and a question about attendance if employer isn't paying. The Board also volunteered to help recruit responses. Michelle said to include cost information to help with responses, such as the registration rate, hotel rate and other information. The Board then discussed having both an in-person (September) and a virtual (October) conference this year. The consensus was that the in-person conference would include the virtual conference in some manner.

### b. Other

Shelia said there was another copyright infringement. She negotiated the price down to \$500 and asked again that they do a final sweep.

## 4. Old Business

### a. Chapter Manual - Michelle Stephens, Past President

Michelle said she and Shelia will sit down and make an action plan, then do assignments.

## 5. New Business

### a. Small Town Task Force – Shelia Booth, Chapter Administrator

Shelia summarized the request for the Board and thanked TJ for coming to present. She said that she, Mark W, Greg, and TJ Dlubac met with representatives from APA Colorado, Downtown Colorado, Inc., DOLA and APA's Urban Design Division. The meeting stemmed from a conversation with Katherine at DCI about the influx of citizens to small towns and the impacts. Shelia noted that she and TJ had talked previously about something similar and how many of the small towns in Colorado don't have planners, leaving the city clerk or city manager to act as a planner. She said the group discussed what could be done to assist the small towns in Colorado and during the discussion there were three separate pathways being identified.

- DOLA: Gearing up to update their model zoning code; timeframe 1-2 years; geared toward small to mid-sized communities but not our smaller towns. They are also looking to do "case study" resources on specific topics, taken from responses to their recent land use survey.
- DCI: Working on a case study approach to tackle downtown issues with five communities in the San Luis Valley; process has started with outcomes planned before summer. They also plan to expand this program to other communities, possibly work with APA's Urban Design Division and to highlight communities during their annual conference
- APA Colorado: Providing a toolkit and training for lay persons doing planning in small towns.

Shelia said there is a definitive difference between the target audience, timeline, and scope. In addition, the model zoning code doesn't really apply to many of the really small towns in Colorado but more for mid-sized communities. Shelia said that she and TJ discussed the formation of a Small Town Task Force (STTF) and then turned the discussion over to TJ.

TJ said he met with the DCI group and they agreed they won't solve all the problems but can create the case assessments for a few communities. The assessments will be 2-3 page documents identifying hurdles, process, and ways to address them. He said that DCI is focused on the downtown whereas the Chapter's focus is the community as a whole and implementation of sound principles. He noted that the DCI project will be done in May.

TJ then discussed the small town need. He said most of the communities that need assistance do not have planners and do not have APA members on staff. They aren't reached through the Chapter's emails, but we should still be their first resource for their planning needs. The toolbox idea stemmed from the model code discussion. He noted that DOLA has a good audience and user group for the model code, but it doesn't really help the small towns. This is the audience and niche that can be filled by APA Colorado, that isn't been filled by anyone else. TJ said there is a National interest from the APA STaR Division and conversations have been started with two Colorado representatives of that division. TJ noted that the issues are the same, but the solutions are unique for small towns and each town individually. The goal would be to identify various levels of implementation.

Michelle said she was supportive but worried that the group would lack follow through. She asked if they had defined what a small town is. She suggested providing a one year Chapter membership to the small towns, so they are on our mailing list and we don't have to work through another organization to reach them. The Board discussed the use of a UC Denver MURP Capstone project(s), seeking planning firms to sponsor videos and reference materials, etc.

Manish suggested that one resource might be MURP's course on small towns, noting that if there is enough interest and support, a professor could sponsor the course in the fall. He asked if there had been any discussion about education on the unintended consequences of regulation and TJ said the unintended consequences are the biggest issues. He said the goal will be to educate on the good and bad, consistency predictability, etc.

Michelle suggested adding ULI to the group to bring in the developer side of things, and our neighboring state's chapters who also have a lot of small towns.

Max noted that he met with DOLA regarding student assistance with their case study program and will bring that conversation to APAS to gauge their interest. Some initial case study finding through the job shadowing to help DOLA's cause.

The consensus was that TJ, Shelia and team should continue moving forward and come back to the Board in a few months with a charter, plan, goal, and possible budget requests. TJ said he'd like to see what comes out of the DCI effort to help develop this task force's plan. As that project progresses, we can better identify the needs, develop a strong team, and then bring something to the Board when it's thought out and ready.

The Board overall agreed that the STTF would be charged with the creation of training videos (10-15 minutes) and training materials for non-planners. In addition, the group would identify specific needs and create resources/toolkits to assist. If needed, the taskforce could help put together a planning assistance team (PAT) of volunteer planners to go help. The STTF will include stakeholder groups such as the Colorado Municipal League, Colorado Counties, Inc., Colorado City & County Managers Association, the Colorado Municipal Clerks Association and building inspector groups.

**b. Nomination Committee Formation – Shelia Booth, Chapter Administrator**

Shelia summarized the need for the Nominating Committee and the bylaw requirements. The Committee must have three (3) members with at least one not having served on the board previously. James Dickhoff has volunteered to serve as the "non board member" and Joni asked for at least two other volunteers. Shaida, Joan and Greg volunteered to serve with James.

***Motion by Michelle to approve the appointment of 2021 Nominating Committee comprised of James Dickhoff, Shaida, Joan and Greg***  
***Second by Erin***

***Discussion: None***

***Vote: Unanimous***

**c. 2021 Chapter Events Calendar – Shelia Booth, Chapter Administrator and Michelle Stephens, Past President**

Shelia summarized the intent of the online spreadsheet and Michelle added that the document will make collaboration a little easier. Shaida said the Legislative Committee is considering tours when the session is over, and they'd like to work

with local planners to identify the issues. These tours could be held jointly with Area Representative or Committees. The Board suggested keeping this item on the agenda each meeting under Chapter Administrator Update to encourage event planning and collaboration.

## 6. Board Member Updates

- a. **Past President: Michelle Stephens** – No report.
- b. **North Central Area Representative: Summer Frederick** – No report.
- c. **South Central Area Representative: Katelynn Wintz** – No report.
- d. **Northwest Area Representative: Greg Moberg** – No report.
- e. **Southwest Area Representative: Mark Williams** – No report
- f. **Central Mountain Area Representative: Mark Truckey** – No report.
- g. **Denver Metro Area Representative: Britt Palmberg & Hadley Peterson** – Britt said they plan to schedule some things in the next month. They will do a survey to identify topics of interest for panel discussions.
- h. **Faculty Representative: Manish Shirgaokar** – Max reported for Manish stating they are they have increased planning school registration where other universities are down.
- i. **Student Representative: Max Morgan** – Max said the APAS meets next week and asked the Board to consider participating in the job shadowing program. In March and April, they will connect students and planners and the shadow will be scheduled by the planner as it fits within their schedule. They would like to hear about asset-based planning and success stories. Max said there will be a new representative in April or May, and he will populate the event calendar with student's activities.
- j. **Allied Organization | WP Representative: Eric Sakotas** – No report.
- k. **VP Communications: Mike Tylka** – No report.
- l. **VP External Affairs: Julia Puester** – No report.
- m. **PDO: Erin Fosdick** – Erin referenced her PDC report and said the Committee met in February to discuss the Call for Sessions and the springs AICP Exam Workshop. Several sub-committees were formed to oversee these two activities, as well as other Committee tasks. The committee will meet bimonthly. They have almost 20 members.
- n. **Legislative Affairs Representative: Shaida Libhart** – Shaida said the Committee has planned the 2021 Planners' Day at the Capital for April 8<sup>th</sup> as a virtual event. The event will have a compilation interview video and follow Sol for a day at the Capital. They want to post the interview videos on the Chapter website after the event. She then stated that story bank is moving forward, and they are looking forward to collecting them. She discussed APA's "Grass Top" to build relationships to help advance planning policy. Letters have been sent to Senators Bennet & Hickenlooper and they received a form letter back from Hickenlooper.

## 7. Committee Updates

- a. **Equity, Diversity & Inclusiveness Committee:** Ignacio said their main focus will be to get the EDI Survey out soon. Hadley will be coding the survey and Manish will oversee. They need to run a pilot and asked for some volunteers from the Board. They plan to go live by the end of March or early April. They will offer \$50 gift cards through a raffle to those that complete the survey.
- b. **Healthy Communities Committee:** Shelia said that the Committee is wrapping up final edits to the Housing and Health position statement. They are continuing to work with a grad student on land use regulations that support healthy communities and are looking to collaborate with DOLA on this effort since they are currently working on updating the state's model land use code this year. Overall, the Committee members' priorities for 2021 based on their internal survey are:  
  
2020 - Lots of positive responses on committee work being done and overall meetings held in 2020.  
  
2021 – a) Interest in providing resources and presentations on climate change; b) Alter committee meetings each time throughout the week (Mondays, Tuesdays, and Thursdays) to allow more people to attend meetings; and c) Interest in adjusting mission statement slightly to capture healthy community planning as a whole (not just healthy eating and active living)
- c. **Professional Development Committee:** See above PDO Report.

## 8. Other Business

Joan said the EPP has an upcoming happy hour and talking about things the young professionals are facing in job searching.

Manish mentioned that there was an academic paper in the JAPA about planners of color and what they are experiencing. This was the first effort nationally to show this story. They are looking specifically at the big picture – as a planner as an employee. He offered to share the PDF with those interested noting it's very insightful of what the profession is experiencing.

Erin said the PDC is looking to provide a list of contacts/experts on exam topics for test takers who need help on a specific topic. She asked for volunteers to help with the task.

Shaída said there will be a big transportation bill coming this year. They have heard that CDOT would like to have APA Colorado be part of the stakeholder process which is a huge deal. They will bring back information to the Committee and Board.

Michelle said she's putting together an Ethics session on community engagement and asked if anyone wanted to join her panel or had ideas or a case study.

## 9. Adjourn

***Motion by Shaída to adjourn at 11:21***  
***Second by Manish***  
***Discussion: None***  
***Vote: Unanimous***

## Chat Box Comments

Greg Moberg: 10:09 AM  
Aye

Erin Fosdick: 10:12 AM  
I would say send to everyone.

Britt Palmberg10:13 AM  
I would say send to everyone but also ask the question about whether the person makes decisions (on budget)

Greg Moberg10:13 AM  
I like the idea of sending it out to everyone but also asking if it is a decision maker.

Maureen Paz de Araujo10:38 AM  
Manish has hand up

Greg Moberg10:49 AM  
Happy to.

Greg Moberg10:50 AM  
Aye

Joan Lyons10:53 AM  
[https://docs.google.com/spreadsheets/d/1Zuip9zix7ry\\_MgqIBUXkvcR XM7u72FYz/edit#gid=1529085419](https://docs.google.com/spreadsheets/d/1Zuip9zix7ry_MgqIBUXkvcR XM7u72FYz/edit#gid=1529085419)  
And the EPP Happy Hour ;)

Maureen Paz de Araujo10:54 AM  
Do we include things like Transportation Symposium 1-Day in April and the full Conference?

Michelle Stephens10:55 AM  
yes please

Michelle Stephens10:56 AM  
I LOVE that idea!

Joan Lyons10:56 AM  
I love it!!!

Manish Shirgaokar11:00 AM  
Much appreciated!

Michelle Stephens11:02 AM  
thank you Erin, Ignacio, Shaida & Scott, and Bradyn and Elizabeth for your written updates!  
so great.

Maureen Paz de Araujo11:02 AM  
Erin - as soo as I have the Transportation Symposium 1-Day Program in hand I'd like to work with you to get CM credits approved

Max Morgan11:06 AM  
<https://docs.google.com/forms/d/e/1FAIpQLSd-gBoo-Wh5szHjjSrynA5anx-2gLtTJ3Cz-tOIkAxp64PsNQ/viewform>

zorro engarde11:06 AM  
And Ignacio from EDI  
aka Zorro Engarde

Joan Lyons11:10 AM  
I also have a super quick update for EPP!

Legislative Committee11:10 AM  
Max: do you think a student would be interested and available to follow our lobbyist for a day recording him and the capitol?

Max Morgan11:12 AM  
Shaida- Yes! Students are always scratching our heads wondering what lobbyists do day-to-day. We know it's important but have few details.

Manish Shirgaokar11:13 AM  
Joan, great to hear about this effort!

Legislative Committee11:13 AM  
Great! We're going to talk with our lobbyist later today and will hopefully have a "yes it's okay for him to bring another person with him" so we can get someone on board and work out dates. I'll send you a follow up email soon.

zorro engarde11:13 AM  
Volunteers for EDI survey test. Please email [EDI@APAColorado.org](mailto:EDI@APAColorado.org)

Max Morgan11:14 AM  
Perfect- thanks Shaida. You are welcome to share the survey. I should have mentioned- EVERYONE can share the jobshadowing survey with any professional planner who would want to be involved this spring.  
\*planner, lobbyist, developer, consultant, etc.

Legislative Committee11:16 AM  
Please share if you can.

Joan Lyons11:19 AM  
Hi Erin! I think Waverly De Bruin Klaw would be a great resource for water questions. I'll send you her email

Michelle Stephens11:20 AM  
All, I'd like to put together a session that is eligible for 1.0 Ethics CM credits on the subject of Ethics + Community engagement . . . if you have ideas/questions/resources and/or would like to be a part of this session, please reach out to me at [michellestephens.apa@outlook.com](mailto:michellestephens.apa@outlook.com) or give me a call

Erin Fosdick11:21 AM  
Thanks Joan, Waverly would be a great resource.

Greg Moberg11:21 AM  
Aye  
Have great weekend.