



# APA Colorado Board Meeting

## MINUTES

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Friday January 8, 2016

**Civitas, Inc.**  
**1200 Bannock Street**  
**Denver, CO 80204**  
**Conference Room**

The meeting was called to order at 2:00 p.m.

**Roll call:**

**Present:**

Stan Clauson, President  
Michelle Stephens, President Elect  
Nate Currey, VP of Communications  
Leah Dawson, Secretary/Treasurer  
Sarah Davis, Professional Development Officer  
Libby Tart Schoenfelder, Metro Representative  
Scott Bressler, Metro Representative  
Tamra Allen, Northwest Area Representative  
Anna Gagne, Central Mountain Representative  
Russ Forest, Southwest Area Representative  
Susan Wood, Legislative Committee Co-Chair  
Eric Heil, Legislative Committee Co-Chair  
Carrie Makarewicz, Faculty Representative  
Julio Iturreria, Western Planner Representative  
Anthony Avery, EPP Co-Representative  
Paul Rosenberg, Public Official Representative

**Absent:**

Wade Burkholder, South Central Representative  
Seth Lorson, North Central Representative  
Jessica Ibanez, VP External Affairs  
David McWilliams, Student Representative  
Jonathan Cappelli, EPP Co-Representative

**Staff:** Shelia Booth, Chapter Administrator

**Guests:**

Christopher Parezo, Civitas Inc.

**1. Opening Remarks – Stan Clauson, President**

Stan welcomed everyone.

**a. Civitas, Inc. Presentation by Christopher Parezo, Urban Designer**

Stan introduced Christopher Parezo with Civitas Inc. and thanked them for hosting the meeting. Chris welcomed the Board and gave a brief presentation about Civitas and their current and previous projects including Stapleton, the Schwab Campus in Lone Tree and the Mott Haven in the Bronx.

**b. Happy New Year! Some thoughts on Board obligations in the New Year.**

Stan welcomed everyone to the first board meeting of the year. Stan said he had some thoughts on Board obligations and wanted to make some general comments on what makes a great board

member. He discussed the importance of understanding your organization type and its needs. He stated that APA Colorado is and researched advocacy group and a professional association. Both require that Board members be active and visible, have good instincts and lobby for best practices within our profession. He then transitioned into Board direction for the next year. He noted the upcoming discussion on the Strategic Plan and Work Plan. He also said the Board should work to establish strategic oversight of their funds, noting the Chapter now has a large enough budget that the use of the funds could be challenged. He then spoke to each Board members' obligation to help fundraise. He stated that the Board is in place to serve the needs of the membership and all members should help with fundraising. He concluded by noting that participation on the Board does not always provide benefits or freebies; but the members are there to help the organization.

Stan said he was looking forward to great Board member participation over the year – in person or on the phone. He spoke to previous technical issues and said he and staff will work to eliminate those so everyone can participate.

## **2. Secretary/Treasurer's Report – Leah Dawson, Secretary/Treasurer**

### **a. December 2015 Minutes**

Leah introduced the December minutes to the Board and asked for any comments or corrections. Hearing no comments, Leah asked for a motion.

***Motion by Sarah to approve the December 2015 minutes.***

***Second Paul***

***Discussion: None***

***Vote: Unanimous***

### **b. December 2015 Financial Report**

Leah presented the December and yearend financial report to the Board. Yearend Chapter assets totaled \$136,901.46 with \$51,527.30 in checking and \$88,872.25 in savings. She noted that this is an increase of \$12,079.91 over the 2014 yearend total asset of \$124,821.55.

Leah then reviewed the December report stating there was a net loss in December with a monthly income of \$677.64 and expenses of \$9,288.87. She reviewed the larger expenses in December. Paul asked about the payroll changes and why so different and Shelia explained how the payroll was going into three categories and she hadn't been able to correct that. She hoped she would be able to with the 2016 budget. She and Paul both noted the total amounts from the three categories were as expected. Leah then asked if there were any other questions. Hearing none, Leah asked for a motion.

***Motion by Paul to accept the December and yearend 2015 financial report.***

***Second by Carrie***

***Discussion: None***

***Vote: Unanimous***

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

### **a. 2016 Meeting Schedule Update**

Shelia stated that only two dates had not had meeting locations established. She will work with the President as those dates gets closer.

### **b. DCI Event Sponsorship**

Shelia presented the offer from Downtown Colorado Inc., (DCI) to have Joe Minicozzi come speak at an event at their lowered speaker rate of \$2,500 or to partner with them on DCI's events. Partnership would most likely involve APA Colorado sponsoring CM credits and work by APA Representatives and in return APA Colorado members would get the DCI member registration rate. There might be a request for monetary contributions but that had not yet been asked. She then informed the Board that she had reached out to Tamra (Northwest) and Wade (South Central) per a request by DCI's Executive Director, Katherine Correll, to see if

they would be willing to help organize the speaker in Glenwood Springs and Colorado Springs. Tamra had reservations as Minicozzi had already spoken in Glenwood two times in the last two years. She suggested looking at Grand Junction instead of Glenwood. Paul asked who Minicozzi was and Tamra said he was a speaker who advocates the fiscal argument to support downtown development. Minicozzi reviews different ways to look at the financial values of downtown development. Susan said providing a readymade event by working with DCI would be a good idea. Anna said she didn't feel Minicozzi's presentations were the right fit for her area. The Board concluded that partnering with DCI would be the best option at this time.

**c. 2016 Colorado Springs Conference**

Shelia stated the Local Host Committee (LHC) had met for the second time. The second meeting was focused on consensus of three possible conference themes. She presented the three themes as voted on by the LHC, in order of their rank: 1) The Art of "Re": Recreation/Recovery/Renewable/Resiliency/Redevelopment; 2) Planning Ecology; and 3) Envisioning the Future; Preserving the Past. She noted some of the email comments which included combining the first two into: Planning Ecologies: the art of "re". Eric jumped in and noted that affordable housing and transportation issues were the two most important issues based on the legislative survey. Russ asked if the LHC had a favorite and Shelia said "The Art of RE" gathered over 75% of the votes. Susan expressed concerns about how that theme could be made clear. Paul, Anna, Russ and Susan said they still liked "Planning at its Peak" even though the LHC threw it out. Anna said she liked it too so Shelia discussed why it was thrown out by the LHC. Anna said she didn't want to limit the topics and the "Peak" theme was broader than the "RE" theme. Stan stated that the "RE" theme was one the LHC gathered around with some interest and he felt there could be some interesting graphics around it. Anna said that the origin of "re" means "to do it again" and that made it difficult for her to get beyond. Anthony said when he first heard it, his first thoughts were of real estate and it might give the wrong message. Russ noted that at many of the previous mountain venues, the LHC had played around with mountain related themes and this was a nice opportunity to get away from that. After much further discussion, the Board concluded that staff would forward the theme "The Art of RE" to the graphic designer to see if the message could be clearly demonstrated with a graphic. If not, then the 2<sup>nd</sup> option would be to go with "Planning at its Peak."

**d. 2017 Telluride**

Shelia presented summarized her site visit to Telluride. She discussed the proposed conference schedule that would be needed to allow adequate walking time between the three facilities and the addition of a breakout session on Wednesday morning to provide more CM credit opportunities for those who wanted or needed them. She then discussed that main concern which was the room rates. She noted the most expensive rate thus far had been at the Viceroy in Snowmass. The current rates being offered at Telluride were \$149 and \$169. The group discussed where they had stayed the previous time and some indicated they had stayed in the town of Telluride and asked Staff to seek more options in town especially if the rates at The Madeline didn't come down. They asked if removing The Madeline from the room block would be an issue and staff noted they needed to use the hotels conference room. Without the room block, a rental fee would probably be applied. She then noted that the planning staff from the Town of Telluride was hesitant to commit to participation in the event since they felt the majority of the event and money was going to spent in Mountain Village. Eric noted there had been tension between towns. Shelia said that Mountain Village said they would step up to help cover needs if Telluride didn't want to participate. She said Telluride had asked if the opening reception could be in town and she had agreed it could if there was a venue large enough to handle it. Russ said people wanted to go down into Telluride at night and Eric agreed. Russ felt the true challenge will be meeting the necessary room block numbers if the price is too high and there aren't enough in-town options. He noted that most people will be able to get a better rate in town. The Board agreed that the proposed schedule will work but the end decision comes down to room rates. They would like to see more options in town.

**4. Old Business**

**a. 2016 Budget – Leah Dawson, Secretary/Treasurer**

Leah presented the 2016 Budget and asked for comments or questions.

***Motion by Paul to approve the 2016 Budget as presented***

***Second by Susan***

***Discussion: None.***

***Vote: Unanimous***

**b. Water Conservation Legislation – Eric Heil & Susan Wood, Legislative Committee Co-Chairs**

Eric updated the Board on activities since the December board meeting. The Northwest Area Council of Governments (NWCOC) had approached the Legislative Committee and asked them to consider proposing the legislation. The Committee has been thinking it about it for the last few years. Eric noted that there was a general agreement on our end that it was a good idea and the 2016 legislative survey indicated that water conservation was high up on member's areas of interest and that the Legislative Committee could be more proactive. Eric said that if you look at the State Water plan that was adopted last year, there is a section on water conservation. There have been large water providers that have done water conservation planning. The idea is to now look at the master planning language and the NWCOC is a strong advocate of mandating it. The CCI and CML lobbyists are resistant to the idea of any mandatory language. Paul asked if we would accomplish anything by being "permissive" or should we move forward with "mandatory:" and take a chance. Julio said there are two elements to look at: 1) the concept of putting water it in the comprehensive plan; and 2) conservation goals. Julio discussed how the term "conservation" had been a controversial one during the water master plan and that no one has defined exactly what it meant by it yet. In his option, "conservation" was a dividing word and he feels the move for legislation is premature.

Susan said the reason to bring it up now was so planners and APA Colorado to make a statement that water planning is important. Water planning and conservation are not outside of planning and should be incorporated into planning. She felt the use of mandatory vs. permissive language makes that statement clear. She then said she had never thought of the word conservation being controversial which makes her take a step back. Julio said he would like to know more about what the State wants to do with the water plan. Colorado Water Conservation Board (CWCB) has been working hard to set up training for planners with the first being at the RMLUI on March 9<sup>th</sup>. Susan suggested that the CWCB/DOLA training in March, might be a complement to introducing the legislation. Paul suggested that event throwing something out there creates the conversation. Eric said the organization has been successful building its reputation and he wouldn't want to harm what we've built. Shelia asked for clarification on CCI and CML stances and Eric responded that they are opposed to all legislation including the use of words shall, should or may. Julio recommended sending the item to one of CCI's weekly meetings to gauge their member's positions, not just the lobbyist's position.

Eric asked if there was support to seek input from the CCI and CML boards to get their feedback. The Board agreed it would be beneficial. Libby asked if there was a lobbyist for ASLA and others that we could reach out to. Stan said ASLA doesn't and he wasn't sure about ULI. Julio said the engineers are a stronger group and would be good to approach. Stan relayed Jessica's emailed comments to the Board. Stan said he felt it was a bit odd that we are changing from "shall" to "may" again and wondered why we would care if the legislation for good planning offends other groups. He felt the attempt and language should be considered in a positive light and doubted that an innocuous statement such as what was being proposed would cause the organization to lose friends and allies over it. Susan talked about political process but also stated she understand the need to take a strong stand on a policy you think is important. Stan summarized the discussions and noted that the proposal brought forward by the Committee is a simple idea legislative bill that you "may" include water planning in your master plans.

***Motion by Stan to support the Legislative Committee in pursuing and supporting legislation to call for discretionary, non mandatory, water conservation planning as an element to a master plan.***

**Second by Paul**

**Discussion:** Sarah inquired that if she felt the language should be should be stronger ("shall rather than "may") then should she vote "no". Stan replied that she could vote no or ask to amend the vote. Susan asked if the vote today was an absolute mandate to move forward, or if during their research, the Committee discovered strong resistance, they could postpone. Stan replied that they could postpone if needed. Paul asked if anyone had thought about the Governor's support of the legislation.

**Vote:** 10 voting yes; 2 voting no (Libby and Michelle in opposition)

**c. Colorado Land Use Law Book Contract – Stan Clauson, President and Eric Heil, Legislative Committee Co-Chair**

Eric said he had reviewed the previous Bradford Publishing contract and discovered that it cannot be assigned without written consent from the Chapter. He stated he had attempted to contact both Bradford and CLE but had not made contact yet. Eric stated he believes a new contract is necessary and he will make sure the royalties are included. He hoped to have a draft to the Board for their February meeting. Susan noted that when a new edition is published, the Chapter gets a few free copies and she'd like to make sure that is also included in the contract. Stan noted that Bradford closed their deal back in August.

**5. New Business**

**a. Sponsorship of "Meet the Dark Side 2016" – Shelia Booth, Chapter Administrator**

Shelia went over the event and the various sponsorship rates and benefits. She informed the Board that this was the first year for APA Colorado to participate in the planning of the event. The 2015 event had over 300 attendees from various allied organizations such as AIA, ALSA, etc. She said that Jonathan, EPP Representative, serves as the APA Colorado representative on the planning committee. Antony discussed event plans to date.

**Motion by Paul to sponsor at \$100 level**

**Second by Leah**

**Discussion: None**

**Vote: Unanimous**

**b. 2016 Conference Sponsorship Rates and Registration Rates – Shelia Booth, Chapter Administrator**

Shelia stated that during her update to the sponsorship brochure, she had received an inquiry if it was time to raise the rates. Stan had asked that the issue be placed on the next Board agenda for discussion. Paul felt the rate increase was justified.

**Motion by Paul approve a sponsorship rate increase as presented.**

**Second by Libby**

**Discussion:** Eric said he would vote against the motion since the Chapter has continued to make money on the annual conference. He didn't feel there was any identified goal or strategy to increase conference revenue every year and doesn't see that it's necessary at this time. Susan said she's a little concerned that the number of sponsors have increases and a large increase could result in a loss of sponsors. Anthony asked if the increased sponsorship rates relate to an expected increase in revenues, would that increase allow registration rates to remain the same but also offer reduced rates for EPPs. Libby's noted that based on the Telluride conversation, the additional revenue could offset the deliberations about meeting rates. Carrie asked if was necessary to raise both. Shelia said no but noted that the Colorado registration rates are still lower than other Chapters that responded to the inquiry. Shelia noted there were two chapters that offered EPP rates and that if previous sponsors had based their sponsorship budgets on last year's rate it could affect their ability to sponsor again. Stan liked keeping the rates the same and relayed Jessica's emailed concern that the increases proposed were felt more at the lower levels. She

*had offered a percentage based increase. Stan summarized the discussion, noting the motion was specific to sponsorship rate increases, and asked for a vote.*

*Vote: 5 voting yes and 6 voting no. Motion failed.*

*Stan asked for further discussion or if someone wished to make a different motion. Motion by Paul to increase all categories by 10%, rounded to the nearest \$50.*

*Second by Libby*

*Discussion: Eric said he didn't want to raise the sponsorship rates at all and would still be opposed.*

*Vote: 5 voting yes and 6 voting no. Motion failed.*

*Motion by Eric to maintain registration rates at the 2015 level.*

*Second by Tamra*

*Discussion: Shelia asked if there was interest in creating the EPP rate per Anthony's previous comments. Stan asked if anyone wished to amend the motion to address this request. Sarah asked to amend the motion to add an EPP registration rate. Russ asked what that rate would look like and Shelia said it would be around cost and similar to the Planning Commissioner rate.*

*Eric and Tamra accepted the amendment.*

*Motion and second to maintain registration rates at the 2015 level with the addition of an EPP rate.*

*Discussion: Susan asked how many EPP members there are and what the new rate would mean to the budget. Anthony said there are 177 on their email list but not all are active of APA Colorado members. Shelia explained that there were about 10 or less EPP members in attendance the last few years. Sarah said they don't come because of the overall "costs," not just registration fees but this would be an incentive. Shelia added the many employers don't send the EPP members as they are new staff and conference attendance is often given to senior staff first. Susan noted that there will need to be a system in place to verify people are EPP members. Libby added that it's a natural transition from the student rate to the EPP rate, and Shelia said national offers an EPP rate as well.*

*Vote: Unanimous (Paul in abstention)*

**c. 2016-2018 Work Program – Michelle Stephens, President Elect**

*Motion by Michelle to continue the item to the February Board meeting.*

*Second by Leah*

*Discussion: Michelle asked the Board members to review the document and send comments to her before the February meeting.*

*Vote: unanimous*

**d. Strategic Partnerships – Michelle Stephens, President Elect**

Michelle asked if there are any concerns with partnering with the Economic Development Council of Colorado and the board replied no. Michelle said she would work with Jessica to begin the conversation. Michelle then asked about partnership with Rocky Mountain Land Use Institute and Susan said we've made efforts to partner with them in different ways over the years, but we've never had anything in writing. She felt it would be good to continue to foster the partnership with RMLUI. Michelle noted that she had received a copy of the partnership agreement with DCI. Russ asked if we financially support DCI and Shelia said we only advertise the events. Michelle encouraged the Board to consider other partnerships and forward them to her.

**e. 2016 Legislative Survey Results & Legislative Agenda – Eric Heil & Susan Wood, Legislative Committee Co-Chairs**

Susan presented the survey results and the proposed 2016 Legislative Agenda that was based off the survey results. She discussed the 2014 Legislative Agenda as compared to the proposed 2016 one. She stated that the Legislative Committee will be reviewing the agenda at its Monday, January 11<sup>th</sup> meeting and may want to make some minor edits.

***Motion by Michelle to approve the 2016 Legislative Agenda with minor edits.  
Second by Paul***

***Discussion: Libby requested the motion be modified to the third option provided in the commentary, which was approval subject to review and approval by the Legislative Committee.***

***Michelle and Paul accepted the amendment.***

***Motion and second to approve the 2016 Legislative Agenda as presented subject to review and approval by the Legislative Committee.***

***Discussion: Stan relayed Jessica's emailed suggestion to incorporate a goal for long-term funding as it would mimic APA National's. Susan said she would present that to the Committee.***

***Vote: Unanimous***

## **6. Committee Updates:**

### **a. APAS Student Committee – David McWilliams, Student Representative**

No report.

### **b. Emerging Planning Professional – Anthony Avery & Jonathan Cappelli, Committee Co-Chairs**

Anthony restated that Jonathan is working with the MTDS group and that a benefit of the partnerships is they are allowing APA Colorado and EPP events to be plugged into their events calendar for all the participating organizations. He then said that EPP has established monthly committee meetings and they will have a regular happy hour with a central topic of discussion to create some continuity and the social aspect. Next month he will present the calendar of events and how they are incorporating professional development.

### **c. Communities Initiative Committee – Susan & Libby**

Shelia said the grant money still hasn't been distributed but an RFP for the Eagle County grant has been distributed. Susan and Libby said they had not met and will contact Erica to organize a meeting.

### **d. Legislative Committee - Eric Heil & Susan Wood, Co-chairs**

No additional information. Susan reminded the Board of the upcoming meeting on Monday, January 11<sup>th</sup>. She then spoke to Carrie about involving students and they agreed to discuss further.

### **e. Outreach & Communications Committee –Jessica Ibanez and Nate Currey, Committee Co-Chairs**

No report.

### **f. PIC Review Committee, Eric Heil**

No comments.

### **g. Professional Development Committee – Sarah Davis, Committee Chair**

Sarah said she's working on the 2016 Call for Sessions and incorporating results from conference survey regarding topics of interest. She hopes to incorporate the logo and/or theme on the flyer and will hopefully send out in early February. She has two volunteers from the LHC on the Professional Development Committee and she's reaching out to others. She then stated that the deadline for applying for the AICP Exam scholarship had passed and no one submitted an application. She will be extending the deadline and will work with Shelia to distribute it and the information. Shelia asked if she could get the list of who applied for the May exam and maybe they could target them. Carrie said they could post it to their alumni as well.

### **h. Sustainability Committee – Libby Tart Schoenfelder, Board Liaison**

Libby said a joint meeting is planned this month with Association of Civil Engineers sustainability committee. The Committee also has Elizabeth Garvin as it's a new co-chair with Connor Merrigan, as Anne Miller resigned. She also noted that the Committee is interested in participating in Planner's Day at the Capital. They are also looking an all-day symposium May 17<sup>th</sup> at CU Boulder,

possibly through the student group there. Susan reminded the Board that this Committee had weighed in on the draft APA sustainability policy guide. The guide morphed to become the Sustainability Policy Framework and the APA Board will be approving it this month. They only offered one day for groups to comment and our committee did offer a few comments.

**7. Board Member Updates: None**

Shelia requested articles for the newsletter. Libby said she would reach out as well.

Libby said she would like to host a workshop on Nimbyism and she is seeking speakers or people who are willing to participate in a workshop. Stan said they just posted something about this topic on their corporate Facebook page, noting how much there is out there. Stan suggested Libby send a request to the Board for them to offer suggestions.

Stan then reminded the Board that the next meeting is to be held at UC Boulder. They will do a presentation on their program.

**Meeting ended at 4:31 p.m.**

***Motion by Sarah***

***Second by Libby***

***Discussion: None***

***Vote: Unanimous***

***Roll call votes:***

***Vote Water conservation legislation***

***Yes – Stan, Sarah, Carrie, Leah, Susan, Paul, Russ, Nate, Tamra, Scott***

***No – Libby and Michelle***

***V1 Sponsorship Rates:***

***Yes – Paul, Leah, Nate, Libby, Michelle***

***No – Stan, Sarah, Scott, Susan, Carrie, Russ***

***V2 Sponsorship Rates:***

***Same votes***