



# APA Colorado Board Meeting

## MINUTES

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Friday April 15, 2016

**City of Westminster  
4800 W 92nd Ave  
Westminster, CO 80031  
Council Board Room**

The meeting was called to order at 2:36 p.m.

**Roll call:**

**Present:**

- Stan** Clauson, President
- Michelle** Stephens, President Elect
- Leah** Dawson, Secretary/Treasurer
- Scott** Bressler, Metro Representative
- Libby** Tart Schoenfelder, Metro Representative
- Anna** Gagne, Central Mountain Representative
- Seth** Lorson, North Central Representative
- Russ** Forest, Southwest Area Representative
- Sarah** Davis, Professional Development Officer
- Lorin** Crandall, Student Representative
- Susan** Wood, Legislative Committee Co-Chair
- Anthony** Avery, EPP Co-Representative
- Carrie** Makarewicz, Faculty Representative

**Absent:**

- Nate Currey, VP of Communications
- Jessica Ibanez, VP External Affairs
- Jonathan Cappelli, EPP Co-Representative
- Julio Iturreria, Western Planner Representative
- Paul Rosenberg, Public Official Representative
- Eric Heil, Legislative Committee Co-Chair
- Wade Burkholder, South Central Representative
- Tamra Allen, Northwest Area Representative

**Staff:** Shelia Booth, Chapter Administrator

**Guests:**

Sarah Nurmela, City of Westminster

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

Stan started the meeting at 2:08 without a quorum. He thanked Sarah and Michelle for opening the City Hall on Friday when the City offices were closed.

**a. City of Westminister Presentation, Sarah Nurmela, Project Manager of Real Estate and Design for Downtown**

Stan introduced Sarah Nurmela and she welcomed to the Board to Westminister. She began discussing their plans for a downtown development on the old mall site. Westminister doesn't currently have a downtown; they do have a small historic area but they are looking to focus redevelopment of the regional mall into their town center. The city purchased the mall and they own about 105 of the 108-acre site. The goal is to have it be an urban core and act like a downtown. Seth asked if they had a historic district and Sara responded that there is a small area but the architectural scale is too small for the town's goals and not a place for 5-6 story buildings and mixed use. She showed some of the open space plans and discussed the city's attempts to pull

in the right developer to make sure the plan is met. The first phase is developing around the City Park Square with about 630 dwelling units, 80-100,000 sq. ft. of office space and 200,000 sq. ft. of retail. She said they plan to break ground on the first phase in May or June. To pay for the project, the City is relying on tax revenues from the Orchard Town Center at 144<sup>th</sup> & I25 that replaced income from the mall.

**b. APA National Conference Summary**

Stan called the meeting to order at 2:36 after a second roll call to establish a quorum. He discussed the National Conference, participation in the delegate assembly and the Chapter's Karen B Smith Award. He said he has the award at his office and will bring it to the next meeting. He concluded that the conference was one of the best he had attended based on session content and speakers.

Stan then said that as the organization moves forward, he was concerned about the lack of communication with the VP of Communications. He will be contacting the current board member to see if he still wishes to participate on the Board. The position is up for election this year.

Stan then said Shelia had sent out assignments for sponsorships calls and he encouraged the Board members to make those soon. He said Board member solicitation is important as it puts a personal touch to the sponsorship request.

**2. Legislative Committee – Eric Heil & Susan Wood, Co-Chairs**

**a. Water Conservation Legislation**

Susan said that the water conservation bill, HB16-1313 is going through the legislative process. She noted that the wording was amended slightly but made the amendments made it better. The changes to references to water plan and water conservation measures were made to make CCI and CML happy. The bill went to the Agriculture committee late on Wednesday and passed with only two "no" votes. Those who testified on behalf of the bill included Susan, Peter Grosshuesch, and representatives for CCI, CML and Colorado Water Conservation Board. The bills passed through 2<sup>nd</sup> reading. If it passes 3<sup>rd</sup> reading it will go to the senate.

**b. Planners' Day at the Capital**

Susan said 15 had signed up to attend the event on April 18<sup>th</sup>. They will be offering 1.5 Law CMs for the briefing, then head to the Capital for a tour and to meet with legislators.

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

**a. February 2016 Minutes**

Leah introduced the February 2016 minutes. She asked for any comments. Hearing none she then discussed the March 2016 minutes.

**b. March 2016 Minutes**

Leah introduced the March 2016 minutes and asked for any comments. Lorin said the reference to the student elections was unclear. The newly elected Student Representative to the Board would be elected in May and take office in August. Leah asked if there were any additional comments, and hearing none asked for a motion to approve the February and March minutes as presented.

***Motion by Scott to approve the February & March 2016 minutes with noted changes.***

***Second by Michelle***

***Discussion: None***

***Vote: Unanimous***

**c. March 2016 Financial Report**

Leah presented the March financial report to the Board. She reported that Chapter assets total \$140,024.07 with \$51,739.23 in checking and \$88,284.84 in savings. This is a reduction of \$6,479.14 from last month. She then stated March had a net income of \$3,228.49with

\$10,276.41 in income and expenses of \$7,047.92. She informed the Board that \$9,000 in State Conference income were invoiced sponsorships that have not yet been paid. She concluded by stating that compared to 2015, the budget seems to be consistent. The income and expenses related to the Transportation Symposium will be reflected as major discrepancies through the year. Leah asked for comments or questions. Hearing none, Stan asked for a motion.

***Motion by Michelle to accept the March financial report.***

***Second by Libby***

***Discussion: None***

***Vote: Unanimous***

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

##### **a. 3 Corners Reception at APA National Conference**

Shelia stated that over 85 planners attended the event from Colorado, Utah and New Mexico. The final profit and loss report will be presented at the May meeting. She will bill APA UT and APA NM over the next few weeks.

##### **b. 2017 Telluride Conference**

Shelia said the contracts with Madeline, The Peaks and the Telluride Conference Center have been signed and deposits paid. She has emailed the planning directors for Telluride and Mountain Village and hopes to have a theme and/or logo in place by September.

##### **c. 2016 Colorado Springs Conference**

Shelia said the sessions had been reviewed and selected. She asked Sarah to summarize the Professional Development Committee's decision. Sarah said that there were 74 sessions submitted and reviewed by the Committee and they were very close to finalizing their selections. There are 35 currently chosen and they need 36 plus a workshop to fill the program. The workshop will be focused on downtown revitalizations and is a combination of four session proposals. She concluded that there will be diversity in topic and speakers noting there are sessions on transportation, environment, sustainability, housing, and economic development. Notifications to all those who submitted will be sent out the week of April 18<sup>th</sup>.

Shelia then said she had submitted her request for the busses and was awaiting that contract. She will be signing the contract for the Wednesday reception at Ivywild school and transportation to and from the hotel will be on school buses. She then said the Friday plenary speaker had been booked. Mark Fenton will talk on walkability and will be presenting to the Pikes Peak YMCA/Live Well group on Friday morning, doing the plenary Friday at lunch and following up with a breakout session Friday afternoon. She talked to the Board about the remaining two plenary/keynote spots and asked if they would review some videos and provide feedback. She concluded that the addendum to the Antlers contract had been signed and the next big project was to finalize the program to send to APA National so they can set up online registration.

##### **d. 2016 Sponsorship**

Shelia said there had been no change to sponsorship commitment since the last meeting. She asked the Board members to please make their calls before May. She reminded the Board that the budgeted sponsorship amount was \$25,000 and commitments to date totaled \$10,000.

##### **e. DCI Conference Presentation**

Shelia said Jessica was seeking a co-presenter for the DCI Conference. They were currently reserving a spot for an APA presentation. Jessica is willing to do one, but will need assistance. She has not set a theme, but it will be something about downtowns. None of the Board members expressed an interest so Shelia asked them to seek help from their colleagues.

#### **5. Old Business**

##### **a. Plan 4 Health Update - Shelia Booth, Chapter Administrator**

Shelia reviewed the update provided by Katie Haas. Katie had noted that not much had been spent to date, but now that subcontractors had been hired they money would be getting spent over the next few months.

Stan then said he wanted to talk about the conflict of interest issue related to the Plan4Health grant that was voted on in February and reconsidered in March. He reminded the Board that at the March meeting, they had voted to reconsider the issue. The conflict of interest issue was presented to the APA Ethics Officer and he wanted to present the issue to the Ethics Committee. Stan said that the Ethics Officer wanted to have the PDO, Sarah be the point of contact for the matter. Sarah said she had talked to the Ethics Officer but there has been no official response yet. Jim Peter, Ethics Officer felt the case was worthy of going to the Advisory Committee and it will be the first time the Committee will be providing feedback or guidance on an issue. Mr. Peters did imply that he felt there was not a conflict. Once Sarah hears back from Mr. Peters, the item will be placed on the agenda for the Board to review.

## 6. New Business

### a. ASLA Partnership – Jessica Ibanez, VP External Affairs

Shelia summarized Jessica’s Meeting and the agreement with ASLA. She noted they are a small group so there are not as many concessions or opportunities as with DCI. They do agree to partner on at least one event, share articles for newsletters and offer member rates at each other’s events.

***Motion by Seth to approve the ASLA partnership agreement as presented***

***Second by Libby***

***Discussion: None***

***Vote: Unanimous***

### b. Mountain Planners Rendezvous – Russ Forest, Southwest Area Representative and Anna Gagne, Central Mountain Area Representative

Russ and Anna presented the item to the Board. Russ said that 15 years ago there was a similar event for resort planter. He noted that resort towns have similar issues and the conference will target those. He stated it will be a one-day event and they are currently looking at June 10<sup>th</sup>. The one-day event would run from 9:30 a.m. to 3:00 p.m. and follow with a happy hour. They have identified the probable location as Carbondale and will be looking at a few hotels for those that need lodging. He concluded that they are asking for financial support to pay up front for the room rental fee and food/beverage. The request is for \$450 but they will offset the expenses with a registration fee of approximately \$15 per person. This amount could be more depending on the rental costs for the venue. He said they may offer a webinar in conjunction with the event. They also plan to do a survey to develop topics of interest and hope to offer CM credits. He concluded that in the past the event was well attended and there was an expressed interest to do it again.

Anna said she had reached out to Tamra in the Northwest area to see they would also be interested in participating. She said the Central Mountain area planners are excited and ready to participate.

Stan asked for comments or questions, and hearing none asked for a motion. Seth said it was a great concept and the Board should support it. Libby agreed and appreciated that they two were looking to offset the event costs.

***Motion by Seth to \$450 for the Mountain Planners Rendezvous event.***

***Discussion: Stan noted that the total exposer for the event could be \$750 but it would likely be offset by registrations. Russ responded that the variable costs would be lunch and drinks. Stan wanted to clarify that the request was to upfront the cost of \$750 with a potential return through registrations. After some discussion, Russ confirmed that this was the request.***

***Seth amended his motion to approve \$750 upfront for the event to be offset by registration income anticipated at \$315.***

***Second Leah***

***Vote: Unanimous***

**c. Formation of 2016 Nomination Committee – Shelia Booth, Chapter Administrator**

Shelia summarized the request to form the 2016 Nomination Committee noting that of the three members, one had to be on the Board and one never on the Board. Seth and Libby volunteered to serve on the Committee again. Stan said he would reach out to find a non board committee member. Shelia said she would send out an email to the membership soliciting candidates.

**d. SketchUp Workshop Funding – Anthony Avery, EPP Representative**

Anthony said the SketchUp workshop event was planned and he discussed the event format. He noted the first two days are geared toward beginners and the remaining days are for intermediate to advanced persons. He informed the Board that the workshop is a joint event with EPP, UC Denver and MURPAA. They will use UC Denver FAST lab and the workshop is open to EPP, MURPAA and professionals. MURPAA was looking to offer CM credits. They would like to have the event promoted to APA members. MURPAA is offering speaker gifts and refreshments. EPP will contribute \$200. Workshop registration will be \$15 for one class and \$10 per class if you attend more than one. Anthony stated he wasn't sure how much of the \$250 would be recouped as they are still working on the contributions and expenses of each group. He then stated that one of the speakers is an EPP Board member and asked if that speaker can receive a speaker gift, or was that a conflict of interest. Michelle asked what the amount requested was and he said \$200. Seth asked what CU Denver was contributing and Anthony said they are offering the FAST Lab venue. MURPAA is doing the speaker gifts and refreshments.

***Motion by Michelle to approve \$200 request***

***Second by Sarah***

***Discussion: Leah asked if the conflict for the speaker should be addressed with the motion. Stan said it was a separate issue but Seth thought it was part of this vote since the money would be used for the speaker. Sarah asked why it mattered that the speaker was an EPP Board member since he didn't vote on the gift and he's doing the work. Anthony said the presentations take about 8-10 hours to prepare. EPP said they felt comfortable with a speaker doing two courses for free but doing four courses should require some type of gift. Stan asked if Michelle would amend her motion to provide the gift***

***Michelle modified her motion to state there was no conflict with the EPP Board member receiving the speaker gift.***

***Sarah accepted the modification***

***Discussion: Sarah said Brendon did it will last year.***

***Vote: Unanimous***

**e. Marketing (Banner) Request – Anthony Avery, EPP Representative**

Anthony said EPP has multiple events coming up and they would like to have an EPP banner for these events. He noted the upcoming Meet the Dark Side event and that EPP will be there at a table marking APA Colorado and EPP along with many other organizations. The proposed banner has a replaceable cartridge that would allow them to switch out the message. EPP is requesting \$130 for the banner. Lorin asked if this was part of the marketing request and Anthony said yes. Stan asked him to clarify if they wanted \$200 or if they would be coming back in the year for more. He said they only needed the \$130 at this time but might be coming back for more in the future.

***Motion by Leah to approve the request for a banner.***

***Second by Russ***

***Discussion: Libby asked if we had banners for the chapter. Shelia replied that she had purchased six banners back in the fall for all the area representatives. Sarah suggested reviewing the banner wording before going to print.***

***Vote: Unanimous***

**7. Committee Updates:**

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

Lorin informed the Board that the students will have their annual officer elections on April 26<sup>th</sup>. He then said the students will be touring Ground Works USA the following week. The event was organized by the student's Healthy Communities Subcommittee. Lorin stated he had attended the Energy in Planning panel discussion the previous night and speakers included someone from Xcel NRel and the City & County of Denver's Sustainability office. The panel discussed the overarching concepts of infrastructure, innovations and where the two meet. Students would like to plan more discussions on these topics. He then said the second year students were busy with capstone projects. Sarah asked about the job shadowing program and he said that it had kicked off with six currently participating at a possible 23 places. There are 19 slots available but most students have been busy with studios and he hopes to have those spots filled soon. He said there was also a career fair with a number of planning firms and agencies in attendance including Stan Clauson Associates, Clarion and others. They hope to see it grown each year.

**b. Awards Committee**

Anna said the Committee received 18 awards submissions, all were complete and the Committee has begun the review process. She said many of the past committee members came back and they have added new members as well. The initial review discussion will be held on the 29<sup>th</sup> with a follow up discussion on May 5<sup>th</sup>. They had quite a few nominations under Resiliency, Sustainability & Environmental issues. Only one was submitted under the Public Engagement category, which she stated was unusual. Anna concluded that in the past the Committee has recommended category changes for nominations but they haven't gotten that far along this year.

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

Anthony said EPP is busy and last month held the resume workshop. The original date was canceled due to the snow storm and was held April 6<sup>th</sup>. They only had six attendees on the rescheduled date, but he thinks it was due to the late notice. Their next event is the A-Line tour on April 29<sup>th</sup>. They are anticipating around 15-20 people will attend. Next month is the SketchUp workshop and in June they are working on a water discussion with professionals from Aurora and Denver.

**d. Healthy Communities Initiative Committee – Susan & Libby**

Libby said they had nothing to report. Sarah said she attended the national committee at the National conference and said she would forward the information she received there to Libby and Susan. Stan asked if there really was a "committee" in place. Libby and Sarah discussed the current status and lack of coordination. Stan suggested taking it off the agenda until the committee is functional. Carrie said she will be stepping down from the Board, and the new Faculty Representative will be Carey McAndrews. Carrie noted that Carey does a lot of work with healthy communities and would be a good person to join the committee.

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

No report. Shelia asked the board for their newsletter write-ups by April 25<sup>th</sup>. She summarized the articles she had thus far. Stan said he would like to see more on membership updates and summaries on what's happening around the state with members and their communities. Libby asked Shelia to advertise nominations for the elections.

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

No report.

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

Sarah said that in addition to the state conference session reviews, the Committee hosted an AICP Exam Prep in March. Due to weather they had fewer attend than had RSVP'd for the three-hour

class. The twelve that did attend were taking the exam in May and November. The class included a practice test and she sold three CPC cd's. She then informed the Board that she had received a grant to pay for her APA National Conference registration from APA. While there she attended the AICP prep course, PDO exchange and a session titled "Now that You're AICP" which discussed the benefits of certification and how to get CM credits. She said that over 20 PDOs from around the country attended the exchange and she then spoke to the changes in AICP. She talked about changes to the AICP test in May 2017, CM credits for pro bono work and the waiver of certain recertification criteria for AICP planners whose certification and membership lapsed between 2010 and 2012. She concluded her update discussing the proposed AICP Candidate program for those right out of college.

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

Libby reviewed the Committee minutes and said they are looking at webinars for the remainder of the year. The Committee is participating in the Live Ride Share event. Anne Miller was active in the APA National Conference. The Committee is interested in the APAS energy event and would like to participate. She said the Committee submitted an ethics session for the state conference. They are currently actively involved in the water planning bill next and their next meeting is April 19<sup>th</sup>. Lorin mentioned the April 25<sup>th</sup> Planning for Hazards webinar by DOLA and encouraged others to participate.

**8. Board Member Updates: None**

Leah asked about RMLUI CMs. She said the events weren't showing up on the CM dashboard. Shelia said she should contact RMLUI as APA Colorado did not sponsor the CMs for that event. She also replied that there have been issues with the CM Dashboard on multi-part events and APA is working on it.

Libby discussed how the current state conference session submittal process doesn't provide an email confirmation for those that submit a session. She asked if this could be provided next year. Shelia informed the Board of the previous processes, and the fact that the current upload site is free and does not provide the service, but does give a "you upload was successful" popup after the documents have been uploaded. Sarah said there wasn't enough man power to send a reply email to 75 or more submittals. The board agreed to look into it for future years if it could be done without expense or excessive manpower.

Seth said he was looking forward to hosting the next Board meeting in Fort Collins, Friday May 13<sup>th</sup>. He was hoping to submit something for tour happy hour at a new development in town that included mixed use and adaptive reuse.

Stan concluded the meeting by informing the Board that Michelle would like to end the meeting so she could head off to her rehearsal dinner, as she was getting married the following day. Everyone wished Michelle the best on her upcoming nuptials.

**Meeting ended at 4:04 p.m.**

***Motion by Michelle to adjourn.***

***Second by Seth***

***Discussion: None***

***Vote: Unanimous***

**Email vote 4-25-16**

Please see attached and provide your vote as soon as possible. An e-mail vote is required by COB Tuesday to have the recipients' names printed in the UCD Awards program brochure.

Subject: 2016 Student Scholarships

Applications: UC Denver (UCD) forwarded four student applications this year for the APA Colorado scholarship program. The four applications are attached to this report. UCD has

requested that any scholarships would need to be reported to them by Wednesday, 27<sup>th</sup> of April in order for the recipients' names to be included in their Award Ceremony program booklet. We believe that there is value in having the recipients acknowledged in the program booklet, bot for the recipients and for the Chapter. Therefore, we are requesting a Board vote on this matter by e-mail.

Board President Stan Clauson convened a special committee to review that applications and make recommendations for scholarship recipients. The committee consisted of Michelle Stephens, Jessica Ibanez, Sarah Davis, and Leah Dawson. Chapter Administrator Shelia Booth confirmed that the Transportation Symposium will provide a grant of \$2,000 and that the current 2016 budgetary line item of \$3,500 is available. Previous scholarships have been in the amount of \$1,500. The committee recommended continuing to award scholarships in the amount of \$1,500 and identified three recipients, based on the criteria established in our scholarship policy:

1. Involvement in and service to APA (Colorado, Student Chapter, and/or National);
2. Academic performance & standing, and
3. Indications of how the individual may contribute to the planning profession within or beyond Colorado.

The three recommended recipients are Lauren Rasmussen, Zareen Tasneem, and Timothy (TJ) Dlubac. Please offer your vote for ratification of these recommended recipients.

***Motion by Stan to approve the award of \$1,500 in scholarships to Lauren Rasmussen, Zareen Tasneem and Timothy (TJ) Dlubac.***

***Second by Leah***

***Discussion.***

***Vote: 12 Aye (Stan, Leah, Michelle, Sarah, Eric, Seth, Jessica, Libby, Paul, Tamra, Anna, Scott & Carrie); 0 No; No Reponses (Nate, Wade and Russ)***

**APPROVED 5-13-2016**