

American Planning Association Idaho Chapter

Board Meeting

Agenda for April 9th, 2020 @ 12:00 pm MST (11:00 am PT)

Toll-Free Dial-In Number: (866) 499-7054

Conference Code: 8479201604

Leader Pin: 5052

- | | |
|---|---|
| <input checked="" type="checkbox"/> Leon Letson, President | <input checked="" type="checkbox"/> Carl Anderson, Region 5 |
| <input type="checkbox"/> Vacant, Past President | <input checked="" type="checkbox"/> Cindy Donovan, Region 6 |
| <input checked="" type="checkbox"/> Aaron Qualls, President Elect | <input checked="" type="checkbox"/> Jason Boal, L&PA |
| <input checked="" type="checkbox"/> Nicolette Womack, Secretary | <input checked="" type="checkbox"/> Kristy Inselman, E&O |
| <input checked="" type="checkbox"/> Jeff Lowe, Treasurer | <input checked="" type="checkbox"/> Diane Kushlan, PDO |
| <input checked="" type="checkbox"/> Hilary Anderson, Region 1 | <input type="checkbox"/> Vacant, Tribal Planning Rep |
| <input checked="" type="checkbox"/> Mauri Knott, Region 2 | <input checked="" type="checkbox"/> Elizabeth Allen, Student Rep – U of I |
| <input checked="" type="checkbox"/> David Moser, Region 3 | <input checked="" type="checkbox"/> Hana Veal, Student Rep – BSU |
| <input checked="" type="checkbox"/> Brock Cherry, Region 4 | <input checked="" type="checkbox"/> Jaap Voss, Urban Planning Faculty Rep |
| | <input checked="" type="checkbox"/> Brittany Skelton, Wester Planner Rep |

1. Leon called the meeting to order.
2. Nicolette called roll.

Action Items:

1. Leon proposed approval of minutes for March 12th, 2020. Hilary noted the Priest Lake conference month should be June. Hilary motioned approval, Mauri seconded.
2. Jeff presented the Treasurer's report for March 2020 / Proposed approval of expenditures which was mainly AV rental for Planning with Pints. Jason motioned approval, Carl seconded.
3. Leon presented the appointment of Cookie Allan to Tribal Planning Representative which includes a letter of interest. Hilary confirmed she is an experienced planner in tribal planning. Brock motioned approval, Hilary seconded.

Discussion Items:

1. Leon discussed upcoming APA Idaho Board Transition for Vice President, Secretary, and Treasurer. Kristy is interested in serving in other capacities, Elizabeth is interested in serving as Education and Outreach Officer. Mark Rudd from U of I is interested in serving as a student representative once positions shift. Could allow overlap to learn from one another. Will follow up with an email vote on Mark Rudd.
2. Nicolette provided an update on the 2020 Conference which included the most recent draft of the logo and keynote speaker selected. Mark Winne would be traveling from Santa Fe. Treasure Valley Food Coalition is interested in sponsoring. Brock mentioned Blue Cross of Idaho may be interested as well. Discussed the current changes in conferences during COVID-19. Brock mentioned the City of Twin Falls is limiting travel and shrinking budgets for continuing education. Board discussed viable alternatives, if we host it in person still, can we film it or go live for others.
3. Jason presented on L&PA, excited to get going on their goals.
Kristy had no updates for E&O
Diane provided an update for PDO. The exams in May may be postponed while they organize an exam provider. Essays are no longer a qualifier, you can complete after the exam. Remote exam by proctor may become available.
No update on Tribal Planning today.

Jaap provided an update as the Urban Planning Faculty. Everything has moved to online.

Elizabeth provided an update as a Student Representative. Considering hosting a webinar as Planning with Pints cannot be held.

Hana provided an update as Student Representative. BSU is all online which limits the Urban Planning Club from meeting. Looking for students to continue in the fall.

4. Hilary provided a Region 1 update. Also interested in helping with webinar. Priest Lake Conference is still deciding if they will cancel or move the conference to the fall. They are using Zoom for the Planning and Zoning Commission. There are different licensing costs, which Hilary will share. ACHD is using Zoom. Nampa is using an online sign-up sheet as well.

Mauri provided a Region 2 update. Considering hosting a webinar as Planning with Pints cannot be held. They are using GoToMeetings and Teams. City of Hayden is using GoToMeetings.

David provided a Region 3 update. Before COVID-19, they had a great well attended Planning with Pints.

Brock provided a Region 4 update. The spring conference has been postponed.

Carl provided a Region 5 update. They are using GoToMeetings.

Cindy provided a Region 6 update. They are using Zoom Meetings. Leon suggested covering best practices for online meetings in an upcoming newsletter.

5. Meeting adjourned at 12:57 pm.

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| | <input checked="" type="checkbox"/> Brittany Skelton, Western Planner Rep |

1. Aaron called the meeting to order at 12:03 PM
2. Aaron called roll.

Action Items:

1. Jeff motioned approval of minutes for February 13th, 2020. Hilary seconded.
2. Jeff presented the Treasurer's report for February 2020 / Approval of expenditures which included payment for the PO Box. Jason motioned approval, Diane seconded.

Discussion Items:

1. Everyone introduced themselves and their role as a Board Member.
2. Nicolette provided a 2020 Conference update. Committees are beginning to kick off. Presented the conceptual theme of '*Staying Rooted While Cultivating Change*'. Board provided feedback on jazzing up the title and appreciated it's figurative and literal meanings and representation of state-wide issues.
3. Diane provided concerns with the Region Representative Structure and asked for feedback. Board agreed to explore amending the structure to provide representation to young planners and better serve the 53% of planners in Ada County area who are being represented by one individual. Kristy and Carl volunteered to be part of the effort.
4. Jason provided a L&PA update. The 489 Annexation amendment passed the House and is moving into the Senate. Presented his Outreach Plan to stay involved year-round. Aaron went to the Policy Conference last fall. Board discussed ways to send the Legislative Liaison to future Policy Conferences.

Kristy had no updates for E&O.

Diane provided a PDO updated. Diane is being inducted into the AICP College of Fellows (FAICP). The Boise AICP study group is now down to 3 people, there is another 4 people interested in Eastern ID. Diane is sharing her study resources on the APA ID website. We discussed considering a minimal charge for the group, but decided it is not the right time. Diane will reach out with travel expenses for potential Eastern ID group.

The Tribal Planning position is currently empty, no interested people so far.

Hana provided the Student Representative update for BSU. Working on the Boise State Urban Community Club. Would like to arrange a Meet & Greet with APA ID on Mentorship. The Urban Capstone program is helping Community Engagement at Boise City with a Student Housing Questionnaire. Discussion on placement of more interns either for APA ID or agencies.

Brittany provided a Western Planner update. Participating in their next meeting. Meetings occur on the last Friday of each month.

5. Hilary provided a Region 1 update. Working on Brown Bag lunch in Post Falls which occurs during the Law Training webcast. Priest Lake Conference is January 4th and 5th, theme is 'Growing Pains'. Working on a Planning w/ Pints. Reconsidering focus groups with coronavirus changes.

Mauri provided a Region 2 update. Plan to attend the Brown Bag lunch. Discussing Membership recruitment.

Carl provided a Region 5 updated. Mini-Conference Registration being sent soon.

6. Meeting adjourned at 12:58 pm.



Legislative Outreach Plan

The APA Idaho Legislative Committee is the “eyes and ears” on all planning-related issues that pass through the Idaho Legislature as well as the committee that is working tirelessly to build relationships with Idaho legislators. In order to build these relationships and establish APA Idaho as the resource legislators turn to for guidance, opinions and information, an organization wide plan is needed. The purpose of this document is to provide a guide on how the Legislative Committee, members, and Executive Committee can work in concert to further APA Idaho influence in the state.

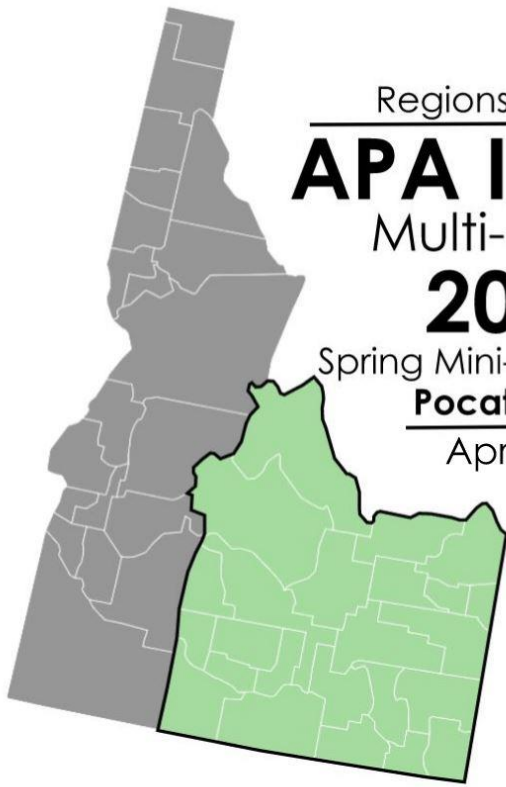
Below is a description of the various roles–

Legislative Committee Responsibilities:

1. During the Legislative Session-
 - a. Track proposed bills that have an impact on LLUPA and planning efforts in Idaho;
 - b. Meet weekly to discuss proposed legislation and other information that may be circulating the state;
 - c. Write position letters on selected bills of interest;
 - d. Meet with legislators to discuss bills or potential bills;
 - e. Build relationships with “other entities” (i.e. AIC, IAC, Farm Bureau, ect.)
 - f. Testify at the capital regarding specific bills;
 - g. Update the Executive Committee;
 - h. Keep webpage that tracks bills updated.
2. Outside of the Legislative Session-
 - a. Create messaging for APA Idaho legislative outreach;
 - i. Fliers
 - ii. Draft Emails
 - b. Meet with legislators to discuss potential bills;
 - c. Offer a Session Summary and/or Session Primer for legislators & APA Idaho Members (possibly at the yearly conference);
 - d. Keep and provide updated legislator mailing/email lists for each region.

Executive Board Responsibilities:

1. During the Legislative Session-
 - a. Keep Legislative Committee informed of any pending/potential legislation;
 - b. Meet with legislators in their region to discuss bills or potential bills (Region Reps);
 - c. Possibly testify at the capital regarding specific bills;
 - d. Assist in keeping webpage that tracks bills updated (Secretary).
2. Outside of the Legislative Session-
 - a. Meet with legislators in the region to build a relationship (Region Reps);
 - b. Assist with a Session Summary and/or Session Primer for legislators & APA Idaho Members (possibly at the yearly conference);



Regions 4, 5, & 6

APA IDAHO

Multi-Region

2020

Spring Mini-Conference
Pocatello, ID
April 24th

Join Regions 4, 5, & 6 in Old Town Pocatello for Southeast Idaho's first APA Idaho Mini-Conference. The conference will be a one-day event held on April 24, 2020, from 9 AM to 4 PM, at the Union Tap Room ([299-201 W Bonneville St, Pocatello, ID 83204](#)).

Along with plenty of time meet other planners working near you, there will be three sessions in total with lunch included. Come learn about signs and writing a code that aligns with current State and Federal Law, post Reed v. Gilbert (**while earning AICP CE credits!**). Our second session is geared to those either new to the profession focused on why we plan, and the do's and don'ts in the day to day operations. Finally, we will spend

the afternoon with Historic Downtown Pocatello (**while also earning CE credits!**) on a guided tour of multiple local businesses and an exploration of current projects taking place. The session will provide an opportunity to learn about the City's preservation of historic buildings within the downtown and staff will be on hand to discuss the updating of the Downtown Development Plan. Space on the tour is limited to 30 individuals, so it is first come first serve. Registration will cover the cost of lunch and all sessions. Don't miss out!

Mini Conference Schedule

9:00 – 9:30AM: Check-in / Registration / Networking

9:30 - 10:30 AM: Creating a Sign Code (That is Constitutional) in 2020

10:45 -11:45 AM: New Planner Training - Round Table Discussion

12:00 - 1:00P PM: LUNCH

1:00 – 4:00 PM: Downtown Trolley Tour of Old Town Pocatello

5:00 – 6:30 PM: Evening Social (Location TBD)



Registration

There are two ways to register:

1. Early Bird / Mail-In: Please send this form and a check payable to APA Idaho. Mail to PO Box 9691, Boise, ID 8370. Mail in registrations must be mailed no later than April 20th.

OR

2. Same Day*: Registration same day will be limited. The conference is only available to 30 attendees due to a limited amount of space for conference activities. Note that registering same day may result in not receiving a complete conference experience.

Step 1: PROVIDE YOUR CONTACT INFORMATION

_____	_____	_____
First Name	Last Name	Address
_____	_____	_____
City	ST	Zip Code
_____	_____	_____
Employer		

E-mail Address (Required)		

Step 2: CHOOSE YOUR REGISTRATION

- | | |
|--|---------|
| <input type="checkbox"/> Early Bird / Mail-In Registration (Must be mailed by 4/20/2020) | \$25.00 |
| <input type="checkbox"/> Same Day Registration* (Limited Registration) | \$30.00 |

Step 3: PROVIDE YOUR PAYMENT INFORMATION

Payment can only be made by cash or check. Checks need to be made payable to APA Idaho

Total Payment \$ _____

Made by

Cash

or

Check # _____ (Please make your check payable to APA Idaho. Mail to PO Box 9691, Boise, ID 83707)

For further questions or information please contact:

Carl Anderson, Region 5 Representative at canderson@pocatello.us

Brock Cherry, Region 4 Representative at bcherry@tfid.org

Cindy Donovan, Region 6 Representative at cdonovan@cityofammon.us

IDAHO CHAPTER AMERICAN PLANNING ASSOCIATION

FINANCE REPORT

March 1 thru 31, 2020

Cash and Investments

March Beginning Balance Checking (ICCU)	\$27,704.11
March Beginning Balance Savings (ICCU)	\$10,786.90
March Beginning Balance Petty Cash	\$0.00

Total Cash and Investment \$38,491.01

Deposits/Interest - Savings

Deposits/Interest - Checking

Total Checking Deposits \$0.00

Charges /Fees

3/12/2020 Rocky Mtn. A/V Planning with Pints Boise	\$17.70
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Total Charges \$17.70

Bills Paid by Check (Other)

Total All Checks \$0.00

March Total Expenditures \$17.70

Petty Cash Spent \$0.00

March Ending Balance Checking (ICCU)	\$27,686.41
March Ending Balance Savings (ICCU)	\$10,786.90
March Ending Balance Petty Cash	\$0.00

Total Cash and Investment \$ 38,473.31



COEUR D'ALENE TRIBE
STRATEGIC INITIATIVES & DEVELOPMENT
P.O. BOX 408
PLUMMER, IDAHO 83851
(208) 686-0154 • Fax (208) 686-8813
email: cookie.allan@cdatribe-nsn.gov

March 23, 2020

Leon Letson, President
American Planning Association, Idaho Chapter
P.O. Box 9690
Boise, Idaho 83707

Dear Mr. Letson:

I am writing to express my interest in serving on the Idaho Chapter of the American Planning Association. As you may know, Hilary Anderson, Community Development Planning Director for the City of Coeur d'Alene, inquired about my participation as a Tribal Planning representative for Region 1 of the Idaho Chapter.

My training and qualifications are as follows. I graduated with a Master's in Urban & Regional Planning and Master's in Public Administration from Eastern Washington University with a focus on Community Development and Tribal Planning. I worked for both the City of Spokane and City of Medical Lake on projects involving zoning, capital facilities assessment, and neighborhood councils development.

I currently work for the Coeur d'Alene Tribe of Idaho, as the Director of Strategic Initiatives and Development, under the Office of the Chairman for the Tribe. My office and staff are responsible for the development of a ten year Comprehensive Plan, with the involvement of the Tribal Council and community, and all Tribal government services, businesses, health and housing entities. We also work closely with the Tribal Public Works Department and local municipalities on planning, economic development, and public facilities projects. Additionally, my office developed and is coordinating the implementation of a five-year Comprehensive Tribal Justice Strategic Plan with the aim to improve public safety and health on the Reservation. I have worked for the Tribe for over 19 years and in various other capacities, including as Legislative Director and Community Planner.

I thank you in advance for your consideration and would be happy to provide my resume or answer any questions you may have.

Sincerely,

Elva (Cookie) Allan, Director
Strategic Initiatives & Development
Office of the Chairman, Coeur d'Alene Tribe

2020 APA ID Annual Conference Update

Logo

Below is the most recent draft of the logo. We are working on refinement, which will include a new tractor that's less aggressive looking and other artistic updates. We are aiming to complete the logo with Committee approval by the end of the week.



Keynote Speaker

The Sessions Committee would like to put forward Mark Winne as the Keynote Speaker. Here is a link to his website <https://www.markwinne.com/>. I highly recommend watching his video. His focus is mainly on Community Food Systems and Food Policy, and advocates that “Livable Cities Serve Local Food”. His recent book is titled ‘Seven Unlikely Cities that are Changing the Way we Eat’ which includes a feature on Boise, ID and work he did with Council Member Elaine Clegg. He was originally scheduled to speak at Treefort, but unable to make their new date. As such, Treasure Valley Food Coalition is interested in sponsoring \$500 to his visit, so long as his speech is open to the public. We have \$3,000 budgeted originally, his typical fee is \$2,00 and would be happy to negotiate. We are confirming his presentation can convert online in the worst-case scenario.

Worst Case Scenario Planning

Given the current COVID-19 situation, which is continually evolving, we think it prudent to discuss how the conference could adapt given unideal circumstances. These could include inability to host an in-person conference, lack of potential sponsorships or attendees based on economic concerns. We have confirmed with JUMP they are refunding any monies for cancelled events or working to reschedule if possible. With this in mind, we feel confident the conference could convert to an online webinar at a reduced cost to attendees. Moving forward, we are confirming any contracts for services for the conference take this into account. We anticipate an online conference would include less sessions and will know ahead of time which sessions convert online. We anticipate a final decision to convert to online will not be necessary until 1-2 months before the conference.