

# American Planning Association Idaho Chapter Board Meeting

Agenda for January 14<sup>th</sup>, 2021  
12:00 pm MST (11:00 am PT)

Zoom Meeting (sent via email)

- |  |  |
|--|--|
| <input type="checkbox"/> Aaron Qualls, President         | <input type="checkbox"/> Carl Anderson, Region 5               |
| <input type="checkbox"/> Leon Letson, Past President     | <input type="checkbox"/> Cindy Donovan, Region 6               |
| <input type="checkbox"/> Hilary Anderson, Vice President | <input type="checkbox"/> Jason Boal, L&PA                      |
| <input type="checkbox"/> Tom Laws, Secretary             | <input type="checkbox"/> Elizabeth Allen, E&O                  |
| <input type="checkbox"/> Ethan Mansfield, Treasurer      | <input type="checkbox"/> Diane Kushlan, PDO                    |
| <input type="checkbox"/> <b>Vacant</b> , Region 1        | <input type="checkbox"/> Cookie Allen, Tribal Planning Rep     |
| <input type="checkbox"/> Mauri Knott, Region 2           | <input type="checkbox"/> Mark Rud, Student Rep – U of I        |
| <input type="checkbox"/> David Moser, Region 3           | <input type="checkbox"/> <b>Vacant</b> , Student Rep – BSU     |
| <input type="checkbox"/> Robyn Davis, Region 4           | <input type="checkbox"/> Jaap Voss, Urban Planning Faculty Rep |
|  | <input type="checkbox"/> Brittany Skelton, Western Planner Rep |

1. Call to order (*Aaron*)
2. Roll call (*Tom*)

## Action Items:

1. Approval of minutes for December 10<sup>h</sup>, 2020 – (*Aaron*)
2. Region 1 Rep. Appointment of Erik Brubaker – (*Aaron*)
3. Rural Planning Committee Mission Statement and Guidelines (*Jaap and Mauri*)
4. Committee Report on Job Posting Fees/Annual Sponsorship Considerations (*Tom*)
5. Treasurer’s report for December 2020 / Approval of expenditures (*Ethan*)
6. Resources for the Board and Beyond:  
APA ID Google Drive (*Ethan*) / Draft Web Page for Guidelines and Tools (*Aaron*)

## Discussion Items:

1. Idaho Smart Growth Partnership Potential for the Citizens Planning Academy 2021 (*Elizabeth*)
2. APA ID Board Social! (*Aaron*)
3. L&PA, E&O, PDO, Tribal Planning, Urban Planning Faculty, Student Representatives, Western Planner (*Jason, Elizabeth, Diane, Cookie, Jaap, Mark, and Brittany*)
4. Region Representatives Updates – (*Regional Reps*)
5. Open Discussion
6. Adjourn

<b>Next Month’s Agenda Items:</b>	<b>Next Month’s Newsletter Items:</b>
Please send to <a href="#">Tom</a> and <a href="#">Aaron</a> 1 week prior to meeting.	Please send to <a href="#">Tom</a> by the end of the month

# American Planning Association Idaho Chapter

## Board Meeting Minutes

Agenda for December 10<sup>th</sup>, 2020 @ 12:00 pm MST (*11:00 am PT*)

### Microsoft Teams Meeting (follow the link in the meeting or below)

#### [Join Microsoft Teams Meeting](#)

[+1 208-901-7834](#) United States, Boise (Toll)

[\(888\) 592-8724](#) United States (Toll-free)

Conference ID: 219 134 221#

- |   |   |
|---|---|
| <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"/> Tom Laws, Secretary           | <input checked="" type="checkbox"/> Elizabeth Allen, 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"/> Cookie Allen, Tribal Planning Rep                |
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| <input checked="" type="checkbox"/> David Moser, Region 3         | <input type="checkbox"/> Vacant, Student Rep – BSU                        |
| <input checked="" type="checkbox"/> Robyn Davis, Region 4         | <input checked="" type="checkbox"/> Jaap Voss, Urban Planning Faculty Rep |
|   | <input checked="" type="checkbox"/> Brittany Skelton, Western Planner Rep |

1. Call to order (*Leon*)

*Also in Attendance: [Ethan Mansfield](#)*

2. Roll call (*Tom*)

### Action Items:

1. Approval of minutes for November 12th, 2020 – (*Leon*)

- a. *Addition of Region 6 Report and Cindy in Attendance Motion - Brittany / Second - Jason - Approved*

2. 2021 APA ID Board “Ratification” – (*Leon*)

- a. *2021 APA Board Formally Ratified with the following representation:*

*Aaron Qualls, President*

*Leon Letson, Past President*

*Hilary Anderson, Vice President*

*Tom Laws, Secretary*

*Ethan Mansfield, Treasurer*

*Vacant, Region 1*

*Mauri Knott, Region 2*

*Davis Moser, Region 3*

*Robyn Davis, Region 4*

*Carl Anderson, Region 5*

*Cindy Donovan, Region 6*

*Jason Boal, L&PA*

*Elizabeth Allen, E&O*

*Diane Kushlan, PDO*

*Cookie Allen, Tribal Planning Rep*

*Mark Rud, Student Rep – U of I*

*Vacant, Student Rep – BSU*

*Jaap Voss, Urban Planning Faculty Rep*

*Brittany Skelton, Western Planner Rep*

*Motion - Mauri / Second - Hilary - Approved*

3. Approval to establish a Rural Planning Committee (Jaap and Mauri)

*Jaap – two meetings to-date, great showing, requesting an ad-hoc committee / Mauri, Jaap, Mary Huff have been leading the effort / Started with an agricultural preservation focus but has evolved to consider assisting rural communities with planning as a potential addition / Request for the committee to come back with a mission statement, guidelines on operation, etc.*

*Motion – Diane / Second – Mark - Approved*

4. Approval to establish a fee/process for the APA ID job posting board (Tom)

*Discussion on the need for a fee structure with some concern that it could dissuade our smaller communities from posting / Need to also consider how the Online payment platform would work, general agreement that invoicing and checks would not be ideal / If proceeding consideration should be made as to where the funds go / further discussion on perhaps APA ID member can submit for free and non-members / out of state organizations pay a fee / Tom and Jason will work on a recommendation and come back to the group at the next meeting.*

*Motion - Jason / Second Hilary - Tabled until next meeting*

5. Treasurer's report for November 2020 / Approval of expenditures – (Jeff)

*final sponsorship from conference received, final conference bill paid, CM provider fee for 2021 paid*

*Motion – Hilary / Second – David - Approved*

6. 2021 Budget – (Jeff)

*Modifications made from last meeting including ZOOM and Website / Increased special projects amount as well / Leon highlights special partners piece – in favor supporting our peer organizations*

*Motion – Carl / Second – Mauri - Approved*

**Discussion Items:**

1. L&PA, E&O, PDO, Tribal Planning, Urban Planning Faculty, Student Representatives, Western Planner –(Jason, Elizabeth, Diane, Cookie, Jaap, Mark, and Brittany)

*L&PA – Jason has a committee created / working on additional resources (like list of legislatures) working to create a shared google drive folder by end of the week. Be a way to save letters moving forward.*

*Development impact fees for schools Jason is hearing this session will focus on the budget, not a lot of landuse issues. Annexation MAY but not too likely. Ethan / Tom / Jason will work on the google drive*

*E&O - Elizabeth :January 21st first Planning with Pints by Rachel at COMPASS / Voices in planning is scheduled for January, may be movement in speaker schedule, TBD.*

*PDO – Diane: Process for AICP certification has changed, you can now take the test or essays first / Serving on a national task force to get better outreach for FAICP. In the future plan for discussions on if we should create a structure for FAICP recommendation*

*Tribal Planning – No Report*

*Student Representative – No Report*

*Western Planner – Meeting tomorrow, nominations are now open for awards, looking for additions for the journal, (editorial schedule will be complete at next meeting). AICP credits can be earned for authoring articles.*

2. Region Representatives Updates – (Regional Reps)

*R1 – Hilary – filling planning tech position tomorrow / comp plan is making progress, land use maps are underway / Aaron – no updates from Sandpoint / R1 rep is still open and search is underway with a few leads.*

*R2 - Mauri – Moscow is bringing in Schweitzer Engineering Company to town - purchased 150 acres to the south of the city. Fee restructure just completed. Metageek is offering rural wifi assistance for school aged families throughout the State*

*R3 - Leon – Boise City Development code rewrite and housing bonus ordinance are underway. Land trust has launched, if others are out there in the state please reach out to Leon / Jason – Ada County Zoning Ordinance update is underway, also updating the area of impact boundary*

*R4 – Robyn – no report*

*R5 – Carl – no report (directors position hired / hiring a long range planner*

*R6 – Cindy working on a comp plan update. Having the first joint meeting between council and P&Z. Idaho Falls is seeking new apartments*

3. Open Discussion

*None*

4. Adjourn

*12:57pm*

# American Planning Association Idaho Chapter

## Board Meeting Minutes

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Conference ID: 219 134 221#

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- David Moser, Region 3
- Vacant, Region 4

- Carl Anderson, Region 5
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- Vacant, Student Rep – BSU
- Jaap Voss, Urban Planning Faculty Rep
- Brittany Skelton, Western Planner Rep

1. Call to order (*Leon*)
2. Roll call (*Leon*)

**Also in Attendance: Tom Laws, Elizabeth Allen**

#### Action Items:

1. Board Appointments – (*Leon*)  
*Tom Laws as Secretary - Approved*  
*Elizabeth Allen as Education and Outreach - Approved*  
*Mark Rud as Student Rep - Approved*
2. Approval of minutes for September 10th, 2020 – (*Leon*) **Approved**
3. Treasurer's report for September and October 2020 / Approval of expenditures – (*Jeff*) **Approved**

#### Discussion Items:

1. 2020 Conference Financials – (*Jeff*) **APA ID is in a great position financially, compared to previous years we are coming out well positioned for the future. Total revenue came in at \$5,242.00 with one more invoice from CCDC waiting to be paid. Merch expenditures were higher than years past but conference attendance also was higher.**
2. 2021 Budget – (*Jeff*) **Budget is in a great location for next year. Jeff will look into the addition of a premium Zoom account. Additional discussion included the potential for Special Projects/Partners and increasing our posting fees for RFPs and Jobs. Tom will draft up a memo on fees for the December Meeting**
3. L&PA, E&O, PDO, Tribal Planning, Urban Planning Faculty, Student Representatives, Western Planner – (*Jason, Elizabeth, Diane, Cookie, Jaap, Mark, and Brittany*)  
**L&PA - No report**  
**E&O - Elizabeth reported that the Planning with Pints and Voices in Planning schedules are coming together nicely but are still looking for presenters from across the State to fill in additional**

**Subject:** APA Idaho  
**Date:** Tuesday, January 12, 2021 at 9:41:31 AM Pacific Standard Time  
**From:** Erik Brubaker  
**To:** aaronq7b@gmail.com  
**Attachments:** Erik resume.APA .pdf

Aaron Et Al. - Please accept this correspondence and attached resume as a letter of interest in serving APA Idaho as a region 1 representative. I believe that in many ways our rapidly growing state is at a crossroads and effective planning is more important than ever. It is my sincere belief that our profession needs strong leadership and engagement with the peer professions and the voice of the public in a rapidly changing world. I look forward to collaboration with other professionals from around Idaho to empower all those in planning and related fields.

Thanks for your service, time and your consideration in this matter.

Sincerely,

**Erik Brubaker**  
**Planning, Parks and Development Director**  
**City of Ponderay**  
**office 208 265 5468**  
**mobile 208 946 1761**

# Erik C. Brubaker

421 S. 4<sup>th</sup> Ave.  
Sandpoint, ID 83864  
(208) 946-1761



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## Highlights of Qualifications:

- Public presentations and hearings
- Applied GIS, GPS, air photos
- Working computer competence
- Report writing
- Statistical and economic analysis
- Community engagement
- Site context review
- Stormwater and erosion control
- Idaho Statutes
- Flood Plain Administrator
- Photography
- Professional Negotiation

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## WORK EXPERIENCE

### PLANNING, PARKS, AND DEVELOPMENT DIRECTOR

#### City of Ponderay, ID

2008/Present

This role began with the creation and organization of a City Planning program from scratch and evolved to include parks, public spaces, and community development roles and a variety of professional and technical functions with increasing responsibility. Responsibilities include: short and long term planning, grant writing and administration, managing and prioritizing projects, managing an annual budget between \$207,000 and \$765,000 dollars plus coordination with contract engineer on streets' budget and projects.

#### Planning Administration and Policy

- Development Impact Fee Administration
- Currently leading a Sub-Area planning initiative and Greenbelts and Pathways Plan
- Multiple and varied, RFP's, RFQ's, Procurements, and Contracts.
- Flood Plain Development Administrator and Ordinance Author
- Facilitate and Report to City Council, Planning Commission, and Parks Committee
- Code Enforcement Prioritization and Prosecution
- City Logo, Parks Logo, Website Development, Facebook Page

#### Parks and Community Development

- Pend d' Oreille Bay Trail Acquisition
- Field of Dreams Acquisition with Panhandle Area Council
- Sidewalks on Moody Lane, Paving McNearney Rd. in partnership with Fed Ex. McNearney Park development and Dustarr Ln. street design and construction.

#### Grants and Administration:

- Lead author, administrator on the variety of grants including Federal Transit Authority, Idaho GEM Grant, USDA, Foundations, Idaho Department of Parks and Recreation and Idaho Transportation Department, EPA Brownfields Multipurpose Grant, US DOT BUILD Grant.

### ASSISTANT PLANNER

#### Bonner County Planning Department, ID

2006/2008

Perform a variety of professional and technical functions including: customer service, site plan review, land use applications, long range planning, compliance, public hearings, public outreach meetings, and the balancing and prioritizing of aforementioned tasks to meet critical deadlines and project tasks. Utilize Idaho Statutes with

# Erik C. Brubaker

421 S. 4<sup>th</sup> Ave.  
Sandpoint, ID 83864  
(208) 946-1761



proficiency. Apply creativity, patience, and concise guidance for residents in a fast-growing county with diverse needs. I succeeded in maintaining a positive relationship with coworkers in a high stress environment. Utilize Idaho Statutes with proficiency. Supervisor: Clare Marley, Director; 265-1458.

## COUNCILMAN

### City of Kootenai

2006/2010

Work with City Clerk, Mayor, Councilman, and other regional jurisdictions to nurture sound investments in infrastructure, architecture, and community values. The council meets monthly with occasional workshops and provides many opportunities for training and volunteering. Supervisor: Mayor Maggie Mjelde 208 263 1034

## COMPLIANCE OFFICER

### Bonner County Planning Department, ID

2005/2006

Land use code enforcement. Worked closely with all department staff and the public to ensure site development was compliant with Bonner County Code and erosion control and stormwater management features were in place and functioning. Unresolved violations were handled in cooperation with the county Prosecuting Attorney's office. Supervisors: Clare Marley (208) 265-1458, Jim Cassels.

## COTTAGE HOUSING DEVELOPMENT - SITE MANAGER

### The Cottage Company, WA

2005

I worked concurrently for both the developer and superintendent to assist in the construction of Danielson Grove, a sixteen parcel infill housing development under the city of Kirkland's innovative housing ordinance. This included oversight of innovative storm water management system installation and all exterior architectural details. The position involved work to prepare site and coordinate utilities, and facilitating public works inspections. Supervisor: Cottage Company Linda Pruitt (206) 579-8731

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## Education

### **B.S. Biology: Fisheries Ecology - Mansfield University of Pennsylvania**

Graduated May 1999

Chemistry Minor, 3.1 GPA

Panhandle Stormwater and Erosion Control (SEEP) – Certified Instructor

February 2007

Institutionalizing Sustainable Practices Course – **University of Washington**

Spring 2002

Biology Department Excellent Academic Achievement Award – **Mansfield University**

1999

Eagle Scout Award – Boy Scouts of America

April 1994

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## Community Groups and Organizational Memberships

- Member APA, CNU, Strong Towns, Idaho Smart Growth, Association of Idaho Cities
- SPOT Bus Technical Advisory Committee, POCWA, Trail Mix, PBCA Gov. Affairs
- Presentations to Region 10 Brownfields, BCATT, PBCA, Rotary, PCDC

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**Professional interests:** Incremental value creation, traditional neighborhood development, Smart Growth and Strong Towns principals, form based and hybrid development code, trails, parks, greenways, transportation planning, infill development, transfer of development rights, economic sustainability, brownfield redevelopment, digital modeling.

**Recreational interests:** Fishing, skiing, camping, hunting, canoeing, and photography





American Planning Association  
**Idaho Chapter**

**TO:** APA Idaho Board  
**FROM:** Aaron Qualls, President  
**DATE:** 01/12/2021  
**RE:** Committee Notes on Job Posting Fees/Annual Sponsorship Considerations

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Following discussion and direction from the December Board meeting to come back with recommendations, the discussion by the committee evolved away from job posting fees and towards annual sponsorships.

Job Posting Fees at this juncture is recommended to be tabled for the following reasons:

- Concern that smaller communities would not opt to pay a fee
- Concern of diminishing value to the membership
- Suspected smaller volume of job/RFP postings relative to other western APA chapters that do charge a fee for the service (based on state population)
- Competition with other services with a broader reach

Recommendation: That APA ID direct the exiting committee to provide a recommendation for levels and benefits for annual sponsorships for the following reasons:

- To provide more value for sponsors
- To consider annual training packages for the public sector at a reduced bulk rate
- To mitigate a “scramble” for sponsors leading up to Conferences

Two Examples of Annual Sponsorship models may be seen for reference here:

- APA Arizona (<https://arizona.planning.org/connect-apa-arizona/chapter-sponsorship/sponsorship-opportunities/>)
- APA Colorado (<https://www.apacolorado.org/sponsorship-packages>)

IDAHO CHAPTER AMERICAN PLANNING ASSOCIATION		
<b>FINANCE REPORT</b>		
December 1 thru 31, 2020		
<b><u>Cash and Investments</u></b>		
	December Beginning Balance Checking (ICCU)	\$44,114.96
	December Beginning Balance Savings (ICCU)	\$10,794.97
	December Beginning Balance Petty Cash	\$0.00
	<b>Total Cash and Investment</b>	\$54,909.93
<b><u>Deposits/Interest - Savings</u></b>		
		<b>\$0.00</b>
<b><u>Deposits/Interest - Checking</u></b>		
	<b>Total Checking Deposits</b>	<b>\$0.00</b>
<b><u>Charges /Fees</u></b>		
12/19/2020	ZOOM account for 2021	\$549.90
	<b>Total Charges</b>	<b>\$549.90</b>
<b><u>Bills Paid by Check (Other)</u></b>		
	<b>Total All Checks</b>	\$0.00
	<b>December Total Expenditures</b>	<b>\$549.90</b>
<b><u>Petty Cash Spent</u></b>		
		\$0.00
	December Ending Balance Checking (ICCU)	\$43,565.06
	December Ending Balance Savings (ICCU)	\$10,794.97
	December Ending Balance Petty Cash	\$0.00
	<b>Total Cash and Investment</b>	<b>\$ 54,360.03</b>



**TO:** APA Idaho Board  
**FROM:** Aaron Qualls, President  
**DATE:** 01/12/2021  
**RE:** Resources for the Board and Beyond

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### APA Idaho Google Drive

In order to provide a central repository of documents accessible to the APA Idaho Board and APA members upon request, Ethan, APA ID Treasurer, has taken the initiative to create a Google Drive that may be shared and provided for joint editing of documents. The free version of a Google Drive is limited, however, to 15GB:

The image shows a comparison of four Google One storage plans. The 100GB plan is highlighted with a blue border and labeled 'Recommended'. Each plan shows its storage capacity, price per month, an annual prepayment option with a discount, and a list of included benefits.

Storage Capacity	Price / Month	Or Prepay Annually (save %)	Annual Price	Special Offer
15 GB Free	Free	-	-	-
100 GB (Recommended)	\$1.99 / month	16%	\$19.99 / year	-
200 GB	\$2.99 / month	16%	\$29.99 / year	Get 3% back in Store credit on Google Store purchases
2 TB	\$9.99 / month	17%	\$99.99 / year	Get 10% back in Store credit on Google Store purchases

**Includes:**

- 15 GB storage
- 100 GB storage
- 200 GB storage
- 2 TB storage

**Google One includes:**

- Access to Google experts
- Option to add your family
- Extra member benefits
- 3% back in the Google Store
- 10% back in the Google Store
- VPN for Android phone

**Recommendation:** upgrade for \$19.99 year to the 100GB option.



**Planning Guidelines and Tools:**

Although the APA ID website provides for organizational links, there are several toolkits and guidelines that may be beneficial to the membership as well as elected and appointed officials in Idaho. Not intended to be as comprehensive as APA national’s knowledgebase, the intent is for select “go to” docs and resources to support best planning practices in Idaho. Below is a potential starting point.

*Request:* Feedback from the board on the general concept and follow up emails of suggested additions, should the board support the concept:

**TOOLS & GUIDELINES  
 DRAFT**

Below is a growing collection of planning tools and guidelines for Idaho planners, citizens and decision makers.

<p><b>Planning and Idaho Law</b>  <u>Idaho Land Use Handbook (Givens Pursley, 2021)</u>  <u>Idaho Open Meeting Law (AG, 2019)</u></p>	<p><b>Healthy Communities</b></p>
<p><b>Tribal Planning</b></p>	<p><b>Airport Planning</b>  <u>Idaho Airport Land Use Guidelines (ITD, 2016)</u></p>
<p><b>Rural and Area of City Impact (ACI) Planning</b>  <u>ACI Toolkit (ISG, 2012)</u></p>	<p><b>Transportation Planning</b>  <u>National Association of City Transportation Officials Design Guides (NACTO)</u></p>
<p><b>Placemaking</b></p>	<p><b>Public Art</b></p>
<p><b>Historic Preservation Planning</b></p>	

# CITIZENS PLANNING ACADEMY

The Citizens Planning Academy (CPA) is designed to help citizens become effective advocates on a wide range of planning topics. Sessions are offered monthly, and are free and open to all. Now in its fourth year, over 240 citizens have attended our Citizens Planning Academy (CPA) since it began in 2017. We grew session attendance 81% last year. With online attendance and video recordings our sessions reach a larger audience than ever before.

## 2021 SERIES

The first Wednesday of each month at 6pm, our 2021 sessions will take place on the following dates:

Feb 3, Mar 3, Apr 7, May 5, Jun 2, (\*no session in July), Aug 4, Sept 1, Oct 6

Sessions will focus on **Tools to Achieve the Growth You Want in Your Community**. Each session will deep dive into a particular regulatory tool used in planning. Attendees will hear from leaders in the field and learn tools to become more informed and effective. 2021 sessions include:

- LLUPA - History of Planning and the creation and role of LLUPA
- Comprehensive Planning - What is it? How does it work? Why is it important?
- Land Use Part 1 - The Growth of Cities through area of impact and annexation.
- Land Use Part 2 - The Purpose of Zoning
- Land Use Part 3 - How Ordinances Shape a City
- How Development happens - The Role of the Applicant - from idea to application.
- How Decisions are made - The Role of the City/County - from inquiry to adoption.
- How Citizens engage - The Role of the Community - from outreach to hearing.

## ABOUT ATTENDEES

Our monthly sessions are shared on social media, community calendars, and through professional networks. Our invite list includes citizens advocates, as well as industry professionals, elected officials and community leaders. Here's what attendees have to say.



DEBORAH MULLNER  
**Citizen**

"I attend to learn more about smart planning and community growth. I have the opportunity to listen to experts, which is very enriching. It is encouraging to meet others who are interested in more inclusive planning."



MICHAEL KEYES  
**Community Leader**

"I recommend the CPA series to anyone who is interested in how areas are planned and managed. The information I receive is timely and valuable. Additionally, the networking is invaluable."

# WHY PARTNER?

The joint goal for citizen and advocate education in the planning field makes a partnership ideal for both organizations. Partnership on this established program provides an excellent opportunity to tout APA's commitment to smart growth and increase your visibility within growth and development circles.

## Partnership Benefits

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As an established program we can offer the benefit of event coordination. We will promote and create all marketing materials for the program which would include APA's branding. We also process registrations leading up to the event. During the event, we manage chat and technical issues. After the event, video is edited for inclusion in the online library.

As partner, you will receive the following recognition:

- YouTube – logo embedded in video
- YouTube – listed as partner in video description
- YouTube – APA details and link in description
- Social Media – listed as partner in all CPA media
- Website event posts – logo and link included
- Website program page – listed as partner
- Email newsletters – listed as program partner
- Partner recognition during event

# YOUR ROLE

As program partner, **you bring your audience**. With planners across the state, each has an opportunity to share this series in their own communities. We will provide you with the APA branded content for your members to share and promote.

As subject matter experts, **you bring the speakers**. In our 100% virtual format, this opens up the possibility to hear from talented planners from around the state without them ever having to leave home. Planners will make connections and educate citizens and advocates in their community and throughout the state and add experience and visibility to their resume.

We are excited to discuss this partnership opportunity more fully with you. Please reach out to Elizabeth Allen with any questions.





TO: APA Idaho Board  
FROM: Tom Laws, Secretary  
DATE: 12/10/2020  
RE: Jobs and RFP Postings Update

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**DESCRIPTION OF ISSUE:**

In the past year it was estimated that over 50 jobs and RFPs were posted to the APA Idaho website at no cost. Due to the volume of requests, consideration to adjust our fee schedule is requested.

**BACKGROUND:**

The following table highlights how Idaho compares to peer states:

<b>ORGANIZATION</b>	<b>AMOUNT</b>
APA Oregon	\$50 for Oregon organizations and \$75 for out of state organizations. Every 30 days
APA Arizona	\$50 for an APA chapter member and \$100 for a non-member
Western Planner	Free -up to- \$150 pending outreach level (within newsletter, personalized social media shout-out, on website, etc.)
APA Washington	\$100
APA Nevada	Free, 1 month maximum
APA Utah	Free
APA Idaho	Free

**RECOMMENDED OR REQUESTED ACTION:**

Due to the volume of requests, and to maintain best practices with our neighboring chapters, it is recommended that the APA Idaho Board adjust the posting fee for jobs and RFPs to \$50 per submission for 30 days, effective January 1<sup>st</sup>, 2021.

*places. The goal would also be for a few APA ID members to present as well. Leon Volunteered.*

*PDO - No report*

*Tribal Planning - No Report*

*Urban Planning Faculty - Jaap highlighted that there are several great resources out there for online trainings and education.*

*Student Representatives - Mark detailed that UofI is working on a journal submission on planning in the west.*

*Western Planner – Brittany provided an update that Western Planning is about to release their call for nominations for the 2020 Western Planning Awards. In addition we should look at including a "Western Planner Corner" each month within the APA ID Newsletter.*

#### 4. Region Representatives Updates – (Regional Reps)

*Region 1 - Coeur d'Alene will have a planning position opening up soon. Sandpoint is making great progress with with Comprehensive Plan update and are currently updating land use maps.*

*Region 2 - Mauri and Jaap reported on the Ag Group. There was a great turn out at the recent virtual meeting and a clear interest from across the State. Discussion about if APA ID should formally bring the group in as a standing committee via bylaws amendment resulted in the descusion to remain ad hoc for now.*

*Region 3 - No Report*

*Region 4 - Vacant*

*Region 5 - Absent - No Report*

*Region 6 - Cindy - Working with Regions 4/5/6 on a potential mini-conference pending COVID*

#### 5. Open Discussion

#### 6. Adjourn





TO: APA Idaho Board  
FROM: Tom Laws, Secretary  
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APA Idaho	Free

**RECOMMENDED OR REQUESTED ACTION:**

Due to the volume of requests, and to maintain best practices with our neighboring chapters, it is recommended that the APA Idaho Board adjust the posting fee for jobs and RFPs to \$50 per submission for 30 days, effective January 1<sup>st</sup>, 2021.

IDAHO CHAPTER AMERICAN PLANNING ASSOCIATION

**FINANCE REPORT**

November 1 thru 30, 2020

**Cash and Investments**

November Beginning Balance Checking (ICCU)	\$44,885.68
November Beginning Balance Savings (ICCU)	\$10,794.97
November Beginning Balance Petty Cash	\$0.00

**Total Cash and Investment** \$55,680.65

**Deposits/Interest - Savings**

**\$0.00**

**Deposits/Interest - Checking**

11/18/2020 Sponsorship 2020 Chapter Annual Conference	\$500.00
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**Total Checking Deposits** \$500.00

**Charges /Fees**

11/5/2020 APA National 2021 CM Credits Registration	\$1,254.00
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**Total Charges** \$1,254.00

**Bills Paid by Check (Other)**

11/14/2020 CHK 1458 City of Boise Print Services - Thank you cards	\$16.72
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**Total All Checks** \$16.72

**November Total Expenditures** \$1,270.72

**Petty Cash Spent**

\$0.00

November Ending Balance Checking (ICCU)	\$44,114.96
November Ending Balance Savings (ICCU)	\$10,794.97
November Ending Balance Petty Cash	\$0.00

**Total Cash and Investment** \$ 54,909.93

2021 APA ID Chapter Budget **PROPOSED**

<b>ACTUAL</b> Savings	\$10,800.00
<b>RESERVE</b> Checking	\$27,000.00

**REVENUE**

Membership Dues	\$ 10,200.00	
Annual Conference	\$ 22,000.00	
Spring Regional Mini Conferences	\$ 1,500.00	
Cash on Hand	\$ 8,900.00	
<b>Revenue not including Conferences</b>	<b>\$ 19,100.00</b>	
	<b><u>Total Revenue</u></b>	<b><u>\$42,600.00</u></b>

**EXPENSES**

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	<b>\$ 26,500.00</b>

Initiatives

Student/Professional Development	\$ 500.00
Legislative Outreach	\$ 1,000.00
Professional Development Officer	\$ 200.00
Education and Outreach	\$ 200.00
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CM Provider	\$ 1,260.00	
Supplies/PO Box	\$ 200.00	
	<b>\$ 11,500.00</b>	

<b>Initiatives/Operations not including Confs.</b>	<b>\$ 16,100.00</b>
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<b><u>Total Expenses</u></b>	<b><u>\$ 42,600.00</u></b>
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# American Planning Association Idaho Chapter

## Board Meeting Minutes

Agenda for December 10<sup>th</sup>, 2020 @ 12:00 pm MST (*11:00 am PT*)

### Microsoft Teams Meeting (follow the link in the meeting or below)

#### [Join Microsoft Teams Meeting](#)

[+1 208-901-7834](#) United States, Boise (Toll)

[\(888\) 592-8724](#) United States (Toll-free)

Conference ID: 219 134 221#

- |   |   |
|---|---|
| <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"/> Tom Laws, Secretary           | <input checked="" type="checkbox"/> Elizabeth Allen, 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"/> Cookie Allen, Tribal Planning Rep                |
| <input checked="" type="checkbox"/> Mauri Knott, Region 2         | <input checked="" type="checkbox"/> Mark Rud, Student Rep – U of I        |
| <input checked="" type="checkbox"/> David Moser, Region 3         | <input type="checkbox"/> Vacant, Student Rep – BSU                        |
| <input checked="" type="checkbox"/> Robyn Davis, Region 4         | <input checked="" type="checkbox"/> Jaap Voss, Urban Planning Faculty Rep |
|   | <input checked="" type="checkbox"/> Brittany Skelton, Western Planner Rep |

1. Call to order (*Leon*)

*Also in Attendance: Ethan Mansfield*

2. Roll call (*Tom*)

#### Action Items:

1. Approval of minutes for November 12th, 2020 – (*Leon*)

- a. *Addition of Region 6 Report and Cindy in Attendance Motion - Brittany / Second - Jason - Approved*

2. 2021 APA ID Board “Ratification” – (*Leon*)

- a. *2021 APA Board Formally Ratified with the following representation:*

*Aaron Qualls, President*

*Leon Letson, Past President*

*Hilary Anderson, Vice President*

*Tom Laws, Secretary*

*Ethan Mansfield, Treasurer*

*Vacant, Region 1*

*Mauri Knott, Region 2*

*Davis Moser, Region 3*

*Robyn Davis, Region 4*

*Carl Anderson, Region 5*

*Cindy Donovan, Region 6*

*Jason Boal, L&PA*

*Elizabeth Allen, E&O*

*Diane Kushlan, PDO*

*Cookie Allen, Tribal Planning Rep*

*Mark Rud, Student Rep – U of I*

*Vacant, Student Rep – BSU*

*Jaap Voss, Urban Planning Faculty Rep*

*Brittany Skelton, Western Planner Rep*

*Motion - Mauri / Second - Hilary - Approved*

3. Approval to establish a Rural Planning Committee (Jaap and Mauri)

*Jaap – two meetings to-date, great showing, requesting an ad-hoc committee / Mauri, Jaap, Mary Huff have been leading the effort / Started with an agricultural preservation focus but has evolved to consider assisting rural communities with planning as a potential addition / Request for the committee to come back with a mission statement, guidelines on operation, etc.*

*Motion – Diane / Second – Mark - Approved*

4. Approval to establish a fee/process for the APA ID job posting board (Tom)

*Discussion on the need for a fee structure with some concern that it could dissuade our smaller communities from posting / Need to also consider how the Online payment platform would work, general agreement that invoicing and checks would not be ideal / If proceeding consideration should be made as to where the funds go / further discussion on perhaps APA ID member can submit for free and non-members / out of state organizations pay a fee / Tom and Jason will work on a recommendation and come back to the group at the next meeting.*

*Motion - Jason / Second Hilary - Tabled until next meeting*

5. Treasurer's report for November 2020 / Approval of expenditures – (Jeff)

*final sponsorship from conference received, final conference bill paid, CM provider fee for 2021 paid*

*Motion – Hilary / Second – David - Approved*

6. 2021 Budget – (Jeff)

*Modifications made from last meeting including ZOOM and Website / Increased special projects amount as well / Leon highlights special partners piece – in favor supporting our peer organizations*

*Motion – Carl / Second – Mauri - Approved*

**Discussion Items:**

1. L&PA, E&O, PDO, Tribal Planning, Urban Planning Faculty, Student Representatives, Western Planner –(Jason, Elizabeth, Diane, Cookie, Jaap, Mark, and Brittany)

*L&PA – Jason has a committee created / working on additional resources (like list of legislatures) working to create a shared google drive folder by end of the week. Be a way to save letters moving forward.*

*Development impact fees for schools Jason is hearing this session will focus on the budget, not a lot of landuse issues. Annexation MAY but not too likely. Ethan / Tom / Jason will work on the google drive*

*E&O - Elizabeth :January 21st first Planning with Pints by Rachel at COMPASS / Voices in planning is scheduled for January, may be movement in speaker schedule, TBD.*

*PDO – Diane: Process for AICP certification has changed, you can now take the test or essays first / Serving on a national task force to get better outreach for FAICP. In the future plan for discussions on if we should create a structure for FAICP recommendation*

*Tribal Planning – No Report*

*Student Representative – No Report*

*Western Planner – Meeting tomorrow, nominations are now open for awards, looking for additions for the journal, (editorial schedule will be complete at next meeting). AICP credits can be earned for authoring articles.*

2. Region Representatives Updates – (Regional Reps)

*R1 – Hilary – filling planning tech position tomorrow / comp plan is making progress, land use maps are underway / Aaron – no updates from Sandpoint / R1 rep is still open and search is underway with a few leads.*

*R2 - Mauri – Moscow is bringing in Schweitzer Engineering Company to town - purchased 150 acres to the south of the city. Fee restructure just completed. Metageek is offering rural wifi assistance for school aged families throughout the State*

*R3 - Leon – Boise City Development code rewrite and housing bonus ordinance are underway. Land trust has launched, if others are out there in the state please reach out to Leon / Jason – Ada County Zoning Ordinance update is underway, also updating the area of impact boundary*

*R4 – Robyn – no report*

*R5 – Carl – no report (directors position hired / hiring a long range planner*

*R6 – Cindy working on a comp plan update. Having the first joint meeting between council and P&Z. Idaho Falls is seeking new apartments*

3. Open Discussion

*None*

4. Adjourn

*12:57pm*

# American Planning Association Idaho Chapter

## Board Meeting Minutes

Agenda for November 12<sup>th</sup>, 2020 @ 12:00 pm MST (11:00 am PT)

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1. Call to order (*Leon*)

**Also in Attendance: Tom Laws, Elizabeth Allen**

2. Roll call (*Leon*)

#### Action Items:

- Board Appointments – (*Leon*)  
*Tom Laws as Secretary - Approved*  
*Elizabeth Allen as Education and Outreach - Approved*  
*Mark Rud as Student Rep - Approved*
- Approval of minutes for September 10th, 2020 – (*Leon*) **Approved**
- Treasurer's report for September and October 2020 / Approval of expenditures – (*Jeff*) **Approved**

#### Discussion Items:

- 2020 Conference Financials – (*Jeff*) **APA ID is in a great position financially, compared to previous years we are coming out well positioned for the future. Total revenue came in at \$5,242.00 with one more invoice from CCDC waiting to be paid. Merch expenditures were higher than years past but conference attendance also was higher.**
- 2021 Budget – (*Jeff*) **Budget is in a great location for next year. Jeff will look into the addition of a premium Zoom account. Additional discussion included the potential for Special Projects/Partners and increasing our posting fees for RFPs and Jobs. Tom will draft up a memo on fees for the December Meeting**
- L&PA, E&O, PDO, Tribal Planning, Urban Planning Faculty, Student Representatives, Western Planner – (*Jason, Elizabeth, Diane, Cookie, Jaap, Mark, and Brittany*)  
**L&PA - No report**  
**E&O - Elizabeth reported that the Planning with Pints and Voices in Planning schedules are coming together nicely but are still looking for presenters from across the State to fill in additional**

*places. The goal would also be for a few APA ID members to present as well. Leon Volunteered.*

*PDO - No report*

*Tribal Planning - No Report*

*Urban Planning Faculty - Jaap highlighted that there are several great resources out there for online trainings and education.*

*Student Representatives - Mark detailed that UofI is working on a journal submission on planning in the west.*

*Western Planner – Brittany provided an update that Western Planning is about to release their call for nominations for the 2020 Western Planning Awards. In addition we should look at including a "Western Planner Corner" each month within the APA ID Newsletter.*

#### 4. Region Representatives Updates – (Regional Reps)

*Region 1 - Coeur d'Alene will have a planning position opening up soon. Sandpoint is making great progress with with Comprehensive Plan update and are currently updating land use maps.*

*Region 2 - Mauri and Jaap reported on the Ag Group. There was a great turn out at the recent virtual meeting and a clear interest from across the State. Discussion about if APA ID should formally bring the group in as a standing committee via bylaws amendment resulted in the descusion to remain ad hoc for now.*

*Region 3 - No Report*

*Region 4 - Vacant*

*Region 5 - Absent - No Report*

*Region 6 - Cindy - Working with Regions 4/5/6 on a potential mini-conference pending COVID*

#### 5. Open Discussion

#### 6. Adjourn





TO: APA Idaho Board  
FROM: Tom Laws, Secretary  
DATE: 12/10/2020  
RE: Jobs and RFP Postings Update

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**DESCRIPTION OF ISSUE:**

In the past year it was estimated that over 50 jobs and RFPs were posted to the APA Idaho website at no cost. Due to the volume of requests, consideration to adjust our fee schedule is requested.

**BACKGROUND:**

The following table highlights how Idaho compares to peer states:

<b>ORGANIZATION</b>	<b>AMOUNT</b>
APA Oregon	\$50 for Oregon organizations and \$75 for out of state organizations. Every 30 days
APA Arizona	\$50 for an APA chapter member and \$100 for a non-member
Western Planner	Free -up to- \$150 pending outreach level (within newsletter, personalized social media shout-out, on website, etc.)
APA Washington	\$100
APA Nevada	Free, 1 month maximum
APA Utah	Free
APA Idaho	Free

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