

UPCC Board Meeting Minutes
Wednesday, January 11, 2023
7-9PM

Attendees

Elise Maskell
Kristin Kleimann Duggan
Rob Landis (via Zoom)
Mike Cox
Tyler Kiggins
Mark Kristensson
Liz Netzel
Sandy VanCleave
Rosemary Stoffel
Steve Hick

Discussion topics

1. New neighbors sitting at the table

Round robin of introductions (see above)

2. Sing & Sleigh debrief (*Sandy has a doc to share related to debrief*) *This was uploaded to the Sing & Sleigh folder on shared drive.*

Overall very successful. The board took over the planning in November. Attendance was down this year and had leftover food and drink. Date was Dec 18th. Apparent confusion over date and time of event. Sandy received several calls from neighbors asking about date and time. Contributing to confusion was that UpWords was delivered late in some cases. Overall great community participation for instance, US Bank donated Dum Dum lollipops, others donated crayons, coloring book pages, etc. This year there

was only 1 sleigh when there used to be 2 which contributed to longer liens. Would like to see location go back to Observatory Park as more central to neighborhood. This year was Accelerated Schools/Fitzroy and posed more layout/logistical challenges. Jennifer Hoffman is the new contact for the Observatory at DU. Consensus from group that would like to go back to Observatory Park and Chamberlin and more public areas.

3. Spring General Meeting

a. Location (MPB or Upark or Fitzroy)

b. Date and time:

May 3, 2023 6:30-8pm at Upark? (1st choice)

April 12, 2023 at MPB? (90 min meeting) (2nd choice)

TBD DATE Fitzroy/Accelerated Schools another choice (3rd choice)

c. Program agenda/guests

Police 15 min

Paul Kashman 15 mins

Creating a non-contiguous Historic District proposal presentation by Rosemary 20 mins

Open Floor/Questions 20 mins

4. **UPwords Distribution** (see Communication Discussion in item 7) Next distribution is end of April so think about timing related to General Meeting announcement. 6 weeks is lead time. Put agenda for Board Meeting in UpWords.

5. **Reprinting History Books** Cost now is \$45, should we order 75 more now? Requests have dropped off. Sold over 100. Pretty depleted supply. **APPROVED.**

6. **Operating Manual for Board and Roles Template** (Mike Cox) Documenting the Board processes so not reinventing wheel and easier to pass along information to new people.

What resources do we have and where are they? Need to have people be able to move in and out easily of volunteer positions. Document insitutional knowledge. Communication is essential. Some information should be in the Bylaws.

7. **Communication Discussion-** UpWords is main source of communicaiton to neighborhood (not always timely enough), not sure what is happening with website, what other sources are available to get information out, need some kind of digital platform (hire someone?), email blasts, etc. Use Upwords to push people to website, need to post dates far in advance, also have purple pages. Student volunteers to help distribute? Yard signs to advertise General Meeting?
8. **ADU Public Meetings.** Updating zoning requirements for ADUs. Those will be presented at public meetings starting this month. Closest ones to UP: Feb 2 Virginia Village, Feb 7 Zoom. Owner occupancy requirement. If move, ADU has to be decomissioned. DRAFT recommendations will come out and public can make comments. (Rosemary)
9. **Red Peaks.** Zoning variance. Now requiring 1.5 spots per unit, was 1.17. To get to 1.5 current min, would have to add another level of parking, asking for 1.21 instead. Across from Light Rail so less parking should be needed. Perhaps can do a presentation in the future. Hearing is on Feb 7. UPCC will support. Mark to add sentence to support letter. (Mike)
10. **INC (Inter Neighborhood Council) Meeting. 9am-11am.** Steve supposed to go but can't. Education is main topic. Perhaps Sandy will go.

To Do List:

1. Steve will email bylaws to everyone
2. Mike will begin to create an Operating Manual for the Board
3. Debbie Harrington to take on Membership
4. Jenny/Steve discuss progress of website and provide update
5. Elise/Communication Team find out cost to mail newsletter
6. Liz/Elise will start DRAFT Communication Plan (will be part of Operations Manual)
7. Mike will draft what area coordinators do to get Upwords out
8. Sandy to make estimate of man hours to get Upwords out
9. Sandy to share debrief document from Sing & Sleigh
10. Elise will ask Eric Atonna (Upark principal) about having General meeting at Upark May 3, 2023 (Deadline Jan 20, let Sandy and everyone know)
11. Sandy to let MPB know either way about whether we need space for General Meeting by January 23, 2023
12. Kristin to get UPCC Zoom info from Chesney (Corporate Zoom account)
13. Mike will email info about Red Peaks zoning variance
14. Mark will add a sentence to Red Peaks support letter
15. Everyone, please bring wine for next Board meeting at Rosemary's house.

Upcoming Dates to be aware of:

- Next Board Meeting: Feb 1, 2023

- General Meeting #2 will be in October 2023

Contact Information:

PLEASE EVERYONE DOUBLE CHECK YOUR CONTACT INFO

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