In attendance: Myles Tangalin, Rodney Allen, Victoria Eppler, Maggie Price, Wendy Moraski, Tom Conis

Discussion of Additional officers needed.

Bylaws state:

4.1 NUMBER. The officers of the Corporation shall be President, Secretary, and Treasurer. Such other officers and assistant officers as may be deemed necessary may be elected or appointed by the Board of Directors. The same person, except the offices of President and Secretary, may hold any two or more offices.

Brief discussion of duties and financial report. Tom and Maggie have been managing duties, i.e. Tom has written checks and Maggie has managed Pay Pal as needed for advertisements. Maggie will continue as collections for advertising and books for Green Team.

Tom has put $20,000 in Money Market account. Previous investment was not earning any money. CPN has now made about $160 in interest this year. Maggie told board that advertising has paid for the newsletter with only a few exceptions. Collection is primarily through Pay Pal.

Tools of the Treasurer have changed and they no longer have to collect old debt or use Quickbooks. Newsletter advertising policy is payment before advertisement is run. Maggie will assist with Pay Pal portion and continue to send invoices to advertisers. Some money is kept in Paypal account for website expenses. Other expenses and checks not paid via Pay Pal were matching funds for 2018 Back Pack program and the quarterly newsletter. Other revenue is memberships which approximately $2000 per year.

Question on how Bank account is managed, treasurer can establish online account and download spreadsheet from bank and reconcile checks.

Committees on occasion need some dollars. Green Team has their own budget and funds (sizable donation was given to them) Maggie keeps spreadsheet on their expenses. Some of their expenses are Earthday and their Meet and Greets.

Treasurer duties can also include filing Form 990-N(e-Postcard) with IRS which is done online. It states that we as a 501c3 did not make more than $50,000 during the year. This chore is a must to maintain 501c3 status.

CPN has received approximately $9500 from Wayne New to pay for traffic study. Per Article 5.1 of Bylaws, contracts can be signed by others that are designated by the board and according to Article 5.5 Gifts can be accepted by the Corporation. A pop up traffic is also planned but CPN has not received any monies for it as yet. Pop up was to be funded by 2018 money from CM New. Both activities are to
be funded by CM New and expectation is CPN to pay contractor. City Charter prohibits any elected official other than the Mayor to enter into a contract. **Motion 1 made by Wendy to accept $9500 dollars from the City and County of Denver via CM New for a traffic study in Congress Park. Seconded Maggie. Passed unanimously.** Motion 2 made by Maggie to accept $9900 for Pop Up traffic study should payment come and authorize Liz to sign for us as our agent. Seconded by Wendy.** Discussion followed as to whether Chairs can speak for the organization regarding their committee. The bylaws (article 5.1) provide that a person may be designated to act on CPN behalf (sign contract) but may not incur debt (article 5.2) Some concern was expressed as to whether the studies will include all of the neighborhood and not just focused on 8th ave. The pop up will be on Garfield because of the proximity to Cherry Creek via bicycle. Treasurer should be part of the discussion to inform the board about the funds. **No vote taken on second motion.** Proposals and contracts provided at end of this document

**Email Discussion concerning email and timely responses.** Header should state that timely reply or acknowledgment should be included

Concern was expressed that CPN could be audited with influx of money, suggestion that actions by committee be more formalized and a letter sent to committee chairs reminding them to include board regarding financial matters. Our internal structure should reflect our checks and balances concerning any future donations. The board agreed that in interest of transparency a public acknowledgment that $9500 was received for a traffic study funded by Wayne New. It will appear in newsletter.

**Topic Letter concerning lack of time for neighborhood plan and 8 story on Colfax. Bring letter to February meeting**

Myles has talked with representatives of PUMA who is contracted by the city and will be conducting the meeting regarding neighborhood plan regarding scheduled meetings. There is only one meeting scheduled in February between South City Park and Congress Park for East Central neighborhood initiative. The other one will be between the 6 neighborhoods. In past there were 18 months of meetings regarding a neighborhood plan and CPD came to the individual neighborhood. Maggie suggested a letter concerning the lack of time be sent as a public record. Myles brought a East Central Plan Document Outline. **Wendy made a motion to write a letter, Rodney seconded. Maggie will start the letter and send to board.** Myles wants to see what their (PUMA) specific engagement period will be. Wendy encourages that the letter stress that CPN has already had a neighborhood plan in place for 20 years. Document E-Central plan provided at end of this document.

**Plan for District 10 candidate forum at neighborhood meeting in April.** Vicki advised that CPFAN is going to have a candidate forum too and will include all council seats surrounding City Park. CPN forum will only have District 10 candidates. Wendy recommended that we preface the candidate forum with a short statement of who we are. Maggie suggested that we use some of the same questions that we did with the 2015 forum. Tom will email the candidates and ask them to review our neighborhood plan, BRT plans, and 8 story buildings on CPN portion of E. Colfax.

**Myles asked to feedback on guiding principals before end of month.**
Myles nominated for treasurer by Wendy, all in favor. Vicki volunteered to be Secretary, all in favor.

Meeting adjorned at 7:53 pm
SCOPE OF SERVICES
for the Congress Park Neighborhood Association
to develop an Action Plan for
Neighborhood Safe Streets Improvements
TDA Colorado, Inc.
October 2018 rev. 11/26/18

PROBLEM STATEMENT
The Congress Park residential community is bordered by busy urban arterial traffic thoroughfares: Colorado Boulevard, 6th Avenue/8th Avenue one-way couplet, York Street/Josephine Street one-way couplet, 13th Avenue/14th Avenue one-way couplet, and Colfax Avenue. By definition, these streets attract central Denver commuter and crosstown trips. The one-way couplets have traffic signals timed to progress traffic through the area with minimal delay. Colorado Boulevard and Colfax Avenue are on the State Highway grid, carrying high volumes of regional and commercial traffic. High-density redevelopment underway along Colorado Boulevard bordering Congress Park will bring will attract additional traffic to Congress Park streets, particularly 8th Avenue. When these arterials experience extended periods of long backups at signalized intersections, some motorists elect to divert to the residential street grid, Steele Street, 7th Ave Parkway and elsewhere, often travelling at speeds in excess of safe speed for two-lane neighborhood streets lined with parked vehicles. High traffic volumes and long stretches of uninterrupted traffic flow create impediments to safe, convenient pedestrian and bike circulation. Excessive speed on residential streets is in direct conflict with casual walking and biking.

In an effort to combat increasing frequency of pedestrian fatalities the City has adopted the Vision Zero Action Plan aimed at achieving zero deaths and serious injuries by 2030. The WalkDenver advocacy organization is on a mission to make Denver “the most walkable City in the United States” by 2040. With this as background, Congress Park community leaders, in concert with City of Denver Transportation Management staff, seek to develop Safe Streets traffic management and safety measures that will enhance safety for pedestrians, cyclists and motorists.

STUDY AREA
The primary study area will be the Congress Park community bounded by Colfax on the north, Colorado Boulevard on the east, 6th Avenue on the south, and York Street on the west. We will coordinate any boundary measures with the respective City Park, Hale, Cherry Creek and Cheeseman Park neighborhoods.

SCOPE OF WORK
TDA Colorado will serve as a technical resource to the Congress Park Neighborhood Association for the purpose of identifying specific traffic calming and management measure that address issues identified during the course of this study. Specific tasks will include:

- With the assistance of Denver Public Works Transportation staff, we will compile available vehicle and pedestrian counts, accident data, parking studies and any relevant road/sidewalk capital improvement plans, bike lane or traffic circulation plans in the study.
- In consultation with Denver Public Works staff we will commission supplemental 24-hour directional traffic counts to quantify perceived high volume arterial locations and residential streets that may be experiencing cut through traffic. These data will be the “before” base line for subsequently measuring effectiveness of the implemented traffic management measures.
- Through an inclusive public process of neighborhood meeting forums, citizens reporting specific hazardous situations, Denver PD accident data, and, community surveys of safety concerns and needs, we will compile a listing of specific pedestrian safety and other neighborhood circulation concerns.
For each identified safety issue we will identify potential remedial traffic calming and/or management measures that have been deployed in Denver and other residential communities in the Metro area and elsewhere. We will start with identifying pilot traffic calming programs that are currently underway in the City. These measures could be site specific and/or neighborhood wide.

For those measures deemed acceptable for further consideration, we will identify potential safety benefits, alternative mode enhancements and consequences for safe intra-neighborhood travel.

We will prepare a Technical Memorandum that will document the process that produced the package of preferred traffic calming measures and alternative mode enhancements. The extent of signing, striping, lane realignment, sidewalk, bike lane and other traffic safety modifications will be itemized. With assistance from Public Works, an implementation cost estimate will be prepared.

Possible implementation funding sources, including Vision Zero funds, will be identified. Sources could include Public Works budgets items specifically intended for safe neighborhood traffic management improvements. The TDA Technical Memorandum may be submitted by CPNA to Denver Public Works through Councilman New in January 2019 for implementation funding consideration.

**SCHEDULE**
The expected period of performance will be October 1, 2018 through January 30, 2019. The completion date is critical for CPNA as the City’s 2019 capital improvement budgeting is put together in January. During this time we will participate in CPNA neighborhood monthly meetings and any Public Works project coordination meetings at Councilman Wayne New’s office.

**FEE ESTIMATE**
Based on the services and period of performance described above we estimate a fee not to exceed $9,500. This is broken out as follows:

| TDA Colorado, Inc. professional services | $8,000 |
| All Traffic Data Services (traffic counts) | $1,500 |
| **Total Estimate** | **$9,500** |

TDA’s Schedule of Hourly Rates Exhibit A is attached

We understand invoices will be processed through Councilman New’s office.

**ACCEPTANCE**
If you find this work program acceptable please append the appropriate signature below.

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**for Congress Park Neighborhood Assn.:**

Elizabeth Chelten
Signature

Chair CPNA/Safe Streets Committee 11/27/18

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**for TDA Colorado, Inc.:**

David D. Leahy
Principal

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11/26/2018

TDA Colorado
### SCHEDULE OF PROFESSIONAL FEES
Effective 6/2018

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Direct Expenses as added without additional markup
PROPOSAL
Congress Park Community Pop-Up
DESIGN FOR COMPLETE STREETS STRATEGIES

A PROPOSAL TO CREATE WALKABLE, BIKEABLE, COMPLETE STREETS

ADDRESSED TO:
Elizabeth Dilorenzo
Congress Park Safe Streets Committee
elizabeth.dilorenzo@gmail.com

CONTACT
Address
Radian
3264 Larimer Street Unit D
Denver, CO 80205

Phone
Office: (201) 602-8946

Online
Email: tim@radianinc.org
Website: www.radianinc.org
Radian

1 | WHO WE ARE
COMMUNITY DESIGN
Radian, Inc. is a nonprofit community design center, providing services to other non-profits and for projects that serve the community. We are particularly active in creating authentic collaboration around Transit Oriented Development and underserved communities, making sure that community residents are genuine partners in the development efforts which will affect their built environment and increase the neighborhood’s economic and social equity.

CAPACITY BUILDING
Collaboration is at the core of Radian’s methodology. Every engagement we undertake is about enabling communities, organizations and individuals to share their needs and aspirations, learning from each other and collectively creating solutions. Every organization and community we work with is a collaborator. Radian acts as a resource for agencies and nonprofits and our focus is to provide tools that can be incorporated into their future endeavors.

ADVOCACY & ENGAGEMENT
Radian aligns its mission to increase efficacy of creating healthy communities. We believe the built environment has a direct relationship and plays a vital role into the overall health of local residents. Through architecture and urban planning, our organization executes strategic planning to lessen physical travel distances for residents to healthy and fresh produce, and capacity building of businesses to increase quantity and diversity of healthy food products.

OUR PROJECTS FOCUS ON COMMUNITY
DESIGN AND DECISION MAKING.
OUR BACKGROUND

2 | RELEVANT PROJECTS

Radian, Inc. has the expertise and resources to be nimble and responsive to the range of a community’s needs. As designers, we are problem solvers that aim to curb urban issues. Collaboration is at the core of Radian methodology. Our community partnerships allow us to excel in project management.

WE TAKE A MULTI-FACETED APPROACH TO CREATING HEALTHY COMMUNITIES.
The Re-imagine West Colfax design demonstration merged engagement and education processes with a tactical design demonstration. Funded by the Gates Family Foundation and working in conjunction with the West Colfax Business Improvement District, WalkDenver and GroundWork, Denver tested innovative strategies to address common issues on major arterials, with over 600 participants providing input and feedback to further refine treatments.

The process began with crowdsourcing data on pedestrian conditions using WalkScope, an online mapping tool developed by Radian and featured in Planetizen’s 2015 list of Top 10 Websites for planning. Pedestrian information on intersection and sidewalk conditions informed needs for the area and top priorities.

Continued education through high touch and high tech community planning sessions helped stakeholders prioritize design treatments to address identified concerns. Stakeholder preferences, paired with corridor issues, were presented to technical experts from local entities such as Public Works, Colorado Department of Transportation, City and County of Denver and the Regional Transportation District. Alongside private planning firms, they created a technically feasible design for demonstration.
PHILADELPHIA LANDVISIONS
DIGITAL ENGAGEMENT

PROJECT WEBSITE:
BIT.LY/PM-LV

LOCATION:
PHILADELPHIA, PA

PROJECT DATES:
2004 - 2006

PROJECT BUDGET:
$50,000

Reference:
Deenah Loeb
City Park Association of Philadelphia
Philadelphia PA 19119
(215) 843-8490

By the end of the 1990s, Philadelphia had become a national case study of urban abandonment, with over 20,000 vacant properties in older neighborhoods, and extensive sprawl. The City Parks Association of Philadelphia (CPA) and the Pennsylvania Horticultural Society (PHS), in partnership with numerous other public and private organizations, including PlaceMatters, organized an international competition to generate new thinking about the future of Philadelphia’s vacant inner city lands.

Radian was hired to oversee the public engagement process for this initiative, which included a kick-off event at the iconic 30th Street train station attended by more than 500 residents, four sub-regional events focusing on different areas and issues in the region, and a communications platform for online participation that included some of the earliest examples of integrating social media and digital storytelling into a regional visioning initiative. During the large public meetings, participant opinions were captured with the help of keypad polling and networked laptops, which allowed for electronic collaboration among smaller working groups.

During these four meetings, Radian:

- Helped residents understand how vacant lots are integrally connected to the ecological infrastructure of the region.
- Created and facilitated a process for imagining innovative solutions to vacant lands.
- Linked local input processes to the development of a regional strategy on vacant properties and a roadmap for implementation.

Radian also helped organize art workshops for kids at inner city schools. Classrooms were supplied with disposable cameras for students to document what they liked and disliked about their neighborhood, parks and open space. A community artist worked with the kids to help them express concerns, hopes, and creative solutions with art in the form of pictures, drawings, and poetry. The art produced by the kids was featured at the kick-off event, setting a positive tone for the project moving forward.

The LANDvisions process highlights PlaceMatters’ experience in involving hard-to-reach populations in planning processes through online resources, art projects, and innovative face-to-face meetings.
STREET FESTIVAL AND POP-UP BIKE LANE
YONKERS, NY

GROUNDWORK HUDSON VALLEY was awarded a grant to clean up and reuse former industrial sites as part of the US Environmental Protection Agency's Brownfields Redevelopment Program. Radian teamed with Groundwork US to work with local agencies and organizations in Yonkers to gather public input and identify ways in which a multi-use trail and improvements to adjacent streets could better serve the needs of the community. The path will provide a direct link to the subway and access to jobs in New York City, helping revitalize the community.

Radian | PlaceMatters helped to organize a public neighborhood Street Festival to demonstrate the potential of the neighborhood and solicit public input to identify the wants and needs of the community. Along with Alta Planning + Design, we demonstrated great “complete streets” features in the neighborhood with street calming elements. We taped down a pop-up bike lane with parallel parking between the bike lane and the street, serving as a barrier to protect cyclists from car traffic. This allowed kids to ride down the street without fear of being too close to moving cars. The team also recruited several local businesses and stakeholders to come “open shop” and help residents imagine new businesses and a more active streetscape with food trucks, activities for kids, music, and seating areas. Additionally, we collected public input in both English and Spanish at the event through a multiple-choice/open-ended paper survey, which asked participants about their vision, barriers, and transportation mode in the Lawrence Area Neighborhood. We also developed a visual preference survey/dot voting exercise that asked participants to rate examples in several different categories, giving residents several ways to provide feedback.

Reference:
Curt Collier
Youth Programs Director
Groundwork Hudson Valley
curt@groundworkhv.org
Radian, Inc. directly engaged youth in the decision making process of the new master plan development in Sun Valley, a neighborhood in Denver, through education and advocacy. Over the course of a two year grant in 2014-2015, Radian provided an intensive, dual 10 week program to youth between the ages of 2nd grade thru 8th grade. The 10 week program focused on providing information around architecture, planning, health, food access, and physical activity. This was accomplished through field trips, guest speakers and dialogue and at the end of the 10 weeks the youth developed 2 projects they believed would improve their neighborhood. During the school year of 2014-15 Radian worked with the group on a monthly basis to establish a youth advisory council that has engaged with the Denver Housing Authority to represent the new master plan committee of Sun Valley.

Funding:
The Colorado Health Foundation

Supplemental Funding:
The Denver Housing Authority, Surdna Foundation, Mile High Connects, Piton Foundation and Quick Foundation
ADDITIONAL RELEVANT PROJECTS

RADIAN

48TH & RACE
Community Design | 2015
Radian led a community participatory design workshop to plan a site in the Globeville neighborhood based on the needs of local resources and residents.

40TH & COLORADO
Community Design | 2014
Our team worked with the community and led a participatory design process for a 9.4 acre vacant site targeted for future Transit Oriented Development.

ACTIVE LIVING COALITION
Advocacy & Planning | 2016
Radian advocated for community projects addressing pedestrian connections, access to public transportation, and healthy learning environments in Jefferson County.

POP-UP PROTECTED BIKE LANES
Pop-Up Demonstrations
Since our work in Yonkers we have done pop-up demonstrations of protected bike lanes in Portland, Denver, and St. Louis using pop-up design as a tool for local stakeholders to temporarily transform their communities, experiment with design, gather feedback, and identify strategies to bring about long-term changes and benefits to their community.

CAPE COD INTERACTIVE
Scenario Planning | 2004
Radian led a team to create an interactive scenario planning exercise to examine the impacts of various housing and employment scenarios on greenhouse gas emissions and vulnerability to sea level rise on Cape Cod.

METROPOLITAN AREA PLANNING COUNCIL
Capacity Building | 2003
Radian helped MAPC build its core competencies in several critical areas, rather than working as a traditional consultant. MAPC is now implementing the widely supported MetroFuture plan with the help of hundreds of partners and it leads the region in tackling future challenges.
We believe vibrant neighborhoods and cities emerge from a deliberative process. That includes data-rich decision-making, design thinking, and a range of stakeholder engagement techniques for creative placemaking and building capacity at the local level. We have ground tested this theory of change in dozens of communities over the years and we have been pleased with the results.

We are thrilled to bring this engaging and strategic process to Congress Park, using a set of three interrelated activities: data collection and mapping, community engagement and visioning, and a pop-up demonstration event. This 1 day event will provide a framework that will inform a 1-3 month implementation of a temporary installation of street improvements.
**Walkability-Bikeability Pop-up Event on 8th Avenue**

Radian shall partner with the Congress Park Community Association in organizing and carrying out a pop-up demonstration of bike and pedestrian improvements. This would be a demonstration in strategic areas along 8th Avenue. The demonstration will showcase pop-up design components that are commonly used to create complete streets. It would also allow us to experiment with different designs for cross walks. Radian will carry out substantial planning into the event and materials, to make deployment and removal quick and easy.

**ACTIVITY 1 //**

The pop-up event would include activities to:

- Experiment with different designs of designated and protected bike lanes along 8th Ave, in order to provide a more bikeable and walkable corridor for residents, students, and commuters.
- Experiment with cross walk layouts and designs.
- Collect feedback from residents and commuters on design preferences, using a combination of information boards, feedback forms and map-based surveys during the demonstration.

Radian has a library of pop-up demonstration materials that can be deployed rapidly on 8th Avenue to experiment with design and collect feedback from residents. Proposed bike safety materials include stencils with bike related markings; roll-out rubber mats to demarcate areas of potential conflict with vehicles and pedestrians; several types of bollards and simulated raised curbs for creating a protected bike lane, and interactive pedestrian crosswalks. For pedestrians and transit we also may integrate street benches, public art, bus shelters, planters, and information boards for feedback and surveys.
FINANCIAL PROPOSAL

4 | BUDGET
# ITEMIZED BREAKDOWN

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<td><strong>FINAL REPORT &amp; DESIGN RECOMMENDATIONS</strong></td>
<td>Future Phase</td>
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<td><strong>Activities</strong>:</td>
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<td>- Activity 1: A comprehensive report outlining recommendations for the Congress Park relating to the engagement and installation process.</td>
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<td>- Final Report Submission: June 2019</td>
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**TOTAL FEE:** $9,900.00
Thank you for reviewing our proposal for the 8th Avenue Pop Up. We are happy to reply or clarify any aspect of our qualifications. Radian, Inc. is an organization that can create walkable, bikable, and complete street strategies and look forward to engaging with the community.
Part 1: Introduction

1. Introduction
   a. East Central Steering Committee
   b. NPI Overview
   c. East Central Overview

2. Executive Summary
   a. Vision
   b. Key Policy Recommendations
   c. Plan on a Page

3. Planning for an Equitable East Central
   a. Access to Opportunity
   b. Vulnerability to Displacement
   c. Diversity of Jobs and Housing
   d. Neighborhoods with the Greatest Barriers to Opportunity

Part 2: Plan Framework

1. Land Use and Built Form
   a. Complete Neighborhoods
   b. Neighborhood Contexts
   c. Blueprint Denver Places Updates
   d. Growth Strategy
   e. Historic and Cultural Preservation
   f. Zoning and Other Regulations
   g. Vision Consistency
2. Mobility
   a. Complete Networks
   b. Street Types
   c. Modal Priority
   d. Pedestrian
   e. Bicycle
   f. Transit
   g. Automobile
   h. Vision Consistency

3. Quality of Life Infrastructure
   a. Health and the Built Environment
   b. Healthy Food
   c. Recreation and Open Space
   d. Environmental Quality and Climate Resilience
   e. Crime and Safety
   f. Vision Consistency

4. Economy
   a. Housing
   b. Social Services
   c. Jobs and Education
   d. Small Businesses
   e. Arts & Culture
   f. Vision Consistency

Part 3: Neighborhoods of East Central

1. North Capitol Hill
   a. Overview
   b. Character Analysis
   c. Specific Recommendations

2. City Park West
   a. Overview
   b. Character Analysis
   c. Specific Recommendations

3. South City Park
4. Congress Park
   a. Overview
   b. Character Analysis
   c. Specific Recommendations

5. Cheesman Park
   a. Overview
   b. Character Analysis
   c. Specific Recommendations

6. Capitol Hill
   a. Overview
   b. Character Analysis
   c. Specific Recommendations

Part 4: Colfax Corridor
   a. Overview
   b. Character Analysis
   c. TOD Analysis
   d. Specific Recommendations

Part 5: Implementation
   1. Coordinated Action Plan
   2. Performance Measure Dashboard

APPENDIX
   1. Planning Process and Community Engagement
   2. Existing Conditions Briefing Book
   3. Analytical Memos
   4. Plans Superseded by this Plan