

Open Space Advisory Board

Agenda

Wednesday, January 11, 2022
Library 1st Floor Meeting Room
951 Spruce Street
7:00 PM

Members of the public are welcome to attend and give comments remotely; however, the in-person meeting may continue even if technology issues prevent remote participation.

- *Call in to: +1 346 248 7799 or +1 408 638 0968 or 877 853 5247 (Toll Free) Webinar ID: 896 6538 9477 or*
- *You can log in via your computer. Please visit the City's website here to link to the meeting: www.louisvilleco.gov/osab*

The Council will accommodate public comments during the meeting. Anyone may also email comments to the Council prior to the meeting at EmberB@LouisvilleCO.gov.

1. 7:00 pm Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes
5. 7:05 pm Staff Updates (10 Minutes)
6. 7:15 pm Board Updates (10 Minutes)
 - Wayfinding Tiger Team
 - Dog Tiger Team
 - Sales Tax Process Sub Committee

Persons planning to attend the meeting who need sign language interpretation, translation services, assisted listening systems, Braille, taped material, or special transportation, should contact the City Clerk's Office at 303 335-4536 or MeredythM@LouisvilleCO.gov. A forty-eight-hour notice is requested.

Si requiere una copia en español de esta publicación o necesita un intérprete durante la reunión, por favor llame a la Ciudad al 303.335.4536 o 303.335.4574.

7. 7:25 pm Public Comments on Items Not on the Agenda (5 minutes more time as needed)
8. 7:30 pm Discussion Item: Introduction of OSAB Members (30 Minutes)
 - Newly Appointed Board Member: Michiko Christiansen and Jojo Follmar.
 - Reappointed Board Members: Charles Danforth and Laura Scott-Denton
 - Current Members: David Blankinship, Jessamine Fitzpatrick, Susan McEachern, and Helen Moshak.
 - Identify Volunteer Mentors for New Members
9. 8:00 pm Action Item: 2023 Housekeeping- Posting Locations and Elections (10 Minutes)
 - Approve Agenda Posting Locations: City Hall, Library, Recreation Center, Police Department/Municipal Court, and City Web Site.
 - Officer Elections for Chair, Vice-Chair, and Secretary
10. 8:10 pm Update Item: 2023 Housekeeping- Updates Contact Information and Distribution of Open Government & Ethics Pamphlet (5 Minutes)
 - Updated OSAB Member Contact Information
 - Distribution of the 2023 Open Government & Ethics Pamphlet
11. 8:15 pm Action Item: Approve 2022 OSAB Accomplishments. Presented by David Blankinship, OSAB Chair (10 Minutes)
12. 8:25 pm Discussion Item: Draft 2023 OSAB Goals. Presented by David Blankinship, OSAB Chair (20 minutes)
13. 8:45 pm Discussion Item: Opportunities to Improve the Property Acquisition Ranking Process. Presented By Jessamine Fitzpatrick, OSAB Member (30 Minutes)
14. 9:15 pm Discussion Items for Next Meeting February 8th, 2023
 - Introduce Project Manager & Sr. Natural Resource Specialist
15. Adjourn

Open Space Advisory Board

Meeting Minutes

December 14, 2022
Library 1st Floor Meeting Room
951 Spruce Street
7:00 PM

Call to Order – Chairperson David Blankinship called the meeting to order at 7:01 p.m.

Roll Call was taken and the following members were present:

Board Members Present: David Blankinship, Laura Scott-Denton, Charles Danforth, Susan McEachern, Jessamine Fitzpatrick, Helen Moshak

Board Members Absent: none

Staff Members Present: Ember Brignull

City Council Members Present: Deb Fahey

Approval of Agenda – The agenda was approved by all members.

Approval of Meeting Minutes – The minutes from the November 9, 2022 meeting were approved with the following changes: note that Helen Moshak was present at the meeting and update wording for clarity about the herbicide study on page four.

Staff Updates - See pages 9-11 in the December 14, 2022 Meeting Packet to see staff updates. Further updates and questions were done in the meeting by Ember.

The board's memos to City Council from the previous meeting are included in the December meeting packet.

After Susan emailed the City Manager to express her concerns that potential open space volunteers would be deterred by required background checks, Ember met with the City Manager and the Human Resources Director to discuss revising the background check policy for open space volunteers. The plan is to only require background checks for volunteer programs that work with vulnerable

populations (e.g., children), not for open space work like trail or weed work. Discussion and revisions will continue.

The Wildfire Hazard and Risk Assessment contract has been approved by City Council and will start moving forward. The consultant will be presenting to OSAB twice as part of the contract. The goal will be to evaluate risks for city-owned properties and to collect and simplify resources for citizens to use to fire-harden their properties. The city is also trying to create some citizen open houses to help the public understand the scope of the project and solicit citizen feedback.

Helen asked how this plan will affect Boulder County open space land and jointly-owned land. Ember said that the project may influence other land managers and there will be communication with these other municipalities, but that they will have their own plans. Helen suggested that it would be best to have some consistency, but Ember pointed out that Boulder County has primary management decisions on agricultural lands and a lot of Boulder County's lands on the plains are in agricultural management and so management on those lands would be different from Louisville open space land.

Jessamine asked what division of the city's staff would be in charge of jobs like mowing around private fencing. Ember said that the land management would fall to Open Space staff if on Open Space lands.

David asked about the Bronco Stadium Sales Fund mentioned in the meeting packet. Ember said that money had been allocated during the sale of the Denver Broncos to be put towards local sports and youth outdoor recreation programs. City staff had been asked to brainstorm proposals to use this fund, and Open Space staff, along with other departments within the City, had provided multiple suggestions to City Council for consideration.

David asked for an update on the 104th Street Trail. He asked what percent of the trail was going to be concrete. Ember said that the only places with concrete would be access crossings, where the trail ties to existing sidewalks, and at one place where the trail seems likely to flood from nearby pivot irrigation. The rest of the trail will have a crusher fines surface and the crusher fines would be installed shortly. Ember added that she is trying to make sure the crusher fines match those in the rest of the city.

David asked if the Davidson Mesa trail work is complete. Ember said it was, but added that staff wants to put out signs to explain the hydro mulch to citizens. It is a product to help re-establish vegetation, and users have been trampling on it.

Mark Cathcart (1763 Sweet Clover Lane) asked if staff was aware of a Marshall Fire pet memorial project that had recently been presented to the Louisville Cultural Council. The plan, put forward by a private organization called Rise Louisville, is being proposed for installation at the Davidson Mesa Off-leash Area.

They would like to install a piece of art and install water for the dogs there. No one on the board had heard of the project. Several board members cautioned that a project like this at Davidson Mesa could very well be in violation of the open space land zoning rules and land classification specified in the City Charter. Ember said she'd follow up with Adam regarding board concerns and future process for the project.

Susan asked about the report that rangers are experiencing more contentious interactions about dogs off-leash enforcement. Susan asked about the rangers' process and also whether the increased level of contention was city-wide or local. Ember replied that it seems to be city-wide. She also shared the enforcement process related to dog violations. Jessamine asked if there was a consistent reason why these interactions are becoming more contentious. Ember didn't know of a consistent reason but suggested that citizens were still affected by the pandemic and the fire.

Board Updates - Susan said that she and Patricia Rogers from PPLAB met and are going to go out to tour potential dog park citing locations on December 27. They plan to create a memo about their findings and would like to have a board discussion item at a future meeting to discuss their memo.

Charles wanted to thank his fellow board members who went to the City Council directly to vouch for him during his reappointment process.

Helen, Laura, and Ember are planning another wayfinding tiger team meeting to start planning how to allocate the additional wayfinding funding approved for 2023.

David created a draft for the Boulder County Trails and Land Acquisition process based on the previous meeting's discussion. It will most likely go to the City Council during January.

Public Comments on Items not on the Agenda - Daniel Philip Boutote (2379 Golden Eagle Way) and his associates from the North End HOA came to discuss the potential for fire mitigation on some of the out lots around Hecla Lake and next to their North End neighborhood. They would like to see the City of Louisville do some mowing and do some brush removal, or alternatively to allow the HOA to do so itself. They would also like to have their out lots included in the wildfire contracts.

Mark Cathcart (1763 Sweet Clover Lane) shared a map of the area and pointed out the out lots C, D, & E that go through the center of the development. He reported that it is unclear whether the HOA or the city is responsible for maintaining those properties. The HOA is being told by the city that they can't do the work, but if they can't, they want the city to do it.

Helen asked about the terms “out lots.” Ember said these were public land dedications from the development. She said that the land is owned by the city, but some areas have limited HOA maintenance responsibilities.

Ember said staff need legal review for this issue. The city has agreed to mowing a 10 foot buffer strip, but is trying to keep the actual open space (outlot E) unmowed. Ember reassured the public that all the out lots would be part of the wildfire contract. She added that staff walked with the HOA landscapers to show them which land is owned by whom. Mr. Cathcart suggested that an HOA member should be included in that process too, since landscapers change more frequently. Ember said she would be happy to work with whomever the HOA would like to appoint as a point person. Ember added that some of the out lots they identified are considered Parks, not Open Space, which gives them more management flexibility. Ember will inform the Parks Superintendent about the out lots (B, C, D) for mowing consideration.

Jessamine asked for a staff update to follow up on this issue at the next meeting.

Discussion Item - Opportunities to Improve the Property Acquisition Ranking Process. Presented by Jessamine Fitzpatrick, OSAB Member -

Jessamine presented a slide show to guide a discussion about the property acquisition ranking process that OSAB does every two years. The purpose of the process is to create a ranking document that can be useful to City Council. Her notes from the July meeting discussion included strengths and weaknesses of the current process. She shared some process improvement ideas that she had generated.

- 1) Each cycle, have an OSAB representative meet with Open Space Staff, the City Manager’s Office, City Council, and possibly the County to get input from stakeholders to learn about their needs for the ranking document.
- 2) Before ranking the properties, determine specific acquisition strategies, so the discussion could be about a particular property with a specific strategy listed. For example, some properties might be evaluated for fee simple acquisition and others might be considered solely for a trail easement.
- 3) After the voting, there could be a discussion about proactive options to active acquisition.
- 4) OSAB members should receive a copy of whatever goes to City Council at the end.

David commented that the ranking list should be pushed to council rather than waiting for council to ask for it. Ember was under the impression that council generally asks to see the OSAB ranking list during executive session.

Helen and Ember talked about the information sheets staff developed for potential land parcels and how helpful they had been.

Charles said that he disliked the granularity of the ranking system and would like to see the current criteria spreadsheet removed in favor of a more holistic process. He thought assigning 0, 1, or 2 on various criteria for the parcels, then summing those numbers represented false precision, especially given what a limited number of properties are being evaluated. Helen countered that it is important to document what it is about a parcel that the board values.

David said he liked the idea of a narrative for a property more than a spreadsheet, adding he thinks it will improve communication. Helen pointed out that board members being given a chance to rank property's features individually can help preclude unfortunate meeting dynamics where louder voices drown out other voices.

Susan asked Councilmember Fahey what she liked or didn't like about the current process. Councilmember Fahey said that she liked to know what the vote was and what staff thinks so she can get a sense of the consensus level. She also wants to know why the board votes the way it does. She likes the idea of an individual vote that is then tabulated. Helen said whatever the process is, it should be honored once it was done.

The board discussed the value of a better discussion process on the site visits, and Ember reminded the board that discussion can only happen outside of the van, to honor open meeting rules.

Jessamine shared the Superior Open Space Advisory Committee's parcel ranking criteria, which are simpler and contain a few criteria that OSAB's do not, such as attainability.

Jessamine suggested three criteria "buckets": resource value, cultural value, and strategic value. She also suggested a simplification of the criteria, like Superior's, adjusting the criteria weighting, and adding something about attainability and/or feasibility.

Laura liked the idea of the strategic value category and thought things like how well a parcel or trail easement serves the wayfinding network and the Transportation Master Plan should be weighted highly.

David pointed out that the criterion "size" is in direct conflict with "feasibility."

Charles liked the idea of three buckets. He thought the board could give each parcel a score of 0-10 within each bucket.

Laura liked Charles' idea, but thought a narrative statement would have to accompany each parcel's ranking so council and the public could understand why each score was given. She added that if it was too much work, some of the

lower-ranked properties could be given a stripped-down accompanying narrative statement.

Jessamine suggested that the property descriptions could provide a starting place for the narratives.

Susan agreed that the parcels would need a narrative, but added that it was misleading to give major and minor criteria the same ranking. She also thought decision makers need enough directly comparable information from the process to effectively compare properties.

Jessamine suggested that objective things (open water, etc.) could be put into a template format rather than evaluated in the field.

The board wasn't sure about its ability to evaluate a parcel's "cultural value" as a parcel's historical value is generally unknown to board members. The board suggested an alternative value like "user experience."

David suggested removing "size" as a ranking criterion, and instead suggested just putting the actual acreage on the narrative statement.

Jessamine wanted to ask about parcels' feasibility from stakeholders.

Jessamine suggested that some criteria could be binary (yes/no), and others could be ranked as high/med/low.

Laura suggested that the ranking needed to account for connectivity. The board suggested breaking the concept into "wildlife corridor" as a resource value and "trail connectivity" as a strategic value.

Jessamine thought whoever took the lead for the acquisition goals for 2023 should be ready to rework the ranking document in relation to these minutes.

Please see power point slides that were shared during the meeting following these December 14, 2022 minutes.

Action Item—Brief Overview of the Overlook Underpass Trail. Presented by Ember Brignull, Open Space Superintendent - The board has been recommending the proposal to connect the Overlook Underpass to the Boulder County trail network off Marshall Road since 2012. The County has been in consistent support of the plan, but has asked that Louisville take the lead of the project. The County determined that the eastern trail alignment shown on the map would be preferable because it would cost less and have fewer agricultural conflicts, whereas the city staff initially preferred the western alignment since it seemed more direct. Currently, the city staff would happily pursue the eastern alignment, too. The Superior board is in support of the plan, but the town of

Superior hasn't committed to any financial obligations. They have put this connection onto their list of proposed trails to Boulder County for several years as well.

Ember suggested that it might be worth a new discussion of this trail connection as it has been so long since these plans were made. David and Charles reported that they toured the area together and actually preferred the eastern alignment for aesthetic reasons, noting that the overlooks are really cool.

This board is still in very strong support of this connection and prefers the eastern alignment.

Helen made a motion to affirm that this project continues to be a high priority for the board and both alignments are acceptable, but the board prefers the eastern alignment. The board would like to move forward to discover a mutually agreed-upon trail alignment and communicate it to Boulder County. Charles seconded this motion. The motion passed unanimously.

Helen asked David for a final draft of the Boulder County trail and acquisition request document.

Discussion Item—2023 OSAB Appointment Update and Board Positions. Presented by David Blankinship, OSAB Chair - The 2023 re-appointments will be Laura and Charles. There will be eight board members in January. In January, positions will be open and available for chair, vice-chair, and secretary. At that meeting the board will discuss tiger team appointments too.

Susan said that Peter helped on-board new members last year and asked if another current board member would like to fill that role. David said that it would be a good idea to discuss this at the January meeting.

Ember and Jessamine suggested forming a new tiger team for fire issues.

Discussion Item—Final Updates to 2022 OSAB Goals. Presented by David Blankinship OSAB Chair - The board decided to table this discussion for the January meeting

Discussion Items for Next Meeting January 11th, 2023

- Introduction of board members
- Board elections
- Approval of agenda posting
- 2022 OSAB Accomplishments and Goal assessment
- Sales Tax Process Update, maybe as a board update by Jessamine and Helen
- Introduce new staff project manager
- Dog Park Tiger Team and Wayfinding Tiger Team updates

Adjourn – The meeting was adjourned at 9:54 p.m.



Property Acquisition Ranking Process

Opportunities for Improvement


Open Space Advisory Board, City of Louisville, Colorado

December 14, 2022



Agenda

- Property acquisition ranking purpose & process
- Notes from prior OSAB discussion (July 13, 2022)
- Process improvement ideas
- Ranking criteria changes
- Next steps



Property Acquisition Ranking

Purpose & Process

- Purpose: To inform City of Louisville and Boulder County open space and trail acquisition priorities
- Process:
 1. OSAB determines which properties to evaluate (based on prior rankings, staff-provided property profiles, and discussion) and confirms criteria for evaluation
 2. Staff lead OSAB on driving tour to visit selected properties
 3. OSAB members rank properties based on established criteria
 4. Staff tabulate ranking results and share output with OSAB
 5. OSAB votes on final ranking and adds acquisition strategies for each property
 6. Final, approved ranking (with strategies) is then shared with City Council



Notes from Prior OSAB Discussion

July 13, 2022

Strengths:

- Property profiles are helpful
- Consistent application of ranking criteria provides continuity over time
- Use of a 0-2 scale for evaluation criteria is sufficiently simple

Opportunities for Improvement:

- OSAB does not know what would be most useful for Council or Boulder County
- Feasibility and acquisition strategy is not explicitly addressed until the end of the process (if at all), but these are important factors
- List of criteria could be improved
- The use of so many criteria may lead to false precision
- Use of the ranking list is not clear; can result in public confusion
- Does not lead to proactive approach to project development



Process Improvement Ideas

Past

1. OSAB selects properties & confirms criteria
2. Driving tour
3. Individual ranking
4. Staff tabulation
5. OSAB discussion & voting
6. Staff memo to Council?

Future

1. OSAB rep meets with City (staff, CMO, Council) and County to understand needs
2. OSAB selects properties & confirms criteria
 - ▀ include discussion of acquisition strategies
3. Driving tour
4. Individual ranking
5. Staff tabulation
6. OSAB discussion & voting
 - ▀ include discussion of proactive options
7. Staff memo to Council
8. OSAB receives copy of memo



Ranking Criteria

Current

Resource Values

- Vegetation
- Wetlands
- Riparian Areas
- Wildlife Habitat
- Connectivity
- Open Water
- Topo / Geological Significance
- Size

Cultural Values

- Public Visibility
- Scenic
- Views
- Historical Significance
- Agricultural Preservation
- Recreation Potential
- Existing Condition
- Threat of Development
- Buffers
- Potential for Partners
- Undefined Unique Quality
- Comp Plan?

Ranking Criteria

Superior Open Space Advisory Committee

Category	Scale
Aesthetic	10 = High potential for compatibility with adjacent land uses. 5 = Manageable compatibility with adjacent land uses. 0 = Little or no compatibility with adjacent land uses.
Management - Land	10 = Parcel is a large land tract (>20 acres) 5 = Parcel is a medium land tract (10-20 acres) 0 = Parcel is a small land tract (<10 acres)
Passive Use	10 = Easy access or close proximity to trails or other recreational opportunities. 5 = Potential access or close proximity to trails or other recreational opportunities. 0 = No access or proximity to trails or other recreational activities.
Water	10 = High quality surface water present (Reservoir, creek) 5 = Low quality surface water present (vernal pool). 0 = No surface water present.
Wildlife	10 = Provides direct connectivity between parcels of wildlife habitat/ Portions of the parcel would be highly desirable to being partially used as Open Space. 5 = Provides partial connectivity between nearby parcels of wildlife habitat/Small portion(s) of this parcel may serve well being of Open Space. 0 = Does not provide wildlife habitat connectivity/No parts of this parcel are conducive to being used as Open Space.
Attainability	10 = Readily available & reasonably priced 5 = Either readily available or reasonably priced 0 = Not for sale/high cost/being developed
Management	10 = Imminently threatened by development not compatible with OS use (High Priority to make OS) 5 = Foreseeable, but not imminent, threat of development not compatible with OS. 0 = No foreseeable threat of development not compatible with OS use. (Low Priority to make OS)

Ranking Criteria

Changes for Discussion

Resource Values

- Vegetation
- Wetlands
- Riparian Areas
- Wildlife Habitat
- Connectivity
- Open Water
- Topo / Geological Significance
- Size

Simplify (like Superior)?
Adjust relative weighting of each criteria?
Add: Attainability / Feasibility

Cultural Values

- Public Visibility
 - Scenic
 - Views
 - Historical Significance
 - Agricultural Preservation
 - Recreation Potential
 - Existing Condition
 - Threat of Development
 - Buffers
 - Potential for Partners
 - Undefined Unique Quality
 - Comp Plan?
- Combine? Viewsheds?
- New Category – Strategic Value?



Next Steps

- OSAB 2022 discussion and, if possible, agreement on changes
- In OSAB 2023 goal-setting process, clarify who leads on additional/new steps in the process
- Others?

MEMORANDUM

To: Open Space Advisory Board
From: Open Space Division
Date: January 11, 2023
Re: Information Item 6: Staff Updates

Marshall Fire Updates Pertaining to Open Space:

1. For the “Wildfire Hazard and Risk Assessment of Louisville Public Lands”, staff is coordinating with Lynker Technologies, Inc. to schedule meetings for the public Wildfire Mitigation Series (Public Open House), City Council, Advisory Boards, and planning with staff. Staff has been collaborating with multiple City Departments to compile 2022 land and property management activities which may be considered as fire mitigation efforts implemented by the City.
2. The Director of Parks, Recreation, and Open Space and additional City staff met with representatives of the pet memorial concept organized by Louisville Rising. Staff shared challenges with locations on Open Space as they relate to Home Rule Charter and Municipal Code restrictions. The memorial representative will reach back out to the Louisville Rising group to share this information and possibly consider alternative locations for the memorial.

General:

3. Staff forwarded OSAB’s “Recommendations for 2023 City Council Work Plan” Memo, dated November 23, 2022, for inclusion in upcoming council meetings. The final work plan is tentatively scheduled to be approved on January 17, 2023.
4. North End HOA mowing concerns, and past documentation of the concern raised by citizens during the December 2022 meeting, were shared with the new Parks Superintendent and new Director of Parks, Recreation, and Open Space for consideration of changes to mowing practices on parcels that are Parks and not Open Space managed.

Trails & Maintenance:

5. The 104th St Trail is continuing progress and the contractors have completed most of the crusher fines trail leading up to the crossing of Highway 42 and Empire Rd. The contractor has begun work on the section of trail along Empire Rd leading into

Aquarius Open Space trail. Due to the holidays and weather the project is on pause. When field conditions are appropriate the project will continue.

6. Staff has been working with the OSAB Wayfinding Tiger Team to provide maps and map updates identifying sign locations and sign types for the City's Wayfinding project.
7. Staff has been assisting Parks with snow removal duties during the recent storms.
8. In August of 2019, City Council unanimously agreed to renewable energy and carbon emission reduction goals. These goals set carbon-free electricity and greenhouse gas reduction goals for both the community and the municipality. The City is in the process of creating an Internal Decarbonization Plan, which will include a roadmap to decarbonization of City facilities, fleet and equipment by 2030. To support the City of Louisville in reaching our municipal climate goals, Open Space is transitioning away from fossil fuel equipment and will be purchasing electric powered equipment as replacements are needed and available, reducing our greenhouse gas emissions. Staff has begun this process by replacing the gas-powered leaf blowers with new electric powered devices. The City's municipal climate goals are as follows: Meet all of Louisville's municipal electric needs with 100% carbon-free sources by 2025 & Reduce core municipal greenhouse gas emissions annually below the 2016 baseline through 2025.

Natural Resources:

9. Prairie dog conservation area perimeter fencing was completed with recent installation of the northern fence line to reduce colony expansion throughout adjacent Warembourg BOCO leased grazing areas.

Resource Protection:

10. Despite working for nearly half the year with only one ranger on duty, Resource Protection staff generated some impressive statistics for 2022:
 - a. More than 600 miles of foot patrol and 128 miles of bike patrol.
 - b. More than 6,800 friendly "public relations" contacts with trail users and open space and park visitors.
 - c. More than 500 contacts in a law enforcement or emergency response capacity, including
 - i. 247 enforcement actions resulting in either verbal warnings, written warnings, or citations

- ii. 125 fishing license and boating license checks
 - iii. 24 agency assists for the Louisville Police Department
 - iv. 28 resident assists for various issues
 - v. 32 wildlife issues
 - vi. 13 medical search-and-rescue incidents or welfare checks
 - vii. 21 stranded motorist assists or road hazard issues
 - viii. 13 cases involving found property or vandalism.
- d. Rangers spent about 110 hours developing, preparing, and conducting education and outreach programs.
11. City of Louisville Resource Protection staff will continue to play a major role in the Rocky Mountain Ranger Association for 2023. Senior Ranger Naturalist White-Patarino will serve the second year of his term as chair of RMRA.
12. Rangers observed a significant decline in cases of residents placing lighting or other holiday decorations on Open Space compared to previous years. Staff hypothesize this may be due to greater public awareness of the restriction on placing decorations and greater awareness of the potential fire risk associated with stringing electric lights on public lands.

Education/Volunteer:

13. Volunteers contributed 1,100.75 hours to Open Space volunteer programming in 2022. This includes hours spent on Raptor Monitoring, Open Space Advisory Board, Adopt program, Weed Whackers, and group events (public events such as Pulling for Louisville and private groups assisting with projects). This is an increase of 22% in participation compared to 2021 (902.75 hours).
14. Education Events Upcoming: None scheduled for January
15. Education Events Past:
- a. Saturday, December 10th from 10:00 AM to 1:00 PM, Meet and Bleet and Moo. Davidson Mesa Open Space. 30 participants.
 - b. Sunday, December 11th from 4:30 to 7:00 PM, Open Space Stargazers: Parade of Planets. Aquarius Open Space. 12 participants.
 - c. Tuesday, December 13th from 6:00 to 7:30 PM, Open Space on Canvas Art Exhibit. Louisville Recreation Center. 5 participants.
 - d. Thursday, December 15th from 6:00 to 7:00 PM, Holiday Crafts for Kids. Louisville Recreation Center. 5 participants.



Open Government & Ethics Pamphlet 2023

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303.335.4536*

 **City of
Louisville**
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Citizen Participation in Government

The City of Louisville encourages citizen involvement and participation in its public policy process. There are many opportunities for citizens to be informed about and participate in City activities and decisions. All meetings of City Council, and of appointed Boards and Commissions, are open to the public and include an opportunity for public comments. No action or substantive discussion on an item may take place unless that item has been specifically listed as an agenda item for a regular or special meeting. Some opportunities for you to participate include:

Reading and inquiring about City Council activities and agenda items, and attending and speaking on topics of interest at public meetings

City Council Meetings:

- Regular meetings are generally held the first and third Tuesdays of each month at 6:00 PM in the City Council Chambers, located on the second floor of City Hall, 749 Main Street;
- Study sessions are generally held the second and fourth Tuesdays of each month at 6:00 PM in the Library Meeting Room, located on the first floor of the Library, 951 Spruce Street;
- Regular meetings include a remote participation option via Zoom, are broadcast live on Comcast Channel 8, and are available on demand on the City's website;
- Special meetings may be held occasionally on specific topics. Agendas are posted a minimum of 48 hours prior to the meeting.

Meeting Agendas for City Council meetings, other than special meetings, are posted a minimum of 72 hours prior to the meeting at the following locations:

- City Hall, 749 Main Street
- Police Department/Municipal Court, 992 West Via Appia
- Recreation/Senior Center, 900 West Via Appia
- Louisville Public Library, 951 Spruce Street
- City website at www.LouisvilleCO.gov

Meeting packets with all agenda-related materials for regular meetings are available 72 hours prior to each meeting and may be found at these locations:

- Louisville Public Library Reference Area,
- 951 Spruce Street,
- City Clerk's Office, City Hall, 749 Main Street,
- City website at www.LouisvilleCO.gov

You may receive eNotifications of City Council news as well as meeting agendas and summaries of City Council actions by registering for eNotifications on the City's web site at www.LouisvilleCO.gov.

Meeting minutes of all regular and special meetings are available in the City Clerk's office and on the City's website (www.LouisvilleCO.gov) once they are approved.

Information about City activities and projects, as well as City Council decisions, is included in the *Community Update* newsletter, mailed to all City residents and businesses. Information is also often included in the monthly eNewsletter.

Communicating Directly with the Mayor and City Council Members

Contact information for the Mayor and City Councilmembers is available at www.LouisvilleCO.gov, as well as at City Hall, the Louisville Public Library, and the Recreation/Senior Center. You may email the Mayor and City Council as a group at CityCouncil@LouisvilleCO.gov.

Mayor's Town Meetings and City Council Ward Meetings are scheduled periodically. These are informal meetings at which all residents, points of view, and issues are welcome. These meetings are advertised at City facilities and on the City's website (www.LouisvilleCO.gov).

Mayor or City Council Elections

City Council members are elected from three Wards within the City and serve staggered four-year terms. There are two Council representatives from each ward. The mayor is elected at-large and serves a four-year term. City Council elections are held in November of odd-numbered years. For information about City elections, including running for City Council, please contact the City Clerk's Office, at ClerksOffice@LouisvilleCO.gov or 303.335.4536.

Serving as an Appointed Member on a City Board or Commission

The City Council makes Board and Commission appointments annually. Some of the City's Boards and Commissions are advisory, others have some decision-making powers. The City Council refers questions and issues to these appointed officials for input and advice. (Please note the Youth Advisory Board has a separate appointment process.)

The City's Boards and Commissions are:

- Board of Adjustment
- Building Code Board of Appeals
- Cultural Council
- Historic Preservation Commission
- Historical Commission
- Library Board of Trustees
- Local Licensing Authority
- Open Space Advisory Board
- Parks & Public Landscaping Advisory Board
- Planning Commission
- Recreation Advisory Board
- Revitalization Commission
- Sustainability Advisory Board
- Youth Advisory Board

Board information, meeting agendas, and schedules are available on the City's website (www.LouisvilleCO.gov).

Agendas for all Board and Commission meetings are posted a minimum of 72 hours prior to each meeting at these locations:

- City Hall, 749 Main Street
- Police Department/Municipal Court, 992 West Via Appia
- Recreation/Senior Center, 900 West Via Appia
- Louisville Public Library, 951 Spruce Street
- City web site at www.LouisvilleCO.gov

Copies of meeting packets containing agenda-related materials are available at least 72 hours prior to each meeting and may be found at the following locations:

- Louisville Public Library Reference Area, 951 Spruce Street;
- City Clerk's Office, City Hall, 749 Main Street
- City web site at www.LouisvilleCO.gov

Planning Commission

The Planning Commission evaluates land use proposals against zoning laws and holds public hearings as outlined in City codes. Following a public hearing, the Commission makes a recommendation of approval or denial to the City Council for all land use proposals.

- Regular Planning Commission meetings are held at 6:30 PM on the second Thursday of each month.
- Overflow meetings are scheduled for 6:30 PM on the 4th Thursday of the month as needed.
- Study Sessions are held occasionally as needed.
- Regular meetings include a remote participation option via Zoom, are broadcast live on Comcast Channel 8, and are available on demand on the City's website.

Open Government Training

All City Council members and members of a permanent Board or Commission are required to participate in at least one City-sponsored open government-related seminar, workshop, or other training program at least once every two years.

Open Meetings

The City follows the Colorado Open Meetings Law ("Sunshine Law") as well as additional open meetings requirements found in the City's Home Rule Charter. These rules and practices apply to the City Council and appointed Boards and Commissions (referred to as a "public bodies" for ease of reference). Important open meetings rules and practices include the following:

Regular Meetings

All meetings of three or more members of a public body (or a quorum, whichever is fewer) are open to the public.

All meetings of public bodies must be held in public buildings and public facilities accessible to all members of the public. Meetings may be held electronically under specific circumstances.

All meetings must be preceded by proper notice. Agendas and agenda-related materials are posted

at least 72 hours in advance of the meeting at the following locations:

- City Hall, 749 Main Street
- Police Department/Municipal Court, 992 West Via Appia
- Recreation/Senior Center, 900 West Via Appia
- Louisville Public Library, 951 Spruce Street
- On the City web site at www.LouisvilleCO.gov

Study Sessions

Study sessions are also open to the public however, study sessions have a limited purpose:

- Study sessions are to obtain information and discuss matters in a less formal atmosphere;
- No preliminary or final decision or action may be made or taken at any study session; further, full debate and deliberation of a matter is to be reserved for formal meetings. If a person believes in good faith that a study session is proceeding contrary to these limitations, they may submit a written objection. The presiding officer will then review the objection and determine how the study session should proceed.
- A written summary of each study session is prepared and is available on the City's website.

Executive Sessions

The City Charter also sets out specific procedures and limitations on the use of executive sessions. These rules, found in Article 5 of the Charter, are intended to further the City policy that the activities of City government be conducted in public to the greatest extent feasible, in order to assure public participation and enhance public accountability. The City's rules regarding executive sessions include the following:

Timing and Procedures

The City Council and City Boards and Commissions may hold an executive session only at a regular or special meeting. No formal action of any type, and no informal or "straw" vote, may occur at any executive session. Rather, formal actions,

such as the adoption of a proposed policy, position, rule or other action, may only occur in open session.

Prior to holding an executive session, there must be a public announcement of the request and the legal authority for convening in closed session. There must be a detailed and specific statement as to the topics to be discussed and the reasons for requesting the session.

The request must be approved by a supermajority (two-thirds of the full Council, Board, or Commission). Prior to voting on the request, the clerk reads a statement of the rules pertaining to executive sessions. Once in executive session, the limitations on the session must be discussed and the propriety of the session confirmed. If there are objections and/or concerns over the propriety of the session, those are to be resolved in open session.

Once the session is over, an announcement is made of any procedures that will follow from the session.

Executive sessions are recorded, with access to those tapes limited as provided by state law. Those state laws allow a judge to review the propriety of a session if in a court filing it is shown that there is a reasonable belief that the executive session went beyond its permitted scope. Executive session records are not available outside of a court proceeding.

Authorized Topics

For City Council, an executive session may be held only for discussion of the following topics:

- Matters where the information being discussed is required to be kept confidential by federal or state law;
- Certain personnel matters relating to employees directly appointed by the Council, and other personnel matters only upon request of the City Manager or Mayor for informational purposes only;
- Consideration of water rights and real property acquisitions and dispositions, but only as to appraisals and other value estimates and strategy for the acquisition or disposition; and

- Consultation with an attorney representing the City with respect to pending litigation. This includes cases that are actually filed as well as situations where the person requesting the executive session believes in good faith that a lawsuit may result, and allows for discussion of settlement strategies.

The City's Boards and Commissions may only hold an executive session for consultation with its attorney regarding pending litigation.

Ethics

Ethics are the foundation of good government. Louisville has adopted its own Code of Ethics, which is found in the City Charter and which applies to elected officials, public body members, and employees. The Louisville Code of Ethics applies in addition to any higher standards in state law. Louisville's position on ethics is perhaps best summarized in the following statement taken from the City Charter:

Those entrusted with positions in the City government must commit to adhering to the letter and spirit of the Code of Ethics. Only when the people are confident that those in positions of public responsibility are committed to high levels of ethical and moral conduct, will they have faith that their government is acting for the good of the public. This faith in the motives of officers, public body members, and employees is critical for a harmonious and trusting relationship between the City government and the people it serves.

The City's Code of Ethics (Sections 5-6 through 5-17 of the Charter) is summarized in the following paragraphs. While the focus is to provide a general overview of the rules, it is important to note that all persons subject to the Code of Ethics must strive to follow both the letter and the spirit of the Code, so as to avoid not only actual violations, but public perceptions of violations. Indeed, perceptions of violations can have the same negative impact on public trust as actual violations.

Conflicts of Interest

One of the most common ethical rules visited in the local government arena is the "conflict of interest rule." While some technical aspects of the rule are discussed below, the general rule under the Code of Ethics is that if a Council, Board, or Commission member has an "interest" that will be affected by his or her "official action," then there is a conflict of interest and the member must:

- Disclose the conflict, on the record and with particularity;
- Not participate in the discussion;
- Leave the room; and
- Not attempt to influence others.

An "interest" is a pecuniary, property, or commercial benefit, or any other benefit the primary significance of which is economic gain or the avoidance of economic loss. However, an "interest" does not include any matter conferring similar benefits on all property or persons similarly situated. (Therefore, a City Council member is not prohibited from voting on a sales tax increase or decrease if the member's only interest is that he or she, like other residents, will be subject to the higher or lower tax.) Additionally, an "interest" does not include a stock interest of less than one percent of the company's outstanding shares.

The Code of Ethics extends the concept of prohibited interest to persons or entities with whom the member is associated. In particular, an interest of the following persons and entities is also an interest of the member: relatives (including persons related by blood or marriage to certain degrees, and others); a business in which the member is an officer, director, employee, partner, principal, member, or owner; and a business in which member owns more than one percent of outstanding shares.

The concept of an interest in a business applies to profit and nonprofit corporations, and applies in situations in which the official action would affect a business competitor. Additionally, an interest is deemed to continue for one year after the interest has ceased. Finally, "official action" for purposes of the conflict of interest rule, includes not only legislative actions, but also administrative actions and "quasi-judicial" proceedings where the entity is acting like a judge in applying rules to the specific

rights of individuals (such as a variance request or liquor license). Thus, the conflict rules apply essentially to all types of actions a member may take.

Conflicts

In addition to its purchasing policies and other rules intended to secure contracts that are in the best interest of the City, the Code of Ethics prohibits various actions regarding contracts. For example, no public body member who has decision-making authority or influence over a City contract can have an interest in the contract, unless the member has complied with the disclosure and recusal rules. Further, members are not to appear before the City on behalf of other entities that hold a City contract, nor are they to solicit or accept employment from a contracting entity if it is related to the member's action on a contract with that entity.

Gifts and Nepotism

The Code of Ethics, as well as state law, regulates the receipt of gifts. City officials and employees may not solicit or accept a present or future gift, favor, discount, service or other thing of value from a party to a City contract, or from a person seeking to influence an official action. There is an exception for the "occasional nonpecuniary gift" of \$15 or less, but this exception does not apply if the gift, no matter how small, may be associated with the official's or employee's official action, whether concerning a contract or some other matter. The gift ban also extends to independent contractors who may exercise official actions on behalf of the City.

The Code of Ethics also prohibits common forms of nepotism. For example, no officer, public body member, or employee shall be responsible for employment matters concerning a relative. Nor can they influence compensation paid to a relative, and a relative of a current officer, public body member or employee cannot be hired unless certain personnel rules are followed.

Other Ethics Rules of Interest

Like state law, Louisville's Code of Ethics prohibits the use of non-public information for personal or private gain. It also prohibits acts of advantage or

favoritism and, in that regard, prohibits special considerations, use of employee time for personal or private reasons, and use of City vehicles or equipment, except in same manner as available to any other person (or in manner that will substantially benefit City). The City also has a "revolving door" rule that prohibits elected officials from becoming City employees either during their time in office or for two years after leaving office. These and other rules of conduct are found in Section 5-9 of the Code of Ethics.

Disclosure, Enforcement, and Advisory Opinions

The Code of Ethics requires that those holding or running for City Council file a financial disclosure statement with the City Clerk. The statement must include, among other information, the person's employer and occupation, sources of income, and a list of business and property holdings.

The Code of Ethics provides fair and certain procedures for its enforcement. Complaints of violations may be filed with the City prosecutor; the complaint must be a detailed written and verified statement. If the complaint is against an elected or appointed official, it is forwarded to an independent judge who appoints a special, independent prosecutor for purposes of investigation and appropriate action. If against an employee, the City prosecutor will investigate the complaint and take appropriate action. In all cases, the person who is subject to the complaint is given the opportunity to provide information concerning the complaint.

Finally, the Code allows persons who are subject to the Code to request an advisory opinion if they are uncertain as to applicability of the Code to a particular situation, or as to the definition of terms used in the Code. Such requests are handled by an advisory judge, selected from a panel of independent, disinterested judges who have agreed to provide their services. This device allows persons who are subject to the Code to resolve uncertainty before acting, so that a proper course of conduct may be identified. Any person who requests and acts in accordance with an advisory opinion issued by an advisory judge is not subject to City penalty, unless material facts were omitted or misstated in the request. Advisory opinions are posted for public

inspection; the advisory judge may order a delay in posting if the judge determines the delay is in the City's best interest.

Citizens are encouraged to contact the City Clerk's Office with any questions about the City's Code of Ethics or to request a copy. A copy of the Code is also available at the City's website (www.LouisvilleCO.gov).

Other Laws on Citizen Participation in Government

Preceding sections of this pamphlet describe Louisville's practices intended to further citizen participation in government. Those practices are intended to further dissemination of information and participation in the governing process. Some other laws of interest regarding citizen participation include:

Initiative and Referendum

The right to petition for municipal legislation is reserved to the citizens by the Colorado Constitution and the City Charter. An initiative is a petition for legislation brought directly by the citizens; a referendum is a petition brought by the citizens to refer to the voters a piece of legislation that has been approved by the City Council. In addition to these two petitioning procedures, the City Council may refer matters directly to the voters in the absence of any petition. Initiative and referendum petitions must concern municipal legislation—as opposed to administrative or other non-legislative matters. By law the City Clerk is the official responsible for many of the activities related to a petition process, such as approval of the petition forms, review of the signed petitions, and consideration of protests and other matters. There are minimum signature requirements for petitions to be moved to the ballot; in Louisville, an initiative petition must be signed by at least five percent of the total number of registered electors. A referendum petition must be signed by at least two and one-half percent of the registered electors.

Public Hearings

In addition to the opportunity afforded at each regular City Council meeting to comment on items not on the agenda, most City Council actions provide opportunity for public comment through a public hearing process. For example, the City Charter provides that a public hearing shall be held on every ordinance before its adoption. This includes opportunities for public comment prior to initial City Council discussion of the ordinance, as well as after Council's initial discussion but before action. Many actions of the City are required to be taken by ordinance, and thus this device allows for citizen public hearing comments on matters ranging from zoning ordinances to ordinances establishing offenses that are subject to enforcement through the municipal court.

Additionally, federal, state, and/or local law requires a public hearing on a number of matters irrespective of whether an ordinance is involved. For example, a public hearing is held on the City budget, the City Comprehensive Plan and similar plans, and a variety of site-specific or person-specific activities, such as annexations of land into the city, rezonings, special use permits, variances, and new liquor licenses. Anyone may provide comments during these hearings.

Public Records

Access to public records is an important aspect of citizen participation in government. Louisville follows the Colorado Open Records Act (CORA) and the additional public records provisions in the City Charter. In particular, the Charter promotes the liberal construction of public records law, so as to promote the prompt disclosure of City records to citizens at no cost or no greater cost than the actual costs to the City.

The City Clerk is the custodian of the City's public records, except for police records which are handled by the Police Department. The City maintains a public policy on access to public records, which includes a records request form, a statement of fees, and other guidelines. No fee is charged for the inspection of records or for locating or making records available for copying, except in cases of voluminous requests or dated records, or when the

time spent in locating records exceeds two hours. No fees are charged for the first 25 copies requested or for electronic records.

Many records, particularly those related to agenda items for City Council and current Board and Commission meetings, are available directly on the City's website (www.LouisvilleCO.gov). In addition to posting agenda-related material, the City maintains a communication file (email) for the City Council which is available on the City's website (www.LouisvilleCO.gov).

CORA lists the categories of public records that are not generally open to public inspection. These include, for example, certain personnel records and information, financial and other information about users of City facilities, privileged information, medical records, letters of reference, and other items listed in detail in CORA. When public records are not made available, the custodian will specifically advise the requestor of the reason.

Citizens are encouraged to review the City's website (www.LouisvilleCo.gov) for information, and to contact the City with any questions regarding City records.

Public Involvement Policy

Public participation is an essential element of the City's representative form of government. To promote effective public participation City officials, advisory board members, staff and participants should all observe the following guiding principles, roles and responsibilities:

Guiding Principles for Public Involvement

Inclusive not Exclusive - Everyone's participation is welcome. Anyone with a known interest in the issue will be identified, invited and encouraged to be involved early in the process.

Voluntary Participation - The process will seek the support of those participants willing to invest the time necessary to make it work.

Purpose Driven - The process will be clearly linked to when and how decisions are made. These links will be communicated to participants.

Time, Financial and Legal Constraints - The process will operate within an appropriate time frame and budget and observe existing legal and regulatory requirements.

Communication - The process and its progress will be communicated to participants and the community at-large using appropriate methods and technologies.

Adaptability - The process will be adaptable so that the level of public involvement is reflective of the magnitude of the issue and the needs of the participants.

Access to Information - The process will provide participants with timely access to all relevant information in an understandable and user-friendly way. Education and training requirements will be considered.

Access to Decision Making - The process will give participants the opportunity to influence decision making.

Respect for Diverse Interests - The process will foster respect for the diverse values, interests and knowledge of those involved.

Accountability - The process will reflect that participants are accountable to both their constituents and to the success of the process.

Evaluation - The success and results of the process will be measured and evaluated.

Roles and Responsibilities - City Council

City Council is ultimately responsible to all the citizens of Louisville and must weigh each of its decisions accordingly. Councilors are responsible to their local constituents under the ward system; however they must carefully consider the concerns expressed by all parties. Council must ultimately meet the needs of the entire community—including current and future generations—and act in the best interests of the City as a whole.

During its review and decision-making process, Council has an obligation to recognize the efforts and activities that have preceded its deliberations. Council should have regard for the public involvement processes that have been completed in support or opposition of projects.

Roles and Responsibilities - City Staff and Advisory Boards

The City should be designed and run to meet the needs and priorities of its citizens. Staff and advisory boards must ensure the Guiding Principles direct their work. In addition to the Guiding Principles, staff and advisory boards are responsible for:

- ensuring that decisions and recommendations reflect the needs and desires of the community as a whole;
- pursuing public involvement with a positive spirit because it helps clarify those needs and desires and also adds value to projects;
- fostering long-term relationships based on respect and trust in all public involvement activities;
- encouraging positive working partnerships;
- ensuring that no participant or group is marginalized or ignored;
- drawing out the silent majority, the voiceless and the disempowered; and being familiar with a variety of public involvement techniques and the strengths and weaknesses of various approaches.

All Participants

The public is also accountable for the public involvement process and for the results it produces. All parties (including Council, advisory boards, staff, proponents, opponents and the public) are responsible for:

- working within the process in a cooperative and civil manner;
- focusing on real issues and not on furthering personal agendas;
- balancing personal concerns with the needs of the community as a whole;
- having realistic expectations;
- participating openly, honestly and constructively,
- offering ideas, suggestions and alternatives;
- listening carefully and actively considering everyone's perspectives;
- identifying their concerns and issues early in the process;
- providing their names and contact information if they want direct feedback;

- remembering that no single voice is more important than all others, and that there are diverse opinions to be considered;
- making every effort to work within the project schedule and if this is not possible, discussing this with the proponent without delay;
- recognizing that process schedules may be constrained by external factors such as limited funding, broader project schedules or legislative requirements;
- accepting some responsibility for keeping themselves aware of current issues, making others aware of project activities and soliciting their involvement and input; and
- considering that the quality of the outcome and how that outcome is achieved are both important.

Updated December 2022

This pamphlet is prepared pursuant to the Home Rule Charter
of the City of Louisville.

This is a compilation of Articles 4 and 5 of the Charter of the City of
Louisville and is available at all times in the City Clerk's Office, 749 Main
Street, Louisville, Colorado, and on the City's web site at
www.LouisvilleCO.gov.

This pamphlet is also provided to every member of a public body
(board or commission) at that body's first meeting each year.

OPEN SPACE ADVISORY BOARD – 2022 Goals**Updated December 14, 2022**

Goal Area:	ACQUISITIONS	Lead Person:	Jessamine Fitzpatrick
1. Advise and advocate for trails and land acquisition.			
Specific Actions:	Who	When (Q#)	Status
1. Review opportunities for Preserving Open Space and Improving Connectivity process and worksheet to inform Property ranking activities in future years. Questions from OSAB members: can we be more targeted? Would it be valuable to have a shorter property list or fewer metrics? Is the ranking order appropriate?	OSAB	Q3, Q4	<ul style="list-style-type: none">- Initial discussion in July 2022- Final discussion in December 2022
2. Provide feedback on and update “Opportunities for Preserving Open Space and Improving Connectivity”, as necessary. (Previously expected every 3 years.)	OSAB, with input from Staff	December	<ul style="list-style-type: none">- In conjunction with 1.1 above
3. Vote on Annual Trails and Property Request for Boulder County Parks and Open Space (due annually).	OSAB, City Council	Q4	<ul style="list-style-type: none">- Responded to initial (2020 carryover) request in April- Completed in November 2022
2. Serve as a resource to City Council in assessing properties for Open Space land acquisition and trail connectivity potential.			
Specific Actions:	Who	When (Q#)	Status
1. Provide input on properties available for sale when requested (e.g., Mayhoffer).	OSAB	As requested	<ul style="list-style-type: none">- Others as needed
2. Provide input on PUD and other City approvals when requested (e.g., Redtail Ridge).	OSAB	As requested	<ul style="list-style-type: none">- OSAB voted on Redtail Ridge at the June 2022 meeting; topic was also discussed in May 2022- Others as needed

Discussion Item 11: Approve 2022 OSAB Accomplishments

Goal Area:	TRAILS	Lead Person:	Trails Tiger Team - Charles Danforth & David Blankinship
1. Ensure ongoing Trails-related items receive more attention and time from OSAB.			
Specific Actions:	Who	When (Q#)	Status
1. Determine priorities for Trails Tiger Team work, being mindful to avoid overlap with Wayfinding Tiger Team work. Actions could include: <ol style="list-style-type: none"> Review trails part of City of Louisville Transportation Master Plan (TMP) to identify gaps (e.g., single track / dirt trail designation and how to address social trails) and set trail priorities (e.g., update on specific topics, update to entire plan, update trail acquisition priorities, or creation of trails master plan). Review trails evaluation document and update / implement if useful. Work with staff to establish top 3-5 priorities for trail work in the next 5 years. Identify potential sources of funding for implementation (if needed) and plan for advocacy to obtain funding. 	Tiger Team	Q3 and Q4	<ul style="list-style-type: none"> - Staff shared background materials; Trails Tiger Team still reviewing documents - Need to discuss how to evaluate and prioritize social trails identified in the inventory and through the social trails pilot program effort - Tiger Team to meet with Staff (Adam and Ember) to discuss next steps
2. Support ongoing Open Space Division work related to trails.			
Specific Actions:	Who	When (Q#)	Status
1. Comment and advise on the social trail pilot project, as requested by Staff.	OSAB	Q4	- See social trail inventory note above
2. Respond to Staff requests for feedback on trail design (e.g., Davidson Mesa trail resurfacing phasing, 104th Street trail, Highway 42 planning).	OSAB	Ongoing	In contact with staff on Davidson Mesa trail resurfacing effort. Working with a contractor to finalize the acceptance punch list. Q4 meeting agenda topic to discuss potential \$600K project to pave Coal Creek Trail between Dillon and 36.
3. Ensure coordinated approach to trail connectivity in Louisville and with surrounding areas.			
Specific Actions:	Who	When (Q#)	Status
1. Advocate for trails connectivity to facilitate community access and commuting, particularly with respect to implementation of the TMP.	TBD	TBD	- Next steps TBD pending further discussion and evaluation of social trails
2. Identify easement needs to support trails connectivity both within Louisville and with adjacent communities.	TBD	TBD	- Plan to discuss and pursue opportunities as they arise

Discussion Item 11: Approve 2022 OSAB Accomplishments

Goal Area:

RESOURCE MANAGEMENT

Lead Person:

Susan McEachern

1. Continue to look for solutions to Open Space dog issues.

Specific Actions:

Who

When (Q#)

Status

1. Help the City incorporate the Dog Park Siting Study into future plans through OSAB input on development approvals, new property Master Plan documents, conversations with PPLAB, etc. Refer to materials provided by OSAB in 2019 (Fiona & Mike).

OSAB,
Susan
to
lead

Ongoing

- Joint OSAB/PPLAB meeting to discuss various issues of joint concern scheduled for OSAB's September 14, 2022, meeting, including DOLA and Dog Parks.

2. Advocate for management and restoration projects.

Specific Actions:

Who

When (Q#)

Status

1. Support efforts for prescribed fire management, including during planning, coordination, and communication efforts.

OSAB

Q4

- Pending Q4

2. Comment and advise on weed control issues on Open Space, as requested by Staff. Request updates on past initiative (e.g., Cheatgrass work) if not otherwise provided by Staff.

OSAB

As needed

- Susan to present ideas for bolstering volunteer participation in manual weed pulling at August 10, 2022, OSAB meeting. Establish a Tiger Team

3. Participate in review of management and planning work, as requested by Staff (e.g., prairie dog management / relocations; Pocket Prairies / Pollinator Gardens Ongoing Project; Xeric Landscaping; Cottonwood, Lake Park, Church Property; Nature Play).

OSAB

As needed

- Invite new senior naturalist to a Q4 OSAB meeting to hear his vision for Pocket Prairies and other naturalist initiatives.
- Listed items on the draft agenda for the September meeting.

4. Participate in Bee City Initiative

OSAB

Q3

Susan has volunteered to be on the committee exploring the Bee City Initiative. Agenda topic for September OSAB meeting.

Discussion Item 11: Approve 2022 OSAB Accomplishments

Goal Area:	WAYFINDING	Lead Person:	Helen Moshak on behalf of Wayfinding Tiger Team (Laura Denton and Helen Moshak)
1. Partner with Staff to deliver on the 2021 Wayfinding CIP - Wayfinding Project Phase I.			
Specific Actions:	Who	When (Q#)	Status
1. Partner with Staff and consultant to finalize designs and specifications for 2021-22 CIP and Wayfinding Project Phase I.	Tiger Team	Q3	Complete
2. Partner with Staff to develop and scope installation plan for Phase I.	Tiger Team	Q3-4	Regular updates to OSAB
3. Development of communication plan and strong communication channels to ensure regular updates to and input from OSAB, OSAB Trails Tiger Team, other boards, citizens and council on Wayfinding project.	Tiger Team	Ongoing	In process
4. Advocate for budget resources for Phase I and plans for Phase 2. a. Presentations and communication with Parks & Recreation & Open Space Director, City Manager and City Council. b. Outreach to Community.	OSAB and Tiger Team	Ongoing	<ul style="list-style-type: none"> - Monthly progress reports provided to OSAB. - Presentations developed and delivered. - Emails and phone calls.
5. Provide feedback and recommendations on Phase I as requested by Tiger Team and Staff. Support and participate in Phase I communications plan, as requested.	OSAB	As needed	<ul style="list-style-type: none"> -Tiger Team supported staff by drafting and reviewing the Request For Proposal in Q2. -Tiger Team helped select consultant in Q3. -Tiger Team to work with staff and consultant during phase 1 Q3-Q4.
2. Partner with City Council and Staff to develop and fund Wayfinding Project Phase 2 CIP to fabricate and install wayfinding throughout the entire system by 2023.			
Specific Actions:	Who	When (Q#)	Status
1. Partner with staff to develop Proposed Wayfinding Phase 2 Project Plan based on Phase 1 design, pricing, and community feedback.	Tiger Team	Q3-Q4	Tiger Team to support staff in selecting sign types and locations for pilot project based on budget requirements.
2. Schedule study sessions or regular communication with Council provide updates on Project 1 progress and development of Phase 2 Project plan, funding requirements, and timeline.	Tiger Team	Q 4 as Phase I is implemented	Future
3. Engage with the community and boards on Phase 1 and 2 progress and feedback.	Tiger Team	Q4 as Phase I is implemented	Future

Discussion Item 11: Approve 2022 OSAB Accomplishments

4. Provide feedback and recommendations on Phase 2 as requested by Tiger Team and Staff. Support and participate in Phase 2 communications plan and study sessions, as requested.	OSAB	As needed	Future
3. Advocate for Wayfinding Standards and network goals for all projects and development plans.			
Specific Actions:	Who	When (Q#)	Status
1. Advocate for and require Wayfinding goals and specifications at all GDP and PUD reviews.	OSAB	During all GDP and PUD	
2. Require Wayfinding as a essential element of all trail design and construction	OSAB	During all trail reviews and planning	
3. Advocate for and incorporate Wayfinding standards and requirement in the new Open Space and Trails Master Plans	OSAB	During plan development - TBD	
4. In meetings with advisory boards of regional partners advocate for consistent and cohesive wayfinding designs and practices throughout the region.	OSAB	TBD	

Goal Area:	EDUCATION & OUTREACH	Lead Person:	Laura Denton
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1. Support education programs.			
Specific Actions:	Who	When (Q#)	Status
1. Advise on Open Space Staff Education Programming proposal list.	OSAB	Q1	Complete (Feb. meeting)
2. Advise on advertising and marketing materials as requested by Open Space Staff.	OSAB	As needed	Currently using standard marketing practices.
3. Continue to advocate for cross-promotion with neighboring municipalities.	OSAB	Ongoing	
4. Review upcoming and previously held educational programming in monthly packet Staff Updates.	OSAB	Ongoing	Completed monthly
2. Support community outreach.			
Specific Actions:	Who	When (Q#)	Status
1. Board members volunteer at City Open Space events. Examples include: Shrub Planting at Harper and Warembourg (April), Pulling for Louisville (April-Sept), National Trails Day (June), DOLA Poop Cleanup (Aug & Nov), Spooktacular (Oct), etc.	OSAB	Ongoing	Opportunities are listed in OSAB staff updates. Staff makes requests as needed.
2. Continue to advocate for increased engagement with the senior community in Louisville via work with the Senior Center and Balfour, if possible given pandemic conditions.	OSAB	Ongoing	Rangers are collaborating with the Recreation Senior Center to add programming.

Discussion Item 11: Approve 2022 OSAB Accomplishments

3. Review and brainstorm staff volunteer coordination efforts as a meeting discussion item.	Tiger Team or OSAB	Q3	Discussed at August OSAB meeting
3. Support ongoing development of Staff Resource Protection activities.			
1. Work with staff to come up with a long-term policy for fort building and nature play on open space lands. Coordinate with OSAB's Code and enforcement goals (see General Business items 5.1 and 5.2 below).	Tiger Team or OSAB		postpone to a discussion item in 2023?
2. Consult and advise on educational signage materials, as needed.	OSAB	As needed	

Discussion Item 11: Approve 2022 OSAB Accomplishments

Goal Area:	GENERAL BUSINESS		Lead Person:	Peter Gowen
1. Coordination with PPLAB.				
Specific Actions:	Who	When (Q#)	Status	
1. Joint PPLAB / OSAB meeting. Topics of discussion to include Dog Park Siting Study.	OSAB, Susan to lead	TBD	- Anneliese made contact with PPLAB in Q2; PPLAB would like to meet when face-to-face meetings restart	
2. Review and comment on Operations and CIP Open Space budgets.				
Specific Actions:	Who	When (Q#)	Status	
1. Review and comment on budget proposals as requested by Staff. (Refer to MOST document for context on setting operational budget priorities.)	OSAB	As needed	- Voted on Staff recommendation at the May meeting	
3. Monitor and respond to City Council and Staff activity as pertains to Open Space issues.				
Specific Actions:	Who	When (Q#)	Status	
1. Tiger Team to Support Marshall Fire Response Needs	Peter and Tom	Ongoing	- As requested by staff	
2. Establish communication between OSAB and City Council, either through Study Session or other means preferred by Mayor and Council. OSAB to identify priorities for discussion with Council. Likely focus study session on Wayfinding.	OSAB	Q2 or Q3	- OSAB reviewed City Council Work Plan at June meeting to identify areas of interest or relevance for OSAB - Staff to lead next steps on formal coordination with Council	
3. Board members monitor other meetings and local / social media for Open Space news.	OSAB	Ongoing	- Ongoing by individual board members as noted in Board Updates.	
4. Provide input on Open Space implications for Zoning Approvals and Development Reviews, as requested by Staff.	OSAB	Ongoing	- OSAB discussed Redtail Ridge at the May meeting and voted on it at the June meeting.	
4. Coordinate OSAB efforts with surrounding jurisdictions through at least one joint meeting per-year.				
Specific Actions:	Who	When (Q#)	Status	
1. Plan joint meeting with open space representatives from a neighboring community (e.g., Broomfield, Superior, Lafayette, Boulder). OSAB to prioritize meeting topics (e.g., trails, Wayfinding) and identify meeting participants.	OSAB to set priorities; Staff to lead outreach	Q3 or Q4	- OSAB identified Superior as a priority connection at the April meeting - Staff from Boulder County community open space groups meeting in July	
2. Tiger Teams to attend Boulder County Open Space meetings, as relevant.	TBD	As needed		
5. Support ongoing development of the Ranger Program in service of Staff Resource Protection activities.				
Specific Actions:	Who	When (Q#)	Status	

Discussion Item 11: Approve 2022 OSAB Accomplishments

1. Work with Staff to update protocols for enforcement of Open Space Code items, including: a. Abandoned Property/Tree Decorations b. Memorials c. Dogs off Leash d. Dog on Ballfields e. Yacht Club f. Hours of Use g. Lost Pet/Advertisement/Voting signs etc. h. Encroachment i. Misc: Sledding, Lemonade, Fort Building	Peter leads, OSAB input as necessary	As requested by staff	- Peter developed memo outlining concepts and questions; ready for work but need Staff input on capacity and timeline
2. Review Louisville Municipal Code for potential improvements to Open Space operations.	Peter lead; OSAB recommendations	Ongoing	- See 5.1 above
6. Ensure efficient and effective OSAB operation.			
Specific Actions:	Who	When (Q#)	Status
1. Evaluate proposed OSAB meeting procedures and update as needed to ensure effective meeting operations.	Jessamine OSAB	Ongoing Q3 & Q4	- Discussed meeting procedures at February meeting - Plan to revisit when in-person meetings resume
2. Assemble key documents to provide orientation context for new OSAB members, including relevant Charter and ordinance provisions, meeting procedures, key Open Space policy and program documents (e.g., MOST, Wayfinding, off-leash dog materials, acquisition sheet) etc. Develop orientation plan for new 2022 Board member(s).	Peter	Q4	- In process

Memorandum

To: Open Space Advisory Board
From: Jessamine Fitzpatrick, Member, Open Space Advisory Board
Date: January 11, 2023
Re: Action Item 13: Opportunities to Improve the Property Acquisition Ranking Process

Purpose: Vote on proposed changes to the Open Space Advisory Board Property Acquisition Ranking Process.

Background:

Since 2007, the Open Space Advisory Board (OSAB) has participated in evaluating parcels for potential City acquisition for the purpose of Open Space land or trail corridors. This OSAB duty is identified in the Home Rule Charter and is an important OSAB function. The recommendations for parcels to be evaluated are generated by OSAB members, City Council members, and City Staff. Evaluation and ranking typically takes place every-other-year, with the most recent exercise having been completed in 2021. The ranking results are shared with City Council for reference when properties within the City become available for sale. The ranking results also inform OSAB's annual recommendation to City Council for the City's completion of the Boulder County Property and Trails Request document.

In 2021, several OSAB members indicated a desire to revise the process used by OSAB to rank properties. The purpose of and possible revisions to the process were discussed at the July 13, 2022 and December 14, 2022 OSAB meetings. Please see slides following the January 11, 2023 Staff updates.

At the December 14, 2022, meeting there was consensus among OSAB members to adopt the following changes:

Process Changes

PRIOR PROCESS	FUTURE PROCESS (<i>changes in italics</i>)
1. OSAB selects properties & confirms ranking criteria	1. <i>OSAB rep meets with City (staff, CMO, Council) and County to understand needs</i>
2. Driving tour	2. <i>OSAB selects properties (informed by profile sheets and aerial images for each property) & confirms ranking criteria, including discussion of acquisition strategies (e.g., trail easement, conservation easement, fee acquisition)</i>
3. Individual ranking	
4. Staff tabulation of ranking results	
5. OSAB discussion & voting	
6. Staff memo to City Council	

	3. Driving tour 4. Individual ranking 5. Staff tabulation of ranking results 6. OSAB discussion & voting, <i>including discussion of proactive options / priorities</i> 7. Staff memo to Council 8. <i>OSAB receives copy of memo</i>
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Criteria Changes

PRIOR PROCESS	FUTURE PROCESS
<p>List of criteria, all ranked on a scale of 0-2 and given equal weighting in ranking:</p> <p>Resource Values:</p> <ul style="list-style-type: none"> • Vegetation • Wetlands • Riparian Areas • Wildlife Habitat • Connectivity • Open Water • Topo / Geological Significance • Size <p>Cultural Values:</p> <ul style="list-style-type: none"> • Public Visibility • Scenic • Views • Historical Significance • Agricultural Preservation • Recreation Potential • Existing Condition • Threat of Development • Buffers • Potential for Partners • Undefined Unique Quality • Comprehensive Plan? 	<p>Begin with property profile for each property being ranked. Profile will include a narrative description, as well as objective attributes.</p> <p>Objective Attributes (for property profile)</p> <ul style="list-style-type: none"> • Size • Existence of open water (yes/no) • Existence of riparian areas (yes/no) • Relationship to existing City strategic plans <p>Following the driving tour, OSAB members will then rank each property on a zero to ten (0-10) scale across three value categories: resource value, user experience, and strategic value. Ranking would be based on the individual members' subjective opinion, informed by their assessment of a group of property attributes (listed below). To be clear, ranking would occur at the category level (resource value, user experience, strategic value), not at the individual attribute level.</p> <p>Resource Value (ranked 0-10, based on the following):</p> <ul style="list-style-type: none"> • Vegetation • Wetlands • Riparian Areas • Wildlife Habitat • Wildlife corridors • Open Water • Topo / Geological Significance • Size

	<p>User Experience (ranked 0-10, based on the following):</p> <ul style="list-style-type: none"> • Public Visibility • Scenic qualities • Views from property • Historical Significance • Agricultural Preservation • Recreation Potential <p>Strategic Value (ranked 0-10, based on the following):</p> <ul style="list-style-type: none"> • Trail Connectivity • Existing Condition • Threat of Development • Buffers • Potential for Partners • Undefined Unique Quality • Relationship To Existing City Strategic Plans • Attainability / Feasibility (pending discussion with City Council or CMO in place at the time)
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Recommendation: That OSAB vote to formally approve the changes presented above. Changes would be effective immediately and would be followed during the 2023 Property Acquisition Ranking exercise. Any related documentation, such as property profile templates, ranking forms, and the “City of Louisville Candidate Open Space Category Definitions” document, would be updated by staff as needed prior to the ranking exercise in 2023.