

Board of Adjustment

Agenda

February 15, 2023
6:30 PM

ELECTRONIC MEETING
DUE TO INCLEMENT WEATHER

This meeting will be held electronically. Residents interested in listening to the meeting or making public comments can join in one of two ways:

- *You can call in to + 1 346 248 7799
Webinar ID # 810 7350 9524, Passcode: 969190
OR*
- *You can log in via your computer. Please visit the City's website here to link to the meeting: www.louisvilleco.gov/boa*

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

1. Call to Order
2. Roll Call
3. Election of Officers – Chair, Vice Chair, and Secretary
4. Approval of Agenda
5. Approval of Minutes – September 21, 2022
6. Public Comments on Items Not on the Agenda
7. Regular Items
 - a) **245 W Sycamore Lane – Variance Request** – A request for a variance from the required minimum side setback to allow a 7 square-foot portion of a bay window to encroach up to 3-feet 2-inches into the required five-foot side yard setbacks.

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.

VAR-000448-2023 – Public Hearing

- Applicant: Andy Johnson, DAJ Design
 - Case Manager: Ellie Hassan, Planner II
 - ✓ Open Public Hearing
 - ✓ Opening Statement by Chair
 - ✓ Public Notice and Application Certification
 - ✓ Disclosures
 - ✓ Staff Presentation and Questions of staff
 - ✓ Applicant Presentation and Questions of applicant
 - ✓ Public Comment
 - ✓ Applicant discussion of public comment, if any
 - ✓ Closing statement by staff and applicant and Final questions by board
 - ✓ Close public hearing
 - ✓ Board discussion
 - ✓ Board action
8. Discussion Items:
 - a) Approval of 2023 Posting Locations
 - b) 2023 Meeting Dates
 - c) 2023 Open Government & Ethics Pamphlet
 9. Staff Comments
 10. Board Comments
 11. Items Tentatively Scheduled for the Meeting on March 15, 2023:
 - a) 301 Pine St – Reapplying for variance (expired)
 - b) Open Government Training
 12. Adjourn

Board of Adjustment

Agenda

February 15, 2023
City Hall, Council Chambers
749 Main Street
6:30 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.

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Webinar ID # 810 7350 9524, Passcode: 969190
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MEMORANDUM

To: Board of Adjustment Members
From: Community Development Department
Subject: Election of Officers and Appointment of Secretary
Date: February 15, 2023

The Louisville Board of Adjustment (BOA) is required by its Bylaws to annually elect the following officers: Chair and Vice Chair, and Secretary.

The Bylaws do not establish a formal manner in which to establish officers. In the past, the officers and secretary have been elected/appointed either 1) at the first regular meeting in January, or 2) at the first meeting of the BOA after the effective date of appointment of new members of the BOA, in this case the February 15 meeting.

Board of Adjustment Action:

The BOA could either:

- 1) discuss and take action at this meeting by formally nominating each officer position and voting through a motion OR
- 2) accept nominations and letters of interest that could then be considered at the next BOA meeting

If the Board wishes to submit letters of interest or letters of nomination in advance of the meeting, staff could include those in your packets for that meeting. We would need to receive those by end of business fifteen (15) days prior to the meeting in order to forward in your packets.

Board of Adjustment

Meeting Minutes

**September 21, 2022
City Hall, Council Chambers
749 Main Street
6:00 PM**

Call to Order – Vice Chair **Nakari** called the meeting to order at 6:30 PM.

Roll Call was taken and the following members were present:

Board Members Present:	Vice Chair Matt Nakari Karen Cooper Joel Hawksley James Stuart
Board Members Absent:	Chair Scott Berger
Staff Members Present:	Lisa Ritchie, Fire Recovery and Planning Manager Ellie Hassan, Planner II Amelia Brackett Hogstad, HPC Planner

Approval of Agenda

The agenda was approved by all members.

Approval of Meeting Minutes

The minutes from the August 17, 2022 meeting were approved as written.

Public Comments

None is heard.

Regular Items

- A. **110 Cherrywood Ln – Variance Request** - A request for a variance from the minimum front setback of 18 feet to allow a 13 square-foot portion of a garage to have a front setback of 15 feet 11 inches at 110 Cherrywood Lane. Case VAR-0424-2022.

Applicant: Bridgette Cole – Boulder Creek Neighborhoods

Case Manager: Ellie Hassan

Nakari reviews the procedures for the meeting; opens the public hearing; and states there are six criteria, which must be met for the board to approve a variance request.

Nakari states that for the requested variance to be approved, four (4) votes will be needed to be affirmative.

Hassan verifies the application to be heard this evening is complete, and was mailed to the surrounding property owners on September 02, 2022, published in the Boulder Daily Camera on September 04, 2022, and the property was posted on September 02, 2022.

Cooper moves and **Hawksley** seconds a motion that confirms that all requirements have been satisfied and the application submitted by the applicant has been properly filed. Motion passes unanimously by a voice vote.

Berger asks if anyone at the hearing has any objections to the hearing procedures she described and asks if there were any other preliminary matters that needed to be taken care of. None are heard.

Staff Presentation:

Hassan begins her presentation by reviewing an aerial image of the property. The property is located in the Cherrywood II PUD and Cherrywood II Subdivision, both of which were approved by the City in 1991. The original home was built in 1993 and was destroyed in the 2021 Marshall Fire. The applicant is proposing a new home to replace the previous home destroyed in the Marshall Fire. The proposed footprint is larger due to the inclusion of a main floor primary bedroom, resulting in the encroachment of a portion of the garage into the front yard setback. The garage is about 23 ft. x 23 ft. or 529 square-feet in size. A 13 square-foot portion of the garage would encroach 2.1 ft. into the setback, resulting in a 15.9 ft. front yard setback at the most constrained point.

She concludes her presentation by reviewing the six variance criteria. The following indicates staff's analysis of each criteria:

Criteria 1 - Criterion Met

- Staff Recommendation – Criterion Met
 - Staff finds the property has an unusual front lot line. The lot is part of a cul-de-sac, which creates a curved front lot line. The lot depth is about 90.76 ft. on the north property line, which is shallower than other lots in the subdivision.

Criteria 2 - Criterion Met

- Staff Recommendation – Criterion Met
 - The lot is one of the shallowest lot lines in the Cherrywood II Subdivision. A majority of properties have side lot lines with lengths

of 100ft or greater. Lot 61 in the same cul-de-sac has a lot line of 60ft, but the lot has a larger area of 7,907 square feet.

- Lots 4 and 7 in the subdivision's other cul-de-sac have similar lot shape, but have either greater area (Lot 7 is 6,934 square feet) or greater lot depth (Lot 4 has 125.89 and 100 ft. side lot lines).

Criteria 3 - Criterion Met

- Staff Recommendation – Criterion Met
 - Staff finds that the combination of the shallower lot line, unusual front lot line shape, and below average lot area create a physical circumstance that cannot reasonably be developed to have a main floor bedroom in the footprint without encroachment into the front lot line.

Criteria 4 - Criterion Met

- Staff Recommendation – Criterion Met
 - The original home was destroyed by the Marshall Fire, which was a hardship not created by the applicant.

Criteria 5 - Criterion Met

- Staff Recommendation – Criterion Met
 - Staff finds that the proposal would not alter the essential character of the neighborhood. The applicant, Boulder Creek Neighborhoods, is building other homes in the neighborhood in a similar style and massing. Numerous letters were received in support from neighbors, which are found in attachment 4.

Criteria 6 - Criterion Met

- Staff Recommendation – Criterion Met
 - The proposal is a pre-designed spec home that has limited options for reduction in any of the floorplan dimensions. The location of the home on the lot is the minimum encroachment needed to achieve the requested floorplan and is otherwise conforming to side and rear setbacks.

Staff Recommendation:

Staff finds that all six criteria in Municipal code Section 17.48.110 are met and recommends approval with no conditions.

Board Questions of Staff:

Nakari asks if the administrative variance would have been the majority of what they are looking for.

Hassan says that is correct.

Hawksley asks if the applicant would be allowed to request multiple administrative variance setbacks.

Ritchie says they are eligible for multiple but we would review them individually.

Applicant Presentation:

Lisa Hill, Boulder Creek Neighborhoods

Hill says the property owners would like to rebuild in the same location. The owner's objective is to have a master bedroom on the main level for when they get older. What they are proposing is a 13 square foot encroachment, about 4.5 to 5 inches x 18 inches above what would be allowed through a recovery variance. We do feel like we meet all six criteria as staff as mentioned in their presentation. The owners have received much support from the neighbors.

Board Questions of Applicant:

Hawksley asks if the owners or the builder consider a small administrative variance for the rear setback.

Hill say she believes the owner considered that but there is not much to work with since they have a 15-foot setback in the backyard and they would like to preserve as much room at the back of the house as possible.

Public Comment

John Barrett, 110 Cherrywood Ln

Barrett says he wants to rebuild so that they can build a master bedroom on the main level. This will not adversely affect the neighborhood. We had 28 years in the house and hope to have that many in our new home.

Maria McClure, 105 Cherrywood Ln

McClure says she full supports this proposal. We have space in the neighborhood but the cul-de-sac is taking a lot of room in that neighborhood.

Roger Wilkerson, 125 Cherrywood Ln

Wilkerson offers his support for this proposal as well. He thinks it is a minimal setback change and supports the floor plan they are proposing.

Claire Largesse, 114 Cherrywood Ln

Largesse says she completely supports this variance.

Discussion by Board:

Stuart says he agrees with staff's recommendation and believes they meet all six criteria.

Nakari agrees with Stuart.

Cooper moves and **Stuart** seconds a motion to approve a variance from the minimum front setback of 18 feet to allow a 13 square-foot portion of a garage to have a front setback of 15 feet 11 inches at 110 Cherrywood Lane. Motion passes unanimously by a roll call vote.

- B. **516 Lincoln Ave – Variance Request** - A request for a variance to allow a lot coverage of 32.47% where 30% is the maximum height allowed; and to allow a floor area ratio of 38.11% where 35% is the maximum allowed in the Old Town Overlay District for a lot greater than 7,000 square feet at 516 Lincoln Avenue. Case VAR-0425-2022.

Applicant: Kelly Schin
Case Manager: Amelia Brackett Hogstad

Nakari reviews the procedures for the meeting; opens the public hearing; and states there are six criteria, which must be met for the board to approve a variance request.

Nakari states that for the requested variance to be approved, four (4) votes will be needed to be affirmative.

Brackett Hogstad verifies the application to be heard this evening is complete, and was mailed to the surrounding property owners on September 02, 2022, published in the Boulder Daily Camera on September 04, 2022, and the property was posted on September 02, 2022.

Nakari asks if anyone at the hearing has any objections to the hearing procedures she described and asks if there were any other preliminary matters that needed to be taken care of. None are heard.

Staff Presentation:

Brackett Hogstad begins her presentation by reviewing an aerial image of the property. She discusses the background on 516 Lincoln Ave saying that the old town overlay includes different standards for lots of different sizes. In this case, the lot coverage is 30% and the FAR is 35%. She then explains the existing layout in comparison to the proposed layout. The structure previously received a Preservation Bonus, which is why the existing structure has a lot coverage of 31.94%, 1.94% above what would otherwise be allowed as the maximum for the property.

She concludes her presentation by reviewing the six variance criteria. The following indicates staff's analysis of each criteria:

Criteria 1 - Criterion Met

- Staff Recommendation – Not Met
 - No physical or topographical conditions that prevent meeting zoning

Criteria 2 - Criterion Met

- Staff Recommendation – Not Met
 - Size and shape of lot are typical

Criteria 3 - Criterion Met

- Staff Recommendation – Not Met
 - Could develop while meeting standards
 - Above existing coverage and FAR
 - Preservation Bonus is an option with a change of building plans

Criteria 4 - Criterion Met

- Staff Recommendation – Not Met
 - Desire to develop with higher coverage and FAR is self-imposed
 - Applicant has option to pursue Landmark Bonus with current building plans

Criteria 5 - Criterion Met

- Staff Recommendation – Criterion Met
 - Would not alter residential character
 - Structure with increased lot coverage already exists
 - Limits impact on adjacent properties
 - Historic treatment cannot be evaluated

Criteria 6 - Criterion Met

- Staff Recommendation – Not Met
 - No hardship
 - Typical in size and shape
 - Development possible
 - Applicant does not qualify for Preservation Bonus

Staff Recommendation:

Staff finds the proposal does not meet the variance review criteria in LMC Sec. 17.48.110 and recommends denial of the request.

The Board may approve (with or without condition or modification), deny, or continue the application to a future meeting for additional consideration. The Board may also request additional information if they feel it is needed for their property consideration of the variance application. In approving the applicant, the Board must find that all size variance criteria, insofar as applicable, have been met. The Board should adopt specific findings for each review criterion in support of any motion.

Board Questions of Staff:

None is heard.

Applicant Presentation:

Kelly Schin, 516 Lincoln Ave

Schin says she bought the house last summer. She put her permit in for review and then was informed by planning that we were not allowed to do our proposal. We are here because we spent so much time in our design and wanted to give a try to see if we could get this variance.

Board Questions of Applicant:

Stuart says that it seems like the landmarked process would give more than what she needs. Are you thinking of pursuing that process if you cannot get the variance?

Schin says we will probably just remodel the plans so we can move in as quickly as we can.

Cooper asks if her proposed building height meets the old town overlay.

Brackett Hogstad says with staff's review, which was something that was not triggered. It was only the lot coverage and FAR.

Cooper asks about lot coverage and how it is a 2% in order to pass.

Brackett Hogstad shows the proposed addition image and shows the lot coverage.

Cooper asks if they are still staying within their side setbacks.

Brackett Hogstad say that they are.

Cooper asks if any neighbors have reached out.

Brackett Hogstad says we have received three emails of support.

Public Comment

None is heard.

Summary and Request by Staff and Applicant:

None is heard.

Discussion by Board:

Cooper says she thinks it meets criteria one because it is a duplex and is moving to a single family home.

Bracket Hogstad says it is not being used as a duplex.

Ritchie says it is a nonconforming property and we have no building permit records that have suggested it as a duplex. You do not get the benefit of a larger lot coverage even if it a duplex use. She says they need to look at the form of the structure and not the use.

Stuart says if the applicant met the first few criteria then should could probably meet the rest but because she does not then he cannot approve it. She must meet all six criteria.

Nakari says because the FAR and setbacks are the same regardless if it is a duplex or single family, this does not meet criteria one.

Hawksley moves and **Stuart** seconds a motion to deny a variance to allow a lot coverage of 32.47% where 30% is the maximum height allowed; and to allow a floor area ratio of 38.11% where 35% is the maximum allowed in the Old Town Overlay District for a lot greater than 7,000 square feet at 516 Lincoln Avenue. Motion passes unanimously by a roll call vote.

Discussion Items for Next Meeting

None is heard.

Staff Comments

None is heard.

Board Comments

None is heard.

Adjourn

The meeting was adjourned at 7:30 PM.

**CITY OF LOUISVILLE
BOARD OF ADJUSTMENT
STAFF REPORT
September 21, 2022**

APPLICANT/OWNER: Andy Johnson, DAJ Design

STAFF PLANNER: Ellie Hassan, Planner II

LOCATION: 245 W Sycamore Ln
Lot 74, Sundance Subdivision

ZONING: Residential Estate (R-E)

REQUEST: **Case #VAR-0448-2023** – A request for a variance from the required minimum side setback to allow a 7 square-foot portion of a bay window to encroach up to 3-feet 2-inches into the required five-foot side yard setbacks.



SUMMARY:

The applicant, Andy Johnson of DAJ Design, requests approval of a variance from the Sundance Planned Unit Development (PUD) side setback of 5 feet to allow the construction of a 7 square-foot portion of a replacement bay window to encroach up to 3 foot-2 inches into the side setback area.

BACKGROUND:

The property is located in the Sundance PUD and Sundance Subdivision, both of which the City approved in 1981. The following is a summary of the development standards based on the Sundance PUD and the underlying R-E zoning:

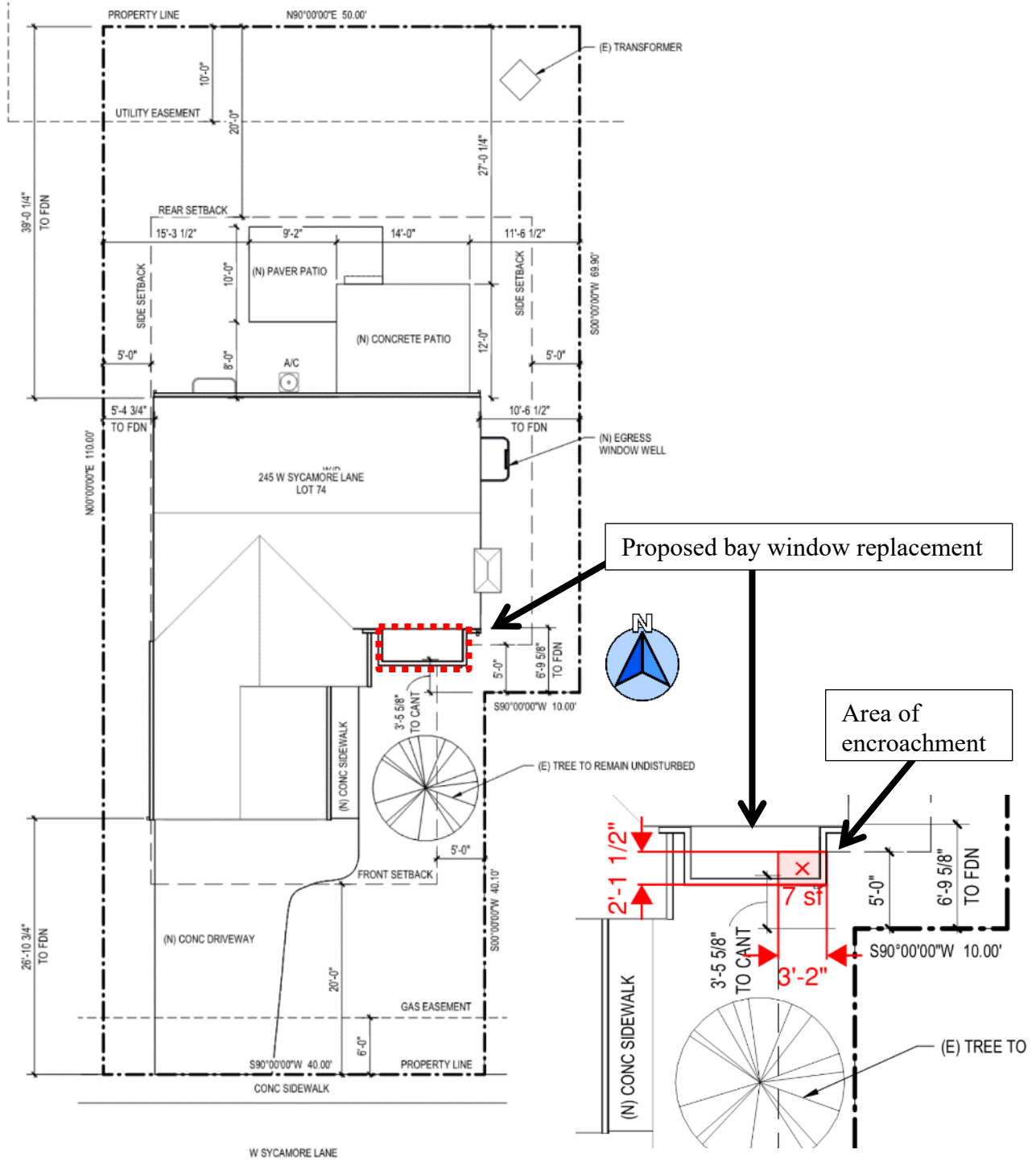
Minimum Lot Area:	12,000 sq. ft. (Per Sec. 17.12.030 – no listed min. lot area in PUD or Plat)
Front Setback:	20 ft.
Interior Side Setback:	5 ft.
Rear Setback:	20 ft.
Maximum Height:	30 ft.
Lot Coverage:	1,750 sq. ft.

The developer constructed the existing home in 1984, including a bay window in the southeast portion of the site. The existing bay window did not conform to the 5-foot side setback minimum required by the PUD for the eastern and southern property lines. The neighborhood was initially designed for attached duplexes on L-shaped lots in the Plat and PUD. The PUD was revised at an unknown date for single-family homes, however the revision did not alter the platted L-shaped lots, and many homes consequently encroached into the side yard setbacks.

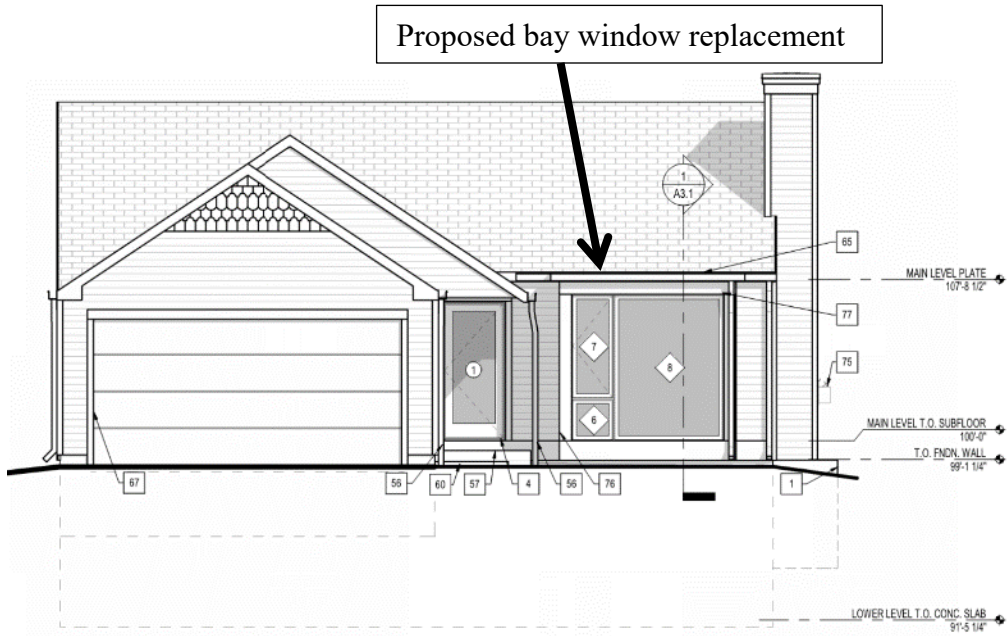
PROPOSAL:

The applicant is proposing a renovation of the existing home, which includes a rebuild of the existing bay window. The existing and proposed bay window encroach 3ft-2in east and 2ft-1.5in south into the 5ft. side-yard setback area along the bend in the L-shaped lot. The rebuilt bay window will maintain the same 3ft-4in x 8ft-3in (27.5 sq. ft.) footprint at the same location as the existing window. The rebuilt bay window includes a new roof and wall structure, which is a structural alteration that requires a variance to remain in the same nonconforming location per Sec. 17.36.010 of the Municipal Code. The site plan and elevations of the bay window are shown below for reference.

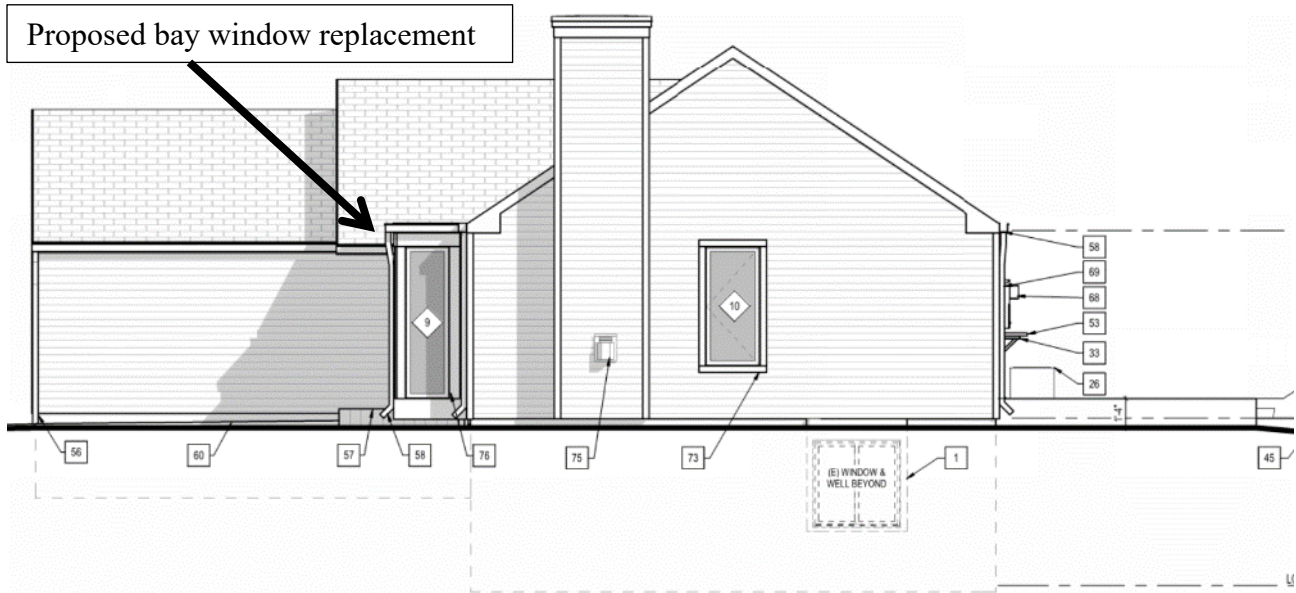
Proposed Site Plan and Details of Bay Window Encroachment



Building Elevations

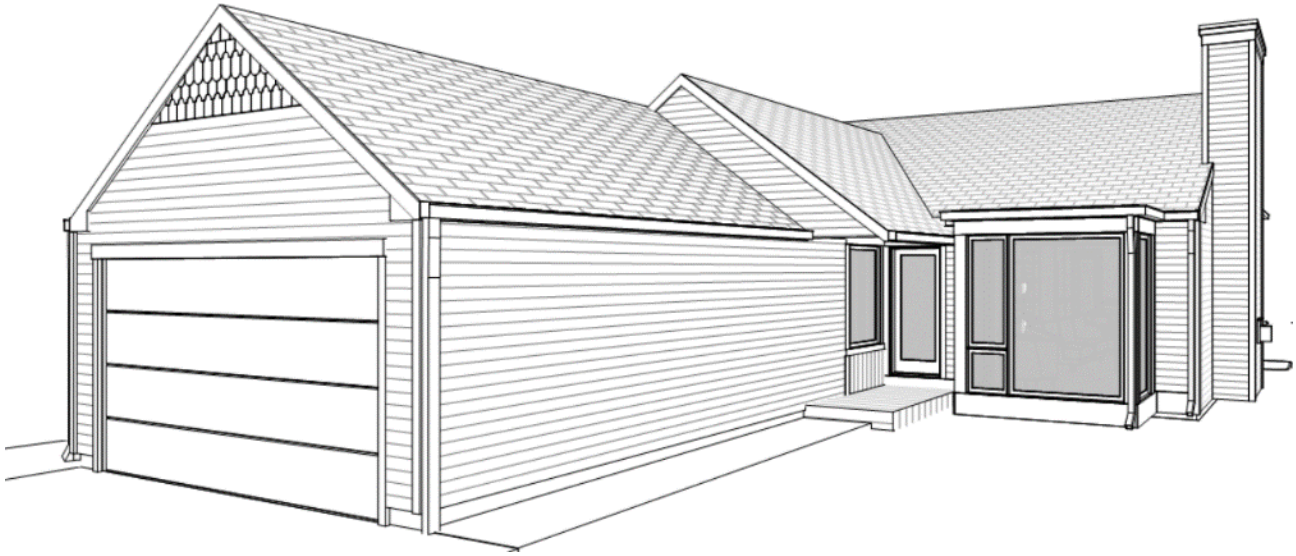


1 **Front Elevation**
A2.1 1/4" = 1'-0"



2 **Right Side Elevation**
A2.1 1/4" = 1'-0"

Building Rendering



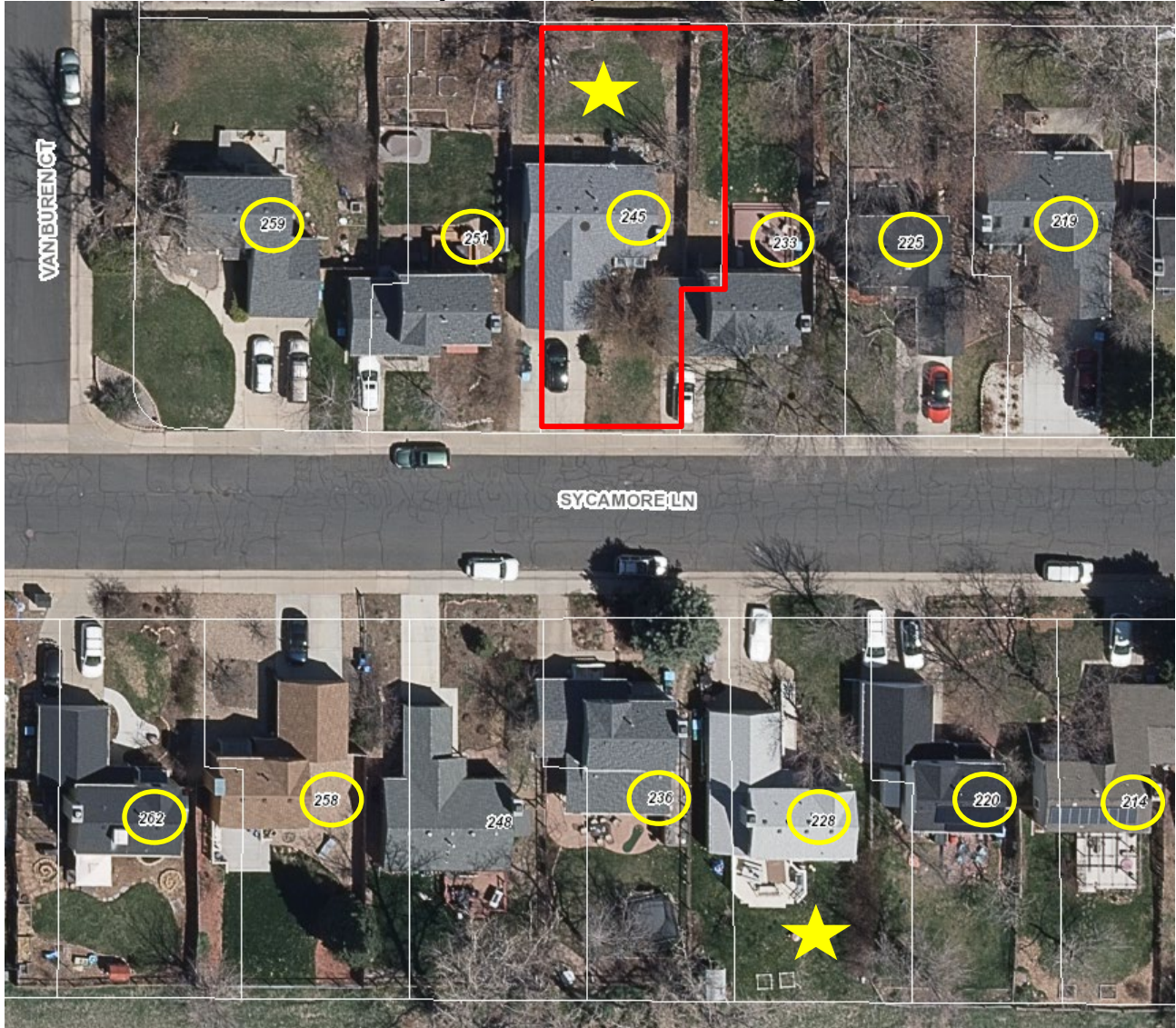
Existing Site Conditions





Comparison Area – Bay Windows on Sycamore Lane

The following image shows 245 W Sycamore and neighboring properties along Sycamore Lane. The properties with bay windows are circled in yellow. Properties with known or likely setback nonconformities in the bay windows, per the building permit records, are starred.



Staff found no documentation of variance approvals for the homes with non-conforming bay windows. These non-conformities appear to have been present since the original construction of the Sundance neighborhood. Staff may not have considered bay windows or overhangs as needing to meet side yard setbacks in the past, resulting in encroachments. A previous staff report for 327 W Sycamore Lane also noted that the City might have once considered the internal lot line between the paired lots to not have a 5-foot setback based on the original intent for duplexes. However, staff finds that the current PUD is unambiguous on the side-yard setback requirement and a variance is required.

REVIEW CRITERIA:

The Board of Adjustment has authority to grant, grant with conditions, or deny a variance request based on the review criteria found in Municipal Code Sections 17.48.110.B.1-6. The following are staff's analysis of the criteria with recommended findings on each.

1. *That there are unique physical circumstances or conditions such as irregularity, narrowness or shallowness of lot, or exceptional topographical or other physical conditions peculiar to the affected property.*

Staff finds the lot is an irregular shape and the existing house location is a unique physical circumstance on this property. The L-shaped lots were originally designed for paired homes and are more restrictive in developing single-family dwelling units. The bend in the "L" creates a constrained location in the side yard area and provides limited areas for a bay window to be rebuilt. **Staff finds the proposal meets this criterion.**

2. *That the unusual circumstances or conditions do not exist throughout the neighborhood or district in which the property is located.*

Staff finds that the unusual "L" lot shapes, combined with developer-installed bay windows near or encroaching into side yard setbacks is a unique circumstance in the Sundance neighborhood that does not exist in other R-E zoned districts. While staff finds that other homes throughout the Sundance subdivision have similar conditions with respect to lot shape, it is unusual for R-E zoned neighborhoods in the City to have L shaped lots. The lots are also undersized for an R-E zone district, which has a minimum lot size of 12,000 square feet. The developer-installed bay windows are also not commonly seen this close to side yard setbacks in other neighborhoods. **Staff finds the proposal meets this criterion.**

3. *That because of such physical circumstances or conditions, the property cannot reasonably be developed in conformity with the provisions of Title 17 of the Louisville Municipal Code.*

Staff finds that the combination of the unusual side lot line shape and existing house footprint create a physical circumstance that cannot reasonably accommodate a similarly sized replacement bay window that conforms with setbacks. **Staff finds the proposal meets this criterion.**

4. *That such unnecessary hardship has not been created by the applicant.*

The original developer constructed the existing house with the bay window in 1984. The PUD established minimum setback standards that were likely not applied to bay windows at the time. The current owner purchased the property in 2022 and is not responsible for the nonconformity of the existing bay window. **Staff finds the proposal meets this criterion.**

5. *That the variance, if granted, will not alter the essential character of the neighborhood or district in which the property is located, nor substantially or permanently impair the appropriate use or development of adjacent property.*

Staff finds that the proposal would not alter the essential character of the neighborhood. The rebuilt bay window will be the same footprint as the original window and will only have minor aesthetic changes in the windows and walls. The bay window mass is found on most homes in the development and is part of the overall neighborhood character. **Staff finds the proposal meets this criterion.**

- 6. That the variance, if granted, is the minimum variance that will afford relief and is the least modification possible of the provisions of Title 17 of the Louisville Municipal Code that is in question.*

The rebuilt bay window has the minimum encroachment needed for a usable space and follows the same footprint as the original bay window. **Staff finds the proposal meets this criterion.**

PUBLIC COMMENTS:

No comments were received at the time of writing this report.

STAFF RECOMMENDATION:

Staff finds the proposal meets the applicable variance criteria in Section 17.48.110 of the LMC, and therefore, recommend approval of the variance request.

BOARD ACTION:

The Board may approve (with or without conditions), deny, or continue the application to a future meeting for additional consideration. The Board may also request additional information if they feel it is needed for their proper consideration of the variance application. In approving an application, the Board must find that all six variance criteria, insofar as applicable, have been met. The Board should adopt specific findings for each review criterion in support of any motion.

ATTACHMENTS:

1. Application Materials
2. Sundance PUD
3. Sundance Subdivision

ELECTRONIC LAND USE HEARING REQUEST CASE NO. _____



922A MAIN STREET
LOUISVILLE, CO 80027
T (303) 527-1100
INFO@DAJDESIGN.COM
WWW.DAJDESIGN.COM

APPLICANT INFORMATION

Firm: DAJ DESIGN

Contact: ANDY JOHNSON

Address: 922A MAIN ST
LOUISVILLE, CO 80027

Mailing Address: (SAME)

Telephone: 303-527-1100

Fax: NONE

Email: ANDY@DAJDESIGN.COM

OWNER INFORMATION

Firm: _____

Contact: ANNADALE SULLIVAN

Address: 245 W SYCAMORE
LOUISVILLE, CO 80027

Mailing Address: (SAME)

Telephone: 571-228-7296

Fax: NONE

Email: SULLIVAN.ANNADALE@GMAIL.COM

REPRESENTATIVE INFORMATION

Firm: _____

Contact: _____

Address: _____

Mailing Address: _____

Telephone: _____

Fax: _____

Email: _____

PROPERTY INFORMATION

Common Address: 245 W SYCAMORE

Legal Description: Lot 74 Blk _____

Subdivision SUNDANCE

Area: 5,170 Sq. Ft.

TYPE (S) OF APPLICATION

- Annexation
- Zoning
- Preliminary Subdivision Plat
- Final Subdivision Plat
- Minor Subdivision Plat
- Preliminary Planned Unit Development (PUD)
- Final PUD
- Amended PUD
- Administrative PUD Amendment
- Special Review Use (SRU)
- SRU Amendment
- SRU Administrative Review
- Temporary Use Permit: _____
- CMRS Facility: _____
- Other: (easement / right-of-way; floodplain; **variance** vested right; 1041 permit; oil / gas production permit)

I hereby request the public hearing(s) on this application be scheduled to be conducted by Electronic Participation in accordance with the attached Resolution No. 30, Series 2020, as adopted by the City Council on April 7, 2020, and in accordance with Resolution No. 38, Series 2020, as adopted by City Council on June 2, 2020 if such hearing(s) can be scheduled during a time period when in-person meetings are not being held due to a health epidemic or pandemic. I acknowledge that holding a quasi-judicial hearing by Electronic Participation may present certain legal risks and involves an area of legal uncertainty, and that having this application heard at a meeting held by Electronic Participation is optional and undertaken at my own risk. I also understand that in-person meetings are preferred for quasi-judicial hearings, and that even if electronic hearing(s) are scheduled, this application will be heard at an in-person meeting if in-person meetings have resumed by the scheduled hearing date(s). I further agree to defend and indemnify the City of Louisville in any action that may arise out of, or in connection with, conducting the hearing by Electronic Participation.

SIGNATURES & DATE

Applicant: AJ

Print: ANDY JOHNSON

Owner: ADS

Print: ANNADALE SULLIVAN

Representative: _____

Print: _____

CITY STAFF USE ONLY

- Electronic Hearing Approved: _____
- Date(s) of Hearing(s): _____

January 16, 2023

Ellie Hassan
Planning & Building Safety
City of Louisville
749 Main Street
Louisville, CO 80027

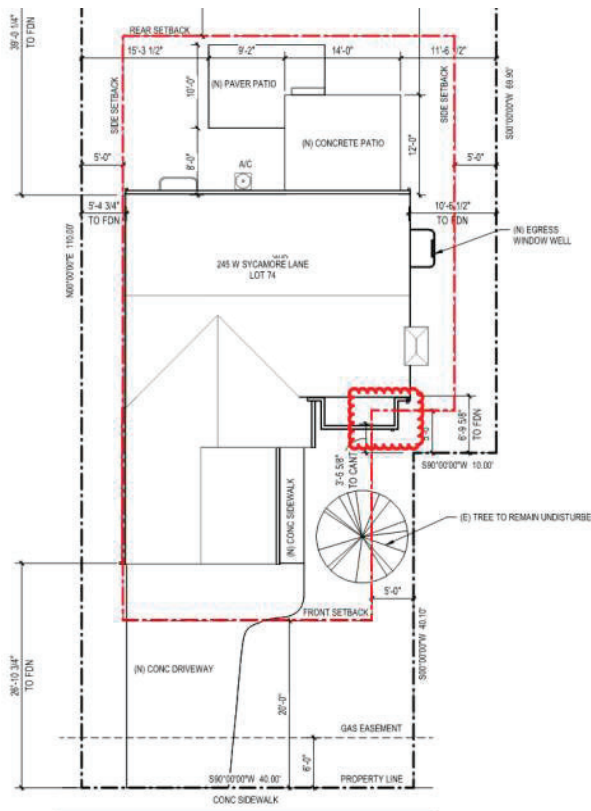


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LOUISVILLE, CO 80027
T (303) 527-1100
INFO@DAJDESIGN.COM
WWW.DAJDESIGN.COM

RE: 245 WEST SYCAMORE LANE ADMINISTRATIVE VARIANCE

Dear Ms. Hassan,

I am pleased to present an application for a variance request for the home at [245 West Sycamore Lane](#). The home was constructed in 1984 in the [Sundance PUD](#) and the [Sundance Plat](#) (a resubdivision of blocks 5, 6, 7, and 10 of the Centennial Valley 1 Subdivision). The existing home contains a cantilevered bay window that projects from the front of the house. The bay window includes floor to springline windows and also includes a partial glass roof enclosure that slopes to the south. The southeast corner of the bay window encroaches into the 5' side yard setback. This condition has existed since the home was originally constructed and is considered "legal, non-conforming."



The home does not appear to have undergone any modifications from the time when it was originally built, aside from possible re-roofing due to hail damage. The windows are original to the house and are of all-aluminum construction with 3/8" insulated glass. The bay window's glass roof enclosure is leaking, and all the windows are significantly energy inefficient and moisture damage is evident from condensation that has formed on the windows over decades of winter months.

The home was recently purchased in 2022, and an energy upgrade is being proposed along with a interior remodel of the kitchen and bathrooms. All the windows will be replaced with energy-efficient windows that meet the current building code. The proposed design for the front bay window replacement includes new windows in place of the existing windows, and the

glass roof enclosure is being replaced with a weather-tight framed roof enclosure. The footprint of the bay window remains the same as the existing bay window footprint. Please see the attached building plans and elevations for details. Below is a zoning breakdown of the project and illustrates the allowable areas:

Project Information

Property Size:	5,170 SF
Zoning:	R-E
Building Height:	35' max allowed ~17'-5" existing - No proposed change to one-level home
Lot Coverage:	1,551 SF (30% max allowed) 1,149 SF existing - No additional building area proposed



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Below are the six variance criteria as outlined in [Sec. 17.48.110](#) in the municipal code along with our responses of the six points below:

1. That there are unique physical circumstances or conditions such as irregularity, narrowness or shallowness of lot, or exceptional topographical or other physical conditions peculiar to the affected property;

The lot has an irregular shape with a jog along the east property line boundary. The encroachment of the existing cantilevered bay window has existed since the home was constructed in 1984, and is a unique condition to this home within the neighborhood.

2. That the unusual circumstances or conditions do not exist throughout the neighborhood or district in which the property is located;

The condition presented by the existing bay window projection is unique to this home within the neighborhood.

3. That because of such physical circumstances or conditions, the property cannot reasonably be developed in conformity with the provisions of this title;

It is impossible to repair the existing bay window roof and upgrade the windows to new, modern windows under the current constraints of the PUD's setback requirements and the interpretation of the Municipal code.

4. That such unnecessary hardship has not been created by the applicant;

The current owners purchased the property in 2022 and did create the unnecessary hardship.

5. That the variance, if granted, will not alter the essential character of the neighborhood or district in which the property is located, nor substantially or permanently impair the appropriate use or development of adjacent property;

If the variance is granted, the essential character of the neighborhood will remain the same. The home will essentially have the same character as the original design intent, and no additional building area will be added to the home.

6. That the variance, if granted, is a minimum variance that will afford relief and is the least modification possible of the provisions of this title which are in question;

The requested variance is the minimum request and affords the relief to allow the necessary repairs and window replacements to be made to the existing cantilevered bay window.



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Please feel free to reach out with any questions. Thank you for the consideration of our application.

Warm regards,

Andy Johnson, AIA

Ellie Hassan

From: Annie <sullivan.annadale@gmail.com>
Sent: Thursday, January 26, 2023 6:44 PM
To: Andy Johnson
Cc: Ellie Hassan
Subject: Re: Authorization Email

Hello Ellie,
We would like Andy Johnson to act as our representative for the variance application for our project.

Thank you,
AnnaDale Sullivan

Sent from my iPad

On Jan 26, 2023, at 4:42 PM, Andy Johnson <andy@dajdesign.com> wrote:

Hi AnnaDale,

Ellie Hassan, at the City, is processing the variance to allow us to do window replacement and maintenance on the front window well. She requested a little housekeeping for the City records. The City needs an email from you stating that I may act as your representative for the variance application for your project. Do you mind responding to this email to that effect? Please contact me if you have any questions. Thanks!

Andy

--

Andy Johnson, AIA

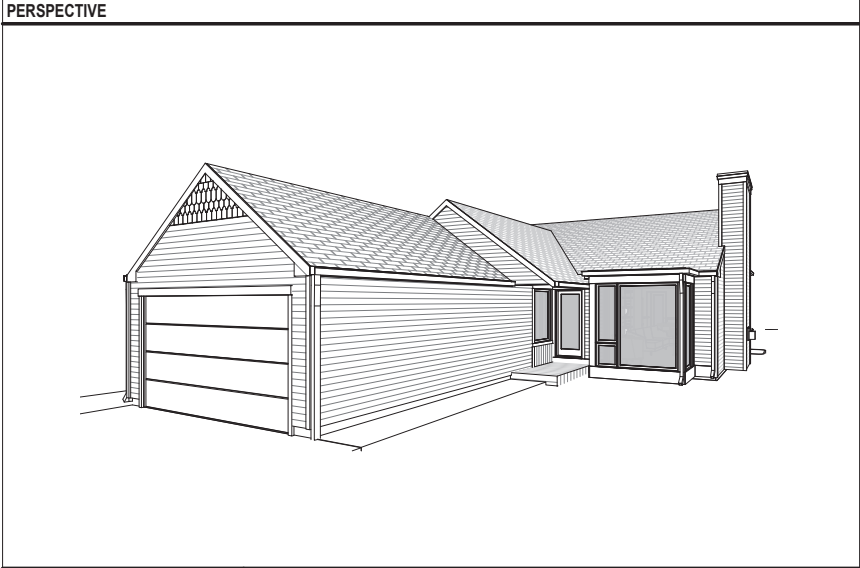
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w. [303.527.1100](tel:303.527.1100)

m. [303.249.1624](tel:303.249.1624)

==CAUTION: EXTERNAL EMAIL==

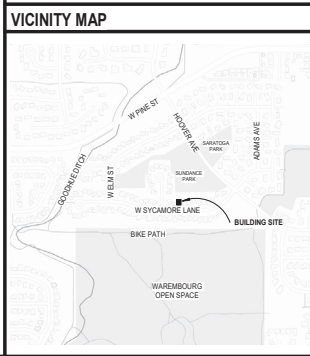
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ZONING INFORMATION	
LOT AREA:	5,170 SF
ZONE:	RE
BUILDING COVERAGE:	MAX ALLOWED = 1% PROPOSED = NO CHANGE
BUILDING HEIGHT:	MAX = 3'

PROJECT TEAM	
OWNER:	ANNADALE & JOHN M SULLIVAN 245 W SYCAMORE LANE LOUISVILLE, CO 80027 571.228.7291 CONTACT: ANNADALE SULLIVAN EMAIL: tsullivan.annadale@gmail.com
ARCHITECT:	DAJ DESIGN 162A MAIN ST LOUISVILLE, CO 80027 303.527.1100 CONTACT: ANDY JOHNSON EMAIL: andy@dajdesign.com
CONTRACTOR:	HOME SERVICES LLC JIM STRAWBRIDGE 720.985.1204 CONTACT: JIM STRAWBRIDGE EMAIL: jstrawbridge20@aol.com
STRUCTURAL ENGINEER:	RMG - ROCKY MOUNTAIN GROUP 7202 GREENHOUSE ROAD, UNIT 109 WINDSOR, CO 80550 303.616.4364 CONTACT: MICHAEL MCGUIRE EMAIL: MIMcGuire@rmg-engineers.com

PROJECT INFORMATION	
PROJECT ADDRESS:	245 W SYCAMORE LANE LOUISVILLE, CO 80027
PROJECT DESCRIPTION:	INTERIOR REMODEL & EXTERIOR UPDATES
LEGAL DESCRIPTION:	LOT 74 SUNDANCE
APPLICABLE CODES:	2018 INTERNATIONAL RESIDENTIAL CODE 2018 INTERNATIONAL MECHANICAL CODE 2018 INTERNATIONAL PLUMBING CODE 2021 INTERNATIONAL ENERGY CONSERVATION CODE 2018 INTERNATIONAL FUEL GAS CODE 2018 INTERNATIONAL FIRE CODE 2020 NATIONAL ELECTRICAL CODE LOUISVILLE MUNICIPAL CODE, CHAPTER 15 - BUILDINGS & CONSTRUCTION



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GENERAL NOTES	
LICENSES & PERMITS	ALL WORK SHALL BE PERFORMED UNDER PERMIT FROM ALL GOVERNING AUTHORITIES AND SHALL BE INSPECTED BY THEIR REPRESENTATIVES AND OBSERVED BY THE ARCHITECT.
SAFETY	GENERAL CONTRACTOR SHALL TAKE RESPONSIBILITY FOR SITE SAFETY. GENERAL CONTRACTOR SHALL TAKE ALL REASONABLE PRECAUTIONS FOR THE SAFETY OF EMPLOYEES, SUBCONTRACTORS, OCCUPANTS AND THE PROPERTY ITSELF. OBSERVATION VISITS TO THE SITE BY THE ARCHITECT SHALL NOT INCLUDE INSPECTIONS OF THE SAFETY MEASURES OR THE CONSTRUCTION PROCEDURES REQUIRED FOR SAME.
SITE DEBRIS	DURING DEMOLITION AND/OR CONSTRUCTION, THE GENERAL CONTRACTOR SHALL KEEP THE SITE CLEAN AND FREE OF DEBRIS. AT JOB COMPLETION, SITE SHALL BE CLEAN AND ALL BYPRODUCTS OF CONSTRUCTION SHALL BE REMOVED PROMPTLY.
VERIFICATION	OWNER AND/OR GENERAL CONTRACTOR SHALL VERIFY ALL DIMENSIONS, SPECIFICATIONS, AND CONDITIONS ON THESE DRAWINGS PRIOR TO AND DURING CONSTRUCTION. ANY DISCREPANCIES, OMISSIONS OR ERRORS IN THE DRAWINGS, OR ANY DISCREPANCY WHATSOEVER BETWEEN DRAWINGS, SPECIFICATIONS AND/OR EXISTING CONDITIONS, OR ANY OBSTACLE TO WORK PERFORMANCE AS DESCRIBED IN THE DRAWINGS SHALL BE BROUGHT TO THE ATTENTION OF THE ARCHITECT FOR CORRECTION PRIOR TO COMMENCING WORK. FAILURE TO NOTIFY THE DESIGNER WITHIN TEN (10) DAYS OF THE DATE OF THE DRAWINGS SHALL CONSTITUTE FINAL ACCEPTANCE OF THE DRAWINGS. ANY CHANGES MADE AFTER ACCEPTANCE OF THE DRAWINGS SHALL RELEASE THE ARCHITECT FROM ANY FUTURE RESPONSIBILITY/LIABILITY.
INSURANCE	GENERAL CONTRACTOR AND ALL SUBCONTRACTORS SHALL CARRY CONTRACTORS LIABILITY INSURANCE (PERSONAL AND PROPERTY) AND WORKMANS COMPENSATION MEETING MINIMUM COLORADO REQUIREMENTS. AND SHALL PROVIDE PROOF OF SAME UPON REQUEST.
DIMENSIONS	WRITTEN DIMENSIONS ON THESE DRAWINGS SHALL TAKE PRECEDENCE OVER SCALED DIMENSIONS. ALL DIMENSIONS ARE TO FRAMING FOR NEW WALLS FINISH TO EXISTING WALLS. U.N.O. DO NOT SCALE THESE DRAWINGS.
CONSTRUCTION METHOD	THE CONTRACT DRAWINGS AND SPECIFICATIONS SHALL REPRESENT THE FINISHED STRUCTURE. UNLESS OTHERWISE SHOWN, THEY DO NOT INDICATE THE METHOD OF CONSTRUCTION. THE CONTRACTOR SHALL SUPERVISE AND DIRECT THE WORK AND BE SOLELY RESPONSIBLE FOR ALL CONSTRUCTION MEANS, METHODS, TECHNIQUES, SEQUENCES AND PROCEDURES.
COMPLIANCE	ALL WORK BY THE CONTRACTOR SHALL COMPLY WITH AND BE IN ACCORDANCE WITH ALL FEDERAL, STATE AND LOCAL CODES AND AGENCIES HAVING JURISDICTION, AS WELL AS SOILS TEST INFORMATION AND SOIL ENGINEERS RECOMMENDATIONS.
WORKMANSHIP	IN ALL CASES, REPRESENTATIVES OF THE GENERAL CONTRACTOR EXPERIENCED AND SKILLED IN THEIR TRADE SHALL PERFORM THE WORK. THE OWNER HAS ESTABLISHED THE HIGHEST LEVEL OF QUALITY AND WORKMANSHIP AS A GOAL IN ALL AREAS OF THIS PROJECT AND RESERVES THE RIGHT TO REFUSE WORK NOT UP TO THESE STANDARDS OR MANUFACTURERS' INSTALLATION REQUIREMENTS. GENERAL CONTRACTOR SHALL COORDINATE, SUPERVISE AND TAKE RESPONSIBILITY FOR ALL WORK OF HIS REPRESENTATIVES.
INSPECTIONS	GENERAL CONTRACTOR AND/OR SUBCONTRACTOR SHALL BE RESPONSIBLE FOR ALL NECESSARY INSPECTIONS AS WELL AS SCHEDULE FOR SAME.
CHANGES & NOTICE OF CHANGE OR DISCREPANCY	OWNER AND GENERAL CONTRACTOR SHALL NEGOTIATE ADDITIONS, DELETIONS, OR REVISIONS TO THE SCOPE OF THE WORK. A WRITTEN RECORD SHALL BE KEPT BY GENERAL CONTRACTOR FOR FINAL ACCOUNTING AND THE CONTRACT SUM SHALL BE ADJUSTED ACCORDINGLY. THE ARCHITECT SHALL RECEIVE PROMPT WRITTEN NOTICE OF ALL PENDING CHANGES. RELEASE OF THESE PLANS CONTEMPLATES FURTHER COOPERATION AMONG OWNER, GENERAL CONTRACTOR AND THE ARCHITECT. DESIGN AND CONSTRUCTION ARE COMPLEX. ALTHOUGH THE ARCHITECT AND HIS/HER CONSULTANTS HAVE PERFORMED THEIR SERVICES WITH DUE CARE AND DILIGENCE, THEY CANNOT GUARANTEE PRECISION. ANY AMBIGUITY OR DISCREPANCY DISCOVERED BY THE USE OF THESE PLANS SHALL BE REPORTED IMMEDIATELY TO THE ARCHITECT. FAILURE TO NOTIFY THE ARCHITECT COMPOUNDS MISUNDERSTANDING AND INCREASES CONSTRUCTION COSTS. A FAILURE TO COOPERATE BY A NOTICE TO THE ARCHITECT SHALL RELIEVE THE ARCHITECT FROM RESPONSIBILITY FOR ALL CONSEQUENCES. CHANGES MADE FROM THE PLANS WITHOUT CONSENT OF THE ARCHITECT ARE UNAUTHORIZED AND SHALL RELIEVE THE ARCHITECT OF RESPONSIBILITY FOR ALL CONSEQUENCES ARISING OUT OF SUCH CHANGES.
ARCHITECTS ROLE	THE ARCHITECT'S SOLE FUNCTION SHALL BE TO ACT AS THE OWNER'S AGENT IN MAKING PERIODIC SITE VISITS, AS REQUESTED BY THE OWNER TO OBSERVE WHETHER THE WORK IS PROCEEDING ACCORDING TO THE CONTRACT DRAWINGS AND SPECIFICATIONS. SUPPORT SERVICES PERFORMED BY THE ARCHITECT, IF ANY, WHETHER OF MATERIAL OR WORK, AND WHETHER PERFORMED PRIOR TO, DURING OR AFTER COMPLETION OF CONSTRUCTION SHALL BE PERFORMED SOLELY FOR THE PURPOSE OF ASSISTING QUALITY CONTROL AND IN ACHIEVING CONFORMANCE WITH THE CONTRACT DRAWINGS AND SPECIFICATIONS. THEY DO NOT GUARANTEE CONTRACTOR'S PERFORMANCE AND SHALL NOT BE CONSTRUED AS SUPERVISION OF CONSTRUCTION.
DESIGN	COPYRIGHT 2022. DRAWINGS AND DESIGN CONCEPT ARE PROPERTY OF DAJ DESIGN, INC. AND ANY USE OF SAID DRAWINGS AND/OR CONTENT FOR ANY OTHER PROJECT, WITHOUT WRITTEN CONSENT FROM DAJ DESIGN, INC. IS STRICTLY FORBIDDEN BY LAW.

SHEET NOTES	
1.	THE SET DRAWINGS, WHEN COMPLETE, CONSISTS OF ALL DRAWINGS LISTED BY THE SHEET INDEX. THE WORK DESCRIBED BY THE DRAWINGS OF ANY ONE DISCIPLINE MAY BE AFFECTED BY THE WORK DESCRIBED ON DRAWINGS OF ANOTHER DISCIPLINE AND MAY REQUIRE REFERENCE TO DRAWINGS ELSEWHERE IN THE DRAWING SET. PARTIAL SETS OF DRAWINGS ARE INCOMPLETE. DO NOT DISTRIBUTE OR UTILIZE PARTIAL DRAWING SETS.
2.	DETAILS & SPECIFICATIONS, IF BOUND SEPARATELY, ARE PART OF A COMPLETE AND COMPREHENSIVE CONTRACT DOCUMENT SET.
3.	THE SEQUENCE OF DRAWINGS, ORGANIZED BY DISCIPLINE AND DRAWING TYPES, IS FOR THE CONVENIENCE OF THE USERS OF THESE DRAWINGS ONLY. THE SEQUENCE OF DRAWINGS IS NOT INTENDED TO SUGGEST OR REQUIRE THAT THE CONTRACTOR DIVIDE THE WORK AMONG TRADES AND/OR SUBCONTRACTORS IN A SIMILAR FASHION.
4.	SHEETS ARE ARRANGED AND NUMBERED IN A HIERARCHICAL FASHION BY DISCIPLINE, BY TYPE OF DRAWING AND, IF APPLICABLE, SUBDIVIDED BY AREA OF BUILDING AND THEN BY SEQUENCE NUMBER WITHIN EACH GROUP OF SIMILAR DRAWINGS. SHEET NUMBERS MAY NOT BE CONSECUTIVE. GAPS BETWEEN GROUPS OF SHEET NUMBERS MAY OCCUR (HERE DRAWING TYPES ARE NOT APPLICABLE TO THE PROJECT).
5.	THE ARCHITECTURAL DRAWINGS ESTABLISH AND COORDINATE THE FINISHED APPEARANCE AND EXACT LOCATION FOR ALL EXPOSED ELEMENTS OF THE WORK, INCLUDING THAT WORK WHICH IS ILLUSTRATED PRIMARILY ON DRAWINGS OF OTHER DISCIPLINES. LOCATIONS SHOWN ON CONSULTING ENGINEERS' DRAWINGS ARE SCHEMATIC, UNLESS OTHERWISE NOTED. THE ARCHITECTURAL DRAWINGS TAKE PRECEDENCE FOR THE FINISHED APPEARANCE AND EXACT LOCATION OF ALL PARTS OF THE WORK.
6.	THE CIVIL, STRUCTURAL, MECHANICAL, ELECTRICAL DRAWINGS ARE SUPPLEMENTARY TO THE ARCHITECTURAL DRAWINGS. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO COORDINATE WITH THE ARCHITECTURAL DRAWINGS BEFORE THE INSTALLATION. SHOULD THERE BE A DISCREPANCY BETWEEN THE ARCHITECTURAL DRAWINGS AND THE CONSULTING ENGINEERS' DRAWINGS THAT WOULD CAUSE AN INWARD INSTALLATION, IT SHALL BE BROUGHT TO THE ARCHITECT'S ATTENTION FOR CLARIFICATION PRIOR TO INSTALLATION OF THE WORK.
7.	ALL SYMBOLS AND ABBREVIATIONS USED IN THE DRAWINGS ARE CONSIDER TO BE CONSTRUCTION STANDARDS. IF THE CONTRACTOR HAS QUESTIONS REGARDING THEIR EXACT MEANING, THE ARCHITECT SHALL BE NOTIFIED FOR CLARIFICATION.
8.	FOR GENERAL NOTES, SYMBOLS AND DEFINITIONS APPLICABLE ONLY TO THE DRAWINGS OF ONE DISCIPLINE, REFER TO THE DRAWINGS OF EACH DISCIPLINE. WHERE A TYPICAL CONDITION IS DETAIL, IT SHALL BE UNDERSTOOD THAT ALL LIKE OR SIMILAR CONDITIONS ARE THE SAME UNLESS SPECIFICALLY NOTED OR DETAILED OTHERWISE.
10.	DO NOT SCALE DRAWINGS. DIMENSIONS SHALL TAKE PRECEDENCE OVER SCALES SHOWN ON DRAWINGS. CONTRACTOR SHALL VERIFY ALL DIMENSIONS, GRADES AND CONDITIONS AT SITE PRIOR TO COMMENCING WORK. REPORT ANY DISCREPANCIES TO THE ARCHITECT IN WRITING.
11.	TYPICALLY, PROJECT DETAIL DRAWINGS TAKE PRECEDENCE OVER OTHER DRAWINGS IN THE DOCUMENT SET. REPORT AND DISCREPANCIES TO THE ARCHITECT IN WRITING FOR CLARIFICATION PRIOR TO PROCEEDING WITH WORK.

SQUARE FOOTAGE	
(E) LOWER LEVEL FINISHED	714 SF
(E) MAIN LEVEL FINISHED	805 SF
(E) REDUCED GARAGE	288 SF
(N) MAIN LEVEL FINISHED	58 SF
(N) PATIO	166 SF

SHEET INDEX	
A0.1	COVER SHEET
A0.2	SITE PLAN
A1.0	DEAD-END PLANS
A1.1	LOWER LEVEL FLOOR PLAN
A1.2	MAIN LEVEL DIMENSION PLAN
A1.3	MAIN LEVEL FINISH PLAN
A1.4	REFLECTED CEILING PLANS
A1.5	ROOF PLAN
A2.1	ELEVATIONS
A3.1	BUILDING SECTIONS



12/09/2022

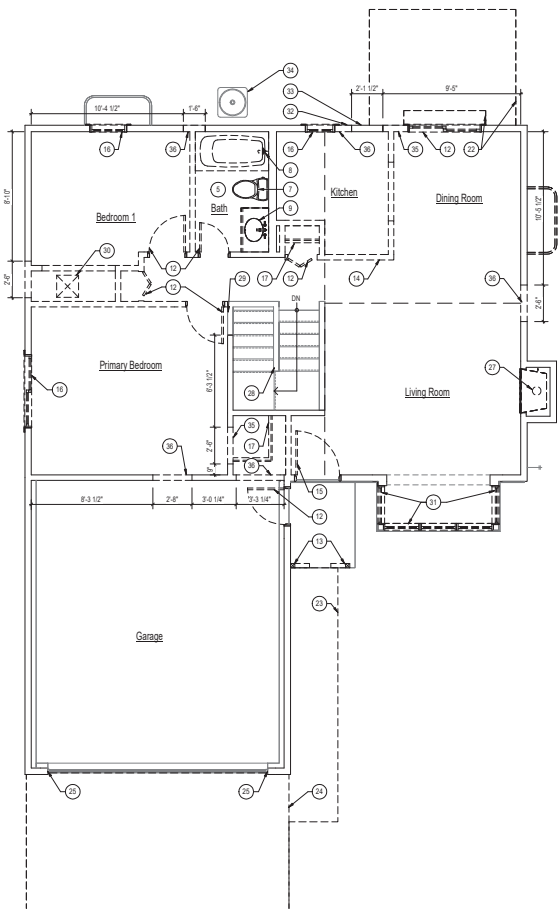
SULLIVAN REMODEL
245 W Sycamore Lane
Louisville, CO 80027
Annadale & John Sullivan
245 W Sycamore Lane Louisville, CO 80027

DRAWING TITLE
COVER SHEET

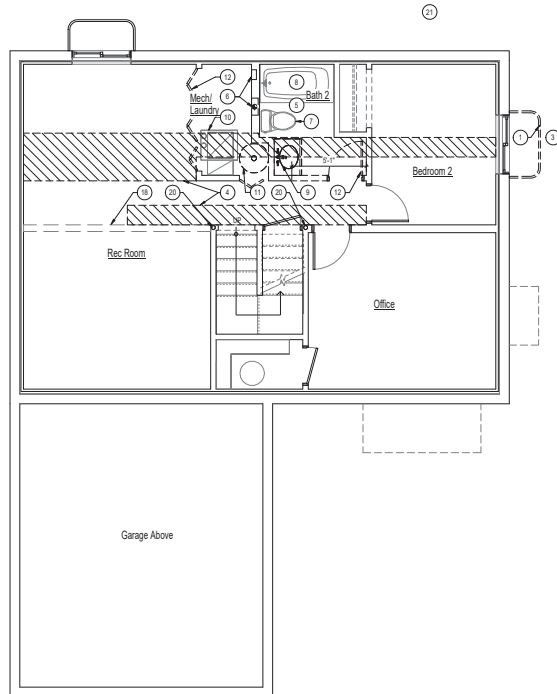
REVISION	DATE

DATE
12/09/2022

A0.1
SHEET



2
A1.0 1/4" = 1'-0"
Main Level Demo Plan

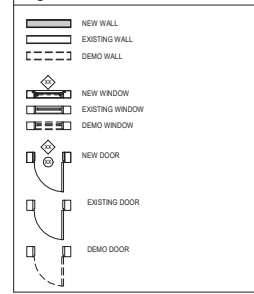


1
A1.0 1/4" = 1'-0"
Lower Level Demo Plan

DEMOLITION NOTES

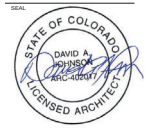
1. DEMO WINDOW WELL AND EXCAVATE FOR NEW LARGER WINDOW WELL
2. NOT USED
3. EXCAVATE FOR NEW WINDOW WELL
4. DEMO DUCT WORK AND CHASE AS NEEDED
5. PREPARE WALLS AND CEILINGS FOR NEW FINISH
6. REMOVE DRYER VENT AND WATER SUPPLY BOX
7. DEMO TOILET
8. DEMO TUB/SHOWER
9. DEMO VANITY
10. EXISTING EXISTING WATER HEATER
11. REMOVE EXISTING WATER HEATER
12. DEMO DOOR
13. DEMO COLLARS AND BRACKETS
14. DEMO EXISTING WALLS FROM FLOOR TO CEILING
15. REMOVE EXISTING DOOR
16. REMOVE EXISTING WINDOW
17. REMOVE EXISTING GLOSET ROOF AND/OR SHELVING
18. LINE OF EXISTING BEAM ABOVE
19. LOCATION OF NEW FOUNDATION AT NEW COLLARS ABOVE
20. EXISTING POST
21. EXCAVATE IN PREPARATION FOR NEW FOUNDATION WALL
22. DEMO CONCRETE SLAB AND STEP
23. DEMO CONCRETE SIDEWALK
24. DEMO CONCRETE DRIVEWAY
25. DEMO ANGLED BRACKETS AND DOOR JAMB
26. DEMO GUTTER AND DOWNSPOUT
27. DEMO FIREPLACE AND PREPARE FOR NEW FIREPLACE
28. DEMO HANDRAIL
29. DEMO WALL FROM CEILING TO 3/4" AFF
30. DEMO ATTIC ACCESS AND TRIM
31. DEMO GLASS AND METAL FRAME
32. DEMO ELECTRIC PANEL
33. DEMO AND RELOCATE ELECTRIC METER
34. DEMO A/C UNIT
35. ENLARGE EXISTING OPENING
36. DEMO WALL FOR NEW WINDOW/DOOR
37. REPLACE DAMAGED SUBFLOOR AS NEEDED

Legend



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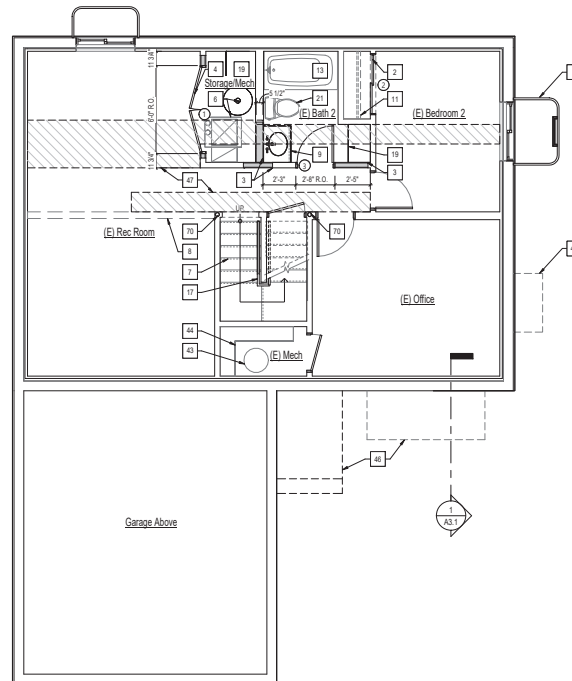
PROJECT
DEMOLITION

REVISION	DATE	BY

SET: CONSTRUCTION DRAWINGS
DATE: 12.09.2022

A1.0

SHEET



1
A1.1
Lower Level Floor Plan
1/4" = 1'-0"

GENERAL PLAN NOTES

1. ALL WALLS ARE 24" UNLESS DIMENSIONED AND NOTED OTHERWISE
 2. FURNITURE DIMENSIONS FOR REFERENCE ONLY

KEYNOTES

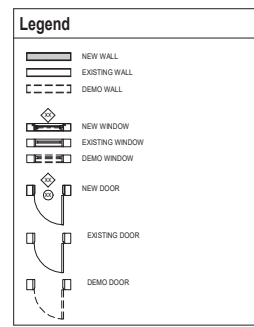
KEY	NOTES
1	New egress window well with ladder
2	New bi-pass door in existing opening, coordinate with owner
3	Align new well with existing wall
4	New door in existing opening, fill as necessary
6	Existing furnace and water heater to remain
7	Existing stair leads and risers to be re-finished, coordinate with owner
8	Existing dropped beam above
9	Vanity, coordinate with owner
11	Existing shelf & rod, coordinate with owner
13	30" x 60" tub/shower, coordinate with owner
17	Handrail, to top full length of stairs, Located 34" to 38" above stair nosing, coordinate with owner
19	Shelves, coordinate with owner
21	Round table, coordinate with owner
42	Line of wall above
43	Existing sump pit and pump
44	Existing shelving
46	Line of floor above
47	Existing mechanical chase
50	Existing steel column

DOOR SCHEDULE

DOOR #	FIRE RATING	NOMINAL WIDTH	NOMINAL HEIGHT	THICKNESS	COMMENTS
LOWER LEVEL T.O. CONC. SLAB					
1		0'-0"	6'-6"	1-3/8"	
2		4'-0"	6'-6"	1-3/8"	
3		2'-0"	6'-6"	1-3/8"	
MAIN LEVEL T.O. SUBFLOOR					
1		3'-0"	6'-6"	1-3/4"	Tempered
2		2'-0"	7'-0"	1-3/4"	Tempered
7	Rated	2'-0"	6'-6"	1-3/8"	Self-closing
8		4'-0"	6'-6"	1-3/8"	
9		2'-0"	6'-6"	1-3/8"	
10		2'-0"	6'-6"	1-3/8"	
11		2'-0"	6'-6"	1-3/8"	
12		2'-0"	6'-6"	1-3/8"	
13		2'-0"	6'-6"	1-3/8"	
14		6'-0"	6'-6"	1-3/4"	
15		2'-0"	6'-6"	1-3/8"	
16		2'-0"	6'-6"	1-3/8"	

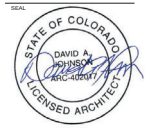
WINDOW SCHEDULE

WINDOW #	WIDTH	HEIGHT	HEAD HT.	COMMENTS	OPERATION	ROOM
MAIN LEVEL T.O. SUBFLOOR						
4	2'-0"	6'-0"	6'-6"		FG	Primary Entry
5	2'-0"	7'-0"	7'-6"	Tempered	FG	Living
6	2'-0"	2'-0"	2'-0"		FG	Living
7	2'-0"	6'-0"	7'-0"		CA	Living
8	6'-0"	7'-0"	7'-6"	Tempered	FG	Living
9	2'-0"	7'-0"	7'-6"	Tempered	FG	Living
10	2'-6"	6'-6"	7'-0"		CA	Living
12	6'-11 1/8"	7'-0"	7'-6"		AW	Kitchen
13	1'-6"	4'-0"	4'-0"		AW	Bath
14	2'-6"	6'-6"	7'-0"	Egress	CA	Primary Bedroom
15	4'-0"	6'-6"	7'-0"		CA	Primary Bedroom
16	5'-0"	6'-6"	7'-0"	Egress	CA	Plex Room



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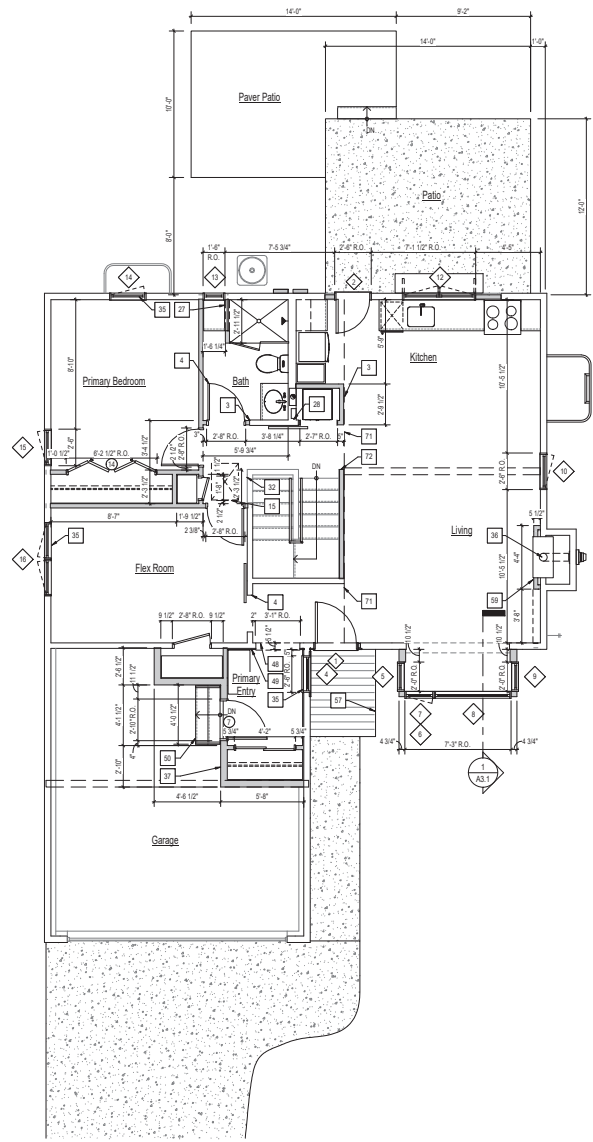
DRAWING TITLE
LOWER LEVEL FLOOR PLAN

REVISION

SET: CONSTRUCTION DRAWINGS
 DATE: 12-09-2022

A1.1

SHEET



Main Level Dimension Plan
 1/4" = 1'-0"

GENERAL PLAN NOTES

1. ALL WALLS ARE 24 UNLESS DIMENSIONED AND NOTED OTHERWISE
2. FURNITURE SHOWN FOR REFERENCE ONLY

KEYNOTES

KEY	NOTES
3	Align new wall with existing wall
4	New door in existing opening, fill as necessary
15	New 2'x3'0" attic access, coordinate location between trusses in field
27	Line of wall below
28	Recessed water supply and dryer vent box
32	1/2" AFF nail wall with wood cap, coordinate with owner
35	New window in existing opening, fill as necessary
36	New gas fireplace and flue, coordinate with owner
37	Provide 1" gap, 18" @ garage side of all walls per current local code. All vertical and horizontal members supporting the separation shall also be protected
48	8'-0" tall drywall wrapped opening, coordinate with owner
49	1/2" furring at existing exterior wall
50	Wood stair, coordinate with owner. Verify in field riser count and height, 7'-3/4" max
57	New composite decking on sleepers over existing concrete, with waterfall edge
58	Wood capped mantle -1/2" AFF, coordinate with owner
71	Line of ceiling above
72	Fill wall on top of existing framing to bottom of ceiling

DOOR SCHEDULE

DOOR #	FIRE RATING	NOMINAL WIDTH	NOMINAL HEIGHT	THICKNESS	COMMENTS
LOWER LEVEL T.O. CONC. SLAB					
1		6'-0"	8'-0"	1-3/8"	
2		4'-0"	8'-0"	1-3/8"	
3		2'-0"	8'-0"	1-3/8"	
MAIN LEVEL T.O. SUBFLOOR					
1		3'-0"	8'-0"	1-3/4"	Tempered
2		2'-0"	7'-0"	1-3/4"	Tempered
7	Rated	2'-8"	8'-0"	1-3/8"	Self closing
8		2'-0"	8'-0"	1-3/8"	
9		2'-0"	8'-0"	1-3/8"	
10		2'-0"	8'-0"	1-3/8"	
11		2'-0"	8'-0"	1-3/8"	
12		1'-0"	8'-0"	1-3/8"	
13		2'-0"	8'-0"	1-3/8"	
14		6'-0"	8'-0"	1-3/8"	
15		2'-0"	8'-0"	1-3/8"	
16		2'-0"	8'-0"	1-3/8"	

WINDOW SCHEDULE

WINDOW #	FIRE RATING	NOMINAL WIDTH	NOMINAL HEIGHT	HEAD HT.	COMMENTS	OPERATION	ROOM
MAIN LEVEL T.O. SUBFLOOR							
4		2'-0"	5'-0"	8'-0"		FG	Primary Entry
5		2'-0"	7'-0"	7'-0"	Tempered	FG	Living
6		2'-0"	2'-0"	2'-0"		FG	Living
7		5'-0"	8'-0"	7'-0"		CA	Living
8		5'-3"	7'-0"	7'-0"	Tempered	FG	Living
9		2'-0"	7'-0"	7'-0"	Tempered	FG	Living
10		5'-0"	8'-0"	7'-0"		CA	Living
12		5'-0"	5'-11 1/8"	7'-0"	Pass-thru	CA	Kitchen
13		1'-6"	4'-0"	7'-0"		AW	Bath
14		6'-0"	8'-0"	7'-0"	Egress	CA	Primary Bedroom
15		2'-0"	5'-0"	7'-0"	Egress	CA	Primary Bedroom
16		6'-0"	8'-0"	7'-0"	Egress	CA	Flex Room

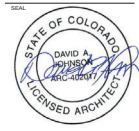
Legend

- NEW WALL
- EXISTING WALL
- DEMO WALL
- NEW WINDOW
- EXISTING WINDOW
- DEMO WINDOW
- NEW DOOR
- EXISTING DOOR
- DEMO DOOR



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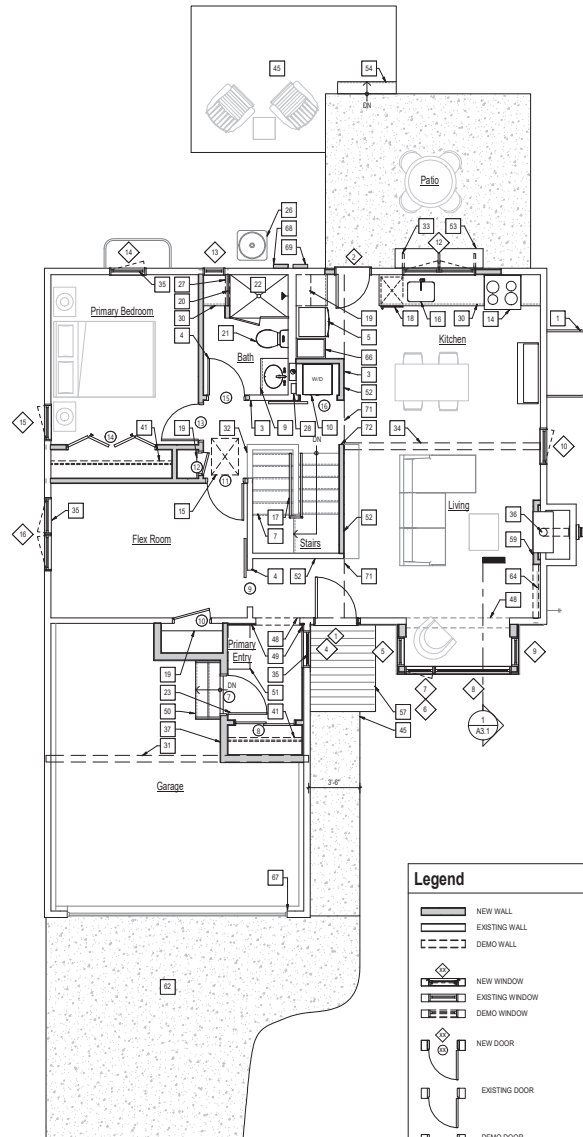
REVISION

NO.	DATE	DESCRIPTION

DATE: 12-09-2022

A1.2

SHEET



1 Main Level Finish Plan
 A1.3 1/4" = 1'-0"

GENERAL PLAN NOTES

- ALL WALLS ARE 3/4" UNLESS DIMENSIONED AND NOTED OTHERWISE
- FURNITURE SHOWN FOR REFERENCE ONLY

KEYNOTES

KEY	NOTES
1	New egress window well with ladder
2	Align new wall with existing wall
3	New door in existing opening, fill as necessary
4	Finish, coordinate with owner
5	Existing stair treads and risers to be re-finished, coordinate with owner
6	Vanity, coordinate with owner
7	Washer & dryer, coordinate with owner
8	Electric range, coordinate with owner
9	New 22'x30' attic access, coordinate location between trusses in field
10	SMW garbage disposal, coordinate with owner
11	Handrail, to sun full length of stairs. Located 34" to 36" above stair nosing, coordinate with owner
12	1/2" Shims, coordinate with owner
13	Shelves, coordinate with owner
14	Glass on top of counter surface, coordinate with owner
15	Round table, coordinate with owner
16	36"x48" coil in shower. Provide tempered glass door, coordinate with owner
17	New self closing door per local code, coordinate with owner
18	New A/C unit, coordinate with owner
19	Line of wall below
20	Recessed water supply and dryer vent box
21	New cabinets, coordinate with owner
22	New dropped beam, see structure
23	*3/4" AFF half wall with wood cap, coordinate with owner
24	Bracket, coordinate with owner
25	Line of full faux wood beam above, coordinate with owner
26	New window in existing opening, fill as necessary
27	New gas fireplace and fan, coordinate with owner
28	Provide 1/2" gyp. bd. at garage side of all walls per current local code. All vertical and horizontal members supporting the separation shall also be protected
29	New red and shelf, coordinate with owner
30	Paint patio, coordinate with owner
31	6'-0" tall 0 wall ramped opening, coordinate with owner
32	1x4 trim at existing below wall
33	Wood stair, coordinate with owner. Verify in field riser count and height. 7 3/4" max
34	Wood ship lap, coordinate with owner
35	Pass thru counter at 3/4" AFF, coordinate with owner
36	Concrete stair, coordinate with owner. Verify in field riser count and height. 7 3/4" max
37	New composite decking on sleepers over existing concrete, with waterfall edge
38	Wood capped mantle, *5/4" AFF, coordinate with owner
39	New concrete driveway, coordinate with owner
40	TV niche with door, coordinate with owner
41	Full height pantry cabinet, coordinate with owner
42	New door frame and head
43	New electric panel
44	Relocate electric meter
45	Line of ceiling above
46	Install wall on top of existing framing to bottom of ceiling

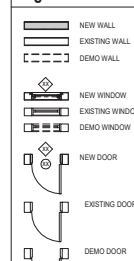
DOOR SCHEDULE

DOOR #	FIRE RATING	NOMINAL WIDTH	NOMINAL HEIGHT	THICKNESS	COMMENTS
LOWER LEVEL T.O. CONC. SLAB					
1		0'-0"	6'-6"	1 3/8"	
2		4'-0"	6'-6"	1 3/8"	
3		2'-0"	6'-6"	1 3/8"	
MAIN LEVEL T.O. SUBFLOOR					
4		0'-0"	6'-6"	1 3/4"	Tempered
5		2'-0"	6'-6"	1 3/8"	Tempered
6	Rated	2'-0"	6'-6"	1 3/8"	Self closing
7		4'-0"	6'-6"	1 3/8"	
8		2'-0"	6'-6"	1 3/8"	
9		2'-0"	6'-6"	1 3/8"	
10		2'-0"	6'-6"	1 3/8"	
11		2'-0"	6'-6"	1 3/8"	
12		1'-0"	6'-6"	1 3/8"	Kitchen
13		2'-0"	6'-6"	1 3/8"	
14		6'-0"	6'-6"	1 3/4"	
15		2'-0"	6'-6"	1 3/8"	
16		2'-0"	6'-6"	1 3/8"	

WINDOW SCHEDULE

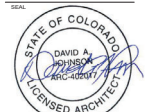
WINDOW #	NOMINAL WIDTH	NOMINAL HEIGHT	HEAD HT.	COMMENTS	OPERATION	ROOM
MAIN LEVEL T.O. SUBFLOOR						
4	12'-0"	0'-0"			FG	Entry
5	2'-0"	2'-0"	0'-0"	Tempered	FG	Living
6	2'-0"	2'-0"	0'-0"	Tempered	FG	Living
7	2'-0"	6'-6"	0'-0"		CA	Living
8	1'-0"	1'-0"	0'-0"	Tempered	FG	Living
9	2'-0"	2'-0"	0'-0"	Tempered	FG	Living
10	2'-0"	6'-6"	0'-0"		CA	Living
12	11'-0"	11'-0"	11'-0"		Pass thro	Kitchen
13	11'-0"	4'-0"	0'-0"		AW	Bath
14	2'-0"	6'-6"	0'-0"		Egress	Primary Bedroom
15	6'-6"	7'-0"	0'-0"		Egress	Primary Bedroom
16	12'-0"	6'-6"	0'-0"		Egress	Flex Room

Legend



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DRAWING TITLE
MAIN LEVEL FINISH PLAN

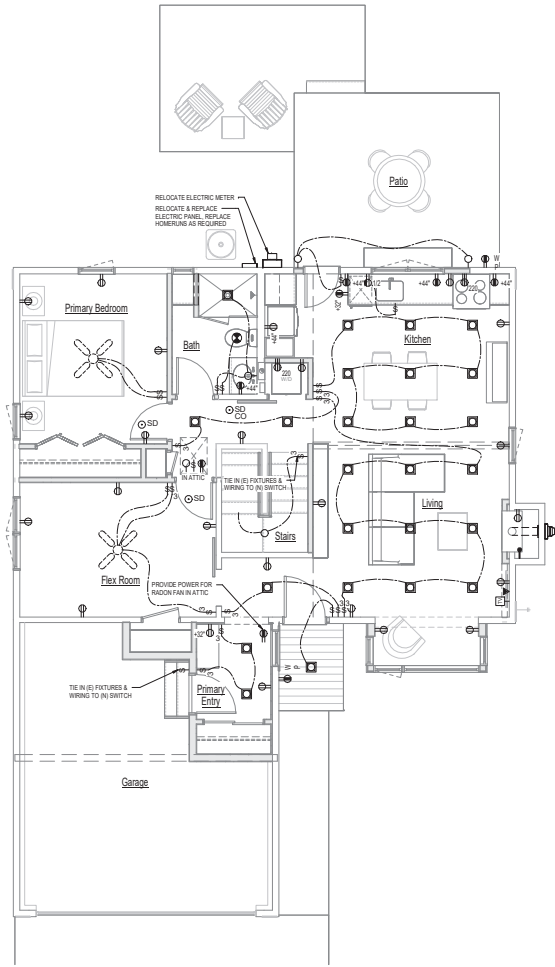
REVISION	DATE	BY	CHKD

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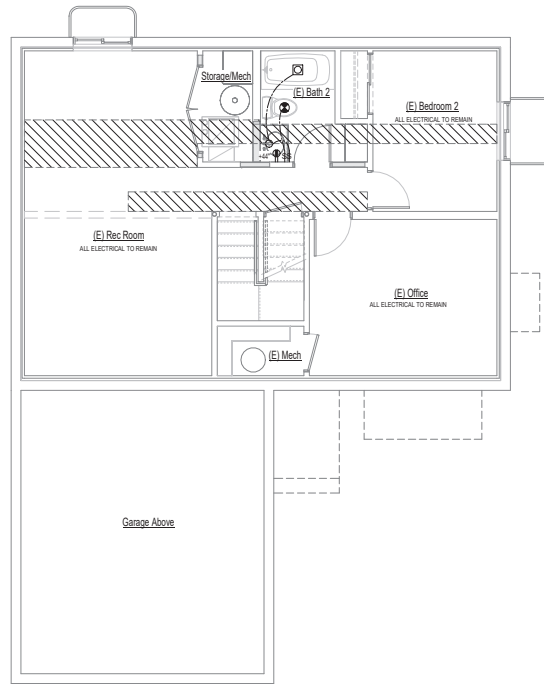
DATE: 12.09.2022

A1.3

SHEET



2 Main Level Reflected Ceiling Plan
A1.4 1/4" = 1'-0"

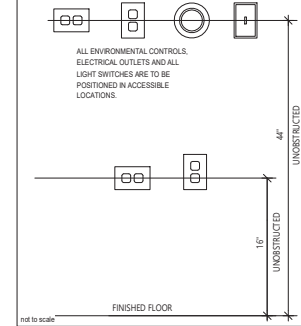


1 Lower Level Reflected Ceiling Plan
A1.4 1/4" = 1'-0"

ELECTRICAL SYMBOLS LEGEND

- ⊕ OUTLET-DUPLEX
- 12 ⊕ OUTLET-SWITCHED
- ⊕ OUTLET-GFCI
- W ⊕ OUTLET-WATERPROOF GFCI
- P ⊕ OUTLET-CEILING
- ⊕ OUTLET-FLOOR DUPLEX
- ⊕ OUTLET-FLOOR DUPLEX SWITCHED
- 220 ⊕ OUTLET-200 VOLT
- ⊕ OUTLET-220 VOLT FOR RANGE
- ⊕ OUTLET-220 VOLT FOR DRYER
- SWITCH
- SWITCH-3 WAY
- SWITCH-4 WAY
- ⊕ CEILING FIXTURE
- ⊕ CEILING FIXTURE-PENDANT
- ⊕ PENDANT
- ⊕ WALL FIXTURE
- RECESSED CEILING FIXTURE
- RECESSED CEILING FIXTURE-I.C. RATED
- RECESSED CEILING FIXTURE-WALL WASHER
- ⊕ FLUORESCENT FIXTURE-SURFACE MOUNT
- UNDER-CABINET LIGHTING
- ▲ STEP LIGHT
- ▽ TELEPHONE OUTLET
- ▽ DATA PORT
- ▽ TELEVISION OUTLET
- ⊕ SD SMOKE/CO DETECTOR
- ⊕ CO EXHAUST FAN
- ⊕ MOTOR

OUTLET/ SWITCH HTS.



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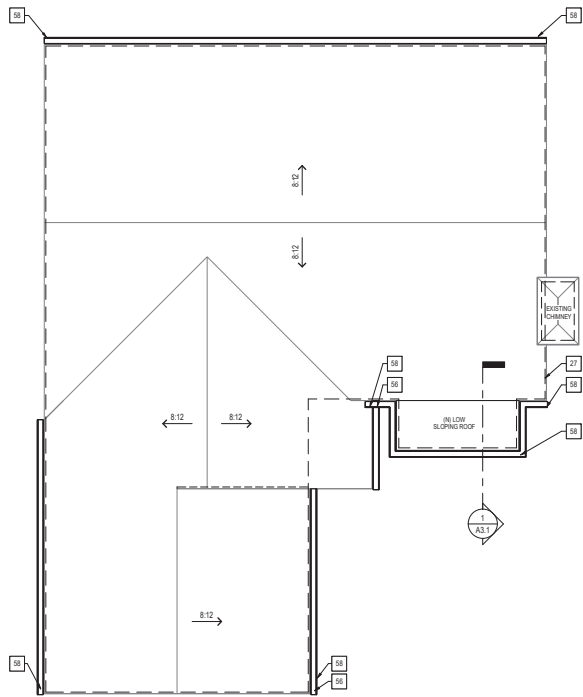
NO.	DATE	DESCRIPTION

SET: CONSTRUCTION DRAWINGS
DATE: 12-09-2022

A1.4

SHEET

KEY	NOTES
27	Line of wall below
55	Downspout to run into underground sleeve and daylight
58	New gutter and downspout throughout, coordinate with owner

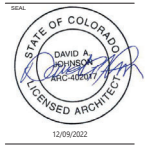


1 Roof Plan
A1.5 1/4" = 1'-0"



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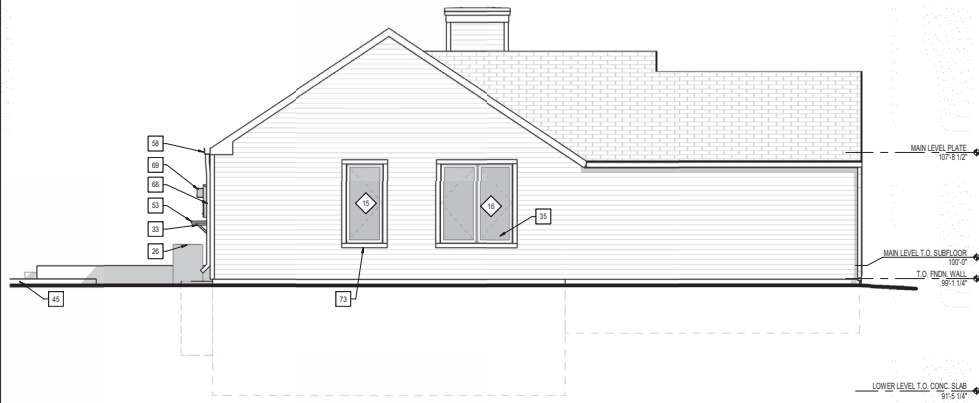
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DATE: 12-09-2022

A1.5

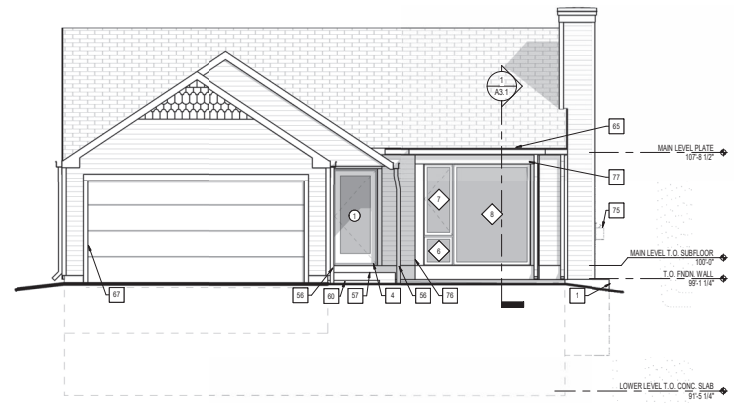
SHEET

KEYNOTES

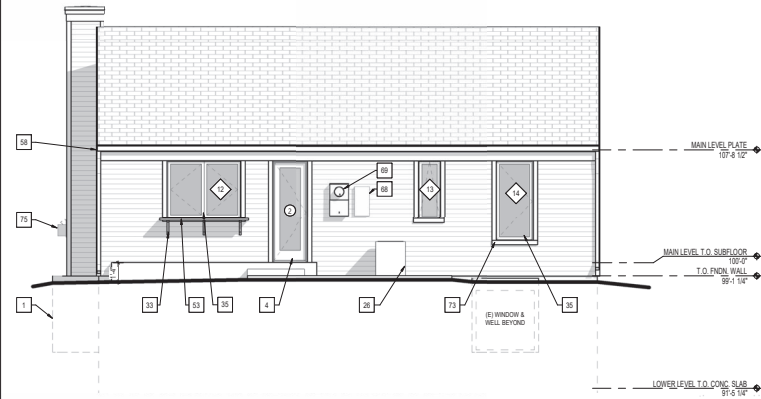
KEY	NOTES
1	New gypsoe window well with ladder
4	New door in existing opening, infill as necessary
26	New A/C unit, coordinate with owner
33	Block: coordinate with owner
35	New window in existing opening, infill as necessary
45	Flower patch, coordinate with owner
53	Place fire stopper at 90°/45° coordinate with owner
56	Downspout to run into underground sleeve and daylight
57	New composite decking on sleepers over existing concrete, with waterfall edge
58	New gutter and downspout throughout, coordinate with owner
60	New concrete sidewalk, coordinate with owner
65	New single ply membrane roof
67	New floor pans and base
68	New electric panel
69	Relocate electric meter
73	New 5/4x6 composite wood trim at all openings, coordinate with owner
75	Fireplace termination cap
76	5/4x6 composite wood trim
77	5/4x6 composite wood fascia



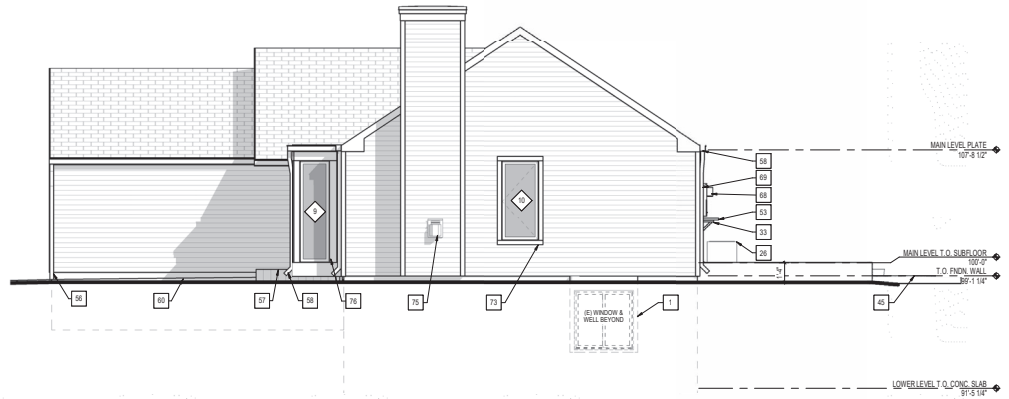
3 Left Side Elevation
A2.1 1/4" = 1'-0"



1 Front Elevation
A2.1 1/4" = 1'-0"



4 Rear Elevation
A2.1 1/4" = 1'-0"

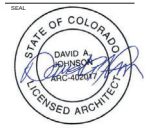


2 Right Side Elevation
A2.1 1/4" = 1'-0"



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DRAWING TITLE
ELEVATIONS

REVISION	DATE

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DATE: 12.09.2022

A2.1

SHEET

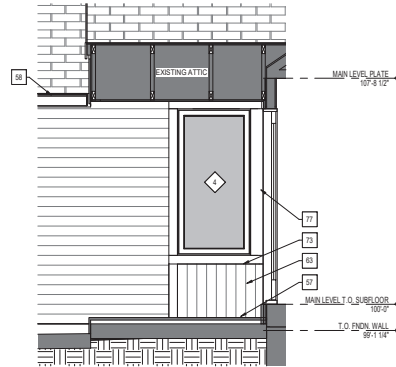
KEYNOTES

KEY	NOTES
48	6" x 12" drywall wrapped opening, coordinate with owner
57	New composite decking on sleepers over existing concrete, with waterfall edge
58	New gutter and downspout throughout, coordinate with owner
63	4" vertical siding
65	New single ply membrane roof
73	New 3/4" composite wood trim at all openings, coordinate with owner
77	3/4" composite wood fascia

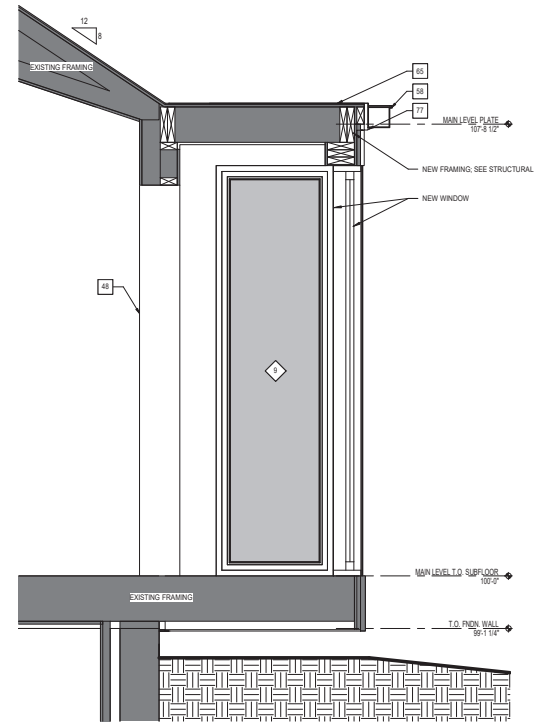


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2 Primary Entry Elevation
 A3.1 1/2" = 1'-0"



1 Bay Window Section
 A3.1 1" = 1'-0"



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BUILDING SECTIONS

REVISION	

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 DATE: 12-09-2022

A3.1

SHEET

STRUCTURAL NOTES

1. APPLICABLE CODES:

A. These general notes apply to all structural drawings. This project is designed in accordance with the International Residential Code (IRC), 2018 Edition, and the Minimum Design Loads for Buildings and Other Structures (ASCE 7-16) and The City of Denver Local Amendments.
 B. All material and workmanship shall be in accordance with applicable provisions of the codes specified above.

2. LOADS USED IN DESIGN:

A. Roof Snow Load.....	30 psf
Roof Dead Load.....	15 psf
B. Floor Live Load.....	40 psf
Floor Dead Load.....	15 psf
C. Deck Live Load.....	40 psf
Deck Dead Load.....	15 psf
D. Wind Base Wind Speed, V _W	145 mph
Exposure.....	C
Risk Category.....	II

3. COORDINATION:

A. **DO NOT SCALE.** The layout shown is based solely on architectural plans and other written documentation by **DAJ Design**, for 245 W. Sycamore Lane, last dated 12-4-22. Changes affecting the layout shown must be specific and clearly conveyed to **Rocky Mountain Group** in written form as a change for inclusion into these plans. **Contractor and/or client shall verify all dimensions and layout prior to construction.** All dimensions on structural drawings shall be checked against architectural drawings and any discrepancies shall be brought to the attention of the Architect and Engineer immediately. Refer to mechanical, electrical and architectural drawings for openings not shown on structural drawings.
 B. Shop drawings shall be prepared by the fabricator. Copying of these construction documents for use as shop drawings will not be permitted. Design team shall have 10 working days to review and return shop drawings for acceptance or resubmit.
 C. These construction documents were prepared with information about the existing building provided by **DAJ Design** and limited field measurements taken by personnel of **Rocky Mountain Group** on 11-14-22. If the contractor discovers existing conditions which vary from those shown on these documents, he shall notify the Engineer of Record immediately for guidance on the necessary changes to be made.
 D. All temporary shoring shall be the responsibility of the contractor. Removing or modifying partition or bearing walls could result in cosmetic damage. Shoring of the existing structure, prior to modification of the wall is the responsibility of the contractor. It should be noted that the process of shoring and modification of the wall can result in cracks appearing in the drywall or stucco finishes, such as stucco or the floor. This cracking is typically aesthetic in nature and could occur throughout the house. **RMG** is not responsible for cosmetic damage that may occur.
 E. Design is valid for two years from original date of issue, unless updated to acceptable codes and practices at that time.
 F. A preconstruction meeting with personnel of **Rocky Mountain Group**, the architect, contractor and appropriate subcontractors is strongly recommended prior to construction to discuss structural plans.

4. CONCRETE:

A. Concrete has been designed and shall be constructed in accordance with the American Concrete Institute "Building Code Requirement Reinforced Concrete" and "Specifications for Structural Concrete for Buildings" (ACI 318 and ACI 308) latest editions. Section 1.3 "Impression" of ACI 318 is deleted in its entirety, see "Field Observation" paragraph. All concrete shall be of strong aggregate, unless noted otherwise.
 B. **Concrete mixes:**
 See specifications for any additional durability requirements.
Min. A) For interior slabs or grade:
 4000 psi minimum compressive strength at age of 28 days.
 Type II Cement, maximum water-to-cementitious ratio of 0.45
 Fly ash not allowed.
 3/4" maximum aggregate size.
 4" (8" with superplasticizer) maximum slump.
 Water reducing agent.
 Use in accordance with manufacturer's recommendations.
Min. B) For footings, grade beams, and miscellaneous concrete:
 3000 psi minimum compressive strength at age of 28 days.
 Type II Cement, maximum water-to-cementitious ratio of 0.45
 24" maximum aggregate size.
 6% 1/4" Entrained air.
 4" (8" with superplasticizer) maximum slump.
 Use in accordance with manufacturer's recommendations.
 C. Reinforcing to be new billet steel ASTM A615, Grade 60, except ties and bars to be welded shall be Grade-40. Provide not less than (2) #5 around all sides of all openings in concrete and extend 2' (2' over edges of openings. No splices of reinforcement are permitted except as detailed or authorized by structural engineer. Where permitted, use contact lap splices. (8) bar diameter minimum.
 Welded Wire Fabric (W.W.F.) shall be in accordance with ASTM A185. Lap (1) full mesh minimum at splices. No welding of reinforcement permitted unless detailed.
 D. Placing of reinforcement: Provide chairs, bolsters, additional reinforcement, and accessories necessary to support reinforcement at position shown on drawings. Support of reinforcement on form ties, wood, brick, brickbat or other unacceptable materials, will not be permitted.
 E. Ground under base plates and bearing plates shall be non-shrink, non-metallic grout with a minimum compressive strength in 28 days of 7,500 psi.
 F. Reinforcement shall be placed so that the following minimum concrete protection is provided, unless noted otherwise:
 1) Concrete surfaces poured against ground 3" Clear
 2) Formed surfaces exposed to ground weather:
 a) Bars #6 and larger 2" Clear
 b) Bars #5 and smaller 1 1/2" Clear
 3) Slabs 4" (5" in.o.c.)
 4) Concrete not exposed to earth or weather 3/4"
 5) Beams, Columns, Ties, Straps or other exposed primary reinforcement, or primary reinforcement with ties, straps or splices 1 1/2"
 G. Foundation walls below grade shall have backfill placed equally on both sides until the required levels are reached. Walls shall be appropriately shored when backfill is placed on one side only.
 H. The contractor is responsible for determining when it is safe to remove forms and/or shoring. Forms and shoring must not be removed until the walls are strong enough to carry their own weight and any anticipated superimposed loads. For foundation walls, this typically requires at least 12 hours of curable curing time at a temperature of 50°F or more. Concrete must be adequately covered during cold periods to maintain this surface temperature. Due to varying weather conditions, alternative curing processes, and the use of Type III cement, **Rocky Mountain Group** suggests forms remain in place a minimum of 10 days to assure this performance specification has been met. When forms are stripped there must be no excessive deflection or distortion or dislodgement and no evidence of damage to the concrete. Adequate thermal protection of the concrete shall be continued after stripping for a cumulative period of 48 hours at 50°F or more, after the initial pour. See applicable notes for specifications on when to backfill foundation walls.

5. SPREAD FOOTING FOUNDATIONS:

A. The foundation design has been completed in accordance with pertinent standards, recommended design soil parameters, accepted engineering design procedures, and is based on the best information available at the time of completion. The design is intended to minimize differential movement as described in the referenced Geotechnical Report. It must be recognized that foundation components will undergo movement. It shall be the responsibility of the contractor and/or present owner to inform any subsequent owners of the soil condition and advised to maintain good practices in the future with regard to surface and subsurface drainage, grading of partitions above floor slabs, and finish work above the floor slabs, etc.
 B. Foundation design is based on an assumed allowable bearing pressure of 1,500 psf with no minimum dead load requirement.
 C. The contractor shall be responsible to coordinate the location of mechanical openings, floor drains, inserts, depressions, buried cables and utilities, etc. with architectural, civil, mechanical and electrical drawings.
 D. Locate beam pockets and windows per structural / architectural plans. No beam pocket shall be within 16" clear of window frame. Drain horizontal reinforcing below pockets as required.
 E. Mechanically connect all interior and exterior backfill per Geotechnical engineers recommendations. It will also be necessary to adjust and maintain the grade immediately against foundations periodically to avoid the creation of a water trap as the backfill settles over time.
 F. Slope backfill away from the building a minimum of 10% for the first 10 feet (2% all graded areas) unless a more stringent requirement is specified by the Geotechnical engineer. Carry roof drains across the backfilled areas. Do not allow water to stand or pool near the building. Do not flood the backfill.
 G. Contact Geotechnical engineer for proper preparation of subgrade for placement of floor slabs.
 H. Floor slabs have a high probability of being wetting resistant. Floor slabs shall be separated from all structural portions of building with an expansion joint of minimum 1/2" thick Styrofoam or other approved joint material. A gap in non-bearing partitions, the non-rigid connections with the slabs and construction of door jams may be required by the Geotechnical engineer. If required, these items may also require reconstruction over the life of the structure to maintain the independent vertical movement of the floor slabs.
 I. Unless a specific top of wall connection is shown, foundation wall stability is not dependent on floor framing for lateral support. A stud wall (cripple wall) or maximum of (3) 2x4 or (4) 2x6 planks (in addition to embedded studs) are allowed along the top of the foundation wall (including garden level walls) unless noted otherwise. Walls having backfill on both the interior and exterior faces should have backfill on either side brought up approximately together. Otherwise, where possible, no exterior backfill should be placed until the floor slab is in place or the bottom of the foundation wall is otherwise properly braced. Top of wall must also be braced if backfill is placed within 14 days of concrete pour.

6. WOOD:

A. Framing lumber shall be Hem Fir (unless noted otherwise) and as follows or better:
 2x4 studs Stud Grade
 2x6 or larger studs #1 Grade
 Plates #1 Grade
 Joists and Rafters #1 Grade
 2x and 4x Beams #1 Grade
 6x or larger Beams #1 Grade Douglas-Fir
 Glu-Lam Beams 2F-112 (K1) unless noted otherwise
 Posts #1 Grade Douglas-Fir
 B. All wood construction shall be in conformance with the provisions of "The National Design Specification for Wood Construction", latest edition.
 C. Laminated Veneer Lumber (LVL) and prelaunched joist shall be manufactured by Trus Joist or equivalent or shall meet APA Performance Standards, and installed per manufacturers specifications. Supplier shall furnish shop drawings showing all joints, bridging, blocking and miscellaneous accessories for review by the structural engineer prior to fabrication.
 D. Where not otherwise shown on plans, all nailing or screwing shall be as indicated in the Building Code. All sheathing must be nailed. Adhesives **SHALL NOT** be used in place of nailing.
 E. Metal connectors to be provided in "Strips or Shoring" or as detailed.
 F. APA rated OSB may be used in lieu of plywood with prior approval from Engineer of Record.
 G. Wood roof and floor trusses shall be designed by others unless noted otherwise. Calculate the load deflection of trusses shall not exceed L/360 for floors and L/240 for roof of the overall span length. The truss supplier shall provide shop drawings and calculations prepared and stamped by a structural engineer registered in the state of Colorado to verify they conform to requirements of the basic structure. These shop drawings shall show the location of all trusses, connection plate sizes & capacity and the size & grade of lumber to be used. Truss fabrication shall not proceed until completion of shop drawing review by the Engineer of Record. Truss manufacturer or contractor shall provide blocking at bearing locations and longitudinal bracing as required for truss stability.
 H. Site fabricated trusses are to be adequately shored and installed by qualified personnel. Appropriate bracing shall be in place at all times. **Rocky Mountain Group** is not responsible for the construction sequence of site built trusses.
 I. Floor sheathing shall conform to the provisions of tables: R503.1, R503.2.1.1(1), or R503.2.1.1(2) in the 2018 IRC.
 J. The contractor shall not cut, notch or otherwise modify plates, beams, or trusses without the written consent of the Engineer of Record.

STRUCTURAL LEGEND	
	DETAIL # OR LETTER SEE DETAIL IS ON
	SEE PLAN NOTES
	BEAM/ROOF SCHEDULE
	SHEAR WALL SCHEDULE
	COLUMN SCHEDULE
	SOLID BOX INDICATES LOAD FROM ABOVE (CONTINUE POST DOWN TO FOUNDATION BELOW)
	OPEN BOX INDICATES LOAD FROM ABOVE (CARRIED BY BEAM OR HEADER BELOW)
	JOISTRAPTER SPAN
	CANTILEVER JOIST
	HANGER (PER PLAN)
	HEADER / BEAM
	SHEAR WALL
	BEARING WALL (INTERIOR)
	JOISTRAPTER SPAN (BEAR ON BEAM)
	JOISTRAPTER SPAN (FLUSH FRAME TO BEAM)
A.F.F.	ABOVE FINISH FLOOR
A.B.	ANCHOR BOLT
CANT	CANTILEVER
L	CENTER LINE
CONT	CONTINUOUS
Ø	DIAMETER
(D)	DROPPED BEAM
E.N.	EDGE NAILING
(E)	EXISTING
F.F.	FINISH FLOOR
(F)	FLUSH BEAM
G.T.	GRID TRUSS
HSS	HOLLOW STRUCTURAL SECTION
K	KING STUD
K.P.	KING POST
LLH	LONG LEG HORIZONTAL
LLV	LONG LEG VERTICAL
LVL	LAMINATED VENEER LUMBER
MHL	MICRO-LAM
O.C.	ON CENTER
O.S.B.	ORIENTED STRAND BOARD
PL	PLATE
P.T.	PRESSURE TREATED
REV	REVERSE
R.S.	ROUGH SAWN
SIM	SIMLAR
S.P.N.	SILL PLATE NAILING
T	TRIMMER
T.O.	TOP OF
TYP	TYPICAL
V.L.	VERS-LAM

RMG
 Engineers / Architects
 17925 GREENSBORO BLVD., SUITE #100, WESTERLY, CO 80401
 303.426.1100
 1000 S. WASHINGTON ST., SUITE 100, DENVER, CO 80202



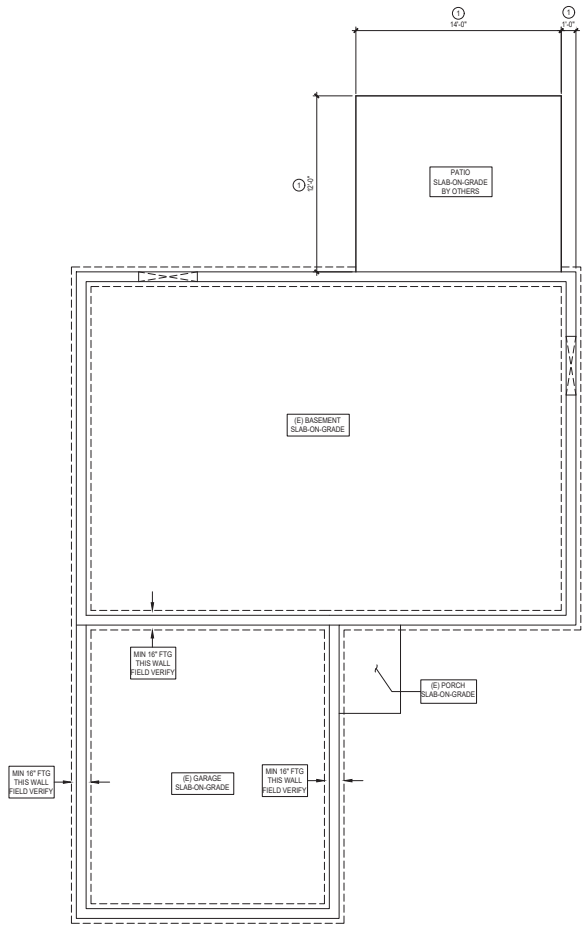
SULLIVAN REMODEL
 245 W SYCAMORE LANE
 LOUISVILLE, COLORADO

GENERAL NOTES AND STRUCTURAL LEGEND

PROJECT REVIEW
ANNADALE AND JOHN SULLIVAN
 PREMIT SET

DATE	12-8-2022
REVISION	
NO.	
DATE	
NO.	
DATE	
NO.	
DATE	
NO.	
DATE	
NO.	
DATE	
NO.	

JOB NO: 191712
 SHEET NO: S1
 1 OF 4



FOUNDATION MODIFICATION PLAN

SCALE: 1/4" = 1'-0"

VERIFY DIMENSIONS PRIOR TO CONSTRUCTION

LEGEND	
	FON WALL W/ FTG
	FON WALL W/ FTG AND VOID
	SECTION OR DETAIL CALLOUT
	PIER
	COLUMN PAD BELOW SLAB
	COLUMN PAD IN CRAWLSPACE
	SEE PLAN NOTES
	PAD DESIGNATION

PLAN NOTES	
①	VERIFY DIMENSION WITH ARCHITECTURAL PLANS PRIOR TO CONSTRUCTION

RMG
 Engineers / Architects
 1998 BRECKENRIDGE BLVD, SUITE 100, WYOMING, CO 80500
 303.426.1234
 WWW.RMGARCHITECTS.COM



SULLIVAN REMODEL
 245 W SYCAMORE LANE
 LOUISVILLE, COLORADO
ANNADALE AND JOHN SULLIVAN

FOUNDATION MODIFICATION PLAN & FOUNDATION DETAILS
 PERMIT SET


PROJECT NO.	191712
SHEET NO.	S2
2 of 4	



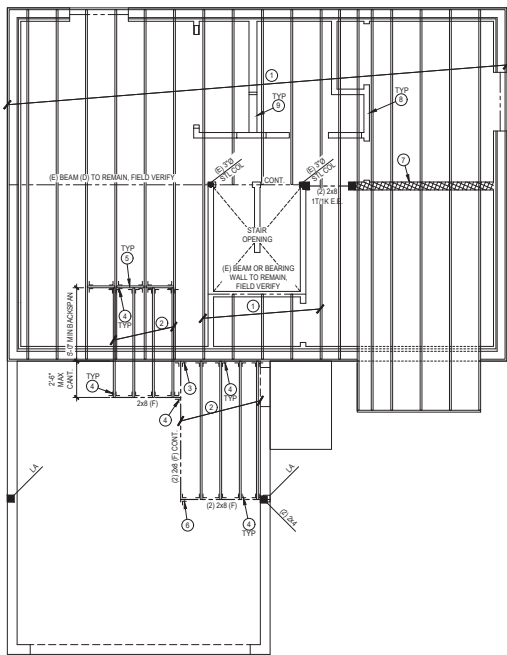
SULLIVAN REMODEL
 245 W SYCAMORE LANE
 LOUISVILLE, COLORADO
ANNADALE AND JOHN SULLIVAN

**MAIN LEVEL FRAMING
 MODIFICATION PLAN**
PREMIT SET

PROJECT NO.	191712
SHEET NO.	S3
3 of 4	

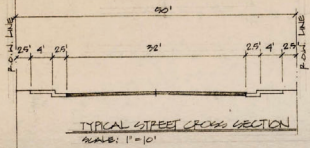
- GENERAL PLAN NOTES**
- * FLOOR SHEATHING:
2552' APPLICATED OSB OR PLYWOOD W/ 10d NAILS @ 6" O.C. ALONG ALL SUPPORTED PANEL EDGES AND 12" O.C. IN FIELD.
 - * EXTERIOR WALLS:
SHALL BE 2x6 STUDS @ 16" O.C. (TYP. - UNLESS NOTED OTHERWISE). EXTERIOR WALLS TO BE CONTINUOUSLY SHEATHED W/ 7/16" OSB W/ BE NAILS @ 6" O.C. AT PANEL EDGES AND 12" O.C. IN THE FIELD. (TYP. - UNLESS NOTED OTHERWISE)
 - * OVERSTRAKE:  EXISTING OVERSTRAKE, FIELD VERIFY.
 - * INTERIOR WALLS:
SHALL BE 2x STUDS @ 16" O.C. RE. ARCH. PLANS FOR THICKNESSES (TYP. - UNLESS NOTED OTHERWISE)
 - * HEADER SIZE:
SHALL BE (2) 2x8 MINIMUM W/ (1) KING STUD AND (1) TRIMMER AT EACH END (TYP. - UNLESS NOTED OTHERWISE)
 - * BUILT UP STUD COLUMNS:
SHALL BE CONTINUED DOWN TO FOUNDATION OR OTHER SUPPORTING MEMBER. BUILT UP COLUMNS SHALL BE BLOKED SOLID AT THE FLOOR SYSTEM.
 - * MULTIPLY BEAMS:
CONSISTING OF (2) OR MORE MEMBERS SHALL BE SECURED TOGETHER W/ (1) 1/2" THRU BOLT @ 16" O.C. STAGGERED (OFFSET EACH BOLT 2 1/2" FROM 1. OF BEAM)
 - * FLUSH FRAMED (SIDE LOADED):
BUILT UP LVL BEAMS CONSISTING OF (3) OR MORE MEMBERS SHALL BE SECURED TOGETHER W/ (2) 1/2" THRU BOLTS @ 16" O.C. (OFFSET EACH BOLT 2 1/2" FROM 1. OF BEAM)
 - * DROP FRAMED (TOP LOADED):
BUILT UP LVL BEAMS CONSISTING OF (4) OR MORE MEMBERS SHALL BE SECURED TOGETHER W/ (2) ROWS OF 1/2" THRU BOLTS STAGGERED @ 34" O.C. (OFFSET EACH BOLT 2 1/2" FROM 1. OF BEAM)

- PLAN NOTES**
- ① (E) 2x8 FLOOR JOISTS @ 24" O.C. FIELD VERIFY
 - ② 2x8 FLOOR JOISTS @ 16" O.C.
 - ③ SIMPSON LUS28-2 HANGER
 - ④ SIMPSON LUS28 HANGER
 - ⑤ 2x6 w/ SIMPSON LUS28 EACH END TO (E) FLOOR JOISTS
 - ⑥ SIMPSON HUC28-2 HANGER
 - ⑦ (E) 2x6 BEARING WALL @ 16" O.C. TO REMAIN. FIELD VERIFY.
 - ⑧ (E) PARTITION WALL TO REMAIN
 - ⑨ NEW 2x4 PARTITION WALL @ 16" O.C.



**MAIN LEVEL FRAMING
 MODIFICATION PLAN**

SCALE: 1/4" = 1'-0"



UNPLATTED

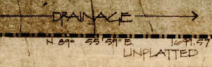
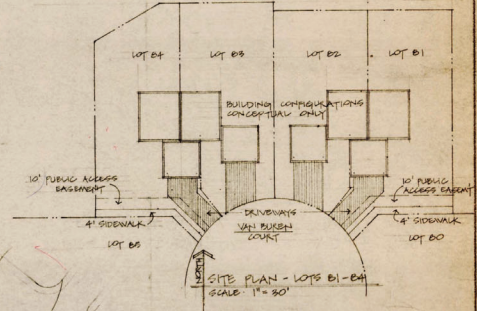
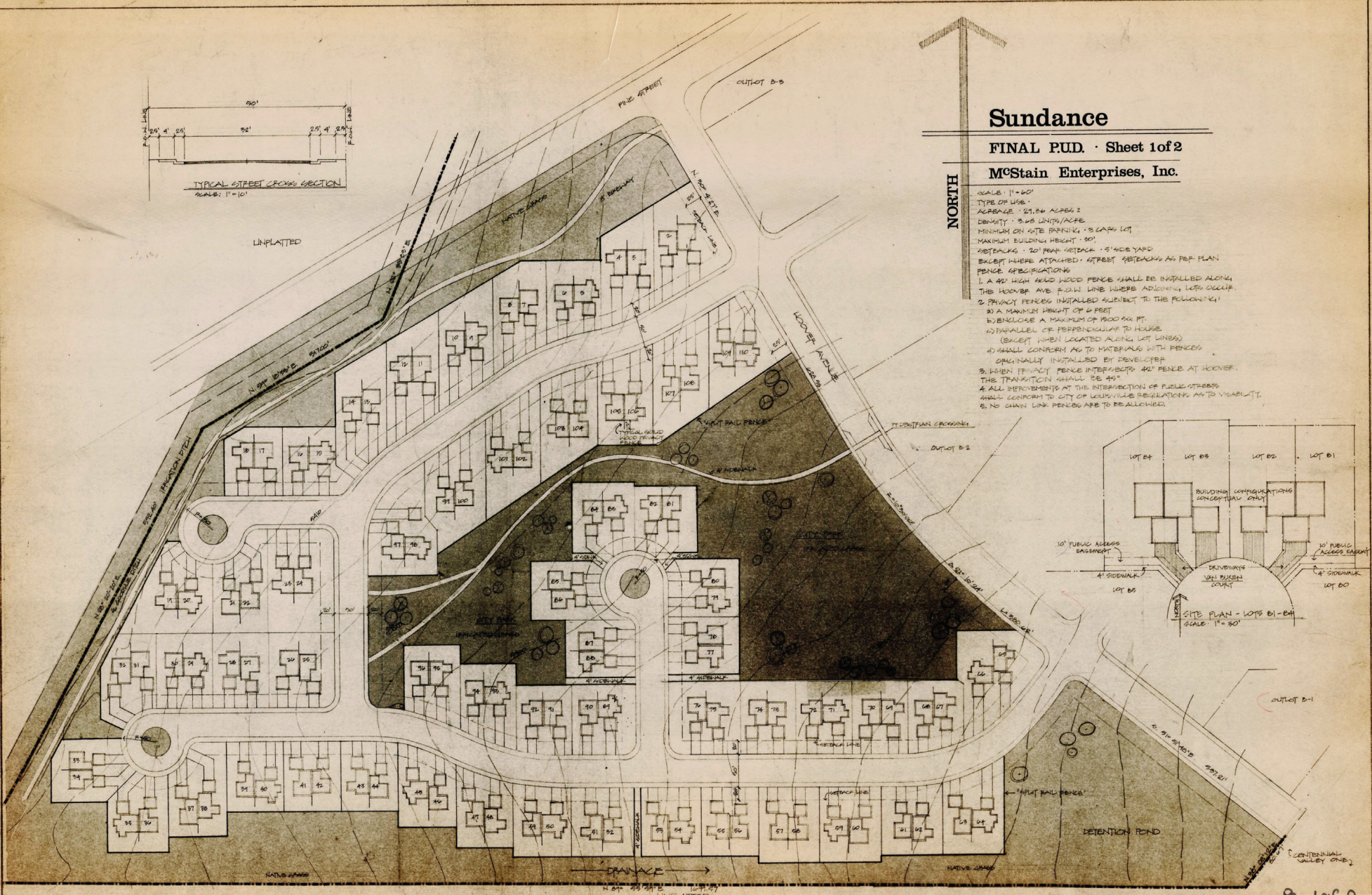
Sundance

FINAL PUD · Sheet 1 of 2

McStain Enterprises, Inc.

NORTH

- SCALE: 1" = 50'
- TYPE OF USE:
- ACREAGE: 27.06 ACRES
- DENSITY: 3.08 UNITS/ACRE
- MINIMUM ON SITE PARKING: 3 CARS/LOT
- MAXIMUM BUILDING HEIGHT: 30'
- SETBACKS: 20' REAR, 5' SIDE, 5' FRONT EXCEPT WHERE ATTACHED - STREET SETBACKS AS PER PLAN
- PENCE SPECIFICATIONS:
 1. A 42" HIGH HOOD HOOD PENCE SHALL BE INSTALLED ALONG THE HOODWAY AND F.O.W. LINE WHERE ADJOINING LOTS OCCUR.
 2. PRIVACY FENCES INSTALLED SUBJECT TO THE FOLLOWING:
 - a) A MAXIMUM HEIGHT OF 6 FEET
 - b) ENCLOSE A MAXIMUM OF 1500 SQ. FT.
 - c) PARALLEL OR PERPENDICULAR TO HOUSE (EXCEPT WHEN LOCATED ALONG LOT LINES)
 - d) SHALL CONFORM AS TO MATERIALS WITH FENCES ORIGINALLY INSTALLED BY DEVELOPER
 3. WHEN PRIVACY FENCE INTERFERES 42" PENCE AT HOODWAY, THIS TRANSITION SHALL BE 45°
 4. ALL INTERCUTS AT THE INTERSECTION OF PUBLIC STREETS SHALL CONFORM TO CITY OF LOUISVILLE REGULATIONS AS TO VISIBILITY.
 5. NO CHAIN LINK FENCES ARE TO BE ALLOWED.



SUNDANCE

P-12 F-1 #36

Page 1 of 2

IN WITNESS WHEREOF MASTAIN ENTERPRISES, INC. HAS CAUSED ITS NAME TO BE HEREUNTO SUBSCRIBED BY ITS PRESIDENT AND ITS CORPORATE SEAL TO BE HEREUNTO AFFIXED, ATTESTED BY ITS SECRETARY THIS _____ DAY OF _____, 1981.

Thomas F. Hoyt THOMAS F. HOYT, PRESIDENT
Eve Canfield EVE CANFIELD, ASSISTANT SECRETARY

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS _____ DAY OF _____, 1981, BY THOMAS F. HOYT AS PRESIDENT AND EVE CANFIELD AS ASST. SECRETARY OF MASTAIN ENTERPRISES, INC., A COLORADO CORPORATION, WITNESS MY HAND AND OFFICIAL SEAL. MY COMMISSION EXPIRES 9/4/84

[Signature]
PUBLIC NOTARY

PLANNING COMMISSION CERTIFICATE
APPROVED BY THE PLANNING COMMISSION OF THE CITY OF LOUISVILLE THIS _____ DAY OF September, 1981 BY RESOLUTION NO. 19

Eugene A. DiCarlo EUGENE A. DICARLO, CHAIRMAN
D.W. Jensen SECRETARY

CITY COUNCIL APPROVAL
APPROVED BY THE CITY COUNCIL OF THE CITY OF LOUISVILLE THIS _____ DAY OF _____, 1981 BY RESOLUTION NO. 21

Lawrence H. Franchi LAWRENCE H. FRANCHI, MAYOR
Chas M. Rudwick CITY CLERK

COUNTY CLERK'S RECORDERS CERTIFICATE
STATE OF COLORADO)
COUNTY OF DOUGLAS)
I HEREBY CERTIFY THAT THIS INSTRUMENT WAS FILED IN MY OFFICE AT 12:27 O'CLOCK P.M. THIS 21st DAY OF December, 1981 AND IS RECORDED IN FILM 1192

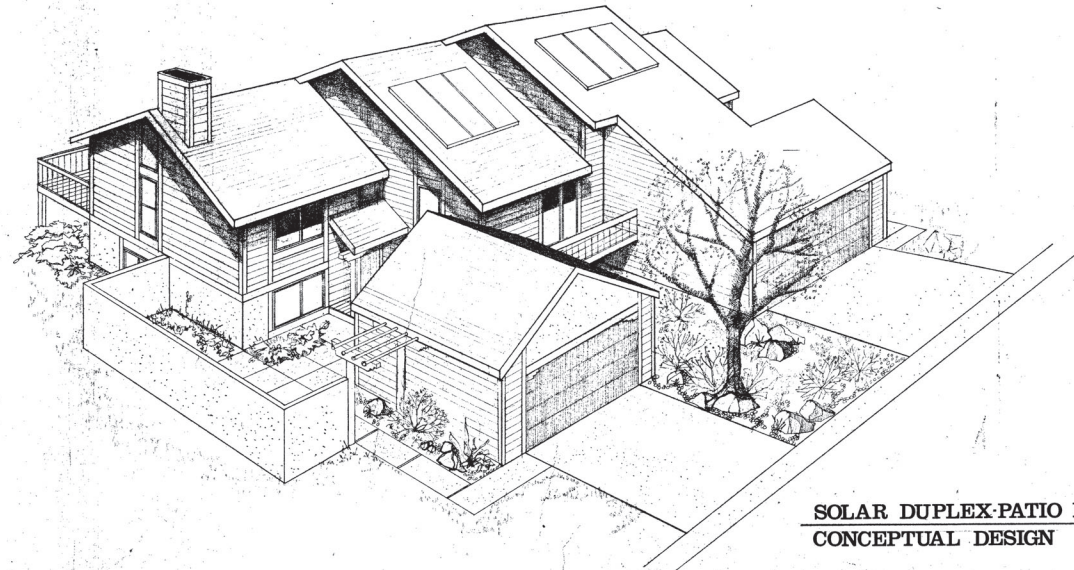
RECEPTION NO. 478156
Beach Lafer BEACH LAFER, DEPUTY
Charlotte Hunt CHARLOTTE HUNT, RECORDER

FEES: \$2000
PLAN FILE P-12 P-17-86 #37

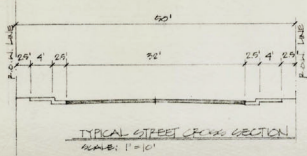
Sundance

FINAL PUD · Sheet 2 of 2

McStain Enterprises, Inc.



SOLAR DUPLEX-PATIO HOMES
CONCEPTUAL DESIGN



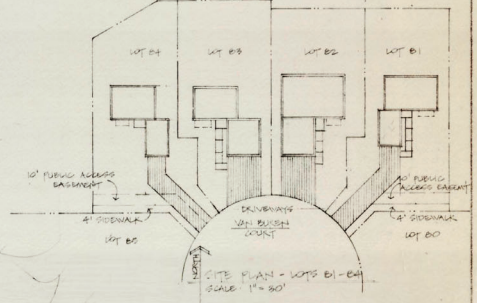
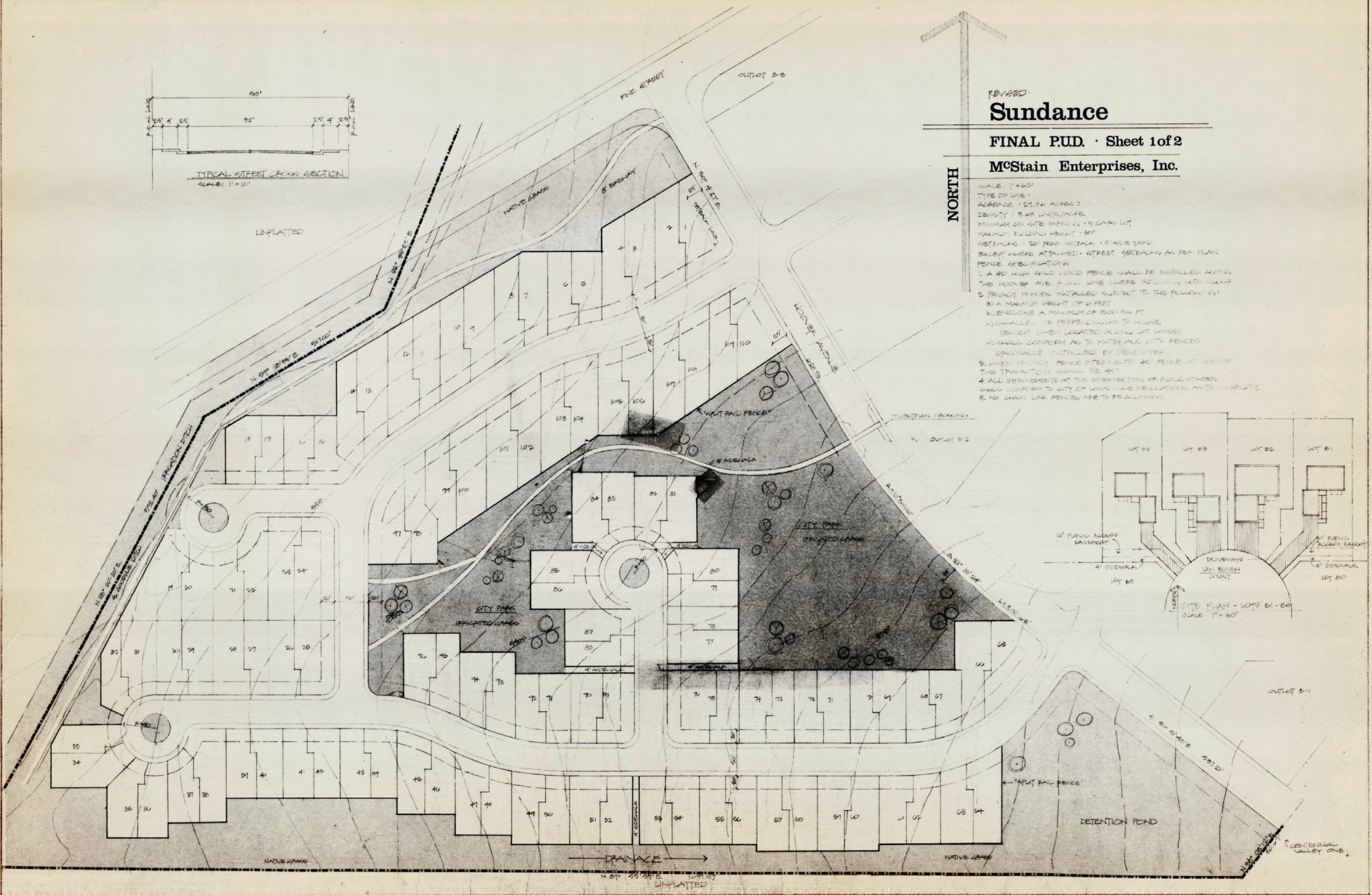
REVISION
Sundance

FINAL PUD · Sheet 1 of 2

McStain Enterprises, Inc.

NORTH

- SCALE: 1" = 50'
 TYPE OF USE: RESIDENTIAL
 ACREAGE: 21.24 ACRES
 DENSITY: 10.0 UNITS/ACRE
 MINIMUM LOT AREA: 10,000 SQ. FT.
 MAXIMUM BUILDING HEIGHT: 30'
 SETBACKS: 10' FRONT, 5' SIDE, 5' REAR
 BULKHEADS: WHERE ATTACHED, STREET SETBACKS AS PER PLAN
 PERMITS FOR SIGNAGE:
 1. A 50' HIGH AND WIDER PERMITS SHALL BE INSTALLED ALONG THE MAINWAY FROM LINE TO LINE WITH SIGNS 2 FEET WIDE INSTALLED ALIGNED TO THE PERMITS WITH A MAXIMUM HEIGHT OF 6 FEET
 2. PERMITS SHALL BE A MAXIMUM OF 1000 SQ. FT. (BULKHEADS WHEN LOCATED ALONG LOT LINES) SHALL CONFORM TO CITY REGULATIONS AND VARIANTS, ORIGINALLY INSTALLED BY DEVELOPER
 3. WHEN PERMITS INTERSECT, PERMITS SHALL BE AT AN ANGLE OF 90 DEGREES
 4. ALL PERMITS AT THE INTERSECTION OF PERMITS SHALL CONFORM TO CITY REGULATIONS AND VARIANTS
 5. NO CHAIN LINK PERMITS ARE TO BE ALLOWED



SUNDANCE

A RESUBDIVISION OF BLOCKS 5, 6, 7, AND 10 CENTENNIAL VALLEY 1 SUBDIVISION LOCATED IN SECTION 7 AND 8, T18R95W OF THE 6th PM.

DEDICATION:

KNOW ALL MEN BY THESE PRESENTS: THAT McSTAIN ENTERPRISES INC., A COLORADO CORPORATION BEING THE OWNER OF THAT REAL PROPERTY OF 29.2745 ACRES DESCRIBED AS FOLLOWS: ALL THAT PORTION OF CENTENNIAL VALLEY 1 SUBDIVISION...

Table with columns CURVE, DATA, and CURVE DATA. It lists curve details such as stationing, arc length, and bearings for various points in the subdivision.

- NOTES: 1. SET A 5/8" REBAR WITH ALUMINUM CAP AT EACH OF THE CORNERS OF THE BOUNDARY OF 'SUNDANCE' HEREON SHOWN. 2. BEARINGS RELATED TO THE RECORDED PLAT OF CENTENNIAL VALLEY 1 SUBDIVISION...

EXECUTED THIS DAY OF 1981, McSTAIN ENTERPRISES INC., A COLORADO CORPORATION.

THOMAS R. HOYT - PRESIDENT CAROLINE HOYT - SECRETARY

STATE OF COLORADO) COUNTY OF BOULDER) THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS DAY OF 1981, BY THOMAS R. HOYT AS PRESIDENT AND BY CAROLINE HOYT AS SECRETARY.

WITNESS MY HAND AND OFFICIAL SEAL. MY COMMISSION EXPIRES

NOTARY PUBLIC

CLERK AND RECORDERS CERTIFICATE

STATE OF COLORADO) COUNTY OF BOULDER) I HEREBY CERTIFY THAT THIS PLAT WAS FILED IN MY OFFICE AT 2:21 O'CLOCK P.M. ON THE 31st DAY OF December, 1981 AND IS DULY RECORDED IN PLAN FILE P-10 F-1 #35 FEES PAID 10.00

MAYORS CERTIFICATE

THIS IS TO CERTIFY THAT THE CITY OF LOUISVILLE, COLORADO, BY RESOLUTION NO. OF ITS CITY COUNCIL DID ON THE DAY OF 1981, ADOPT AND APPROVE THE WITHIN PLAT AND ACCEPT THE DEDICATION HEREIN SHOWN.

SURVEYORS CERTIFICATE

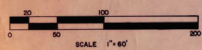
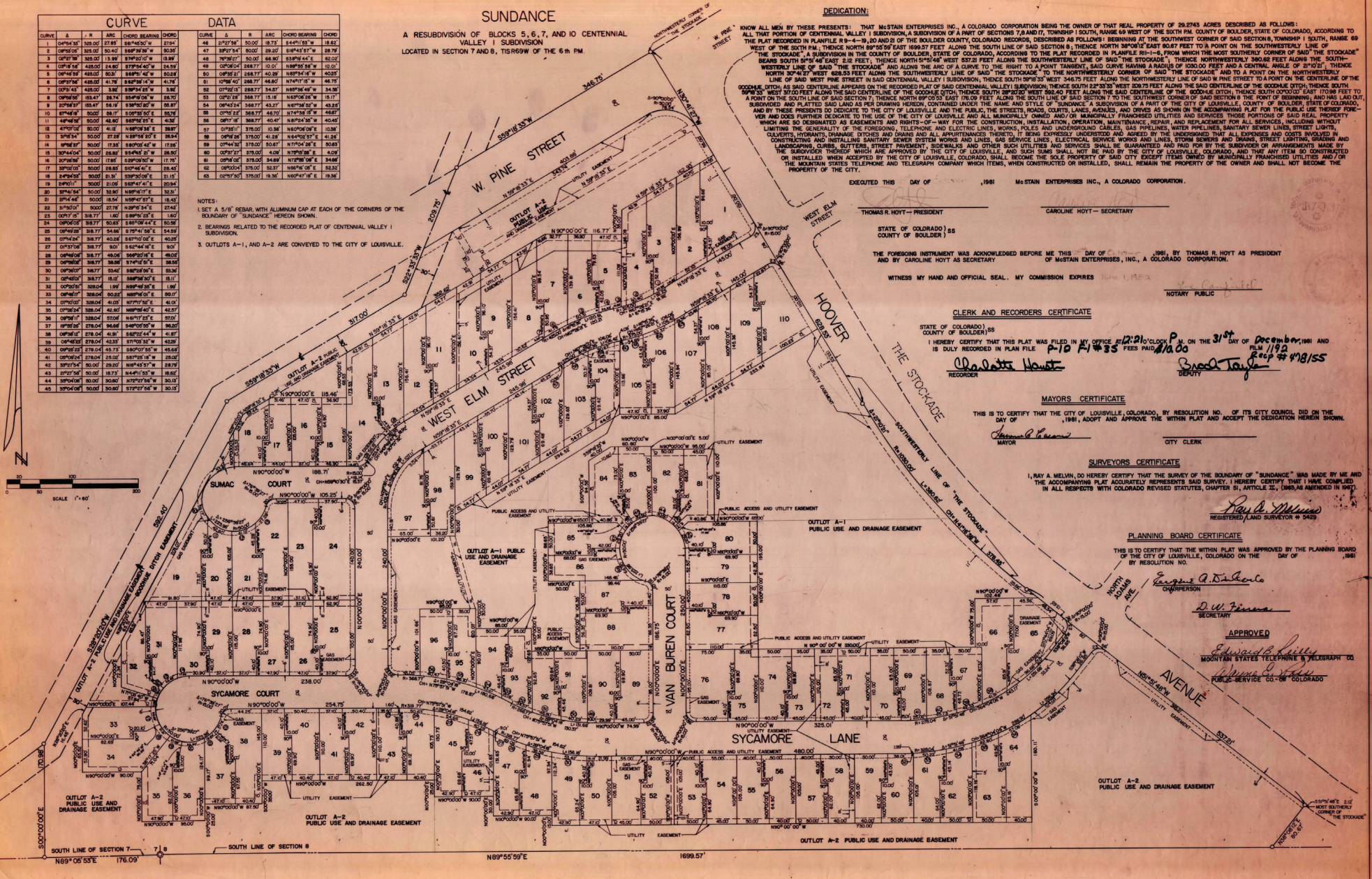
I, RAY A. MELVIN, DO HEREBY CERTIFY THAT THE SURVEY OF THE BOUNDARY OF 'SUNDANCE' WAS MADE BY ME AND THE ACCOMPANYING PLAT ACCURATELY REPRESENTS SAID SURVEY. I HEREBY CERTIFY THAT I HAVE COMPLIED IN ALL RESPECTS WITH COLORADO REVISED STATUTES, CHAPTER 38, ARTICLE 25, (UNLAWFUL AMENDMENT 1967).

PLANNING BOARD CERTIFICATE

THIS IS TO CERTIFY THAT THE WITHIN PLAT WAS APPROVED BY THE PLANNING BOARD OF THE CITY OF LOUISVILLE, COLORADO ON THE DAY OF 1981 BY RESOLUTION NO.

APPROVED

Signature of D.W. Thomas, Secretary of Mountain States Telephone & Telegraph Co.



P-10 F-1 #35

Vertical text on the right edge: DRAWING NUMBER, SUNDANCE

MEMORANDUM

To: Board of Adjustment Members

From: Community Development Department

Subject: Establish Official Locations for Posting of Public Notice

Date: February 15, 2023

State law requires that each year every municipal board or commission shall establish the locations where the notice of their public meetings will be posted. It is required the location be established at that body's first regular meeting of the year.

The City's Home Rule Charter requires that notice of City Council meetings be posted in four locations. The City Attorney and City Manager's Office recommend that city boards and commissions follow the same public notice posting practice.

Consistent with that recommendation, staff is recommending the Board of Adjustment establish for the year 2023 the official locations for posting of Board of Adjustment agendas as follows:

- The Lobby of City Hall, 749 Main Street
- The Louisville Public Library Bulletin Board, 951 Spruce Street
- The Louisville Recreation Center, 900 West Via Appia
- The Police / Municipal Court building, 992 Via Appia
- The City of Louisville website, www.LouisvilleCO.gov

The board may make a motion and vote to approve the above list. A resolution is not necessary.

MEMORANDUM

To: Board of Adjustment Members
From: Community Development Department
Subject: 2023 Meeting Dates
Date: February 15, 2023

Regular meetings are held at 6:30 p.m. on the 3rd Wednesday of every month, in Council Chambers, 2nd floor of City Hall (749 Main Street) with hybrid participation options for the public, or remotely under limited circumstances (see below). Meetings are typically only held when there are agenda items.

A board may meet in a fully remote meeting only for the following reasons:

- Weather prevents a safe in person meeting;
- COVID or other illness transmission rates dictate not meeting in person;
- The meeting is expected to last no longer than 15 minutes;

And;

- The electronic meeting has been properly noticed on the agenda,

Month	Date
January	18
February	15
March	15
April	19
May	17
June	21
July	19
August	16
September	20
October	18
November	15
December	20



Open Government & Ethics Pamphlet 2023

*City Clerk's Office
749 Main Street
Louisville CO 80027
ClerksOffice@LouisvilleCO.gov
303.335.4536*

 **City of
Louisville**
COLORADO • SINCE 1878

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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.

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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.