

Board of Adjustment

Agenda

January 17, 2024
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.

- You can call in to + 1 346 248 7799
Webinar ID # 810 7350 9524, Passcode: 969190
- 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 take 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 – None
6. Public Comments on Items Not on the Agenda
 - a) **(Rehearing) 953 St Andrews Lane – Variance Request** – A request for a variance for a 15.8-ft front setback where 20 feet is required for a covered porch on a new single-family home.
VAR-000474-2023 – Public Hearing
 - Applicant/Owner: Emily and Rob De Voto

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.

- Case Manager: Rob Zuccaro
 - ✓ 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
- 7. Discussion Items:
 - a) Approval of 2024 Posting Locations
 - b) 2024 Meeting Dates
 - c) Open Government & Ethics Pamphlet
- 8. Staff Comments
- 9. Board Comments
- 10. Items Tentatively Scheduled for February Meeting (None)
- 11. Adjourn

MEMORANDUM

To: Board of Adjustment Members

From: Community Development Department

Subject: Election of Officers and Appointment of Secretary

Date: January 17, 2024

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 at the first regular meeting in January through nomination and a vote at that meeting.

CITY OF LOUISVILLE
BOARD OF ADJUSTMENT
STAFF REPORT
January 17, 2024

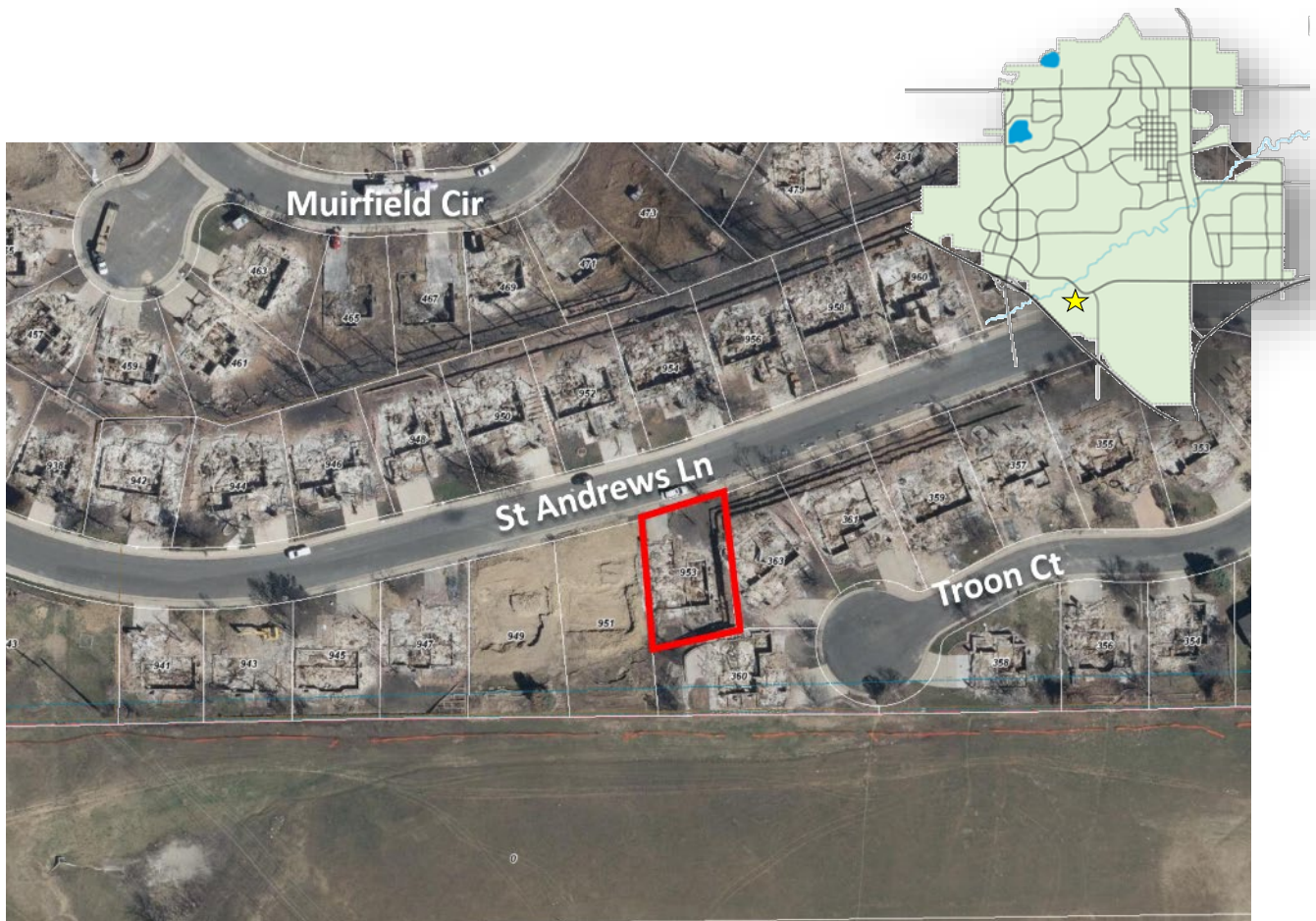
APPLICANT/OWNER: Emily and Rob De Voto

STAFF PLANNER: Rob Zuccaro, Community Development Director

LOCATION: 953 St Andrews Lane
Lot 102, Coal Creek Ranch Filing 3 Replat A Subdivision

ZONING: Planned Community Residential (PCZD-R)

REQUEST: **(Rehearing) Case #VAR-000474-2023** – A variance request for a 15.8-ft front setback where 20 feet is required for a covered porch on a new single-family home (Rehearing)



SUMMARY:

The applicant requests a rehearing of their request for a variance from the Coal Creek Ranch Filing 3 Planned Unit Development (PUD) to allow a 15.8-ft front setback where 20 feet is required for a two-story covered porch and deck on a new single-family home. The original variance hearing took place on October 18, 2023, during which the Board voted three in favor and one opposed to the request, resulting in denial of the application. With four Board members present, all four members would need to vote for approval of a request.

The Board of Adjustment Bylaws allow a rehearing if there has been a substantial change in the facts or law following the original hearing and an appeal has not been filed for the original hearing.

Section 9 of Bylaws:

Section 9: Rehearing. The Board may rehear a previously granted or denied variance application and may modify its decision thereon only if:

A. The hearing is conducted and the decision modified at a time prior to the date an appeal of the initial decision must be perfected pursuant to C.R.C.P. 106(a)(4); and,

B. There has been a substantial change in the facts or law subsequent to the initial hearing.

Staff recommends that the Board entertain the rehearing based on additional signification information that was not available at the October 18, 2023 hearing. This additional information may be considered a substantial change in the facts considered by the Board in rendering the final decision. This additional information includes the following:

- At the initial hearing, the applicant did not provide testimony or information from their architect related to project planning and alternative analysis that resulted in in the proposed encroachment into the front setback. A letter is attached dated November 30, 2023 from the applicants' architect providing more detail on these considerations.
- At the initial hearing, city staff did not provide a comparative analysis of the size of the proposed home to others being rebuilt in the neighborhood. In the Coal Creek Ranch neighborhood, 110 homes have received rebuild permits following the Marshall Fire. The range of home sizes is 2,305 square feet to 6,526 square feet. The mean average home size is 4,102 square feet and the median average home size is 4,005 square feet. The proposed building area for 953 St. Andrews Lane is 3,585 square feet, well below the average home size in the Coal Creek Ranch neighborhood.

Staff finds that the additional information provides new substantive information and context specifically relevant to Review Criteria Nos. 3, 4, 5 and 6. The design considerations, which could be considered customary for a new build, and limitations created by the retaining wall

impact the range of reasonable development options. In addition, the constraints are not created by the applicant, the design is within the character of the neighborhood, and is the minimum needed to afford relief while still building a customary home for the neighborhood.

In addition, when considering if a variance proposal is the minimum necessary variance and if the property can be reasonably developed without variance (Criteria Nos. 3 and 6), staff's analysis often considers if the applicant is making an improvement or building a home that would be considered customary in size for the neighborhood and zone district. Because the applicants' aren't trying to build a home larger than is customary in the neighborhood, and are limited by constraints of the retaining wall, staff recommends reconsideration of the variance request and approval. Staff's full analysis and recommendations follow.

BACKGROUND:

The property is located in the Coal Creek Ranch Filing 3 Planned Unit Development (PUD) and Coal Creek Ranch Filing 3 Replat A Subdivision (see Attachments 2 and 3), which were approved by the City in 1990 and 1991 respectively. This property is also part of the Coal Creek Ranch General Development Plan (GDP), which established the single-family residential use. The following is a summary of the development standards based on the Coal Creek Ranch Filing 3 PUD. Land area summaries for lots 96-140, which are part of the replatted subdivision, are specified separately in the PUD:

Minimum Lot Area (Lots 96-140):	6,500 Sq. ft.
Maximum Lot Area (Lots 96-140):	21,500 Sq. ft.
Front Setback:	20 ft. for lots > 100ft. deep
Interior Side Setback:	5 ft.
Rear Setback:	20 ft.
Maximum Height:	35 ft.
Maximum Lot Coverage:	None

The original house, built in 1993, was destroyed by the Marshall Fire in 2021. A tiered retaining wall on the east and southern portions of the property was damaged as well. This wall spanned the properties of 953 St Andrews and 357, 359, 360, 361, and 363 Troon Court. The property owners have been working together to rebuild the wall, which will be close to 17 ft. tall in portions abutting the property at 953 St Andrews (see Attachment 4). It will be in the same location, however it will be a single wall versus a tiered wall.

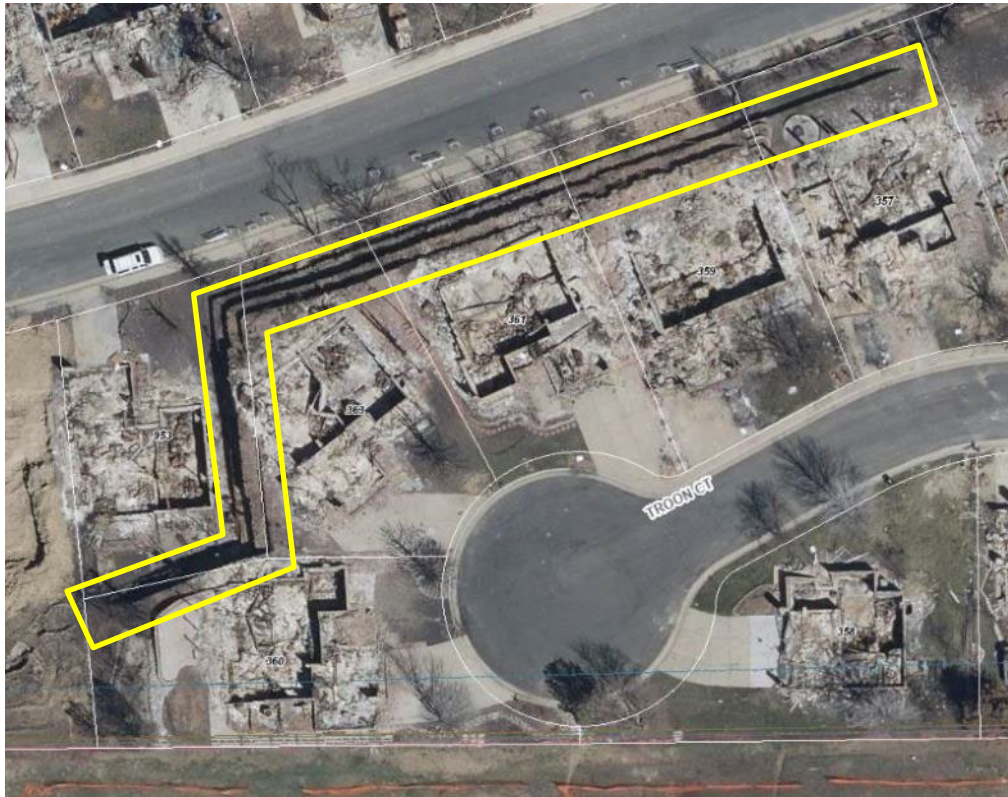


Figure 1 – Existing tiered retaining wall footprint

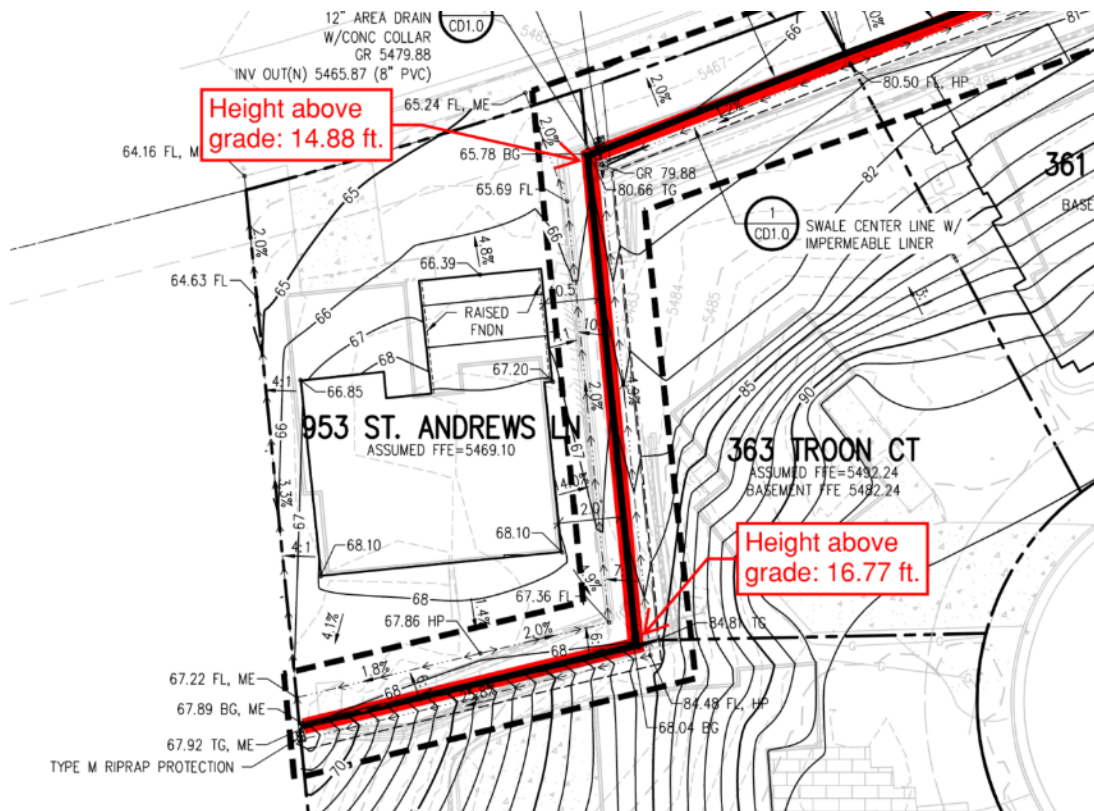


Figure 2 Proposed Retaining Wall

PROPOSAL:

The applicant requests a 15.8-ft front setback where 20 feet is required, allowing for a 55 square-foot encroachment of a covered porch and second-story covered deck. The front setback variance would place the house closer to the retaining wall, allowing for more usable, unshaded yard space on the west and south compared to the conventional building envelope.

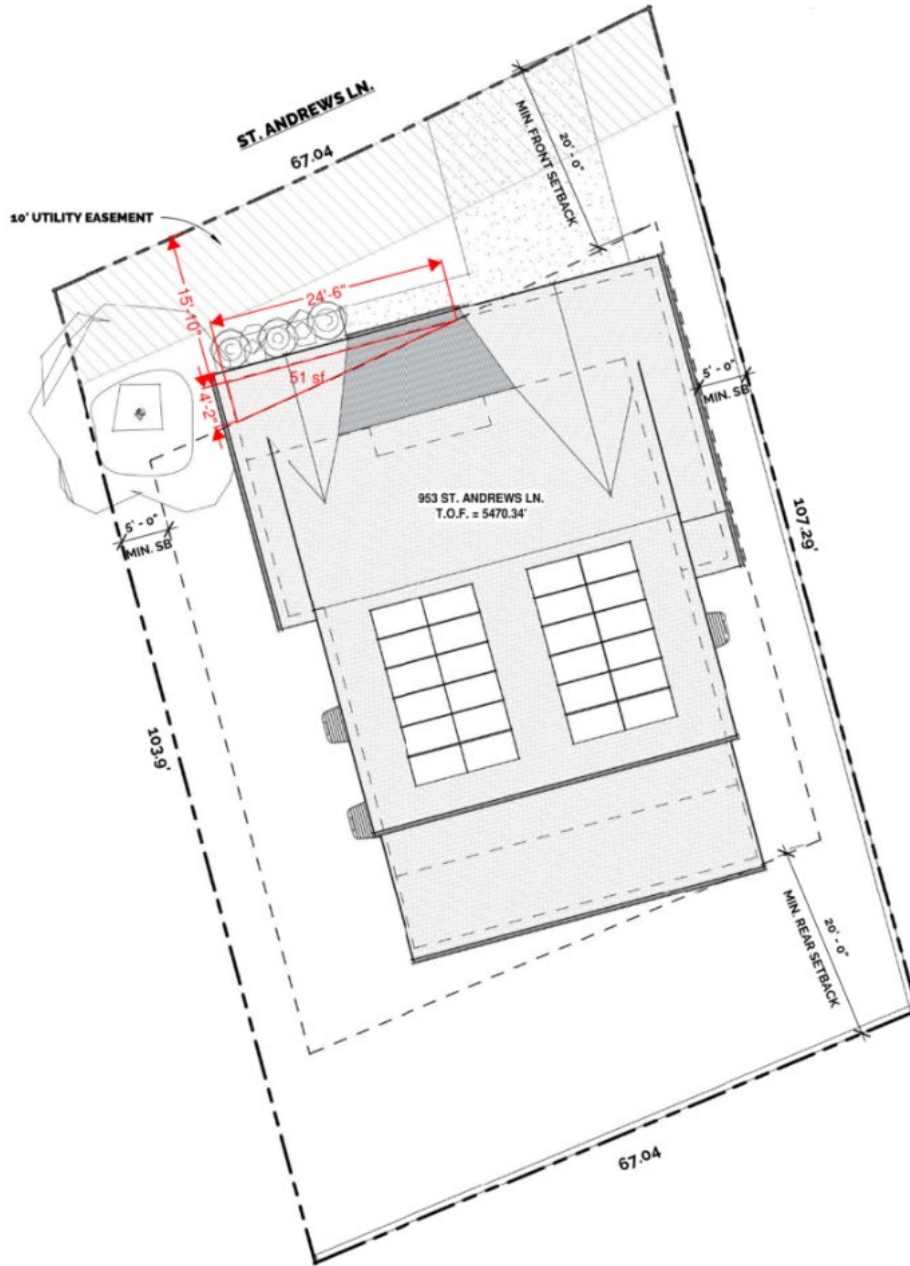


Figure 2 Proposed Site Plan



1 N ELEVATION
1/4" = 1'-0"



2 W ELEVATION
1/4" = 1'-0"

Figure 3 Elevations - area of variance highlighted

REVIEW CRITERIA:

The Board of Adjustment has authority to grant 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 property has unusual physical circumstances created from the retaining wall and the rear neighboring lot that is perpendicular to the property. The rear property line abuts the side yard of a neighboring lot at 360 Troon Ct. The neighboring lot is 2-8 ft. above the grade of 953 St Andrews in portions that abut the rear lot line, and development of 360 Troon Ct would likely impact shade on 953 St Andrews more than a typical rear-yard facing neighbor. The wall is necessary to create stable grading and drainage for the properties along Troon Court and St Andrews Lane. The wall creates a monolithic structure on the eastern and southern boundaries that shades the property. **Staff finds the proposal meets this criterion.**

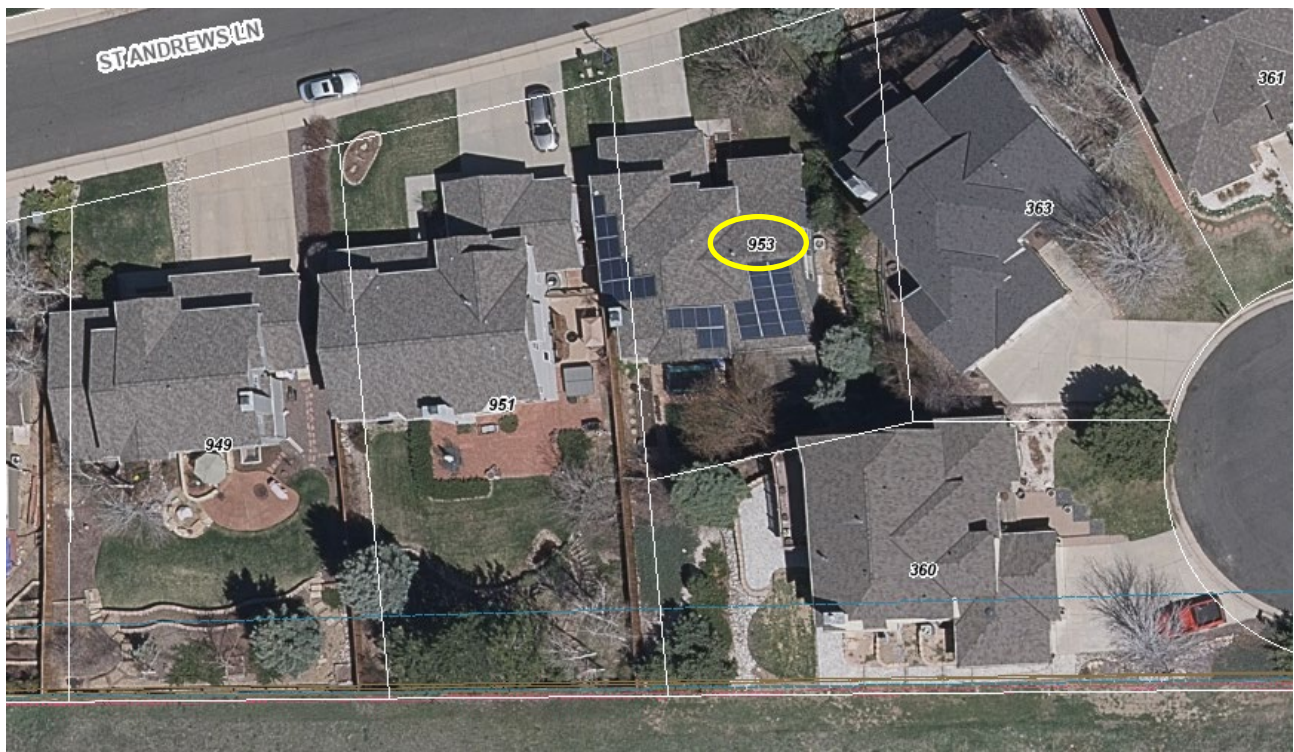


Figure 4 Impact of shade on 953 St Andrews from existing retaining wall and rear neighbor's former house

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

This property is the only lot in the Coal Creek Filing 3 neighborhood that is at the bottom of a retaining wall of this magnitude that abuts both a rear and side property boundary. **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 new retaining wall and orientation of the rear-abutting lot at 360 Troon Court creates a condition where the property receives more shade than other similar properties, limiting the ability to develop the lot and yard spaces in a way that promotes the convenience, prosperity, and welfare of the residents without seeking a variance. The proposal for development of the lot is also reasonable and customary in size with other homes being rebuilt in the neighborhood. Reducing the size of the home would limit reasonable development of the lot that other homes would with the same zoning in this neighborhood would enjoy. **Staff finds the proposal meets this criterion.**

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

The subdivision and Planned Unit Development resulted in lots along Troon Court that were approximately 20ft above the grade of the lot at 953 St Andrews Ln, requiring retaining walls. The applicants did not create this conditions that necessitated a retaining wall. **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 house is similar in size to other homes under construction in Coal Creek Ranch Filing 3. Many nearby rebuilds have covered porches that are comparable in size to the proposed covered porch encroachment. There are support letters from nearby properties as well, including the immediately effected neighbor at 951 St Andrews Lane (see attachment 6). **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 orientation of the structure allows for the least encroachment necessary into the front yard setback, while still addressing the impacts and constraints of the retaining wall and facilitating construction of a customary home consistent with other homes in the neighborhood. The structure otherwise conforms to side and rear setbacks, as well as height requirements. **Staff finds the proposal meets this criterion.**

PUBLIC COMMENTS:

Comments received to date are included as Attachment 5. Several additional letters of support were received that were not included in the materials for the October 18, 2023 hearing.

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:

If the Board determines that the application is eligible for rehearing, 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 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. Coal Creek Ranch Filing 3 PUD (1990)
3. Coal Creek Ranch Filing 3 Replat A Subdivision (1991)
4. Proposed Retaining Wall – Grading and Drainage Plan
5. Public Comment



ReBuildTeam, LLC

P: 314.306.4567

E: Admin@rebuildteam.org

A: 255 S. Cherokee St. #2321
Denver, CO 80223

November 30, 2023

Homeowners: Rob De Voto & Emily Donaldson De Voto

Marshall Fire Rebuild: 953 Saint Andrews Ln, Louisville, CO 80027

Contract Start Date: August 24, 2022

Variance Board Hearing - RE: We are formally seeking permission to intrude 5 feet and 4 1/2 inches into the front setback on the North-West corner of the property located at 953 Saint Andrews Ln., owned by Rob De Voto and Emily Donaldson De Voto.

Proposal:

Given the construction of large homes on all three neighboring lots, the De Voto's home faces significant limitations in allowing natural light and functional outdoor spaces. To effectively address this concern, the proposed design for the reconstruction of 953 Saint Andrews Ln. needs to encroach into the front setback. On the East and South sides of the lot, neighboring homes are situated atop the retaining wall. Assuming these reconstructions are maximizing their 30-foot bulk plane heights, the De Voto's property lacks opportunities for sunlight and gives the impression of being surrounded by a combined mass of up to 48 feet, accounting for the height of the retaining wall and homes. Example shown in presentation.

The proposed home's size at 2,745 square feet above grade is well within the norm when considering the sizes of other residences in the neighborhood.

Having a front porch is customary in home design. Ensuring the functionality of the front porch is crucial for enhancing the home's value. The size of the intended front porch with an 8-foot depth is moderate and not excessively spacious.

The envisioned home design aligns with the neighborhood's character and adheres to the specifications set by the Coal Creek Ranch neighborhood architectural review committee.

Orientation: Positioned parallel to the side setbacks rather than the front and rear setbacks to preserve the original home's placement and align with the neighboring properties. The curve of Saint Andrews Ln. is accommodated, ensuring consistency with the original layout of the Coal Creek neighborhood. Example shown in presentation.

Rotation: A substantial retaining wall is necessary along the entire East and South sides of the lot. The retaining walls must adhere to a 1:1 ratio between the depth of the wall and the distance from the wall. This stipulation limits possibilities for rotating the home. Example shown in presentation.

Placement: Examples shown in presentation.

- Utilizing Outdoor Space:
 - Optimizing usable and practical outdoor space in the rear.
 - Enhancing natural light and enjoyment of outdoor areas.
 - Crafting outdoor space that is both habitable and functional.
 - Sole chance to possess outdoor space unrestricted by walls.
- Reducing Silteline of Wall:
 - The placement of the house forward reduces the visibility of the wall from Saint Andrews Ln.
- Caissons:
 - Avoidance of past caisson locations necessitates a relocation adjustment for the new construction.

Exploration of Alternative Designs: Shaving the front porch to be within setback. Example shown in presentation.

- Logistical reasons for dismissing:
 - Given the limited outdoor space at the rear of the house, the front porch contributes value as an area not enclosed by walls.
 - Reducing the dimensions of the front porch significantly diminishes the usability of the space.
- Aesthetic reason for dismissing:
 - Trimming the front porch introduces an imbalance to the front elevation and poses challenges in crafting an aesthetically pleasing roofline.

Addressing View Obstruction: The residence constructed at 951 Saint Andrews Ln. is a two-story dwelling positioned along the 5-foot setback adjacent to the lot at 953 Saint Andrews Ln. This scenario removes the contention for obstructed views. Furthermore, as the variance sought pertains to a front porch, and the design of the front porch allows for transparency, there is no hindrance to the view. Example shown in presentation.

ELECTRONIC LAND USE HEARING REQUEST CASE NO. _____

APPLICANT INFORMATION

Firm: Emily & Rob De Voto
 Contact: Emily & Rob De Voto
 Address: 4150 Riverside Ave
Boulder, CO 80304
 Mailing Address: 3980 Broadway, #103-232
Boulder, CO 80304
 Telephone: 303-638-6032
 Fax: _____
 Email: emilymamboulder@gmail.com

OWNER INFORMATION

Firm: Emily & Rob De Voto
 Contact: Emily & Rob De Voto
 Address: 4150 Riverside Ave
Boulder, CO 80304
 Mailing Address: 3980 Broadway #103-232
Boulder, CO 80027
 Telephone: 303-638-6032
 Fax: _____
 Email: emilymamboulder@gmail.com

REPRESENTATIVE INFORMATION

Firm: _____
 Contact: _____
 Address: _____
 Mailing Address: _____
 Telephone: _____
 Fax: _____
 Email: _____

PROPERTY INFORMATION

Common Address: 950 St. Andrews Lane
 Legal Description: Lot 102 Blk _____
 Subdivision CCR South
 Area: 7,130 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: Emily & Rob De Voto
 Print: _____
 Owner: _____
 Print: _____
 Representative: _____
 Print: _____

CITY STAFF USE ONLY

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

July 18, 2023

Dear Variance Committee,

We are writing to request a variance for setbacks on our rebuild at 953 St. Andrews Lane.

Our property is located at the base of the large Troon Court retaining wall. We will have 18'+ high walls on the east (left) and south (rear) sides of our property (we have negative walls).

We have spent so many months and a lot of money, working alongside our Troon neighbors, as well as, the City of Louisville, GROUND Engineering, and JVA on a wall design that is solid and will last for the safety and integrity of our entire neighborhood. Rob & I were unable to begin house design until we had a base understanding from the geo-technical and civil engineering teams on what would be possible for our lot.

Because the wall is so high on east side of our lot, we wanted to move the house as close to that wall as possible. Because of the high walls in the back of the lot, we needed to move the house as forward as possible, so it doesn't feel like a cave in the backyard. Sunlight is very important to us and so is the prospect of recovering as much of a view as possible. As you can see in the drawings, the front right corner of the porch encroaches on the 20' setback and we would like a variance on that setback. Other other setback variance we would like is on the back of lot to account of the porch overhang (by a few inches).

Prior to Lisa Ritchie's departure from the City of Louisville, she was very involved in these conversations and from the get-go had expressed her commitment that the City would go to bat for us with the variance committee around setback variances. On June 2nd, Rob and I, along with our architects, had a conversation with Elie Hassan and Rob Zuccaro from the City of Louisville. They said that they are willing to recommend to the variance board that they approve of our setback requests. They want to make sure the HOA is on board as well and we have submitted the variance request to the HOA's Architectural Committee for approval.

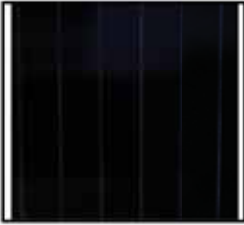
Before we completely finalize design, we have have to have approved setback variances for the design we are proposing.

Please reach out with any additional questions,

Emily & Rob De Voto
953 St. Andrews Lane
Louisville, Co 80027

Cell - 303-638-6032

Email - emilymamaboulder@gmail.com or rdv@a-four-net.com



STANDING SEAM METAL ROOF -BLACK

EXTERIOR FINISHES

TOTAL EXTERIOR WALL FINISHES: 4,315sf

STUCCO (MASONRY): 2,015sf (47%)

SIDING (WOOD LOOK): 525sf

SIDING (LAP): 1,775sf



ASPHALT SHINGLE ROOF



STUCCO - OFF WHITE



TEXTURED FIBER CEMENT LAP SIDING (GRAY)



STUCCO - DARK GRAY



WOOD ACCENTS -STAINED FIBER CEMENT (WOOD LOOK SIDING)

1 MATERIAL SAMPLES
3/4" = 1'-0"



MARSHALL FIRE REBUILD
Devoto RESIDENCE
 963 ST. ANDREWS LN.
 LOUISVILLE, CO 80027

REVISION

DATE	ISSUED

PROJECT RBT-SOS-2023-003
DATE 7/18/2023
SHEET RENDERINGS AND MATERIALS

A0.1

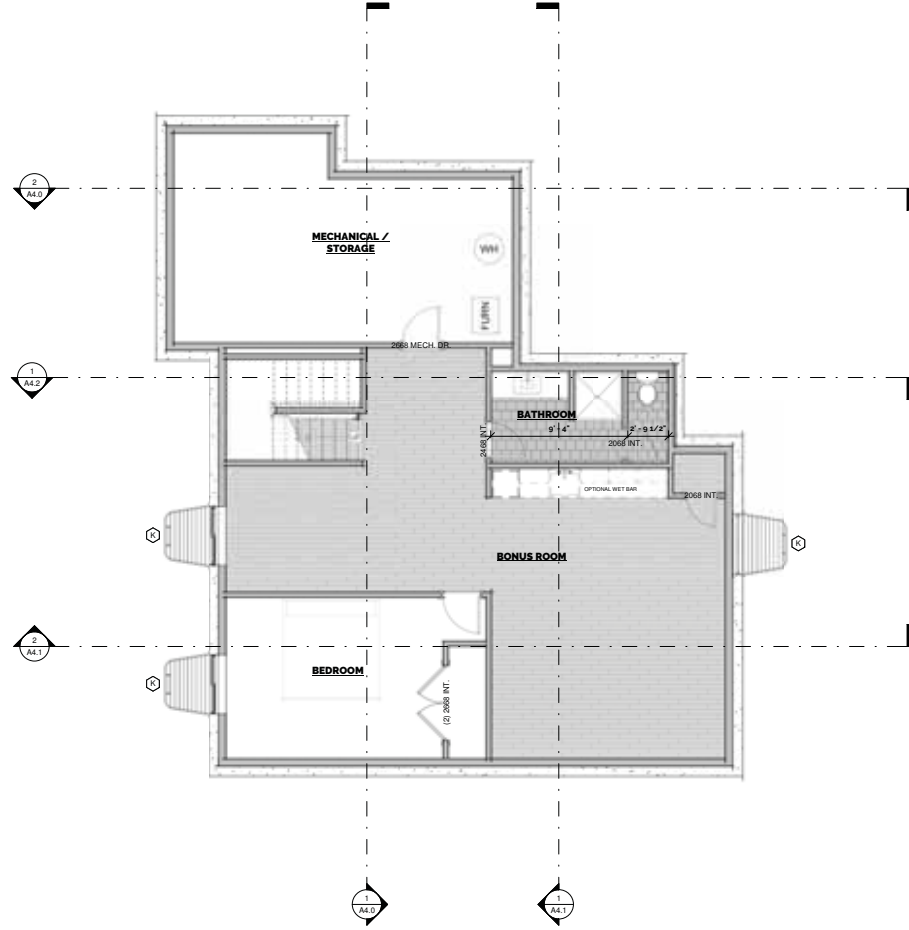
OVERALL WINDOW SCHEDULE				
TYPE MARK	TYPE	WIDTH	HEIGHT	COUNT
A	71-1/2" x 71-1/2"	5' - 11 1/2"	5' - 11 1/2"	4
B	59-1/2" x 47-1/2"	4' - 11 1/2"	3' - 11 1/2"	3
C	107-1/2" x 71-1/2"	8' - 11 1/2"	5' - 11 1/2"	4
D	59-1/2" x 59-1/2"	4' - 11 1/2"	4' - 11 1/2"	2
E	83-1/2" x 23-1/2"	6' - 11 1/2"	1' - 11 1/2"	2
F	24-1/2" x 71-1/2"	2' - 0 1/2"	5' - 11 1/2"	2
G	47-1/2" x 47-1/2"	3' - 11 1/2"	3' - 11 1/2"	1
H	101-1/2" x 17-1/2"	8' - 6"	1' - 6"	1
I	47-1/2" x 59-1/2"	3' - 11 1/2"	4' - 11 1/2"	1
K	4040 SL W WINDOW WELL & LADDER	4' - 0"	4' - 0"	3
L	29-1/2" x 59-1/2"	2' - 5 1/2"	4' - 11 1/2"	4

Grand total: 27

OVERALL DOOR SCHEDULE				
CONSTRUCTION TYPE	WIDTH	HEIGHT	COUNT	

(2)2680 INT.	2' - 0"	6' - 8"	1	
(2)3080 INT.	5' - 0"	8' - 0"	2	
(2)2080 INT.	6' - 0"	8' - 0"	2	
(2) 2668 INT.	4' - 0"	8' - 0"	1	
(2) 2668 INT.	5' - 0"	6' - 8"	1	
18'x8' OVERHEAD DOOR	16' - 0"	8' - 0"	1	
2068 INT.	2' - 0"	6' - 8"	2	
2080 INT.	2' - 0"	8' - 0"	3	
2468 INT.	2' - 4"	7' - 0"	1	
2480 INT.	2' - 4"	8' - 0"	3	
2668 INT.	2' - 6"	8' - 0"	1	
2668 MECH. DR.	2' - 6"	8' - 0"	1	
2880 INT.	2' - 6"	8' - 0"	6	
2880 INT.	2' - 8"	8' - 0"	1	
3080 20min. W/SELF-CLOSER	2' - 8"	8' - 0"	2	
3080 INT. BARN DOOR	0"	8' - 0"	2	
6080 ENT. SL. GLASS W/ TRANSOM ABV.	6' - 0"	8' - 0"	2	
8080 SL. GLASS	7' - 11 1/4"	7' - 11 1/2"	1	

Grand total: 33



1 LOWER FLOOR PLAN
1/4" = 1'-0"

FLOOR PLAN NOTES

REFER TO GENERAL NOTES FOR ADDITIONAL INFORMATION NOT SHOWN OR NOTED ON PLANS (TYP).

GLAZING USED IN DOORS AND PANELS OF SHOWERS AND BATHTUB ENCLOSURES AND WALLS ENCLOSED THESE COMPARTMENTS SHALL BE TEMPERED. IRC TABLE R310.4.

SHOWERS SHALL HAVE DOORS SIZED TO PROVIDE A MINIMUM OF 20" INCH NET CLEAR OPENING. P2708.1.1. ALSO, HINGED SHOWER DOORS SHALL OPEN OUTWARD. P2708.1

WINDOW WELLS SHALL PROVIDE A MINIMUM NET CLEAR OPENING OF 8 SQ FT WITH A MINIMUM DIMENSION OF 36 INCHES. A PERMANENT LADDER IF WINDOW WELL IS MORE THAN 44 INCHES DEEP IS REQUIRED. IRC R310.2

A PERMANENT CERTIFICATE SHALL BE POSTED ON A WALL IN THE SPACE WHERE THE FURNACE IS LOCATED OR A UTILITY ROOM OR ELECTRICAL PANEL, MUST NOT COVER OBSTRUCT THE VISIBILITY OF CIRCUIT DIRECTORY (PERMANENT FIRE VALVES OR INSULATION INSTALLED IN OR ON CEILING ROOF, WALLS, FOUNDATION, SLAB, BASEMENT WALL, CRAWLSPACE WALL AND/OR FLOOR) AND DUCTS OUTSIDE THE CONDITIONED SPACES. (FACTORS OF WINDOWS, AND THE CLEAR HEAT GAIN COEFFICIENT OF WINDOWS, THE TYPE AND EFFICIENCY OF HEATING, COOLING AND SERVICE WATER HEATING EQUIPMENT SHALL ALSO BE LISTED. NOTE THE LISTING OF THE ELECTRICAL PANEL WILL NOT ALLOW YOU TO DRILL OR MODIFY THE PANEL OR COVER IN ANY WAY TO ACCOMPLISH THIS. IRC N1101.1.4

EXTERIOR WALLS SHALL PROVIDE THE BUILDING WITH A WEATHER RESISTIVE EXTERIOR WALL ENVELOPE. PROVIDE WEATHER RESISTIVE BARRIER FLASHING DETAILS FOR WINDOWS, DOOR AND OTHER OPENINGS IN THE BUILDING ENVELOPE. INCLUDE MANUFACTURER'S INSTALLATION INSTRUCTIONS.

PROVIDE FLASHING DETAILS FOR OVER DOORS, WINDOWS, SILLS, AT FOUNDATION, COLUMNS, AND OTHER LOCATIONS REQUIRING FLASHINGS. R703.2

PROVIDE MIN. 1 (ONE) LAYER OF 5/8" TYPE "X" GYPSUM BOARD ON GARAGE SURFACES THAT DEFINE THE HORIZONTAL & VERTICAL SEPARATION BETWEEN THE GARAGE AND HABITABLE SPACES, INCLUDING ALL VERTICAL AND HORIZONTAL STRUCTURAL MEMBERS SUPPORTING THAT SEPARATION. PROVIDE A SEALED, TIGHT FITTING SOLID CORE DOOR OF NOT LESS THAN 20 MINUTES FIRE RATING PER CURRENT I.R.C. AND LOCAL CODES.

ALL DIMENSIONS ARE GIVEN TO FACE OF STUD.

INTERIOR STUD WALLS ARE 04 @ 10" WIDE & THICKNESS (NOT DIMENSIONED), U.N.O. EXTERIOR STUD WALLS ARE 2X6 @ 16" WIDE, U.N.O.

PROVIDE 2" MIN. DOOR JAMB CONDITION @ PERPENDICULAR WALL, OR CENTER DOOR ON WALL AS SHOWN (U.N.O.)

ALL FIRE BLOCKING AND DRAFT STOPPING TO CONFORM WITH CURRENT I.R.C.

ALL SHOWER STALLS SHALL HAVE A NONABSORBENT SURFACE TO THE HEIGHT OF 72 INCHES AND BE FINISHED IN ACCORDANCE WITH SECTION 702.4 I.R.C.

TEMPERED GLASS SHALL BE PROVIDED IN FRAMELESS GLASS DOORS, GLASS IN DOORS, GLASS WITHIN A 24" AREA OF DOORS, GLAZING LESS THAN 40" ABOVE A WALKING SURFACE THAT IS WITHIN 5 FT OF STAIRS. IRC R208.

ALL REQUIRED NON ABSORBENT WALL SURFACES SHALL BE INSTALLED OVER WATER RESISTIVE OR: BD, BACKING OR SOLAR.

KITCHEN COUNTERTOP: 3/8" H, A.F.F. W/ BACKSPLASH ON BASE CABINETS, TYP. U.N.O.

UPPER WALL CABINETS: 36" H, 1" O. CABINETS INDICATED BY DASHED LINE, TYP. U.N.O.

BATH CABINETS: 36" H W/ BACKSPLASH & FULL WIDTH MIRROR ABOVE, TYP. U.N.O.

ATTIC OPENINGS INTO UNCONDITIONED SPACE SHALL BE: WEATHER STRIPPED AND INSULATED TO THE SAME VALUES AS THE ATTIC INSULATION.

IN VENTED ATTICS, EAVE BAFFLES SHALL BE INSTALLED. ATTIC ACCESS: MIN. 22" X 30" PER CURRENT I.R.C. AND LOCAL CODES.

REFRIGERATOR: COORD. PLUMBING FOR ICE MAKER AS REQ.

DRYER VENT: INSTALL PER INTERNATIONAL MECHANICAL CODE AND LOCAL CODES. LENGTH WITH ELBOWS SHALL NOT EXCEED 30 FEET. OR PROVIDE BOOSTER FAN & INSTALL PER MANUFACTURER'S SPECS. SEE MECHANICAL DRAWINGS FOR SIZING.

FLUE: OFF SET FRAMING ABOVE FOR RED O 1" CLR.

KITCHEN SINK: PROVIDE DISPOSAL, SWITCH POWER. SEE ELECTRICAL PLANS.

HOSE BIBBS: ALL HOSE BIBBS ARE FREEZE PROOF TYPE. LOCATION PER C.C., MIN. (2) PER DWELLING.

PROVIDE 24" SPLASHLOCKS AT ALL HOSE BIBBS.

PROVIDE G.I. OR FIBERGLASS PAN W/ FLOOR DRAIN UNDER ALL CLOTHES WASHERS & HOT WATER HEATERS. FLOOR DRAIN ONLY WHERE LOCATED ON SLAB ON GRADE.

PLAN NOTES

R & S INDICATES ROD & SHELF IN CLOSETS, *O, R & S* INDICATES (1) HIGH ROD AND (1) LOW ROD PLUS SHELF. SHELVES ARE 12" DEEP. U.N.O.

EXTERIOR DECKS AND BALCONIES SHALL CONFORM TO ALL REQUIREMENTS OF I.R.C. 507. SEE STRUCTURAL DRAWINGS.



MARSHALL FIRE REBUILD
DeVoto RESIDENCE
963 ST. ANDREWS LN.
LOUISVILLE, CO 80027

REVISION	
DATE	ISSUED

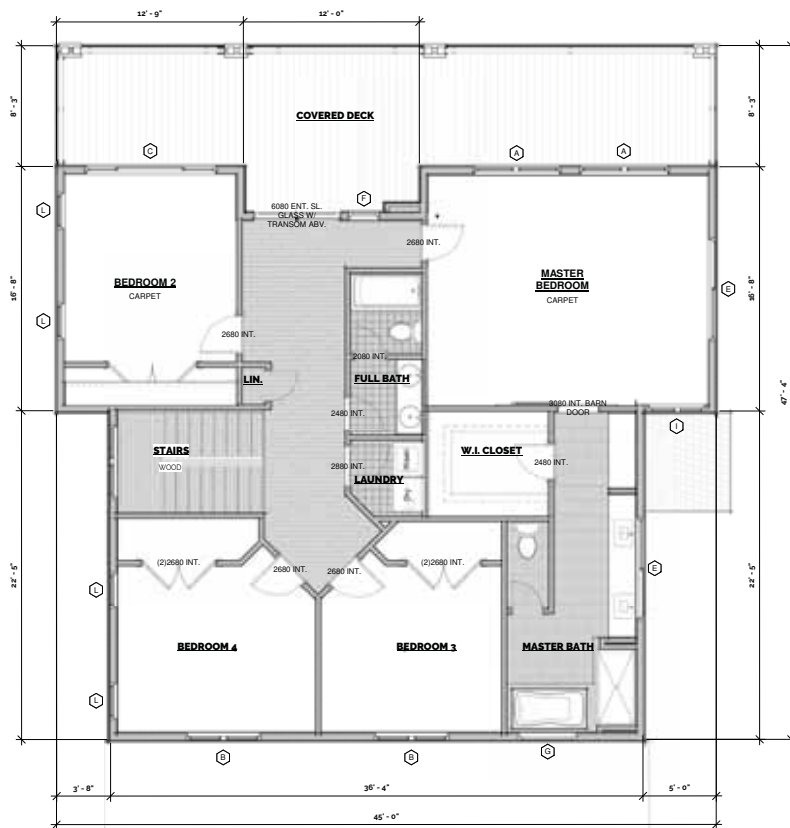
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RBT-SGS_2023_003

DATE
7/18/2023

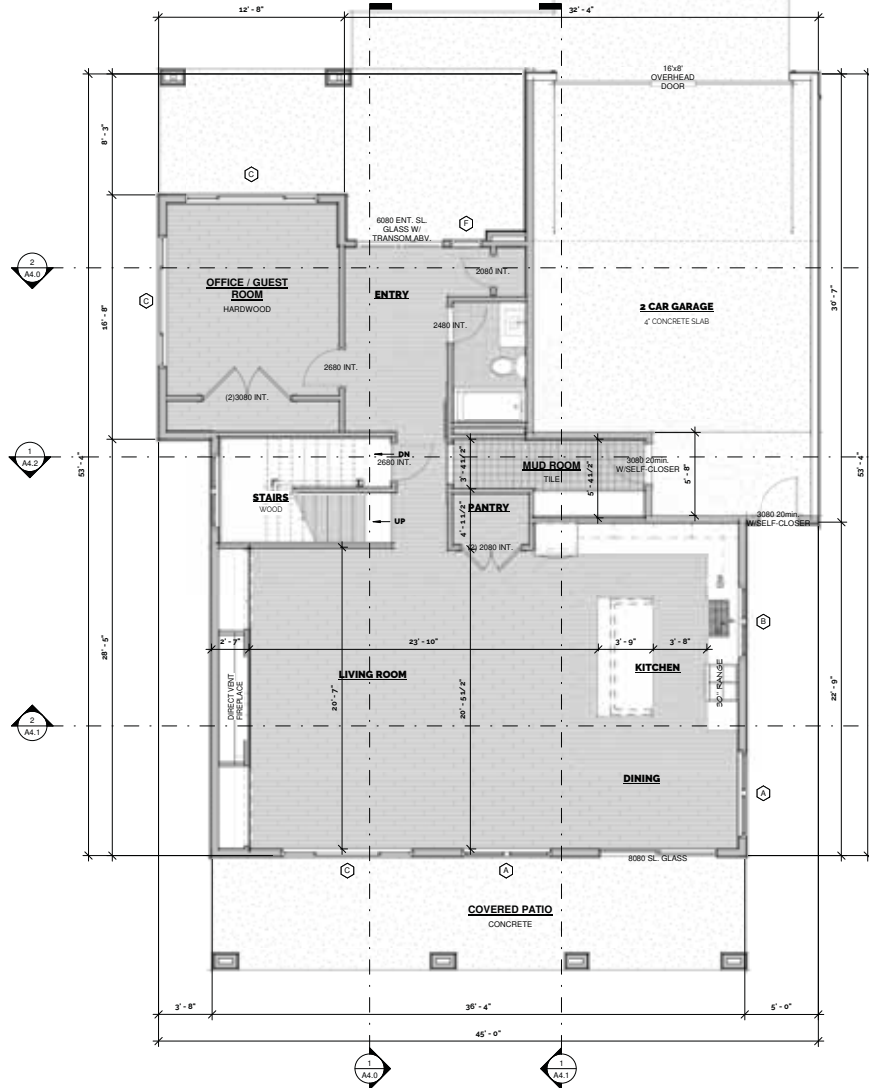
SHEET
FLOOR PLAN, SCHED. & NOTES

A1.0

7/19/2023 9:18:45 AM



3 UPPER FLOOR PLAN
1/4" = 1'-0"



1 MAIN FLOOR PLAN
1/4" = 1'-0"



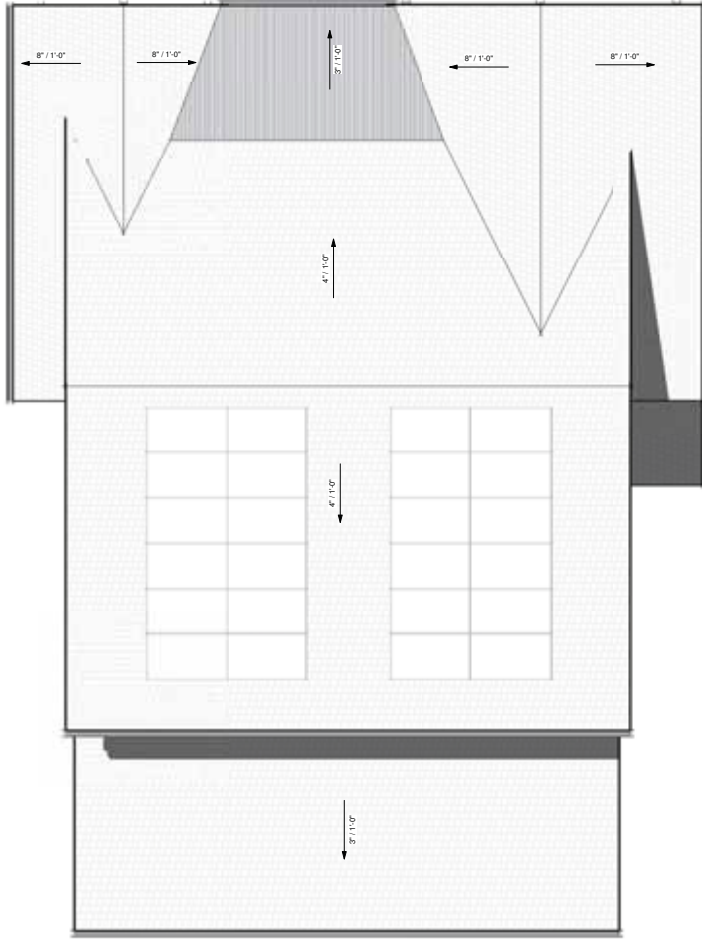
MARSHALL FIRE REBUILD
DeVOTO RESIDENCE
 963 ST. ANDREWS LN.
 LOUISVILLE, CO 80027

REVISION	
DATE	ISSUED

PROJECT	RBT-SOS-2023-003
DATE	7/18/2023
SHEET	FLOOR PLANS

A1.1

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1 ROOF PLAN
1/4" = 1'-0"

ROOF NOTES

ICE SHIELD SHALL EXTEND FROM THE EAVES TO A POINT AT LEAST 24 INCHES UP FROM INSIDE THE EXTERIOR WALL LINE. PER IRC R906.3.7

PROVIDE DOUBLE UNDERLAYMENT (UNDER COMPOSITION (ASPHALT) SHINGLES ON ROOFS HAVING A SLOPE LESS THAN 4:12 PER IRC SECTION R905.2.2

PROVIDE AIR BAFLE IN ATTICS AND SPACES BETWEEN RAFTERS FOR EACH SEPARATE SPACE. VENTILATING OPENINGS SHALL BE PROTECTED AGAINST THE ENTRANCE OF RAIN OR SNOW.

THE TOTAL NET FREE VENTILATING AREA SHALL NOT BE LESS THAN 1 TO 150 OF THE AREA OF THE SPACE VENTILATED. THIS MAY BE REDUCED TO NOT LESS THAN 1 TO 300 IF: (1) OPENINGS ARE PROVIDED IN THE UPPER AND LOWER PORTIONS OF THE VENTILATED SPACE, OR, (2) A 1 PERM VAPOR BARRIER IS INSTALLED ON THE WARM SIDE OF THE CEILING. IRC R806

UNVENTED CONDITIONED ATTIC ASSEMBLIES AND UNVENTED ROOF ASSEMBLIES SHALL COMPLY WITH R806.5

PROVIDE A MINIMUM 22" X 30" ATTIC ACCESS IN A HALLWAY OR OTHER READILY ACCESSIBLE LOCATION. IRC R807

STACK: ALL PLUMBING AND HVAC VENTS ON BACKSIDE OF ROOF



MARSHALL FIRE REBUILD
DeVOTO RESIDENCE
 963 ST. ANDREWS LN.
 LOUISVILLE, CO 80027

REVISION	
DATE	ISSUED
PROJECT RBT-SOS-2023-003	
DATE 7/19/2023	
SHEET ROOF PLAN	

A2.0



MARSHALL FIRE REBUILD
DevOTO RESIDENCE
 963 ST. ANDREWS LN
 LOUISVILLE, CO 80027

REVISION	
DATE	ISSUED
PROJECT	
RBT-SCS-2023-003	
DATE	
7/18/2023	
SHEET	
ELEVATIONS	



2 S ELEVATION
 1/4" = 1'-0"



1 N ELEVATION
 1/4" = 1'-0"



1 E ELEVATION
3/4" = 1'-0"



2 W ELEVATION
3/4" = 1'-0"

ELEVATION NOTES

REFER TO GENERAL NOTES FOR ADDITIONAL INFORMATION NOT SHOWN OR NOTED ON PLANS
 ALL OVERHANGS (1" UN.D.) ARE MEASURED HORIZONTALLY FROM FACE OF FRAME TO END OF TRUSS/MEMBER. REFER TO ROOF PLAN & ELEVATIONS FOR FLAT OR SLOPED SOFFITS
 REFER TO BUILDING SECTIONS FOR ADDITIONAL INFORMATION AND HEIGHTS
 - SEE SITE PLAN & DRAINAGE PLAN. BUILDER IS SOLELY RESPONSIBLE FOR PROPER DOWNSPOUT DISCHARGE DRAINAGE.
 ROOFING MATERIAL, COLOR & MANUFACTURER BY BUILDER / OWNER - SEE ELEVATIONS & ROOF PLAN
 ALL EXTERIOR FINISHES TO BE "IGNITION RESISTANT": (FIBER CEMENT, STONE, BRICK, STUCCO, METAL, ETC.)
 EXTERIOR SIDING SHALL COMPLY WITH R703.
 PROVIDE 24 INCH ON-CENTER BLOCKING FOR VERTICAL SIDING. - IRC TABLE R703.4 FOOTNOTE J
 PROVIDE EXTERIOR GRADE PLYWOOD OR OTHER APPROVED EXTERIOR MATERIALS FOR SOFFITS. - IRC R703
 INSPECTIONS ARE REQUIRED FOR ALL STUCCO AND EIFS SYSTEMS. PER: IRC R108.1.5

MATERIAL LEGEND

NAME	MATERIAL	FINISH
ROOF	ASPHALT	CLASS B
SIDING	FIBER CEMENT	TEXTURED
STUCCO	3 COAT	PER G.C.
WINDOW FRAMES	COMPOSITE	BLACK
TRIM (EXT.)	FIBER CEMENT	TEXTURED
SOFFITS	FIBER CEMENT	TEXTURED
GUTTERS	ALUMINUM	PAINT
DOWNSPOUTS	ALUMINUM	PAINT
GARAGE DOOR	ALUMINUM	PAINT



MARSHALL FIRE REBUILD
Devoto Residence
 963 ST. ANDREWS LN.
 LOUISVILLE, CO 80027

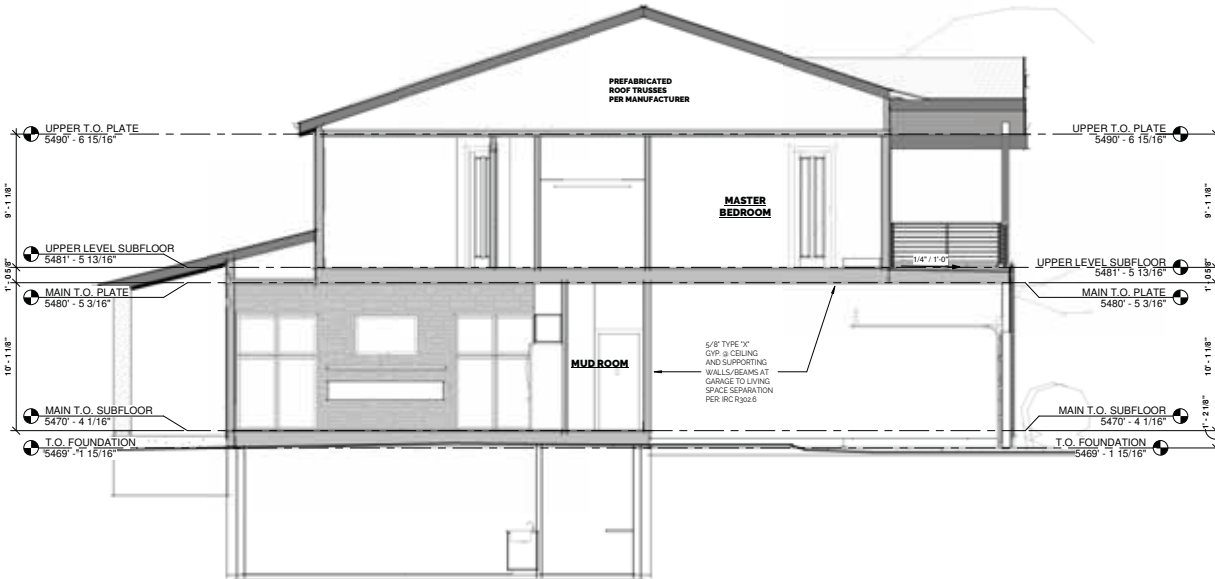
REVISION	
DATE	ISSUED

PROJECT	RBT-SCS-2023-003
DATE	7/18/2023
SHEET	ELEVATIONS

A3.1



2 SECTION 4
1/4" = 1'-0"



1 SECTION 3
1/4" = 1'-0"



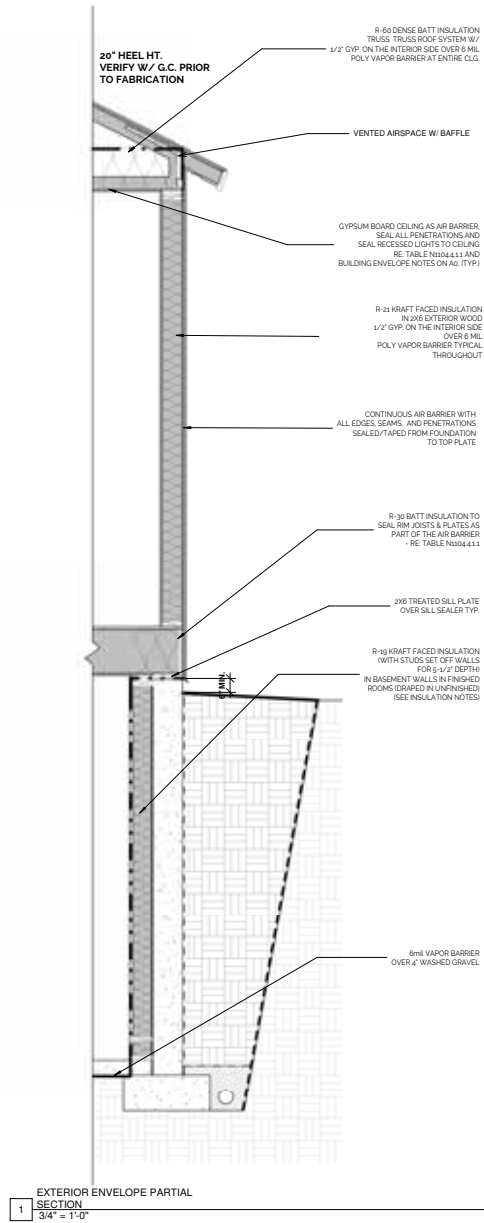
MARSHALL FIRE REBUILD
DeVOTO RESIDENCE
 963 ST. ANDREWS LN
 LOUISVILLE, CO 80027

REVISION	
DATE	ISSUED

PROJECT	RBT-SGS-2023-003
DATE	7/18/2023
SHEET	BUILDING SECTIONS

A4.1

7/19/2023 9:20:45 AM



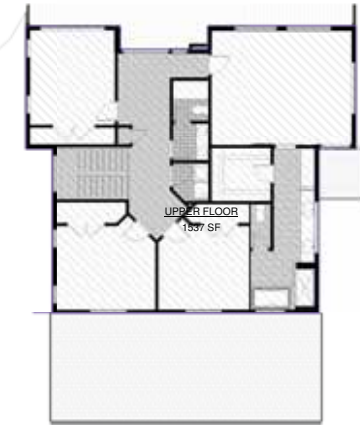
1 EXTERIOR ENVELOPE PARTIAL SECTION
3/4" = 1'-0"

INSULATION - 2021 I.E.C.C.	
MINIMUM INSULATION VALUES, CITY OF LOUISVILLE	
R-21	EXTERIOR WOOD FRAMED WALLS (BLOWN OR BATT)
R-50	ROOF AREAS (BLOWN OR BATT)
R-38	VULTED CEILING / ROOF AREAS (BLOWN OR BATT)
R-20	CANTILEVERS AND FLOORS OVER LIVING AREAS IN GARAGES
R-15/10	BASEMENT WALLS (VINYL FACED BATT)
R-30	FLOORS OVER UNCONDITIONED SPACE (CRAWL SPACES)

*OR G.C. TO PROVIDE RESCHECK CALCULATIONS SHOWING THAT THE BUILDING CONFORMS TO ENERGY CODE

*WHERE NECESSARY OR AS DIRECTED BY CONTRACTOR, PROVIDE EXTRUDED POLYSTYRENE IN LIEU OF BATT INSULATION BEHIND SHEATH OR ADJACENT TO PLUMBING, MECHANICAL, AND ELECTRICAL SUPPLIES, RETURNS, AND OTHER DISTRIBUTION LINES AND FIXTURES TO ENSURE THE MINIMUM INSULATION VALUES ARE STRICTLY ADHERED TO IN ALL LOCATIONS IN ALL INACCESSIBLE OR ENCLOSED AREAS OR AREAS THAT MAY BE INACCESSIBLE OR MAY BE ENCLOSED. PLACE EXTRUDED POLYSTYRENE INSULATION IMMEDIATELY PRIOR TO PLACING THE PLUMBING, MECHANICAL, AND ELECTRICAL RUNS

*INSULATE ALL CANTILEVERED FLOORS WITH BATT INSULATION AND SHEATH THE UNDERSIDE WITH HARDBOARD OVER APPROVED VAPOR BARRIER



4 UPPER LEVEL SUBFLOOR
1/8" = 1'-0"



3 MAIN LEVEL THERMAL ENV. AREA
1/8" = 1'-0"



2 LOWER LEVEL THERMAL ENV. AREA
1/8" = 1'-0"



MARSHALL FIRE RESILD
DeVOTO RESIDENCE
 963 ST. ANDREWS LN.
 LOUISVILLE, CO 80027

REVISION	
DATE	ISSUED

PROJECT RBT-SOS-2023-003
DATE 7/19/2023
SHEET IECC COMPLIANCE

A5.0

DESIGN CRITERIA

SIDE	BUILDING SETBACK		BUILDING HEIGHT
	REAR	FRONT	
5.0'	20.0'	20.0' *	35' MAX.

- * Corner lots one front setback only
- Side yard on street side - 15' min.
- Area of lot 1 now reserved as future use shall be 5' min.
- Front and rear setbacks shall be 15' on lots 1000' deep, 20' on all others, except lots 37, 38, 39, 40, 96, 97, 110 and 118 which have 0' rear setbacks.

LAND USE SUMMARY

LOTS 96-140
GROSS DENSITY - 4.0 UNITS/ACRE
TOTAL LOTS - 45
MEAN LOT SIZE - 2155 S.F.
MEDIAN LOT SIZE - 8350 S.F.
MINIMUM LOT SIZE - 6500 S.F.
MAXIMUM LOT SIZE - 21,500 S.F.

LOTS 1-95
GROSS DENSITY - 4.4 UNITS/ACRE
TOTAL LOTS - 95
MEAN LOT SIZE - 6792 S.F.
MEDIAN LOT SIZE - 6495 S.F.
MINIMUM LOT SIZE - 5225 S.F.
MAXIMUM LOT SIZE - 12,090 S.F.
OPEN SPACE - 35,435 S.F.



LEGAL DESCRIPTION

BEGINNING AT THE SOUTHWEST CORNER OF THE NORTH HALF OF THE NORTHWEST QUARTER OF SECTION 25, TOWNSHIP 2 SOUTH, RANGE 9 WEST, OF THE 1ST PRINCIPAL MERIDIAN, BOULDER COUNTY, COLORADO;

THENCE SOUTH 82°41'31" WEST, A DISTANCE OF 2204.75 FEET;

THENCE NORTH 78°12'41" WEST, A DISTANCE OF 299.70 FEET;

THENCE NORTH 57°12'41" WEST, A DISTANCE OF 94.50 FEET;

THENCE NORTH 07°12'41" WEST, A DISTANCE OF 10.00 FEET;

THENCE NORTH 52°41'13" EAST, A DISTANCE OF 607.20 FEET;

THENCE NORTH 52°41'13" EAST, A DISTANCE OF 548.00 FEET TO A NON-TANGENT POINT OF CURVATURE;

THENCE 142.10 FEET ALONG A CURVE TO THE LEFT HAVING A DELTA OF 85°42'29", A RADIUS OF 215.00 FEET, AND A LONG CHORD WHICH BEARS NORTH 62°41'15" EAST, A DISTANCE OF 215.00 FEET;

THENCE NORTH 62°41'15" EAST, A DISTANCE OF 420.30 FEET;

THENCE SOUTH 45°38'55" EAST, A DISTANCE OF 212.50 FEET TO A TANGENT POINT OF CURVATURE;

THENCE 450.60 FEET ALONG A CURVE TO THE LEFT, HAVING A DELTA OF 37°04'52", A RADIUS OF 440.00 FEET, AND A LONG CHORD WHICH BEARS SOUTH 62°41'15" EAST, A DISTANCE OF 442.10 FEET TO A POINT ON THE SOUTHERLY BOUNDARY OF THAT TRACT OF LAND RECORDED IN A DEED RECORDED IN FILE 191, REC'DITION NO. 200521;

THENCE ALONG SAID SOUTHERLY BOUNDARY THE FOLLOWING FOUR COURSES:

THENCE SOUTH 52°41'13" EAST, A DISTANCE OF 29.40 FEET;

THENCE SOUTH 52°41'13" EAST, A DISTANCE OF 100.30 FEET;

THENCE NORTH 82°41'13" WEST, A DISTANCE OF 21.60 FEET;

THENCE SOUTH 45°38'55" EAST, A DISTANCE OF 82.71 FEET;

THENCE SOUTH 14°21'10" EAST, A DISTANCE OF 72.45 FEET TO A POINT ON THE WESTERLY BOUNDARY OF THAT TRACT OF LAND RECORDED IN A DEED RECORDED IN BOOK 111 ON PAGE 212;

THENCE ALONG SAID WESTERLY BOUNDARY THE FOLLOWING FIVE COURSES:

THENCE SOUTH 62°41'13" WEST, A DISTANCE OF 65.58 FEET;

THENCE SOUTH 62°41'13" WEST, A DISTANCE OF 15.00 FEET;

THENCE SOUTH 14°21'10" EAST, A DISTANCE OF 14.50 FEET;

THENCE SOUTH 14°21'10" EAST, A DISTANCE OF 10.00 FEET;

THENCE SOUTH 38°12'40" EAST, A DISTANCE OF 229.50 FEET;

THENCE SOUTH 62°41'13" WEST, A DISTANCE OF 31.00 FEET;

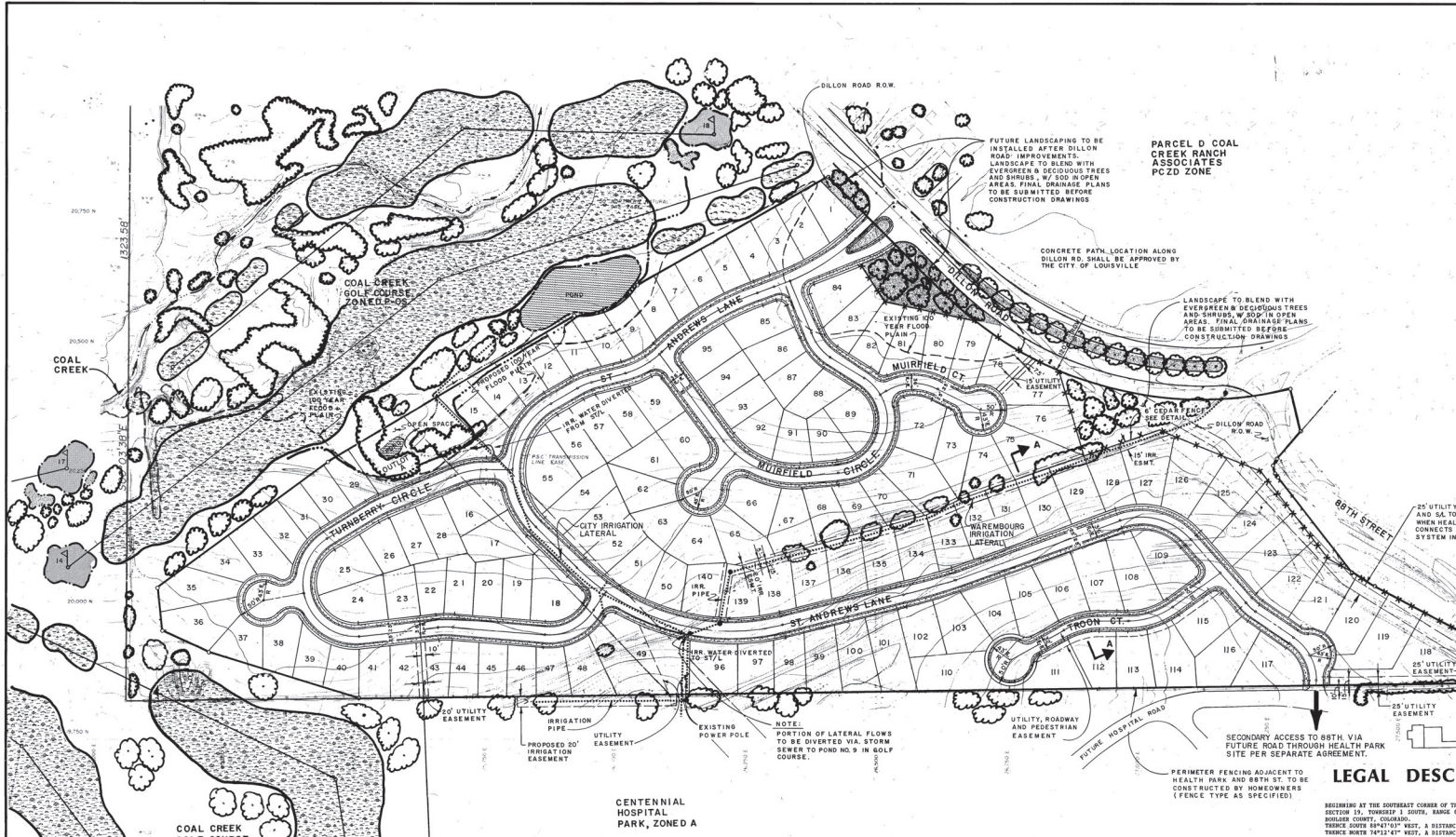
THENCE SOUTH 62°41'13" WEST, A DISTANCE OF 215.00 FEET;

THENCE SOUTH 62°41'13" WEST, A DISTANCE OF 15.00 FEET;

THENCE SOUTH 52°41'13" EAST, A DISTANCE OF 34.50 FEET;

THENCE SOUTH 45°38'55" EAST, A DISTANCE OF 13.00 FEET TO THE EAST LINE OF THE NORTHERLY QUARTER OF THE NORTHERLY QUARTER OF SAID SECTION 25;

THENCE SOUTH 02°07'20" WEST, A DISTANCE OF 29.50 FEET TO THE POINT OF BEGINNING, CONTAINING 22.79 ACRES, MORE OR LESS.



- NOTE: 20' IRRIGATION EASEMENT RESTRICTIONS FOR LOTS 49, 65, 67-71, 74-76, 127-140
- THE COST FOR ANY DAMAGES TO THE IRRIGATION FACILITIES LOCATED WITHIN THE 20' EASEMENT, EXCEPT ANY DAMAGES RESULTING FROM NORMAL MAINTENANCE AND OPERATION BY THE OWNER OF SUCH FACILITIES, SHALL BE THE RESPONSIBILITY OF THE LOT OWNER.
 - THE OWNER OF THE IRRIGATION FACILITIES HAS THE RIGHT TO ACCESS, REPAIR, REPLACE AND MAINTAIN THE IRRIGATION FACILITIES WITHIN THE EASEMENT, AND PROPERTY DAMAGE INCURRED BY NORMAL, REASONABLE MAINTENANCE PROCEDURES, AND THE EASEMENT SHALL NOT BE THE RESPONSIBILITY OF THE IRRIGATION FACILITIES OWNER.
 - THE OWNER OF THE IRRIGATION FACILITIES SHALL NOTIFY THE PROPERTY OWNERS BEFORE ENTERING THE EASEMENT FOR REPAIR, REPLACEMENT OR MAINTENANCE.
 - THE APPROPRIATE LOCATION OF THE IRRIGATION FACILITIES WITHIN THE EASEMENT ARE SHOWN ON THE AS-PLANT DRAWING AND ARE AVAILABLE FOR REVIEW AT THE CITY OF LOUISVILLE.

Coal Creek Ranch

FINAL PLANNED UNIT DEVELOPMENT

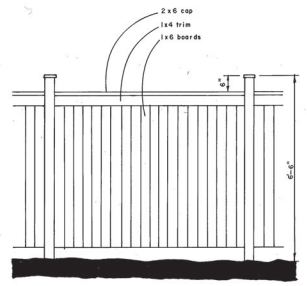
FILING NO. 3

PLANNING COMMISSION CERTIFICATE
STATE OF COLORADO
APPROVED THIS **19** DAY OF **NOVEMBER**, 20**18** BY THE PLANNING COMMISSION OF THE CITY OF LOUISVILLE, COLORADO. RESOLUTION NO. **18-0000000000**
[Signatures]

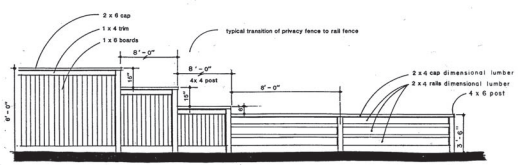
CITY OF LOUISVILLE
I HEREBY CERTIFY THAT THIS INSTRUMENT WAS FILED IN MY OFFICE AT 2:05 P.M. ON THIS **19** DAY OF **NOVEMBER**, 20**18**, AND IS DULY RECORDED IN PLAN FILE **2018-0000000000** AND IS AVAILABLE FOR REVIEW AT THE CITY OF LOUISVILLE. EXCEPTION NO. **18-0000000000**
[Signatures]

CITY COUNCIL CERTIFICATE
APPROVED THIS **6** DAY OF **FEBRUARY**, 20**19** BY THE CITY OF LOUISVILLE, COLORADO. RESOLUTION NO. **19-0000000000**
[Signatures]

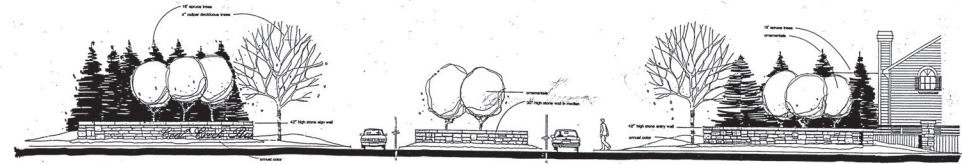
NOTE:
UTILITY EASEMENTS FOR ELECTRIC, GAS, PHONE AND CABLE TV SHALL BE 5' ALONG FRONT OF ALL LOTS.



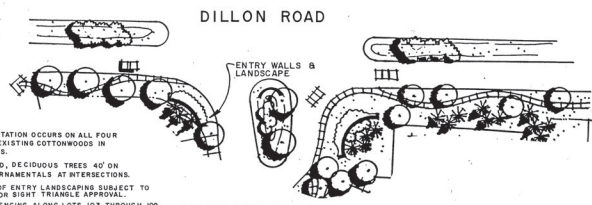
PERIMETER FENCE perimeter fencing to be installed by holder according to development platting
Perimeter fence to be used where single family detached lots occur adjacent to Dillon Road



INTERIOR & RAIL FENCE interior fencing by homeowner
Interior fence to occur on A.C. side and rear yards not adjacent to golf courses.
Rail fence to occur adjacent golf course including outlet A.

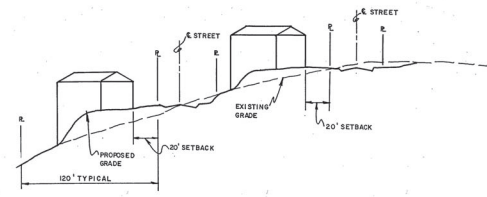


DILLON ROAD ENTRY
DILLON RD. ENTRY, ENTRY DETAIL, ENTRY WALL DETAIL AND TYPICAL STREET SECTIONS ARE SUBJECT TO FUTURE REVIEW AT TIME ENGINEERING PLANS ARE SUBMITTED FOR REVIEW/ACCEPTANCE

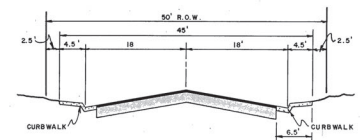


ENTRY DETAIL

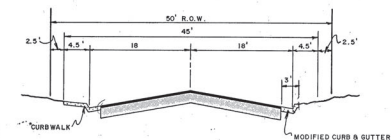
- NOTE:**
- 1.) ENTRY MONUMENTATION OCCURS ON ALL FOUR CORNERS WITH EXISTING COTONWOODS IN CENTER ISLANDS.
 - 2.) LOW TURF MOUND, DECIDUOUS TREES 40' ON CENTER AND ORNAMENTALS AT INTERSECTIONS.
 - 3.) FINAL DETAILS OF ENTRY LANDSCAPE SUBJECT TO CITY REVIEW FOR SIGHT TRIANGLE APPROVAL.
 - 4.) REAR YARD FENCING ALONG LOTS 103, THROUGH 109, SHALL BE NO HIGHER THAN 4'5" ALONG ST. ANDREW'S LN.
 - 5.) ABOVE ITEMS SUBJECT TO REVIEW AT TIME ENGINEERING PLANS ARE SUBMITTED FOR REVIEW/ACCEPTANCE



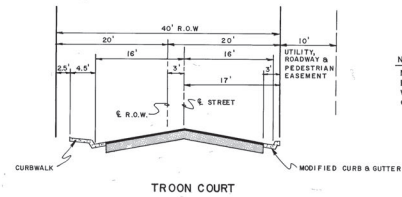
**SECTION A-A
TYPICAL GRADING PLAN**



**SAINT ANDREWS LANE
MUIRFIELD COURT
(FOR ILLUSTRATIVE PURPOSE ONLY)**

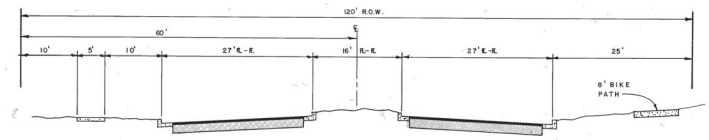


**MUIRFIELD CIRCLE
TURNBERRY CIRCLE**

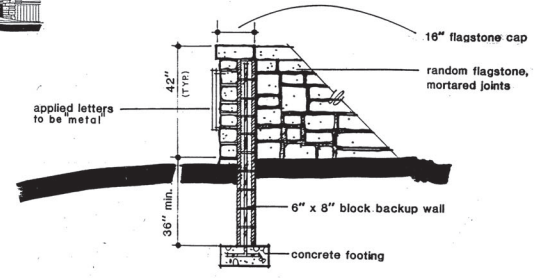


TROON COURT

NOTE:
NO VALVE BOX, UTILITY PEDESTAL SHALL BE WITHIN 6' BACK OF CURB.



**FUTURE DILLON ROAD
(FOR ILLUSTRATIVE PURPOSE ONLY)
TYPICAL STREET SECTIONS**



ENTRY WALL DETAIL

Coal Creek Ranch
PRELIMINARY PLANNED UNIT DEVELOPMENT
FLILING NO. 3
DETAIL SHEET

HURST & ASSOCIATES, INC.
CONSULTING ENGINEERS

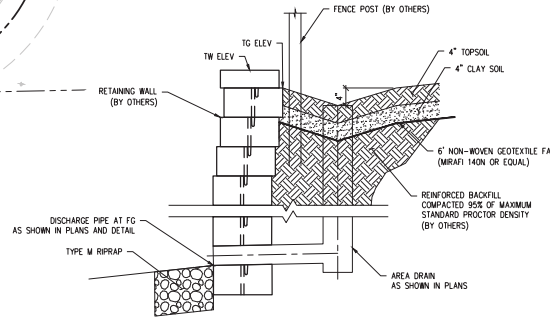
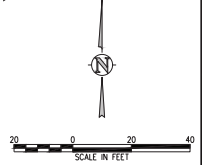
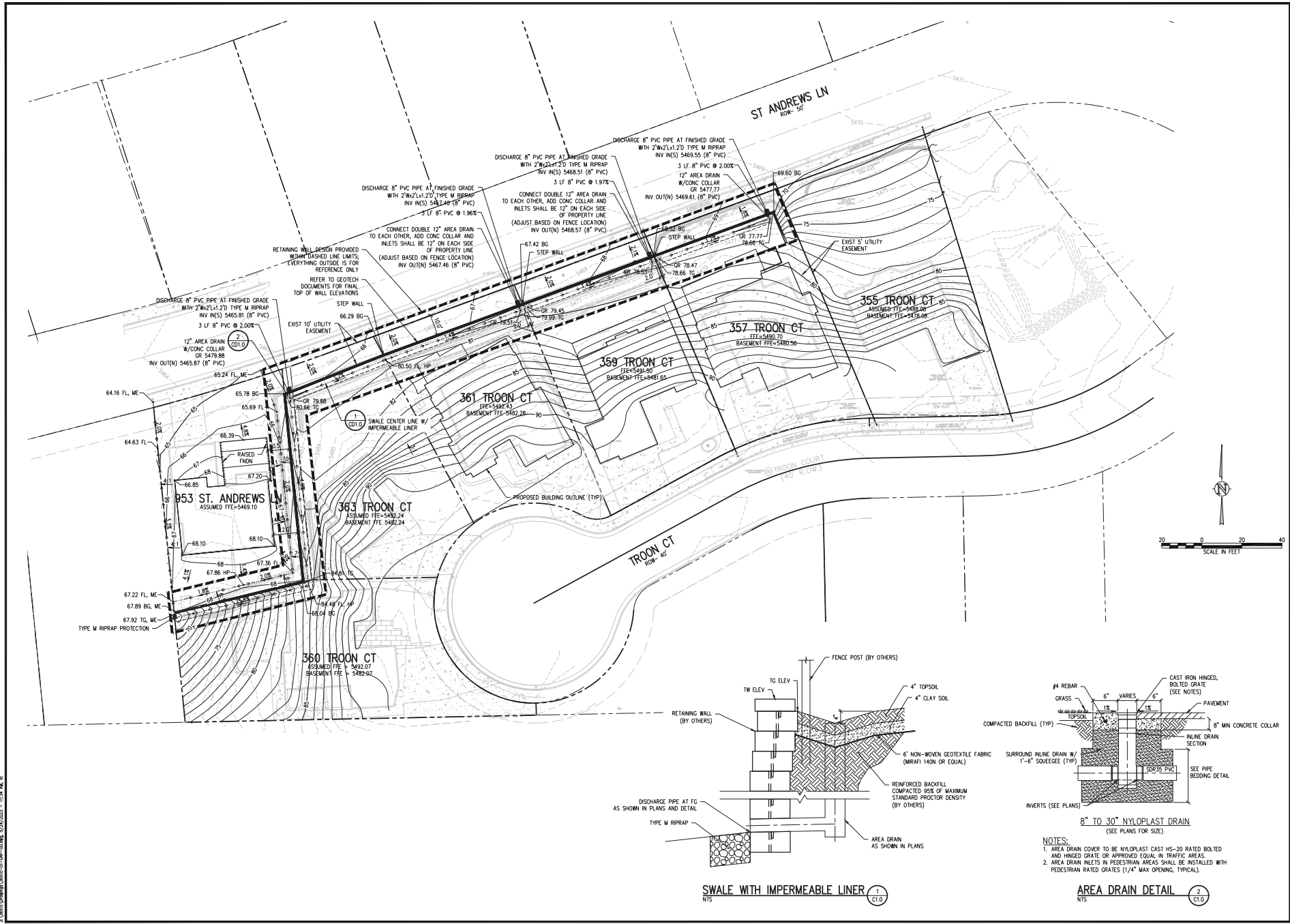
SCALE: NO SCALE
DRAWN: J.W.J.
CHECKED: J.R.L.
APPROVED: S.R.A.

855 Pils. Ave., St. Helena, CA 94575
Tel: 707/938-1100
Fax: 707/938-1101

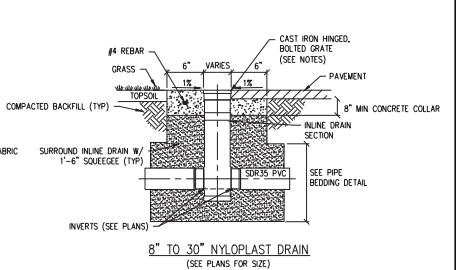
JOB NO. 2020-4 DATE 7/99 SHEET 2 OF 2



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 Greenwood Village • Denver



SWALE WITH IMPERMEABLE LINER
 NTS (1) C1.0



AREA DRAIN DETAIL
 NTS (2) C1.0

- NOTES:
1. AREA DRAIN COVER TO BE NYLOPLAST CAST HS-20 RATED BOLTED AND HINGED GRATE OR APPROVED EQUAL IN TRAFFIC AREAS.
 2. AREA DRAIN INLETS IN PEDESTRIAN AREAS SHALL BE INSTALLED WITH PEDESTRIAN RATED GRATES (1/4\"/>

DESIGNED BY:	SWW
DRAWN BY:	SWW
CHECKED BY:	XT/CFG
JOB #:	3851c
DATE:	MAY 24, 2023
© JVA, INC.	

COAL CREEK RANCH WALLS
 TROON COURT
 LOUISVILLE, CO 80027

SHEET NO.
C1.0

NO. DATE REVISION DESCRIPTION

3: J:\Projects\2023\05\23\05-23-23\05-23-23.dwg, 5/24/2023 - 11:34 AM, at

Ellie Hassan

From: Lysle Dirrim <lysledirrim@gmail.com>
Sent: Wednesday, September 27, 2023 7:36 AM
To: Planning
Subject: RE: 953 St Andrews Lane - Variance Request

Categories: Public Correspondence

You don't often get email from lysledirrim@gmail.com. [Learn why this is important](#)

I and my wife are owners of 983 St. Andre3ws Lane in Louisville.

We encourage the Board of Adjustment to approve the front porch variance request for 953 St. Andrews Lane.

==CAUTION: EXTERNAL EMAIL==

This email originated from outside the City of Louisville's email environment. Do not click links or open attachments unless you validate the sender and know the content is safe. Please contact IT if you believe this email is suspicious.

Subject **Fwd: House plans (1 of 2)**
From Emily Donaldson De Voto <emilymamaboulder@gmail.com>
To De Voto Rob <rdv@a-jour-net.com>
Date 2023-07-25 19:39



Can you print off these 2 emails and scan then send them back to me? I'm trying to have a clean email chain to attach to our variance request.

Thanks Love,
me

Best Regards,

Emily Donaldson De Voto, PhD

Note: Due to the nature of electronic communication, I cannot assure you that e-mail is as secure as a face-to-face or phone conversation. Please keep this in mind when communicating with me over the Internet. Any information, including protected health information (PHI), transmitted in this e-mail is intended only for the person or entity to which it is addressed and may contain information that is privileged, confidential, and or exempt from disclosure under applicable Federal or State law. Any review, retransmission, dissemination, or other use of or taking of any action in reliance upon, protected health information (PHI) by persons or entities other than the intended recipient is prohibited.

Begin forwarded message:

From: Timothy Lefoley <tlefoley@yahoo.com>
Subject: Re: House plans
Date: May 23, 2023 at 10:27:05 PM EDT
To: Emily Donaldson De Voto <emilymamaboulder@gmail.com>
Cc: De Voto Rob <rdv@a-jour-net.com>

Yes, looks OK with us. Go for it.
Grateful to have you back as neighbors.

On Tuesday, May 23, 2023 at 02:58:52 PM MDT, Emily Donaldson De Voto <emilymamaboulder@gmail.com> wrote:

Hi Tim,

Your house is looking close to complete. When do you move in?

We are finalizing house plans. Lisa Ritchie, with the City is looking to help us get setback modification approval before she leaves her position.

She asked us to ask you if you were ok with the rough plans below, specifically regarding the northwest corner of our house being less than the 20' setback. Lisa is going to go to bat with the City for us on this setback modification, but it helps if we have your ok.

Please email us back with your a-ok, if appropriate.

Emily & Rob.

Best Regards,

Emily Donaldson De Voto, PhD

Subject **Fwd: House plans (2 of 2)**
From Emily Donaldson De Voto <emilymamaboulder@gmail.com>
To De Voto Rob <rdv@a-jour-net.com>
Date 2023-07-25 19:40



Best Regards,

Emily Donaldson De Voto, PhD

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Note: Due to the nature of electronic communication, I cannot assure you that e-mail is as secure as a face-to-face or phone conversation. Please keep this in mind when communicating with me over the Internet. Any information,

Rob Zuccaro

Subject: FW: Variance Board mtg #2

From: Gary Gravante <ggravant@gmail.com>

Sent: Tuesday, January 9, 2024 9:18 AM

To: Planning <planning@Louisvilleco.gov>; Rob Zuccaro <rzuccaro@louisvilleco.gov>

Cc: Emily <emilymamaboulder@gmail.com>; Anne Gravante <aavg360@gmail.com>

Subject: Variance Board mtg #2

Some people who received this message don't often get email from ggravant@gmail.com. [Learn why this is important](#)

Hi Rob,

This is Anne and Gary Gravante at 360 Troon CT. We are next door neighbors to the south of Emily and Rob De Voto at 953 St. Andrews Ln. We share the new retaining wall along the south border of their property. We just want to let you know that we support them 100% with their adjustment board request to move their home forward. They have a unique configuration with large retaining walls to the east and south of their property, so anything they can do to maximize that configuration is more than reasonable in our opinion.

Thank you for your consideration,

Anne and Gary Gravante

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This email originated from outside the City of Louisville's email environment. Do not click links or open attachments unless you validate the sender and know the content is safe. Please contact IT if you believe this email is suspicious.

Rob Zuccaro

Subject: FW: De Voto variance request, 953 St. Andrews Lane
Attachments: De Voto code variance support letter.docx

From: Frank Lavrisha <frank.lavrisha@gmail.com>
Sent: Tuesday, January 9, 2024 1:29 PM
To: Rob Zuccaro <rzuccaro@louisvilleco.gov>
Cc: Emily Donaldson De Voto <emilymamaboulder@gmail.com>
Subject: De Voto variance request, 953 St. Andrews Lane

You don't often get email from frank.lavrisha@gmail.com. [Learn why this is important](#)

Dear Mr. Zaccaro,

Please accept our attached letter in support of the De Voto's variance request, at 953 St. Andrews Lane, on their street/sidewalk setback.

We support their request without any reservations.

Most sincerely,
-Magdalene & Frank Lavrisha
949 St Andrews Ln, Louisville, CO 80027
720-934-3403 Frank-mobile

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Maggie & Frank Lavrisha
949 St. Andrews Lane
Louisville, CO 80027
720-934-3403 Frank-mobile

Mr. Robert Zuccaro
Director of Community Development
City of Louisville

Dear Mr. Zuccaro,

We support Emily and Rob De Voto's request for a setback variance without any reservation.

Our support is based on the following information:

- the variance only affects the northwest corner of the residence, not the entire structure,
- the variance enhances the curb appeal of the residence as the living area is brought closer to the street thereby minimizing the prominence of the garage,
- due to the design of the retaining wall reconstruction being one continuous wall rather than two staged walls and it being located closer to the street than before, the variance would complement the new design of the retaining wall,
- the variance would give the residents a view from what is an otherwise 'cornered lot', with its location against two sides of the retaining wall as well as their western neighbors.

The above information supports such a variance would improve the look of our street. It seems to be a helpful decision that the city can make for residents that desire to return to their home and our community after this disaster.

Most sincerely,
-Magdalene & Frank Lavrisha

Rob Zuccaro

Subject: FW: Variance VAR-000474-2023 Support Letter
Attachments: DeVoto_Setback_Support_Letter.docx

From: Paul Waterhouse <pwfw@hotmail.com>
Sent: Monday, January 8, 2024 7:19 PM
To: Rob Zuccaro <rzuccaro@louisvilleco.gov>
Cc: Emily Donaldson De Voto <emilymamaboulder@gmail.com>; rdv@a-jour-net.com
Subject: Variance VAR-000474-2023 Support Letter

Hi Rob,

Attached is a letter that documents my support for the variance request of the De Voto's. I think it will be very beneficial as it will reduce the visual impact of the wall, which will be about 15 foot tall at the De Voto's property boundary, it will give them more usable yard space and lastly, the planning department has already completed an extensive review and has encouraged an approval vote - I think the planning analysis was very thorough and I agree with their conclusions.

Regards,
Paul Waterhouse.

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Re: VAR-00474-2023, 953 St Andrews Lane

Jan 8th 2024

To the Variance Board,

I, Paul Waterhouse, are writing this letter in support of the 4.2ft variance into the 20-foot setback for the De Voto's property at 953 St Andrews Ln.

This variance will mean that part of their front porch will be in the setback, but not any part of the main structure. As I stated in the variance meeting on October 18th, 2023, having their front porch in the setback will reduce the visual impact of the retaining wall by reducing the amount of wall that can be seen from St. Andrews Lane. This reduction in the visual impact is due to both the porch and the rest of the house (main house structure plus garage) being further north by 4.2ft. The western edge of the retaining wall at the corner of the De Voto's house will be an approximately 15ft tall, near vertical gray wall. It is a large monolithic structure, and I am in favor of reducing the visual impact of it.

In addition, the Louisville Planning Department has already reviewed this proposal and has encouraged a vote to approve this variance.

I highly encourage the variance board to approve this, as it will reduce the retaining wall visual impact, give the De Voto's a more usable back yard and has already been extensively reviewed by the planning department, which has encouraged a vote to approve the variance.

Regards,

Paul Waterhouse

361 Troon Crt, Louisville CO 80027.

Rob Zuccaro

Subject: FW: De Voto Easement Request

From: Genevieve C Sparagna <sparagna@colorado.edu>
Sent: Thursday, January 4, 2024 4:09 PM
To: Rob Zuccaro <rzuccaro@louisvilleco.gov>
Cc: emilymamaboulder@gmail.com
Subject: De Voto Easement Request

Hi Rob,

I am writing in support of the De Voto family's request to shift their front porch into the front easement by less than 5 feet. This change will be barely imperceptible on that street.

Their backyard retaining wall is unfortunately on the back 2 sides of their backyard and unlike before the fire, the retaining wall has changed to a shear wall instead of a stepped wall. This will limit the sunlight in the backyard making it important to have a nice front porch to hang out on and therefore increasing a sense of comradery with neighbors. As one of the neighborhood liaisons for Coal Creek Ranch, I hold this to be very important to getting our neighborhood back on track.

This small adjustment to the easement will make no difference in my opinion to the street view. There are no houses on that side of the street up St. Andrews after their house on that block, so no one's view will be compromised by this slight change.

Thanks for your consideration to this matter,
Genevieve [Sparagna]

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MEMORANDUM

To: Board of Adjustment Members

From: Community Development Department

Subject: Establish Official Locations for Posting of Public Notice

Date: January 17, 2024

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 recommends 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 2024 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: 2024 Meeting Dates

Date: January 17, 2024

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. Meetings will be cancelled if there are not agenda items or other business of the board.

The following are the anticipated meeting dates for 2024. The Board should review these dates, and may make a motion an vote to accept these as the 2024 regular meeting dates.

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



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.