

Recreation Advisory Board

Agenda

Monday, January 22, 2024
Recreation Center
900 West Via Appia
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 1-719-359-4580 or 1-833-548-0276(Toll Free) Webinar ID #886 7577 1709*
- *You can log in via your computer. Please visit the City's website here to link to the meeting: www.louisvilleco.gov/rab*

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

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes
5. Public Comments on Items Not on the Agenda
6. Introductions
7. Approval of Posting Locations for Agendas
 - City Hall
 - Library
 - PD/Court

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.

- Recreation & Senior Center
 - Website www.LouisvilleCO.gov
8. Election of Officers
 - Chair
 - Vice Chair
 - Secretary
 9. City of Louisville Comprehensive Plan Update-Jeff Hirt
 10. Golf Course-Draft path alignment-Hole #13-David Dean & David Baril
 11. Staff Updates
 - Golf Updates-David Baril and David Dean
 - Recreation Updates-Kathy Martin
 - i. CIP planning
 - ii. January 1st Numbers
 - iii. March meeting date-March 18?
 12. Board Updates
 - 2024 Work Plan(to be presented to City Council March 12)
 13. Discussion of items for next meeting
 14. Adjourn

Recreation Advisory Board

Meeting Minutes

**November 27, 2023
Recreation Center
900 West Via Appia
6:30 PM**

Call to Order – Chairperson Norgard called the meeting to order at 6:30.

Roll Call was taken and the following members were present:

Board Members Present: Dick Friedson, Angie Layton, Gene Kutscher, Lisa Norgard, Mary O'Brien, Michele Van Pelt

Board Members Absent: none

Staff Members Present: Kathy Martin

City Council Member Present: Deb Fahey

Public Members Present: none

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

Motion: Angie Layton

Second: Dick Friedson

Approval of Meeting Minutes – The minutes from the October 23 meeting were approved as written.

Motion: Angie Layton

Second: Lisa Norgard

Public Comments on Items Not on the Agenda – None

Staff Updates

Recreation and Senior Services Update – Kathy Martin

- Kathy reported that eight people have applied for four vacancies on the RAB. New members will be appointed in December.
- Rec Advisory Board members will meet with City Council on March 12 to present our work plan.

City of Louisville

*Recreation Division 900 West Via Appia Louisville CO 80027
303.335.4903 (phone) www.LouisvilleCO.gov*

- Kathy reported that the recent cold weather has brought people to the Rec Center in droves. The pool has been very busy. The Lafayette pool should open on Tuesday, which will help. There was a huge turnout for the Senior Center Thanksgiving dinner, with almost 200 people. Participants enjoyed the first buffet celebration since COVID.
- Kathy said that repairs are under control at the Rec Center. Repairs will include replacing some exterior panels on the building and working on the tile floor in the family changing area.
- Kathy reported that she is still waiting for information about decisions related to the sustainability report. RAB members expressed a desire to learn about proposals before they are implemented, so that feedback can be provided before actions are taken.

Kathy presented an email from Adam Blackmore.

- The sales and use tax to fund Open Space & Parks operations handily passed.
- Adam listed 2024 projects in the budget adopted by City Council. These include: restoration of the Mission Green tennis court, upgrading field lighting at the Louisville Sports Complex, designing and connecting a cart path along hole 13 at CCGC, remediation of the walking/jogging track at the Rec Center, HVAC replacement at the Rec Center, and upgrades to the short game area and practice putting green at CCGC.
- Dick would like to see more information about the proposed upgrades for the golf course.
- Gene would like to confirm that the rebuild of the east tennis courts at Centennial Park is still in the plans. Kathy will check on this.

Kathy presented an email from David Baril.

- David wrote that play at CCGC through November 19 has been above average.
- He wrote about the success of a combination Member Appreciation early season pass sale, chili luncheon and golf shop sale.
- He reported that there is a rumor that a new clubhouse will be built, and he realized that many players are unaware of the consultants' report and the support of the RAB for building a new clubhouse. RAB members suggested that Ginger address this issue, so that players are informed about the status of a potential new clubhouse. Support from the golfing community may help to provide momentum for the project.

Kathy reported that various groups are requesting year-round access to ball fields. This would require year-round access to bathroom facilities and consideration of artificial turf.

Board Updates

2024 Work Plan

- Lisa passed out the work plan for last year. She will update the plan and send it out to board members, who can provide feedback to Kathy.
- In the section regarding pickleball, RAB members noted that the pickleball community has clearly asked for dedicated outdoor pickleball courts.
- RAB members expressed the desire to have year-round access to a bathroom facility at the parks, even if that means that the facility is a port-a-potty.
- It may be beneficial to prioritize our work plan items (high, medium, low) when presenting them to City Council. However, that is challenging, because of the disparity of costs between the various requests.

Lisa reached out to PPLAB members of the Outdoor Rec Sub-committee, but didn't hear back. She will pursue this again.

Gene asked if the proposed "road diet" on Via Appia might have negative consequences for patrons of the Recreation and Senior Center. That plan is currently on hold, after significant negative response from citizens.

We will not meet in December, so our next meeting will be on January 22 with new members on the Board.

Discussion Items for Next Meeting

Staff Updates
Introduction of New Members
Election of Officers
Confirmation of Places to Post Notices
Work Plan
Age-Well Plan
Board Updates

Adjourn – The meeting was adjourned at 7:49.

Motion: Lisa Norgard

Second: Gene Kutscher



***OPEN GOVERNMENT &
ETHICS PAMPHLET
2024***

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



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Citizen Participation in Government

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

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

City Council Meetings:

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

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

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

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

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

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

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

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

Communicating Directly with the Mayor and City Council Members

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

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

Mayor or City Council Elections

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

Serving as an Appointed Member on a City Board or Commission

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

The City's Boards and Commissions are:

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

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

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

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

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

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

Planning Commission

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

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

Open Government Training

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

Open Meetings

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

Regular Meetings

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

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

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

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

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

Study Sessions

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

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

Executive Sessions

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

Timing and Procedures

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

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

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

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

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

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

Authorized Topics

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

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

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

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

Ethics

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

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

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

Conflicts of Interest

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

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

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

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

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

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

Conflicts

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

Gifts and Nepotism

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

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

Other Ethics Rules of Interest

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

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

Disclosure, Enforcement, and Advisory Opinions

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

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

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

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

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

Other Laws on Citizen Participation in Government

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

Initiative and Referendum

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

Public Hearings

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

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

Public Records

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

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

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

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

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

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

Public Involvement Policy

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

Guiding Principles for Public Involvement

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

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

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

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

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

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

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

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

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

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

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

Roles and Responsibilities - City Council

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

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

Roles and Responsibilities - City Staff and Advisory Boards

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

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

All Participants

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

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

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

Updated December 2023

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.



BOARD & COMMISSION

RULES OF PROCEDURE

Adopted November 6, 2023 – by Resolution No. 66, Series 2023

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RULES OF PROCEDURE FOR THE BOARDS AND COMMISSIONS OF LOUISVILLE, COLORADO

I. DEFINITIONS

“Advisory Board” means all of the following boards which are tasked with giving advice to the City Council as specified in their formation documents:

- Arts & Culture Advisory Board
- Historical Museum Advisory Board
- Library Board of Trustees
- Open Space Advisory Board
- Parks & Public Landscaping Advisory Board
- Recreation Advisory Board
- Revitalization Commission
- Sustainability Advisory Board
- Youth Advisory Board

“Charter” means the [Home Rule Charter of the City of Louisville, Colorado](#).

“Chair” means the member of the Board who presides over a meeting subject to Rule VII.B below.

“City” means the City of Louisville, Colorado.

“Code” means the Louisville Municipal Code.

“Board” means any of the following bodies:

- Arts & Culture Advisory Board
- Board of Adjustment
- Building Code Board of Appeals
- Historic Preservation Commission
- Historical Museum Advisory Board
- 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 Member” means each member of a City board.

“Electronic Participation” means attendance at a meeting by computer, telephone, or other electronic means.

“Entire Board” means all current members of a board.

“Member of the Board” means each board member.

“Quasi-Judicial Board” means any of the following boards which have specific legal decision-making authority under the Charter or Code:

- Board of Adjustment
- Building Code Board of Appeals
- Historic Preservation Commission
- Local Licensing Authority
- Planning Commission

“Rules” means the Board & Commission Rules of Procedure.

“Staff Liaison” means the City staff member assigned by the City Manager to assist the board and to ensure all rules and regulations are met.

II. AUTHORITY

The following Rules shall be in effect upon their adoption by the City Council until such time as they are amended or new Rules adopted.

In order to efficiently and effectively complete City business facing a Board, all meetings must be conducted in an orderly and respectful manner. These Rules are intended to provide guidelines for the procedures to be followed for the conduct of all Board meetings.

If any Rule, on its face or as applied, conflicts with applicable provisions of the [Home Rule Charter of the City of Louisville](#) or ordinances, those provisions shall apply and that Rule shall not. Nothing herein shall prevent a Board from adopting its own rules of procedure specific to its roles and responsibilities so long as they do not conflict with these Rules.

III. MEETING CIVILITY

- A. CIVILITY AMONG MEMBERS OF THE BOARD: The Board shall preserve reasonable order and decorum and confine members of the public to discussion of the questions under consideration.

During Board meetings, members shall preserve reasonable order and decorum and shall not delay or interrupt the proceedings or refuse to obey

the order of the Chair or the Rules. Every member of the Board desiring to speak shall address the Chair, and upon recognition by the Chair, shall confine themselves to the questions under debate. Once recognized, no member of the Board shall be interrupted while speaking unless called to order by the Chair or unless a point of order is raised by another member.

- B. MEMBERS OF THE PUBLIC: Members of the public desiring to address the Board on any item on the agenda shall be recognized by the Chair, state their names, and are requested to state their place of residence (by city, town, or county of residence). Each member of the public shall speak in an audible tone for the record.

IV. **GENERAL RULES**

- A. LOCATION: All in-person Board meetings shall take place in a public building that is accessible to members of the public, with or without reasonable accommodation in accordance with applicable law.
- B. OPEN TO THE PUBLIC: All meetings, including those conducted by Electronic Participation pursuant to Section V.F, shall be open to the public. A Board may conduct executive sessions only in accordance with the Charter, Code, and applicable provisions of the Colorado Open Meetings Law.
- C. MEETING NOTICE: Notice for all meetings sessions shall be given as required by the Charter and as set by administrative rule. At the first regular meeting of every year, each Board shall designate the locations for posting of notices of its meetings.
- D. MINUTES: Minutes of each regular and special meeting shall be taken and retained permanently in the records of the City.
- E. QUORUM: A quorum is needed for the transaction of business at each meeting of a Board. A quorum shall be defined as a majority of the members of the Board holding office at the time of the meeting.
- F. ABSENCES: No member of the Board shall miss more than twenty-five percent (25%) of regular Board meetings during any calendar year. Missing more than twenty-five percent (25%) of meetings shall be cause for removal.
- G. APPLICABILITY OF THE OPEN GOVERNMENT POLICIES AND CODE OF ETHICS: Each member of the Board shall adhere to the City's Open

Government Rules and the Code of Ethics (Charter Section 5-6).

- H. DISCLOSURE OF INTEREST AND RECUSAL: Any member of the Board who has an interest in, or whose interest would be affected by, any proposed official action before the Board shall immediately and publicly disclose the nature and extent of the interest; shall not participate in any discussion or decision concerning the proposed action; shall not attempt to publicly or privately influence the Board, any public body, or any employee in connection with the action; and shall leave the room where the discussion or decision is taking place during the time the proposed action is being discussed and the decision is being made.
- I. CHAIR: The Chair is the member of the Board who presides over a Board meeting and shall do so according to these Rules and applicable law. The Chair serves as Chair of all Board meetings at which the Chair is present. In the Chair's absence, the Vice-Chair will serve as Chair. In the absence of the Chair and Vice-Chair, Board members will appoint one member to act as Chair for that meeting.

V. MEETINGS

- A. REGULAR MEETINGS: Each Board shall set a regular meeting schedule at the first meeting of each year identifying the date, time, and location of meetings.
- B. COMMITTEE MEETINGS: A committee meeting may be called if it can be properly noticed a minimum of 72 hours in advance. Committee meetings must meet all the same rules as a regular meeting.
- C. EXECUTIVE SESSIONS: A board may hold an executive session only for pending litigation and only with the City Attorney present.
- D. RESCHEDULING: A Board may reschedule meetings for dates and times outside its annual meeting schedule to avoid holidays, elections, and other matters, to achieve a quorum, or to allow for additional time for a meeting. To reschedule such meetings, the Board first must provide notice and approve of the proposal to reschedule.
- E. CANCELLATION: Any scheduled meeting may be cancelled by members or the Staff Liaison in the event there are no items for the board to discuss or in the event unforeseen emergent conditions exist which make conduct of the meeting impractical (for example, in the case of power outage) or travel to the meeting unduly hazardous (for example, in the case of blizzard conditions).

- F. **ELECTRONIC PARTICIPATION:** When it is feasible, an electronic attendance option shall be available for Board members, applicants, and members of the public including for quasi-judicial hearings. If it is not feasible due to technological or other reasons, the in person meeting shall continue if a quorum is present.
1. All meetings that have a remote attendance option will note that on the agenda and include information on the agenda about how to join the meeting electronically.
 2. Board members and members of the public attending electronically shall participate in the meeting under the same rules as those in the room.
 3. Public hearings on quasi-judicial matters may be taken during a meeting with Electronic Participation.
- G. **FULLY REMOTE MEETINGS:** The Staff Liaison with input from the board members may, in their discretion, change board meetings to a fully remote setting if needed. If a fully remote meeting is scheduled, it must be properly noticed as such and public access options must be provided on the meeting agenda.

VI. CHAIR AND VICE-CHAIR

- A. Each Board will elect a Chair and Vice-Chair at the first meeting of the year. The City recommends the Chair and Vice-Chair be rotated among Board members each year.
- B. The Chair shall preside over meetings of the Board when present and able to perform these responsibilities. The Chair shall have the same voting powers as any Board member.
- C. The Vice-Chair shall assume the duties of Chair when the Chair is absent or otherwise unable to perform the responsibilities of Chair.
- D. In the absence of the Chair and Vice-Chair, Board members will appoint one member to act as Chair for that meeting.

VII. MEETING PROCEDURE

A. PREAMBLE

1. A bedrock principle of a representative democracy is notice of impending governmental action and an opportunity for members of the public and their representatives to be heard. Principles of good government include deep respect for citizens; prudent stewardship of public resources, including the time of its citizens, staff members and appointed officials; direction that is clear and decisive; and decision making that is reasonably consistent, equitable, flexible, and transparent.
2. Through the application of these Rules, the City intends to ensure that it balances the principles described in the previous section in a way that ensures robust debate and accountability of City government to its residents. To that end, these procedures are not meant to be employed for the purpose of unreasonable rigidity, surprise, suppression of competing views, or needless prolonging of action.

B. CHAIR'S DISCRETION & RIGHT OF APPEAL The Chair shall have reasonable discretion in the application of these procedures subject to section XI.A.

C. AGENDAS: Each board will have a formal agenda for each meeting. The agenda will be set by staff for quasi-judicial boards and set by the chair in conjunction with the staff liaison for advisory boards. Each agenda will be posted as required prior to the meeting. Items cannot be added to the agenda at the meeting.

D. PUBLIC COMMENTS AT MEETINGS: All Board meetings, including Committee meetings, shall be open to the public. Members of the public shall have a reasonable opportunity to be heard at Board meetings.

The following provisions apply to any section of the agenda where public comments are allowed.

1. Members of the public desiring to address the Board on any item on the agenda shall be recognized by the Chair, state their name, and are requested to state their place of residence (by city, town, or county of residence).

2. Each board will have a section on its agenda for “Public Comments on Items Not on the Agenda.” Each speaker shall be limited to three (3) minutes.
 3. Each Board will permit public comment on any item at the time such item is being discussed by the Board. Each speaker shall be limited to three (3) minutes.
 4. Multiple citizens may designate someone to speak for them and aggregate their three-minute limit time up to a maximum of six (6) minutes of speaking time for their designated spokesperson. Those pooling their time must be physically present, identify themselves, and designate their spokesperson. A designated spokesperson may not speak for more than one group.
 5. The Chair, the Staff Liaison, or a designated board member shall enforce compliance with the time limits, and time shall be kept on a public comment clock.
- E. WRITTEN COMMUNICATIONS: Interested parties, or their authorized representatives, may address the Board by submitting written communication concerning any matter on the Board agenda. Such a written communication may be submitted by electronic mail or by addressing the communication to the Staff Liaison who will distribute copies to the Board. The communication will be entered into the record without the necessity of reading. A copy of the communication shall be posted at the meeting for the public to review. Anonymous written communications will not be accepted into the record.
- F. VOTING: For a motion to pass it requires the affirmative vote of a majority of the members of the Board present.

VIII. EXPECTATIONS OF STAFF LIAISON

A. COMMUNICATION:

1. The Staff Liaison will provide Board members with direct, open, and transparent communication about city priorities, projects, and budget.
2. The Staff Liaison will act as the conduit of information from the Board to City Council and from City Council to the board.
3. The Staff Liaison will respond to emails, phone calls, and text messages from Board members within two (2) business days and will

communicate with the Board members if a response will take more than two (2) business days.

B. **ADVOCACY:** The Staff Liaison will advocate ideas to City staff and leadership on the Board's behalf. The Staff Liaison will advocate for budget requests and CIP requests from the Board through the City's established budget process.

C. **MEETINGS:**

1. The Staff Liaison with input from the Board chair will create and publish meeting agendas and packets in accordance with bylaws, rules, and schedule established by the City Clerk's Office.
2. The Staff Liaison will work with the Chair to ensure meetings are concise and do not run exceedingly long and to ensure the discussion is limited to those items on the agenda.
3. The Staff Liaison will attend all meetings, to the best of their ability. If the Staff Liaison cannot attend a Board meeting, an alternate staff liaison will be appointed and the Chair will be notified in advance.

D. **COLLABORATION:**

1. The Staff Liaison will include Board members, when appropriate, in relevant projects and planning processes.
2. The Staff Liaison will include Board members on relevant communications, when appropriate, with outside organizations and individuals.

IX. EXPECTATIONS OF BOARD MEMBERS

A. **COMMUNICATION:**

1. There will be open and consistent communication between Board members and the Staff Liaison.
2. Board members will not speak on behalf of the Board unless specifically appointed to do so by the Board. Board members will include the Staff Liaison on all communications with outside organizations.

3. The Staff Liaison is the point of contact for all City operations related to the Board. The Staff Liaison will bring in any additional City staff as necessary for Board projects.
4. The Staff Liaison or the City's Communications Division will create all memos, marketing, and outreach materials for the Board. Board members shall not use City logos or letterhead without City approval.
5. Board members shall not create social media accounts on behalf of the Board or speak on social media on behalf of the Board or City.
6. Board members will only contact their Staff Liaison through a dedicated City email address, office phone, or cell phone (including texting) and will not contact the Staff Liaison through their personal emails, social media, or personal cell phones.

B. ADVOCACY:

1. Board members will go through proper channels when advocating for Board projects.
2. Board members will adhere to all regulations of the Fair Campaign Practices Act as they relate to City elections.

C. MEETINGS:

1. Board members will attend all meetings, to the best of their ability. If a Board member cannot attend a meeting, the member will send communication via email to the Staff Liaison with as much advance notice as possible.
2. If a Board member would like an item on an agenda, the member will reach out in advance to the Staff Liaison and the Chair. Topics not included on the agenda may not be discussed at a meeting per the City Charter.
3. Board members will meet all packet deadlines as established by the Staff Liaison and the City Clerk's Office. Items that are late may be postponed to a later meeting.

X. QUASI-JUDICIAL ACTIONS

A. PROCESS:

1. Quasi-judicial decisions are a determination of the rights, duties or obligations of a specific individual or entity. Board members making quasi-judicial decisions must do so based on the facts developed at a public hearing and through the application of presently existing legal standards of policy considerations of the facts.
2. Legally reversible decisions are almost always based on a lack of due process or procedural irregularities

B. DUE PROCESS: A quasi-judicial public hearing must include property public notice, a meaningful opportunity for interested parties to be heard, and basic fairness in procedure.

C. PREPARATION: Board members will review the meeting packet prepared by staff, understand the scope of the hearing, and be familiar with the relevant decision criteria in a case. Board members must act as impartial decision makers

D. EX PARTE CONVERSATIONS: Board members will not speak with one side or the other before or outside of the hearing process. This includes via email. Board members will disclose any unavoidable “ex parte” conversations and participate only if they are sure they can still make an unbiased decision.

E. CONDUCTING THE HEARING: Follow uniform/consistent steps for all hearings.

- Introduce Item
- Call for Disclosures
- Open Public Hearing
- Staff Report
- Applicant Presentation
- Public Comment
- Questions by Board members
- Close Public Hearing
- Deliberations
- Action

Once a hearing is closed the Board will not re-open it to hear only certain individuals, if a hearing is re-opened anyone who has not already spoken

may have the opportunity to speak.

If the Board holds and closes a hearing at one meeting and deliberates at the next, the Board cannot reopen the hearing without providing additional notice.

F. MAKING THE DECISION

1. Board members shall not make their decision on the basis of irrelevant criteria. Board members shall not base a decision on things a member “knows” but did not “learn” at the hearing. Board members will not participate in the decision if they cannot be fair and unbiased.
2. A Board members shall not participate in the decision if they did not participate in the entire hearing.

If a public hearing is opened and then continued to a later meeting, a member who missed the first meeting may review the video and all materials from the first meeting and then participate in the next one. This should be disclosed at the hearing.

3. Board members should ask for staff advice if they are unsure of the decision they are being asked to make or if they are unsure of the applicable legal criteria.
4. If appropriate, a Board may make a tentative decision and direct staff to prepare a draft written decision.

XI. PARLIAMENTARY PROCEDURE

- A. POINTS OF ORDER: The Chair shall determine all points of order, subject to the rights of any member of the Board to appeal to the Board, in which case the point of order shall be resolved by vote of a majority of the members of Board present.
- B. RIGHT OF THE FLOOR: Any member of the Board desiring to speak shall be recognized by the Chair.
- C. MOTIONS: Motions may be made by any member of the Board, including the Chair, provided that before the Chair offers a motion, the opportunity for making a motion should be offered to other members of the Board. Any member of the Board, other than the person offering the motion, may second a motion.

D. PROCEDURES FOR MOTIONS: The following is the general procedure for making motions:

1. Before a motion can be considered or debated it must be seconded; however, no action taken shall be invalidated simply because a motion was not properly made, seconded or recorded.
2. Once the matter has been discussed and the Chair calls for a vote, no further discussion will be allowed; provided, however, that members of the Board may be allowed to explain their votes.

E. DISCUSSION: Board members shall confine themselves to the question under discussion. All discussion must be germane to the agenda item.

F. MOTION TO END DEBATE: Any member of the Board may make a motion to end debate (also known as “calling the question”). If such a motion is made and seconded, the Chair shall immediately call for a vote on the motion. If the motion is not approved by 2/3 of the members of the Board present and voting, the Chair shall allow for debate to continue. If the motion is approved, the Chair shall call for a motion on the matter under consideration.

G. ALL MEMBERS MAY SPEAK: Each member of the Board shall have the right to speak and ask questions prior to a vote.

H. AFTER VOTING: Once a vote has been taken on a motion, there shall be no further discussion on that motion unless a motion to reconsider is properly made, seconded, and adopted.

XII. REMOVAL FROM BOARD

(City Council Resolutions No. 16, Series 2009 & No. 59, Series 2016)

A. The City Council greatly appreciates the contributions made by City residents who volunteer their time to serve on the City’s various boards and commissions. In order to help encourage citizens to volunteer and to promote an environment in which participation is productive and rewarding, the Council expects all board and commission members to work in a cooperative, constructive and civil manner.

B. To help maintain this environment the City Council has established that, during the term of office, a board member shall be removed only for cause. Cause shall include but not be limited to:

1. Violation of city or state ethics laws;

2. Conviction of a felony or of any other crime involving moral turpitude;
3. Absence from more than 25 percent of the regular meetings in any 12-month period;
4. Inefficiency, neglect of duty or malfeasance in office;
5. Knowing violation of any statute, ordinance, resolution, rule, policy or bylaw applicable to the board or commission;
6. Physical or mental disability rendering the board or commission member unable to perform his or her duties;
7. Knowing disclosure of confidential information, which is defined to mean information which is not available to the general public under applicable laws, ordinances and regulations, and which is obtained by reason of the board or commission member's position with the City;
8. Failure to maintain the qualifications of a board or commission member for the board or commission on which the member serves;
9. Behaving in a harassing, hostile, threatening or otherwise inappropriate manner, or unreasonably disrupting or interfering with the conduct of any meeting of a board or commission; or
10. Other grounds constituting cause as established by law.

C. The procedure for removal of a member of a City board or commission shall be as follows:

1. Any person who believes that there is cause to remove a member of a City board or commission as provided above shall present the evidence of such cause to the City Manager.
2. The City Manager (or their designee) shall review the evidence presented and conduct additional investigations as the City Manager deems necessary. If the City Manager determines there is sufficient evidence supporting further action, the City Manager shall contact the board or commission member who is the subject of the allegation, outline the allegation against the member and provide the member with an opportunity to respond to the allegation. After considering all information received, the City Manager shall make a

determination as to whether removal or other action is warranted.

3. If the City Manager determines there are grounds for removal, the City Manager shall present a proposed resolution for removal to the City Council for its consideration and action. The member shall be provided written notice of the grounds for removal and the time and place of the City Council's consideration of the matter, at which time the member may address the City Council regarding the grounds for removal. Removal of a member shall require the affirmative vote of a majority of the entire City Council.
4. A member may resign from a board or commission at any time by providing a written resignation letter to the Mayor or City Manager. A resignation is effective upon submission or such later date as stated in the resignation letter, without requirement for acceptance thereof.

MEMORANDUM

To: Recreation Advisory Board

From: Jeff Hirt, Planning Manager, Community Development
Rob Zuccaro, Community Development Director

Date: 1/22/24

Re: Comprehensive Plan Update

Purpose

The purpose of this item is to introduce the Recreation Advisory Board to the City's Comprehensive Plan ("Plan") Update that is launching in early 2024 and solicit initial feedback to inform next steps. This is the first of two planned discussions with the board during the approximately 18-month project.

Background

The City of Louisville is launching an update to its Comprehensive Plan, one of the City's most important policy documents. The Plan is adopted by City Council and required by state law. The Louisville Municipal Code (LMC) also requires a Plan update at least every ten years. The last Plan update was in 2013. The Plan Update is an opportunity for the community to refresh the City's overall vision, values, and policies on a range of topics including land use, development, and infrastructure. The time horizon the Louisville Comprehensive Plan will address is about 20 years. The Community Development Department will manage the Plan Update in close consultation with other City departments.

The typical components of a comprehensive plan include but are not limited to:

- *An Existing Conditions Assessment* with a focus on growth and development (e.g., economic, demographic, development, etc. trends);
- *Vision and Values Statements* driven by community input that creates a foundation for the policy elements of the Plan;
- *A Future Land Use Framework* that guides land use decisions on public (e.g., open space preservation areas) and private property (e.g., requests for land use changes);

- A *Future Transportation Framework* addressing desired future transportation improvements and new connections for all modes (car, transit, walking, biking, rolling);
- *Policy Statements* by topic (e.g., parks, open space, sustainability, etc.); and
- An *Action Plan* to implement the Plan.



2013 Louisville Comprehensive Plan Cover

The Plan will be adopted by City Council as official City policy. The Plan itself is advisory and does not change any city regulations. However, it does have significant weight with future land use and development decisions with LMC requirements to evaluate such decisions against Plan policies. The Plan’s comprehensive nature also offers an opportunity to support future City decisions on wide ranging topics like infrastructure and public facilities.

The City has hired a consulting team led by Design Workshop to support the project. City Council is providing direction in the near term on the preferred project governance from a community stakeholder group in addition to the City staff interdepartmental project management team.

Active City Projects Parallel to Comprehensive Plan

The City has several ongoing parallel but related projects that the Comprehensive Plan will need to align with. The table below highlights three notable, active plans slated for future City Council adoption and examples of how the Comprehensive Plan could align with those efforts.

Summary of Select Related and Active City Planning Projects			
Parallel Plan	Brief Summary	Comprehensive Plan Integration Examples	Est. Timing
Parks, Recreation, Open Space, and Trails (PROST) Master Plan Update	Guiding document for planning, acquisition, development, and administration of related facilities.	The Comprehensive Plan’s related policies and future land use recommendations should align with any such content in the PROST Master Plan update.	Public launch planned for mid-2024

Summary of Select Related and Active City Planning Projects			
Parallel Plan	Brief Summary	Comprehensive Plan Integration Examples	Est. Timing
Louisville Downtown Vision Plan (LDVP)	To enhance public spaces downtown (e.g., streetscape, wayfinding, etc.).	The Comprehensive Plan will likely have a more granular future land use and transportation plan for downtown that will need to align with any LDVP recommendations.	Community engagement planned for early 2024, City Council adoption planned for mid-2024
Housing Plan	Includes a housing needs assessment, related policy statements, and an action plan.	The Housing Plan will likely call for increasing opportunities for more residential development in Louisville. The Comprehensive Plan’s future land use component is the tool to identify which areas of the community may be appropriate for any such land use changes.	Early 2024 City Council adoption

2013 Comprehensive Plan Vision and Values Statements

The 2013 Comprehensive Plan includes one vision statement and 14 values statements that were developed with community input (see Attachment 1). The Plan Update will focus the initial community engagement around updating these statements that will act as a foundation for the development of the Plan’s policies.

Schedule and Next Steps

The Plan Update is just getting started with a public launch anticipated for early 2024 and a planned adoption in mid-2025. Community engagement will be critical, and the project team is prioritizing an extensive, inclusive engagement process. The project team is introducing the project and asking for input from numerous City boards and commissions from January-March 2024. Input from these meetings will supplement the initial phase of broader public engagement that will emphasize development of the vision and values statements.

An abbreviated project schedule is provided below. Please note that City staff plan to come back to the boards and commissions for evaluation of the draft Plan as soon as late 2024. Participation in the Plan Update’s public engagement from City board and commission members outside of regular meetings and spreading the word in the community about this project is highly encouraged.

Comprehensive Plan Update Abbreviated Schedule (subject to change)							
	2024				2025		
	Q1	Q2	Q3	Q4	Q1	Q2	Q3
Community Engagement Windows <ul style="list-style-type: none"> Boards and Commissions Public Engagement (surveys, open houses, etc.) 	Topics: Kickoff; vision and values conversations			Topics: Community choices, priorities			
Draft Comprehensive Plan					Planned adoption late Summer 2025		

Requested Feedback

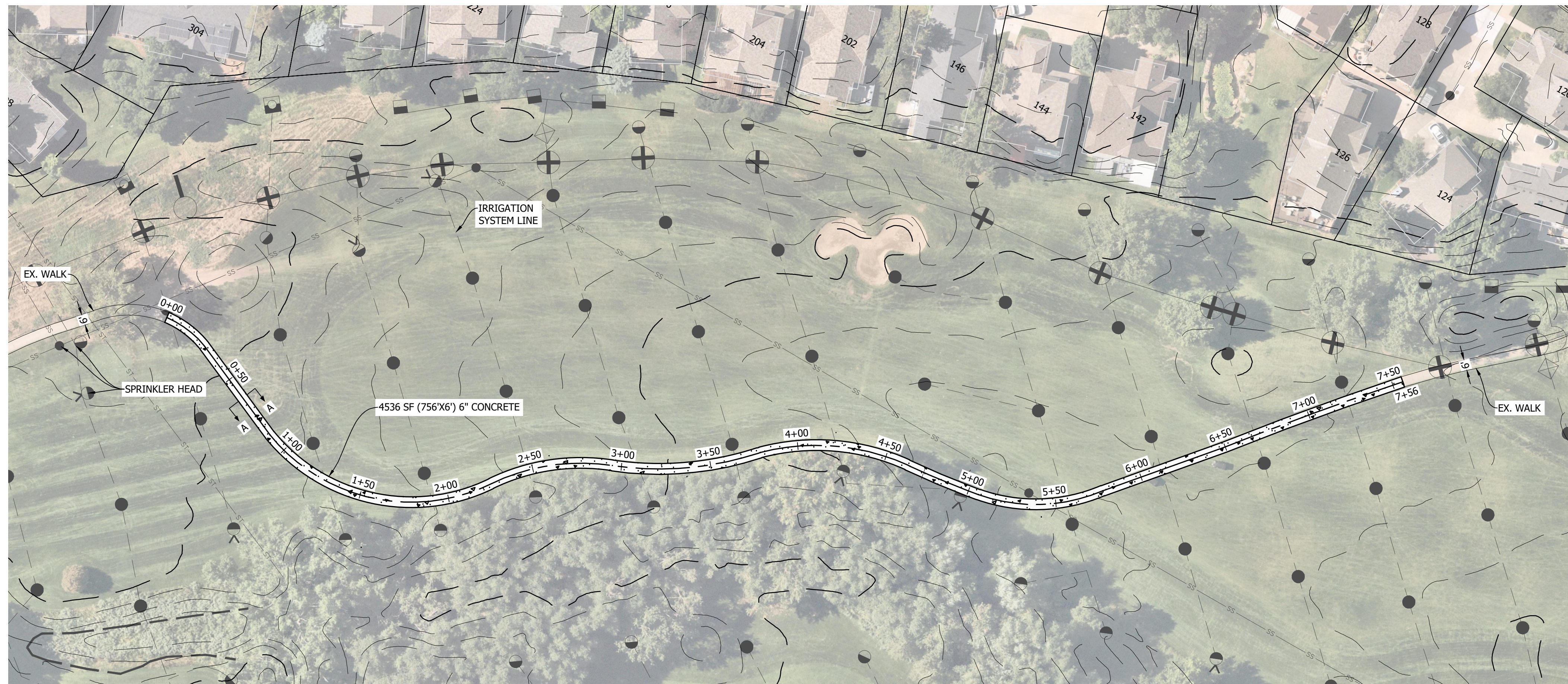
City staff are requesting feedback from the Recreation Advisory Board on the following topics:

1. Which parts of the 2013 Comprehensive Plan’s Vision Statement and Core Community Values resonate most? What is missing or needs an update from these statements? (see Attachment 1)
2. What are your top three issues that this Comprehensive Plan Update should address?

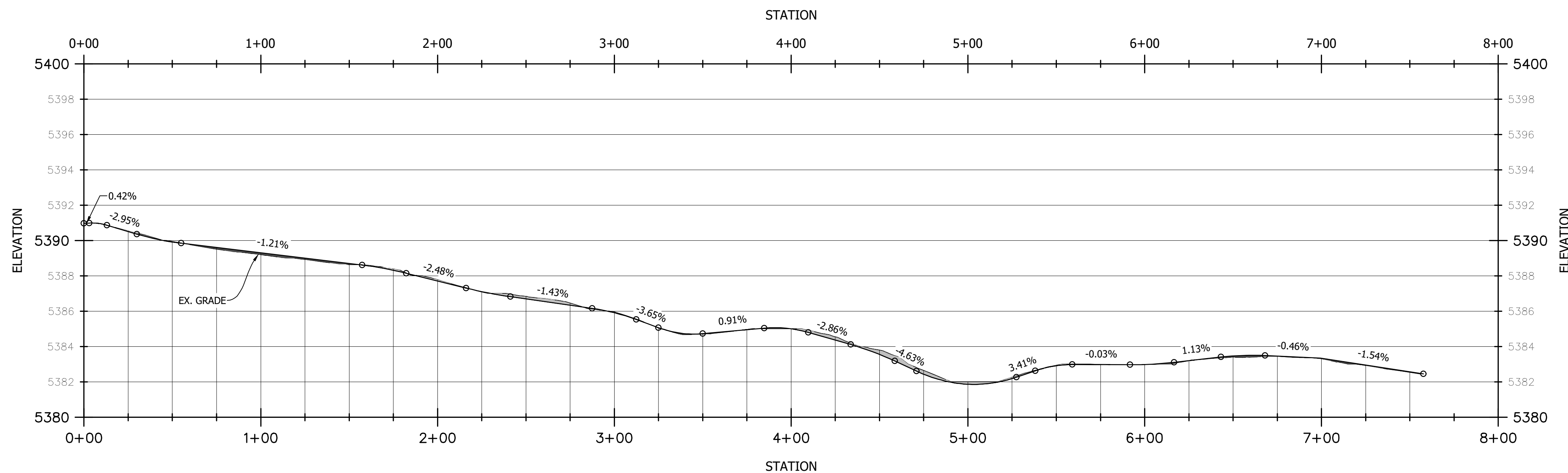
The full 2013 Comprehensive Plan is at <https://www.louisvilleco.gov/local-government/government/departments/planning/comprehensive-plans-studies-reports>. The Plan Update webpage is at: <https://www.engagelouisvilleco.org/comp-plan>.

Attachments

1. 2013 Comprehensive Plan Vision and Core Community Values

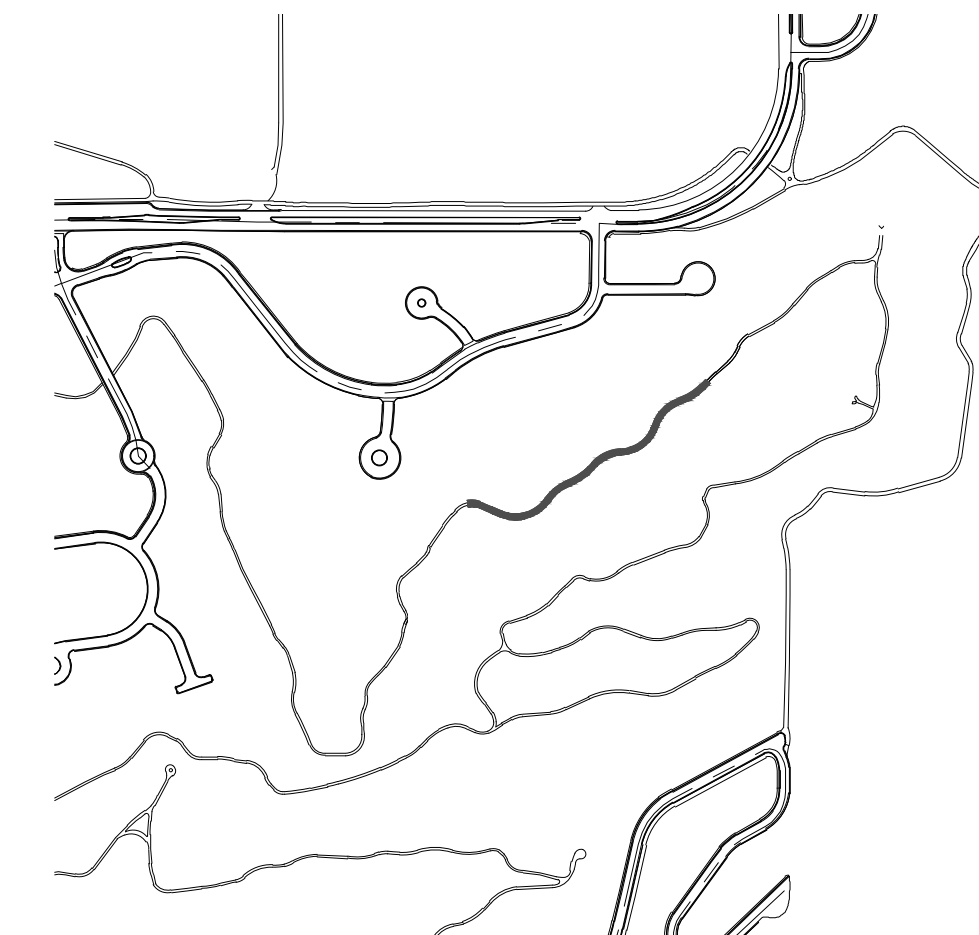


COAL CREEK GOLF COURSE - HOLE 13 PROFILE



PROFILE

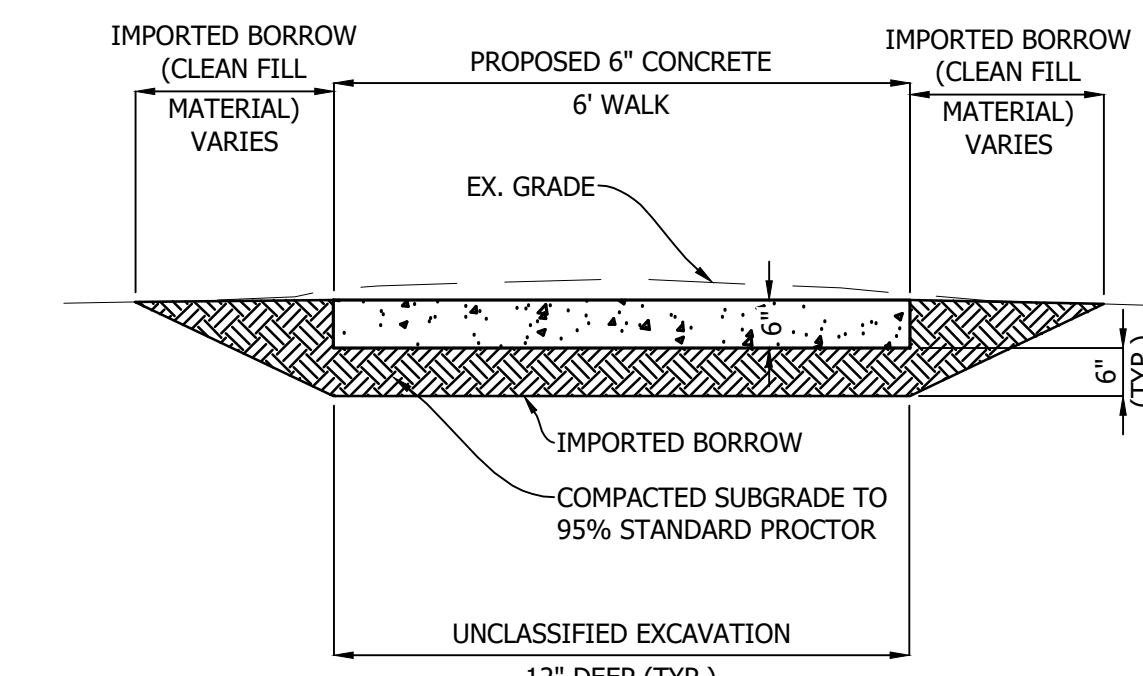
1" = 40' HORIZONTAL
1" = 4' VERTICAL



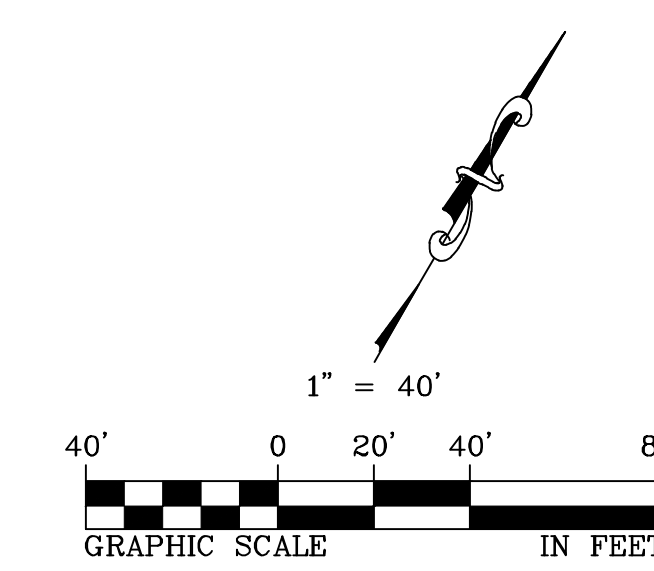
VICINITY MAP
1" = 500'

NOTES

1. PROVIDE #4 REBAR, CONTINUOUS, 18" ON CENTER, IN WALK AND CURB ADJACENT TO TREES AT LOCATIONS DIRECTED BY THE ENGINEER. REBAR SHALL EXTEND BEYOND EACH SIDE OF TREE, 10' MINIMUM, UNLESS OTHERWISE APPROVED BY THE ENGINEER. PROVIDE MASONITE OR OTHER APPROVED FORM MATERIAL IN CLOSE PROXIMITY TO TREES.
2. PROVIDE SAW CUT JOINTS AT 8' O.C.
3. PROVIDE 1/2" EXPANSION JOINT MATERIAL EVERY 96 FT (WITH SEALER).



SECTION A



COAL CREEK GOLF COURSE - HOLE 13
2024 CONCRETE REPLACEMENT PROJECT

DESIGN BY: JS
DRAWN BY: MC
CHECKED BY:
APPROVED BY:
ISSUE DATE: 01/04/2024
REVISIONS:

Recreation and Golf Advisory Board
TENTATIVE* Board Items Calendar
 (Updated January 15, 2024)

January 22, 2024	February 26, 2024	March 18, 2024
<p>Action Items:</p> <ul style="list-style-type: none"> • Officer Elections: Chair, Vice-Chair, and Secretary • Approve Designation of Places for Posting “Notices for Public Meeting” for 2024 • Discuss 2024 RAB Work Plan • CIP Process Discussion • Prepare for City Council Study Session • City Comprehensive Plan Update <p>Updates/Discussion from the Department:</p> <ul style="list-style-type: none"> • Introduction of New Board Members • Work Plan • Outdoor Rec Amenities Subcommittee Update <p>Updates/Discussion from the Board:</p>	<p>Action Items:</p> <ul style="list-style-type: none"> • Fitness Update • Facility Use Discussion • Parks Maintenance Update • CIP Planning Update • Approve 2024 Work Plan • Discuss 2024 Work Plan for City • Prepare for City Council Study Session <p>Updates/Discussion from the Department:</p> <ul style="list-style-type: none"> • Rec/Senior Center Update • Parks & Rec Director Update <p>Updates/Discussion from the Board:</p> <ul style="list-style-type: none"> • Board Feedback • Golf Course Update • Outdoor Rec Amenities Subcommittee Update 	<p>Action Items:</p> <ul style="list-style-type: none"> • Age Well Plan Update • Memory Square Programming Update • Marketing Plan Update • Review Pickleball Facility needs. • Review Golf Course Master Plan <p>Updates/Discussion from the Department:</p> <ul style="list-style-type: none"> • Dashboards Golf/Rec <p>Updates/Discussion from the Board:</p> <ul style="list-style-type: none"> • Board Feedback • Outdoor Rec Amenities Subcommittee Update
April 22, 2024	May 20, 2024	June 24, 2024
<p>Action Items:</p> <ul style="list-style-type: none"> • Continue 1Q Items Not Completed • Review Rec Proposed Capital Projects for 2024 • Tour Rec Center & Memory Square Pool • Tour Coal Creek Golf Course • Budget Discussion <p>Updates/Discussion from the Department:</p> <ul style="list-style-type: none"> • Parks & Rec Director Update • Council Study Session Update & Review <p>Updates/Discussion from the Board:</p> <ul style="list-style-type: none"> • Board Feedback • Outdoor Rec Amenities Subcommittee Update 	<p>Action Items:</p> <ul style="list-style-type: none"> • Review Golf Budget for 2024-2025 Including funding of R&R of Equipment • Evaluate Rec Fees & Programs • Age Well Plan Update <p>Updates/Discussion from the Department:</p> <ul style="list-style-type: none"> • Aquatics Update • Council Study Session Update • Parks & Maintenance Update <p>Updates/Discussion from the Board:</p> <ul style="list-style-type: none"> • Board Feedback • Outdoor Rec Amenities Subcommittee Update 	<p>Action Items:</p> <ul style="list-style-type: none"> • Review Rec Programming Plan • Review Senior Services & Senior Programming • Review Rec programming • Review Tennis Court Maintenance Projects • Discuss Golf Course Feasibility Plan Status <p>Updates/Discussion from the Department:</p> <ul style="list-style-type: none"> • Dashboards Rec/Golf <p>Updates/Discussion from the Board:</p> <ul style="list-style-type: none"> • Board Feedback • Outdoor Rec Amenities Subcommittee Update

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*All items are subject to change. A final version of the agenda is posted on the web during the week prior to the RAB meeting.

DRAFT

Recreation and Golf Advisory Board
TENTATIVE* Board Items Calendar
 (Updated January 15, 2024)

July 22, 2024	August 26, 2024	September 23, 2024
<p>Action Items:</p> <ul style="list-style-type: none"> • Continue 2Q Items not Completed. • Outdoor Recreation Subcommittee Update • Golf Course Subcommittee Update • City Parks Comprehensive Plan Update <p>Updates/Discussion from the Department:</p> <ul style="list-style-type: none"> • Parks & Rec Director Update <p>Updates/Discussion from the Board:</p> <ul style="list-style-type: none"> • Board Feedback • Outdoor Rec Amenities Subcommittee Update 	<p>Action Items:</p> <ul style="list-style-type: none"> • Fees Update • CIP Requests <p>Updates/Discussion from the Department:</p> <ul style="list-style-type: none"> • Dashboards Golf/Rec <p>Updates/Discussion from the Board:</p> <ul style="list-style-type: none"> • Board Feedback • Outdoor Rec Amenities Subcommittee Update 	<p>Action Items:</p> <ul style="list-style-type: none"> • Review Marketing Plan • Update on RAB Maintenance projects • Review where we are on Pickleball facility. • Golf Course Subcommittee Update <p>Updates/Discussion from the Department:</p> <ul style="list-style-type: none"> • Dashboards Golf/Rec <p>Updates/Discussion from the Board:</p> <ul style="list-style-type: none"> • Board Feedback • Outdoor Rec Amenities Subcommittee Update
October 28, 2024	November 25, 2024	December 23, 2024
<p>Action Items:</p> <ul style="list-style-type: none"> • Continue 3Q Items not Completed. • Review 2024/25 Budget • Review where we are with Tennis Court RAB recommendations. • <p>Updates/Discussion from the Department:</p> <ul style="list-style-type: none"> • Parks & Rec Director Update • Golf Update • Rec & Senior Services Update <p>Updates/Discussion from the Board:</p> <ul style="list-style-type: none"> • Board Feedback • Outdoor Rec Amenities Subcommittee Update 	<p>Action Items:</p> <ul style="list-style-type: none"> • Discuss 2025 Workplan • Age Well Plan Final • Golf Course Strategic Plan Subcommittee Update <p>Updates/Discussion from the Department:</p> <ul style="list-style-type: none"> • Dashboards Golf/Rec <p>Updates/Discussion from the Board:</p> <ul style="list-style-type: none"> • Board Feedback • Outdoor Rec Amenities Subcommittee Update 	<p>Action Items:</p> <ul style="list-style-type: none"> • Discuss 2025 Workplan <p>Updates/Discussion from the Department:</p> <p>Updates/Discussion from the Board:</p> <ul style="list-style-type: none"> • Board Feedback • Outdoor Rec Amenities Subcommittee Update

*All items are subject to change. A final version of the agenda is posted on the web during the week prior to the RAB meeting.

Memorandum

To: Louisville City Council
 From: Recreation and Golf Advisory Board
 Date: March 12, 2024
 Re: 2024 City Council Work Plan

The Recreation and Golf Board's recommendations to City Council come with much thought to enhance our community amenities, to safeguard our city assets, support a healthy mind, body and a healthy community. The recommendations align with the City strategic plan. There has been much collaboration and work done to establish this input to give to city council and the board appreciates this opportunity to give input. The RAB board met as a whole to discuss goals, individual board members gave input, an Outdoor Recreation Amenities subcommittee was formed in conjunction with the Parks and Public Landscape board and input was solicited from the Youth Advisory Board. We are dedicated to the success of each of our recommendations and look forward to working with staff to achieve these goals as recommended. These recommendations also have the support and approval of the Outdoor Recreation Amenities subcommittee.

Outdoor Recreation	RAB/PPLAB Recommendations
<p>Tennis Courts</p> <p>Support Council priorities to allocate operating funds for ongoing maintenance and repairs for our tennis courts.</p>	<p>Centennial Courts –</p> <ul style="list-style-type: none"> • Resurface the two east courts and add new wind/sunscreens. • Consider adding a fifth tennis court adjacent to the existing court. This will enhance the ability to have more league play in our community. • Identify land space for building a bathroom facility at the Centennial courts. <p>Mission Green Court –</p> <ul style="list-style-type: none"> • Resurface court.
<p>Pickleball Courts</p> <p>Expedite the need for a pickleball facility and support the master planning and identification of a location and funding for outdoor recreation amenities.</p>	<p>Address the community interest in this growing sport.</p> <ul style="list-style-type: none"> • Consider the land between the Rec Center and police department as a location to build a dedicated outdoor pickleball facility. • Add pickleball lines on the Community Park basketball court. • Assess current usage for Community Park.

<p>Coal Creek Golf Course</p> <p>Continue with the process and work that has been completed with the feasibility study and evaluate funding options for moving forward with the recommended improvements.</p>	<p>Continue to support the golf course's ability to serve the community.</p> <ul style="list-style-type: none"> • Build a new clubhouse as the current one is in disrepair, is inadequate and energy inefficient. • Build bathroom facility for the front nine. A location was identified in the flood rebuild between holes two and four. Which could also provide shelter. • Improve the practice facilities, including the chipping green, putting green & punchbowl green. • Consider parking lot improvement in conjunction with a possible new clubhouse building. • Add shelter on the front five holes for golfer safety during storms.
<p>Soccer/Multi-Purpose Fields</p> <p>Support master planning to identify land and allocation for the purpose of soccer and multi-purpose fields in the city.</p>	<p>Consider addressing a long time need of our community.</p> <ul style="list-style-type: none"> • Identify land for the purpose of soccer and multi-purpose fields. • Consider building a facility to meet these needs. • Consider artificial turf to meet the demands for year-round use.
<p>Sports Complex</p> <p>Continue to work in conjunction with our partners for the parking lot improvements and funding.</p>	<p>Address the need for a new parking lot at this City facility.</p> <ul style="list-style-type: none"> • Consider improvements to the Sports Complex parking lot.
<p>Maintenance Projects</p> <p>Continue support of operational budget funds for maintenance.</p>	<p>Centennial Tennis Courts – Repair fencing surrounding the courts. Pirate Park Tennis Courts – Regular maintenance is needed. Community Park – Update basketball back boards to a higher quality regulation size and provide new nets. Miners Field – Install a safety net to prevent foul balls from hitting cars on HWY 42.</p>

Requests are in no order of priority.

