

# ***Historic Preservation Commission***

## ***Agenda***

**Monday, January 22, 2024**  
**City Hall, 2nd Floor 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 **+1 253 215 8782**, **Webinar ID # 827 0375 4963**  
**Webinar ID #575287**
- You can log in via your computer. Please visit the City's website here to link to the meeting: [www.louisvilleco.gov/hpc](http://www.louisvilleco.gov/hpc).

*The Board will accommodate public comments during the meeting. Anyone may also email comments to the Board prior to the meeting at [Planning@LouisvilleCO.gov](mailto:Planning@LouisvilleCO.gov).*

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Posting Locations
5. Election of Officers & Historical Commission Liaison
6. Approval of 2024 Meeting Dates
7. Public Comments on Items Not on the Agenda
8. Probable Cause
  - a. Caboose Record Clarification from December 2023 Meeting
9. **Public Hearing Items**
  - a. **516 Grant Avenue – Demolition Review**
  - b. **824 Lee Avenue – Demolition Review**
10. Discussion/Direction
  - a. 2024 HPC Work Plan, Part 1

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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](mailto: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.

11. Items from Staff
  - a. 2024 Open Government Pamphlet from City Clerk's Office
  - b. Rules of Procedure from City Clerk's Office
12. Updates from Commission Members
13. Adjourn

## MEMORANDUM

**To:** Historic Preservation Commission Members

**From:** Department of Planning and Building Safety

**Subject:** Approval of Posting Locations, Election of Officers, Approval of 2024 Meeting Dates, Historical Commission Liaison

**Date:** January 22, 2024

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The first three items are requirements from the City Clerk's Office for boards and commissions each new year. The fourth item pertains to HPC only. Each must be approved by a voice vote or roll call vote.

### **Approval of Posting Locations**

All public notice for the City are posted in the following locations. Boards and commissions must approve posting locations at the start of every year. The posting locations are as follows:

- City Hall
- Library
- Police Department / Court
- Rec Center
- City website

### **Election of Officers**

Be prepared to elect new officers for 2024. The officer positions are Chairperson and Vice-Chairperson.

### **Approval of 2024 Meeting Dates**

These can change as needed after approval. Please come prepared to share any dates that you cannot make out of the list below.

- January 22 (rescheduled due to holiday)
- February 12 (rescheduled due to holiday, quorum confirmed)
- March 18
- April 15

May 20  
June 17  
July 15  
August 19  
September 16  
October 21  
November 18 (week of Thanksgiving holiday)  
December 16

### **Historical Commission Liaison**

The Historic Preservation Commission can also appoint a Historical Commission Liaison. The Liaison would attend the Historical Commission meetings. The Historical Commission meets every two months on the first Wednesday at 6:30pm in the Library Meeting Room.



## MEMORANDUM

**To:** Historic Preservation Commission Members

**From:** Department of Planning and Building Safety

**Subject:** Clarification of Record on Caboose Vote from December 2023

**Date:** January 22, 2024

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At the December 18, 2023 meeting, the HPC voted to find Probable Cause (which approves a non-matching reimbursement grant toward the cost of a historic structure assessment) for the “Caboose” at 1155 Pine Street. Staff requests clarification on the approval vote from all commissioners present at the December meeting.

At the December meeting, staff recommended approval of Probable Cause for up to \$9,000 with one condition:

1. This approval expires on November 27, 2024 or in such case as the Caboose is moved from 1155 Pine Street whichever occurs sooner. In either situation, the applicant is required to request another finding of Probable Cause in order to be reimbursed for an HSA.

HPC made a motion to find Probable Cause for \$4,000 with no condition. However, the discussion prior to the motion included statements supporting the condition.

At the January hearing, the HPC may make a new motion to clarify that the finding of Probable Cause in the amount of \$4,000 should include the condition as written above, or may make a motion that the December motion – with no condition – stand.

Commissioners who were not present at the December meeting may not vote. In addition, commissioners who voted nay on the motion may not vote. A unanimous vote from the remaining commissioners is required to add the condition. The motion passed 5-1 with the following votes:

Chair Haley: nay  
Commissioner Anderson: yay  
Commissioner Keller: yay

Commissioner Burg: yay  
Commissioner Dunlap: yay  
Commissioner Dalia: yay

### **Attachments**

1. Video of the December hearing via [this link](#), cued to the start of the Caboose item
2. December packet item: staff report

**ITEM**

“The Caboose” Probable Cause Determination

**APPLICANT/OWNER**

Travis Ramos  
731 Pine Needle Lane  
Louisville, Colorado 80027

**REQUEST**

A request to find probable cause for a landmark designation to allow for funding of a historic structure assessment for a railroad car, “the Caboose.”

**VICINITY MAP**



**SUMMARY**

The applicant requests a finding of probable cause for landmark designation to allow for funding of a historic structure assessment for a railroad car structure, referred to in this

report as the Caboose. The structure is currently located at 1155 Pine Street in Louisville.

Staff recommends a finding of Probable Cause with one condition, described below.

Note that the application includes reference to railroad tracks and a C&S boxcar, which staff finds are not eligible for landmarking due to their age and/or tenuous record of their historical presence in Louisville.

## **BACKGROUND**

In 2013, the Caboose came before the HPC as part of a downtown design referral on the Coal Creek Station Planned Unit Development (PUD). The applicants at that time were proposing to demolish/remove the train cars. The HPC discussed the fate of the train cars as well as the PUD proposal overall. The minutes from that meeting are included as Attachment 3. Minutes reflect some interest in repurposing the train cars. In 2014, the Caboose, along with other train cars on the same property, were reviewed for demolition. At that time, all of the train cars were released for demolition by a subcommittee of the HPC. The release letter cited the following two reasons:

- “The train cars have not retained strong architectural integrity”
- “There is not a strong social history, considering the train cars have been in Louisville less than 50 years”

The demolition review from 2014 has expired. Demolition reviews expire within 180 days if no demolition permits are pulled. In addition, now in 2023, the age of the train cars has changed. The release letter is included as Attachment 4.

Eventually, in 2020, the Caboose and other structures on the site were slated for demolition. The applicant moved the train cars before they were demolished to a site outside of Louisville. Structures with a history of being moved can still be eligible for landmarking, especially given Louisville and the region’s history of repurposing structures, such as mining shacks and churches into residences. As of this report, the Caboose has been recently relocated to 1155 Pine Street, at the intersection of Pine Street and Highway 42 in Louisville. Given the recent history of moving this structure in and out of Louisville, staff recommends a condition with a timeline be placed on the finding of Probable Cause.

## **ANALYSIS**

Under Resolution No. 17, Series 2019, a property may be eligible for reimbursement for a Historic Structure Assessment (HSA) from the Historic Preservation Fund (HPF) if the Historic Preservation Commission finds *“probable cause to believe the building may be eligible for landmarking under the criteria in section 15.36.050 of the Louisville Municipal Code.”* Further, *“a finding of probable cause under this Section is solely for the purposes of action on the pre-landmarking building assessment grant request, and such finding shall not be binding upon the HPC, City Council or other party to a landmarking hearing.”*



	Y	<p><i>heritage or cultural characteristics of the community, region, state, or nation</i>, because the Caboose was part of the commercial development of Main Street and the South Boulder area.</p> <ul style="list-style-type: none"> <li>• Meets criterion #2, <i>Retains original design features, materials and/or character</i>, based on the apparently little change to style or materials since use as a restaurant.</li> <li>• Staff is unaware of any documentation regarding the physical state of the Caboose. However, based on a site visit, it appears that the Caboose is in need of significant repairs if it were to be used as a habitable space. An assessment would help determine the scope and cost of a rehabilitation and restoration project.</li> </ul>
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**FISCAL IMPACT**

The finding of probable cause allows for a grant of up to \$9,000 for a Historic Structure Assessment from the Historic Preservation Fund.

**RECOMMENDATION**

Staff recommends a finding of Probable Cause, making the property eligible for up to \$9,000 toward the cost of a historic structure assessment, with the following condition:

1. This approval expires on November 27, 2024 or in such case as the Caboose is moved from 1155 Pine Street whenever occurs sooner. In either situation, the applicant is required to request another finding of Probable Cause in order to be reimbursed for an HSA.

**ATTACHMENTS**

1. Application
2. Social History Report
3. Minutes of the April 15, 2013 HPC Meeting
4. HPC Subcommittee Release Letter, 2014



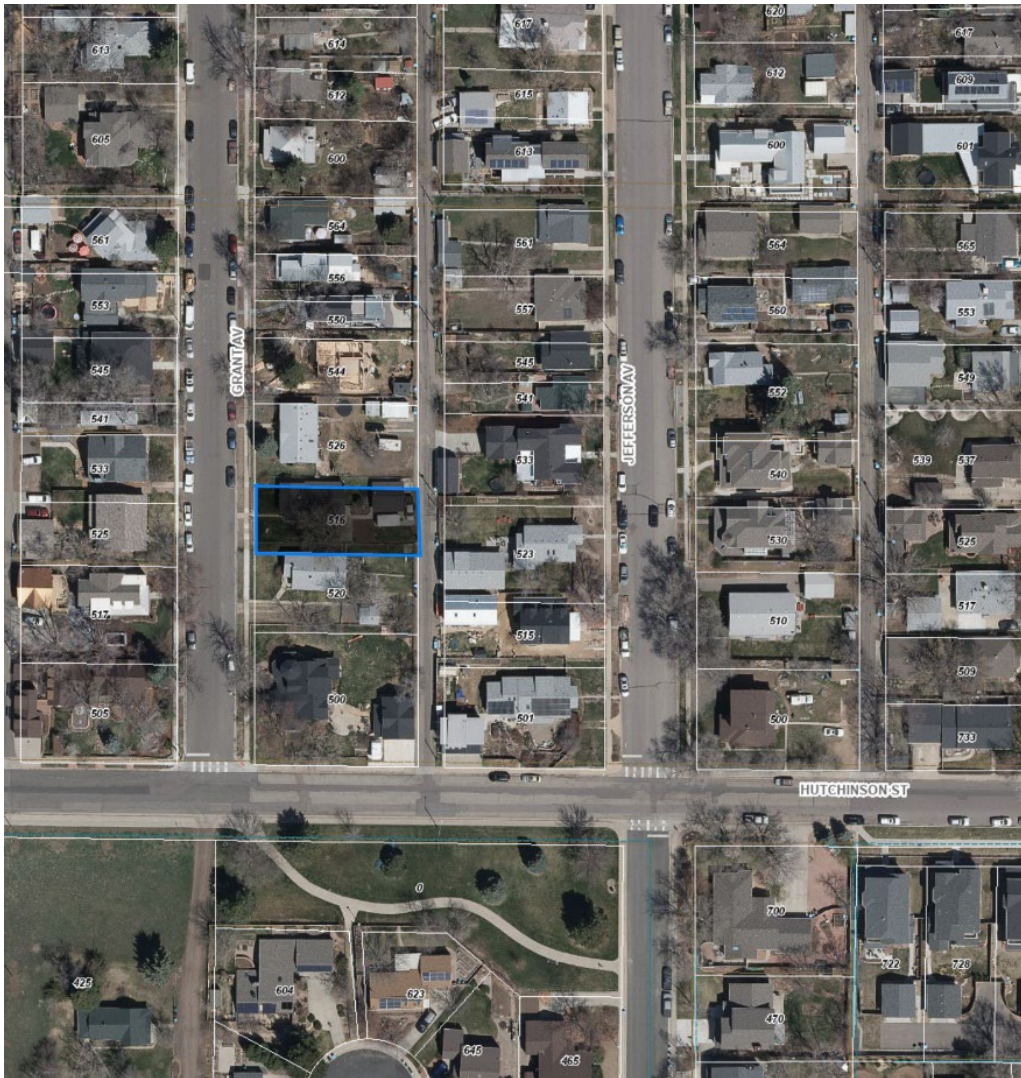
**ITEM:** 516 Grant Avenue

**OWNER/APPLICANT:** Vincent Colson, 516 Grant LLC  
305 S 3<sup>rd</sup> Avenue,  
Superior, CO 80027

**PROJECT INFORMATION:** Full demolition of structures at 516 Grant Avenue  
**LEGAL DESCRIPTION:** N ½ Lot 24 and All Lot 25 and S ½ Lot 26, Block 3 Less  
Min Acme Place Subdivision

**DATE OF CONSTRUCTION:** Circa 1944-1946

**VICINITY MAP:**



**REQUEST:**

The applicant requests that the Historic Preservation Commission (HPC) approve the demolition of the structures at 516 Grant Avenue. A subcommittee referred the request to the full Historic Preservation Commission.

**SUMMARY:**

The applicant is requesting approval to demolish the existing principal structure and detached garage at 516 Grant Avenue. According to the Louisville Municipal Code (LMC) Section 15.36.020, a demolition is an act that removes “*fifty percent or more of the roof area as measured from directly above,*” or “*fifty percent or more of the exterior walls of a building as measured contiguously around the building*”.

Under section 15.36.200 of the LMC, if the commission finds that the building may have historical significance under the criteria, the Commission may place a stay on the demolition as long as “*no permit for demolition, moving or removal shall be issued for a period not to exceed 180 days from the date the permit application was accepted.*” In addition, 15.36.200 states, “*The commission will make all reasonable efforts to expedite resolution of the application or request.*”

The purpose of demolition reviews, according to LMC 15.36.200, is as follows:

*The purpose of the review of permit applications for demolition, moving, and removal of buildings constructed in or before 1955 is to prevent the loss of buildings that may have historical or architectural significance. The purpose of this chapter is also to provide the time necessary to initiate designation as an individual landmark or to consider alternatives for the building.*

**Staff recommendation:**

Staff recommends approval of the demolition request.

**ARCHITECTURAL INTEGRITY:**

The property at 516 Grant Avenue contains a primary structure and detached garage. The primary structure is a side-gabled one-story building. “[Stories in Places](#)”, a residential historic context for Louisville from 2018, lists the style of the structure as “Minimal Traditional.” Minimal Traditional represent the era from 1930s-1950s and served a similar role as the more famous Ranch-style homes, providing housing in the midcentury and postwar boom. They can feature many different types of materials and roof forms, but they are typically simple in form – what “Stories in Places” describes as “small and boxy.” The side-gabled variation often lacked a porch, which was likely the case with 516 Grant. An addition was added circa 1970, according to the building permit file. The 1948 Assessor’s Card photo shows different front and side windows, a door on the front elevation that has since been filled in, and different siding.

The primary structure appears to maintain integrity in the form of the front portion of the structure, though the changes to the front window and side windows and doors compromise the integrity to an extent.





*Figure 1. Assessor's Card, 1948.*



*Figures 2 & 3. Current views from northwest corner (above) and southwest corner (right).*

**CRITERIA FOR DEMOLITION REVIEW:**

The Historic Preservation Commission “shall consider and base its decision upon any of the [criteria]” described in [Section 15.36.200\(H\) of the Louisville Municipal Code \(LMC\)](#), which are as follows:

Criteria	Meets Criteria?	Evaluation
<p>1. <i>The eligibility of the building for designation as an individual landmark consistent with the purposes and standards in this chapter;</i></p> <ul style="list-style-type: none"> <li>a. <i>Age</i></li> <li>b. <i>Significance</i></li> <li>c. <i>Physical Integrity</i></li> </ul>	<p><b>Yes</b></p>	<p><u>Age</u> The principal structure was constructed around 1944, making it around 80 years old.</p> <p><u>Significance</u></p> <ul style="list-style-type: none"> <li>• Ties to Louisville’s immigration history through residents of the property: Sabo family (Hungarian) and Eberle family (German and Russian).</li> <li>• Coal-mining connection through residents.</li> <li>• Downtown and restaurant history through residents (Ryan family).</li> <li>• Civic history through residents (Ryan family).</li> <li>• The full history is attached.</li> </ul> <p><u>Integrity</u></p> <ul style="list-style-type: none"> <li>• Front portion of form appears to remain intact.</li> <li>• Addition added around 1970, older than 50 years.</li> <li>• Front and side windows and doors changed (filled in and/or moved).</li> <li>• Siding changed.</li> </ul>
<p>2. <i>The relationship of the building as a potential contributing structure to a potential historical district per the criteria set forth in this chapter;</i></p>	<p><b>No</b></p>	<p>The house is not located in a historic district.</p>
<p>3. <i>The reasonable condition of the building*;</i> and</p>	<p><b>Unknown</b></p>	<p>The applicant did not provide any documentation regarding the condition of the property.</p>

Criteria	Meets Criteria?	Evaluation
4. <i>The reasonable projected cost of restoration or repair.*</i>	<b>Unknown</b>	A specific projected cost was not included as part of the application.

*\* In considering the condition of the building and the projected cost of restoration or repair as set forth in subsections H.3 and H.4, above, the commission may not consider deterioration caused by unreasonable neglect.*

**HISTORIC CONTEXT REPORT:**

The City completed a residential historic context report ([Stories in Places: Putting Louisville's Residential Development in Context](#)) in 2018 that includes a list of recommended and priority properties for preservation. 516 Grant is not listed as one of the properties to prioritize for landmarking. The property was also not surveyed in the 2023 "[100 Architectural Inventories from the City of Louisville](#)." Staff does not have a record of the remaining Minimal Traditional forms in Louisville. At the time of the 2018 report, Minimal Traditional made up approximately 12% of the buildings surveyed.

**RECOMMENDATION:**

LMC Sec. 15.36.200 notes that the purpose of demolition review is to:

1. Prevent loss of buildings that may have historic and architectural significance; and
2. Provide the time necessary to initiate designation as an individual landmark or to consider alternatives for the building.

Staff finds that the property could meet the social and architectural significance criteria and therefore could qualify for landmarking. Based on evaluation of the criteria in LMC Sec. 15.36.200, the HPC may release the permit, or place a stay on the application for up to 180 days from the date of application, which was December 4, 2023. A full 180-day stay would expire on June 1, 2024.


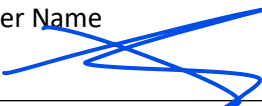
**Staff recommends the Historic Preservation Commission approve the demolition**

**request.** This structure could be a good candidate for a restoration project focused on restoring the siding and front/side window and door placements, given that the front portion of the original form appears to be intact and the addition was added close to, or over, 50 years ago. However, staff believes releasing the demolition request is appropriate because the applicant has been informed about the preservation options and staff has documented the exterior of the structure. As such, the applicant does not need additional time to consider the possibilities for landmarking and staff does not need additional time to document or salvage materials on the property. In addition, staff does not find that the social and architectural significance alone merit a stay of demolition when weighed against these other considerations.

**ATTACHMENTS:**

1. Application Materials
2. 516 Grant Avenue History
3. Site Visit Photographs from January 2024

**HISTORIC PRESERVATION APPLICATION** CASE NO: \_\_\_\_\_

<p><b>PROPERTY INFORMATION</b></p> <p>Address: _____        _____        Year of Construction: _____        Legal Description: _____        _____        Landmark Name and Resolution (if applicable):        _____        _____</p>	<p><b>TYPE(S) OF APPLICATION</b></p> <p><input type="checkbox"/> Probable Cause/Historic Structure Assessment</p> <p><input type="checkbox"/> Landmark Designation</p> <p><input type="checkbox"/> Historic Preservation Fund Grant</p> <p><input type="checkbox"/> Historic Preservation Fund Loan</p> <p><input type="checkbox"/> Landmark Alteration Certificate</p> <p><input type="checkbox"/> Demolition Review</p> <p><input type="checkbox"/> Other:</p>
<p><b>APPLICANT INFORMATION</b></p> <p>Name: _____        Company: _____        Address: _____        _____        Telephone: _____        Email: _____</p>	<p><b>REQUEST SUMMARY</b>  <i>(Attach additional pages if necessary)</i></p>
<p><b>OWNER INFORMATION</b></p> <p>Name: _____        Company: _____        Address: _____        _____        Telephone: _____        Email: _____</p>	<p><b>SIGNATURES AND DATES</b></p> <p>_____        Applicant Name</p> <p> 11-28-23        Applicant Signature Date</p> <p>Vincent Colson        Owner Name</p> <p> 11-28-23        Owner Signature Date</p>



## **516 Grant Ave. History (508 Grant Ave.)**

**Legal Description:** N 1/2 LOT 24 & ALL LOT 25 & S 1/2 LOT 26 BLK 3 LESS MIN ACME PLACE

**Year of Construction:** circa 1944-1946

**Summary:** The history of 516 Grant contributes to our understanding of Louisville’s early coal mining history in relationship to property investment. Its later history exemplifies Louisville’s transition from coal mining into a suburb of Boulder and Denver with residents renting or living at 516 Grant while working elsewhere.

### **Development of the Acme Place Subdivision**

The Acme Place subdivision was the fourth addition to Original Louisville. John Connell platted it and recorded it with Boulder County in 1893. The area of Acme Place can best be described as covering what are now the 500 blocks of Lincoln, Grant, Jefferson, and La Farge Avenues.

Acme Place was developed due to its proximity to the Acme Mine that was started in 1888 near what is now the corner of Roosevelt and Hutchinson. With the success of the Acme Mine, John Connell developed Acme Place in 1893, which extended Louisville’s boundaries farther to the west than it had ever been. Boulder County Property records indicate that the land that Connell used to establish Acme Place had been acquired directly from the Acme Coal Mining Company.

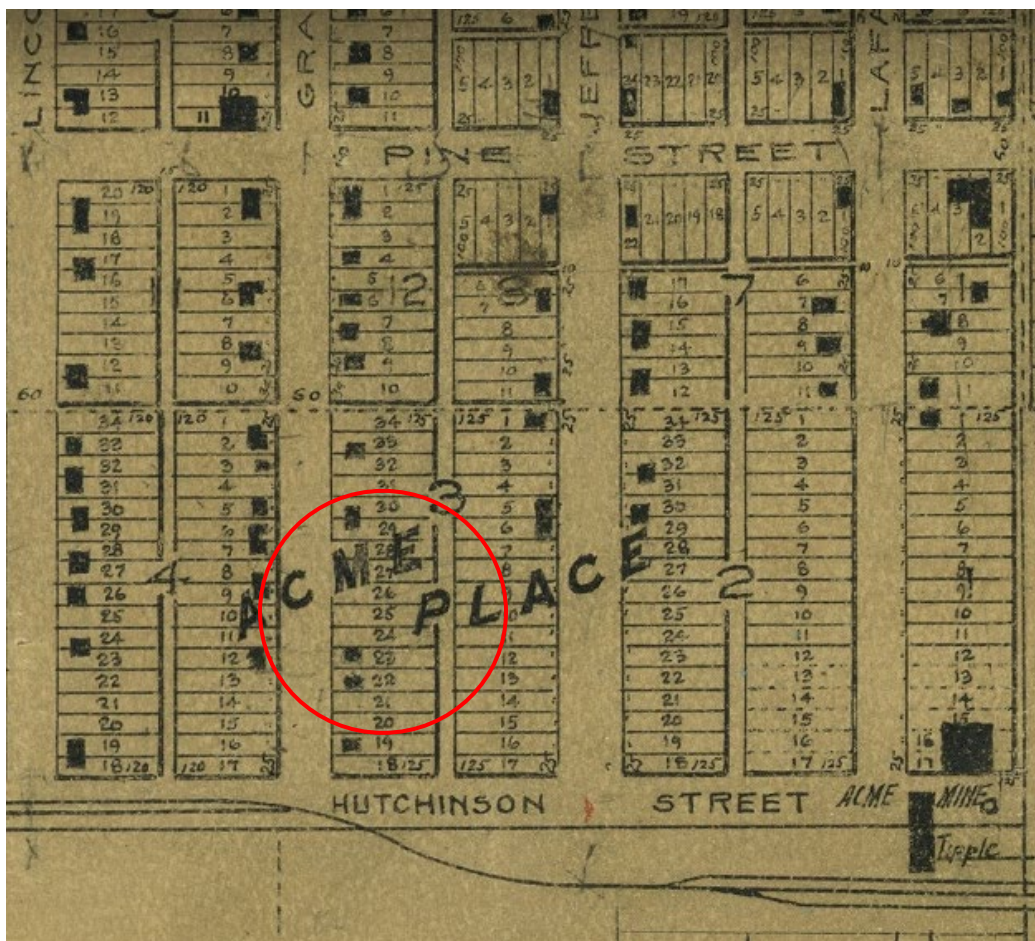
### **Early Property Ownership**

The three earliest owners for Lots 24, 25, & 26 in Block 3 of the Acme Place Addition are J H Gilfillan, William Cowdery, and Gustave C Bartels. A Boulder Country Treasurers Deed sold lots 24 & 25 to Gilfillan in 1902, along with several other lots located elsewhere in Louisville, Ward, and Lyons. J H Gilfillan was an avid investor throughout the early 1900s, frequently purchasing land and properties such as mining operations in Boulder County through tax deeds. He was cited in several Boulder County newspapers as a “tax speculator” and “tax fiend” based on his frequent purchases of county property sold due to unpaid taxes. Gilfillan did not appear to ever live in Louisville and is primarily listed in Denver and Colorado Springs directories.



In 1903, Gilfillan transferred the property to William Cowdery (1864-1945). Cowdery was a Louisville resident beginning in the 1890s and in 1893 ran for the office of County Assessor. According to the 1900 census, he was living in Louisville with his wife Hannah Nicholson and three children. He was working as an agent for Northern Coal & Coke company. Around the time Cowdery acquired the Acme Place property he was appointed to be the Superintendent of the Mineral Department of the State Land Board which was created to manage a new tax on mines located on state land. Within the same year, Cowdery transferred the deed to Gustave Bartels. Bartels was a lawyer from Denver and also worked for Northern Coal & Coke company. Bartels, like Gilfillan, appears to have favored tax deeds as a way of acquiring property, purchasing property throughout Louisville, especially in Caledonia Place and Acme Place, as well as Lafayette and Longmont. Bartels officially purchased the Acme Place lots 24 & 25 from Boulder County in 1904 through a Treasurers Deed, also acquiring neighboring lots 26, 27, & 28 at the same time with a separate deed. Bartels does not appear to have lived in Louisville and is primarily listed in Denver directories.

None of the early property owners developed the land as can be seen from the Drumm's Map of 1909. At some point, the land reverted to Boulder County until 1943.



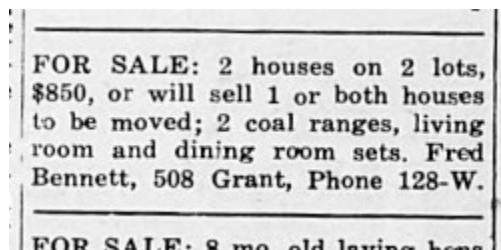
Drumm's Map of 1909 showing undeveloped Lots 24, 25, and 26, in Block 3, Acme Place.

### **Dubray Family Ownership, 1943-1946; Bennet Family & Cherry Ownership, 1946-1947**

In 1943, Ferno Dubray, Jr. and Marguerite Enrici Dubray were granted a Treasurers Deed from Boulder County for the current lots of ½ Lot 24, Lot 25, and ½ lot 26 in Block 3 that make up the property at 516 Grant. That same year, the Dubray's also acquired Lots 22 & 23 from Herman Steinbaugh. Lots 22 & 23 already had a house on the property which had been built in 1903 and was at that time, confusingly addressed as 516 Grant. There was not a building on lots 24, 25, & 26 the current location of 516 Grant. Between 1943-1946, it is assumed that the Dubray property encompassed Lots 22-26 and the house located on lots 22-23 was identified as 516 Grant.

Ferno Dubray, Jr. was born in 1912 in Kansas. His parents were from Belgium. In 1936, he married Marguerite Enrici, who was of Italian heritage. She was born in 1918 in Kansas. During the time that the Dubray's lived on Grant, Ferno ran the K&D Garage on Front Street with Steve Krempley. The Dubray's had four children who attended Louisville schools until the family moved to Utah in 1948. Ferno passed away in 1977, and Marguerite in 1979.

It is difficult to determine when the house on Lots 24-26 was built, but the evidence can place it as sometime between 1944-1946. In 1946, the Dubray's registered two warranty deeds transferring ownership to Fred and Tina Bennett in February and another warranty deed in October for joint tenancy to Charles A Cherry and Emma Cherry. It is likely that Fred and Tina Bennett built the house on Lots 24-26 and sold or rented it to the Cherry's. A Louisville Times advertisement placed by Fred Bennett in October 1946 is the first evidence identifying the house as 508 Grant which is presumed to be the original address for the current 516 Grant. At the time, Fred and Tina Bennett are listed in the Boulder County directory as living at 526 Grant which would be directly north of 508 Grant.



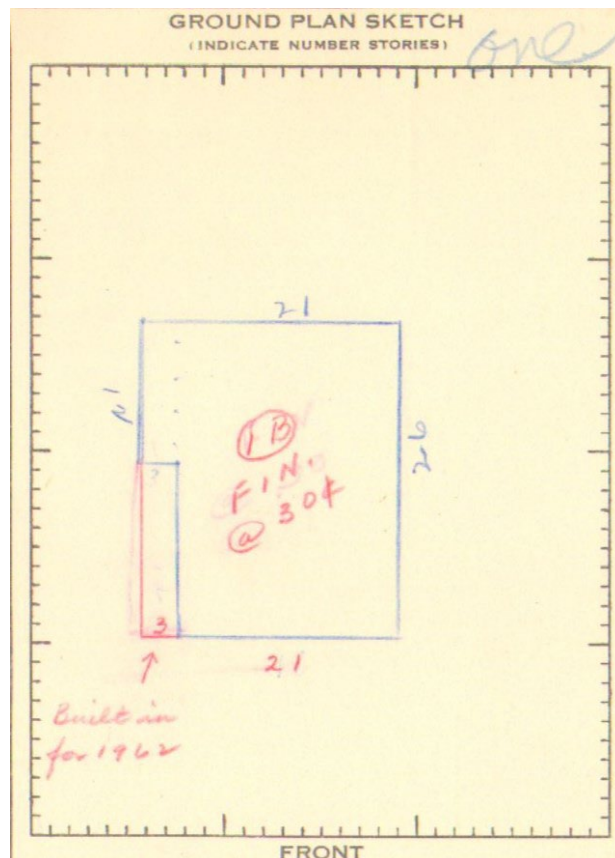
Not much is known about Charles and Emma Cherry. An obituary for Charles is published in the Louisville Times in 1947, and it is assumed that Emma sold the house after Charles' death. She is later listed as living in Denver.

### **Elizabeth Sabo Jarrett/ Jarrett Family Ownership, 1947-1958**

Emma Cherry sold the house at 508 Grant to Elizabeth (Betty) Sabo in 1947. Elizabeth J. Sabo (1918-2008) was the daughter of Anton and Julia Sabo who immigrated to the U.S. in 1901-1902. Elizabeth "Betty" was born in Wyoming in 1918 and around 1930, the family moved to Colorado, and to a house on LaFarge in Louisville in 1932. Anton worked as a coal miner. In 1948, Betty married Isaac "Ike" Jarrett. Isaac Jarrett (1909-1998) was born in Illinois to John and Laura Jarrett who were farmers in Indiana.

Betty and Ike Jarrett may have purchased the house on Grant for use as a rental property or for Betty's parents who were still living on LaFarge in 1946. By 1949, Anton and Julia Sabo are listed as living at 508 Grant and the Jarrett's are noted in the Louisville Times as living in Denver in 1948 and 1950, where Isaac owned a bowling alley and Betty worked as a clerk.

The following Assessor card image shows the house in 1948, when it was owned by Elizabeth and Isaac Jarrett and when Anton and Julia Sabo lived there.





Around 1950, City mail delivery began and all Louisville houses were numbered to accommodate home delivery. The original home of the Dubray family was renumbered from 516 Grant to 520 Grant; while 508 Grant then became 516 Grant. To this day, 516 Grant is out of sequence, as it is located between 520 and 526 Grant.

### **Paul & Shirley Eberle Ownership, 1958-1963**

In 1958, the Jarretts sold 516 Grant to Paul and Shirley Eberle. Paul Eberle (1928-2023) was born in South Dakota to Christian and Alvina Eberle. His parents were Germans from Russia and immigrated to the U.S. as children in 1892 and 1909. As a child and young man, Paul lived in multiple states, served a year in the Navy, and moved to Texas where he met and married Shirley Gordon. Shirley A Gordon Eberle (1931-1971) was born to William J and Emma Longloy Gordon, who were farmers in Illinois. As a young woman, Shirley moved to Texas and worked for State Farm. After marrying Paul Eberle in 1952, the couple moved to Denver where Paul worked as a brick layer and home builder.

The Eberle's are already listed in Boulder County directories as living at 516 Grant as early 1956, so it is possible they were renting before purchasing the house in 1958. Social notices in the Louisville Times also mention the Eberle's as early as 1955, although it is unclear where they were living at the time. Shirley Eberle was a member of the Louisville Methodist Church and taught Sunday school classes. The Eberle's moved to Boulder in 1963.

### **William & Katharine Ryan Ownership, 1963-2023**



Current Assessor's photo of 516 Grant.

William "Bill" Ryan and Katherine Stangier Ryan purchased 516 Grant from the Eberle's in 1963 for \$8,500. Bill Ryan (1940-2023) was born in Longmont near Union Reservoir and moved to Louisville at age seven, around 1947. His parents, Patrick William and Martha Ryan, owned a goat farm where they sold goat cheese and goat milk. Bill grew up working on the farm and attended St. Louis Catholic School.

Kathy Stangier Ryan (1941-2015) was born in Denver in 1941 and her family moved to Louisville around 1942. She grew up in Louisville and attended St. Louis Catholic school. According to the 1940 and 1950 census and Boulder County directories, her father Antone Stangier worked as a steelworker and her mother, Katherine worked at the Blue Parrot restaurant that was located on Main and Pine.

Bill and Kathy were married in 1961 and were the longest occupants of 516 Grant, raising three children and living there for 60 years until Kathy's death in 2015 and Bill's death in 2023. Bill Ryan was well-known in town for serving as a volunteer fireman in the Louisville Fire Department for twenty years and as Fire Chief for three years. Kathy Ryan was also active in the Fire Department Ladies Auxiliary and served as Secretary for the Louisville Fire Protection District. The Ryans were active members of numerous organizations in Louisville including Boy Scouts, Tri-City Elks, and the Louisville Historical Museum.

The preceding research is based on a review of relevant and available online County property records, census records, oral history interviews, Louisville directories, and Louisville Historical Museum maps, files, and obituary records.

**516 Grant Site Visit Photos, 2024**











**ITEM:** 824 Lee Avenue

**OWNER/APPLICANT:** Michael Reis, Kristen Kowalczyk, Doug Evans, Mary Evans  
783 Pear Court  
Louisville, CO 80027

**PROJECT INFORMATION:** Full demolition of structures at 824 Lee Avenue  
**LEGAL DESCRIPTION:** Lots 1, 2, & 3, Block 3, Louisville East  
**DATE OF CONSTRUCTION:** Circa 1935

**VICINITY MAP:**



**REQUEST:**

The applicants request that the Historic Preservation Commission (HPC) approve the demolition of the structures at 824 Lee Avenue. A subcommittee referred the request to the full Historic Preservation Commission.

**SUMMARY:**

The applicant is requesting approval to demolish the existing principal structure and detached garage at 516 Grant Avenue. According to the Louisville Municipal Code (LMC) Section 15.36.020, a demolition is an act that removes “*fifty percent or more of the roof area as measured from directly above,*” or “*fifty percent or more of the exterior walls of a building as measured contiguously around the building*”.

Under section 15.36.200 of the LMC, if the commission finds that the building may have historical significance under the criteria, the Commission may place a stay on the demolition as long as “*no permit for demolition, moving or removal shall be issued for a period not to exceed 180 days from the date the permit application was accepted.*” In addition, 15.36.200 states, “*The commission will make all reasonable efforts to expedite resolution of the application or request.*”

The purpose of demolition reviews, according to LMC 15.36.200, is as follows:

*The purpose of the review of permit applications for demolition, moving, and removal of buildings constructed in or before 1955 is to prevent the loss of buildings that may have historical or architectural significance. The purpose of this chapter is also to provide the time necessary to initiate designation as an individual landmark or to consider alternatives for the building.*

**Staff recommendation:**

Staff recommends approval of the demolition request.

**ARCHITECTURAL INTEGRITY:**

The property at 824 Lee Avenue contains a primary structure and detached garage. The primary structure is a one-story building with an enclosed front porch. “[Stories in Places](#)”, a residential historic context for Louisville from 2018, lists the style of the structure as a National style, a folk style popular between the 1850s and 1930s enabled by the expansion of railroads and access to cheaper lumber, combined with the simple, older forms of previous decades. The National style has many different styles that can be applied to the form, such as Victorian and Greek Revival. 824 Lee does not appear to have any additional ornamentation or styling.

The structure was moved to Louisville from a mine in Erie and moved to the property at 824 Lee Avenue in 1964. The original construction date of 1935 comes from Boulder County. There is no 1948 Assessor’s Card for the property, given that there were no structures on the property in 1948, and there are no other extant photos other than aerials showing the structure before the 21<sup>st</sup> century. This scant documentation means that little is known about the change over time to the structure. However, no changes other than the enclosed front porch were noted in the Colorado Cultural Resources Inventory (attached), 5BL.10701. (That form calls the front porch a “front addition,” but the building permit record shows a permit in 1976 for “closing in front porch.”) Likewise, the building permit file does not show any other changes to the structure.



824 Lee in 2024.

**CRITERIA FOR DEMOLITION REVIEW:**

The Historic Preservation Commission “shall consider and base its decision upon any of the [criteria]” described in [Section 15.36.200\(H\) of the Louisville Municipal Code \(LMC\)](#), which are as follows:

Criteria	Meets Criteria?	Evaluation
<p>1. <i>The eligibility of the building for designation as an individual landmark consistent with the purposes and standards in this chapter;</i></p> <ul style="list-style-type: none"> <li>a. <i>Age</i></li> <li>b. <i>Significance</i></li> <li>c. <i>Physical Integrity</i></li> </ul>	<p><b>Yes</b></p>	<p><u>Age</u> The principal structure was constructed circa 1935 making it around 89 years old.</p> <p><u>Significance</u></p> <ul style="list-style-type: none"> <li>• Association with immigration history in Louisville through Swedish immigrant family, Paxtons.</li> <li>• Multi-generational presence of Paxton family in Louisville.</li> <li>• Coal mining association through residents.</li> <li>• Location next to other landmarked property, Trott-Downer Cabins. (Note that the cabins are not in their original location and were not historically next to 824 Lee Avenue.)</li> <li>• The full history is attached.</li> </ul> <p><u>Integrity</u></p> <ul style="list-style-type: none"> <li>• Appears to maintain integrity in form.</li> <li>• Updated window materials.</li> <li>• Enclosed front porch in last 50 years.</li> <li>• Little documentation to weigh integrity.</li> </ul>



Criteria	Meets Criteria?	Evaluation
2. <i>The relationship of the building as a potential contributing structure to a potential historical district per the criteria set forth in this chapter;</i>	<b>N/A</b>	The house is not located in a historic district.
3. <i>The reasonable condition of the building*;</i> and	<b>Unknown</b>	The applicant did not provide any documentation regarding the condition of the property.
4. <i>The reasonable projected cost of restoration or repair.*</i>	<b>Unknown</b>	A specific projected cost was not included as part of the application.

*\* In considering the condition of the building and the projected cost of restoration or repair as set forth in subsections H.3 and H.4, above, the commission may not consider deterioration caused by unreasonable neglect.*

#### **HISTORIC CONTEXT REPORT:**

The City completed a residential historic context report ([Stories in Places: Putting Louisville's Residential Development in Context](#)) in 2018 that includes a list of recommended and priority properties for preservation. 824 Lee is not listed as one of the properties to prioritize for landmarking. The property was also not surveyed in the 2023 "[100 Architectural Inventories from the City of Louisville](#)." Staff does not have a record of the remaining National-style forms in Louisville, however, the style was still relatively common in 2018 throughout Old Town based on the context report.

#### **RECOMMENDATION:**

LMC Sec. 15.36.200 notes that the purpose of demolition review is to:

1. Prevent loss of buildings that may have historic and architectural significance; and
2. Provide the time necessary to initiate designation as an individual landmark or to consider alternatives for the building.

Staff finds that the property could meet the social and architectural significance criteria and therefore could qualify for landmarking. Based on evaluation of the criteria in LMC Sec. 15.36.200, the HPC may release the permit, or place a stay on the application for up to 180 days from the date of application, which was December 18, 2023. A full 180-day stay would expire on June 15, 2024.

**Staff recommends the Historic Preservation Commission approve the demolition request.** While staff finds that the property could be eligible for landmarking, staff believes releasing the demolition request is appropriate because the applicant has been informed about the preservation options and staff has documented the exterior of the structure. As such, the applicant does not need additional time to consider the possibilities for landmarking and staff does not need additional time to document or salvage materials on the property. In addition, staff does not find that the social and architectural significance alone merit a stay of demolition when weighed against these other considerations.

**ATTACHMENTS:**

1. Application Materials
2. 824 Lee Avenue History
3. Colorado Cultural Resources Inventory
4. Site Visit Photographs from January 2024

**HISTORIC PRESERVATION APPLICATION**

CASE NO: \_\_\_\_\_

<p><b>PROPERTY INFORMATION</b></p> <p>Address: _____ 824 Lee Avenue _____</p> <hr/> <p>Year of Construction: Built in Erie in 1935 and moved to 824 Lee in 1965</p> <p>Legal Description: Lots 1,2,3 Block 3, East Louisville</p> <hr/> <p>Landmark Name and Resolution (if applicable):</p> <hr/>	<p><b>TYPE(S) OF APPLICATION</b></p> <p><input type="checkbox"/> Probable Cause/Historic Structure Assessment</p> <p><input type="checkbox"/> Landmark Designation</p> <p><input type="checkbox"/> Historic Preservation Fund Grant</p> <p><input type="checkbox"/> Historic Preservation Fund Loan</p> <p><input type="checkbox"/> Landmark Alteration Certificate</p> <p><input checked="" type="checkbox"/> Demolition Review</p> <p><input type="checkbox"/></p>
<p><b>APPLICANT INFORMATION</b></p> <p>Name: _____ Michael Reis _____</p> <p>Company: _____ michaelreisllc@gmail.com _____</p> <p>Address: _____ 738 Pear Court _____</p> <hr/> <p>Telephone: _____ 303-807-5977 _____</p> <p>Email: _____ michaelreisllc@gmail.com _____</p> <hr/>	<p>We request demolition approval to align with the redevelopment of the property. The house was built in Erie in 1935 and moved to its current location in 1965. We are the second owners. We are requesting to demo to allow for new housing to be built coinciding with a Minor Subdivision application that has been submitted to the Planning Dept.</p>

**OWNER INFORMATION**

Name: Michael Reis, Kristen Kowalczyk, Doug Evans & Mary Evans

Company: michaelreisLLC (managing partner)

Address: 738 Pear Court, Louisville

Telephone: 303-807-5977

Email: [michaelreisllc@gmail.com](mailto:michaelreisllc@gmail.com)

**SIGNATURES AND DATES**

Applicant/Owner: **Michael Reis**

*Michael Reis* 12/16/2023

Applicant/Owner Signature Date

*Kristen Kowalczyk* 12/16/2023

Applicant/Owner: **Kristen Kowalczyk**

Applicant/Owner Signature Date

Applicant/Owner: **Doug Evans**

*Doug Evans* 12/16/2023

Applicant Signature Date

Applicant/Owner: **Mary Evans**

*Mary Evans* 12-15-2023

Owner Signature Date



## **824 Lee Ave.**

**Legal description:** LOTS 1 2 & 3 BLK 3 LOUISVILLE EAST

**Year of Construction:** circa 1935 (see discussion below)

**Summary:** Ownership of this property is primarily focused on the Paxton and Browning families through multiple generations and the development of East Louisville. The house itself is notable for being moved from Erie and the site is currently adjacent to the historic Trott-Downer Cabins.

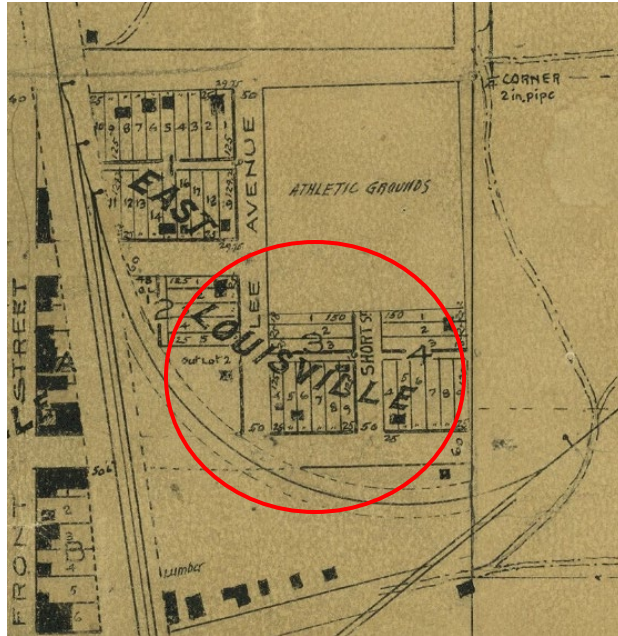
### **Development of East Louisville Addition**

The history of the East Louisville Addition originated with Charles C. Welch, a prominent businessman and figure in Colorado history who started the first coal mine in Louisville and was the primary person behind the establishment of Louisville as a town. His wife, Rebecca Jeannette Welch, transferred the land to brothers William J. Lee and George A. Lee, who platted the area in 1906, creating the East Louisville Addition. The subdivision is located across the railroad tracks from the commercial core of Old Town Louisville and most of the rest of the town. The area includes Miners Field and the streets of South, Walnut, Spruce, Park, and Lee between the railroad tracks and today's Highway 42.

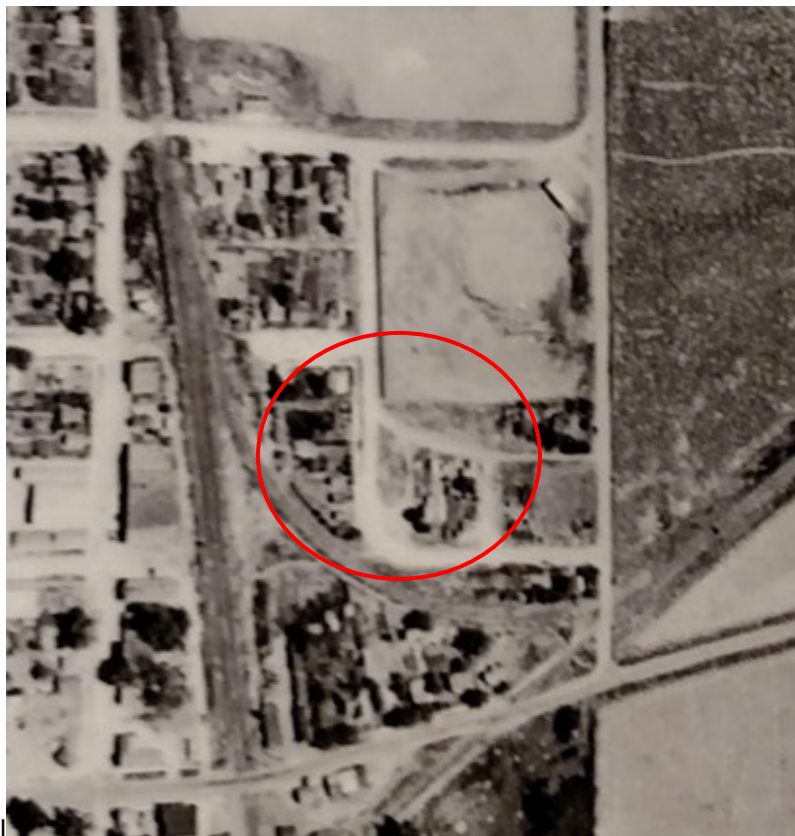
Houses in the East Louisville neighborhood are characterized by their close proximity to Miners Field, a historic ball field dating back to the late 1800s, and to their close proximity to the railroad. Not only is the main railroad line nearby, but a railroad spur cut through from northwest to southeast and bordered the block where 824 Lee is situated.

### **Earliest Ownership**

The earliest record of property ownership dates to 1907 when Catherine Davis purchased the land from the Lee brothers for \$75. A year later, she sold the lot to Gina Guenze. Not much is known about either woman. There were several branches of the Guenzi family that lived in East Louisville but there is not a clear relationship with Gina Guenze. There is evidence that Gina Guenze (Guenzi) lived at other addresses in Louisville and that the land remained undeveloped. At some point after 1908, ownership of the lot reverted to Boulder County until 1952. There is no indication that the land was developed from the Drumm's 1909 Map of Louisville and subsequent aerial photos of Louisville from 1941, and there is no assessor's card from 1948.



Drumms Map of Louisville 1909, showing lots 1,2,&3 in block 3 of East Louisville.



1941 aerial of Miners Field neighborhood showing undeveloped land at 824 Lee



### **Harry E. Coppin Ownership, 1952-1964**

In 1952, Harry E. Coppin (1911-2000) purchased the East Louisville lots from Boulder County. Harry Coppin was born in Illinois and came to Colorado to attend the Colorado School of Mines. He graduated in 1937 and married Ida Di Donato (1915-1988) in Golden, in 1939. He pursued a career as an engineer working in mines and metals. At the time that he was drafted for military service in 1942, he was working for Vanadium Corporation in Montrose, CO. Vanadium is a metal used for strengthening steel. After the war, he is listed as working with the Atomic Energy Commission in 1952 and in uranium research in Colorado Springs in 1953. It is unclear what Coppin's connection is to Louisville, although his wife, Ida attended the University of Colorado and grew up in Denver. The Coppins did not appear to live in Louisville and the purchased land remained undeveloped.



1962 aerial view of East Louisville and Miners Field showing no development at 824 Lee.

### **Paxton Ownership, 1964-2004**

Harry Coppin was living in New Mexico in 1964 when he sold Lots 1,2, & 3 to Frankie Jean and John P Paxton. Frankie Jean Browning moved to Louisville with her parents, Robert Oral Browning and Emma Furlow Browning in 1948. The Brownings lived at 1037 Walnut, directly across from Miner's Field and just a block away from the location of 824 Lee. Frankie attended Louisville High School and briefly worked as a telephone switchboard operator in Louisville in 1954. When Louisville switched to dial phone service in 1955, she continued to work for Mountain States Telephone in Denver.

John Paxton (1941-2019) was the third generation of Paxtons in Louisville, beginning with his grandparents Charles Paxton and Martina Carlson who immigrated from Sweden in 1900. Charles and Martina lived in Kansas before moving to Louisville after 1910 to farm. Their son Rudolph C. Paxton (1909-2000) was born in Kansas in 1909 but grew up on a farm in Louisville. He married Inez Zioni (1915-1942) in 1932. The Zioni family lived at 716

Jefferson. Both Inez's father Battista Zioni (1877-1958) and Rudolph Paxton worked as coal miners. Rudolph and Inez had two sons, Carl Paxton (b. 1932) and John Paxton who was born in 1941. Inez died in 1942 at the age of 27. Rudolph Paxton is listed in the 1946 Boulder County Directory as living at 1255 Jefferson, where John Paxton lived as a child. John also attended Louisville High School and served three years in the Army before working as an engineer for Denver Hilton Hotel.

In 1964, John Paxton and Frankie Jean Browning were married and they purchased the three lots for 824 Lee for \$1,000. At that time, the lot was still undeveloped. According to an oral history of Frankie Paxton collected by Jean Morgan, the Paxtons purchased a house from an Erie mine and moved it to the lot on Lee Avenue. Current Boulder County records list 1935 as the year the house at 824 Lee was built, however, the house itself was not moved to Louisville until 1964. The detached garage and fencing around the lot were added in the 1970s and 1980s.



Boulder County Assessor image from 2004.

#### **Current Ownership, 2004 - present**

In 2004, Frankie Paxton sold 824 Lee to Michael Reis, and Gregory and Douglas Evans. A Louisville Times notice from 2006 lists 824 Lee as available to rent and it is primarily used as a rental property today. Currently, 824 Lee sits next door to two historic cabins known as the Trott-Downer cabins. The cabins are owned by the City of Louisville and are part of the Louisville Historical Museum's historical interpretation of the Miner's Field area representing Louisville's growth and development from the 1930s-1970s.





824 Lee today, showing proximity to historic Trott-Downer Cabins and Miners Field.

The preceding research is based on a review of relevant and available online County property records, census records, oral history interviews, Louisville directories, and Louisville Historical Museum maps, files, and obituary records.

10701

CLG  
67214g

OAHP Site #: 5BL 12391

OAHP Form #1417  
DRAFT 12/2012

A  
B

# COLORADO CULTURAL RESOURCES INVENTORY

## Historical and Architectural Reconnaissance

This form is intended for use in survey projects undertaken for preservation planning purposes and it is NOT to be used for Section 106 compliance projects. It provides a basic descriptive record of a single building, structure, object, or site. Please use the #1417b Ancillary form to document additional resources on a single site. This form may provide enough information to assess architectural significance and/or to identify other potential areas of historical significance. Full evaluations of historical significance require additional property-specific research beyond the scope of this form and typically require completion of the OAHP *Historical / Architectural Properties: Intensive Level / Evaluation* form (OAHP form # 1403). For guidance on completing this form and required accompanying documentation, please refer to the instructions, available online at <http://www.historycolorado.org/oaHP/survey-inventory-forms>

**Official eligibility determination (OAHP use only)**

Date \_\_\_\_\_ Initials \_\_\_\_\_

\_\_\_\_\_ Determined Eligible- NR  
 \_\_\_\_\_ Determined Eligible- SR  
 \_\_\_\_\_ Needs Data  
 \_\_\_\_\_ Eligible District - Contributing

### IDENTIFICATION

1. Property name: 824 Lee Current
2. Resource classification: Building
3. Ownership: Private

### LOCATION

4. Street address: 824 Lee Ave.
5. Municipality: Louisville vicinity \_\_\_\_\_
6. County: Boulder
7. USGS Quad: Louisville year: \_\_\_\_\_ 7.5'
8. Parcel number: \_\_\_\_\_
9. Parcel information: Lot(s): \_\_\_\_\_ Block: \_\_\_\_\_ Addition: \_\_\_\_\_
10. Acreage: \_\_\_\_\_  actual  estimated
11. PLSS information: Principal Meridian 6th Township 15 Range 69W  
C 1/4 of NE 1/4 of NE 1/4 of SE 1/4 of section 8
12. Location Coordinates:  
 UTM reference: Zone 13; mE 488988; mN 4425359  NAD 1927  NAD 1983  
 or  
 Lat/Long: Latitude 39.978388; Longitude -105.12918  WGS84  Other \_\_\_\_\_

elev. 5320ft.

### DESCRIPTION

13. Construction features (forms, materials):

Stories	Style/Type	Foundation	Walls
1	<u>Late 19th / Early 20th</u> <del>NO STYLE</del> <u>Century American Movements</u>	Concrete-poured	Weatherboard - Horizontal
Windows	Roof	Chimney	Porch
Double-hung, Sliding	Gabled roof - Front gabled	None	Partial width

ES 4/18

Optional: additional description (plan/footprint, dimensions, character-defining and decorative elements of exterior and interior; alterations, additions, etc.):  
Porch has been enclosed

garage

14. Landscape (important features of the immediate environment):

\_\_\_\_\_

OAHP Site #:

**HISTORICAL ASSOCIATIONS** (based on visual observations and/or review of secondary sources):

15. Historic function/use: DOMESTIC Current function/use (if different): DOMESTIC

16. Date of Construction: c.1935 Estimated (include source): Boulder County Assessor Emapp

17. Other Significant Dates, if any: \_\_\_\_\_

18. Associated NR Areas of Significance: \_\_\_\_\_

19. Associated Historic Context(s), if known: \_\_\_\_\_

20. Retains integrity of: Location, Setting, Design, Association

21. Notes:

22. Sources:

**SKETCH PLAN** include approximate scale



**FIELD ELIGIBILITY RECOMMENDATION:**  
*To be completed by surveyor*

**NEEDS DATA**

**RECORDING INFORMATION**

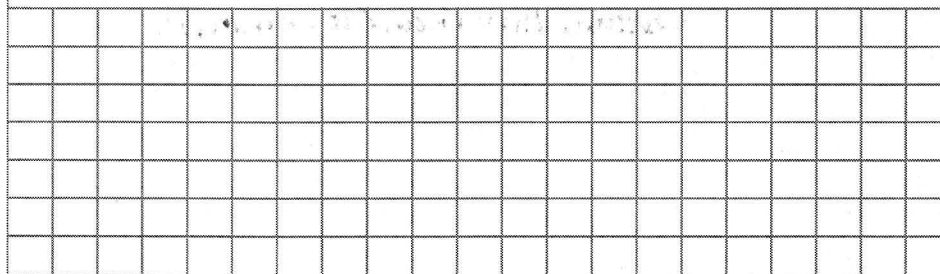
Survey date: 7/10/2013

Surveyed by: Barlow

Project sponsor: City of Louisville,  
History Colorado  
State Historical

Photograph Log: Fund

**Copyrighted Imagery**







824 Lee 005088\_Photo #1004.jpg



824 Lee 005088\_Photo #998.jpg

Date 5/25/09 Initials ASP

S  
A  
B  
/B

## Architectural Inventory Form

- Determined Eligible- NR
- Determined Not Eligible- NR
- Determined Eligible- SR
- Determined Not Eligible- SR
- Need Data
- Contributes to eligible NR District
- Noncontributing to eligible NR District

### I. IDENTIFICATION

1. Resource number: **5BL10701**
2. Temporary resource number: NWR35
3. County: Boulder
4. City: Louisville
5. Historic building name: unknown
6. Current building name: N/A
7. Building address: 824 Lee Ave, Louisville, CO 80027
8. Owner name and address: Reis, Michael & Douglas Evans, Et Al - 738 Pear Ct., Louisville, CO 80027

### II. GEOGRAPHIC INFORMATION

9. P.M. 6th Township 1S Range 69W  
C 1/4 of NE 1/4 of NE 1/4 of SE 1/4 of section 8

10. UTM reference  
 Zone 13 ; 9034 488992 mE 15 4425363 mN

*elew. 5320 ft.*

11. USGS quad name: Louisville  
 Year: 1980 Map scale: 7.5'  15'  Attach photo copy of appropriate map section.

12. Lot(s): 1, 2, 3 Block: 3  
 Addition: Louisville East Year of Addition: \_\_\_\_\_

13. Boundary Description and Justification:

The parcel boundaries appear to represent the entire lot associated with this property. The parcel is bounded by Lee Avenue to the west, an alleyway to the south, a recreation area/ballfield to the north, and another residential property to the east.

### III. Architectural Description

14. Building plan (footprint, shape): Rectangular Plan
15. Dimensions in feet: Length unknown x Width unknown
16. Number of stories: 1
17. Primary external wall material(s) (enter no more than two): Weatherboard



Resource number: 5BL10701

Temporary resource number: NWR35

18. Roof configuration (enter no more than one): Front Gabled Roof

19. Primary external roof material (enter no more than one): Asphalt Roof

20. Special features (enter all that apply) ~~None~~ enclosed front porch, knee braces

ES 1/10

21. General architectural description:

This is a one story, single family residence with a rectangular footprint over a basement. It is clad in wood weatherboards. There is a front gabled addition in the center of the façade that contains an entry door behind a modern storm door, flanked by a pair of sliding sash windows. The door is accessed by brick steps with a wooden handrail. The brick steps have a brick landscaping bed on either side of them. This front addition is clad in masonite siding at the bottom and vertical siding at the top. The main house is under a front gabled roof of asphalt shingle with open eaves.

22. Architectural style/building type: ~~No Style~~

Late 19<sup>th</sup> + Early 20<sup>th</sup> Century American Movements

ES 1/10

23. Landscaping or special setting features:

None

24. Associated buildings, features, or objects:

There is a separate garage at the rear of the property.

25. Date of construction: Estimate: Actual: 1935

Source of information: Boulder County Assessor's Records

26. Architect: Unknown

Source of information:

27. Builder/Contractor: Unknown

Source of information

28. Original owner: Unknown

Source of information:

29. Construction history (include description and dates of major additions, alterations, or demolitions):

This house has a front addition in the center of the front façade. It appears to date from the mid-twentieth century.

30. Original location:  Moved  Date of move(s): \_\_\_\_\_

Resource number: 5BL10701

Temporary resource number: NWR35

#### V. Historical Associations

31. Original use(s): Single Dwelling

32. Intermediate use(s):

33. Current use(s): Single Dwelling

34. Site type(s): Single family residence

35. Historical background:

None found.

36. Sources of information: Boulder County Government Online, Assessor's Office.  
[http://www.bouldercounty.org/assessor/asrproprecords/assess\\_propdesc.asp?acountno=R0019693&uniq\\_acctno=1&occ=1](http://www.bouldercounty.org/assessor/asrproprecords/assess_propdesc.asp?acountno=R0019693&uniq_acctno=1&occ=1). Accessed August 27, 2008.

#### VI. Significance

37. Local landmark designation: Yes  No  Date of designation: \_\_\_\_\_

Designating authority:

38. Applicable National Register Criteria:

- A. Associated with events that have made a significant contribution to the broad pattern of our history
- B. Associated with the lives of persons significant in our past;
- C. Embodies the distinctive characteristics of a type, period, or method of construction, or represents the work of a master, or that possess high artistic values, or represents a significant and distinguishable entity whose components may lack individual distinction; or
- D. Has yielded, or may be likely to yield, information important in history or prehistory.
- Qualifies under Criteria Considerations A through G (see Manual)
- Does not meet any of the above National Register criteria

39. Area(s) of significance:

None

Resource number: 5BL10701

Temporary resource number: NWR35

40. Period of significance: N/A

41. Level of significance: National  State  Local

42. Statement of significance:

This building does not embody distinctive characteristics, is not the work of a master, and does not possess high artistic value. It does not appear to be associated with significant persons or events. It does not meet any of the criteria necessary to qualify for the NRHP.

43. Assessment of historic physical integrity related to significance:

This building maintains integrity of location, setting, and association. However, its integrity of feeling, design, materials, and workmanship has been degraded through the addition in the center of the façade.

#### VII. National Register Eligibility Assessment

44. National Register eligible field assessment:

Eligible  Not Eligible  Need Data

45. Is there National Register district potential? Yes  No

Discuss: Based on the field survey, no boundary is evident that would represent a cohesive historic district. There is not a cohesive building style or type in this area, and most buildings have suffered from alterations, ranging from minor to severe. Due to the lack of architectural cohesiveness in this area, as well as the lack of significant events or persons having influenced the area, there is no potential for an NRHP district.

If there is National Register district potential, is this building Contributing  Noncontributing

46. If the building is in existing National Register district, is it: Contributing  Noncontributing

#### VIII. Recording Information

47. Photograph numbers: 824\_Lee\_Ave.jpg

Negatives filed at: CH2M HILL, New Orleans Office (electronic)

48. Report title: Northwest Rail Environmental Evaluation

49. Date(s): June 18, 2008

50. Recorder(s): Lori Durio

51. Organization: CH2M HILL

52. Address: 1515 Poydras Street, Suite 2110, New Orleans, LA 70112

53. Phone number(s): 504.593.9421

NOTE: Please attach a sketch map, a photocopy of the USGS quad. map indicating resource location, and photograph.

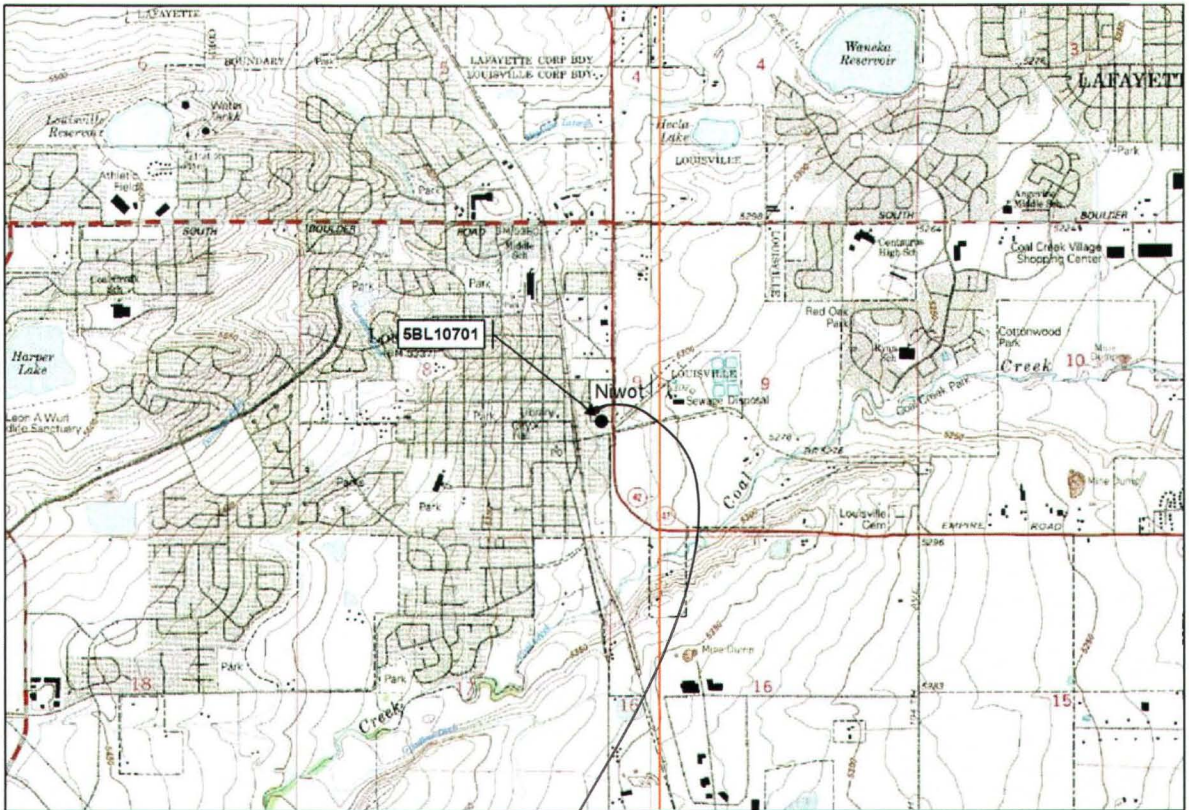
Colorado Historical Society - Office of Archaeology Historic Preservation  
1300 Broadway, Denver, CO 80203 (303) 866-3395

5BL10701





5BL10701



Louisville USGS 7.5 Minute Quad 1980

located here  
ES 1/10



5BL10701

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SBL 10701

824 Lee Avenue  
LOUISVILLE, CO

6/18/08

101 f, A1366, 04/09/09

403086, 824\_Lee\_Ave\_0252

824 Lee Avenue, Site visit photos, 2024











## **DISCUSSION/DIRECTION:**

### **2024 HISTORIC PRESERVATION COMMISSION WORK PLAN**

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#### **BACKGROUND**

The Historic Preservation Commission, in addition to reviewing quasi-judicial preservation cases, also adopts a Work Plan to aid in achieving the Commission's role in promoting preservation and preserving historic places in Louisville.

This memo includes information to help commissioners evaluate Work Plan items.

Staff is proposing to review the 2024 HPC work plan in two phases:

- January 2024 hearing
  - Add to and/or alter list of projects presented by staff below.
  - Identify top 3-5 priorities from list below (the fewer the better).
  - Identify dependencies for priority work plan items.
- February/March hearings
  - Review list of project(s) and priorities that come out of January 2024 Historic Preservation Fund Retreat.
  - Create subcommittees to pursue specific items where appropriate.
  - Continue identification and/or narrowing of priorities, if needed.
  - Review draft 2024 HPC Work Plan and/or adopt 2024 Work Plan.

#### **WORK PLAN ITEMS – DRAFT LIST**

Below is a list of possible work plan items. They are a combination of the following: incomplete projects from the 2023 work plan, general suggestions in 2023, required tasks to meet bylaws and/or Certified Local Government (CLG) requirements, and staff recommendations. This is not a complete list, and commissioners are welcome to bring ideas to the January hearing.

Staff recommends that one of the key components of the work plan discussion be prioritizing among these many important projects to help ensure success of the plan in 2024. Prioritization is particularly important because the work plan is contingent on staff capacity and the consistent involvement of HPC members. HPC is supported by a 50% staff appointment. In addition to implementing this work plan, other staff responsibilities for 2024 include managing historic preservation cases, managing other development cases, providing ongoing Marshall Fire support, launching the Louisville Comprehensive Plan, completing the Louisville Housing Plan, facilitating various Louisville Municipal Code updates, reviewing permits, and providing support for other department projects such as the Louisville Downtown Vision Plan, among other duties.

<b>Table 1. List of 2024 items to consider adding to the 2024 HPC Work Plan.</b>			
<b>Item</b>	<b>Description</b>	<b>Background</b>	<b>Staff Recommendation &amp; Priority</b>
Historic Preservation Fund retreat project(s)	TBD after January HPC retreat. Could include increases to grants, list of targeted properties for outreach, etc.	TBD after retreat.	<b>Add to work plan. #1 priority.</b>
Minor Code updates to streamline process for users	Decrease the wait time for people going through HP processes. E.g., add administrative options for demolition reviews, rectify contradictory or unclear language	Much of the Historic Preservation Code has not been updated since 2005. Some changes in 2008 and 2015.	<b>Add to work plan. #2 priority.</b> Relatively easy method(s) to help make HP program more attractive to property owners and easier to administer.
Landmark plaque ceremony	Annual ceremony honoring 2023 landmarks	Staff is requesting 1 HPC volunteer to help.	<b>Add to work plan.</b>
Fall Museum/HP co-sponsored event	Fall event in partnership with Museum.	Staff is requesting 1 HPC volunteer to help.	<b>Add to work plan.</b>
Training for commissioners	External training opportunities, such as webinars and conferences, on general preservation topics.	The City's Certified Local Government (CLG) status requires that at least one commissioner attend at least one training per year. Last year, in addition to 2 commissioners attending the statewide Saving Places conference, the HPC Subcommittee on Training also identified videos for commissioners to watch throughout the year on various HP topics.	<b>Add to work plan.</b> Required to meet CLG standards. Recommendation to make this project commissioner-led with staff support.  Example options for this item: goal to have at least one commissioner attend Saving Places; continue the video assignments from the training subcommittee, and/or have each commissioner attend at least one webinar/conference.
HP construction grant signage	Create a template and produce content for signage during active construction projects funded by the HPC. Example can be seen at 809 Main.	Commissioner suggestion.	<b>Add to work plan.</b> Relatively little coordination required, and may be helpful for upcoming larger-scale residential projects. Recommendation to make this project commissioner-led with staff support if adopted.



Item	Description	Background	Staff Recommendation & Priority
Update HPC Bylaws	The HPC bylaws were last updated a decade ago. Bylaws include requirements on how HPC meetings are run.	The City Clerk’s office suggested that boards and commissions with bylaws 10+ years old may want to consider reviewing and updating the bylaws.	<b>Add to work plan in 2024 or 2025.</b> Recommendation to make this project commissioner-led with staff support if adopted.
Social media	Post regularly about preservation program on the City’s Instagram account. Subcommittee drafts using Google Docs and staff reviews and posts to website.	Commissioner add to 2023 work plan.	If added to work plan, consider limiting to posts in May (Historic Preservation Month) only or plan for 6 posts total/year. Recommendation to make this project commissioner-led with staff support if adopted.
EDI audit of landmarks	Review histories of existing landmarks to learn how many are related to Louisville women’s, Hispanic, LGBTQIA, and other underrepresented histories. Possible to pursue in conjunction with the State’s <a href="#">“Heritage for All”</a> program.	Staff recommendation from 2023.	Add to 2024 if helpful for projects that come out of the 2024 retreat. Do not add as a separate item. Possible priority for 2025 in conjunction with Heritage for All.
Public landmark/resources map update	The City has an outdated story map of landmarks. In addition, the City maintains a map layer for landmarked properties. Potential to add historic information to one or both of these maps to make available to the public. Potential to connect this project to any work done to map historic resources, landmarked and not landmarked, as part of an update to the Historic Preservation Fund.	Commissioner suggestions from 2023.	Add to 2024 if helpful for projects that come out of the 2024 retreat. Do not add as a separate item.
Targeted landmark outreach	Identify historic buildings that have not been landmarked and proactively contact property owners.	Ongoing suggestion from staff and commission.	Add to 2024 if helpful for projects that come out of the 2024 retreat. Do not add as a separate item.



Item	Description	Background	Staff Recommendation & Priority
Activate landmarks	Identify key historic resources to “activate” and/or develop program to activate all past and future landmarks. Activating landmarks means making them more visible and their stories more accessible to the public.	Staff recommendation from 2023.	Do not add to 2024, except for intersection with Downtown Vision Plan. Potential priority for 2025.
Addendum to PaleoWest 100 Places Survey	The 100 Places Survey, completed by PaleoWest and made public in 2023, may have some outdated information that warrants amending.	Commissioner suggestion from 2023.	Do not add to 2024. Potential consideration for 2025.
Interpretive signage materials update	Some of the interpretive signage, such as at the Acme Mine and Memory Square Park, appears to be fading and may need to be updated.	Commissioner suggestion from 2023.	Do not add to 2024. Potential consideration for 2025.
Blue Parrot sign	The Blue Parrot sign is a landmarked sign owned by the City. It is currently in City storage. The City has planned to display it somewhere downtown for several years.	Incomplete work plan item from 2023.	Do not add to 2024, except to make Downtown Vision Plan consultants aware of the existence of the sign. Meetings in 2023 with the Museum made it clear that the Museum campus may still be an appropriate home for the sign, but next steps for that project are unclear.

**PRIORITIZATION & EVALUATION**

Criteria to support the evaluation of items are as follows:

- Required: Is this a required part of the program’s function?
- Urgency: Does this project have an upcoming deadline?
- Responsible Party: Who will complete this project? Is there sufficient interest?
- Mission: Does this project have a strong connection to the role and responsibilities of the HPC?
- Prerequisites: What projects need to be completed before this project can be completed?
- Dependencies: What projects rely on the completion of this one?

Note that these projects are in addition to the Commission’s quasi-judicial review of preservation cases and any referrals that the Commission may be requested to review, such as for the Louisville Comprehensive Plan or the Louisville Downtown Vision Plan.

## ROLES AND RESPONSIBILITIES

### Statement of Purpose from Resolution 24, Series 2002 Establishing the HPC

- (a) The protection and preservation of the city's historic and cultural heritage, as embodied in designated historic landmarks and districts, by appropriate regulations;*
- (b) The enhancement of property values, and the stabilization of historic neighborhoods;*
- (c) The increase of economic and financial benefits through the city's attractions to tourists and visitors; and*
- (d) The provision of educational opportunities to increase public appreciation of Louisville's unique heritage.*

### Vision Statement & Goals in Current Preservation Master Plan

*Vision: The citizens of Louisville retain connections to our past by fostering its stewardship and preserving significant historic places. Preservation will reflect the authenticity of Louisville's small town character, its history, and its sense of place, all of which make our community a desirable place to call home and conduct business.*

*Goal 1: Pursue increasingly effective, efficient, user-friendly, and voluntary based preservation practices.*

*Goal 2: Promote public awareness of preservation and understanding of Louisville's cultural, social, and architectural history.*

*Goal 3: Encourage voluntary preservation of significant archaeological, historical, and architectural resources.*

*Goal 4: Foster preservation partnerships.*

*Goal 5: Continue leadership in preservation incentives and enhance customer service.*

### Certified Local Government Responsibilities

*The CLG Program is a Federal Partnership with the State and Local Government with base requirements:*

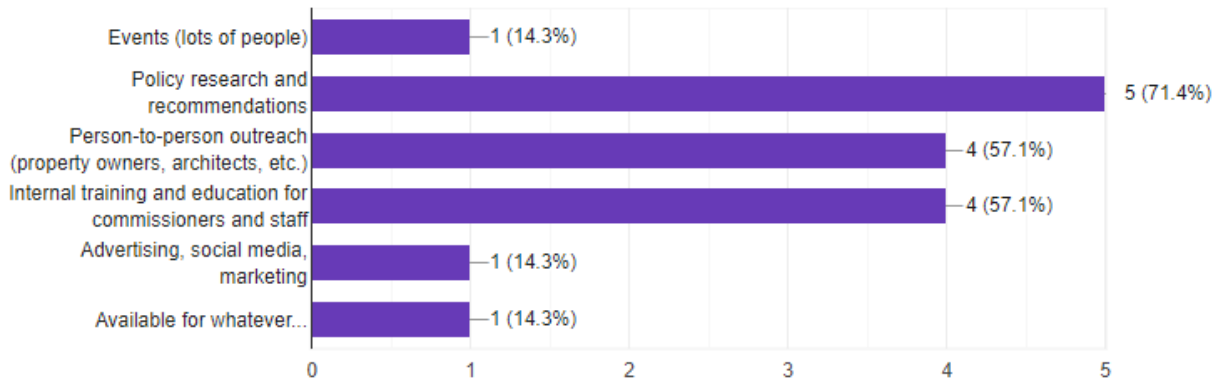
- Enforce legislation for the designation and protection of historic properties.*
- Establish and maintain a qualified historic preservation commission.*
- Maintain a system for identifying historic properties.*
- Provide for public participation in the local historic preservation program.*

## SURVEY RESULTS

Collectively, the Commission has **skills** in writing, engineering, familiarity with the program, architecture, museum collections, communication, construction, teamwork and discussion facilitation, and project management.

All commissioners are willing to spend **time on projects and events**, with the majority offering between 1 and 5 hours per month.

When asked what **type of projects**, nearly all commissioners expressed interest in multiple types of projects/volunteering opportunities.



**In 2023 and 2024, commissioners were hoping to see** the HPC facilitate an increase in landmarked properties, increased community engagement and education, support commissioner training and welcoming new commissioners, and setting a mix of short- and long-term goals.

## ACCOUNTABILITY

Staff plans to facilitate accountability for the adopted Work Plan by providing quarterly reports during regular meetings and planning a “year in review” item in the late fall.

### Attachments

1. 2023 Work Plan
2. 2022 Work Plan Memo
3. 2019 Goals Work Plan Chart
4. History Colorado Certified Local Government Benefits & Obligations Handout

# As of February 2023. 2023 HPC Work Plan



Christie, Gary, Amelia		Public Education & Participation			
Coloring book	Iterative drafting & reviewing	Finalize drafts for print copy	Printing	Launch	
	List of tasks	List of tasks	List of tasks	List of tasks	
	Share detail feedback w artist	Finalize first 2 drawings w artist	Final draft canva layout	Hold coloring book launch event (or similar)	
	Final draft of building write-ups	Review drawings in batches	Work with selected printer for proofs	Work w others to identify coloring book events for 2024	
	Editing first draft of building write-ups	Finalize building write-ups	Decide on # for initial order		
		First draft introduction text and canva layout	Order books to be printed in time for tent. October event		
	Final draft intro text				
Mary, Lynda (Amelia support)		Public Education & Participation			
Social Media	Phase1	Phase2	Phase3	Phase4	
	List of tasks	List of tasks	List of tasks	List of tasks	
Lynda, Gary, and Amelia		Establish & Maintain a Qualified HPC • Prepare for Potential PMP Updates			
Saving Places	Phase1	Phase2	Phase3	Phase4	
	List of tasks	List of tasks	List of tasks	List of tasks	
	Attend conference				
	Meet to discuss key takeaways				
	Share key takeaways & resources with HPC				
	Changes, additions to work plan? Plan to revisit later in year?				
Keith, Lynda (Amelia support)		Establish & Maintain a Qualified HPC			
HPC Training	Phase1	Phase2	Phase3	Phase4	
	List of tasks	List of tasks	List of tasks	List of tasks	
Christie, Randy, Amelia		Enhance Customer Service • Prepare for Potential PMP Updates • Preserve Significant Historic Places			
UE Surveys	Phase1	Phase2	Increase Grant Amounts	Increase Grant Amounts	
	List of tasks	List of tasks	List of tasks	List of tasks	
	Meet to discuss goals, sequencing of project				
Keith, Randy, Amelia		Enhance Customer Service • Prepare for Potential PMP Updates • Preserve Significant Historic Places			
Report on Barriers	On hold until UE Surveys complete	On hold until UE Surveys complete	Phase1	Phase2	
	List of tasks	List of tasks	List of tasks	List of tasks	
Josh, Amelia		Preserve Significant Historic Places			
Blue Parrot Sign	Phase1	Phase2	Phase3	Phase4	
	List of tasks	List of tasks	List of tasks	List of tasks	
	Meet to give background on sign				

Other Goals & Projects	
Meet annual CLG training requirement	✓
Meet HPC professional requirements	✓
Targeted landmark outreach	Revisit subcommittee assignments Q3
DBA Write-Ups	Garv. monthly
Increase grant amounts	Currently slated for Q3/Q4 consideration



## MEMORANDUM

**To:** Historic Preservation Commission Members

**From:** Department of Planning and Building Safety

**Subject:** 2022 HPC Goals

**Date:** **February 21, 2022**

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At the February 21, 2022 meeting of the Historic Preservation Commission the Commissioners discussed their goals for 2022. That list is outlined below.

1. Moving forward w/ coloring book and to find ways to promote
  - a. Find ways to incorporate and use already-completed drawings for outreach efforts
  - b. Explore if we want to do two versions of the book – one for children and one for adults
2. Evaluate and target 2 programs and/or events for the year.
  - a. Explore connections with the Museum for:
    - i. Lenses on Louisville
    - ii. A second, more historic preservation focused event
3. Find ways to promote our Commission and program more on social media
4. Update promotional and informational materials
  - a. Update the Landmark GIS map
  - b. Evaluate pages on website needed updating
  - c. Review and update flyers and other handout materials
  - d. Update the website with the landmark and demolition lists
5. Review residential grant amounts
  - a. Explore previous examples of extraordinary circumstances grants and grant amounts
  - b. Review current grant amounts and regulations
6. Complete historic survey project with PaleoWest
7. Review and changes as proposed by the consultants for the Old Town Overlay project

	Time Frame	Action Item	Consulting Parties	Implementation Status	Complete
Immediate		Evaluate and improve demolition permit process	Staff, HPC, Residents	Code change to add administrative review (January 2016); Review of demo process in Capstone project (Spring 2016); <b>Staff and HPC to evaluate process</b>	
		Improve and increase written and digital materials*	Staff, HPC	Evaluating current forms with upgrade to new software system. New HPC application form (2017). <b>Developing brochure for realtors and new program handout. Promote walking tour and video. Update website.</b>	✘
		Implement revolving loan program*	Staff, HPC, Loan administrator	Loan program implemented (May 2016) with Funding Partners. No applications as of December 2016. <b>Need for promotional materials.</b>	
		Engage in community conversations regarding the 2018 sunset of the HPF tax	Staff, HPC, City Council, Residents	Worked with Historical Commission to include Museum O&M in tax. Recommendation to take to ballot in 2017. Session at CPI Saving Places Conference (2017). Developed brochure for HPF. Video for HPF. Approved on 2017 Ballot!!! <b>Need to revise resolutions</b>	✓
		Modify ordinance to generate administrative rule-making procedures and notification processes	Staff, HPC, City Council	n/a	n/a
		Align public hearing notices with Planning Commission/City Council	Staff, HPC	Ordinance changed (January 2016)	✓
		Provide orientation and training materials for HPC*	Staff, SHPO, Consultant	Created binder for new members (January 2016), HPC Attended CPI (February 2016), 3 members and staff attended NACP (July 2016), 2 HPC Members to attend CPI 2017, <b>HPC to attend CPI and NACP in 2018</b>	✘
		Create self-guided landmark walking tour	Staff, HPC, Museum	Story Map added to online mapping system (2017) <b>Need to develop promotional cards</b>	✓
		Create interpretive plan and signs for key historic sites	Staff, HPC, Museum, Historical Commission, OSAB	Interpretive signs through private development included with Hutchinson Corner (Acme Mine), Balfour (Hecla Mine), Rex Theater, Rand/Showalter/Hoyle Farm; <b>4 City-owned signs to be installed in Spring 2018 (South Street Underpass, Front Street, Murphy Farm, Memory Square)</b>	
		Research and document Louisville's history*	Consultant	<b>Residential context complete (2017). Reviewing Draft of Commercial Context with PaleoWest</b>	✘
		Analyze factors leading to demolitions	Staff, HPC, Development Professionals, Residents, LSAB	MURP Capstone Project (Spring 2016)	✓
		Evaluate and revise Historic Structure Assessment requirements/process	Staff, HPC, Local architects, Previous HSA applicants	Finalized Historic Structure Assessment requirements (January 2016); HPC members reached out to property owners who had not completed the Historic Structure Assessment (Fall 2016) <b>Look at grant amounts in revised HPF resolution.</b>	✓
		Assess and improve landmark alteration certificate criteria	Staff	<b>New construction vs. alteration cert criteria, include illustrations</b>	
		Modify ordinance to define 1955 as the end date of Louisville's period of significance	Staff, HPC, City Council	Ordinance changed for demolition review (January 2016)	✓
	Develop preservation forum for local building professionals*	Staff, HPC			
Near-Term		Evaluate expanding Planned Unit Development (PUD) waiver allowances to include preservation	Staff, HPC, City Council, Residents	<b>Staff evaluating all PUD criteria in 2018 after development of new design guidelines</b>	
		Conduct Architectural Survey (paired with research and document history of Louisville)*	Consultant	<b>In the budget for 2018 to be conducted after completion of historic contexts. Exploring SHF grant.</b>	
		Establish guidelines for relocating historic structures	Staff, HPC, Residents, City Council		
		Evaluate use of HPC Subcommittee for initial review of complex projects	Staff, HPC		
		Conduct customer satisfaction surveys and prioritize needed improvements*	Staff		
		Consider preservation strategies as a part of Neighborhood Plans	Staff	n/a	n/a
		Create preservation resource center	Staff, HPC, Library, Historical Commission		
		Enhance City inter-department communication*	Staff		
		Explore expansion of "Junior Preservationist" program*	Staff, HPC, LSAB, BVSD, SHPO		
		Network with preservation partners (including City Boards and Commissions)*	Staff, HPC	APA Colorado Award for Community Engagement (2016); Women in Transportation Tour (Summer 2017); Downtown Walking Tour with Museum (Summer 2017); Association for Preservation Technology Tour (Summer 2017); Provided consultation to the Lafayette Historic Preservation Board (2017)	✘
		Share information on tax credits and publicize success stories*	Staff		
		Develop creative public outreach*	Staff, HPC, Cultural Council, Louisville Arts District	Landmarking Ceremony (May 2016, 2017). Farmer's Market Booth (Summer 2016, 2017). EngagementHQ online platform (2017). HPF Video (2017). Coal Creek Elementary Presentation (2017). Women in Transportation Tour (Summer 2017); Downtown Walking Tour with Museum (Summer 2017); Association for Preservation Technology Tour (Summer 2017) <b>Farmers market, Landmark Ceremony, First Friday Artwalk in May, other HPF outreach</b>	✘
		Explore modification of ordinance to ensure designation of historic districts is voluntary	Staff, HPC, City Council		
	Long-Term		Review Structures of Merit authorization	Staff, HPC	
		Draft and promote maintenance best practices for older buildings*	Staff, HPC, Residents		
		Host periodic Open Houses for property owners*	Staff, HPC		
		Create a reference file of Preservation Program accomplishments*	Staff, HPC, Museum	Preservation program accomplishments folder is located in G Drive.	✘
		Create and deliver standard presentation on preservation to community organizations*	Staff, HPC		
		Improve availability of Louisville Historical Museum Oral History Program records*	Museum, Historical Commission		
		Explore resident-generated history collection formats*	Staff, HPC, Museum, Residents	Engagement HQ online platform available to collect stories for Historic Context Project early 2017.	✘
		Promote historic preservation through regional tourism organizations*	Economic Development, Louisville Chamber, DBA		
		Study issues related to sustainability and historic buildings	Staff, HPC, LSAB	Preservation Planner serving on Partners in Energy Louisville Working Group (Fall 2016).	
		Document historic landscapes	Consultant		
	Re-evaluate participation in Main Street program including grant eligibility	Staff, HPC, City Council, Residents, DBA			
	Explore strategies for establishing an emergency preservation fund	Staff, HPC			

(\*ongoing)

## OVERVIEW

The Certified Local Government (CLG) Program seeks to encourage and expand local involvement in historic preservation activities through a partnership between local governments and the State Historic Preservation Office (SHPO), and the National Park Service (NPS).

## BENEFITS

- ▶ CLG communities have access to grant funds available only to CLGs. These grants do not require a cash match and can be used for survey, planning, nomination, or educational activities.
- ▶ CLG communities receive technical support from SHPO and National Park Service staff in order to advance local preservation objectives.
- ▶ CLG communities have the ability to join national organizations, such as the National Alliance of Preservation Commissions, that provide informational resources and access to a 50-state preservation network.
- ▶ The SHPO offers CLG-exclusive training and networking opportunities throughout the state.
- ▶ The opportunity to participate in the review of tax credit projects.
- ▶ Local designation qualifies property owners for the 20 percent State Historic Preservation Tax Credit and provides access to the State Historical Fund preservation grant program.
- ▶ A strong local preservation program can increase property values, assist in promoting heritage tourism, and promote community heritage and identity.



St. James Episcopal Church, Lake City, CLG grant recipient



North Side Historic District, Pueblo

## OBLIGATIONS

- ▶ Each CLG must enact and enforce a local ordinance that provides a legal framework for a preservation program that will achieve the purpose of designating and protecting significant historic buildings, sites, structures and districts.
- ▶ Each CLG must create a commission of at least five members that have a demonstrated interest, competence, or knowledge of preservation, and the commission must meet at least four times a year.
- ▶ At least one commission member must attend a SHPO-approved educational/training event each year.
- ▶ CLGs must maintain a system for survey and inventory of historic properties.
- ▶ CLGs must provide opportunities for public participation in local preservation efforts.
- ▶ CLGs must review and provide comment on National Register nominations submitted for properties within their jurisdiction.

For more information on the CLG program contact **Lindsey Flewelling** at [lindsey.flewelling@state.co.us](mailto:lindsey.flewelling@state.co.us)

Last updated January 2022





***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](http://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](http://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](http://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](http://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](http://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](mailto: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](http://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](mailto: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](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://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.