

Parks & Public Landscaping Advisory Board

Agenda

**June 5, 2024
Library Meeting Room
951 Spruce 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 **+1 408 638 0968 or 833 548 0282 (Toll Free)**, Webinar ID # 885 1622 9475
- You can log in via your computer. Please visit the City's website here to link to the meeting: www.louisvilleco.gov/pplab

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

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Approval of Minutes
- V. Public Comments on Items Not on the Agenda
- VI. Public Art Process and Public Spaces
- VII. Quasi-Judicial Role- ordinance review
- VIII. 2024- Council work plan review- continuation
- IX. PPLAB 2024 Work Plan Item- McCaslin Signage

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

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- Preliminary Definition of Success/ outcomes for Work Plan item
- Review map areas – US 36/ McCaslin east to Dillon Road

X. Board Reports

XI. Staff Updates

XII. Discussion Items for Next Meeting

XIII. Adjourn



Parks & Public Landscaping Advisory Board

Agenda

May 1, 2024

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I. Call to Order

Meeting Called to order by Chair Cynthia Corne at 6:30 PM

II. Roll Call

Present

Cynthia Corne, Chair

Ellen Toon, Vice Chair

Shannon Mihaly, Co-Secretary

Patricia Rogers, Co-Secretary

Jody Ash
Signe Buck
John Webb
Abby McNeal, Parks Superintendent (remote)
Adam Blackmore, Director of Parks
Erik Swiatek, Supervisor of Parks & Cemetery
Bryon Weber, Parks Planning & Project Manager

Members of the Public in Attendance

Cadence Howard *
Hannah Ramierez *
Jenna Pavol *
Tim Stalker
Braydon Hand
Jack Duser
Grant Laas
Joshua Cooperman
Aide Fitch
Helen Moshak
Sherry Sommer
Runz Breen
Laura Deet (?)
Evangeline Paxson *
Luke Willigan *
Will Scherer
Laurie Nevitt (online)
Seth Riseman (online)
Megan (?) (online)
Tina Fontilas (online)

* Not Louisville residents

III. Approval of Agenda

In the interest of time, a motion for a modified agenda was Moved and Seconded, Motion Passed.

The motion called for the Items X and XI to be deferred to June.

X. 2024 Council Work Plan Review - continuation - deferred

XI. Finance- 2 C update from April 18 Committee meeting - deferred

IV. Approval of Minutes

Moved and Seconded, Motion Passed

V. Public Comments on Items Not on the Agenda

Related to Finance of 2C ballot measure: Helen Moshak.

- What does the tax look like as we are investing in our Open Space and Parks?
- Was a proposal to change policy that governs reserves and sets of reserve for acquisition of open space: dedicating 40% of new tax to load into the reserve bucket feels like an aggressive amount and would be holding back Open Space from spending that money at the same time
 - Finance Committee agreed to 30%; this will be something that is discussed at City Council next week
 - Material in the packet was noted as 40% but the Finance Committee has since agreed to propose 30%

Note: The PPLAB packet includes the recent Finance Committee presentation from Finance Director Bailey, so can be referenced by PPLAB members for discussion in June/July. Also see separate Council and Finance Committee minutes.

Comment from PPLAB: Will look this topic for June so we can discuss relevant items at PPLAB in June and/or July prior to Council budget retreat in July.

VI. Playground Update - action requested

- **Joe Carnival and Meadows under construction; started within the past 2 weeks**

- Joe Carnival
 - Demolition is complete
 - Drainage system changes needed; don't anticipate change to schedule or budget, critical path is play equipment which should be shipped soon
 - There are pre-approved City Council contingency funds if needed for drainage changes
 - Aiming for early summer opening
- **Sunflower - furnishing and landscaping**
 - Presentation of status by Bryon Weber
 - Next iteration in packet (80% plan); slight changes to pathway and adventure play
 - Grading and drainage occurring now
 - GC and contractor providing preliminary cost projections
 - Budget is a bit high for both parks combined
 - Value engineering exercise is next - initial component is that community area is central focus and play features are also desired but may need to do some changes to features and materials, inspecting pathway
 - Talking about flipping seating area with the plaza looking at where current trees are located so we may lose a tree
 - Existing tree impacted by walkway intersection
 - Three existing trees at the north; will try to keep
 - Public Questions/Comments:
 - Would dense plants behind the plaza move?
 - Yes, landscaping with plaza would move.
 - Can we retain the view?
 - View is where the current bench is in park, looks over houses to South
 - Concrete path from Washington and Arapahoe and Sunflower?
 - Yes to Washington and Sunflower; concrete pathway would be ADA accessible
 - Crushed path to Sunflower
 - Other public comments:

- If plaza is in the middle, may block access to sledding hill
- Kids do often sled into street
- Other conversation:
 - Tree positions vs. view avenues would be looked at again
 - Maybe take a look at taking some trees out and put some larger trees in? Could always come back and add more in later. Maybe we look at phases with larger plantings.
 - Two homes right next to the park and others around; need to be sensitive to gathering area vs. homes
 - Views are tricky
 - Perhaps look at changing out materials for benches
 - Could look at simplifying the design of the gathering plaza - perhaps not so much of a design, maybe reduce size of plaza
 - Plantings: list developed from Parks horticulture team and phase 1 median project cross-over
 - Any feedback welcome on plants (now or through later)
 - Suggestion: lean towards native and helping pollinators
 - Not butterfly bush, burning bush
 - Can improve upon perennial selection - pawny buttes (low-growing) with beautiful fall color
 - Could even lean towards edible plants
 - Consolidated list of plants would be helpful on the schematic
 - Plaza movement to East would be scorched by Western sun in the evening
 - Next steps: civil engineering, value engineering, come back to July meeting with 90-95% plan for plan and cost. Overall theme to simplify for this small park.
- **Enclave - furnishings and landscaping**
 - 80% level plan is attached to agenda
 - Preserve open turf as play area
 - Public works project moving drainage area
 - Play-pit and gathering area next to one another
 - Shifted play pit and seating area to West

- Certain amount of water capacity needs to be in basin
 - Brought play pit up
 - Will lower turf by a foot to create an increased detention capacity outside of play structure
- Value engineering: looking at play feature, cut out some concrete but trying to keep as in-tact as possible
- Path from Enclave circle removed due to cost (public input was 50/50 on that addition)
- Natural-looking drainage area
- Public comments:
 - Collection of lots of water in park and a hail storm has clogged drain previously; with the park higher and eastern slide lower, how will it impact houses on the South side of the park?
 - Elevation of outlet is not changing, just horizontal location and method of movement
 - Berm on south side is untouched; elevation of turf is the only change due to new plaza and playground
 - Matched height of playground height with height of grate; playground still will have drainage system for situations where it may be flooded
 - Engineered wood fiber on play structure; wood chips were not often going into grate when it was level previously
 - Drainage line will still have access to remove animals; public works will add grate such that it is not accessible by animals or children
 - Playground would be surrounded by concrete curb wall to keep water from encroaching on playground; attempting to alleviate
 - When it rains, how often or how long does water stand there?
 - Engineers are calculating that for various storm events.
 - Have similar shared detention spaces throughout the city: e.g. Enrietto, Meadows, behind Rec Center

- Any plan to address grass quality? Thistle has infiltrated
 - Yes, will explore periphery to native
 - Main area will be scraped
- Will drainage be easy to cross to access the play area?
 - Will take that and look at
 - Seconded - important to be able to traverse vs. walking around
- Surface of the playground: can that be more fire-resistant material?
 - Turf and pour and play are jump in cost
 - Engineered wood fiber has been tested to meet same ASTM rating as carpet would in terms of flammability
 - Largest hurdle is cost
 - What about pea gravel? Has to meet a fall rating for materials.
- Could we make the pergola a solid roof?
 - The play structure has a solid roof, monoslope roof with metal roof and would have tongue and groove roof under for a nicer feel
- There are large cottonwood trees near proposed trees - why are they being removed? Provide shade, home to owls and other birds. Almost all other trees have been lost and to remove other trees would be a loss. Would love to see these trees saved.
 - Three cottonwood around mouth of inlet to existing pipe
 - Those trees are being removed as part of project: 1) health of trees (deemed by forester to be safety risk), 2) adjustments that are needed for stormwater channel (has occurred in other spots around city where trees have encountered system), would be impacted due to earth work and construction
 - Chris Lichty, City Forester, can meet you to discuss the tree health

- Metal edging for landscaping? Could resin be used?
 - Yes can ask about.
- Any trees that would be 5-7 ft tall to provide shade?
 - At least 2 in caliper size, from 8-15 ft tall.
- Color of playground; could that be more neutral?
 - Those renderings are by vendor; haven't provided information for color. Next level in July would show the equipment configuration and color scheme. Colors TBD.
- Around the edge around stairs and steps and walkway - pooling water where the playground was previously and along houses up to park; shifting could be concern? Can we make sure there isn't soggy grass with grading?
 - Would capture water and move to the play field and then that is sloped west to east to drain to low output.
- Turf - can it withstand being under water?
 - Yes, the basin was grass before so it should withstand storm events.
- Swings - can we put younger and older swings next to one another?
 - Current plan is 4 swings: 2 belt swings, 1 toddler, and 1 inclusive swing to meet various needs of users at park
- Is there any other way to reduce cement footprint?
 - Yes, looking into gathering configuration to reduce some of the concrete cost. Trying to balance the gathering area vs. cost.
- Is it a lot of extra work to cost access from the road? Large park for only one official entry point.
 - Early plans showed that; we could probably use Sunflower path cost to cost it out based on sq. footage for ballpark estimate.
- Other public comments:
 - Should try to keep trees for owls and keeping rodents down

- Want to make sure roof isn't slatted (image in packet was not for Enclave consideration, was a general example or a modern pergola).
- Mulch floated all over in previous storms - has clogged the storm drain several times previously
- Bench and picnic tables: lower price option vs. concrete bench.
- Large park with only 1 access point; would be nice to have public access from another entry point
- Questions/comments from PPLAB:
 - Is the public works project part of this project? e.g. drainage changes, removing trees? Budgets are two separate budgets (storm water quality pilot project), only overlap is sharing the same civil engineer so shared some hours; tree removal is park of that
 - Meet to look at the park regarding cottonwood trees? What is instead going to go in? Friendly habitat for owls? Can we relocate for owls in way?
 - Have had a meeting at Sunflower to talk about trees but we could set up offline; sensitive to natural resources and habitats, rely on City Forester to provide expertise on health
 - Would be a good opportunity to provide a point of discussion with community members.
 - Parks Dept shares safety concern
 - Arbor strategy - does this fall into our general strategy? Yes; more mature trees will be put in. Same as removal at 88th and Dillon; were able to look at Oaks that would be put in and that was helpful to visualize.
 - 3 existing pines are very healthy
 - Largest areas of cost?
 - Landscaping - don't have the detailed drawings and irrigation (6 figure buckets but they aren't ready to break that down)

- Right at \$1.1 preliminarily; 20% of budget for playground and covering at Enclave
- Irrigation rework?
 - More associated with earthwork due to moving sidewalks, adjusting sidewalks, etc. Not much due to fire. Modifying for delivering water efficiently.
- Something artistic in each park, or a location for possible Cultural Arts budget sharing in future. Or have a bench be artistic. Sunflower park ground design is creative, good.
- Summary for both parks:
 - Sunflower: simplify, larger trees, native
 - Enclave: large trees are priority, safety of playground, exploring expanded use as simply as we could. Consider East entry/access (natural)
- **PPLAB Modern amenity suggestions - granite bench example**
 - Cynthia sent in some suggestions; if we put a path into Enclave, something we could add to that space
 - Maybe we could just put a bench there on the other side of the park; ideally would be nice to have a graduated (re-slope) to that area
 - Or even a bench surrounded by a butterfly garden

VII. Redtail Ridge - update

- Updated board rules based on Nov 6, 2023 Council Board and Commissions Rules of Procedure - PPLAB is not quasi-judicial
- Prelim plat has passed City Council
- Opportunity to represent community
- Bryon is PROST project manager, for RTR also: Update highlights (see packet also)
 - Any development project, sends referrals to stakeholders (Parks department has that opportunity as part of approval process for city)
 - Plat map divides land into number of parcels
 - Identifies parcel boundaries and where roads would go
 - Light and dark green on map would be dedicated to City

- SIA - legal description of document and maintenance, outlines plats
- As part of the final plat and subdivision agreement, the developer creates drawings to grade and design stormwater, roads, wastewater, etc.
- Parks, public works is receiving packages and sending out for review
- Schedule:
 - Receiving in order of construction (now - August to provide comments)
 - Final Plat and SIA and initial review of construction to be done in parallel so we can review construction documents in way to vet plat; then if approved by City Council, would be buildable as-approved
 - Then individual parcels design would be submitted for review for PUDs
- Parks Dept is looking at trail plans; initial infrastructure for trails for Open Space, e.g.
 - Perhaps asking for a concrete trail vs. crusher trail so Open Space could be plowed, additional trail along 88th
 - City asking for overpass to connect to Broomfield Varra Park (Broomfield) over E-470
 - Thinking about concrete trail that would be plowable to Monarch
 - Add potential trail on 96th
- Next steps:
 - Back to PPLAB with landscape CDs for board comments and suggestions at June meeting
 - PROST Department to review and submit comments on various Construction Drawings (CD) packages over summer
 - Final Plat back to City Council late summer/early fall (no definitive timeline) as it's subject to issues discovered in CD review, agency comments etc.)
 - Board will have opportunity to discuss in June

- Public questions/comments:
 - Pass under Rock Crest? OSAB said they would approve if that was included a few years ago. Would need to revisit.
 - Threat to paths if it's flooded? Would the city need to maintain? Will need to follow up to look at grading plans for elevations and floodplain as well as maintenance. Open Space trails would be ours to maintain just like any other Open Space or Park.
 - Opportunities for conversation at OSAB; could also do research on what we can answer.
 - Sensitive that we will need to maintain whatever is approved.
 - Grading: what are the stages? Does the city have input so it doesn't become a large mud pit?
 - PROST isn't involved in that plan for erosion control or practices.
 - Out for review; documented comments or questions. Cameron, City Engineer, will be taking comments and can answer questions.
 - Are final plats going to the Planning Commission?
 - Yes.
 - For landscaping discussions - need a plan for the northern area for Track A and C.
 - When landscaping becomes topical - continued prairie vs. woodland. Developer is planning on planting thousands of trees in the prairie landscape. Encourage that Parks consider when evaluating.
 - 6 drainage basins on site. Can some of those things be considered for Parks and Open space?
 - How the metro district figures into the overpass and division of labor needs to be negotiated - when the metro district is activated, when will that be convened after approval.
 - Grading phasing - two phases. City will need much more details on phases and processes.

- Other comments/questions from PPLAB:
 - Largest development since Tech Center and before that Centennial Valley on McCaslin; largest in modern development review
 - 355 acres of Parks lands currently - how many more acres of parks land does this add? How many parks? Private vs. public?
 - Which are Louisville vs. metro district?
 - Where is the acreage? - impacts items that we've talked about for park amenities and outdoor recreation in the future
 - Track B is park - trail structure as shown by developer is along Open Space
 - Not part of the metro district
 - Is the High Plains Environmental Center still involved?
 - Not sure if they are.
 - Would be great if they were involved to maintain prairie ecosystem. Or understand if removed or shifted to other provider(s).
 - Level of cost and also contingency - what is that? Budget and schedule?
 - Liability - parks with public access? Between metro district and City, who is liable? Who is maintaining?
 - Where are the amenities such as dog parks, etc. if those are going in private parks?
 - Wildlife relocation - what are the plans are prior to grading?
 - Sustainability and being eco-friendly are core tenets of current comprehensive plan.
 - Tree assessment - when was the last time we did a tree assessment at RTR site and are any being saved?
 - Who is managing what projects?
 - Bryon. PPLAB supports Parks getting additional project managers to support Bryon or how Adam sees the org evolving. Bryon manages referral process.

- Was a public park at RTR included in 5 year capital plan?
 - No as it's not approved and it's not in current inventory. Future budget cycle.
- Would be helpful to understand potential uses for land that will be dedicated to City based on needs of communities.
 - Ballpark estimate for what that would cost and earliest possible timing.
 - What type of park? What's the timeline? Would help set expectations for community.
 - By next year's long-range PROST plan, we will know more.
- For the next meeting: plans for landscape for streets, various maintenance responsibilities.
- Tree inventory and wildlife assessment?
- Prairie vs. trees?
- Fire hardening relative to Prairie vs. trees?
- Where is water coming from to support landscaping? Noted for capacity discussions as well.
- Review trail locations

VIII. Staff Updates

- Thank you to Abby for consistently providing this new report for several months now. Board members are encouraged to Review packet contents especially the staff update so it does not have to be reviewed fully at the meeting.
- Seasonal: Bathrooms all open across parks
- Discussion: Lights at Sports Complex are managed by Rec department; note sent about lights on when no games were being played
- May 7: City Council: budget amendment in consent agenda - funds for open space and parks review
- (TBD date) May 14: Initial Work plan for City Council at 6PM
- Capital requests in City Manager's office; first time Council will see is 7/24 (4-5 hour budget retreat) at Library
- Seasonal staffing currently underway

IX. Board Reports

RAB/PPLAB – Outdoor Amenities Subgroup

- Top priorities: Tennis Courts, Multipurpose field, Pickleball. Updated/remodeled Golf Clubhouse – almost on its own track.
- To draft a memo at 5/13 meeting summarizing support with some specific recommendations.

Bee City

- Louisville Garden tour for mid-July: sponsors in place to support tour
- Art project for schools - until Friday, May 12th.
- 1-2 art entries for sticker for this year to promote planting for pollinators
- Non-profit start up incubator as longer-term sustainability support

Other comments

- Graffiti in Parks and Open Space - Parks staff responded and cleaned it up; will keep an eye and police chief is aware and looking for repeated tagging
 - Are there trends on this?
 - Capture notes on what type of tagging and if it should be reported to PD.

X. 2024 Council Work Plan Review - continuation - deferred

XI. Finance- 2 C update from April 18 Committee meeting - deferred

XII. Proposed Public Art Ordinance- review

- In agenda – review for discussion with Cultural Arts Director at June PPLAB.
- Ordinance includes Update (change) to streamline, clarify roles and update to Cultural Arts Board reviews for approvals. Staff project manager oversees programs instead of the CAB. Presented April 2 to City Council and approved at April 16th Council meeting.
- For June discussion. Perhaps PPLAB can be included in FYI for art in public space in the 15 day comment period - as a request

- Story book about Bees in Community Park has been well-received by community and noticed by several PPLAB members. Thanks to the Arts/Library teams for that work.

XIII. Discussion Items for Next Meeting

- McCaslin Entryway
- Art in Parks and Public Spaces
- Deferred items
- Redtail update in June (or July) - comment window could allow for July
 - Trees (June) - what is the environmental inventory? What will grading do to existing trees?
- Review of draft ordinance related to quasi-judicial status of board - recommendation for PPLAB to become quasi-judicial; would need to provide comments and to status for Council in 2nd reading
- Park Plans (July) and plant discussions for Sunflower and Enclave

XIV. Adjourn

Adjourned at 9:30 PM

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City of Louisville

Parks Division 749 Main Street Louisville, CO 80027
303.335.4774 (phone) www.LouisvilleCO.gov

Parks & Public Landscaping Advisory Board

City of Louisville, Colorado

Public Art Policy

2024

ABOUT THE PUBLIC ART POLICY

The City of Louisville seeks to offer high quality Public Art that engages residents and visitors, creates a unique sense of place, embraces diversity in all its forms, and celebrates the cultural legacy of the City of Louisville (City.) This policy is intended to supplement Chapter 14.20 of the Louisville Municipal Code (LMC) regarding Public Art, to guide the acquisition of works of art by the City and their placement on public property and in public buildings within the City.

The Public Art Policy (Policy) is created at the direction of the Cultural Arts Master Plan (adopted April 2017) and the City of Louisville's Comprehensive Plan (adopted May 2013), and seeks to apply the 2016 Best Practices for Public Art Projects established by the Public Art Network Council and the Americans for the Arts.

It is the intent of this policy to facilitate the acquisition of works of enduring value; encourage community engagement through the Cultural Board and juror participation, and the public comment process; and cultivate a compelling arts experience in the City.

LIMITATIONS OF THIS POLICY

For the purpose of this Policy, "Public Art" is defined as a work of art owned by the City of Louisville and placed on public property. "Public Art" means and includes, but is not limited to,

Sculpture: three-dimensional works made from durable materials; Painting; Graphic arts: printmaking, drawing; Mosaics; Photography: traditional, or digital, but must be one-of-a-kind; Works in clay, fiber and textiles, wood, metal, plastics, stained glass, and other materials, both functional and nonfunctional; Mixed media: any combination of forms of media, including collage; Earth works: environmental art installations; Decorative, ornamental, or functional elements which are designed by practicing artists or other persons submitting as artists, including but not limited to design professionals who are not participating members of the city's design team for the project; Light or luminal art; Sound art; Portable art that may be displayed at locations other than its substantially permanent location

The list of elements which may not be considered public art makes a few very important distinctions: Directional elements such as supergraphics, signage, and wayfinding; Objects which are mass produced in a standard design, such as playground equipment, fountains, benches or bike racks; Reproductions, by mechanical or other means, of original works of art, (e.g., enlarged, printed banners and vinyl utility box wraps of paintings, unless the painting was created specifically for the site); Landscaping except where such elements are designed by an artist or artist/landscape architect and are an integral part of a work of environmental art

This Policy does not address art on privately owned property that is available for public viewing such as murals on private businesses. This policy also does not apply to works of art within the exemptions in Section 14.20.090 of the LMC.

The Policy does not address changing the current City budget for the purchase of Public Art. It outlines the process for selecting works of art to be purchased with City funds utilizing current City of Louisville procurement policies, or for accepting/rejecting works of art proposed for donation to the City by individuals or organizations.

PUBLIC ART MANAGEMENT

The Louisville Cultural Advisory Board ("Cultural Board") will advise on matters of Public Art. The City Arts and Events Program Manager will receive and consider the Cultural Board's advice, and may seek additional guidance or participation from experts such as artists, arts professionals, design professionals, and engineers.

The Cultural Board shall advise on:

- A. Procedures for the selection, acquisition or loan, and display of works of art in public places;
- B. Selection of public sites suitable for the display of works of art;
- C. Preservation, maintenance and conservation of works of art that may be displayed in public places;

D. Procedures for the removal, relocation and de-accession of works of art previously acquired.

GUIDING PRINCIPLES FOR PUBLIC ART IN LOUISVILLE

Public Art in Louisville must align with the following Guiding Principles:

- A. Conceptual compatibility of the design with the immediate environment of the site;
- B. Appropriateness of the design to the function of the site;
- C. Compatibility of the design and location with a unified design character or historical character of the site;
- D. Preservation and integration of natural features for the project;
- E. Appropriateness of the materials, textures, colors and design to the expression of the design concept;
- F. Representation of a broad variety of tastes within the community and the provision of a balanced inventory of art in public places to ensure a diversity of thought and expression, and a variety of subjects, styles, designs, and media throughout the community;
- G. Appropriateness of the work of art for observation by people all ages; and
- H. Other selection matters and values as established by this public art policy adopted by the Cultural Advisory Board.

PUBLIC ART VALUES

In addition to meeting the Guiding Principles, several values have been identified that are priorities of the Louisville community and which should be considered when selecting or approving new Public Art installations. Public Art in Louisville should strongly reflect the values outlined below.

WORK OF ART AND ARTIST SELECTION VALUES

1. Designed specifically for Louisville
2. Created with a high level of skill, craftsmanship, and creativity
3. Celebrates a variety of Louisville, Front Range, Colorado and national artists of importance
4. Appeals to Louisville residents and visitors
5. Employs materials that are durable and appropriate to the proposed site
6. Addresses subject matter that is meaningful to the Louisville community
7. Includes a diversity of thought, subject matter, mediums, and types of artistic expression
8. Is appropriate for all ages

SITE SELECTION VALUES

1. Geographically dispersed throughout the community
2. Supports economic development and revitalization efforts
3. Encourages exploration and discovery throughout the City of Louisville
4. Compelling site-specific works of art
5. Placemaking and opportunities for art to create community
6. Accessible to all
7. Easy pedestrian access
8. Locations that allow viewers to pause and experience the works of art

APPROVAL PROCESS FOR PUBLIC ART INSTALLATIONS

When considering a new Public Art installation, the following process will be followed:

1. **Evaluation:** Prior to referring a work of art to the Cultural Board, the Program Manager will evaluate works of art proposed for donation or purchase in accordance with the selection and display factors in this document and in section 14.20.060 of the Louisville Municipal Code. As part of the evaluation process, the Program Manager may assemble a jury of community members to evaluate the work.
2. **Public Notice:** Prior to proceeding with the installation of a work of art proposed for display in a public place, the Program Manager will post notice at the proposed location. During this period the public will have an opportunity to comment on the proposal by email and at the subsequent Cultural Board meeting.
3. **Approval:** The Cultural Board will advise on whether to approve the work of art for installation and display in the public place. The Program Manager will issue a final written decision on whether to approve a work of art for installation and display in the public place. All decisions by the Program Manager as to placement of works of art shall be considered final unless the City Council within 45 days of the decision chooses to review the decision, which review shall occur at a subsequent City Council meeting.
4. **City Council Review** (if applicable): The City Council may choose to review the decision of the Arts and Events Program Manager in accordance with the LMC.
5. **Purchase/Acceptance of Donation and Installation.** Once the placement of a work of art has been approved, and the decision of approval considered final, the Program Manager may proceed with the purchase or acceptance of the work of art.

EVALUATION

The Cultural Board and Arts and Events Program Manager will evaluate proposed Public Art installations by considering the following criteria:

CHOICE OF ARTIST AND WORK OF ART

An open/invitational call for entry will be the standard method for acquiring works of art for the City. Artist and works of art selected should reflect the Work of Art and Artist Selection Values.

SITE SELECTION

A specific site must be selected and should reflect one or more of the Site Selection Values. If the initial selected site is found to be inappropriate for reasons relating to safety, access, utilities, or future planned development, a new, comparable site may be selected without further public notice or City Council review.

The Arts and Events Program Manager will address any permissions or permits needed for the proposed location.

PURCHASE AGREEMENT/DONATION ACCEPTANCE AGREEMENT TERMS

The Arts and Events Program Manager must research and determine that the work of art can be acquired under appropriate terms and that enough information is known about the work of art to appropriately evaluate its durability and expected maintenance.

Specific terms that must be discussed with the donor, artist, or seller include:

1. Value of the work of art
2. Description including title, artist name, and materials
3. Maintenance and conservation plans

4. Realistic lifespan of the work of art
5. Rights of the City to ownership or to reasonable use of images of the work of art for publicity, educational and promotional purposes
6. Deaccession plan

FUNDING

The Arts and Events Program Manager must determine the cost to purchase and install the work of art and affirm that appropriate funds are available. In collaboration with the Cultural Services Director, the Arts and Events Program Manager must further determine that funds will be available for the expected ongoing maintenance of the work of art.

GUIDING PRINCIPLES

Looking at the acquisition and installation of the work of art as a whole, the Arts and Events Program Manager must determine that the work of art and proposed site meet the Guiding Principles for Public Art in Louisville.

PUBLIC NOTICE

Following the initial evaluation and advice from the Cultural Board and jury (if applicable,) the Arts and Events Program Manager will decide whether to proceed with a proposed Public Art installation. If they decide to proceed, public notice will be made and the public will have an opportunity to comment prior to the final decision and installation.

A sign will be placed at the proposed installation site for a minimum of 15 days prior to the date of the meeting when the Cultural Board will review comments and advise on whether to acquire and install the work of art. The sign must include the following information:

1. Description, photograph, or drawing of the work of art including size/scale
2. Description of the proposed location
3. Anticipated lifespan of the art
4. Anticipated maintenance plans and cost
5. Source of work of art (donation/purchase)
6. Contact information for submitting public comment
7. Date, time, and location of public Cultural Board meeting reviewing public comments

ARTS AND EVENTS PROGRAM MANAGER APPROVAL

The Cultural Board and Arts and Events Program Manager will discuss the proposed Public Art installation at the meeting announced on the public notice. The public will have an opportunity to comment at the meeting and comments received in writing will be shared. The Cultural Board may then discuss and decide whether to recommend the proposed Public Art installation. All decisions by the Arts and Events Program Manager as to acquisition and placement of works of art shall be considered final.

CITY COUNCIL REVIEW

All decisions by the Arts and Events Program Manager as to acquisition and placement of works of art shall be considered final unless the City Council within 45 days of the decision chooses to review the decision, which review shall occur at a subsequent City Council meeting.

ARTWORK REMOVAL/DEACCESSIONING

From time to time, it may be appropriate for the Arts and Events Program Manager to consider deaccessioning a piece of Public Art, the process of withdrawing a work of art from public exhibition through storage, loan or disposal. Following current Best Practices for Public Art, the Arts and Events Program Manager may deaccession a work of art when any one or more of the following circumstances exist:

1. The repair of a damaged work of art is impractical or the cost is excessive in relation to the cost of the work of art.
2. The work of art poses a real public safety risk.
3. The security and condition of the work of art cannot be reasonably guaranteed in the present site.
4. The use of the particular public space has changed and the contextual meaning of the work of art is no longer.
5. The work of art is of inferior quality to other works in the collection or is incompatible with the rest of the collection.
6. The City wishes to replace the work of art with a work of more significance or appropriateness by the same artist.
7. The work of art does not meet the Values or Guiding Principles of the collection.
8. The work of art has received documented, unabated adverse reaction from the community over a period of time and modifications to the work are not possible.

The City Council may choose to review a decision of the Arts and Events Program Manager regarding deaccessioning of a piece of Public Art within 30 days of the decision, which review shall occur at a subsequent City Council meeting.

DEACCESSIONING APPROVAL PROCESS

1. **Evaluation:** The Cultural Board and Arts and Events Program Manager will evaluate the work of art based on the Removal/Deaccessioning criteria.
2. **Public Notice:** Public notice will be made and the public will have an opportunity to provide comment.
3. **Approval:** The Cultural Board will recommend for or against the deaccessioning of a piece of Public Art. The Arts and Events Program Manager will make the final decision based on the Cultural Board's recommendation.
4. **City Council Review** (if applicable): The City Council may choose to review a decision of the Arts and Events Program Manager regarding the de-accessioning of a piece of Public Art within 30 days of the decision, which review shall occur at a subsequent City Council meeting.
5. **Removal/Deaccession.**

DEACCESSIONING PROCESS

When deaccessioning a piece, the artist will first be informed in writing of the decision and will be given right of first refusal to buy back the deaccessioned work of art. Donor will be informed in writing of the intent to deaccessioning the Public Art (if applicable and feasible).

The following means of deaccessioning will be considered (in order):

1. Specific action if agreed upon with the donor or artist at the time of the City's acquisition of the work
2. Sale of the work of art
3. Trade for one or more other works of art by the same artist
4. Indefinite loan to another government entity
5. Destruction of a work of art that is deteriorated or damaged beyond repair at a reasonable cost and deemed to be of no or only a negligible value

ORDINANCE NO. _____
SERIES 2024

AN ORDINANCE AMENDING CHAPTER 14.20 OF THE LOUISVILLE MUNICIPAL CODE REGARDING PUBLIC ART

WHEREAS, City Council previously adopted Chapter 14.20 of the Louisville Municipal Code, which establishes factors to guide the City’s acquisition of art and its placement on public property and in public buildings within the City; and

WHEREAS, City Council has determined that certain changes to the acquisition process are appropriate.

NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LOUISVILLE, COLORADO:

Section 1. Sections 14.20.020 through 14.20.080 of the Louisville Municipal Code are hereby amended as follows (words to be added are underlined; words deleted are ~~stricken~~):

Sec. 14.20.020. Definitions.

For purposes of this Chapter, the following words or phrases shall have the following meanings:

Cultural Board ~~*council*~~ means the Louisville Cultural Advisory Board.

Program Manager means the City’s Arts and Events Program Manager or designee.

Work of art means and includes, but is not limited to, a sculpture, monument, mural, fresco, relief, painting, mosaic, ceramic, weaving, carving, ~~and~~ graphic arts, photography, mixed media, earth works, light or luminal art, sound art, portable art, and works in clay, fiber, textiles, wood, metal, plastics, stained glass and other materials.

Sec. 14.20.030. Administration.

The Program Manager ~~Cultural Council~~ shall administer the provisions of this Chapter relating to the acquisition, placement and display of works of art.

Sec. 14.20.040. Public art policy ~~Guidelines.~~

The Cultural Board ~~Council~~ shall adopt a public art policy guidelines:

- A. To prescribe procedures for the selection, acquisition or loan and display of works of art in public places;
- B. To select public sites suitable for the display of works of art;
- C. To facilitate the preservation, maintenance and conservation of works of art that may be displayed in public places;
- D. To prescribe procedures for the removal, relocation and de-accession of works of art previously acquired; and
- E. To set forth any other matter appropriate for the administration of this Chapter.

Sec. 14.20.050. Approval process.

A. Prior to referring a work of art to the Cultural Board, the Program Manager ~~Cultural Council~~ shall evaluate works of art proposed for donation or purchase in accordance with the selection and display factors set forth in section 14.20.060 this chapter. As part of the evaluation process, the Program Manager may assemble a jury of community members to evaluate the work.

B. Prior to proceeding with the installation of a work of art proposed for display in a public place, the Program Manager ~~Cultural Council~~ shall post notice at the proposed location in accordance with section 14.20.080 of this chapter.

C. The Cultural Board ~~Council~~ shall ~~vote~~ advise on whether to approve the work of art for installation and display in the public place. The Program Manager shall issue a final written decision on whether to approve a work of art for installation and display in the public place. All decisions by the Program Manager ~~Cultural Council~~ as to placement of works of art shall be considered final unless the City Council within 45 days of the decision chooses to review the decision, which review shall occur at a subsequent City Council meeting.

D. Once the placement of a work of art has been approved, and the decision of approval considered final, the Program Manager ~~Cultural Council~~ may proceed with the purchase or acceptance of the work of art in accordance with the public art policy guidelines adopted pursuant to section 14.20.040 of this chapter.

Sec. 14.20.060. Selection and display factors.

The ~~Cultural Board Council~~ and Program Manager shall consider the following factors, as applicable, in evaluating and selecting works of art for display in public places:

- A. Conceptual compatibility of the design with the immediate environment of the site;
- B. Appropriateness of the design to the function of the site;
- C. Compatibility of the design and location with a unified design character or historical character of the site;
- D. Preservation and integration of natural features for the project;
- E. Appropriateness of the materials, textures, colors and design to the expression of the design concept;
- F. Representation of a broad variety of tastes within the community and the provision of a balanced inventory of art in public places to ensure a diversity of thought and expression and a variety of subjects, styles, designs and media throughout the community;
- G. Appropriateness of the work of art for observation by people all ages; and
- H. Other selection matters and values as established by the ~~Cultural Council's public art policy adopted pursuant to section 14.20.040 of this chapter.~~ written guidelines.

Sec. 14.20.070. Display of art in public places.

A. Works of art selected pursuant to the provisions of this Chapter may be placed in, on or about any public place. Works of art owned by the City may also be loaned for exhibition elsewhere, upon such terms and conditions as deemed appropriate by the Program Manager ~~Cultural Council~~. Works of art that are privately owned or owned by other public entities may be loaned to the City for display upon such terms and conditions as deemed appropriate by the Program Manager ~~Cultural Council~~.

B. All works of art in public places shall receive the prior review and approval of the Program Manager ~~Cultural Council~~, unless otherwise provided in this chapter. None shall be removed, altered or changed without the prior review and approval of the Program Manager ~~Cultural Council~~, except for works of art on loan to the City, which shall be removed at the end of the loan period and returned to the owner, and except where

removal, alteration or change is necessary to alleviate a public safety concern.

C. Installation, maintenance, alteration, refinishing and moving of works of art in public places shall be done in consultation with the artist whenever feasible, and in accordance with the guidelines established by the Cultural ~~Board Council~~.

D. The City Manager or the City Manager's designee shall maintain a detailed record of all art in public places, including site drawings, photographs, designs, names of artists, and the names of architects whenever feasible. The City Manager or the City Manager's designee shall attempt to give appropriate recognition to the artists and publicity and promotion regarding art in public places.

Sec. 14.20.080. Public notice - ~~cultural council~~ program manager action - city council review.

A. Prior to proceeding with the installation of a work of art proposed for display in a public place, the ~~Program Manager Cultural Council~~ shall post notice at the proposed location, which notice shall contain the following information:

1. The date of posting;
2. A description, photograph or drawing of the work of art to be installed, including but not limited to its size and subject matter;
3. A description, photograph or drawing of the proposed display site;
4. A statement that members of the public may submit written comments, and contact information for delivery of the written comments; and
5. The date, time and location of the Cultural ~~Board Council~~ meeting at which the Cultural ~~Board Council~~ will receive public comment and make a recommendation ~~take action~~ on the proposed installation.
6. The Program Manager shall issue a final written decision on whether to approve a work of art for installation and display in the public place. A copy of the decision shall be published on the City's website and shall be forwarded to City Council.

B. All decisions by the Program Manager Cultural Council as to placement of works of art shall be considered final unless the City Council within 45 days of the decision chooses to review the decision, which review shall occur at a subsequent City Council meeting.

Section 2. If any portion of this ordinance is held to be invalid for any reason, such decision shall not affect the validity of the remaining portions of this ordinance. The City Council hereby declares that it would have passed this ordinance and each part hereof irrespective of the fact that any one part be declared invalid.

Section 3. All other ordinances or portions thereof inconsistent or conflicting with this ordinance or any portion hereof are hereby repealed to the extent of such inconsistency or conflict.

INTRODUCED, READ, PASSED ON FIRST READING, AND ORDERED PUBLISHED this 2nd day of April, 2024.

Christopher M. Leh, Mayor

ATTEST:

Meredyth Muth, City Clerk

APPROVED AS TO FORM:

Kelly PC, City Attorney

PASSED AND ADOPTED ON SECOND AND FINAL READING, this _____ day of _____, 2024.

Christopher M. Leh, Mayor

ATTEST:

Meredyth Muth, City Clerk

City of Louisville's Tree Canopy Update – May 2024

The City of Louisville's urban forest has faced some challenges in the past year, especially with some unpredictable weather this spring. An early spring snowstorm produced a lot of tree damage followed by a period of severe winds which added to the negative impacts to the City's trees. The following are some of the efforts the Forestry crew will be tackling this spring, summer and fall.

Finishing the removal and mitigation of the trees effected by the Marshall fire. The Forestry crew has been waiting on some trees that were affected by the fire to see how they would respond in the year(s) following the fire. The hope was that by waiting we might see some degree of recovery and be able to save them from removal. We are seeing good recovery in many of these trees.

Continuing to remove storm damage from trees affected by the severe spring weather events. Damage was widespread and we prioritized trees in high traffic areas. Medians and ROWs were our first focus and now we can make our way through the park system. This is a slow process, but we are making progress.

Both the City's ash and private ash continue to be threatened by the Emerald Ash borer (EAB). The impacts are especially evident on Dillon Rd. and Cherry St. The City will continue to remove the worst affected trees first and try to get as much life from trees less affected. Unfortunately, the impacts of not diversifying tree species when planting on medians and ROWs are very evident. Fortunately, the City continues to diversify species in all its tree planting including new plantings and replacement plantings. Preventative treatments of the City's high value ash are continuing this spring.

Tree planting got off to a nice start with a tree planting event at the Louisville Arboretum to celebrate Arbor Day. Continuing with planting 16 trees at the Louisville Sports complex and Cleo Mudrock Park. This is a collaboration project with the Boulder County Community Forestry Corps, a group of students interested in learning and working in the Urban Forestry field. Tree planting will continue throughout the year to replace trees lost in the Marshall Fire, park tree replacements and new tree plantings where irrigation is present or can be established reasonably.

This year is shaping up to be a busy year for Louisville's Forestry crew, but excitement continues to build knowing that continual improvement of our shared tree canopy is progressing nicely.

If you have questions or concerns, please feel free to contact the Forestry office, Chris Lichty at (303) 335-4733 or ChrisL@louisvilleco.gov



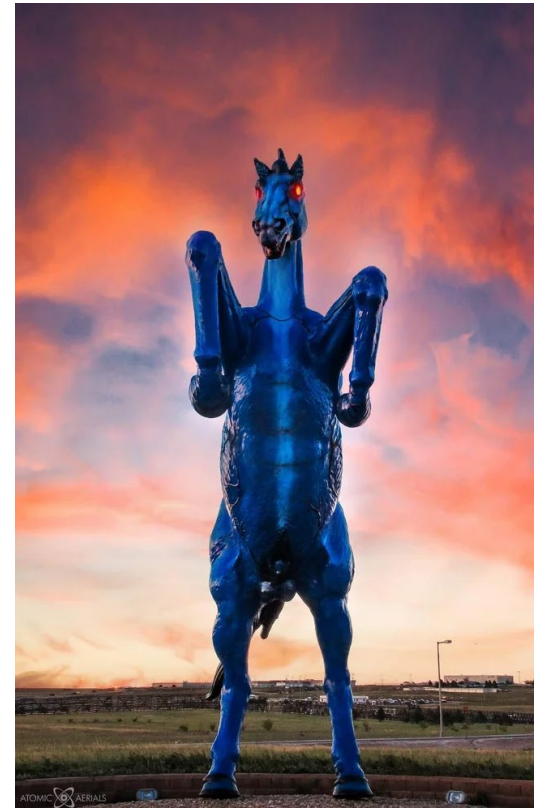
Cultural Services

Public Art Policy and Process



Public Art?

- Public art projects are an interactive process involving artists, architects, design professionals, community residents, civic leaders, politicians, funding agencies, and construction teams.
- Public art can express community values, enhance our environment, transform a landscape, heighten our awareness, or question our assumptions.
- Placed in public sites, the art is there for everyone, a form of collective community expression.
- In a diverse society, all art cannot appeal to all people, nor should it be expected to do so.



City of Louisville Public Art

Public Art is not:

- art on privately owned property;
- Directional elements such as supergraphics, signage, and wayfinding;
- Objects which are mass produced in a standard design, such as playground equipment, fountains, benches or bike racks;
- Reproductions, by mechanical or other means, of original works of art;
- Landscaping except where such elements are designed by an artist or landscape architect and are an integral part of a work of environmental art





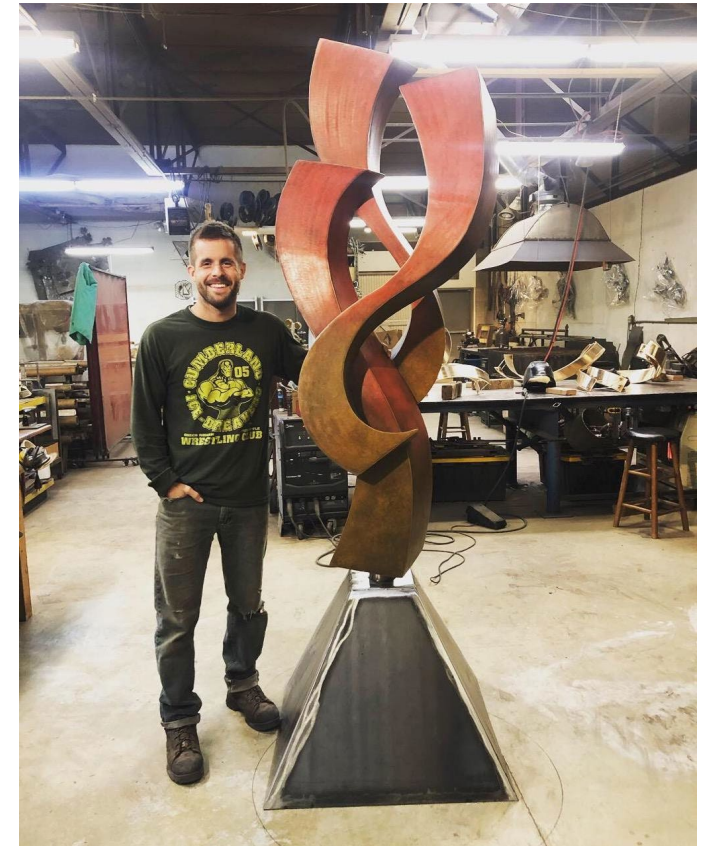
Public Art is managed by the Arts and Special Events Program Manager with advice and guidance from the Cultural Advisory Board (formerly the LCC.)

GUIDING PRINCIPLES FOR PUBLIC ART

- **Conceptual compatibility of the design with the immediate environment of the site;**
- **Appropriateness of the design to the function of the site;**
- **Compatibility of the design and location with a unified design character or historical character of the site;**
- **Preservation and integration of natural features for the project;**
- **Appropriateness of the materials, textures, colors and design to the expression of the design concept;**
- **Representation of a broad variety of tastes within the community and the provision of a balanced inventory of art in public places to ensure a diversity of thought and expression, and a variety of subjects, styles, designs, and media throughout the community;**
- **Appropriateness of the work of art for observation by people all ages; and**
- **Other selection matters and values as established by this public art policy adopted by the Cultural Advisory Board.**

WORK OF ART AND ARTIST SELECTION VALUES

- Designed specifically for Louisville
- Created with a high level of skill, craftsmanship, and creativity
- Celebrates a variety of Louisville, Front Range, Colorado and national artists of importance
- Appeals to Louisville residents and visitors
- Employs materials that are durable and appropriate to the proposed site
- Addresses subject matter that is meaningful to the Louisville community
- Includes a diversity of thought, subject matter, mediums, and types of artistic expression
- Is appropriate for all ages



SITE SELECTION VALUES

- Geographically dispersed throughout the community
- Supports economic development and revitalization efforts
- Encourages exploration and discovery throughout the City of Louisville
- Compelling site-specific works of art
- Placemaking and opportunities for art to create community
- Accessible to all
- Easy pedestrian access
- Locations that allow viewers to pause and experience the works of art

SELECTION PROCESS



Evaluation

- An open/invitational call for entry will be issued. Artist and works of art selected should reflect the Selection Values.
- Prior to referring a work of art to the Cultural Board, the Program Manager will evaluate works of art proposed for donation or purchase.
- As part of the evaluation process, the Program Manager may assemble a jury of community members to evaluate the work.

Public Notice

- Prior to proceeding with the installation of a work of public art, the Program Manager will post notice at the proposed location.
 - A sign will be placed at the proposed installation site for a minimum of 15 days prior to the date of the meeting when the Cultural Board will review comments.
 - The sign must include the following information:
 - Description, photograph, or drawing of the work of art including size/scale
 - Description of the proposed location
 - Anticipated lifespan of the art
 - Anticipated maintenance plans and cost
 - Source of work of art (donation/purchase)
 - Contact information for submitting public comment
 - Date, time, and location of public Cultural Board meeting reviewing public comments
- During this period the public will have an opportunity to comment on the proposal by email and at the subsequent Cultural Board meeting.

Approval

- The Board will advise on whether to approve the work of art for installation and display in the public place.
- The Program Manager will issue a final written decision.
- The decision will be considered final unless the City Council within 45 days of the decision chooses to review the decision at a subsequent City Council meeting.

City Council Review

- The City Council may choose to review the decision of the Arts and Events Program Manager in accordance with the LMC.



Purchase/Acceptance and Installation

- Once the placement of a work of art has been approved, and the approval considered final, the Program Manager may proceed with the purchase or acceptance of the work of art.
- The Program Manager must determine the cost to purchase and install the work of art and affirm that appropriate funds are available.
- The Program Manager must determine that funds will be available for the ongoing maintenance of the piece.



REMOVAL and DEACCESSIONING PROCESS

Why deaccession?

Following current Best Practices for Public Art, the Arts and Events Program Manager may deaccession a work of art when any one or more of the following circumstances exist:

- The repair of a damaged work of art is impractical or the cost is excessive in relation to the cost of the work of art.
- The work of art poses a real public safety risk.
- The security and condition of the work of art cannot be reasonably guaranteed in the present site.
- The use of the particular public space has changed and the contextual meaning of the work of art is no longer valid.
- The work of art is of inferior quality to other works in the collection or is incompatible with the rest of the collection.
- The City wishes to replace the work of art with a work of more significance or appropriateness by the same artist.
- The work of art does not meet the Values or Guiding Principles of the collection.
- The work of art has received documented, unabated adverse reaction from the community over a period of time and modifications to the work are not possible.

Deaccessioning Process

When deaccessioning a piece, the artist will first be informed in writing of the decision and will be given right of first refusal to buy back the deaccessioned work of art. Donor will be informed in writing of the intent to deaccessioning the Public Art.

The following means of deaccessioning will be considered (in order):

- Specific action if agreed upon with the donor or artist at the time of the City's acquisition of the work
- Sale of the work of art
- Trade for one or more other works of art by the same artist
- Indefinite loan to another government entity
- Destruction of a work of art that is deteriorated or damaged beyond repair at a reasonable cost and deemed to be of no or only a negligible value

Questions?

**ORDINANCE NO. XXX
SERIES 2024**

**AN ORDINANCE AMENDING CHAPTERS 2.20 AND 4.02 OF THE LOUISVILLE
CONCERNING THE QUASI-JUDICIAL ROLES OF THE OPEN SPACE ADVISORY
BOARD AND THE PARKS AND PUBLIC LANDSCAPING ADVISORY BOARD**

WHEREAS, the City previously created and established an Open Space Advisory Board (OSAB) and a Parks and Public Landscaping Advisory Board (PPLAB), which serve in an advisory capacity to the City Council; and

WHEREAS, City Council desires to formalize and clarify the quasi-judicial roles and responsibilities of the OSAB and PPLAB with respect to land development application review.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LOUISVILLE, COLORADO:

Section 1. Chapter 2.20 of the Louisville Municipal Code is hereby amended by the addition of a new Section 2.20.080 to read as follows:

**Chapter 2.20
Boards and Commissions**

Sec. 2.20.080. Parks and Public Landscaping Advisory Board.

A. There is created and established a Parks and Public Landscaping Advisory Board for the City.

B. The Board shall consist of seven members, each of whom shall be appointed by the City Council. The qualifications, terms, and other matters respecting membership of the Board shall be set by City Council resolution.

C. The members of the Board shall serve in an advisory capacity to City Council, and shall have principal responsibility for matters related to parks and public landscaping. The powers, duties and responsibilities of the Board shall be set forth in this section and by City Council resolution.

D. Development application review.

1. The Board shall review:

a. Preliminary and final subdivision plats that include public use dedications or cash in lieu of public use dedications pursuant to Section 16.16.160 of the Code or

public.

b. Land development applications that include streetscape landscaping in new development.

2. The intent of the Board's review is to advise the Planning Commission and City Council on those parts of the land development application related to:

a. Park development within the project boundaries, including the preferred locations for parks and whether the application meets the criteria for park development set forth in the City Code and other City-adopted policies;

b. Development of trails and trail connections;

c. Infrastructure or improvements relating to parks;
and

d. If the application does not include a park dedication, the Board may recommend that the application be revised to include a park element.

3. The Board shall conduct a public hearing in connection with its review of land development applications. Public notice shall be provided in accordance with Sections 16.04.070 of the Code. The Board shall act as a quasi-judicial body in the conduct of the hearing.

4. After the public hearing is concluded, the Board shall adopt a resolution making findings concerning the matters set forth in this Section and recommending approval, approval with conditions or denial of the application.

Section 2. Chapter 4.02 of the Louisville Municipal Code is hereby amended by the addition of a new Section 4.02.050 to read as follows:

Chapter 4.02
Citizens Open Space Advisory Board

Sec. 4.02.050. Development application review.

A. The Board shall review development applications that include proposals for public use dedications, cash in lieu of public use dedications, or public or private common open space. Specifically, the Board shall review:

1. Preliminary and final subdivision plats that include public use dedications or cash in lieu of public use dedications pursuant to Section 16.16.160 of the Code.

2. Preliminary and final PUD applications that include a proposal for open space pursuant to Section 17.28.080 of the Code.

3. Preliminary and final PUD applications that include a proposal for open space as part of a waiver request pursuant to Section 17.28.110 of the Code.

B. The intent of the Board's review is to advise the Planning Commission and City Council on those parts of the land development application related to:

1. Open space development within the project boundaries, including the preferred locations for open space and whether the application meets the criteria for open space development set forth in the Charter, City Code and other City-adopted policies;

2. Development of trails and trail connections;

3. Land management standards for private common open space;

4. Infrastructure or improvements relating to open space;
and

5. If the application does not include an open space dedication, the Board may recommend that the application be revised to include an open space element.

C. The Board shall conduct a public hearing in connection with its review of land development applications. Public notice shall be provided in accordance with Sections 16.04.070 and 17.04.070 of the Code. The Board shall act as a quasi-judicial body in the conduct of the hearing.

D. After the public hearing is concluded, the Board shall adopt a resolution making findings concerning the matters set forth in this Section and recommending approval, approval with conditions or denial of the application.

Section 3. Section 4.02.040.D of the Louisville Municipal Code is hereby amended to read as follows (words added are underlined; words deleted are ~~stricken thorough~~):

Sec. 4.02.040. Ongoing duties.

D. The board shall provide comments to the Council and/or Planning Commission on development applications as provided in Section 4.02.050. ~~proposals for land immediately adjacent to, or materially impacting, open space lands providing the comments are provided during the standard referral timeliness established for the city's development processes. Staff will coordinate providing the board with information on pending issues to provide the board a timely opportunity to provide such comments as part of the established planning process.~~

Section 4. If any portion of this ordinance is held to be invalid for any reason, such decision shall not affect the validity of the remaining portions of this ordinance. The City Council hereby declares that it would have passed this ordinance and each part hereof irrespective of the fact that any one part be declared invalid.

Section 5. The repeal or modification of any provision of the Municipal Code of the City of Louisville by this ordinance shall not release, extinguish, alter, modify, or change in whole or in part any penalty, forfeiture, or liability, either civil or criminal, which shall have been incurred under such provision, and each provision shall be treated and held as still remaining in force for the purpose of sustaining any and all proper actions, suits, proceedings, and prosecutions for the enforcement of the penalty, forfeiture, or liability, as well as for the purpose of sustaining any judgment, decree, or order which can or may be rendered, entered, or made in such actions, suits, proceedings, or prosecutions.

Section 6. All other ordinances or portions thereof inconsistent or conflicting with this ordinance or any portion hereof are hereby repealed to the extent of such inconsistency or conflict.

INTRODUCED, READ, PASSED ON FIRST READING, AND ORDERED PUBLISHED this ____ day of _____, 2024.

Christopher M. Leh, Mayor

ATTEST:

Meredyth Muth, City Clerk

APPROVED AS TO FORM:

Kelly PC, City Attorney

PASSED AND ADOPTED ON SECOND AND FINAL READING, this _____ day of _____, 2024.

Christopher M. Leh, Mayor

ATTEST:

Meredyth Muth, City Clerk

**RESOLUTION NO. 66
SERIES 2023**

A RESOLUTION APPROVING BOARD AND COMMISSION RULES OF PROCEDURE

WHEREAS, the City of Louisville has established various boards and commissions in accordance with the Louisville Home Rule Charter and Municipal Code; and

WHEREAS, the Louisville Home Rule Charter provides that the term, responsibilities, policies, and other matters concerning each board and commission shall be established by resolution; and

WHEREAS, in order for the boards and commissions to efficiently and effectively complete City business, their meetings must be conducted in an orderly and respectful manner; and

WHEREAS, the Rules of Procedure are intended to provide guidelines for the procedures to be followed for the conduct of board and commission meetings; and

WHEREAS, the Rules of Procedure are intended to help preserve order and decorum and assure public input; and

WHEREAS, City Council finds that the adoption of standard Rules of Procedure applicable to all boards and commissions is in the best interest of the City.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LOUISVILLE, COLORADO:

Section 1. The City Council hereby approves the Board and Commission Rules of Procedure accompanying this Resolution.

PASSED AND ADOPTED this 6th day of November, 2023.

Dennis Maloney, Mayor

ATTEST:

Meredyth Muth, City Clerk



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 Council 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.

2024 PPLAB Work Plan

February 7, 2024

Program Area	PPLAB Recommendations
Louisville Entryway Signage- McCaslin/ US 36 interchange	Partner with Economic Development, Planning, and Parks to support entryway signage at interchange to promote Louisville
Arboretum Improvements	Partner with volunteer groups, Parks Division staff to provide enhancements to the property to include demonstration landscaping that promote habitats opportunities for pollinators and fire-wise plantings. Find locations to enhance that create mediation opportunities. Grant opportunities for overall improvements- tree replacement, landscape plantings, and identification signage.
Bench Marking GMMP	How has the GMMP been implemented, what is needed to support requests to increase maintenance and operations to our Parks and Public spaces as suggested by GMMP. Using the data to support increase in maintenance and operational needs.
Education	Find educational opportunities as outlined in PPLAB mission to support public’s knowledge and understanding of the Parks Operational program. To include a continuation of the Bee City USA designation and community engagement
Playground projects- Joe Carnival, Meadows, Enclave, Sunflower	Review and support design process for playground projects- Joe Carnival, Meadows, Enclave, and Sunflower- started in 2023
Collaboration with other Advisory Boards or Commissions	Collaboration opportunities to work with city advisory boards and commission to further enhance the community. OSAB, RAB, LRC- as examples. – started in 2023
Parks and Open Space Sale use Tax	Sales use tax collaborate with OSAB work planning
Parks Long Range Plan	Master planning input and support at requested “step” in the process. - started in 2023
Parks Signage	Prioritize park sign replacement and upgrades- started in 2023.
PPLAB Bylaws Review and Update	Work with City Clerk, Staff Liaison and Advisory members to review and update PPLAB Bylaws.
Outdoor Recreation Amenities Roadmap and buildout of Operational Model	Support RAB/PPLAB subcommittee with participation, 2024 planning and identification of priorities and initial project. Build out cost estimates for priorities and provide feedback to staff.

Requests are in no order of priority and will adjust to align with City Council Work plan.

Memorandum

To: PPLAB
From: Cynthia Corne, Member
Date: May 28, 2024
Re: PPLAB 2024 Work Plan McCaslin Signage – Initial Discussion

To Begin Work on the McCaslin Signage Work Plan items, I propose we begin by discussing the goals and scope of this effort, narrowing what can be accomplished in 2024, since ultimately, implementation of any signage is likely to involve other City Boards, community groups (e.g. Chamber), City Departments, and possibly Council.

Discussion Draft:

What is Success for this Work Plan Item for 2024. Highlighted items could be agreed to as goals (with revision from PPLAB discussion). Subitems would be researched by staff or others, to accomplish the goals at future meetings.

- Background: Included as a 2024 Work Plan item to support Council’s priorities around Economic Vitality. Entry/Welcome/Wayfaring Signage is lacking throughout Louisville, and if publicly funded, it would ultimately fall to Park Ops to maintain, so PPLAB is starting to scope this effort, understanding that other boards, departments (e.g. Community Dev./Planning), community process will likely be needed for funding and approval. Part of the exploration is what could be done quickly and simply vs. more long-term and complex. Both may be warranted.
- Proposal1: 2024 Goals
 1. **To clarify the purpose of signage off of McCaslin and audiences.** For example:
 - a. Encourage visitors – economic focus
 - b. Reinforce pride in Louisville
 - c. To be generally welcoming
 - d. Wayfinding around McCaslin as well as to Rec Center, Downtown
 - e. Celebrate Louisville in a visible way (from 36). Entryway to Boulder County.
 - f. Combinations/multiple?
Note: What is industry standard terminology for signage types?
 2. **Based on the purpose, to define 2-3 optional types of signage.** For example, combinations of:
 - a. Street Sign Style
 - b. Creative

- c. Business
 - d. Large scale landmark, smaller scale
 - e. Combinations
 - f. What have other cities done?
3. To identify potential locations for signage/landmarks.
- a. Along 36.
 - b. From exit through Dillon, to Cherry.
 - c. What options are City-owned, state, county, private?
4. Based on discoveries of the above items, Identify what other Boards, departments, etc. need to be involved.
- a. How would this effort be project managed?
5. To recommend a few options to Parks, Finance, Culture, Community Devt Directors? For staff buy-in prior to approaching other boards?
- a. For discussion as a goal.

Thank you for considering this discussion draft. These goals should provide a checklist so we know if we have advanced this item along to accomplish our work plan item for 2024, leading to signage of service to the community (residents and businesses).

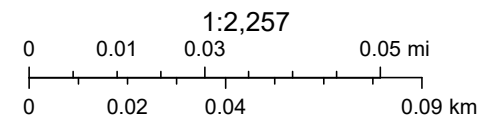
Louisville McCaslin Dillon 36a



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- Subdivision
- PUD/SRU
- Parcels
- City of Louisville Boundary
- Streets**
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- Green: Band_2
- Blue: Band_3

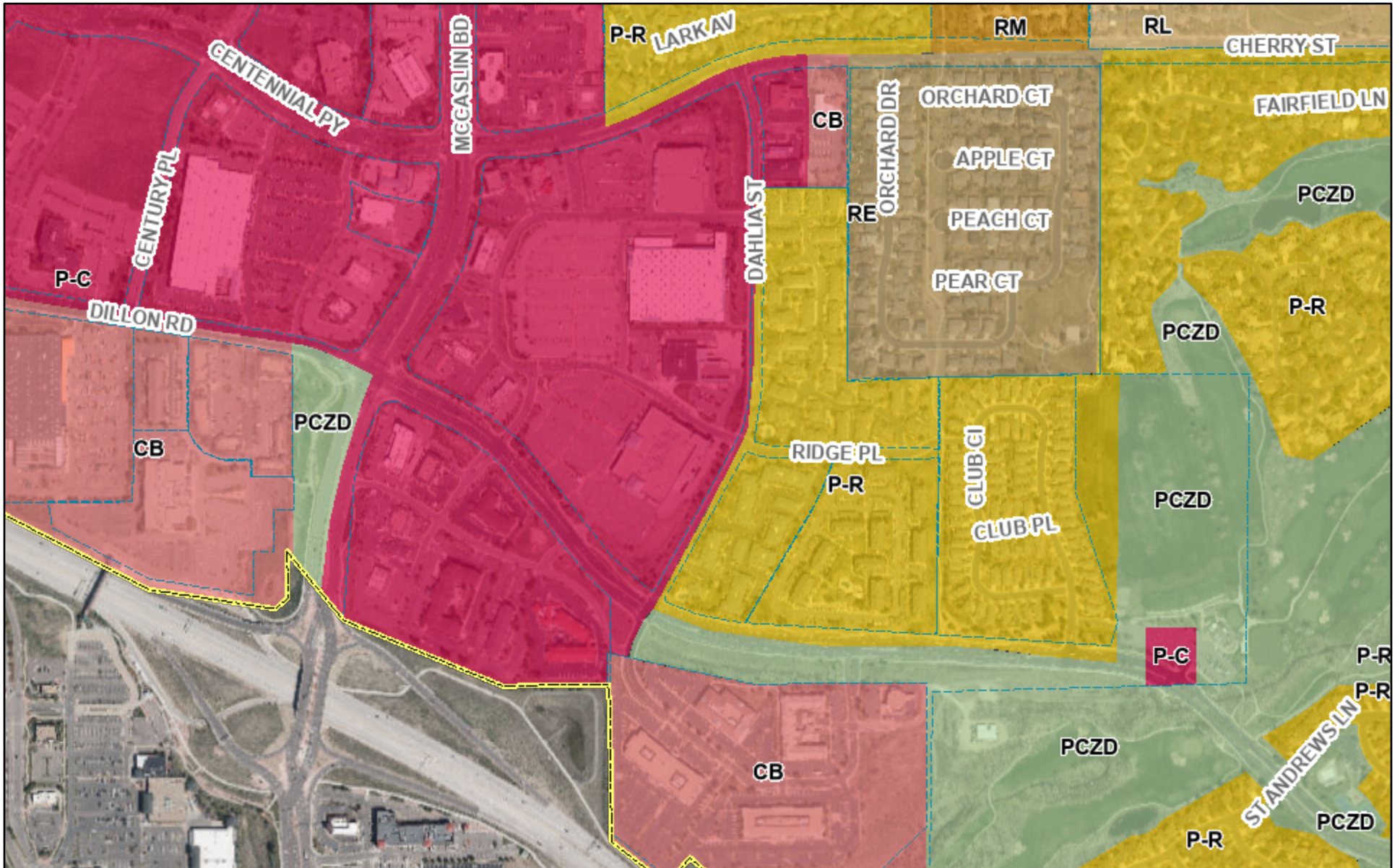
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Lisa Ritchie 12/27/2019, City of Boulder, City of Westminster, Boulder County, City and County of Broomfield, Bureau of Land Management, Esri, HERE,

City of Louisville

PPLAB Map Overview



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Zoning

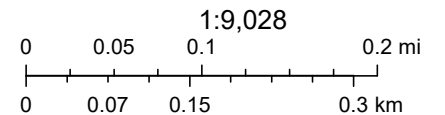
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- Planned Community Commercial
- Planned Community Residential

- Planned Community Zone District
- Residential Estate
- Residential Low Density
- Residential Medium Density

- PUD/SRU
- Streets

- City of Louisville Boundary
- Red: Band_1
- Green: Band_2
- Blue: Band_3

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PPLAB Map Overview 2




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 PUD/SRU

 Streets

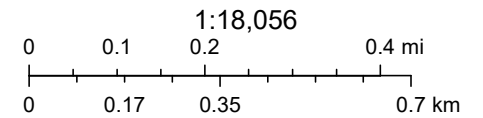
 City of Louisville Boundary

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City of Louisville


PPLAB Map Overview 3




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 PUD/SRU


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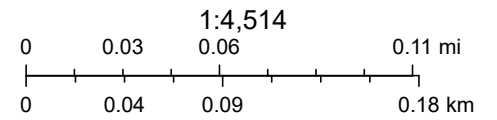
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 Blue: Band_3

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Streets

 City of Louisville Boundary



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City of Louisville


PPLAB Map Overview 4




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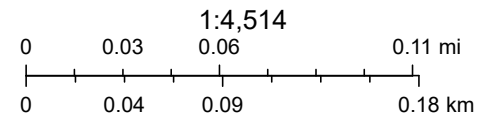
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 Blue: Band_3

Streets

 City of Louisville Boundary

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PPLAB Map Overview 5




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 PUD/SRU

Streets

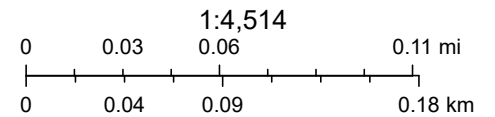
 City of Louisville Boundary

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 Green: Band_2

 Blue: Band_3

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Lisa Ritchie 12/27/2019, City of Boulder, City of Westminster, Boulder County, City and County of Broomfield, Bureau of Land Management, Esri, HERE,

City of Louisville

Memorandum

To: Parks Public Landscape Advisory Board (PPLAB)
From: Abby McNeal, CSFM, CPRP
Date: 06/05/2024
Re: Parks Division Monthly Report

Streetscapes/ Horticulture:

1. Annual and Perennial Beds planted
2. White House demo garden- Office of Sustainability and Resource Central - installed
3. City Hall artwork pollinator bed

Parks, Athletic Fields, Cemetery:

1. General Parks Maintenance
2. Athletic tournaments and end of spring games

Forestry:

1. IGA with PLAY Boulder and Boulder County supporting Forest Corp Youth Tree pilot program
 - a. Installed 16 trees- 4 at Cleo Mudrock and 12 Sports Complex
 - b. Tree Species: Swamp Oak, Red Sunset Maple, Green Spire Linden, Bur Oak, Western Hackberry, Texas Red Oak
2. EAB treatments
3. Urban Tree Canopy update- see report provided by Chris Lichty, Forestry Supervisor

Projects:

1. Playgrounds (Carnival/Meadows) near completion
2. Playgrounds (Sunflower/Enclave) – in design and input July PPLAB meeting
3. Tennis Courts Resurfacing – repair/resurface at Centennial May 20 - completed
4. Tennis Court Renovations- Mission Greens- vendor selected, contract in progress, target starting July

5. Parking Lots – collaborate with Public Works for asphalt repair (focus on Community Park and Cottonwood)
6. PROST Department Long Range Plan – delayed due to City comprehensive planning efforts, still strategizing and scoping for an RFP in Q3 2024.

Administration:

1. Memorial Program that primarily included “in memoriam” name plates/benches/in-ground plaques by trees/etc. The intent to transition to a financial or material donation type of set up that will require a formalized financial policy that would outline how specific a donation can be and where it can be allocated. All existing memorials, and our maintenance commitments for them, will stay in place.
2. Redtail Ridge follow-up questions:
 - a. Tree Inventory & Impacts. PROST staff understand there is no document which identifies all existing trees and/or outlines whether individual trees will remain or be removed. Our understanding is that such an inventory is not required by the City during the platting process. That said, the grading plans available for staff review are annotated such that existing trees outside of areas being graded will remain. Trees within areas being graded (such as future streets and PUD parcels) appear to be removed given the comprehensive earthwork changes shown in the engineering plans. For the areas that will become City parks and/or open space parcels through the platted land dedications, it appears most existing trees are outside the scope of proposed grading, although it's hard to tell since not all trees are mapped. Staff have requested we receive additional maps clarifying existing trees relative to proposed grading, particularly for areas within future City parcels.
 - b. High Plains Environmental Center involvement. Yes, they've been part of the design team evaluating existing flora and fauna. Based on those findings, they've guided the development of plant lists and grass mixes intended to support habitat across four ecological zones (streetscape, riparian, prairie, park).
 - c. Grading. The regrading of the property was approved as part of the preliminary plat approval in February. Council requested a 4 month delay, which the developer agreed to. That four-month period ends late June, so Public Works anticipates issuing a grading permit around that time. The phase and sequencing of the grading is determined by the contractor based on sequence of construction. The current understanding is that work will begin in the south and east portions of the property

given that's the location of foundational infrastructure (such as the proposed sewer lift station).

- d. Wildlife is managed and regulated at the State and/or Federal levels. Biological inventories were performed by consultants in past years that identify the property's biological resources (such as wetlands, wildlife habitat, raptor nests, etc.) and the associated state/federal guidelines that the developer must follow towards protecting those resources.

2) Road Projects: City right-of-way for streets and infrastructure are the jurisdiction of public works and projects within the R.O.W are not subject to review/approval by PROST staff. Where PROST staff provide maintenance within the R.O.W. (such as trees, landscape, and sidewalk snow plowing) PROST staff continually monitor PW projects and try to maintain open dialogue with PW staff to mitigate potential impacts to PROST maintained infrastructure. In terms of public comment, Public Works doesn't have a standing advisory committee. They typically go directly through City Council and then schedule public meetings as determined necessary for specific projects. Therefore, it's best to review annual budget to see what PW projects have been funded and then also review Council packets as they come out to see what is on consent agenda and/or Council's discussion agenda.

3) Median Landscape. Staff are working with consultant Design Concepts on phase two median designs, including providing them with PPLAB and staff feedback from phase one that needs to be taken into account during phase two. We anticipate having some plans to review at July PPLAB.

4) Park Construction. Carnival and Meadows continue on-schedule. Anticipate having both parks open in first half of June, with Carnival likely opening slightly sooner than Meadows. A ribbon-cutting ceremony is scheduled for the afternoon of Friday June 21st. Exact times TBD, but likely 1-3:30 with an hour at each park.

5) Park Design. Sunflower and Enclave revisions are being completed to enable updated pricing. The goal remains to bring revised designs and updated pricing in a 90-95% percent complete package to PPLAB for final comments at the July meeting.

EVENTS:

Historic Tree Walk June 8 at 10am

Please see City Calendar for additional events <https://www.louisvilleco.gov/exploring-louisville/about-us/advanced-components/list-detail-pages/calendar-meeting-list>

City of Louisville's Tree Canopy Update – May 2024

The City of Louisville's urban forest has faced some challenges in the past year, especially with some unpredictable weather this spring. An early spring snowstorm produced a lot of tree damage followed by a period of severe winds which added to the negative impacts to the City's trees. The following are some of the efforts the Forestry crew will be tackling this spring, summer, and fall.

Finishing the removal and mitigation of the trees effected by the Marshall fire. The Forestry crew has been waiting on some trees that were affected by the fire to see how they would respond in the year(s) following the fire. The hope was that by waiting we might see some degree of recovery and be able to save them from removal. We are seeing good recovery in many of these trees.

Continuing to remove storm damage from trees affected by the severe spring weather events. Damage was widespread and we prioritized trees in high traffic areas. Medians and ROWs were our first focus and now we can make our way through the park system. This is a slow process, but we are making progress.

Both the City's ash and private ash continue to be threatened by the Emerald Ash borer (EAB). The impacts are especially evident on Dillon Rd. and Cherry St. The City will continue to remove the worst affected trees first and try to get as much life from trees less affected. Unfortunately, the impacts of not diversifying tree species when planting on medians and ROWs are very evident. Fortunately, the City continues to diversify species in all its tree planting including new plantings and replacement plantings. Preventative treatments of the City's high value ash are continuing this spring.

Tree planting got off to a nice start with a tree planting event at the Louisville Arboretum to celebrate Arbor Day. Continuing with planting 16 trees at the Louisville Sports complex and Cleo Mudrock Park. This is a collaboration project with the Boulder County Community Forestry Corps, a group of students interested in learning and working in the Urban Forestry field. Tree planting will continue throughout the year to replace trees lost in the Marshall Fire, park tree replacements and new tree plantings where irrigation is present or can be established reasonably.

This year is shaping up to be a busy year for Louisville's Forestry crew, but excitement continues to build knowing that continual improvement of our shared tree canopy is progressing nicely.

If you have questions or concerns, please feel free to contact the Forestry office, Chris Lichty at (303) 335-4733 or ChrisL@louisvilleco.gov

Enclave Park meeting response

Tyler Trojan <ttrojan@louisvilleco.gov>

Fri 5/3/2024 12:40 PM

To:thomasgreany@mac.com <thomasgreany@mac.com>

Cc:Cameron Fowlkes <cfowlkes@louisvilleco.gov>; Bryon Weber <bweber@louisvilleco.gov>

 1 attachments (693 KB)

Enclave Park New Channel.pdf;

Thomas Thank you for your inquiry. I hope the response provided below answers your questions and clears up your concerns.

Enclave Park is park is functioning regional detention pond meaning it has been designed to hold a certain amount of water during large storm events based off of historical data. All of the work that will be performed is located on City owned property and was identified to increase the storm water quality in the City's 2021 Storm Water Quality Master Plan. Although the work being performed will change the appearance of the park the detention volume and overall function will not be changed.

The proposed work includes replacing the concrete trickle channel that runs through the park with a cobble channel. This will naturalize the appearance of the channel and provide storm water quality treatment as the water will pass through natural filtration removing sediment before the water enters the City's storm sewer system. The new channel will have a curved design and at the peak of the curve the center of the channel will be roughly 35+ / - feet to the south of the existing channel. The new channel will terminate in the existing outlet structure. The outlet structure currently in place has been engineered to only release a certain amount of water that the downstream system is capable of handling. Any excess amount of water is held within the pond area which is designated by the grass berms due to the limited outlet structures capacity. In summary the drainage characteristics (flood elevations, flow rates etc.) will remain unchanged.

Regarding the trees in the park; the trees on the south side of the park are marked to be protected in place during construction.

The trees that will be removed during this project include the large cottonwood trees that are surrounding the flared end section where water enters into the park through the existing storm drain. These trees will need to be removed as they are currently intruding and causing upheaval of the drainage infrastructure, they are also located in an area where a fore bay at the beginning of the channel will be constructed. The fore bay is a structure which will allow sediment in the storm water to settle out as the water then enters the channel. This is another feature designed to help increase the cleanliness of the storm water before it enters in to the City's storm sewer system while also allowing the city a relative easy manor to collect and properly dispose of the sediment.

If construction of this project occurs between April 1 and August 31 as it is anticipated to, the City will need to complete a wild life / bird survey prior to removal of any trees. This survey will be performed by a certified biologist. During this survey the biologist will be looking for any nests of specific bird species. If any active nests are present the trees will not be permitted to be removed at that time.

Additionally a portion of this project will be funded by a grant received from CDPHE.

I have attached a plan sheet from the proposed construction set of plans containing the storm drainage work to be performed for your reference.

I am hoping this email has provided satisfactory answers to your questions. Please let me know if you have any other questions.

Thank you.

TYLER TROJAN, PE

ENGINEER III

PUBLIC WORKS

720.905.6374 (cell)

303.335.4611 (office)

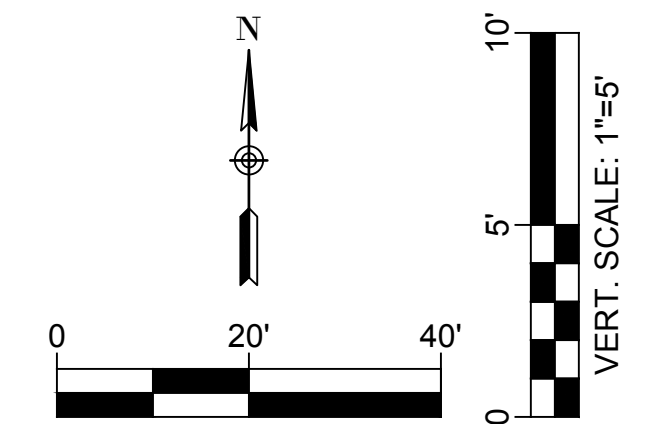
Ttrojan@LouisvilleCO.gov



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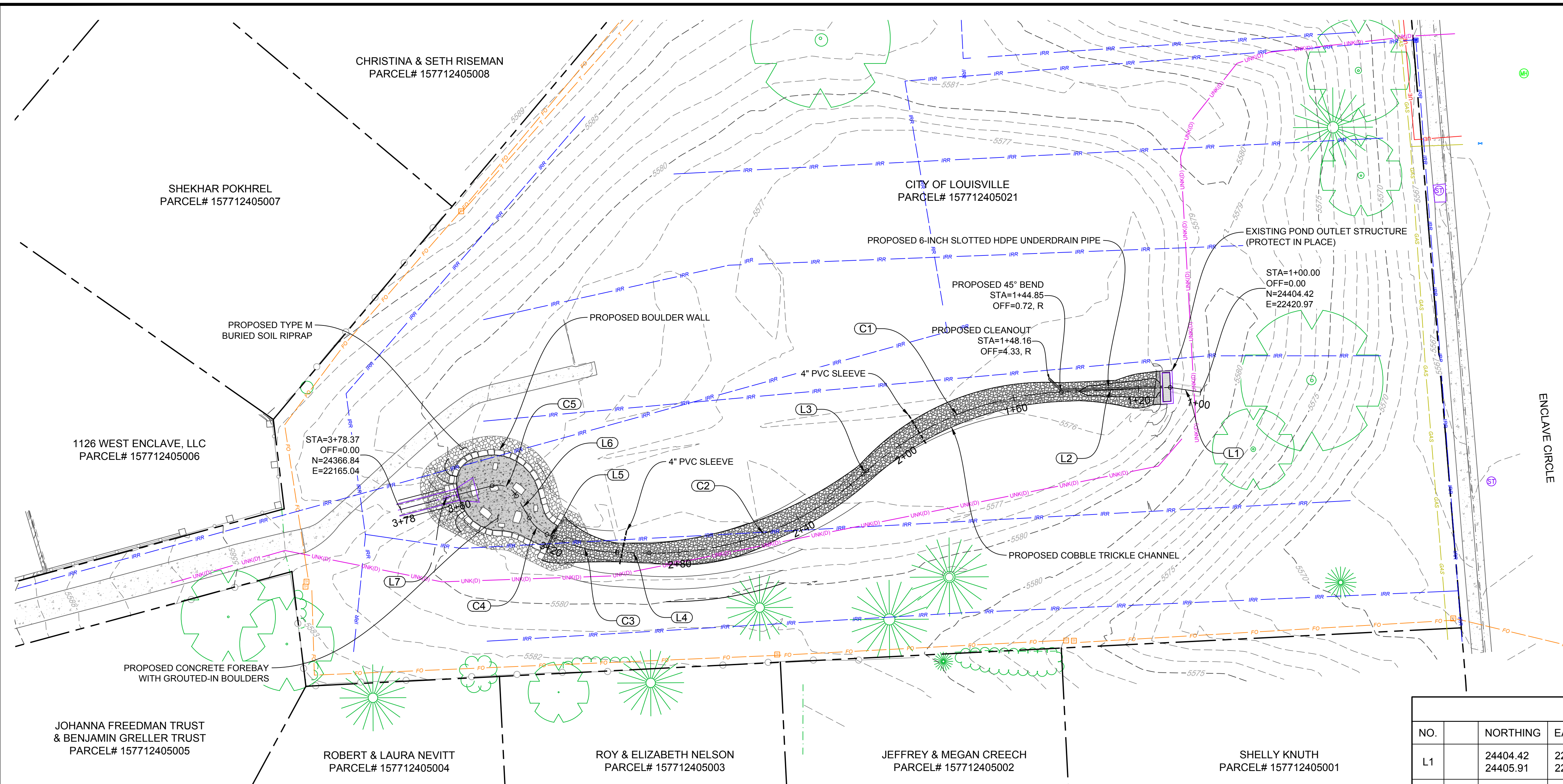


NOTES:

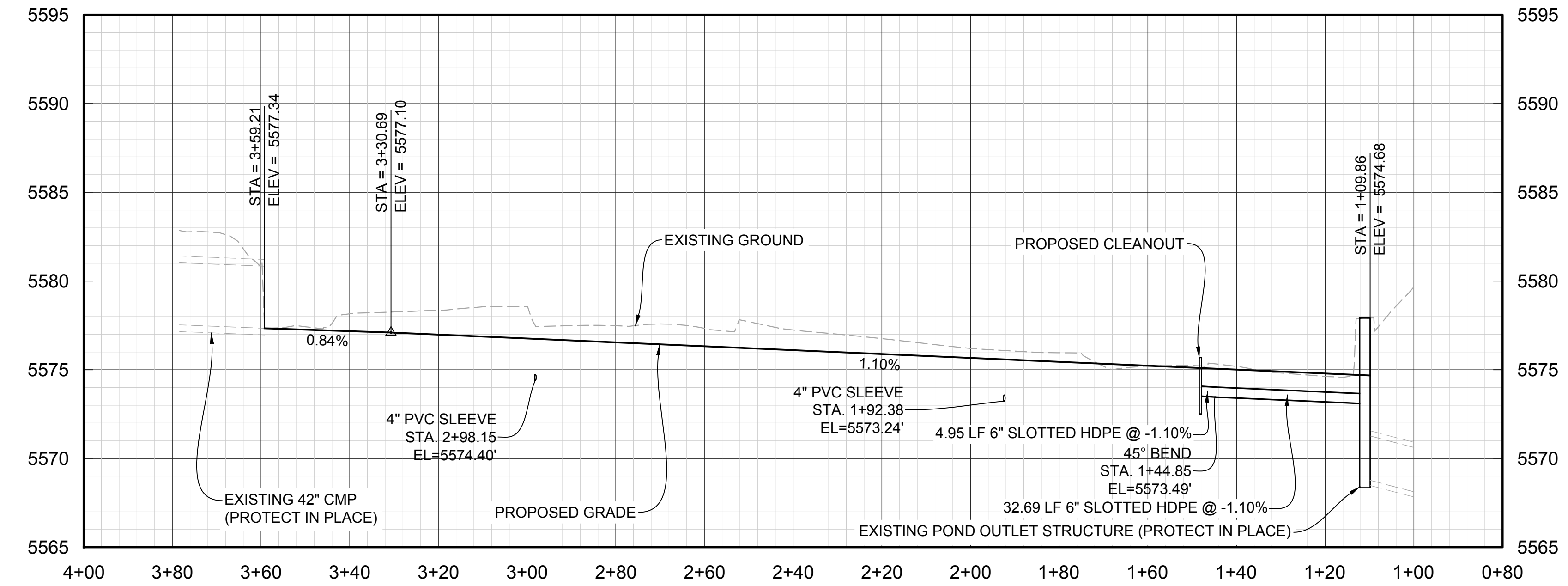
1. ALL EXISTING IMPROVEMENTS SHALL BE PROTECTED IN PLACE UNLESS OTHERWISE NOTED.
2. REFER TO SHEET 4 FOR DEMOLITION PLAN.
3. COBBLE TRICKLE CHANNEL SHALL BE COMPOSED OF WASHED GRAY/ROSE COBBLE. REFER TO SHEET 6 FOR ROCK GRADATION TABLE.
4. PROPOSED CLEANOUT IS INCLUDED IN THE COST OF SLOTTED UNDERDRAIN PIPE.

LEGEND:

- COBBLE**
- BURIED RIPRAP**
- CONCRETE**



WW-1							
NO.	NORTHING	EASTING	LENGTH	LINE/CHORD BEARING	DELTA	TANGENT	RADIUS
L1	24404.42 24405.91	22420.97 22411.22	9.86'	N81°16'59"W			
L2	24405.91 24404.42	22411.22 22376.37	34.87'	S87°32'49"W			
C1	PC= 24404.42 PI= 24402.89 PT= 24379.24	22376.37 22340.81 22314.21	68.40'	S67°57'08"W	39°11'21"	35.60'	100.00'
L3	24379.24 24378.15	22314.21 22312.98	1.65'	S48°21'28"W			
C2	PC= 24378.15 PI= 24352.14 PT= 24352.90	22312.98 22283.73 22244.59	74.62'	S69°44'01"W	42°45'06"	39.14'	100.00'
L4	24352.90 24353.09	22244.59 22234.31	10.29'	N88°53'26"W			
C3	PC= 24353.09 PI= 24353.30 PT= 24357.93	22234.31 22223.53 22213.80	21.23'	N76°43'36"W	24°19'41"	10.78'	50.00'
L5	24357.93 24358.88	22213.80 22211.80	2.22'	N64°33'45"W			
C4	PC= 24358.88 PI= 24360.62 PT= 24364.12	22211.80 22208.15 22206.13	7.84'	N47°17'24"W	34°32'42"	4.04'	13.00'
L6	24364.12 24371.16	22206.13 22202.06	8.13'	N30°01'03"W			
C5	PC= 24371.16 PI= 24375.77 PT= 24374.43	22202.06 22199.40 22194.24	9.11'	N67°17'24"W	74°32'42"	5.33'	7.00'



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No.	DATE	REVISIONS	APPR.

DRAWN BY: OP / jMrkz
 DESIGNED BY: TD
 APPROVED BY: HS
 Know what's below. Call before you dig.

PREPARED FOR:
 City of Louisville
 COLORADO • SINCE 1878

PREPARED BY:

WW-1 DETENTION POND WATER QUALITY IMPROVEMENTS
 CONSTRUCTION PLANS - BID SET
 PLAN & PROFILE

DATE: 4/10/2024
 SHEET: 5 OF 21