

***Parks and Public Landscaping
Advisory Board
Agenda***

Thursday, October 6, 2016

Louisville City Services

739 S. 104th St.

7:00 PM

- I. Roll Call
- II. Approval of Agenda
- III. Approval of Minutes
- IV. Staff Updates
- V. Board Updates
- VI. Public Comments on Items Not on the Agenda
- VII. Proposed Gateway Improvement Plan for Clementine Subdivision
Redevelopment, Presented by Hartronft Associates
- VIII. Louisville Parks Scorecard Discussion
- IX. Discussion on Walnut Park Reclassification
- X. Discussion on Future Collaboration with OSAB
- XI. Continued Discussion on Additional Dog Park Options
- XII. Adoption of Bylaws
- XIII. Agenda Items for Next Meeting
- XIV. Adjourn

City of Louisville

*Parks & Recreation Department 749 Main Street Louisville CO 80027
303.335.4735 (phone) 303.335.4738 (fax) www.louisvilleco.gov*

***Parks and Public Landscaping Advisory Board
Joint Meeting with the
Open Space Advisory Board
Minutes***

**Thursday, September 1, 2016
Louisville City Services
739 S. 104th St.
7:00 PM**

- I. Call to Order 7:05
- II. Roll Call: PPLAB Members Present: Shelly Alm, Mike Frontczak, K. English Hopkins, Keaton Howe, Billy O'Donnell, Ellen Toon. OSAB Members Present: Laura Denton, Helen Moshak, Mike Schantz, Christopher Smith, Linda Smith. Staff Liaisons Present: Dean Johnson, Ember Brignull. City Council Liaison Present: Susan Loo. City Council Member Present: Jay Keany. City Staff Present: Joe Stevens
- III. PPLAB Approval of Agenda
- IV. PPLAB Approval of Minutes
- V. Staff Updates.
 - a. Long time Parks & Rec staff member Dennis Coyne retired.
 - b. Korby Landscaping has been given the notice to proceed to begin work on the Arboretum Landscape Renovation Project. A wedding has been scheduled at the Arboretum take place there on October 1st. The plan is to have the project completed to the level of substantial completion in time for the wedding.
 - a. Louisville Citizen Survey: There was a contrast regarding what citizens would like to see for the beautification of Louisville versus what they would like to see done with the Integrated Weed Management Plan.
 - a. It was noted that the 2012 survey may have had more Open Space questions than the 2016 survey. This will be taken into consideration for the next survey.
- VI. PPLAB Board Updates
 - a. It was noted there are several Honey Locusts on Via Apia that are dead and need removal.
 - b. Ellen Toon reported that Friends of the Arboretum had met and are determining how to use funds in the Arboretum. Some of these funds are



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designated for a memorial and others from the 501C3 that may be put towards artwork/sculpture.

VII. Public Comments on Items Not on the Agenda

- a. The sidewalk and crosswalk on McCaslin leading to Davidson Mesa have been removed so pedestrians will again be safely diverted to the underpass.
- b. The City Council will be discussing boards and commissions at their September 6th meeting. This will include discussion of term limitations and absences.
- c. A question was raised as to what the joint drainage project between Louisville and Lafayette involved. It was explained this is necessary to get Louisville's downtown and parts of Lafayette out of the flood plain. Water rights were also covered.

VIII. Discussion Item: Recommendation on Lake Park Open Space and Walnut Open Space Desired Management/Maintenance

- a. From OSAB's April meeting: the following recommendation is to keep Lake Park Open Space designated as Open Space-Visitor. Keep the current maintenance routine of mowing, but make incremental improvements such as mulching and grooming the beds and introducing some weed control.
- b. There was much discussion from both boards as to what would be the best designation for this space. With the addition of the church property to Cottonwood Park which adjoins the Lake Park Open Space, Joe Stevens suggested this entire area could benefit from a Master Plan effort.
- c. From OSAB'S April meeting: the City should re-designate Walnut Park as Open Space. Open Space has been maintaining this area and would continue to do so. One of PPLAB's concerns with changing the designation to open space could mean the elimination of social trails.
- d. In summary: Both boards share funds, but there needs to be accountability as to where the funds are being allocated. Public process is an important factor to change designation as well. Concern was expressed about neighbors to these properties being notified and then able to give their input regarding the possible change in designations. It was suggested that another consideration would be adding a new designation that is somewhere between open space and parks. PPLAB motioned and it was passed unanimously to take these designations under consideration and will have further discussion at their October meeting.

IX. Discussion Item: Pet Owner Facility Options

- a. It was noted the off-leash dog area on Davidson Mesa has had an environmentally negative impact while the dog park in Community Park has been well maintained.
- b. It was agreed that the city needs more places for either dog parks or off-leash areas. Discussion included whether the best placement of these areas/parks would be smaller neighborhood pockets or further from residential. A section



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of Cottonwood Park or the old church property were suggested which again supports the idea of a Master Plan effort for this area.

- c. Both boards agreed they would like to have a rep from each board meet to discuss future ideas for this issue and come to each other's meetings when this topic is on the agenda.

X. Discussion Item: Wayfinding Program

- a. OSAB presented the results from consultants and shared their goals for wayfinding signs and trail connections. As PPLAB is also working with new signage, they will be mindful of maintaining continuity. The boards felt there were many shared goals in this presentation and could support each other moving forward with this topic.

XI. Discussion Item: Education Programming

- a. OSAB shared the programs they've planned in the past and for this year.
- b. PPLAB's bylaws include education so there was discussion of possible collaboration on future programs. It was agreed the most difficult part of this is getting the word out to citizens. A new part time city position for marketing should help in the effort to reach more people.

XII. Discussion Item: General Discussion.

- a. There was recap of the discussion items and it was felt that the two boards have several areas of interest that overlap.

XIII. Agenda Items for Next PPLAB meeting on October 6, 2016.

- 1) Continued discussion on the possible recommendation to reclassify Walnut Park to Walnut Open Space.
- 2) Continued discussion of pet owner facility options and selecting a board member representative to collaborate with an OSAB representative.
- 3) Continuation of parks scorecard discussion.
- 4) Continued work on the Board's mission and bylaws.
- 5) Discuss possible joint meetings with OSAB 1-2x/yr.
- 6) Dean would like to add the herbicide education/communicate session to our November agenda. This could be in a question/answer format. Joe explained that several boards, including PPLAB, OSAB and the Golf Course Advisory Board, need to review the herbicide document (IWMP) and provide recommendations being presented to City Council.

XIV. Adjourn at 9:40.



**HARTRONFT
ASSOCIATES**
A Professional Corporation

*Planning
Architecture
Interior Design*

950 Spruce Street, #2A
Louisville, CO 80027
TEL: 303.673.9304
FAX: 303.673.9319
www.hapcdesign.com

Mr. Scott Robinson
City of Louisville
Planning Department
749 Main Street
Louisville, CO 80027

1 September 2016

Re: Clementine Subdivision Prelim Replat & PUD
301-333 East Street

Scott,

We are pleased to submit the attached Preliminary Plat and PUD for the Clementine Subdivision Redevelopment.

Overview

This preliminary PUD proposes redevelopment of Lots 1A, 1B, and 1C of Clementine Subdivision Filing No. 2 and Lot 2 Clementine Subdivision. The subdivision was originally named for Clementina Romano, who lived there into the 1980's, and whose family lived on the land since the early 1900's. Streets and lanes within the redevelopment plan are named for members of the Romano family. The redevelopment includes creation of 44 fee-simple townhome lots, consistent with the underlying RM zoning which would allow a total of 46 dwelling units. The attached Preliminary PUD/Development plans list the proposed density and yard and bulk standards for this development. The design of these buildings will respect the character of the surrounding area and reflect Louisville's small town character.

The planned development is designed with a variety of housing unit types which would appeal to a cross section of potential home buyers. The larger Type 'A' units on the north end of the development have main floor master suites and potential for full basements. These units would appeal to older buyers with the ability to "age in place" and include multiple master suite configurations on the second level for guests or older children at home.

The street-facing Type 'B' buildings have alley loaded garages, generous front porches and front lawn areas and the end units also feature main floor master suites for living on one level if desired. This configuration also brings down the scale of the end units on all of the 'B' buildings. Over one third of all the units in the development are designed with main floor master bedrooms. The central courtyard units also have alley loaded garages with other features appealing to a younger demographic. The "lock and leave" low maintenance aspect of the development will appeal to many different buyers.

Open Spaces, Walkability, Community Benefit, and Amenities

Common open spaces in the development include the central green spaces between the Type 'C' buildings, as well as an open area between the Type 'B' units on East Street. In addition to providing stormwater quality and detention areas, these areas provide separation between buildings with passive lawn areas with seating, picnic areas, and similar amenities for the residents.

The development is well situated to take advantage of Louisville's many amenities, including its parks and trail systems, and downtown shopping and dining. To enhance the pedestrian connections, the development proposes to extend the public sidewalks and tree lawns along East Street and Lock Street adjacent to the property. Residents would then have access to our vibrant downtown via Pine Street to the north by the sidewalk on the west side of East Street. Beyond the extension of sidewalks adjacent to the property, as an additional community benefit, the development proposes to connect the southern termination of the sidewalk on East Street with intersection at Lock Street and 96th Street (Highway 42) via a new sidewalk extension along the north side of Lock Street. This would provide safe access at the signalized intersection to the Coal Creek Trail system, and Community Park for Louisville residents on the east side of the railroad right of way.

Directly east of the development, across East Street, there is an undeveloped City-owned parcel which we see as an opportunity for the Applicant to provide a significant public benefit on land that otherwise sits vacant and does not enhance this southern gateway into Louisville. We met with representatives from Planning and the Parks and Recreation Department on 10 August 2016 to discuss the City's current and future plans for this parcel. It was noted by Staff that this parcel does not provide a service to the community as it is a left over parcel created by the extension of Courtesy Rd./96th Street to the south. It is currently designated as "Parks: Other" by the City, and Staff could not find a comprehensive plan or other documentation that indicated any improvements were to take place on this parcel.

At the northwest corner of Lock Street. and 96th Street intersection, this triangular shaped City owned parcel is prominent to those traveling north or south along 96th St. and west on Highway 42. This parcel represents a great opportunity for the City to create pleasing gateway to Louisville along this major travel corridor. This could easily be accomplished by enhanced landscaping in this area, including the creation of a slight berm with a retaining wall and landscape improvements. This could be similar to the gateway improvements at the southeast corner of South Boulder Road and McCaslin Blvd. There is also an opportunity for City gateway signage at this location. The developer has proposed to provide enhanced landscaping in this area to improve the gateway as part of the development of this subdivision.

In addition to creating a gateway opportunity for the City, we see an opportunity for a meandering paved or crusher fines trail through this parcel that would provide a connection to the Coal Creek Regional Trail to the south if this type of connection is desirable. We have discussed with staff that future Highway 42 gateway improvements shown in this area include a roundabout and attached bike lanes between Lock Street and Pine Street. It may be more desirable to have a detached multi-use path, similar to the concept depicted in our submittal. The City would need to investigate completion of such a connection from the north end of the Clementine subdivision to Pine Street, depending on available ROW width to see if this is a viable concept.

During our aforementioned meeting, Staff expressed interest in the proposed plan and further exploration with Open Space and Parks Advisory Boards was discussed. We look forward to continuing this discussion with the advisory boards as part of this development review. The Applicant is proposing to provide for the grading of the parcel as required to create the berm on the southeast corner, possibly providing the multi-purpose trail, and providing enhanced landscaping on this parcel. As was discussed in meeting with Staff, any signage or other enhancements as part of the gateway identification would be accomplished by the City as part of a

comprehensive gateway project. The Applicant is also proposing that future maintenance be taken care of through the development's HOA which would take away the financial burden to the City of maintaining this land. Please refer to the letter from the Applicant dated 1 September 2016. Based on the significant contribution proposed by the Applicant regarding improvement of this parcel, the applicant is seeking approval to utilize a portion of the parcel for stormwater detention for the development. This would be a very slight depression in the turf area which would not be very noticeable.

Cash in Lieu for Open Space

A cash-in-lieu of open space dedication has already been determined per the subdivision agreement for Clementine Subdivision Filing No. 2 dated January 17, 2007. Cash-in-lieu of open space for Lot 2 of Clementine Subdivision is being requested. The Applicant is proposing that the cash-in-lieu obligation be paid at or prior to the issuance of the building permit as is consistent with the Subdivision Agreement for Clementine Subdivision Filing No. 2.

Lot 2 Density Restriction

Per the Subdivision Agreement for Clementine Subdivision No. 2, the density limitations that were put in place during the original plat in 1987 were eliminated for Lots 1A, 1B, and 1C. As part of this replat and PUD submittal, the Applicant is requesting the limitations be lifted for Lot 2 as well to be consistent with the Agreement for Clementine Subdivision No. 2. It is stated in this Agreement: "The density limitation represents a significant restriction to the Subdivider's ability to develop Lots 1A, 1B, and or 1C in a manner that may otherwise be permitted pursuant to the RM zone district regulations, the City's Comprehensive Plan, the City's PUD ordinances and regulations, and other applicable ordinances and regulations."

Thank you for this opportunity to present this redevelopment plan. Please let us know if there is any additional information that may be required, or if you have any questions regarding this project.

Sincerely,



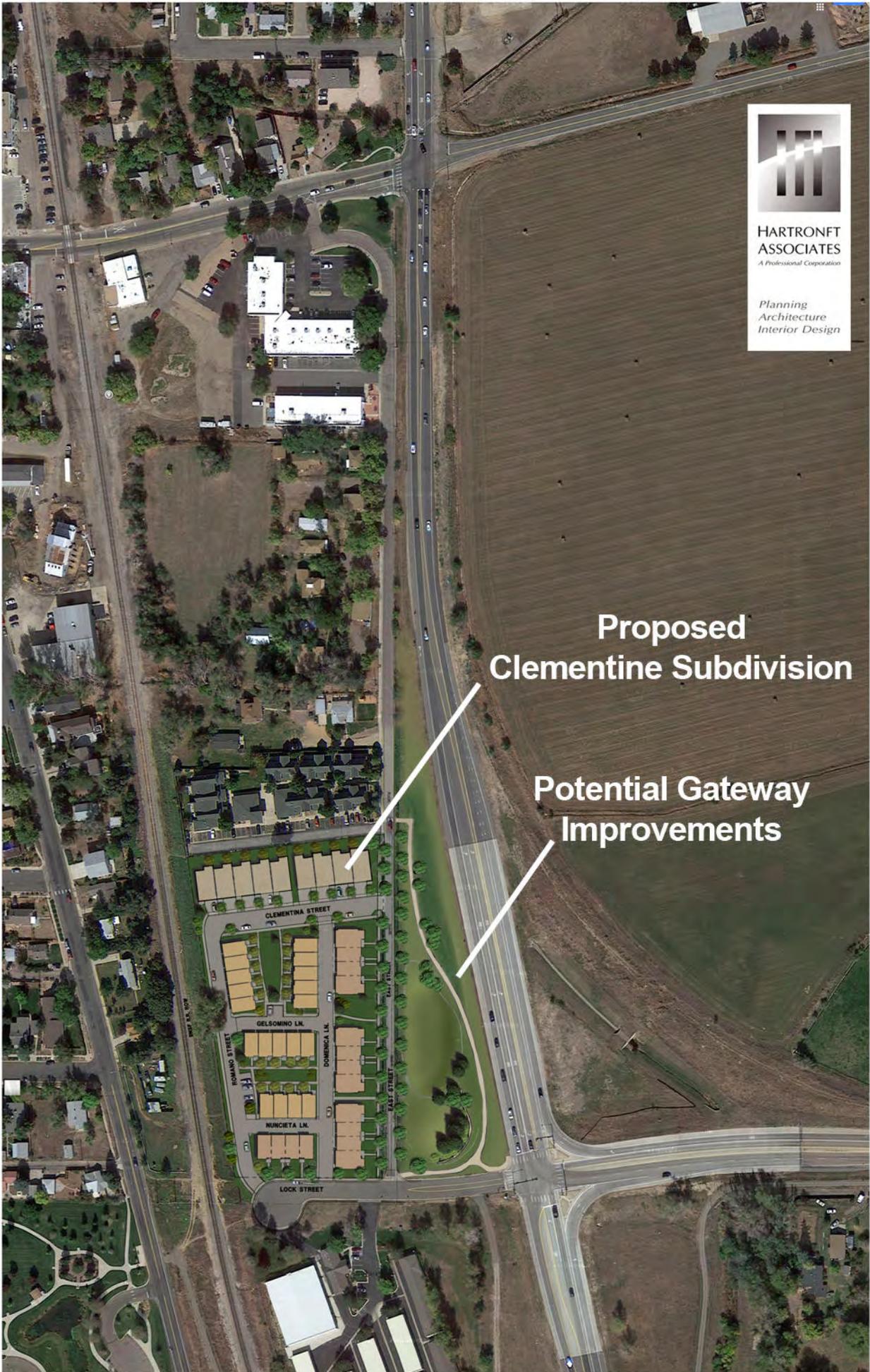
J. Erik Hartronft, AIA, LEED® AP

HARTRONFT ASSOCIATES, P.C.
Architecture - Planning - Interiors

pc Michael Eisenstein, Owner
Mike Jones, Owner
File – Proj#: 1553 City Corresp.

**Proposed
Clementine Subdivision**

**Potential Gateway
Improvements**



Louisville Gateway LLC

C/O Erik Hartronft
950 Spruce St #1A
Louisville, CO 80027
(303) 673-9304
erik@hapcdesign.com

1st September 2016

To Louisville City Council, or whom it may concern.

As developer of Lot 1, Lot 2, and Lot 3 of the Clementine Subdivision (301 and 333 East St) we propose to provide enhanced landscaping as a public benefit at the future Southern Louisville Gateway entrance per the attached drawing, as part of our development. Furthermore we propose that this area of land adjacent to our development would be maintained by the HOA for the subdivision to insure maintenance for the entrance landscaping that will serve as a gateway into Louisville for many years to come.

The improvements that we propose in this area would include drought tolerant, water conserving landscaping, a multi-use trail connection to the north and sidewalk along Lock Street, and an area for city gateway signage. In return for these enhancements, we are requesting to use of a small part of this area for stormwater detention.

Almost unobservable, the detention area would only be a foot to eighteen inches deep, in a very slightly sloping grass area, which would not diminish the aesthetics, or experience of this open landscaped area, but would enhance it with a slight undulation of the ground surface. This is similar to the off-site stormwater detention area that was created for the DELO area development, on a much smaller scale. This also aligns with the city's annual budgetary goal of maintaining stable or declining cost per acre.

Sincerely,



Michael Eisenstein

CLEMENTINE SUBDIVISION REDEVELOPMENT LOUISVILLE, CO 80027

**PRELIMINARY PUD SUBMITTAL
SEPTEMBER 1, 2016**



**HARTRONFT
ASSOCIATES**
A Professional Corporation

*Planning
Architecture
Interior Design*

950 Spruce Street, #2A
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TEL: 303.673.9304
FAX: 303.673.9319

**CLEMENTINE SUBDIVISION
REDEVELOPMENT
LOUISVILLE, CO 80027**

PRELIMINARY
PUD

**PROJECT # 1553
DATE: 4/16
DRAWN BY: HAPC
CHECKED BY: JEH
REVISIONS:**

COPYRIGHT 2016
All drawn and written information
duplicated disclosed or otherwise
appearing herein shall not be
used without written consent of
Harttront Associates, p.c.

**COVER SHEET
PROJECT DATA
SIG BLOCKS**

Sheet
A0.1
of Sheets

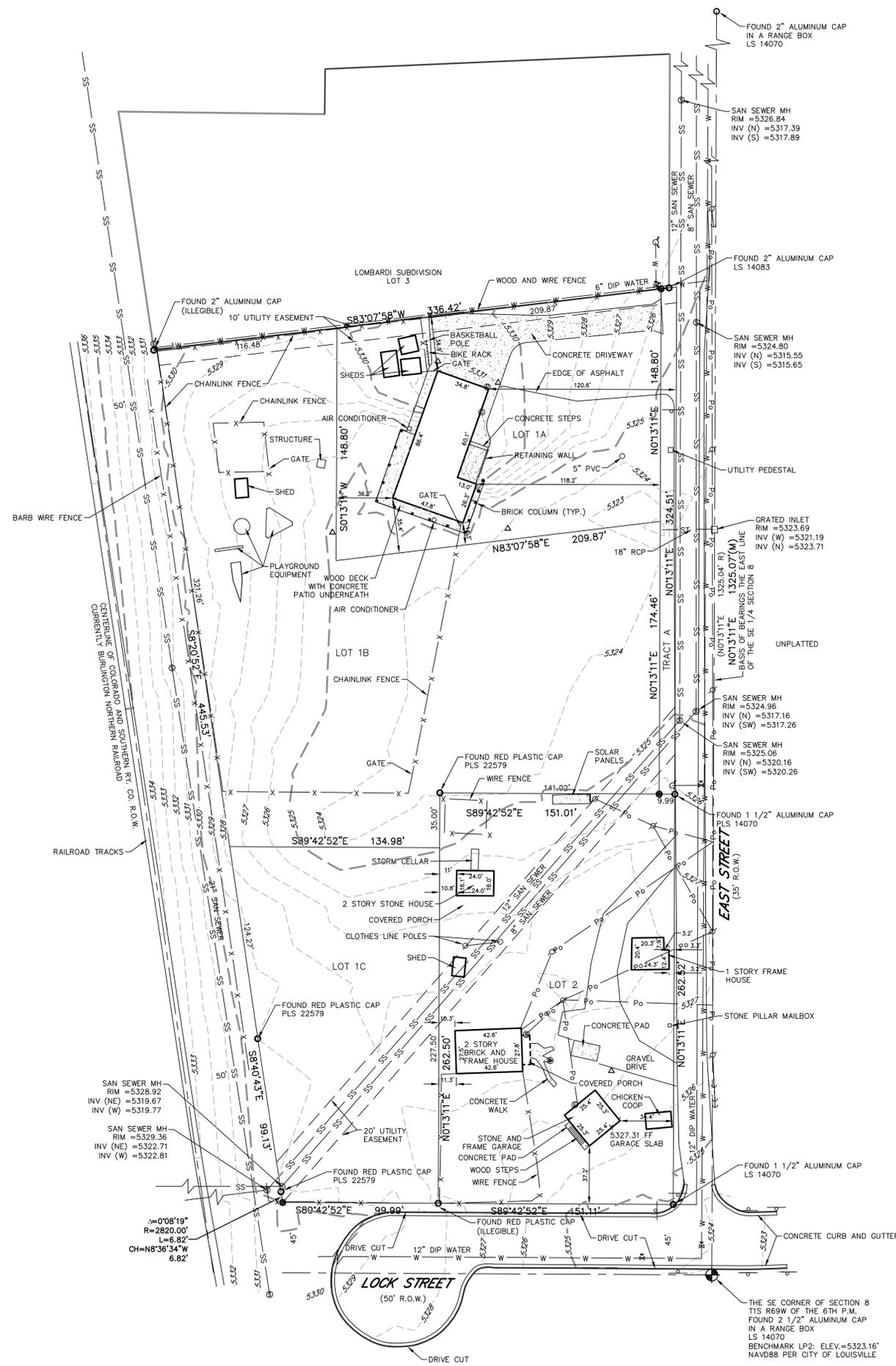
PROJECT DATA			
PROJECT LOCATION:	301-333 EAST ST.		
LEGAL DESCRIPTION:	LOTS 1A, 1B, AND 1C CLEMENTINE SUBDIVISION FILING 2, AND LOT 2 CLEMENTINE SUBDIVISION LOCATED IN SE 1/4, SE 1/4 SECTION, T1S, R69W OF THE 6TH P.M. CITY OF LOUISVILLE, COUNTY OF BOULDER, STATE OF COLORADO		
PROJECT DESCRIPTION:	THIS PROPOSED PRELIMINARY PUD INCLUDES REDEVELOPMENT OF APPROXIMATELY 3.7 ACRES. NEW CONSTRUCTION INCLUDES (44) TOWNHOMES ALONG WITH COMMON AREAS.		
ZONING:	RM (RESIDENTIAL MEDIUM DENSITY WHICH PRIMARILY PERMITS TOWNHOUSE DENSITIES)		
PROPOSED USE:	MULTI-UNIT DWELLINGS		
OVERLAYS?	NO		
TOTAL LAND AREA	# OF D.U.'s	DENSITY	
3.7 ACRES (160,705 SF)	44*	11.9 D.U./ACRE	
TOTAL BLD'G COVERAGE OF SUBDIVISION:	56,250 SF = 35% OF TOTAL LAND AREA		
TOTAL OPEN SPACE OF SUBDIVISION:	64,011 SF = 40% OF TOTAL LAND AREA		
*NOTE: @3,500SF MIN PER D.U. PER 17.12.040 FOR RM DISTRICTS, 46 UNITS WOULD BE ALLOWED			
PUD YARD & BULK REQUIREMENTS			
	Clementine North A	Clementine Perimeter B	Clementine Central District C
Building Type:			
Min. Lot Area	3,140 SF	1,775 SF	1,440 SF
Min. Lot Width	32'	24'	24'
Max. Lot Coverage	65% ²	70% ²	85% ²
Max. Footprint	1,875 SF	1,625 SF	1,200 SF
Maximum Height	35'	35'	35'
Building Setbacks			
Front Yard			
To Private Drive	15' to porch		
To Common Open Space			10'
To Public ROW		20'	
Rear Yard	15'		
To Private Drive		2'	2'
Side Yard			
Between Units	0' ¹	0' ¹	0' ¹
Abutting Public ROW	7'	10'	
Abutting Private Drive		5'	5'
Abutting Commons		5'	
Parking Requirements			
Parking Required per D.U.	2	2	2
Parking Provided per D.U.	2	2	2
<small>Note: Using Louisville Mixed Use Standards for guest parking, 1 space per 8 dwelling units to be provided.</small>			
Guest Parking Required:			
(site-wide)	44 D.U. / 8 = 6		
Guest Parking Provided:			
(site-wide)	16*		
<small>* This does not include two spaces per D.U. provided in the driveways of the D.U.'s of Buildings A1 & A2</small>			
NOTES			
1. IF FEE SIMPLE LOTS ARE CREATED WITHIN BLDG'S, THERE IS NO SETBACK REQUIREMENT BETWEEN INTERNAL UNITS.			
2. ON SITE OPEN SPACE IS AGGREGATED IN COMMON AREAS & OVERALL BUILDING COVERAGE FOR THIS SUBDIVISION SHALL NOT BE GREATER THAN 35%			

PROJECT DIRECTORY	
OWNER	LOUISVILLE GATEWAY, LLC PO Box 270067 Louisville, CO 80027 Mike Eisenstein (310) 488-0737 Mike Jones (303) 995-3900
ARCHITECT/PLANNER	Harttront Associates, p.c. 950 Spruce Street, #2A, Louisville, CO 80027 (303) 673-9304 / Fax (303) 673-9319 Contact: J. Erik Harttront, AIA Email: erik@hapcdesign.com
CIVIL ENGINEER	Scott Cox & Associates, Inc. 1530 55th Street, Boulder, CO 80303 (303) 444-3051 / Fax (303) 444-3387 Contact: Don Ash Email: ash@scottcox.com

SHEET INDEX	
SHEET	DESCRIPTION
A0.1	Cover Sheet, Signature Blocks, Project Data
1	ALTA Survey
CIVIL	
C1.01	PRELIMINARY GRADING, DRAINAGE, & EROSION CONTROL PLAN
C1.02	PRELIMINARY UTILITY PLAN
C1.03	PRELIMINARY TRUCK TURNING ANALYSIS
ARCHITECTURAL	
A1.1	CONTEXTUAL SITE PLAN
A1.2	PUD PLAN & LANDSCAPE PLAN

SIGNATURE BLOCKS		
<p>OWNERSHIP SIGNATURE BLOCK</p> <p>By signing this PUD, the owner acknowledges and accepts all the requirements and intent set forth in this PUD. Witness my/our hand(s) seal(s) this ___ day of _____, 20__.</p> <p>Owner Name and Signature _____</p> <p>Notary Name (print) _____ (Notary Seal)</p> <p>Notary Signature _____</p> <p>My Commission Expires _____</p>	<p>CLERK AND RECORDER CERTIFICATE (COUNTY OF BOULDER, STATE OF COLORADO)</p> <p>I hereby certify that this instrument was filed in my office at _____ o'clock, ____ M., this ___ day of _____, 20__, and is recorded in Plan File _____, Fee _____ paid, _____ Film No. _____ Reception.</p> <p>Clerk & Recorder _____</p> <p>Deputy _____</p>	<p>PLANNING COMMISSION CERTIFICATE</p> <p>Approved this ___ day of _____, 20__ by the Planning Commission of the City of Louisville, Colorado.</p> <p>Resolution No. _____, Series _____</p> <p>CITY COUNCIL CERTIFICATE</p> <p>Approved this ___ day of _____, 20__ by the City Council of the City of Louisville, Colorado.</p> <p>Resolution No. _____, Series _____</p> <p>Mayor Signature _____ (City Seal)</p> <p>City Clerk Signature _____</p>





LEGEND

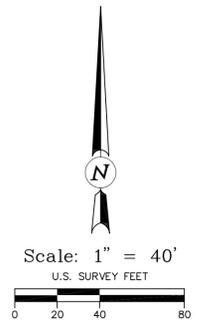
- 5.330 --- EXISTING CONTOUR
- SET #5 REBAR WITH 1" RED PLASTIC CAP STAMPED SCOTT COX ASC PLS 24302 (P&C) (UNLESS NOTED)
- FOUND MONUMENT AS NOTED
- ⊙ EXISTING BOLLARD
- ⊙ EXISTING ELECTRIC METER
- ⊙ EXISTING WATER VALVE
- ⊙ EXISTING GAS METER
- △ CONTROL POINT
- ⊙ EXISTING POWER POLE
- ⊙ EXISTING SIGN
- ⊙ EXISTING FIRE HYDRANT
- X --- X --- EXISTING FENCE
- P_o --- P_o --- EXISTING OVERHEAD POWER LINE
- SS --- SS --- EXISTING SANITARY SEWER W/MANHOLE
- W --- W --- EXISTING WATER W/FIRE HYDRANT
- ST --- ST --- EXISTING STORM SEWER W/MANHOLE
- (R) RECORD COURSE
- (M) MEASURED COURSE PER THIS SURVEY

LEGAL DESCRIPTION

ALL OF CLEMENTINE SUBDIVISION FILING 2 AND LOT 2 CLEMENTINE SUBDIVISION, CITY OF LOUISVILLE, COUNTY OF BOULDER, STATE OF COLORADO.

SURVEY NOTES

1. THE BASIS OF BEARINGS IS THE EAST LINE OF THE SE 1/4 OF SECTION 8 BETWEEN THE FOUND MONUMENTS SHOWN HEREON AND BEARS N01°31'11"E.
2. BENCH MARK: CITY OF LOUISVILLE LP2: ELEV.=5323.16' NAVD88. CONTOURS SHOWN ARE FROM A GROUND SURVEY.
3. THE SIZE AND TYPE OF MONUMENTS FOUND ARE SHOWN HEREON.
4. BUILDING MEASUREMENTS ARE AT GROUND LEVEL. ROOF OVERHANGS AND ARCHITECTURAL PROJECTIONS OF THE BUILDINGS ARE WITHIN THE BOUNDARY OF THE SITE BUT ARE NOT SHOWN ON THIS SURVEY UNLESS NOTED.
5. NOTICE: ACCORDING TO COLORADO LAW, YOU MUST COMMENCE ANY LEGAL ACTION BASED ON ANY DEFECT IN THIS SURVEY WITHIN THREE YEARS AFTER YOU FIRST DISCOVERED SUCH DEFECT. IN NO EVENT, MAY ANY ACTION BASED UPON ANY DEFECT IN THIS SURVEY BE COMMENCED MORE THAN TEN YEARS FROM THE DATE OF THE CERTIFICATION SHOWN HEREON. CRS-13-80-105 (3)(c)
6. ALL OF THE PROPERTY LIE WITHIN ZONE X. REFERENCE FIRM MAP NUMBER 0801300582U, MAP REVISED DECEMBER 18, 2012.
7. THE LOCATION OF THE ABOVE GROUND UTILITIES SHOWN HEREON ARE BASED ON THE FIELD SURVEY BY SCOTT, COX & ASSOCIATES, INC. THE LOCATIONS OF THE UNDERGROUND UTILITIES SHOWN HEREON ARE BASED ON SAID SURVEY AND INFORMATION PROVIDED BY UNCC, CITY OF LOUISVILLE, XCEL AND QWEST MAPPING. SCOTT, COX & ASSOCIATES, INC. IS NOT RESPONSIBLE FOR UTILITY INFORMATION PROVIDED BY OTHERS. SCOTT, COX & ASSOCIATES, INC. RECOMMENDS THAT THE LOCATION OF THE UTILITIES BE FIELD VERIFIED PRIOR TO ANY DIGGING ON, OR ADJACENT TO THE SUBJECT PROPERTY.
8. PLATS AND LAND SURVEY PLATS DEPOSITED AT BOULDER LAND USE DEPARTMENT, REFERENCED OR USED FOR THIS SURVEY: CLEMENTINE SUBDIVISION, RECEPTION NO. 878733; CLEMENTINE SUBDIVISION FILING NO. 2, RECEPTION NO. 2872178; SCOTT, COX & ASSOCIATES INC. LAND SURVEY PLAT, LS-95-0214.
9. ALL ADJOINING STREETS ARE PUBLIC.
10. NO OBSERVED EVIDENCE OF CURRENT EARTH MOVING WORK, BUILDING CONSTRUCTION OR BUILDING ADDITIONS. NO OBSERVED EVIDENCE OF RECENT STREET OR SIDEWALK CONSTRUCTION OR REPAIRS. NO OBSERVED EVIDENCE OF SITE USE AS A SOLID WASTE DUMP, SUMP OR SANITARY LANDFILL. NO OBSERVED EVIDENCE OF WETLAND AREAS AS DELINEATED BY APPROPRIATE AUTHORITIES. NO RECORD OF OFFSITE EASEMENTS OR SERVICUES BENEFITING THE SURVEYED PROPERTY.



**ALTA/ACSM LAND TITLE SURVEY
ALL OF CLEMENTINE SUBDIVISION
FILING 2 AND
LOT 2, CLEMENTINE SUBDIVISION
LOCATED IN THE SE 1/4, SE 1/4 OF
SECTION 8
T1S, R69W OF THE 6TH P.M.
CITY OF LOUISVILLE
COUNTY OF BOULDER
STATE OF COLORADO**

CERTIFICATION

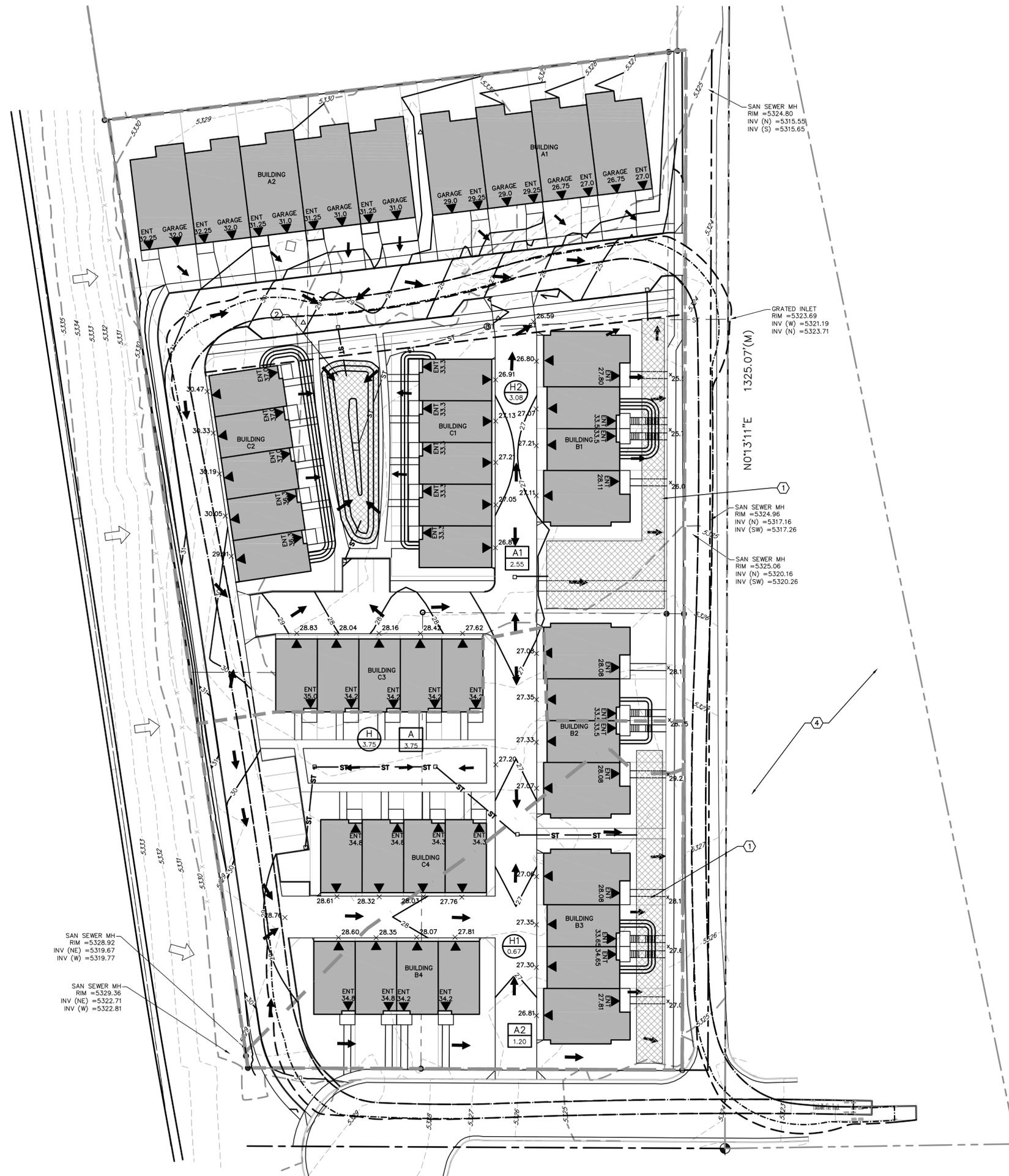
TO: MICHAEL D. JONES; MICHAEL F. AND CHRISTINA R. EISENSTEIN; LOUISVILLE GATEWAY, LLC.

THIS IS TO CERTIFY THAT THIS MAP OR PLAT AND THE SURVEY ON WHICH IT IS BASED WERE MADE IN ACCORDANCE WITH THE 2011 MINIMUM STANDARD DETAIL REQUIREMENTS FOR ALTA/ACSM LAND TITLE SURVEYS, JOINTLY ESTABLISHED AND ADOPTED BY ALTA AND NSPS, AND INCLUDES ITEMS 1-5, 6a, 8, 11a, 11b AND 13 OF TABLE A THEREOF. THE FIELD WORK WAS COMPLETED ON OCTOBER 6, 2015.

A. JOHN BURI, PLS 24302
FOR AND ON BEHALF OF
SCOTT, COX & ASSOCIATES, INC.

SCOTT, COX & ASSOCIATES, INC.
consulting engineers • surveyors
1530 55th Street • Boulder, Colorado 80303
(303) 444 - 3051

Designed by	AJB	Date	09/01/16	Scale	1"=40'	Drawing no.	15537A-1	Sheet	1
Drawn by	JAS	Revision		Description		Date		Project no.	15537A
Checked by	AJB								



LEGEND

- EXISTING DECIDUOUS TREE
- EXISTING PINE TREE
- EXISTING CONTOUR
- PROPOSED CONTOUR
ADD 5300 TO ALL CONTOURS
- POINT WHERE PROPOSED GRADE MEETS EXISTING GRADE
- PROPOSED SPOT ELEVATION
ADD 5200 TO ALL SPOT ELEVATIONS
- EXISTING SPOT ELEVATION
- HISTORIC SHEET FLOW
- PROPOSED FLOW DIRECTION
- DRAINAGE BASIN BOUNDARY (HISTORIC)
- PROPOSED BASIN BOUNDARY
- SUB-BASIN DESIGNATION (HISTORIC)
- AREA IN ACRES
- PROPOSED SUB-BASIN DESIGNATION
- AREA IN ACRES
- PROPOSED DETENTION
- PROPOSED STORM SEWER W/MANHOLE

KEYED NOTES ①

1. PROPOSED UNDERGROUND DETENTION.
2. PROPOSED ABOVE GROUND DETENTION.
3. PROPOSED STORM SEWER.
4. EXPLORE OPTION FOR OFF-SITE DETENTION AT CITY OWNED PROPERTY EAST OF EAST STREET. SUBJECT TO NEGOTIATIONS WITH THE CITY OF LOUISVILLE.

GRADING NOTES

1. GRADE AWAY FROM BUILDINGS AT A MINIMUM 10% SLOPE IN THE FIRST 10 FEET AT LANDSCAPE AREAS AND AT A MINIMUM 2% SLOPE IN THE FIRST 10 FEET AT IMPERVIOUS AREAS, EXCEPT AS NOTED.
2. TOP OF FOUNDATION ELEVATION SHALL BE SET AT LEAST 8" ABOVE THE PROPOSED GRADING AT THE EXTERIOR OF THE FOUNDATION AT LANDSCAPE AREAS.
3. ALL OF THE PROPERTY LIE WITHIN ZONE X. REFERENCE FIRM MAP NUMBER 08013C0582J, MAP REVISED DECEMBER 18, 2012.
4. ALL CITY UTILITIES SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE CITY OF BOULDER STANDARD SPECIFICATIONS.
5. THE LOCATION OF THE ABOVE GROUND UTILITIES SHOWN HEREON ARE BASED ON THE TOPOGRAPHIC SURVEY BY SCOTT, COX AND ASSOCIATES ON 10/6/15. THE LOCATIONS OF THE UNDERGROUND UTILITIES SHOWN HEREON ARE BASED ON SAID SURVEY AND INFORMATION PROVIDED BY OTHERS (WHICH MAY INCLUDE THE UTILITY OWNER OR UTILITY LOCATING SERVICES). SCOTT, COX & ASSOCIATES, INC. IS NOT RESPONSIBLE FOR UTILITY INFORMATION PROVIDED BY OTHERS. SCOTT, COX & ASSOCIATES, INC. RECOMMENDS THAT THE LOCATION OF THE UTILITIES BE FIELD VERIFIED PRIOR TO ANY DIGGING ON, OR ADJACENT TO THE SUBJECT PROPERTY.
6. BENCH MARK: CITY OF LOUISVILLE LP2: ELEV.=5323.16' NAVD88. CONTOURS SHOWN ARE FROM A GROUND SURVEY.
7. IF REQUIRED, ALL APPLICABLE CITY AND/OR STATE PERMITS PERTAINING TO THE DISCHARGE OF GROUNDWATER MUST BE OBTAINED PRIOR TO PREPARATION OF BUILDING PERMIT PLANS.



Scale: 1" = 30'

**CLEMENTINE SUBDIVISION
REDEVELOPMENT**
 LOUISVILLE, CO 80027

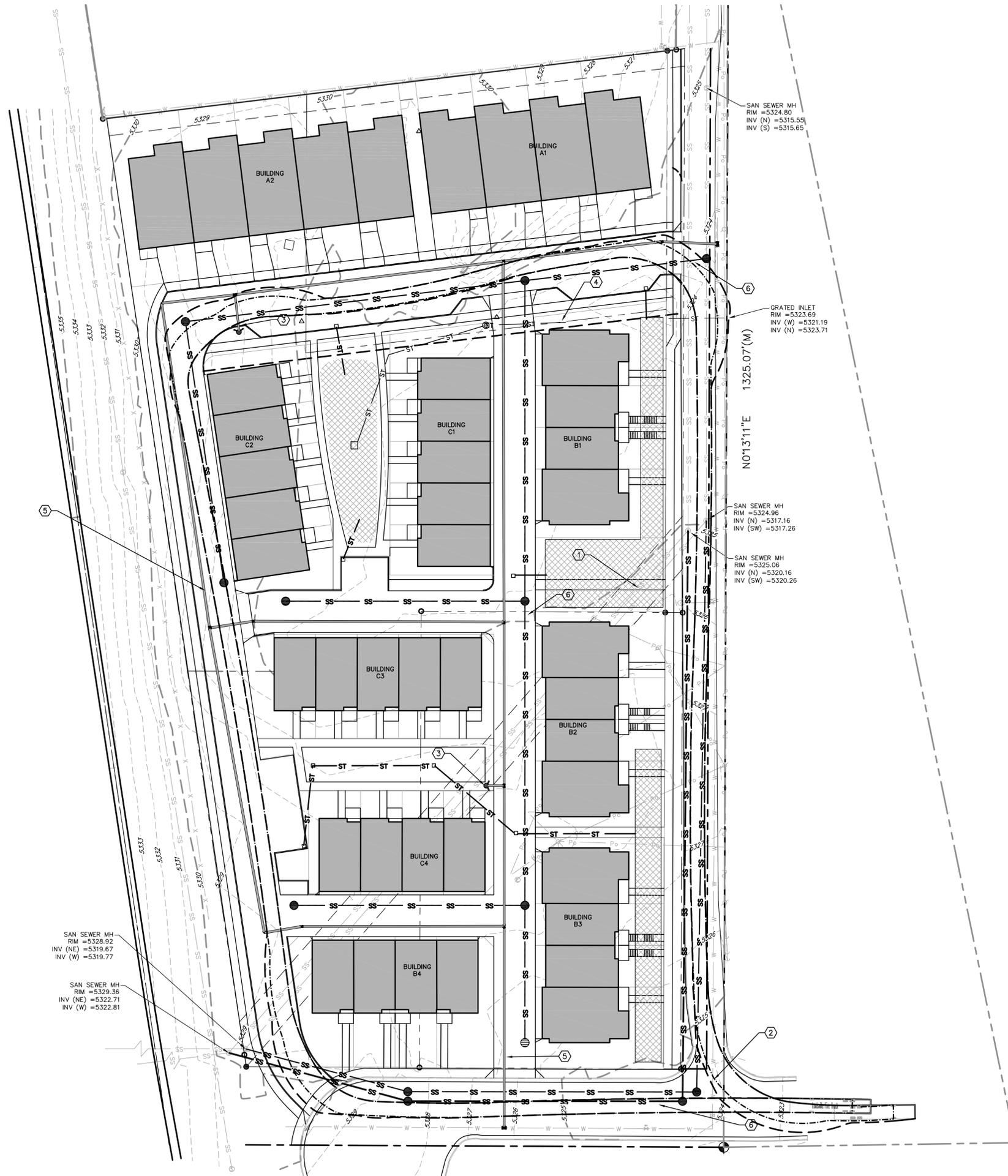
PRELIMINARY
 PLAN

PROJECT # 15537B
 DATE 1/1/16
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 REVISIONS:

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**PRELIMINARY
GRADING,
DRAINAGE, AND
EROSION
CONTROL PLAN**

Sheet
C1.01
 1 of 3 Sheets



LEGEND

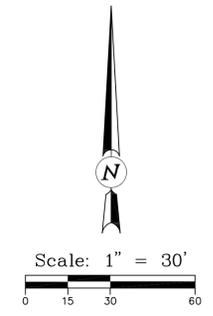
- ⊗ EXISTING WATER VALVE
- GM EXISTING GAS METER
- ☆ EXISTING LIGHT POLE
- ⊕ EXISTING FIRE HYDRANT
- EXISTING SPRINKLER VALVE BOX
- X - X - X - X - EXISTING FENCE
- SS ○ SS EXISTING SANITARY SEWER W/MANHOLE
- W ○ W EXISTING WATER W/FIRE HYDRANT
- ST ○ ST EXISTING STORM SEWER W/MANHOLE
- 5225 - EXISTING CONTOUR
- χ 25.8 EXISTING SPOT ELEVATION
- SS ○ SS PROPOSED SANITARY SEWER W/MANHOLE
- ST ○ ST PROPOSED STORM SEWER W/MANHOLE
- ↑ PROPOSED WATER SERVICE W/ FIRE HYDRANT
- ⊕ PROPOSED WATER VALVE
- WM PROPOSED WATER METER

KEYED NOTES

1. EXISTING SANITARY SEWER MAIN TO BE RELOCATED.
2. EXISTING WATER MAIN TO REMAIN.
3. PROPOSED FIRE HYDRANT AND LATERAL.
4. PROPOSED STORM SEWER.
5. PROPOSED WATER MAIN.
6. PROPOSED SANITARY SEWER MAIN.

UTILITY NOTES

1. ALL CITY UTILITIES SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE CITY OF LOUISVILLE STANDARD SPECIFICATIONS.
2. WATER, FIRELINE, SEWER TAPS, AND SERVICE LINE SIZES SHALL BE DETERMINED AT THE TIME OF BUILDING PERMIT APPLICATION.
3. ALL NEW WATER AND SANITARY SEWER SERVICE TAPS TO EXISTING MAINS SHALL BE MADE BY CITY CREWS AT THE DEVELOPER'S EXPENSE.
4. ALL CONNECTIONS TO EXISTING UTILITIES SHALL BE DONE IN A WAY SO AS TO MINIMIZE DISRUPTION IN SERVICE TO EXISTING USERS.
5. THE LOCATION OF THE ABOVE GROUND UTILITIES SHOWN HEREON ARE BASED ON THE FIELD SURVEY BY SCOTT, COX & ASSOCIATES, INC. ON OCTOBER 6, 2015. THE LOCATIONS OF THE UNDERGROUND UTILITIES SHOWN HEREON ARE BASED ON SAID SURVEY AND INFORMATION PROVIDED BY OTHERS (WHICH MAY INCLUDE THE UTILITY OWNER OR UTILITY LOCATING SERVICES). SCOTT, COX & ASSOCIATES, INC. IS NOT RESPONSIBLE FOR UTILITY INFORMATION PROVIDED BY OTHERS. SCOTT, COX & ASSOCIATES, INC. RECOMMENDS THAT THE LOCATION OF THE UTILITIES BE FIELD VERIFIED PRIOR TO ANY DIGGING ON, OR ADJACENT TO THE SUBJECT PROPERTY.
6. BENCH MARK: CITY OF LOUISVILLE LP2: ELEV.=5323.16' NAVD88. CONTOURS SHOWN ARE FROM A GROUND SURVEY.
7. ALL UNITS SHALL BE INDIVIDUALLY SERVICED FROM THE PROPOSED UTILITY MAINS.



SCOTT, COX & ASSOCIATES, INC.
 consulting engineers & surveyors
 1530 85th Street • Boulder, Colorado 80503
 (303) 444-3000
 JOB NO. 15537B DRAWING NO. 15537B-1
 9/2/16

**CLEMENTINE SUBDIVISION
 REDEVELOPMENT
 LOUISVILLE, CO 80027**

PRELIMINARY
 PUD

PROJECT # 15537B
DATE 1/1/16
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CHECKED BY: DPA
REVISIONS:

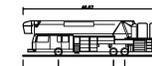
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**PRELIMINARY
 UTILITY PLAN**

Sheet
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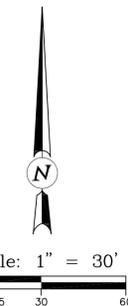
LEGEND



Louisville Fire Truck	
Overall Length	46.670ft
Overall Width	8.000ft
Overall Body Height	14.605ft
Min Body Ground Clearance	0.176ft
Track Width	8.000ft
Lock-to-lock time	5.00s
Max Steering Angle (Virtual)	45.00°

OUTLINE OF WHEEL TRACK

OUTLINE OF BODY TRACK



**CLEMENTINE SUBDIVISION
REDEVELOPMENT
LOUISVILLE, CO 80027**

PRELIMINARY
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ANALYSIS

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(303) 444-3001
JOB NO. 15537B DRAWING NO. 15537B-1
9/1/16



PROPOSED REDEVELOPMENT W/IMPROVEMENTS TO ADJACENT PROPERTY

CITY MAY INVESTIGATE EXTENSION NORTH TO PINE STREET

POTENTIAL MULTI-USE TRAIL W/CONNECTION TO EXIST'G WALK @WEST SIDE OF EAST STREET

DEVELOPER PROVIDED ENHANCED LANDSCAPING @PARCEL

- DROUGHT TOLERANT, WATER CONSERVATING PLANT MATERIAL & TREE GROUPINGS

CITY GATEWAY OPPORTUNITY

- RETAINING WALL & BERM FOR CITY'S SIGNAGE OR FREE STANDING SIGNS

TRAIL CONNECTION

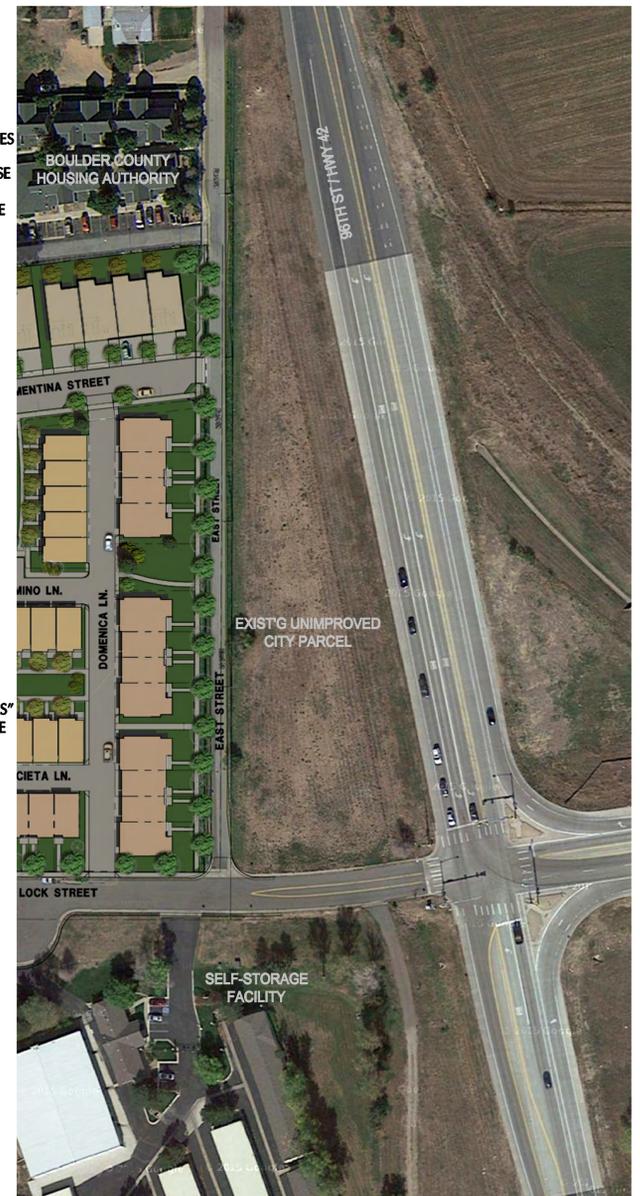
- COAL CREEK TRAIL



PROPOSED REDEVELOPMENT SHOWN W/FUTURE ROUNDABOUT

2013 42 GATEWAY PLAN INDICATES ATTACHED BIKE LANES DETACHED MULTI-USE TRAIL ON EAST SIDE OF EAST ST. MAY BE PREFERRED

ROUNDABOUT PROPOSED PER 42 GATEWAY PLAN ALONG WITH "GATEWAY ELEMENTS" SUCH AS LANDSCAPE FEATURES, WAY-FINDING, ETC.



PROPOSED REDEVELOPMENT SHOWN W/EXIST'G CONDITIONS AT ADJACENT CITY PROPERTY



HARTRONFT ASSOCIATES
A Professional Corporation

Planning
Architecture
Interior Design

950 Spruce Street, #2A
Louisville, CO 80027
TEL: 303.673.9304
FAX: 303.673.9319

CLEMENTINE SUBDIVISION
REDEVELOPMENT
LOUISVILLE, CO 80027

PRELIMINARY
PUD

PROJECT # 1553
DATE: 4/16
DRAWN BY: HAPC
CHECKED BY: JEH
REVISIONS:

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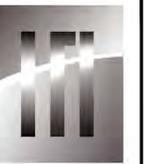
CONTEXTUAL
PUD PLANS

Sheet

A1.0

5 of Sheets





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A Professional Corporation

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Architecture
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**CLEMENTINE SUBDIVISION
REDEVELOPMENT**
LOUISVILLE, CO 80027

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PUD

PROJECT # 1553
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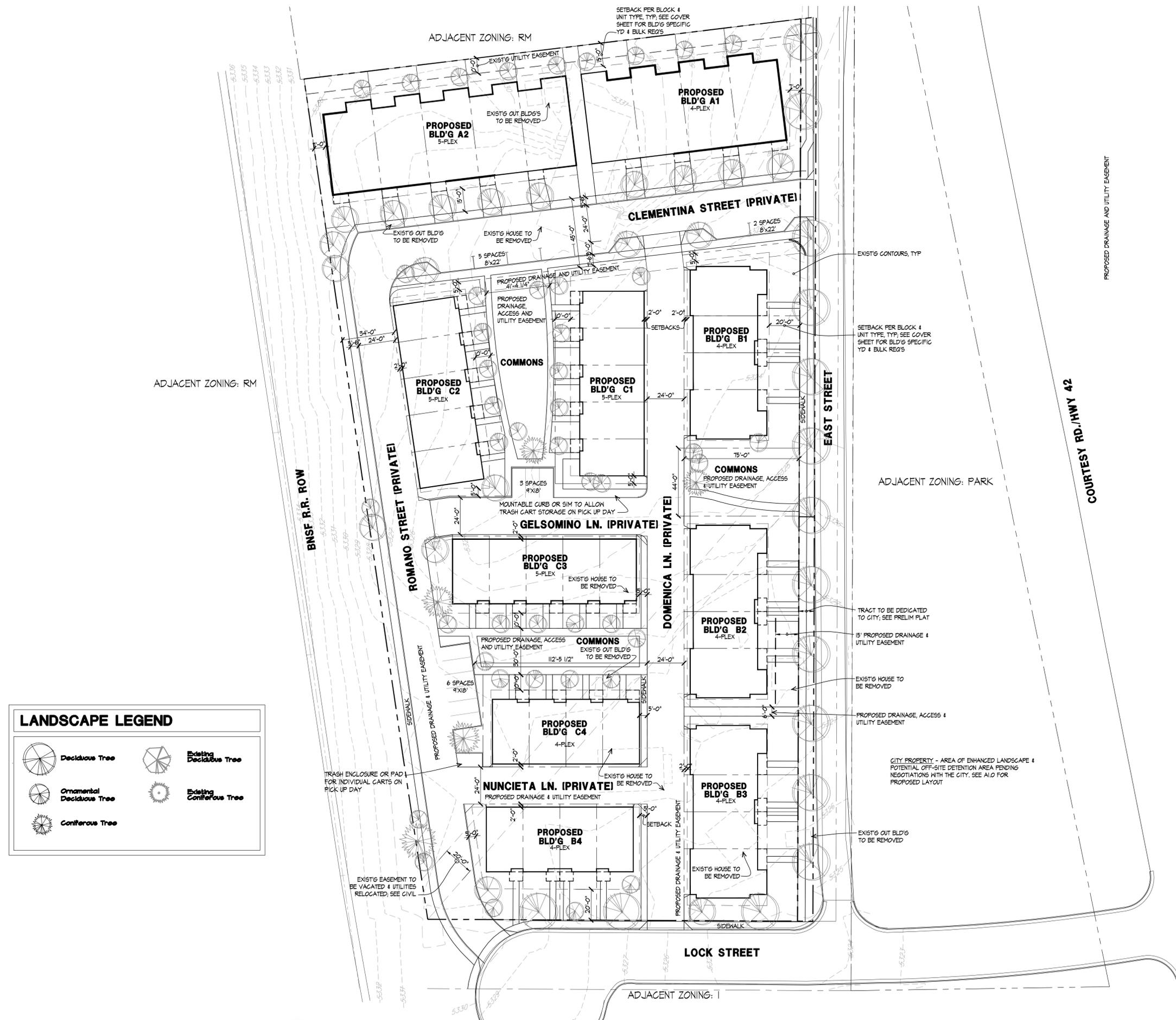
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PUD PLAN

Sheet

A1.1

6 of Sheets



LANDSCAPE LEGEND

	Deciduous Tree		Existing Deciduous Tree
	Ornamental Deciduous Tree		Existing Coniferous Tree
	Coniferous Tree		

A1 PUD PLAN
A1.1 1" = 30'-0"



Memorandum

To: Joe Stevens, Director of Parks and Recreation
From: Allan Gill, RLA, and Park's Project Manager
Date: October 6, 2016
Re: Clementine Subdivision Redevelopment, Preliminary PUD Information / Status Update

Summary:

On August 10th staff met with the property owners and Hartrnft Associates to discuss the Clementine Subdivision (301-333 East Street). As a Planned Unit Development (PUD) the approval process is a negotiation between the City and the developer. The process starts very broad and becomes more focused at the end. This proposed development is not that different from other developments within the City; however, in this instance the developer is proposing to provide enhanced landscaping as a public benefit in addition to maintenance on an undeveloped City owned parcel of land adjacent to the east side of the development. In return the developer is asking to use a portion of the area for stormwater detention. As some stormwater detention basins tend to be very noticeable as a fairly deep hole the proposed detention area would be about a foot to a foot to eighteen inches in depth.

The triangular shaped parcel is approximately 1.4 acres +/- in size and is zoned as "Parks" in the Parks, Recreation, Open Space and Trails (PROST) master plan. Typically public land is not to be used for private use. In this instance the developer is proposing what they feel is a win / win situation.

Currently the City owned parcel of land is undeveloped and does not have a high Recreation or Parks value as the parcel is too small to be developed and maintained for active Park or Recreation purposes and the triangular shape also limits what the parcel can be used for.

Development of the parcel by the developer would be beneficial to the City in several ways:

- Maintenance responsibilities to the department would be reduced maintenance of the parcel would be provided by the HOA.
- The area could be used for passive Recreation.
- Potential trail / walk connections to the Coal Creek Regional Trail, Community Park and downtown Louisville via Pine Street.
- The parcel could serve as a landmark or gateway to the City.
- The proposed final condition also takes into account future Hwy. 42 improvements at the intersection of Hwy 42 and South 96th Street.

Cash in lieu of land dedication has already been determined per the subdivision agreement for Clementine Subdivision Filing No. 2 dated January 17, 2007.

Information / Status Update:

At this point it is very early in the development review process more investigation and discussion are needed to explore options and address feasibility issues.

Figure 16. Lock Street Preferred Alternative



Louisville Parks Grade Report

June/July 2016

10= excellent
 7.5= suitable/ useable
 5=nonfunctional/ unsafe
 0 =noted component is not present

Park	Address	Signs	Playground	Bathrooms	Pavillion	Tennis	Trees	Hort're	Fields	Bsball	Bocce	Trails/ sdwalks	Sandpit	Irrigat'n	Bskball	Total	Items	SCORE	Grader
Arboretum		8	0	0	0	0	7	9	0	0	0	10	0	7	0	41	5	8.2	Keaton
Annette Brand	Plum Circle and Azure Way	10	10	7.5	10	0	10	10	10	0	0	10	7.5	7.5	10	102.5	11	9.3	Shelly
Cedarwood	Hutchinson St. & Jefferson Ave.	0	0	0	0	0	10	0	0	0	0	10	0	7.5	0	27.5	3	9.2	Shelly
Centennial	Garfield Ave. & Regal St.	7.5	0	7.5	0	7.5	7.5	7.5	0	0	0	10	0	7.5	0	55	7	7.9	Shelly
Cleo Mudrock	401 Hutchinson St.	10	0	7.5	0	0	7.5	7.5	10	10	0	10	7.5	10	0	80	9	8.9	Shelly
Community	955 Bella Vista Dr.	10	8	7.5	10	0	9	8	9	10	0	10	0	9	9	99.5	11	9.0	English
		10	10	10	10	0	10	10	10	0	10	10	8	10	10	118	12	9.8	Keaton
		5	10	9	10	0	9	10	10	0	9	10	7.5	9.5	9.5	108.5	12	9.0	Mike
		9	9	8	9	0	8	8	8	0	8	9	0	9	8	93	11	8.5	Billy
																			9.2
Cottonwood	S. Boulder Rd. & Via Appia	7.5	7.5	7	7	0	8	10	8.5	0	0	10	7.5	7.5	7.5	88	11	8.0	Mike
Cowboy	Hecla Dr. & Magbie Ln	10	10	0	0	0	10	9	0	0	0	10	0	10	0	59	6	9.8	Mike
Elephant Park	Lilac Cir. & Chestnut St.	10	0	0	0	0	8	9	8.5	0	0	10	0	8.5	0	54	6	9.0	Mike
Dutch Creek	261 Lilac Circle	10	0	0	0	0	8	8	0	0	0	10	0	10	0	46	5	9.2	English
Enclave	1140 S. Enclave Cir	6	6	0	0	0	9	0	0	0	0	10	6	9	0	46	6	7.7	English
Gateway	S. Boulder Rd. & McCaslin Blvd.	0	0	0	0	0	7.5	6	0	0	0	8	0	6	0	27.5	4	6.9	English
Hammer Run	Aline St. & Bella Vista Dr.	0	0	0	0	0	10	10	8	0	0	10	0	8	0	46	5	9.2	Keaton
Heritage	Cherry St. & S. Madison	9	10	5	10	0	10	7.5	10	5	0	10	6	9	7.5	99	12	8.3	English
Joe Carnival	912 W. Willow St.	0	7.5	0	8	0	10	8	7	0	0	8	0	7	0	55.5	7	7.9	English
Keith Helart	Monarch Court	0	7.5	0	8.5	0	10	6	8	0	0	9.5	0	7.5	0	57	7	8.1	English
Lawrence Enrietto	Jefferson Ave. and Griffith St.	9	0	10	9	0	10	9	10	0	8	9	0	9	0	83	9	9.2	Keaton
McKinley	McKinley Park Lane	0	0	0	0	0	9	10	10	0	0	10	0	5	0	44	5	8.8	Keaton
Meadows	Orchard Way & Pear Ct.	0	9.5	0	10	0	10	10	10	0	0	10	0	10	10	79.5	8	9.9	Keaton
Memory Square	801 Grant St.	10	7.5		5	0	9	7	0	6	0	4	5	6	0	59.5	9	6.61111	English
		0	10	(in Pool House & Art Center)	10	0	8	10	10	0	10	10	0	10	0	78	9	8.7	Keaton
		10	10		8	0	9	8	0	0	10	10	10	10	0	85	9	9.4	Mark
		7.5	9		9	0	9.5	8.5	0	0	9	10	7.5	8	0	78	9	8.7	Mike
		9	9		9	0	9	8	0	0	9	9	0	8.5	0	70.5	8	8.8	Billy
																	8.5	Sum	
Mission Greens	Lois Dr. & S. Hoover Ave.	0	0	0	0	10	10	0	0	0	0	10	0	10	0	40	4	10.0	Mark
Miner's Field	Highway 42 & South St.	0	0	8	0	0	10	8	10	0	0	0	0	9	0	45	5	9.0	Keaton
Pirates	Lafayette St. & Jefferson Ave.	10	10	7.5	10	10	9	9	0	0	0	10	0	10	10	95.5	10	9.6	Mark
Sagebrush	S. Polk & W. Pine St.	0	0	0	0	0	7	7.5	0	0	7.5	8	0	6	0	36	5	7.2	Billy
Saratoga I	N. Hoover Ave. & W. Elm St.	0	0	0	0	0	7.5	8	0	0	0	0	0	7	0	22.5	3	7.5	Billy
Saratoga II	W. Spruce Way and Tyler Ave.	0	0	0	0	0	7.5	7.5	0	0	0	8	0	7	0	30	4	7.5	Billy
Sports Complex	1200 Courtesty Rd.	8	5	7	9	0	10	9	9	9	0	0	0	7	0	73	9	8.1	Keaton
Steel Ranch	Kaylix Ave & Park Lane	10	0	0	0	0	7	7	0	0	0	10	0	9	0	43	5	8.6	Billy
Sundance	Hoover Ave. & Sycamore Lane	7.5	0	0	0	0	7.5	7.5	0	0	0	8	0	6	0	36.5	5	7.3	Billy
Wildflower	W. Pine St. & Owl Dr.															0		8.3	Ellen
Wildridge	0 Arapahoe Cir.															0		6.9	Ellen

Total Park Average 8.5

**AMENDED AND RESTATED BYLAWS OF
THE PARKS AND PUBLIC LANDSCAPING ADVISORY BOARD**

**ARTICLE I
The Board**

Section 1. Introduction. These Bylaws (“Bylaws”) of the Parks and Public Landscaping Advisory Board are adopted pursuant to the authority stated in Resolution No. 65, Series 2015.

Section 2. Office. The office of the Board shall be considered the Louisville City Hall, 749 Main Street, Louisville, CO 80027, or such other place in the City of Louisville, Colorado as the City Manager may designate from time to time.

Section 3, Purpose and Duties.

A. Advisory. Except as otherwise provided by City Charter or Municipal Code, the Board shall be advisory in character.

B Duties. The role of the Board will include, but not be limited to, advising the City Council on such matters as:

1. To advise City Council and staff on all matters concerning policy, care, management and planning on all City properties maintained by the Parks Division;
2. To advise City Council and staff in determining the community's needs and desires for parks and amenities;
3. To advise City Council and staff on park development and redevelopment, and review referrals for proposed landscape plans for public areas;
4. To advise City Council and staff on the capital and operating budget as it relates to the Parks Division.
5. To review and give comments on city landscape master plans, landscape ordinances and other appropriate landscape documents;
6. To hear appeals of decisions of the city forester concerning licensing of arborists and removal of trees as provided in Chapter 8.12 of the Louisville Municipal Code.

7. To educate the public regarding parks and public landscaping practices appropriate for Louisville.

ARTICLE II Members

Section 1. Number of Members. The Board shall consist of seven (7) members whom City Council shall appoint.

Section 2. Residency Requirement. Members shall be residents of the City at the time of their appointment and at all times while serving on the Board (Louisville Home Rule Charter Section 10-2c).

Section 3. City Employees. Members may not be employees of the City of Louisville at any time during their appointment to the Board.

Section 4. Term of Members. Each member shall be appointed for a three-year term. A member's term of office shall commence January 1 and shall expire December 31. Notwithstanding the foregoing, the City Council shall have the authority at the time of appointment to any vacancy to reduce the length of a member's term as necessary to avoid more than two thirds of members' terms expiring at the same time.

Section 5. Compensation. Members shall serve without compensation. Expenses actually incurred in the performance of the duties of office may be paid only if the expense and amount thereof are approved and authorized in advance by a writing signed by the City Manager. (Louisville Home Rule Charter Section 10-2e).

Section 6. City Liaison. The City Manager shall appoint a City staff member to act as liaison to the Board. Such liaison may advise the Board, make recommendations, and bring items for discussion. Such liaison is not a member of the Board, does not vote on matters before the Board, and may not be counted as a part of a quorum.

ARTICLE III Officers and Personnel

Section 1. Officers. The officers of the Board shall be a Chair, a Vice-Chair, and a Secretary.

Section 2. President. The Chair shall preside at all meetings of the Board.

Section 3. Vice President. The Vice-Chair shall perform the duties of the Chair in the Chair's absence or inability to act. In the event of the absence or inability to act of both the Chair and Vice-Chair, the remaining members shall select some other member of the Board to temporarily perform the duties of the Chair.

Section 4. Secretary. The Secretary may take meeting minutes and attest to all documents authorized to be executed by the Board. In the event of the absence of the Secretary, the Chair shall designate, in writing or verbally at a meeting of the Board, some other member of the Board to perform duties of the Secretary.

Section 5. Additional Duties. The officers of the Board shall perform such duties and functions as may from time to time be required or authorized by the Board or these Bylaws.

Section 6. Election of Officers. The officers of the Board shall be elected annually by the Board at its first meeting of each calendar year and shall assume their duties upon election. Officers shall hold their office for one year or until their successors are selected and qualified. If the office of the Chair, Vice-Chair, or Secretary is vacant, the Board shall select a successor from its membership to serve for the unexpired term of said office.

Section 7. Vacancies. At the end of any member's term the City Council shall advertise for interested applicants and interview persons regarding such vacancy. Appointments are made annually in December. Members may reapply for vacant positions.

Section 8. Mid-term Vacancies. If a Board member resigns his/her post mid-term, the City Council may invite applications and interview persons regarding such vacancy. The City Council may appoint an applicant to fill the vacancy for the remainder of the year. Such an appointee shall be required to then reapply for the position at the end of the year during the annual application process.

Section 9. Removal. A member may be removed during his/her term of office for cause by the City Council as defined in the Louisville Home Rule Charter and Resolution No. 16, Series 2009. Cause shall include but not be limited to:

- A. Violation of city or state ethics laws;
- B. Conviction of a felony or of any other crime involving moral turpitude;
- C. Unexcused absence from more than 25 percent of the regular meetings in any 12-month period;
- D. Neglect of duty or malfeasance in office;
- E. Knowing violation of any statute, ordinance, resolution, rule, policy or bylaw

- applicable to the board or commission;
- F. 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;
 - G. Failure to maintain the qualifications of a board or commission member for the board or commission on which the member serves;
 - H. 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
 - I. Other grounds constituting cause as established by law.

ARTICLE IV Meetings

Section 1. Regular Meetings. The Board regular meeting time and location shall be determined at the first meeting of each calendar year. In the event any regular meeting falls on a legal holiday observed by the City of Louisville, the Board shall designate a new meeting time a minimum of one month prior to the holiday meeting date.

Section 2. Meeting Notice. The agenda for any meeting shall be posted a minimum of seventy-two hours in advance of the meeting in the following locations and will serve as notice of the meeting:

- A. City Hall, 749 Main Street
- B. Library, 951 Spruce Street
- C. Recreation Center, 900 West Via Appia
- D. Police Department/Municipal Court Building, 992 West Via Appia
- E. City Web Site at www.LouisvilleCo.gov

Section 3. Location of Meeting. Pursuant to Section 4-5(d) of the Louisville Home Rule Charter, all meetings of the Board shall occur in public buildings and public facilities accessible to all members of the public.

Section 4. Special Meetings and Business at Special Meetings.

A. Except for an emergency special meeting governed by Subsection B, each special meeting of the Board shall be called by an officer on the request of any three members of the Board, and shall be held on at least forty-eight hours written

notice. Notice of such special meeting shall be posted in the same manner as prescribed in Article IV, Section 2.

B. An emergency special meeting shall be called by the Secretary on the request of the Chair or any three members of the Board, and shall be held on at least twenty-four hours written notice to each member of the Board. Notice shall be posted at least twenty-four hours in advance of such emergency special meeting in the locations prescribed in Article IV, Section 2. An emergency special meeting shall not be called unless:

- (i.) Each member requesting the meeting has determined that the meeting is urgently necessary in order to take action on an unforeseen matter requiring immediate action; and
- (ii.) The basis for the determination described in Paragraph (i) is stated in the notice of the meeting.

C. All reasonable efforts shall be made to notify members. The notice need not be served if the member has waived the notice in writing.

D. The Board shall not take action on any item of business at any special meeting unless:

- (i.) The item to be acted on has been stated in the notice of the meeting; or
- (ii.) The item to be acted on is reasonably related to the item which was stated in the notice of the meeting.

Section 5. Quorum. The powers of the Board shall be vested in the members thereof in office from time to time. A majority of the members shall constitute a quorum for conducting business, but in the absence of a quorum, a lesser number may adjourn any meeting to a later time and date until a quorum is present. When a quorum is in attendance, action may be taken by the Board upon an affirmative vote of the majority of the members present, except in cases where a greater number is required by the Louisville Home Rule Charter or ordinances, or state laws applicable to the City.

Section 6. Open Meetings. In addition to the requirements of these Bylaws, the Board shall comply with all applicable provisions of the open meetings laws of the State of Colorado and the Louisville Home Rule Charter.

Section 7. Open Government.

A. Notice of meetings of the Board shall be provided to the public in accordance with the requirements of these Bylaws and other applicable provisions of the open meetings laws of the State of Colorado and the Louisville Home Rule Charter.

B. The agenda for any meeting of the Board shall contain an itemized list of all subjects on which substantive discussions are reasonably expected or which may be the subject of formal action.

C. The Board shall not engage in substantive discussions relating to, or take formal action on, any subject when that subject was not listed in the agenda for that meeting and is not substantially related to any subject listed in the agenda.

D. For purposes of Subsection C of this Section, a subject is not substantially related to a subject listed in the agenda when a person reading the agenda before the meeting would not have reasonably expected that the subject would be substantively discussed or formally acted upon at the meeting.

E. For purposes of this Section, “substantive discussions” means debate, deliberation or other discussion about the merits, benefits, advantages or disadvantages of any proposed or possible resolution of any issue that will be or may be the subject of formal action by the Board.

F. Each member of the Board shall participate in at least one City-sponsored open government-related seminar, workshop or other program at least once every two years. Such program shall conform to the requirements of Section 4-16(a) of the Louisville Home Rule Charter.

Section 8. Agendas and Meeting Materials.

A. To the extent possible, the agenda and all documents and materials requiring action by the Board at any meeting shall be provided each Board member seventy-two hours in advance of such meeting.

B. The Board shall make available to the public the agenda and all agenda-related materials. Such information will be available as follows:

- i. City Web Site at www.LouisvilleCo.gov
- ii. City Clerk’s Office, City Hall, 749 Main Street
- iii. Library Reference Desk, 951 Spruce Street

C. For purposes of this Section, “agenda-related materials” means the agenda, all reports, correspondence and any other documents forwarded to the Board that provide background information or recommendations concerning the subject matter of any agenda item, excluding any documents or records which may or must be

withheld from disclosure pursuant to state or federal statutes or constitutional provisions, or common law.

D. Any document that is submitted to the Board during a meeting shall be immediately made available to the public either by making copies available to the public at the meeting or by displaying the document at the meeting so that the public can view the document. No discussion or consideration of such a document by the Board shall occur unless the document has been made available to the public as provided in this Subsection D. The foregoing shall not be construed to require the dissemination, display or disclosure of any document or record which otherwise may or must be withheld from disclosure pursuant to state or federal statutes or constitutional provisions, or common law.

Section 9. Public Records.

A. Public records of the Board shall be open for inspection during normal business hours in accordance with the provisions of the Colorado Open Records Act, and Section 5-5 of the Louisville Home Rule Charter. The Board shall strictly construe exceptions provided under the State statutes authorizing certain public records to be exempt from disclosure to the public. In the event of conflict among the various provisions of such laws, whichever law provides greater access to Board records and less expense to the person requesting the records shall control disclosure by the Board.

B. City Staff shall maintain a file of all studies, plans, reports, recommendations and resolutions made by the Board in the exercise of its duties.

ARTICLE V General

Section 1. Committees. The Chair may appoint members of the Board to such committees as deemed necessary to perform any functions for the purpose of advising the Board.

Section 2. Conflict of Interest; Code of Ethics. The members and officers of the Board shall comply with all applicable federal and state laws regarding conflicts of interest. The members, officers and employees of the Board shall also comply with the Code of Ethics set forth as Sections 5-6 through 5-17 of the City of Louisville Home Rule Charter ("Code of Ethics"). For purposes of application of such Code of Ethics only, the Board shall be considered a "public body" and a member of the Board shall be considered a "public body member."

Section 3. Amendment of Bylaws. The Bylaws of the Board may be amended only upon a majority vote of the members of the Board.

Section 4. Conflict of Law. Where any conflict exists between any provision of these Bylaws and the Louisville Home Rule Charter or City ordinances, such ordinances or statutes shall control over the provisions of these Bylaws and these Bylaws shall be deemed to have been amended to conform to such ordinances and statutes.

THESE BYLAWS ARE ADOPTED by the Parks and Public Landscaping Advisory Board this ____ day of _____ 20 ____.

President/Chair

Secretary