City of Louisville
COLORADO • SINCE 1878

Historic Preservation Commission
Agenda
January 11, 2016

TRAINING
Spruce Room, 1st floor of City Hall
City Hall, 749 Main Street
5:30 – 6:30 PM

I. Training with City Attorney

REGULAR MEETING
Council Chambers, 2nd floor of City Hall
City Hall, 749 Main Street
6:30 – 9:00 PM

II. Call to Order
III. Roll Call
IV. Approval of Agenda
V. Approval of Minutes – December 14
VI. Public Comments on Items Not on the Agenda
VII. Welcome New Commission Members
VIII. Discussion – Capstone Project
IX. Discussion – Citizen Survey
X. Discussion – Historic Structure Assessment
XI. Items from Staff
- Posting Locations and Open Government Pamphlet
- Meeting Dates and Locations
- Election of Officers, Historical Commission Liaison
- Historic Preservation Ordinance Changes

XII. Updates from Commission Members
XIII. Discussion Items for future meetings
XIV. Adjourn

City of Louisville
COLORADO • SINCE 1878

Historic Preservation Commission
Meeting Minutes
December 14, 2015
Council Chambers, 2nd floor of City Hall
City Hall, 749 Main Street
7:00 – 9:00 PM

Call to Order

6:32 p.m.

Roll Call

Members Present: Kirk Watson, Lynda Haley, Debbie Fahey, and Jessica Fasick. Mike Koertje entered at 6:35 p.m.

Members Absent: Peter Stewart and Dana Echohawk

Staff Present: Lauren Trice, Planner I

Approval of Agenda

Fahey asked to thank Meredyth Muth for putting in the updates from commissioners for the agenda.

Watson asked for a motion to add a comment from commission members.

Stewart made a motion.

Fahey seconded.

Motion approved by voice vote.

Approval of Minutes – November 16

No changes were heard.

The motion was approved by voice vote.

Public Comments on Items Not on the Agenda

None heard

Probable Cause Determination – 809 LaFarge Avenue

Trice presented the information from staff's report. She stated it is one of Louisville's oldest residences, built in 1882. The main change in the building is new siding and a few changes to windows and doors. She believes there is architectural significance and social significance.

The applicant, Ben Cooper, spoke on behalf of his application. He said they are looking to get historic designation and consideration for a rehabilitation grant for the siding and some structural issues.

Fahey asked if the asbestos siding was original to the house.

Trice answered no and showed a photo from 1948 showing the wood siding.

Cooper said his intent is to remove the asbestos siding to reveal the original wood siding.

Haley asked if the original siding is below the asbestos siding.

Cooper said he hasn't removed anything yet, but he thinks it is.

Watson asked if he the siding tested to make sure it is asbestos.

Cooper said not yet, but they will.

Public Comments – none heard

Koertje made a motion to find probable cause and make it eligible to become a Louisville Landmark due to the architectural and social integrity.

Watson seconded the motion.

Motion passed by voice vote 5 to 0.

Pre-Filing Conference – 1800 Plaza Drive (Hecla Casino)

Trice presented the information from staff's report. She stated the applicant has not submitted any formal development proposals, but they are seeking comments on their request to remove the Hecla Casino. She then presented historic photos of the Hecla Casino.

Hunter MacLeod, Balfour representative, spoke. He stated they are still trying to work things out with the site plan, but they do know they want to remove the existing structure. He said he has been discussing with Boulder County and other non-profits to take the structure. Otherwise Balfour is not interested in moving the structure, but they will give the structure away.

Fahey asked if there was any other place on the property to move the structure.

Macleod stated there aren't any other locations for the placement of the structure do to the relatively small size of the property.

Watson asked who owned the property immediately to the north and east.

Macleod stated he thought it was North End.

Koertje stated this was brought up about 5 years ago and a previous commissioner, Heather Lewis, worked on trying to find an alternative location for the building. Unfortunately they weren't successful. He appreciates Balfour looking for another solution to relocate the structure.

Public Comments

Jean Morgan asked for all efforts to be exhausted before the building is demolished. She recommended the Arnold property, north of Little Italy. They might be able to use the structure for special events. She stated this building is a must save and she will do everything in her power to save this structure.

Watson asked Morgan if she would be interested in seeing additional zoning incentives to save this building.

Morgan said she would like to see anything done to save this structure.

Commission Discussion/Comments

Fahey would like to see all options exhausted to save this structure.

Fasick asked Cooper which Boulder County department they have been speaking with.

Cooper stated they have been discussing with the Boulder County Housing department. He said they were asking about the Kestrel property.

Fasick stated we all share the Harney Lastoka property and maybe we could ask Parks and Open Space if another structure could be moved there.

Watson stated he believes Council does not want to have any additional structures on Harney Lastoka but it is worth asking the question.

Cooper stated it is difficult for them to commit funds for the relocation of this structure, but they are willing to give it away.

Watson was mentioning more in terms of creative solutions.

Koertje stated the Housing Authority was the department we worked with last time and they seemed interested in moving the structure to Lafayette. He said if the structure could be relocated to Kestrel that would be much closer.

Fahey stated if it were moved to Harney Lastoka it could be an agricultural museum. She then recommended it could be brought back as a brothel.

Laughter ensued.

Watson asked for the size of the structure.

Cooper stated the structure is above 2,100 to 2,500 square feet. He said he could provide interior shots of the building to Trice.

Updates from Commission Members

None heard

Updates from Staff

CLG Grant/Story Map –

NAPC Conference in Mobile, Alabama – to allow staff and commissioners to attend.

Commercial Development Historic Context – to begin the context-based survey process in Downtown.

Story Map – this will be a map and photo walking tour that you can use on your phone. This will be funded through the City's GIS budget and removed from the grant application.

Upcoming Schedules/Saving Places Conference

Study Session - January 12 at 6:30

Saving Places – January 8th is the early bird deadline. The conference is February 3 to 6.

Demolition Updates

Trice stated there were two reroofing projects.

Adjourn

Fahey made motion to adjourn the meeting at 7:05 p.m. Koertje seconded the motion.

City of Louisville
COLORADO • SINCE 1878

Department of Planning and Building Safety

749 Main Street • Louisville CO 80027 • 303.335.4592 • www.louisvilleco.gov

MEMORANDUM

To: Historic Preservation Commission Members

From: Department of Planning and Building Safety

Subject: MURP Capstone Project

Date: **January 11, 2016**

As a part of implementing the Preservation Master Plan, staff applied for a University of Colorado – Denver Capstone Project to analyze factors leading to demolition in Louisville. During the spring semester, Felicity Selvoski, a dual degree candidate in Urban Planning and Historic Preservation, will work with staff to create a report and presentation on historic building demolition in Louisville.

A description of the Capstone Project is attached.

Client: City of Louisville
Project: Demolition in Louisville

I. Applicant (Client) Information

Organization Name and Address

City of Louisville, 749 Main Street, Louisville, CO 80027

Organization Website

www.louisvilleco.gov

Client Contact Name and Title

Lauren Trice, Planner/Historic Preservation

Client Contact Email

laurent@louisvilleco.gov

Client Contact Phone

540-557-7765

Please describe your organization (and/or department) including mission, scope of work, key program activities and target population.

Louisville began as a modest mining town in 1878, and has evolved to become one of the most livable small towns in the United States. Historic preservation offers an opportunity for the City to celebrate its past and ensure its heritage continues to be an important component of what makes this community special. Louisville's unique voluntary Preservation Program, with its dedicated sales tax, recognizes the historical and architectural significance of 30 local landmarks. The City of Louisville Historic Preservation Program just completed its first adopted Preservation Master Plan.

II. Capstone Project Description

Proposed Project Title

Demolition in Louisville

Select from the following list all of the subject areas that are relevant to your proposed project.

	Community Development
X	Economic Development
	Environmental Planning
	Healthy Communities
X	Historic Preservation
X	Housing
	International Planning
X	Land Use/ Physical Planning
	Parks and Open Space
	Real Estate Development
	Regional Sustainability
	Rural/ Small Town Planning
	Social Justice
X	Suburban Development
	Transportation Planning
X	Urban Design
	Urban Revitalization
	Vulnerable/ Special Populations
X	Other: Sustainability

Please provide a brief overview of the issue or problem to be addressed by the Capstone project.

Louisville continues to be one of the top places to live in the county. Many residents want to live in the historic downtown but not in the small historic homes. Over the past several years, the demolition of historic structures has become an issue in Louisville. Building demolition is a complex issue, with a variety of factors, such as the health and overall condition, aesthetic considerations, space requirements, cost implications, and use plans all influencing property owner decisions. A thorough evaluation needs to study this topic more comprehensively and engage the entire community--especially owners of older buildings, realtors, developers, and design professionals--in an open and ongoing discussion about all issues associated with historic building demolition.

Why is this issue of particular relevance to your organization at this time, and what are the practical implications of this issue or problem?

The City of Louisville recently completed its first adopted Preservation Master Plan. A key immediate action item in the Plan is to "analyze factors leading to demolitions." Based upon the study, Louisville can develop appropriate policies and practices that balance the importance of historic buildings to the city's small-town character, image, and heritage with both private property rights and the realities of the community's development climate.

Capstone projects may be completed by one student, or projects with a larger scope may be completed by a team of two or three students. However, each student must contribute a unique piece of the project. How many students do you anticipate working on this proposed project?

1

What are the activities/ tasks you expect the Capstone student to undertake? (e.g., conduct a survey, create a plan, conduct a GIS analysis). (If this is a team project, identify each team member's anticipated activities.)

- Research and map demolished buildings
- Conduct stakeholder interviews
- Brainstorm list of factors leading to demolition, including economic value
- Research list of factors and rate their impact on historic building demolition
- Make recommendations on policies related to historic building demolition
- Present findings to City Boards & Commissions

What are the deliverables that are expected of the Capstone student at the completion of the project? (e.g., a comprehensive report, recommendations). (If this is a team project, identify each team member's expected deliverables.)

Report on historic building demolition
Presentation on historic building demolition

What specific skills or qualifications would be helpful for the Capstone student(s) to have in order to address this problem? (e.g., knowledge of specific software, experience in your issue area)

Basic GIS skills
Data analysis skills
Knowledge of real estate economic
Interest in preservation planning
Effective communication skills
Basic graphic design using Adobe Creative Suite (preferred, not necessary)

III. Special Considerations

If applicable, please describe any special considerations the MURP program and/or Capstone student(s) should be aware of.

None.

City of Louisville
COLORADO • SINCE 1878

Department of Planning and Building Safety

749 Main Street • Louisville CO 80027 • 303.335.4592 • www.louisvilleco.gov

MEMORANDUM

To: Historic Preservation Commission Members

From: Department of Planning and Building Safety

Subject: Citizen Survey

Date: **January 11, 2016**

City Council and the City Manager's Office are working to develop the 2016 Citizen Survey. The last report from the last survey, conducted in 2012, is available here http://www.louisvilleco.gov/home/showdocument?id=992. There is an opportunity for the Historic Preservation Commission to recommend a policy question for the survey. Potential questions could be related to:

- Historic Preservation Fund
- Demolition of historic properties
- Redevelopment of downtown
- Other historic preservation issues

City of Louisville
COLORADO • SINCE 1878

Department of Planning and Building Safety

749 Main Street • Louisville CO 80027 • 303.335.4592 • www.louisvilleco.gov

MEMORANDUM

To: Historic Preservation Commission Members

From: Department of Planning and Building Safety

Subject: Historic Structure Assessment

Date: **January 11, 2016**

The HPC Historic Structure Assessment subcommittee and staff have worked with to update the requirements for Historic Structure Assessments. This includes creating qualifications for professionals conducting HSAs and developing a scope of work for the HSAs.

The subcommittee proposes that all professionals conducting HSAs meeting the Secretary of Interior's Professional Qualification Standards for **Historic Architecture**:

> *The minimum professional qualifications in historic architecture are a professional degree in architecture or a State license to practice architecture, plus one of the following:*
>
> 1. *At least one year of graduate study in architectural preservation, American architectural history, preservation planning, or closely related field; or*
> 2. *At least one year of full-time professional experience on historic preservation projects.*
>
> *Such graduate study or experience shall include detailed investigations of historic structures, preparation of historic structures research reports, and preparation of plans and specifications for preservation projects.*

This does not require that HSAs be conducted by licensed architects. The City of Louisville would send out a Request for Qualifications to create an updated list of "pre-qualified" professionals.

The draft Historic Structure Assessment Scope of Work attached is modified from the State Historic Fund. This would be available to property owners and professionals conducting HSAs.

Historic Structure Assessment Scope of Work

(Modified from State Historic Fund)

COVER PAGE

The Cover Page of the report must include:

1. *The name and address of the property*
2. *The date of report completion*
3. *The required acknowledgement of HPF as a funding source* ("This project was paid for by Louisville Historic Preservation Fund grant.")
4. *State Site Number, if applicable*

TABLE OF CONTENTS

Please number pages in the report, and include the pages in the Table of Contents.

1.0 INTRODUCTION

1.1 RESEARCH BACKGROUND / PROJECT PARTICIPANTS

Discuss the purpose of the project and describe the process taken to complete the report, including:

1. *List consultants involved in preparing the report, and what their roles were.*
2. *Note weather condition(s) experienced during all field (site) visits.*
3. *Include sources of information used to complete this report, including available historical documentation and interviews with building users/managers as relevant (see Section 2.0).*

1.2 BUILDING LOCATION

Please provide the following:

1. *Vicinity map*
2. *Site plan (Site plans should show the property lines, as well as the designated area, and display all of the improvements, features, and landscape elements within the property boundaries. Indicate a north arrow and scale or NTS.)*
3. *Legal description*

2.0 HISTORY AND USE

The research and analysis of the structure's history and use determines the basis for the preservation treatment recommendations prescribed in the assessment section. This portion of the HSA includes a history of the resource, the architectural significance and construction history, and a detailed discussion of the proposed use. A basic social history, prepared by the Louisville Historical Museum, for each property is available from the Louisville Planning Department.

Potential sources for information:
Louisville Planning Department, Louisville Historical Museum, Louisville Library, Boulder County Property Assessor, Carnegie Library - Boulder

2.1 ARCHITECTURAL SIGNIFICANCE & CONSTRUCTION HISTORY:

Describe the structure's architectural style, including character-defining exterior and interior materials, features, and spaces. Include a general chronology of additions and alterations to the original structure, and discuss past and current

DRAFT

use(s) in relation to these modifications. This information will provide the basis for recommendations for appropriate treatments and design of suitable modifications for use.

1. *Note whether or not the building is listed on the National, State or Local Register.*
2. *Include historical photographs of the structure's exterior and interior*
3. *Excerpt portions of referenced documents that are relevant to the building/resource.*

2.2 FLOOR PLAN:

The structure(s) should be graphically represented in accurate proportions. The plan(s) should be drawn with measurements, but it is not required to be drawn to scale. In this section, you must:

1. *Label individual rooms for reference within the narrative of Section 3.0.*
2. *Show the general chronology of additions.*
3. *Note/identify within the plan or illustrations significant spaces and/or spatial relationships.*
4. *Indicate a north arrow and scale or NTS.*

2.3 PROPOSED USE(S):

Discuss any proposed use(s) or alterations, including the functional needs and potential impact to the existing structure, and evaluate whether or not the intended use or alteration is appropriate for the structure in accordance with The Secretary of the Interior's Standards and the Louisville Municipal Code.

3.0 STRUCTURE CONDITION ASSESSMENT (SECTIONS 3.1-3.8)

Each section below should be addressed in a comprehensive narrative. In order to provide a more user-friendly and organized document, please include a separate sub-heading under each section for the three main components of the narrative: (1) **Description**, (2) **Condition Evaluation**, and (3) **Recommendations**. (For example, when discussing the Roof Framing System in section 3.3, you will include a Description of the system, a Condition Evaluation of the system, and a Recommendation of what to do with the system based on The Secretary of the Interior Standards and future plans/use.) The sections describing materials, features, elements, and spaces should follow the specific order listed in the Historic Structure Assessment outline provided below (e.g., 3.1 Site; 3.2 Structural System; etc.). If the resource does not have a component, simply indicate this in the narrative (e.g., "Perimeter foundation drainage: There is no perimeter foundation drainage.").

DESCRIPTION: Please *describe* each element, feature or space.
The intent of this subsection is to identify the elements, features, and spaces that make up the resource. The narrative should first indicate whether the element, feature, or space is original, historic or non-historic, and should then provide a detailed description of **what it is, what it looks like, the materials from which it is made, and the methods used in its construction.**

The Description sub-heading should not include information about the condition: Perhaps one of the most common mistakes is to include a discussion of the *condition* of each material, element, feature, or space as part of the *description* narrative—it is important to avoid this. The intent is to describe the element, feature, or space as it exists at this point in time (e.g. "Interior walls are plaster over wood lathe, with a smooth texture and painted finish [see photos #2, 3, 12 and 15]."). This serves the purpose of

documenting the material, element, feature, or space as it exists now so that in the future, users of the assessment will have a clear understanding of how this looked prior to any treatment.

Significance: Please identify each element's, feature's, or space's relationship to the age of the structure and identify its significance as it relates to the integrity of the resource overall. It is important to remember that all materials, elements, features, and spaces of a structure impact the resource's historic integrity (contributing to or detracting from); therefore, each component should be described regardless of its historic significance. A significant element, feature, or space should be described in greater detail and include **photographic documentation** to illustrate that description.

Windows, doors, and other repetitive elements or features: Often an element or feature is a series of similar, repetitive items, such as windows or doors. In this case, the feature should be described as one feature and then specific discrepancies should be noted or highlighted—for example, "all nine windows on the 3rd floor are historic, the six 1st floor windows are not." Although describing as *one*, please include the total quantity of the element or feature in the description. A schedule to augment the narrative may be included. Remember to include even small repetitive elements such as hardware, lighting, and security.

CONDITION EVALUATION: Please *evaluate the condition* of each feature, element, or space.
Please provide a detailed discussion of the **existing condition and integrity** of each element, feature or space based on the comprehensive physical evaluation. As noted above, destructive investigation is acceptable as a means of obtaining information, but it is not required. The Condition Evaluation must include **photographic documentation** to illustrate the condition (or range of conditions for repetitive elements or features). Please use the following terms in your evaluation and discussion of the condition of each element, feature, or space: **Good Condition**, **Fair Condition**, and **Poor Condition**. Criteria/guidelines for each are as follows:

- **GOOD CONDITION:** An element, feature, or space is evaluated in *good* condition when it is meets the following criteria:

  1. *It is intact, structurally sound, and performing its intended purpose.*
  2. *There are few or no cosmetic imperfections.*
  3. *It needs no repair and only minor or routine maintenance.*

  Please note: Elements, features, or spaces that are in *good* condition do not need lengthy narratives; state that they were examined and found to be in *good* condition, and why you have made that determination.

- **FAIR CONDITION:** An element, feature, or space is evaluated in *fair* condition when one or more the following are evident:

  1. *There are early signs of wear, failure, or deterioration, although the feature or element is generally structurally sound and performing its intended purpose.*
  2. *There is failure of a sub-component of the feature or element.*
  3. *Replacement of up to 25% of the feature or element is required.*
  4. *Replacement of a defective sub-component of the feature or element is required.*

DRAFT

Please note: When an element, feature, or space is in *fair* condition, it is important to provide a comprehensive discussion of this evaluation; do not simply state that the condition is "fair" without explaining that evaluation. Also, please avoid using generic descriptors such as "weathered" or "damaged" without a more specific explanation (e.g. how/why is it weathered/damaged).

- **POOR CONDITION:** An element, feature, or space is evaluated in *poor* condition when the following is evident:

  1. *It is no longer performing its intended purpose.*
  2. *It is missing.*
  3. *It shows signs of imminent failure or breakdown.*
  4. *Deterioration/damage affects more than 25% of the feature/element and cannot be adjusted or repaired.*
  5. *It requires major repair or replacement.*

  Please note: When an element, feature, or space is in *poor* condition, it is important to provide a comprehensive discussion of this evaluation; do not state that the condition is "poor" without explaining that evaluation. Also, please avoid using generic descriptors without a more specific explanation.

RECOMMENDATIONS: Please provide a *recommendation* for each element, feature or space, based on (1) the evaluation of existing conditions and (2) the significance or importance of the building and its associated features and elements. Recommended treatments should comply with, and specifically address, *The Secretary of the Interior's Standards for the Treatment of Historic Properties* and the recommendations in the *Guidelines* (e.g., "recommendation is based on *Preservation Brief 9: The Repair of Historic Wooden Windows*…").

If an element, feature, or space has been evaluated in *good condition*, and there is no recommendation, state, "No recommendation at this time." For all others, consider the following when making a recommendation:

1. *The needs of the resource should be considered the first priority (sometimes a proposed use or treatment is contrary to the best interest of the resource).*
2. *Recommendations should discuss a specific course of action (**not:** "Repair according to the Standards").*
3. *Clearly explain and substantiate recommended treatments within the context of the selected treatment approach.*
4. *If more than one treatment is viable, discuss the pros and cons of each approach/option.*
5. *Provide sufficient information and analysis to aid in the preparation of future construction documents.*
6. *Research and provide alternative solutions when the recommendation conflicts with the guidelines for The Standards. Consult the NPS* Preservation Briefs *and* Tech Notes *for potential solutions/alternatives.*
7. *Consider the future welfare of the resource, and the practicality of maintenance, when recommending treatments.*
8. *Do not present the quickest, easiest, or most economical solution as the only recommendation.*

3.1 SITE:

- Associated Landscape Features
- Grading/Grading
- Parking

DRAFT

- *Archaeology (optional)*

3.2 STRUCTURAL SYSTEM:

- General Structural System Description
- Foundation Systems
- Floor & Ceiling Systems
- Roof Framing System

3.3 ENVELOPE – EXTERIOR WALLS:

- Exterior Wall Construction
- Exterior Finishes
- Exterior Masonry
- Exterior Appendages—Porch, Stoop, Portico, etc.

3.4 ENVELOPE – ROOFING & WATERPROOFING:

- Roofing Systems
- Sheet Metal Flashing
- Perimeter Foundation Drainage
- Drainage System, Gutters & Downspouts
- Skylights / Cupolas

3.5 WINDOWS & DOORS:

- Doors (including Hardware, Casing/Trim, and Finishes)
- Windows (including Hardware, Casing/Trim, and Finishes)

3.6 INTERIOR FINISHES (Optional)

- *Wall Finish Materials*
- *Ceiling Finish Materials*
- *Floor Finish Materials*
- *Trim and Built-Ins (not previously addressed in Section 3.5)*

3.7 MECHANICAL SYSTEMS*:

- Heating & Air-Conditioning
- Ventilation
- Water Service, Plumbing, & Sewer Utilities
- Fire Suppression—Sprinklers

3.8 ELECTRICAL SYSTEMS*:

- Electrical Service & Panels
- Electrical Distribution System
- Lighting
- Fire Detection System
- Security Systems

*For residential briefly describe.

4.0 ANALYSIS AND COMPLIANCE

In-depth code review and materials analyses may be completed for the structure. However, at a minimum, general observations on each of the following are required, and should be based on the information in Section 2.0, History and Use, and Section 3.0, Structure Condition Assessment.

4.1 HAZARDOUS MATERIALS:

- Provide observations of likely sources (e.g., lead paint, asbestos); materials testing may be recommended.

DRAFT

- For residential, recommend if testing is needed.

4.2 MATERIALS ANALYSIS (COMMERCIAL ONLY):

- Suggest further testing as warranted for creation of specifications (i.e., paint, mortar, masonry, finishes).

4.3 ZONING CODE COMPLIANCE:

- Identify potential conflicts between zoning requirements and the proposed use(s).
- For residential, include Floor Area Ratio and Lot Coverage Analysis per the Old Town Overlay.

4.4 BUILDING CODE COMPLIANCE (COMMERCIAL ONLY):

- List the code(s) referenced. Consider alternate codes (UCBC, IEBC) and possible variances.
- Identify potential conflicts between applicable building codes and retention of historic elements, features, materials and spaces.

4.5 ACCESSIBILITY COMPLIANCE (COMMERCIAL ONLY):

- Identify potential conflicts between meeting ADA Accessibility Guidelines and retaining the building's historic integrity.
- Recommendations for alterations needed to meet accessibility requirements should reflect an effort to minimize material loss and visual change to a historic building.

5.0 PRESERVATION PLAN

The Preservation Plan should take the recommended treatments prescribed in section 3.0 Structure Condition Assessment and **prioritize** the work into a logical order. This order should rank the most urgent work, such as deterioration, structural weakness, and/or life safety issues, over less urgent repairs. In the discussion provided for sections 5.1-5.3, please remember the following:

1. *All recommended treatments should be included in the Preservation Plan.*
2. *The first priority of the Preservation Plan should be to address the needs of the historic building/resource.*
3. *Programmatic needs of building owners and/or clients need to be represented as secondary priorities.*

5.1 PRIORITIZED WORK:

Recommended Treatments for elements, features, or spaces should be prioritized and identified utilizing the following terms: Critical Deficiency, Serious Deficiency, and Minor Deficiency. Criteria/guidelines for each are as follows:

- **<u>CRITICAL DEFICIENCY</u>:** One or more of the following indicate a critical deficiency:
  1. *Advanced deterioration has resulted in failure of the building element, feature, or space, or will result in its failure if not corrected within two years.*
  2. *Accelerated deterioration of adjacent or related building materials has occurred as a result of the feature or element's deficiency.*
  3. *The feature or element poses a threat to the health and/or safety of the user.*
  4. *The feature or element fails to meet a code/compliance requirement.*
- **<u>SERIOUS DEFICIENCY</u>:** One or more of the following indicate a serious deficiency:

DRAFT

1. *Deterioration, if not corrected within two to five years, will result in failure of the feature or element.*
2. *Deterioration of a feature or element, if not corrected within two to five years, may pose a threat to the health and/or safety of the user.*
3. *Deterioration of adjacent or related building materials and/or systems will occur as a result of the deficiency of the feature or element.*

- **MINOR DEFICIENCY:** One or more of the following indicate a minor deficiency:
  1. *Standard preventive maintenance practices and building conservation methods have not been followed.*
  2. *A reduced life expectancy of affected or related building materials and/or systems will result.*
  3. *A condition exists with long-term impact beyond five years.*

5.2 PHASING PLAN:

If work is to be completed in more than one phase, propose a logical and sequential phasing plan.

- *Phased plans need to consider mobilization, seasons, sequencing, protection of building, and current uses.*

5.3 ESTIMATE OF PROBABLE COST OF CONSTRUCTION:

Dated cost estimates should reflect the current market and include a percentage cost increase to account for inflation if the project is phased or delayed. (If applicable, please include cost estimates for archaeological monitoring, hazardous materials testing, and/or abatement.)

6.0 PHOTOGRAPHS AND ILLUSTRATIONS

Historic and current photographs and illustrations should be included with the assessment to illustrate and support the information provided in the narrative. Where the photographs and illustrations are located in the report is optional (in each section, after each section, at the end of the report, etc.). Follow the guidelines below for photographs and illustrations:

1. *Provide comprehensive and "readable" (i.e., high quality and clear) photographic documentation.*
2. *Photographs and illustrations should be clearly numbered and captioned.*
3. *Provide at least one view of each elevation.*
4. *Provide clear pictures of specific conditions and deficiencies that are discussed.*
5. *In the narrative, include in-text references to the numbered photographs (for example, "Due to poor drainage, the lower portion of the column is significantly deteriorated [see photos 3, 5, and 6]").*

7.0 BIBLIOGRAPHY

List all consulted sources. All the sources you have utilized should be listed alphabetically following a recognized bibliographic style (e.g., Chicago Manual of Style/Turabian, Modern Language Association (MLA), American Psychological Association (APA).

- Indicate if the consulted sources did, or did not, contain pertinent information.

8.0 APPENDICES

Drawings and other information should be included in the appendices

DRAFT

- Historical/original plans (if available) may be included.
- Schematic design, design development, construction drawings, or measured drawings (previously prepared, or prepared outside the scope of this HSA) may be also included in addition to the sketch plans provided under Section 2.2, but are not required.

DRAFT

City of Louisville
COLORADO • SINCE 1878

Department of Planning and Building Safety

749 Main Street • Louisville CO 80027 • 303.335.4592 • www.louisvilleco.gov

MEMORANDUM

To: Historic Preservation Commission Members

From: Department of Planning and Building Safety

Subject: Housekeeping Items

Date: **January 11, 2016**

The HPC must acknowledge the following by acclamation:

- ***Establish the following locations for posting of agendas****:*
  - City Hall
  - Library
  - Recreation/Senior Center
  - Police Department/Court
  - City web site (www.LouisvilleCO.gov)

- ***Distribution of the 2015 Open Government Pamphlet*** (attached).

Open Government & Ethics Pamphlet

2016

City of Louisville

City Manager's Office
749 Main Street
Louisville CO 80027
www.LouisvilleCO.gov
info@LouisvilleCO.gov
303.335.4533

Table of Contents

Citizen Participation 3
Open Meetings 4
Executive Sessions 5
Ethics 5
Other Laws on Citizen Participation 7
Public Involvement Policy 8

Participation in Government

The City of Louisville encourages citizen involvement and participation in its public policy process. There are many opportunities for citizens to be informed about and participate in City activities and decisions. All meetings of City Council, as well as meetings of appointed Boards and Commissions, are open to the public and include an opportunity for public comments on items not on the agenda. No action or substantive discussion on an item may take place unless that item has been specifically listed as an agenda item for a regular or special meeting. Some opportunities for you to participate include:

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

City Council Meetings:

- Regular meetings are generally held on the first and third Tuesdays of each month at 7:00 PM in the City Council Chambers, located on the second floor of City Hall, 749 Main Street;
- Study sessions are generally held on the second and fourth Tuesdays of each month at 7:00 PM in the Library Meeting Room, located on the first floor of the Library, 951 Spruce Street;
- Regular meetings are broadcast live on Comcast Cable Channel 8 and copies of the meeting broadcasts are available on DVD in the City Manager's Office beginning the morning following the meeting;
- Regular meetings are broadcast live and archived for viewing on the City's website at www.LouisvilleCO.gov.
- Special meetings may be held occasionally on specific topics. Agendas are posted a minimum of 48 hours prior to the meeting.

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

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

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

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

You may receive eNotifications of City Council news as well as meeting agendas and summaries of City Council actions. Visit the City's website (www.LouisvilleCO.gov) and look for the eNotification link to register.

After they are approved by the City Council, meeting minutes of all regular and special meetings are available in the City Clerk's office and on the City's website (www.LouisvilleCO.gov).

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

Communicating Directly with the Mayor and City Council Members

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

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

Mayor or City Council Elections

City Council members are elected from three Wards within the City and serve staggered four-year terms. There are two Council representatives from each ward. The mayor is elected at-large and serves a four-year term. City Council elections are held in November of odd-numbered years. For information about City elections, including running for City Council, please contact the City Clerk's Office, first floor City Hall, 749 Main Street, or call 303.335.4571.

Serving as an Appointed Member on a City Board or Commission

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

- Board of Adjustment
- Building Code Board of Appeals
- Cultural Council
- Golf Course Advisory Board
- Historic Preservation Commission
- Historical Commission
- Housing Authority
- Library Board of Trustees

- Local Licensing Authority
- Open Space Advisory Board
- Parks & Public Landscaping Advisory Board
- Planning Commission
- Revitalization Commission
- Sustainability Advisory Board
- Youth Advisory Board

Information about boards, as well as meeting agendas and schedules for each board, is available on the City's website (www.LouisvilleCO.gov).

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

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

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

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

Planning Commission

The Planning Commission evaluates land use proposals against zoning laws and holds public hearings as outlined in City codes. Following a public hearing, the Commission recommends, through a resolution, that the City Council accept or reject a proposal.

- Regular Planning Commission meetings are held at 6:30 PM on the second Thursday of each month. Overflow meetings are scheduled for 6:30 PM on the 4th Thursday of the month as needed, and occasionally Study Sessions are held.
- Regular meetings are broadcast live on Comcast Channel 8 and archived for viewing on the City's website (www.LouisvilleCO.gov).

Open Government Training

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

Open Meetings

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

Regular Meetings

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

All meetings of public bodies must be held in public buildings and public facilities accessible to all members of the public.

All meetings must be preceded by proper notice. Agendas and agenda-related materials are posted at least 72 hours in advance of the meeting at the following locations:

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

Study Sessions

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

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

Executive Sessions

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

Timing and Procedures

The City Council, and City Boards and Commissions, may hold an executive session only at a regular or special meeting.

No formal action of any type, and no informal or "straw" vote, may occur at any executive session. Rather, formal

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

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

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

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

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

Authorized Topics

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

- Matters where the information being discussed is required to be kept confidential by federal or state law;
- Certain personnel matters relating to employees directly appointed by the Council, and other personnel matters only upon request of the City Manager or Mayor for informational purposes only;
- Consideration of water rights and real property acquisitions and dispositions, but only as to appraisals and other value estimates and strategy for the acquisition or disposition; and
- Consultation with an attorney representing the City with respect to pending litigation. This includes cases that are actually filed as well as situations where the person requesting the executive session believes in good faith that a lawsuit may result, and allows for discussion of settlement strategies.

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

Ethics

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

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

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

Conflicts of Interest

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

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

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

The Code of Ethics extends the concept of prohibited interest to persons or entities with whom the member is associated. In particular, an interest of the following persons and entities is also an interest of the member: relatives (including persons related by blood or marriage to certain

degrees, and others); a business in which the member is an officer, director, employee, partner, principal, member, or owner; and a business in which member owns more than one percent of outstanding shares.

The concept of an interest in a business applies to profit and nonprofit corporations, and applies in situations in which the official action would affect a business competitor. Additionally, an interest is deemed to continue for one year after the interest has ceased. Finally, "official action" for purposes of the conflict of interest rule, includes not only legislative actions, but also administrative actions and "quasi-judicial" proceedings where the entity is acting like a judge in applying rules to the specific rights of individuals (such as a variance request or liquor license). Thus, the conflict rules apply essentially to all types of actions a member may take.

Contracts

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

Gifts and Nepotism

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

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

Other Ethics Rules of Interest

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

Disclosure, Enforcement, and Advisory Opinions

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

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

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

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

Other Laws on Citizen Participation in Government

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

Initiative and Referendum

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

Public Hearings

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

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

Public Records

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

The City Clerk is the custodian of the City's public records, except for financial, personnel, and police records which are handled, respectively, by the Finance, Human Resources, and Police Departments. The City maintains a public policy on access to public records, which include a records request form, a statement of fees, and other guidelines. No fee is charged for the inspection of records. No fee is charged for locating or making records available for copying, except in cases of voluminous requests or dated records, or when the time spent in locating records exceeds two hours. No fees are charged for the first 25 copies requested or for electronic records.

Many records, particularly those related to agenda items for City Council and current Board and Commission meetings, are available directly on the City's website (www.LouisvilleCO.gov). In addition to posting agenda-related material, the City maintains communication files for the City Council and Planning Commission. These are available for public inspection at the City Clerk's Office, 749 Main Street.

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

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

Public Involvement Policy

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

Guiding Principles for Public Involvement

Inclusive not Exclusive - Everyone's participation is

welcome. Anyone with a known interest in the issue will be identified, invited and encouraged to be involved early in the process.

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

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

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

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

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

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

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

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

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

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

Roles and Responsibilities - City Council

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

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

Roles and Responsibilities - City Staff and Advisory Boards

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

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

All Participants

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

- working within the process in a cooperative and civil manner;
- focusing on real issues and not on furthering personal agendas;
- balancing personal concerns with the needs of the community as a whole;
- having realistic expectations;
- participating openly, honestly and constructively, offering ideas, suggestions and alternatives;
- listening carefully and actively considering everyone's perspectives;
- identifying their concerns and issues early in the process;
- providing their names and contact information if they want direct feedback;
- remembering that no single voice is more important than all others, and that there are diverse opinions to be considered;
- making every effort to work within the project schedule and if this is not possible, discussing this with the proponent without delay;
- recognizing that process schedules may be constrained by external factors such as limited funding, broader project schedules or legislative requirements;
- accepting some responsibility for keeping themselves aware of current issues, making others aware of project activities and soliciting their involvement and input; and
- considering that the quality of the outcome and how that outcome is achieved are both important.

Updated December 2015

This pamphlet is prepared pursuant to the Home Rule Charter of the City of Louisville.

This is a compilation of Articles 4 and 5 of the Charter of the City of Louisville and is available at all times in the City Clerk's Office, 749 Main Street, Louisville, Colorado, and on the City's web site at www.LouisvilleCO.gov.

This pamphlet is also provided to every member of a public body (board or commission) at that body's first meeting each year.

City of Louisville
COLORADO • SINCE 1878

Department of Planning and Building Safety

749 Main Street • Louisville CO 80027 • 303.335.4592 • www.louisvilleco.gov

MEMORANDUM

To: Historic Preservation Commission Members

From: Department of Planning and Building Safety

Subject: 2016 Meeting Dates

Date: **January 11, 2016**

Regular meetings are held at 6:30 p.m. on the 3rd Monday of every month in Council Chambers (2nd floor of City Hall, 749 Main Street).

Please note:

1) ***January 11th and February 8th*** *are special meeting dates.*
2) *The date of the joint Historic Preservation Commission and City Council study session is to be determined. This meeting is held in the 1st floor conference room of the Library, 951 Spruce Street.*

Month	Date
January	*11*
February	*8*
March	21
April	18
May	16
June	20
July	18
August	15
September	19
October	17
November	21
December	19

City of Louisville
COLORADO • SINCE 1878

Department of Planning and Building Safety

749 Main Street • Louisville CO 80027 • 303.335.4592 • www.louisvilleco.gov

MEMORANDUM

To: Historic Preservation Commission Members

From: Department of Planning and Building Safety

Subject: Election of Officers, Historical Commission Liaison

Date: **January 11, 2016**

Be prepared to elect new officers for 2016. The officer positions are Chairperson and Vice-Chairperson.

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

City of Louisville
COLORADO • SINCE 1878

Department of Planning and Building Safety

749 Main Street • Louisville CO 80027 • 303.335.4592 • www.louisvilleco.gov

MEMORANDUM

To: Historic Preservation Commission Members

From: Department of Planning and Building Safety

Subject: Historic Preservation Ordinance Changes

Date: **January 11, 2016**

The following changes to the Historic Preservation Ordinance were approved by City Council on December 15, 2015 and will go into effect on January 14, 2016:

- Building permit applications will be eligible for administrative review:

  1. Modifications to existing commercial signage put in place after 1955 which meet the applicable design standards found in the Downtown Sign Manual, Commercial Development Design Standards and Guidelines, Industrial Development Design Standards and Guidelines and/or the Louisville Municipal Code.
  2. The replacement of doors and windows where there is no change in the size of the existing opening and where there is documentation showing the existing doors and windows were replaced after 1955.
  3. The replacement of over fifty-percent of the roof covering and/or sheathing, but excluding any structural members, where the existing roof covering and/or sheathing was replaced after 1955. Applicants proposing to change the shape or structure of the roof are not eligible for administrative review.

- Updated public notice procedures:

Application	Mailing (1)	Posting			Published Notice in Newspaper (4)
		Public Facility (2)	City Website (2)	Subject Property (3)	
Landmark	All properties within 500' 15 days prior to hearing date	15 days prior to hearing date	15 days prior to hearing	15 days prior to hearing	15 days prior to hearing date

			date	date	
Alteration Certificate	All properties within 500' 15 days prior to hearing date	15 days prior to hearing date	15 days prior to hearing date	15 days prior to hearing date	15 days prior to hearing date
Demolition Permit	All properties within 500' 15 days prior to hearing date	15 days prior to hearing date	15 days prior to hearing date	15 days prior to hearing date	15 days prior to hearing date

- Any mention of buildings being “over 50 years old” shall be modified to read “buildings constructed in or before 1955”. Only demolition permits for buildings constructed in or before 1956 will be reviewed. The amendment modifies the eligibility for demolition review, not voluntary landmarking.