

Board of Adjustment Agenda

**February 17, 2016
City Hall, Council Chambers
749 Main Street
6:30 PM**

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Approval of Minutes
 - December 16, 2015
- V. Public Comments on Items Not on the Agenda
- VI. Regular :
 - **175 Lois Dr – Variance Request** – A request for a variance from Section 17.12.040 of the Louisville Municipal Code (LMC) for relief from rear setback and maximum lot coverage requirements to allow additions to the front porch, rear deck, and second story. **Case #16-002-VA**
 - Applicant & Owner: Phil Larson, 2090 Stony Hill Rd, Boulder
 - Representative: Kathleen Thorne, KTH Design
 - Case Manager: Scott Robinson, Planner II
 - ✓ Open Public Hearing
 - ✓ Opening Statement by Chair
 - ✓ Public Notice and Application Certification
 - ✓ Disclosures
 - ✓ Staff Presentation and Questions of staff
 - ✓ Applicant Presentation and Questions of applicant
 - ✓ Public Comment
 - ✓ Applicant discussion of public comment, if any
 - ✓ Closing statement by staff and applicant and Final questions by board
 - ✓ Close public hearing and Board discussion and action
- VII. Discussion Items
 - Election of Officers
 - 2016 Posting Locations
 - 2016 Meeting Dates
 - 2016 Open Government Pamphlet
- VIII. Business Items tentatively scheduled for March 16, 2016
- IX. Staff Comments

X. Board Comments

XI. Discussion Items for Next Meeting March 16, 2016

XII. Adjourn

Board of Adjustment Meeting Minutes

**December 16, 2015
City Hall, Council Chambers
749 Main Street
6:30 PM**

Call to Order – Stuart called the meeting to order at 6:33 PM.

Roll Call was taken and the following members were present:

Board Members Present: James Stuart
 Gunnar Malmquist
 Carl Borrmann
 Leslie Ewy
 Andrew Meseck

Board Members Absent: Chris Fuller

Staff Members Present: Scott Robinson

Approval of Agenda

Stuart moved and Malmquist seconded a motion to approve the agenda as prepared by staff.

Motion passed by unanimous voice vote.

Approval of November 18, 2015 Minutes

Stuart made a motion to approve and Malmquist seconded the motion.

Motion approved by voice vote.

Public Comments on Items not on the Agenda

None heard.

Regular Business

- **105 Roosevelt – Variance Request** – A request for a variance from the minimum lot area and lot width requirements of Section 17.12.040 of the Louisville Municipal Code (LMC) to allow the subdivision of one lot into two lots. **Case #15-042-VA**
 - i. Applicant and Owner: Creel Kerss
 - ii. Representative: Chip Weincek, CWA-Architecture

iii. Case Manager: Scott Robinson, Planner II

Meseck reviewed the procedures for the meeting; opened the public hearing; and stated there are six criteria which must be met for the board to approve a variance request. Stuart then stated copies of the criteria are located on the table next to entryway. He asked for verification of proper public notice.

Robinson verified the application to be heard this evening is complete, and was mailed to surrounding property owners on November 30, 2015, published in the Boulder Daily Camera on November 29, 2015, and the property was posted on November 30, 2015.

Malmquist moved and Stuart seconded a motion that all requirements have been satisfied and the application submitted by the applicants has been properly filed. Motion passed by unanimous voice vote.

Meseck asked if anyone at the hearing had any objections to the hearing procedures he had described and asked if there were any other preliminary matters that needed to be taken care of. None were heard.

Meseck asked for disclosures from the board members for any site visits, ex parte communications, and any conflicts of interest or required disclosures on the application.

All Board members indicated they did not have any ex parte communications or any conflicts of interest for the application.

Meseck stated that for the requested variance to be approved, four (4) of the five (5) votes would need to be affirmative.

Meseck asked the applicants if they were ready to proceed with the hearing.

The applicants indicated they were ready to proceed with the hearing.

Staff Presentation of Facts and Issues:

Robinson summarized the request for a lot area and lot width variance request for 105 Roosevelt Avenue:

- Background:
 - a. We have seen this request before. The variance was approved but has since expired.
 - b. Existing property is 15,000 SF and zoned Residential Low (RL) density.
 - c. RL zone district requires 70 foot lot width and 7,000 SF of lot area.
 - d. The minor subdivision would create two lots: Lot 1 would be 57.5 feet wide and 8,625 SF in lot area; Lot 2 would be 42.5 feet wide and 6,375 SF in lot area.
 - e. The minor subdivision would create lots that are more compatible with other properties located in Old Town.
- All criteria have been met.
- Therefore Staff recommends approval of this request

Questions from Board to Staff:

Stuart asked if the 5,250 SF would allow on multiple structures.

Robinson said no, that is what is allowed on the property as now.

Malmquist asked if there would be any additional structures allowed on this property without a minor subdivision.

Robinson said no. But they could scrape the existing structure and rebuild a large structure.

Malmquist asked if there could only be one additional structure on the second lot.

Robinson answered in the affirmative.

Meseck asked if the setbacks conform to the Old Town Overlay.

Robinson answered in the affirmative.

Malmquist said the variance is just for the 70 foot lot width and the 7,000 SF lot area.

Robinson stated both need lot width variances and Lot 2 needs a lot area variance.

Meseck asked if there wasn't a structure on the property would the applicant still need a variance.

Robinson answered in the affirmative.

Presentation from Applicant:

Creel Kerss, applicant and owner, presented. He said he would like to separate the property so he can build a new house on the new lot, a little larger than the existing house they live in, and then sell the existing house.

Malmquist asked if both properties would have their own driveways or would they share.

Kerss stated he would have to put in a new driveway because he is trying to retain the existing trees along Roosevelt Avenue.

Public Present in Favor of Application:

Hoerst Loeblich, 162 S. Carter Court, stated he believes the proposed request fits in better than having a very large house on this development. He agrees with staff's assessment that each criterion has been met.

Public Present in Opposition of Application:

No one spoke in opposition but a letter of opposition was received.

The board members did not believe the reasoning stated in the letter had any relevance on this request.

Public Hearing Closed / Board Discussion:

Stuart stated he believes creating two lots for two smaller houses fits better in the neighborhood than having one lot with one larger house.

Borrmann stated he agrees with the request and said he would probably do the same thing if he had this property.

Malmquist stated the depth of this lot is very long and out of character.

Borrmann also stated he appreciates all of the letters of support.

Meseck stated he believes the 42 foot wide lot still has plenty of developable area on it without being too constraining.

Stuart made a motion to approve. Malmquist seconded the motion.

Roll Call Vote:

Chris Fuller	Absent
Leslie Ewy	Yes
James Stuart, acting Vice Chair	Yes
Carl Borrmann	Yes
Andrew Meseck, Chair	Yes
Gunnar Malmquist	Yes
Motion passed:	5 to 0

➤ **County Road Bridge – Floodplain Development Permit** – A request for a floodplain development permit to allow for the reconstruction of the County Road bridge over Coal Creek. **Case #15-041-VA**

- i. Applicant, Owner, and Representative: City of Louisville, Joliette Woodson
- ii. Case Manager: Scott Robinson, Planner II

Staff Presentation of Facts and Issues:

Robinson summarized the request for floodplain development permit request for County Road Bridge:

- Background:
 - a. The bridge was destroyed in the 2013 flood
 - b. The bridge connects 96th Street to Downtown.
 - c. The bridge is located in Zone AE, which requires a floodplain development permit for any construction within this zone district.
 - d. All development in a floodplain must be determined to have no adverse impact on the base flood elevation.
 - e. Colin McKernan, P.E., has determined there will be no adverse impacts to the base flood elevation
- All criteria have been met.
- Therefore Staff recommends approval of this request

Questions from Board to Staff:

Malmquist asked if it was a culvert before.

Robinson stated he believes it was.

Malmquist believes this is a huge improvement. He then asked if any of this impacts the barn property.

Robinson stated no.

Malmquist said this isn't only a convenient access but necessary for emergency services as well.

Robinson stated it will also alleviate some of the pressure on Pine Street.

Presentation from Applicant:

Robinson acted on behalf of the City.

No questions were asked.

Public Present in Favor of Application:

No public were present.

Public Hearing Closed / Board Discussion:

Ewy stated the report looks solid and she believes the criteria have been met.

Malmquist made a motion to approve. Stuart seconded the motion.

Roll Call Vote:

Chris Fuller	Absent
Leslie Ewy	Yes
James Stuart, acting Vice Chair	Yes
Carl Borrmann	Yes
Andrew Meseck, Chair	Yes
Gunnar Malmquist	Yes
Motion passed:	5 to 0

Farewell to Board Members Borrmann and Fuller

The board recognized Board Members Borrmann and Fuller for their service on the board.

Robinson stated there will be two new board members in 2016.

Business Items tentatively scheduled for January 20, 2016

Robinson stated there currently are no applications.

Staff Comments

None heard

Board Comments

None heard

Discussion Items for Next Meeting

None heard.

Adjourn

Staurt moved and Malmquist seconded a motion to adjourn the meeting. Motion passed unanimously by voice vote.

CITY OF LOUISVILLE
BOARD OF ADJUSTMENT
STAFF REPORT
February 17, 2016

APPLICANT: Phil Larson, 2090 Stony Hill Road, Boulder

OWNER: Same

STAFF PLANNER: Scott Robinson, Planner II

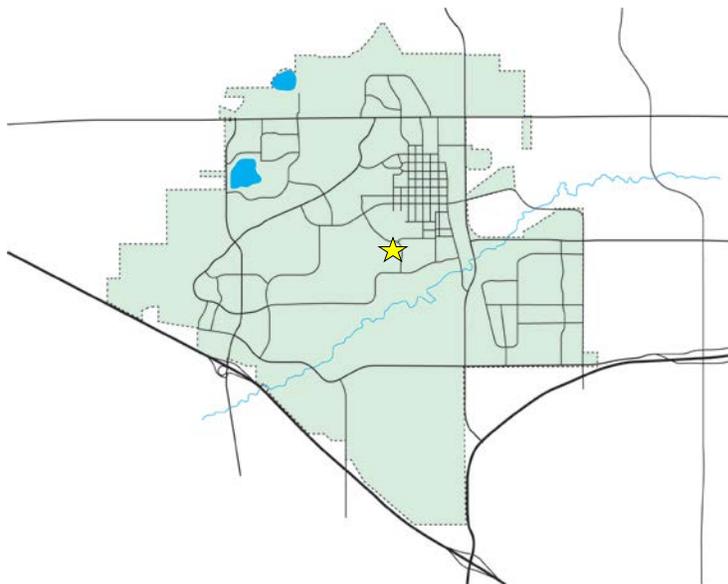
LOCATION: 175 Lois Drive, Lot 6, Block 8, Centennial Valley 3

ZONING: Residential Estate (RE)

REQUEST: **Case #16-002-VA** – Approval of a variance from Section 17.12.040 of the Louisville Municipal Code (LMC) for relief from rear setback and maximum lot coverage requirements to allow additions to the front porch, rear deck, and second story.

SUMMARY OF PROPOSAL:

The applicant, Phil Larson, is requesting variances to allow for a larger rear deck, a covered front porch, and expanded cantilevers on the main floor of the existing split-level home. The proposed changes would reduce the rear setback from 16 feet to 13 feet and increase the lot coverage from 31% to 33%. The house is located at 175 Lois Drive in the Centennial Valley 3 subdivision and is zoned Residential Estate (RE). The Centennial Valley 3 planned unit development (PUD) requires a rear setback of 20 feet and the RE zone district allows a maximum lot coverage of 20%.





BACKGROUND:

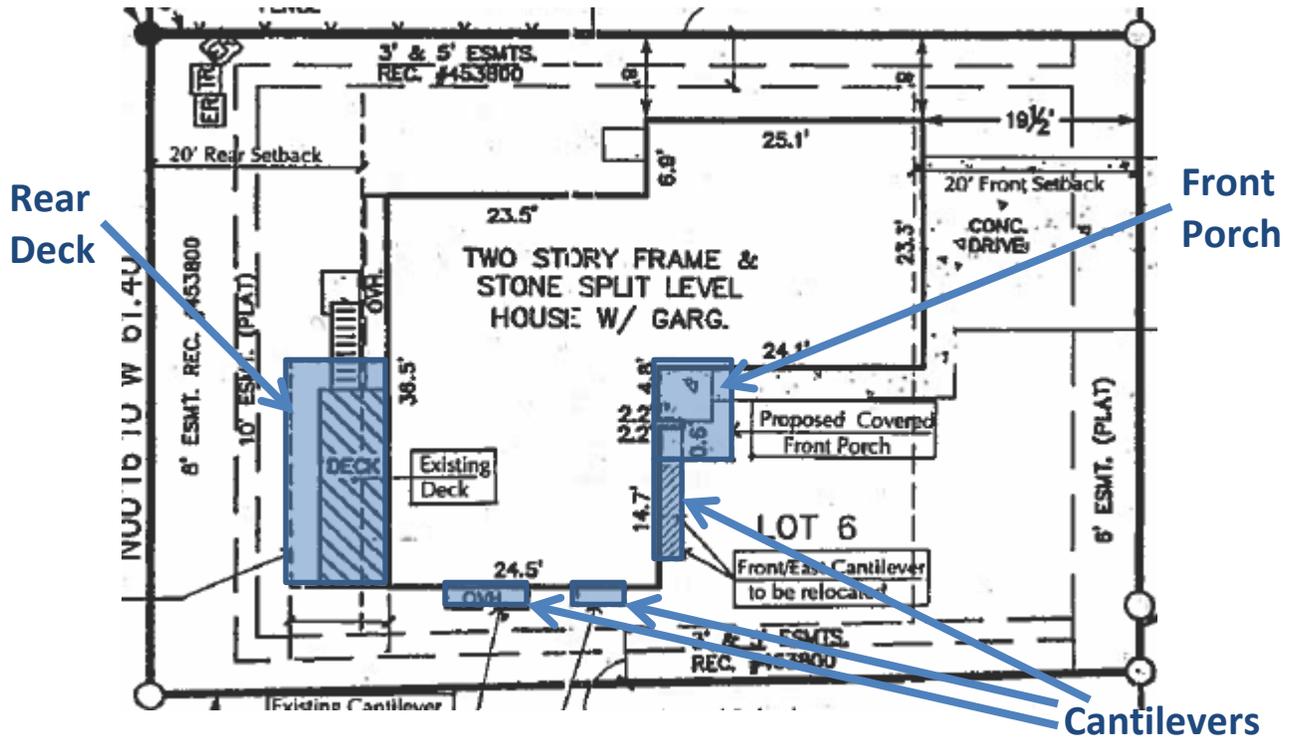
The applicant is requesting rear setback and lot coverage variances to allow for additional development of his property located at 175 Lois Drive in the Centennial Valley 3 subdivision. The PUD for the subdivision was approved in 1981 and the house was built in 1984. The property backs to the Warembourg Open Space.

The Centennial Valley 3 PUD controls setbacks for the property. The proposed modifications comply with the required setbacks, except for the rear deck. The PUD requires a 20 foot rear setback. The existing deck is 16 feet from the rear lot line, four feet into the required setback. The proposed nine foot by 21 foot deck would be 13 feet from the rear lot line, seven feet into the required setback.

The PUD does not have a specific lot coverage requirement, so under section 17.28.110 of the Louisville Municipal Code, the lot coverage requirements of the underlying zone district control. The neighborhood is zoned Residential Estate (RE), which has a minimum lot size of 12,000 square feet. The lots in Centennial Valley 3 range from about 5,000 square feet to over 11,000 square feet. The property in question is 5,296 square feet, one of the smallest in the subdivision.

The RE zone district allows a maximum lot coverage of 20 percent. 175 Lois currently has a lot coverage of 31 percent, including a 108 square foot rear deck. The applicant would like to expand the deck by approximately 80 square feet, cover the front porch, and expand the main level cantilevers, which would bring the lot coverage to 33 percent (1,746 square feet from 1,623 square feet currently). The deck is counted toward lot coverage

because it is more than 30 inches above grade and the porch would be counted because it would be covered.



In the LMC, maximum allowed lot coverages generally decrease as minimum lot sizes increase across the zone districts. A 20 percent maximum lot coverage is found in the RE, RR, SF-MD, and SF-LD zone districts, which have minimum lot sizes ranging from 12,000 square feet to 21,780 square feet. The RL zone district has a minimum lot size of 7,000 square feet and a maximum lot coverage of 30 percent, while the RM zone district has a maximum lot coverage of 35 percent with the same minimum lot size of 7,000 square feet. No zone district in Louisville has a minimum lot size of less than 7,000 square feet.

The subject property, at 5,296 square feet, is significantly smaller than the minimum lot size for the RE zone district. The 20 percent maximum lot coverage allows a building footprint of only 1,059 square feet. The adjacent properties are slightly larger (5,713 square feet and 6,631 square feet) and have lot coverages of 25 percent and 24 percent. The property immediately to the south, 151 Lois, received a variance to allow an increase in lot coverage from 23 percent to 24 percent.

There are many properties in Louisville zoned RE with lot sizes less than the 12,000 square feet required in the zone district. Lots zoned RE and smaller than 8,000 square feet are eligible for administrative variances to allow lot coverages of up to 30 percent. Because the applicant is requesting 33 percent lot coverage, the application requires a public hearing.

REVIEW CRITERIA:

The BOA has authority to hear and decide, grant or deny this application for a variance from Section 17.12.040 of the LMC by the powers granted the BOA in Section 17.48.110 of the LMC. The BOA may grant a variance only if it makes findings that all of the criteria, as established under Section 17.48.110.B.1-6, have been satisfied, insofar as applicable:

The applicant has provided a written analysis of the variance criteria, which has been included in the BOA packet materials. Following is a staff review and analysis of the variance criteria.

1. *That there are unique physical circumstances or conditions such as irregularity, narrowness or shallowness of lot, or exceptional topographical or other physical conditions peculiar to the affected property.*

The unique physical circumstance in this case is that the lot is 6,704 square feet smaller than the minimum allowed lot size in the zone district. Generally, in the LMC, as minimum lot sizes get smaller, maximum lot coverage allowances increase. In this case, the maximum lot coverage is mismatched to the lot size. In addition, the house was built nearly to the rear setback line, not providing any space for a rear deck. Because of the split-level design of the house, any rear deck would need to be taller than 30 inches. **Staff finds this criterion has been met.**

2. *That the unusual circumstances or conditions do not exist throughout the neighborhood or district in which the property is located.*

Section 17.48.110 of the LMC states a variance may only be granted if all criteria, "insofar as applicable," are met. In this case, where the majority of the lots in the subdivision are smaller than the minimum lot size, the unusual circumstance by definition exists throughout the neighborhood. Most of the houses in the neighborhood that back to the Warembourg Open Space are also very near the required rear setback line. Staff has determined that applying this criterion to applications of this sort is not appropriate. **Staff finds this criterion is not applicable.**

3. *That because of such physical circumstances or conditions, the property cannot reasonably be developed in conformity with the provisions of Title 17 of the Louisville Municipal Code.*

The current zoning does not allow any expansion of the building's footprint. This includes decks above 30 inches in height and covered porches, as well as additions. The proposed deck expansion is not overly large, and is intended for a more usable rear yard experience. The cover is proposed for the existing front porch to make it more useable and inviting. The cantilever modifications are to make the interior more functional and have minimal impact on the exterior. The porch cover and cantilevers comply with setbacks. The house is so close to the rear setback line that a useable deck could not be constructed in compliance with the setbacks. The RE zone district lot coverage and PUD rear setback requirements would not enable this reasonable expansion to occur. **Staff finds this criterion has been met.**

4. *That such unnecessary hardship has not been created by the applicant.*

The existing house was built in 1984 exceeding the allowed lot coverage of the RE zone district and with no room for expansion. The house was built two feet from the rear setback line, not providing any room for a rear deck. The applicant did not create the unnecessary hardship. **Staff finds this criterion has been met.**

- 5. That the variance, if granted, will not alter the essential character of the neighborhood or district in which the property is located, nor substantially or permanently impair the appropriate use or development of adjacent property.*

The property is one of the smallest in the Centennial Valley 3 neighborhood and already has one of the highest lot coverages. Further increasing the lot coverage to 33 percent could create the impression of a crowded lot, incompatible with the neighborhood. However, these specific additions – a rear deck, covered porch, and cantilever modifications – are unlikely to create that impression, and the overall footprint of the building will still be similar to others in the neighborhood in terms of square footage. The rear deck will have minimal impact because the property backs to open space. This variance will not affect the character or the development potential of adjacent property because it meets established front and side setbacks. If the variance is granted, the area will remain a low-density single-family neighborhood. **Staff finds this criterion has been met.**

- 6. That the variance, if granted, is the minimum variance that will afford relief and is the least modification possible of the provisions of Title 17 of the Louisville Municipal Code that is in question.*

The requested variance would allow only the proposed rear deck to be built and no further expansion of the building footprint. The additional square footage requested is modest, and the requested lot coverage is still below that allowed in the RM zone district. **Staff finds this criterion has been met.**

PUBLIC COMMENTS:

Public notice was mailed to all property owners within 500 feet of the subject property. At the time of this report's creation, staff had not received any public comment. If comments are received prior to the hearing, that information will be presented at the hearing.

STAFF COMMENTS AND BOARD ACTION:

Staff finds all applicable variance criteria in Section 17.48.110 of the LMC have been met and therefore recommends approval of the variance request.

The Board may approve (with or without condition or modification), deny, or continue the application to a future meeting for additional consideration. The Board may also request additional information if they feel it is needed for their proper consideration of the variance application. The Board will need to make a determination based on the application as it has been submitted. If the Board desires the applicant to make changes to the application that would affect the extent of the variance requested, staff recommends the Board continue the hearing to a later date.

The Board needs to find all six variance criteria, insofar as applicable, have been met in

order to grant approval of a variance. If the Board wishes to deny the variance request, staff recommends passing a motion denying the variance indicating which criteria for approval have not been met. If the Board determines that the variance meets all of the applicable criteria for approval, staff recommends passing a motion approving the variance request.

ATTACHMENT

1. Applicant Information
2. Site Plan

LAND USE APPLICATION

CASE NO. _____

APPLICANT INFORMATION

Firm: _____

Contact: Phil Larson

Address: 2090 Stony Hill Road
Boulder, CO. 80305

Mailing Address: same

Telephone: 303-819-1453

Fax: _____

Email: plarsonconstruction@yahoo.com

OWNER INFORMATION

Firm: _____

Contact: Phil Larson

Address: 2090 Stony Hill Road
Boulder, CO. 80305

Mailing Address: same

Telephone: 303-819-1453

Fax: _____

Email: plarsonconstruction@yahoo.com

REPRESENTATIVE INFORMATION

Firm: kthdesign

Contact: Kathleen Thorne

Address: 2141 Wagon Way
Louisville, Co. 80027

Mailing Address: same

Telephone: 303-666-8907

Fax: _____

Email: kthdesign@comcast.net

PROPERTY INFORMATION

Common Address: _____

Legal Description: Lot U Blk B
Subdivision Centennial Valley 3

Area: 5296 Sq. Ft.

TYPE (S) OF APPLICATION

- Annexation
- Zoning
- Preliminary Subdivision Plat
- Final Subdivision Plat
- Minor Subdivision Plat
- Preliminary Planned Unit Development (PUD)
- Final PUD
- Amended PUD
- Administrative PUD Amendment
- Special Review Use (SRU)
- SRU Amendment
- SRU Administrative Review
- Temporary Use Permit: _____
- CMRS Facility: _____
- Other: (easement / right-of-way; floodplain; variance; vested right; 1041 permit; oil / gas production permit)

PROJECT INFORMATION

Summary: _____

1. ADD Front Porch of 62.5 sq. feet
2. Relocate 2 main level cantilevers
3. Enlarge rear deck to 189⁰ sq. Ft.

Current zoning: _____ Proposed zoning: _____

SIGNATURES & DATE

Applicant: _____

Print: PHIL LARSON

Owner: _____

Print: PHIL LARSON

Representative: Kathleen Thorne

Print: KATHLEEN THORNE

CITY STAFF USE ONLY

- Fee paid: _____
- Check number: _____
- Date Received: _____

Kathleen Thome
2141 Wagon Way
Louisville, CO
80027

January 20, 2016

Re: 175 Lois Drive
Zoning Variance

Dear City of Louisville Planning,

Phil Larson owner of 175 Lois Drive proposes four additions/changes to the existing property:

1. Adding a Covered Front Porch of 52.5 Square Feet, within the existing setback.
2. A repositioned fireplace cantilever on the South wall. The existing cantilever to be removed is 18 square feet and the proposed cantilever 7 square feet, within the existing side yard setback.
3. Reposition the existing front or east facing cantilever, within the front yard setback.
4. Enlarge the rear deck to a 9' depth and increasing the square footage to 189 square feet from currently 108 square feet. The existing deck encroaches into the rear yard setback approximately four feet and the proposed deck would encroach approximately seven feet.

Project Information:

Lot Square Footage: 5296 square feet (as per Boulder County Assessors Report)
Maximum Lot Coverage: 20% or 1059 square feet

Existing Square Footage:

Location	Square Feet
Main Floor Plan	916
Two Car Garage	559
Elevated Deck	108
TOTAL	1623

Currently the Single Family Residence exceeds the maximum lot coverage by 564 Square Feet.

The proposed additions and remodel would delete 11 square feet from the main level, add 81 square feet of Rear Deck, and 52.5 square feet of Front Porch.

PROPOSED TOAL: 1745.5 Square Feet of lot coverage

Zoning Variance Criteria Study

1. The lot at 175 Lois Drive is rectangular and primarily level. The existing residence is centered side to side on the lot with a large two car garage projecting from the front of the residence making it a predominant feature and pushing the residence to the rear lot setback. The rear or west side of the lot backs to open space.

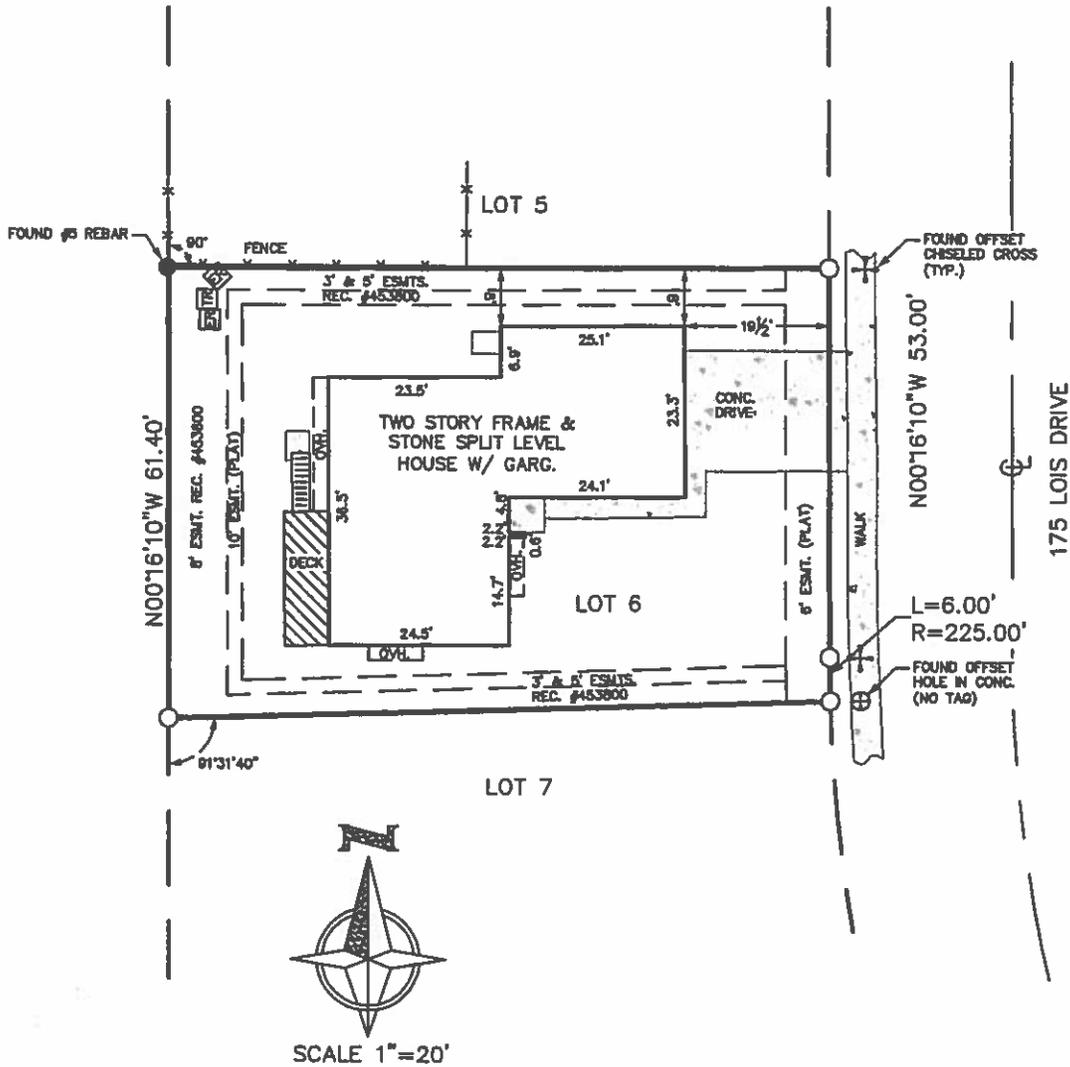
2. The lot conditions are somewhat common within the neighborhood as there are other models of the same floor plan. However, not many of the residences back to the open space.
3. The architecture of the existing residence with a dominating garage prove difficult to augment and enhance the current residence within the existing provisions of the current zoning code. The existing garage is 55 percent of the existing lot coverage.
4. Unnecessary hardship has not been created by the owner. The original siting of the residence was planned for a predominant garage thus decreasing the rear lot size.
5. The variance if granted will not alter the essential character of the neighborhood but enhance the character with a front porch conducive to social exchanges and more inviting appearance. The fireplace cantilever and front/east cantilever are designed to enhance the architecture and are not contributing to a square footage increase or setback encroachment. The larger rear deck faces the open space and the greater depth will not be encroaching into other neighbor's rear yards. None of the proposed features should adversely affect the surrounding properties but rather enhance them.
6. The variance if granted is the minimum that will allow for a updated home with a better appearance, enhancing and upgrading the surrounding homes.

LEGAL DESCRIPTION
 (PROVIDED BY THE CLIENT)
 DEED RECORDED ON 09/07/1984
 AT REC. NO. 648215



Flatirons, Inc.
 Surveying, Engineering & Geomatics
 3825 IRIS AVE, Ste 395
 BOULDER, CO 80301
 PH: (303) 443-7001
 FAX: (303) 443-9830
 www.FlatironsInc.com

LOT 6,
 BLOCK 8,
 CENTENNIAL VALLEY SUBDIVISION FILING NO. 3,
 COUNTY OF BOULDER,
 STATE OF COLORADO.



Notes:

- 1—THIS CERTIFICATE DOES NOT CONSTITUTE A TITLE SEARCH BY FLATIRONS, INC. TO DETERMINE OWNERSHIP, RIGHTS OF WAY, EASEMENTS OR ENCUMBRANCES NOT SHOWN BY THE PLAT THAT MAY AFFECT THIS TRACT OF LAND. THERE MAY BE EASEMENTS OR RIGHTS OF WAY OF THE PUBLIC RECORD THAT MAY AFFECT THIS TRACT OF LAND THAT ARE NOT SHOWN ON THIS CERTIFICATE.
- 2—AN IMPROVEMENT SURVEY PLAT IS RECOMMENDED TO DEPICT MORE PRECISELY THE LOCATION OF THE IMPROVEMENTS SHOWN HEREON.



John B. Guyton, Colorado L.S. #16406

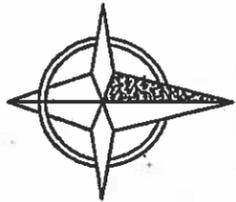
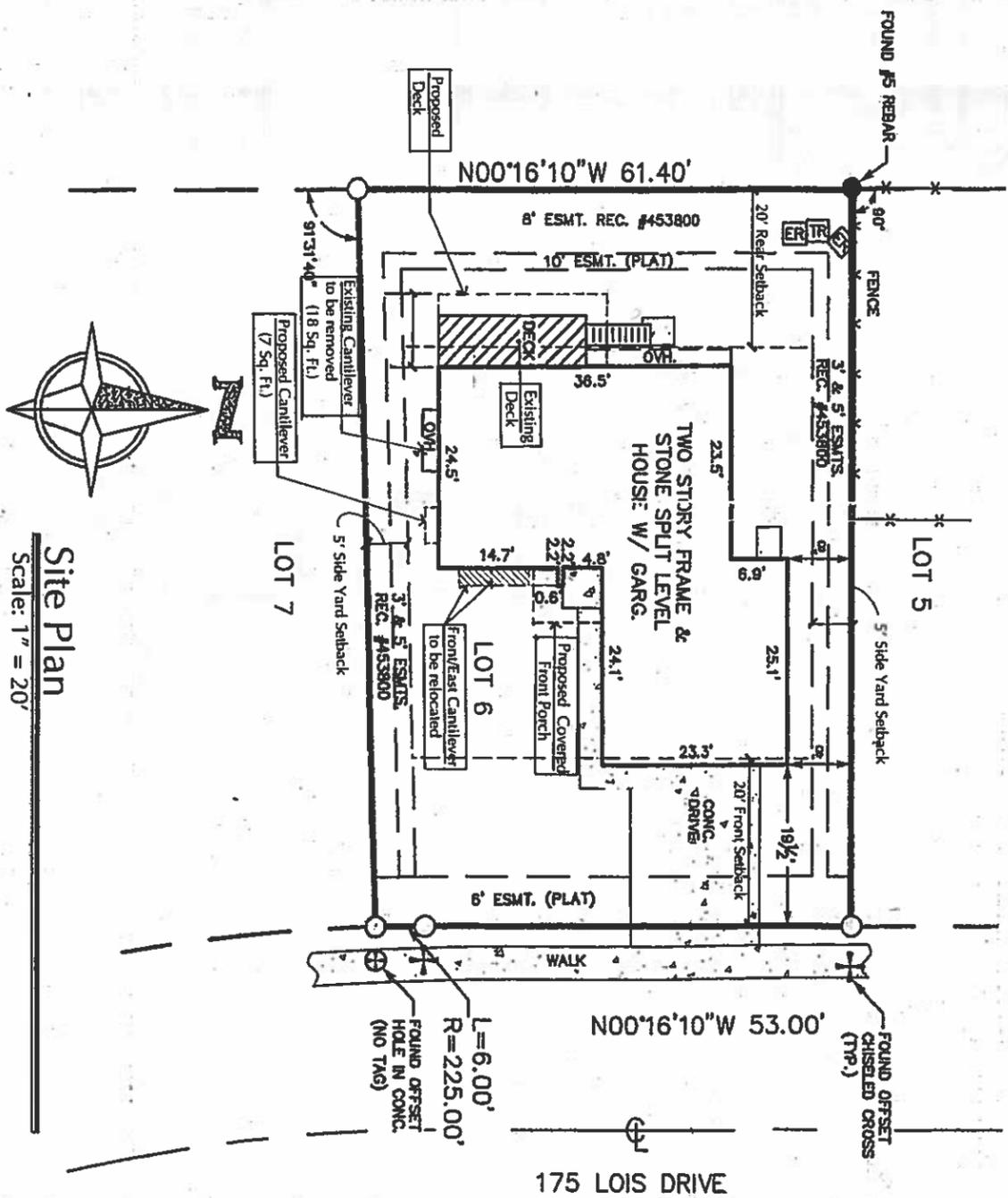
IMPROVEMENT LOCATION CERTIFICATE

I hereby certify that this Improvement Location Certificate was prepared for LARSON CONSTRUCTION, that it is not a Land Survey Plat or Improvement Survey Plat, and that it is not to be relied upon for the establishment of fence, building or other future improvement lines. This certificate is valid only for use by LARSON CONSTRUCTION and describes the parcel's appearance on NOVEMBER 10, 2015. I further certify that the improvements on the above described parcel on this date, NOVEMBER 10, 2015, except utility connections, are entirely within the boundaries of the parcel, except as shown, that there are no encroachments upon the described premises by improvements on any adjoining premises, except as indicated, and that there is no apparent evidence or sign of any easement crossing or burdening any part of said parcel, except as noted.

NOTICE: This Improvement Location Certificate is prepared for the sole purpose of use by the parties stated hereon. The use of this Improvement Location Certificate by any person or entity other than the person or entity certified to without the express permission of Flatirons, Inc. is prohibited. This certificate is only valid for 90 days from the signature date. It is not a Land Survey Plat as defined by C.R.S. 38-81-102(12) or an Improvement Survey Plat as defined by C.R.S. 38-81-102(9). It does not establish property corners. A more precise relationship of the improvements to the boundary lines can be determined by a Land Survey or Improvement Survey. The improvements are generally situated as shown and only apparent (visible at the time of fieldwork) improvements and encroachments are noted. Flatirons, Inc. and John B. Guyton will not be liable for more than the cost of this Improvement Location Certificate, and then only to the parties specifically shown hereon. Acceptance and/or use of this Improvement Location Certificate for any purpose constitutes acknowledgment and agreement to all terms stated hereon.

Flatirons No. 15-08,895
 Drawn By: S. ACERRA
 Title Co. No.

Borrower: **COPYRIGHT 2015 FLATIRONS, INC.**

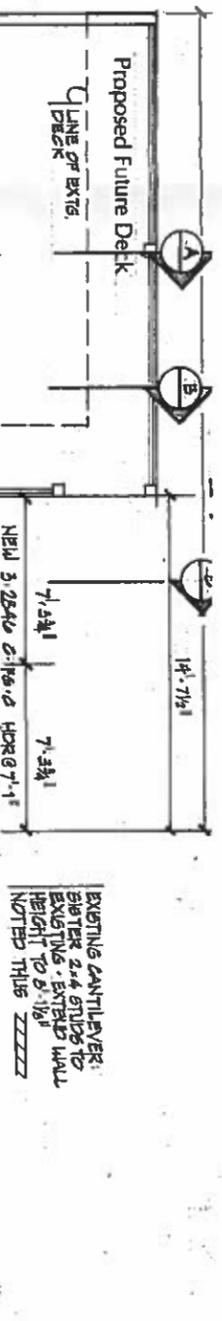


Site Plan
Scale: 1" = 20'

Date:
Jan. 20, 2016
Revisions:

175 Lois Drive, Louisville • Remodel
Lot 6, Block 8, Centennial Valley 3

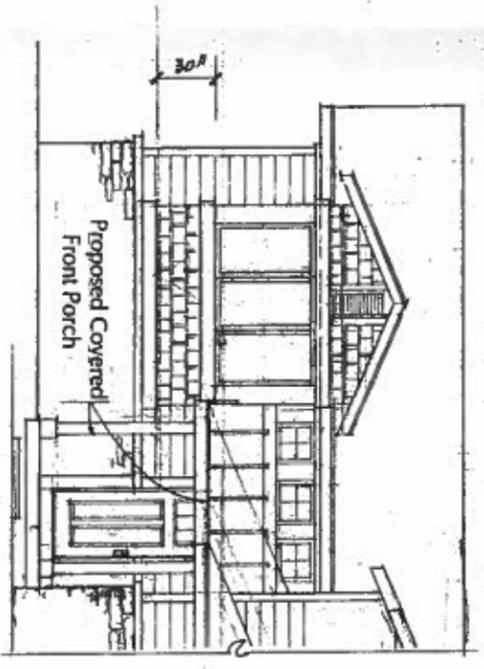
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A-1.0



Main & Upper Floor Plans

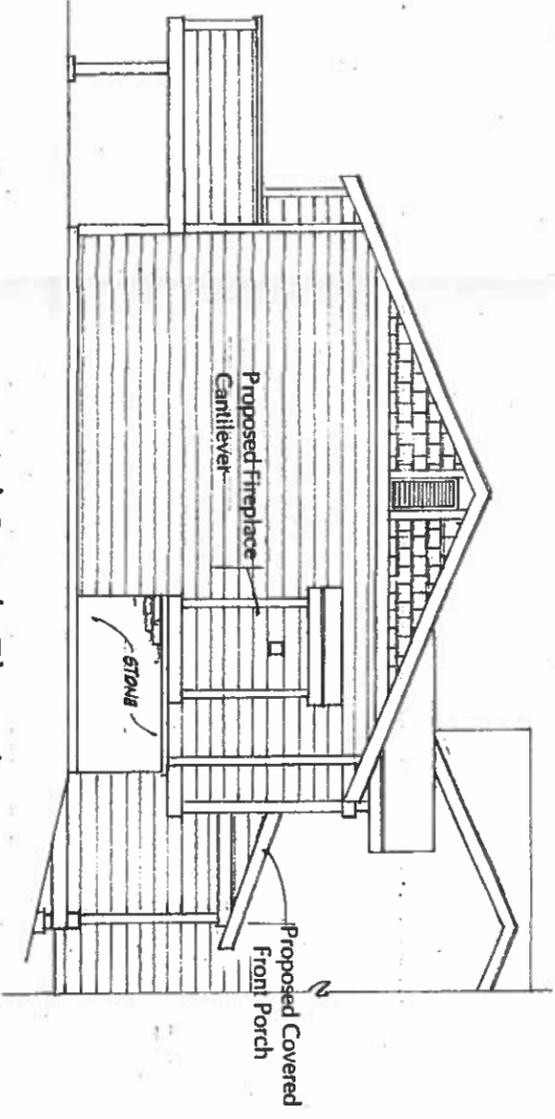
1/8" = 1'-0"

Note: all new exterior walls are 2x6 studs at 16" OC and all new interior walls are 2x4



Partial East Elevation

Scale: 1/8" = 1'-0"



Partial South Elevation

Scale: 1/8" = 1'-0"

Date:
Jan. 20 2016
Revisions:

175 Lois Drive, Louisville • Remodel
Lot 6, Block 8, Centennial Valley 3

Sheet
of
A-3.0

MEMORANDUM

To: Board of Adjustment Members

From: Department of Planning and Building Safety

Subject: Election of Officers and Appointment of Secretary

Date: **February 17, 2016**

The Louisville Board of Adjustment (BOA) is required by its Bylaws to annually elect the following officers: Chair, Vice Chair and Secretary. The BOA shall also appoint a City Employee to serve as the Secretary of meeting minutes for the board.

The Bylaws do not establish a formal manner in which to establish officers. However, in the past, the officers and secretary have been elected / appointed either 1) at the first regular meeting in January, or 2) at the first meeting of the BOA after the effective date of appointment of new members of the BOA.

Board of Adjustment Action:

The BOA could either:

- 1) discuss and take action at this meeting or
- 2) accept nominations and letters of interest that could then be considered at the next BOA meeting

If the BOA wishes to submit letters of interest or letters of nomination in advance of the meeting, staff could include those in your packets for that meeting. We would need to receive those by end of business fifteen (15) days prior to the meeting in order to forward in your packets.

MEMORANDUM

To: Board of Adjustment Members

From: Department of Planning and Building Safety

Subject: Establish Official Locations for Posting of Public Notice

Date: February 17, 2016

State law requires that each year every municipal board or commission establish the location(s) where the notice of their public meetings will be posted. It is required the location be established at that body's first regular meeting of the year.

The City's Home Rule Charter requires that notice of City Council meetings be posted in four locations. The City Attorney and City Manager's office recommend that other boards and commissions follow the same public notice posting practice.

Consistent with that recommendation, staff is recommending the Board of Adjustment establish for the year 2016 the official locations for posting of Board of Adjustment agendas as follows:

- **The Lobby of City Hall, 749 Main Street**
- **The Louisville Public Library Bulletin Board, 951 Spruce Street**
- **The Louisville Recreation Center, 900 West Via Appia**
- **The Police / Municipal Court building, 992 Via Appia**
- **The City of Louisville website, www.LouisvilleCO.gov**

MEMORANDUM

To: Board of Adjustment Members

From: Department of Planning and Building Safety

Subject: 2016 Meeting Dates

Date: February 17, 2016

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

Please note the Board's annual joint study session with City Council has not yet been scheduled.

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

Open Government & Ethics Pamphlet 2016



City Manager's Office
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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 web-site (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 web-site (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 meet-

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

Conflicts of Interest

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

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

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

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

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

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

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.LouisvilleCo.gov) for information, and to contact the City with any questions regarding City records.

Public Involvement Policy

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

Guiding Principles for Public Involvement

Inclusive not Exclusive - Everyone's participation is

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

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

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

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

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

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

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

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

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

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

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

Roles and Responsibilities - City Council

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

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

Roles and Responsibilities - City Staff and Advisory Boards

The City should be designed and run to meet the needs and priorities of its citizens. Staff and advisory boards must ensure 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.