

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

**Thursday, July 7, 2016  
Louisville City Services  
739 S. 104<sup>th</sup> St.  
7:00 PM**

- I. Roll Call
- II. Approval of Agenda
- III. Staff Updates
- IV. Board Updates
- V. Public Comments on Items Not on the Agenda
- VI. Park Sign Project. Presented by Allan Gill, Parks Project Manager.
- VII. McCaslin Boulevard Small Area Plan Discussion. Presented by Scott Robinson, City Planner.
- VIII. Proposed Expansion of the Recreation/Senior Center and Upgrades to Memory Square Pool. Presented by the Recreation Center Task Force.
- IX. Louisville Parks Scorecard Discussion
- X. Board Mission Statement and Bylaws Discussion and Adoption
- XI. Agenda Items for Next Meeting
- XII. Adjourn

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

***Minutes***

**Thursday, June 2, 2016  
Louisville City Services  
739 S. 104<sup>th</sup> St.  
7:00 PM**

- I. Call to Order 7:09 pm
- II. Roll Call/ Introductions of Board Members: Board Members Ellen Toon, Mark Newland, Billy O'Donnell, Michael Frontczak, K. English Hopkins and Keaton Howe. City liaison present: Dean Johnson. Council member present: Susan Loo.
- III. Approval of Agenda: Motion for approval of agenda by Ellen Toon and second motion for approval by Billy O'Donnell.
- IV. Public Comments on Items Not on Agenda: Councilwoman Loo communicated concern from City Council about the need for policy on how to control weeds according to the wishes of our Louisville citizens. Concern about HOA changes to existing horticulture on public property/out-lots. Residential/ Commercial development will move forward on south side of South Boulder Road opposite North End Apartments. South Boulder small area plan has been approved by City Council. The Budget is very



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tight for expenditures and Arboretum bathroom proposals have been tabled for the meantime.

- V. Presentation of Arboretum Conceptual Landscape Plans by Norris Design: John Birkey and Patrick Hannon with Norris Design presented two conceptualizations for Louisville Arboretum Gazebo area. Concept goals included consideration of day to day enjoyment of citizens as well as medium sized gatherings and parties. Norris Design will summarize ideas and submit final structure design and horticulture proposals to Dean Johnson.
- VI. Louisville Parks Scorecard and Annual Grading Discussion: Of the 28 existing parks, each board member was asked to evaluate 4 parks in addition to Louisville Community and Memory Square. Grading will be completed for discussion at the July 7 meeting.
- VII. 2017 Parks Operational Budget Discussion: Dean Johnson suggested providing comments on city-wide landscaping improvements to him to be included in the recommendations for the biannual operational budget. Billy O'Donnell recommends a maintenance management plan and discussion of incorporating additional staff for document creation and horticulture staff.
- VIII. Motion was made by Billy O'Donnell and second by Michael Frontczak to recommend additional staff.
- IX. Agenda Items for Next Meeting: Louisville Parks Scorecard completion. Board Mission Statement and Bylaws Discussion and Adoption. Staff update on current Integrated Pest Management. Update on Arboretum Conceptual Landscape Plan.



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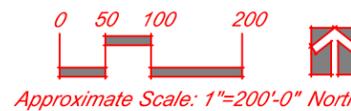
X. Adjourn 9:26 pm.

PARKS AND RECREATION DEPARTMENT • 749 MAIN STREET • LOUISVILLE, CO 80027  
(303) 335-4735 • FAX (303) 335-4738

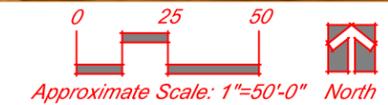
[www.louisvilleco.gov](http://www.louisvilleco.gov)



**ANNETTE BRAND PARK**



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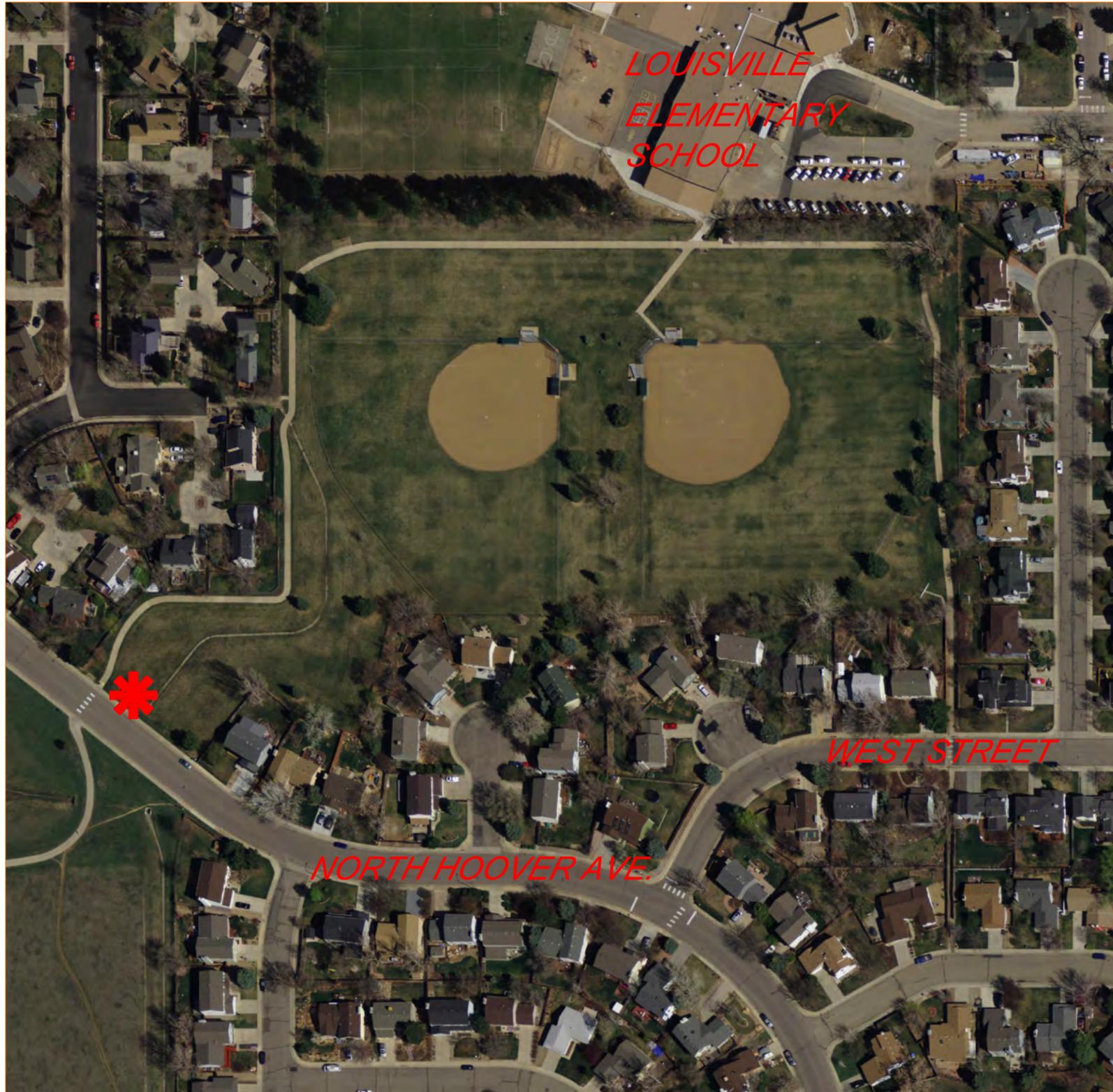


**LOCATION**

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NEW SIGN LOCATED IN THE SAME LOCATION AS THE EXISTING.  
DOUBLE SIDED SIGN.*

TO NOTIFY UNCC  
MEMBER UTILITIES  
**BEFORE YOU DIG**  
CALL  
**1-800-922-1987**  
UTILITY NOTIFICATION CENTER OF COLORADO

Designed by: AG
Reviewed by: AG
Date: JUNE 21, 2016
Project Number: TBD
File Name: Site Plans.dwg
Revisions:
<b>Sheet Number</b> 1 OF 1

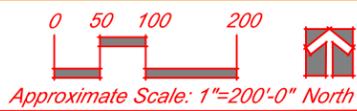


LOUISVILLE  
ELEMENTARY  
SCHOOL

WEST STREET

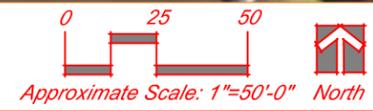
NORTH HOOVER AVE.

**CLEO MUDROCK PARK**



NORTH HOOVER AVE.

**APPROXIMATE SIGN**



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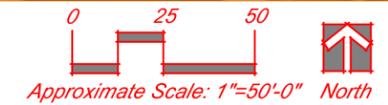
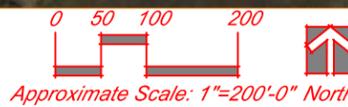
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**CLEO MUDROCK**  
DOUBLE SIDED IDENTITY SIGN  
CITY OF LOUISVILLE

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**DUTCH CREEK PARK**



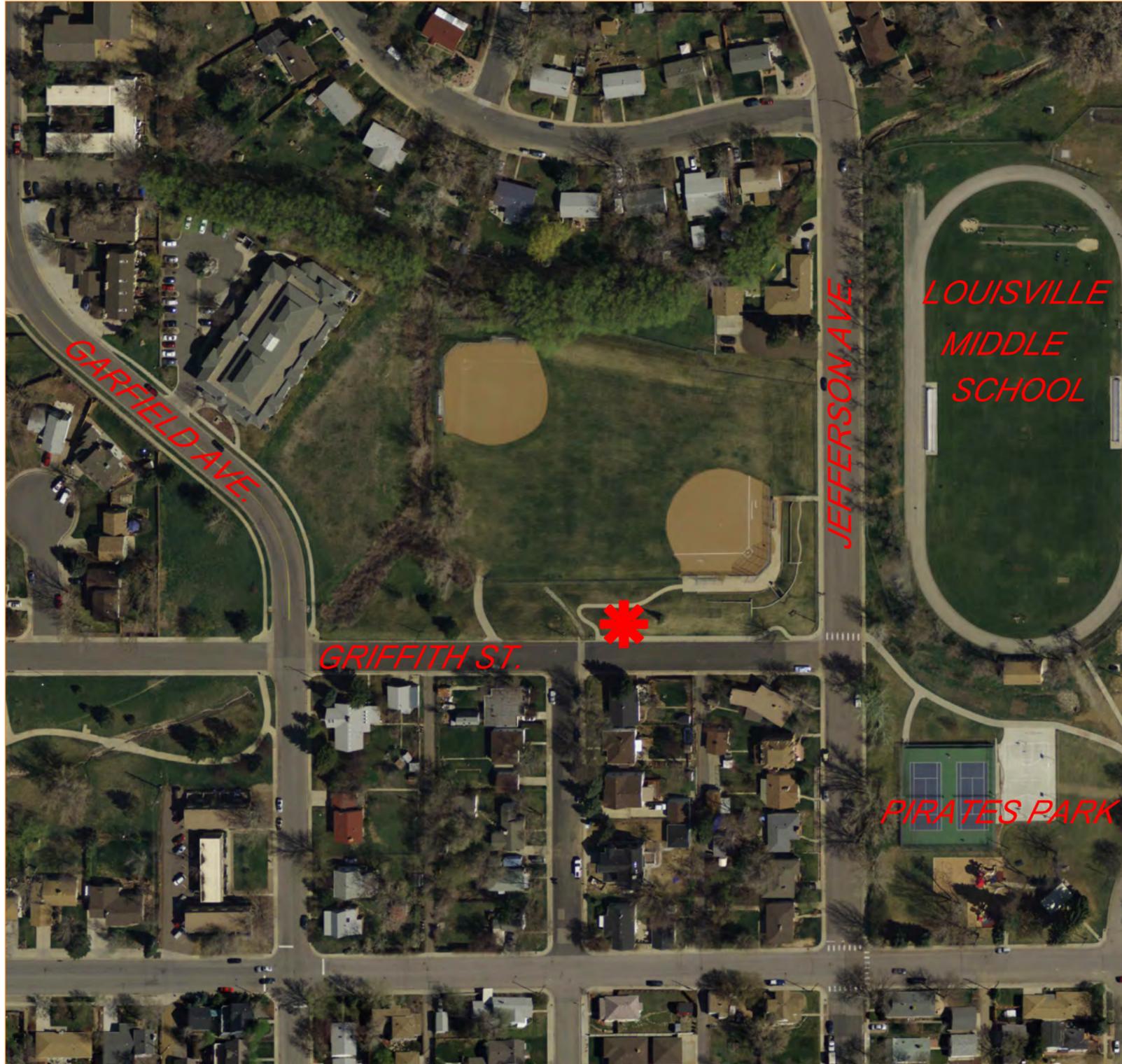
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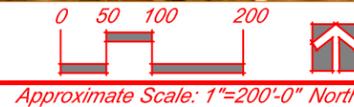
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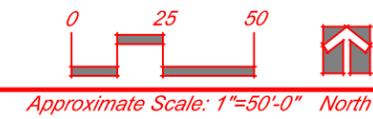
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**LAWRENCE ENRIETTO PARK**



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**LAWRENCE ENRIETTO PARK**  
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 CITY OF LOUISVILLE

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## Memorandum

**Date:** July 7, 2016  
**To:** Parks and Public Landscaping Advisory Board  
**From:** Planning and Building Safety Department  
**Subject:** McCaslin Blvd Small Area Plan

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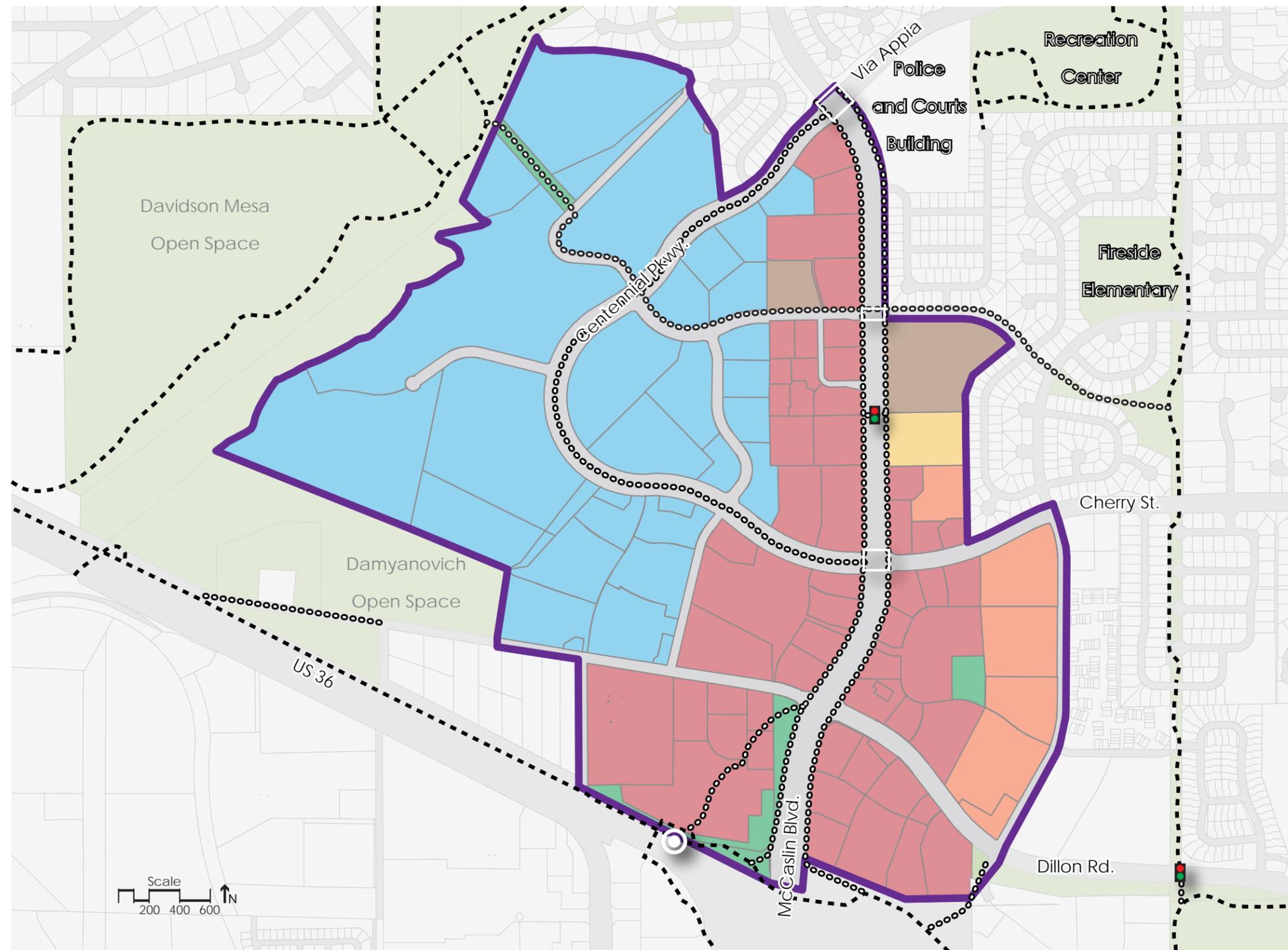
The McCaslin Blvd small area plan is intended to define desired community character, land uses, and public infrastructure priorities to provide a reliable roadmap for public and private investments in the corridor. The plan is currently being reviewed by Planning Commission prior to adoption by City Council.

Staff requests PPLAB review the attached draft Trails Improvement Plan and make comments and recommendations. In particular, staff is seeking input on the proposal to acquire public land for a park or plaza gathering space near the former Sam's Club.

# THE PLAN

## Trails Improvement Plan

The trail improvement plan includes proposed new trails in and around the corridor, including enhanced sidewalks/trails along McCaslin Blvd. The plan also shows recommended locations for new or enhanced crosswalks and or signalized pedestrian (HAWK) crossings. The proposal for McCaslin Blvd includes a widened sidewalk, multi-use trail, and two-way, on-street bike lanes in place of the outside vehicle lanes. The proposal for Centennial Pkwy is a soft-surface trail in the median.



- Existing trails
- ..... New/enhanced trails/sidewalks
- New/enhanced crosswalks
- New HAWK signal

# Recreation & Senior Center and Memory Square Improvements



## The process





## **Why are improvements necessary?**

- Cardio and strength fitness space is small and overcrowded
- Limited recreational and leisure pool area
- Senior areas are shared with youth programs
- Locker rooms are too small and lack family change space
- The population for the City of Louisville has doubled since the facility was built.

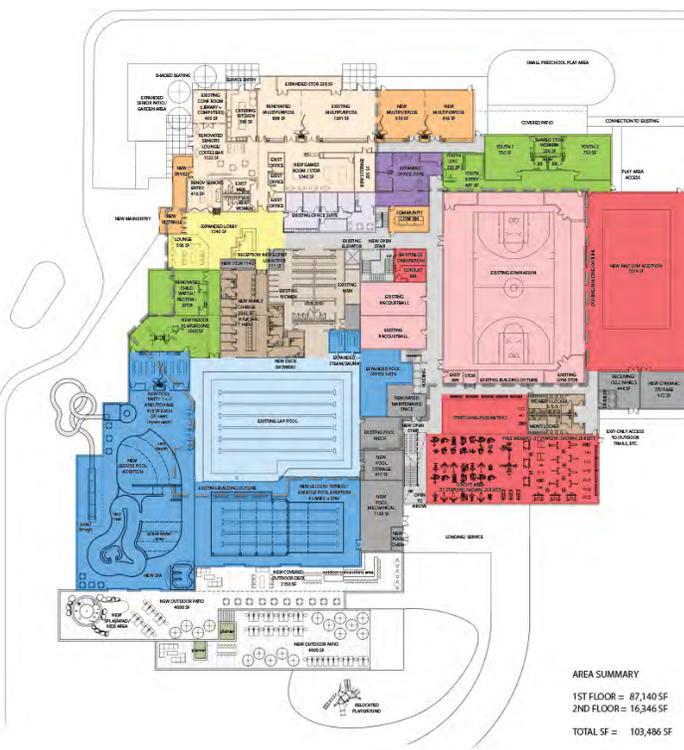


## **Recreation/Senior Center Proposed Improvements**

# Site Improvements



- Expanded parking area
- New outdoor pool deck and patio
- Relocated playground
- New covered senior entry
- Landscaping improvements
- Trail Connections



AREA SUMMARY  
 1ST FLOOR = 87,140 SF  
 2ND FLOOR = 16,346 SF  
 TOTAL SF = 103,486 SF

- New Leisure Pool
- New Lesson/Exercise/Lap Pool
- Senior Center Improvements
- New Youth Areas
- New Fitness Center Addition
- New Turf Gymnasium
- New Family Locker/Change Room

Total Main Level: 87,140 sf  
 Total New Main Area: 37,677 sf  
 Total New Area: 46,486 sf  
 Total Building Area: 103,486 sf



# Proposed Improvements: Water Opportunities

Plunge Slide



Rope Swing



Climbing Wall



# Proposed Improvements: Outdoor Pool Deck

Large Door Openings



Seating Patio



Sprayground



# Proposed Improvements: Strength Fitness

## Free Weight / Strength Training



## Machine Circuit Training



Current fitness area: 1,670 sf  
Proposed fitness area: 4,700 sf

# Proposed Improvements: Cardio Fitness

## Cardio Fitness



Current cardio area: 1,670 sf  
Proposed cardio area: 5,195 sf

# Proposed Improvements: Group Exercise and Spinning Studio

Aerobics / Group Exercise Fit Zone



Spinning Studio



Current group exercise area: 1,600 sf

Proposed group exercise area: 4,500 sf

# Proposed Improvements: Turf Gymnasium

Indoor Turf Gym and Activities



Current gymnasium: 9,230 sf

Proposed gymnasium: 15,245 sf

# Proposed Improvements: Senior Areas

New Lounge and Reception



Upgraded Meeting Rooms



New Catering Kitchen



Current senior area: 7,050 sf  
Proposed senior area: 10,783 sf

# Proposed Improvements: Youth Areas

Remodeled Child Sitting



Indoor Playground



New Youth Classrooms



Current youth area: 1,920 sf  
Proposed youth area: 4,975 sf

## Square footage comparisons

Program	Current Ft. <sup>2</sup>	Proposed Ft. <sup>2</sup>
Fitness Center - Strength	1,670	4,700
Fitness Center – Cardio/Plyometric	1,680	5,195
Group Exercise	1,600	4,500
Gymnasium	9,230	15,245
Aquatics	11,785	24,850
Senior Areas	7,050	10,783
Youth Areas	1,920	4,975
Administration	1,391	2,890

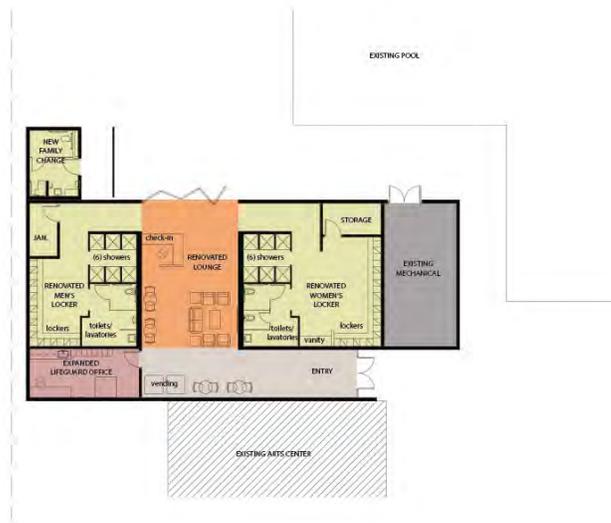
## Memory Square Proposed Improvements

# Memory Square Site Improvements



- Redesigned Clubhouse
- Improved locker rooms
- Shade Structures
- Replace children's pool with new shallow pool and sprayground
- Improved deck and landscape

# Memory Square Clubhouse Plan



## Project Cost

## Estimated Cost of Improvements

Category	Total Estimated Costs*
Site Construction	\$2,797,770
New Additions	\$20,619,877
Existing Area Renovation	\$3,458,642
Memory Square Improvements	\$1,240,515

**Total project costs estimated at \$28 million to \$30 million**

**Operations & maintenance costs estimated at \$500,000 annually**

\* Estimate includes all costs for planning, design, engineering and construction

## Public Finance Considerations

- Property tax proposed to finance capital construction.
- A \$28 million project would amount to an annual increase of \$123 on a \$500,000 home, based on 2.50% interest rate for a 20-year bond.
- Annual operations and maintenance costs estimated at \$500,000 would be financed through a voter-approved sales tax of approximately 20 cents on every \$100 spent.
- The following schedule is an estimate of the additional property and sales taxes required to pay back various size debt issuances. The amounts will actually depend on interest rates, bond ratings, property valuations, etc.

## Public Finance Considerations

Debt Amount	Approx. Annual Debt Service	Sales Tax Rate to Pay Back Debt	Sales Tax on \$100	Mill Levy to Pay Back Debt	Annual Property Tax Increase on \$500,000 Residence
\$30 million	\$1,924,000	.673%	.67	3.32	\$132.03

## Next Steps

- Language is being drafted for the two ballot issues that must pass for this project to move forward. The first issue will ask voters to approve a property tax increase to fund capital construction and the second issue will ask voters to approve a sales tax increase to fund annual operations & maintenance costs.
- If City Council moves forward with these two ballot measures, citizens will vote on them Nov. 8. **(Both measures must pass!)**



# View of New Recreation Center and Senior Entry



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

**ARTICLE I  
The Board**

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

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

**Section 3. Purpose and Duties.**

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

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

- (i) To assist the City staff and Council in determining the community's needs and desires for parks, programs, and facilities in relationship to parks related issues in the Parks, Recreation, Open Space, and Trails Master Plan;
- (ii) To advise the City Council and staff on park and landscape maintenance, development, and redevelopment, and review referrals for proposed landscape plans for public areas;
- (iii) To advise City Council and staff on the capital and operating budget as it relates to parks and public landscape maintenance;
- (iv) To advise the City Council and staff on best practices related to parks and landscaping;
- (v) To promote healthy horticultural and forestry practices in in public and private landscapes;
- (vi) To educate the public regarding horticultural and forestry practices appropriate for Louisville’s climate and soils;

- (vii) To review and give comments on city landscape master plans, landscape ordinances and other appropriate landscape documents;
- (viii) To hear appeals of decisions of the city forester concerning licensing of arborists and removal of trees as provided in Chapter 8.12 of the Louisville Municipal Code;
- (ix) To maintain a list of small, medium, and large trees, bushes and shrubs to be planted as street trees or park trees and advise the City on the adoption of regulations for the care and planting of trees.

## **ARTICLE II Members**

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

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

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

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

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

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

## **ARTICLE III Officers and Personnel**

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

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

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

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

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

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

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

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

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

- A. Violation of city or state ethics laws;

- B. Conviction of a felony or of any other crime involving moral turpitude;
- C. Unexcused absence from more than 25 percent of the regular meetings in any 12-month period;
- D. Neglect of duty or malfeasance in office;
- E. Knowing violation of any statute, ordinance, resolution, rule, policy or bylaw applicable to the board or commission;
- F. Knowing disclosure of confidential information, which is defined to mean information which is not available to the general public under applicable laws, ordinances and regulations, and which is obtained by reason of the board or commission member's position with the City;
- G. Failure to maintain the qualifications of a board or commission member for the board or commission on which the member serves;
- H. Behaving in a harassing, hostile, threatening or otherwise inappropriate manner, or unreasonably disrupting or interfering with the conduct of any meeting of a board or commission; or
- I. Other grounds constituting cause as established by law.

#### **ARTICLE IV Meetings**

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

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

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

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

#### **Section 4. Special Meetings and Business at Special Meetings.**

A. Except for an emergency special meeting governed by Subsection B, each special meeting of the Board shall be called by an officer on the request of any three members of the Board, and shall be held on at least forty-eight hours written notice. Notice of such special meeting shall be posted in the same manner as prescribed in Article IV, Section 2.

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

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

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

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

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

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

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

**Section 7. Open Government.**

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

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

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

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

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

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

**Section 8. Agendas and Meeting Materials.**

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

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

- i. City Web Site at [www.LouisvilleCo.gov](http://www.LouisvilleCo.gov)
- ii. City Clerk’s Office, City Hall, 749 Main Street
- iii. Library Reference Desk, 951 Spruce Street

C. For purposes of this Section, “agenda-related materials” means the agenda, all reports, correspondence and any other documents forwarded to the Board that provide background information or recommendations concerning the subject matter of any agenda item, excluding any documents or records which may or must be withheld from disclosure pursuant to state or federal statutes or constitutional provisions, or common law.

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

### **Section 9. Public Records.**

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

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

## **ARTICLE V General**

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

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

only, the Board shall be considered a “public body” and a member of the Board shall be considered a “public body member.”

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

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

THESE BYLAWS ARE ADOPTED by the **Parks and Public Landscaping Advisory Board** this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
President/Chair

\_\_\_\_\_  
Secretary

***Draft By-Laws must be approved by the City Manager’s Office for compliance with the City Charter and Municipal Code prior to approval by the board.***

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

**ARTICLE I  
The Board**

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

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

**Section 3, Purpose and Duties.**

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

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

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

## **ARTICLE II Members**

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

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

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

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

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

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

## **ARTICLE III Officers and Personnel**

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

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

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

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

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

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

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

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

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

- A. Violation of city or state ethics laws;
- B. Conviction of a felony or of any other crime involving moral turpitude;
- C. Unexcused absence from more than 25 percent of the regular meetings in any 12-month period;
- D. Neglect of duty or malfeasance in office;
- E. Knowing violation of any statute, ordinance, resolution, rule, policy or bylaw applicable to the board or commission;
- F. Knowing disclosure of confidential information, which is defined to mean information which is not available to the general public under applicable laws, ordinances and regulations, and which is obtained by reason of the

- board or commission member's position with the City;
- G. Failure to maintain the qualifications of a board or commission member for the board or commission on which the member serves;
- H. Behaving in a harassing, hostile, threatening or otherwise inappropriate manner, or unreasonably disrupting or interfering with the conduct of any meeting of a board or commission; or
- I. Other grounds constituting cause as established by law.

## **ARTICLE IV Meetings**

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

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

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

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

### **Section 4. Special Meetings and Business at Special Meetings.**

A. Except for an emergency special meeting governed by Subsection B, each special meeting of the Board shall be called by an officer on the request of any three members of the Board, and shall be held on at least forty-eight hours written notice. Notice of such special meeting shall be posted in the same manner as prescribed in Article IV, Section 2.

B. An emergency special meeting shall be called by the Secretary on the request of the (President/Chair) or any three members of the Board, and shall be held

on at least twenty-four hours written notice to each member of the Board. Notice shall be posted at least twenty-four hours in advance of such emergency special meeting in the locations prescribed in Article IV, Section 2. An emergency special meeting shall not be called unless:

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

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

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

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

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

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

**Section 7. Open Government.**

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

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

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

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

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

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

#### **Section 8. Agendas and Meeting Materials.**

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

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

- i. City Web Site at [www.LouisvilleCo.gov](http://www.LouisvilleCo.gov)
- ii. City Clerk’s Office, City Hall, 749 Main Street
- iii. Library Reference Desk, 951 Spruce Street

C. For purposes of this Section, “agenda-related materials” means the agenda, all reports, correspondence and any other documents forwarded to the Board that provide background information or recommendations concerning the subject matter of any agenda item, excluding any documents or records which may or must be withheld from disclosure pursuant to state or federal statutes or constitutional provisions, or common law.

D. Any document that is submitted to the Board during a meeting shall be immediately made available to the public either by making copies available to the public

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

### **Section 9. Public Records.**

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

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

## **ARTICLE V General**

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

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

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

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

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

\_\_\_\_\_  
President/Chair

\_\_\_\_\_  
Secretary

***Draft By-Laws must be approved by the City Manager's Office for compliance with the City Charter and Municipal Code prior to approval by the board.***

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