

City Council

Agenda

Tuesday, October 15, 2019

City Hall

749 Main Street

7:00 PM

**Note: The time frames assigned to agenda items are estimates for guidance only.
Agenda items may be heard earlier or later than the listed time slot.**

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF AGENDA

4. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Council requests that public comments be limited to 3 minutes. When several people wish to speak on the same position on a given item, Council requests they select a spokesperson to state that position.

5. CONSENT AGENDA

The following items on the City Council Agenda are considered routine by the City Manager and shall be approved, adopted, accepted, etc., by motion of the City Council and roll call vote unless the Mayor or a City Council person specifically requests that such item be considered under "Regular Business." In such an event the item shall be removed from the "Consent Agenda" and Council action taken separately on said item in the order appearing on the Agenda. Those items so approved under the heading "Consent Agenda" will appear in the Council Minutes in their proper order.

A. Approval of Bills

B. Approval of Minutes: October 1, 2019

C. Award Contract to Arrow J. Landscape & Design, Inc. for the 2019 Coyote Run Open Space Trail Connections Project

D. Approval of 2020 Budget for Urban Revitalization District

E. Approval of Resolution No. 35, Series 2019 – A Resolution Approving a Proposed 2020 Operating Plan and Budget of the Main Street Louisville Business Improvement District

6. COUNCIL INFORMATIONAL COMMENTS ON PERTINENT ITEMS NOT ON THE AGENDA (Council general comments are scheduled at the end of the Agenda.)

Citizen Information

If you wish to speak at the City Council meeting, please fill out a sign-up card and present it to the City Clerk.

Persons with disabilities planning to attend the meeting who need sign language interpretation, assisted listening systems, Braille, taped material, or special transportation, should contact the City Manager's Office at 303 335-4533. A forty-eight-hour notice is requested.

7. CITY MANAGER'S REPORT

- A. Quarterly Update from the Revitalization Commission

8. REGULAR BUSINESS

- 7:15 – 7:30 PM **A. PROCLAMATION – NO PLACE FOR HATE**
- Action

- 7:30 – 8:00 PM **B. RESOLUTION NO. 36, SERIES 2019 – A RESOLUTION APPROVING A BUSINESS ASSISTANCE AGREEMENT WITH MEDTRONIC, INC. FOR AN ECONOMIC DEVELOPMENT PROJECT IN THE CITY OF LOUISVILLE**
- Staff Presentation
 - Public Comments (Please limit to three minutes each)
 - Council Questions & Comments
 - Action

- 8:00 – 8:30 PM **C. DISCUSSION/DIRECTION – REQUEST FOR PROPOSALS FOR RELOCATION AND REHABILITATION OF MINER'S CABINS**
- Staff Presentation
 - Public Comments (Please limit to three minutes each)
 - Council Questions & Comments
 - Action

- 8:30 – 9:15 PM **D. ORDINANCE NO. 1779, SERIES 2019 – AN ORDINANCE ADOPTING A NEW SIGN CODE FOR THE CITY OF LOUISVILLE – 2ND READING, PUBLIC HEARING (advertised *Daily Camera 7/28/19*) continued from 9/3/19**
- Mayor Reopens Public Hearing
 - Staff Presentation
 - Public Comments (Please limit to three minutes each)
 - Council Questions & Comments
 - Additional Public Comments
 - Mayor Closes Public Hearing
 - Action

9:15 – 9:20 PM

E. ORDINANCE NO. 1785, SERIES 2019 – AN ORDINANCE AMENDING THE BUSINESS CENTER AT CTC GENERAL DEVELOPMENT PLAN REGARDING ALLOWED USES AND DEVELOPMENT STANDARDS ON LOT 2, THE BUSINESS CENTER AT CTC REPLAT E AND LOT 6, BLOCK 1, THE BUSINESS CENTER AT CTC LOCATED AT 1411 AND 1443 SOUTH ARTHUR AVENUE – 1st READING, SET PUBLIC HEARING 11/4/19

- City Attorney Introduction
- Action

9. CITY ATTORNEY’S REPORT

10. COUNCIL COMMENTS, COMMITTEE REPORTS, AND IDENTIFICATION OF FUTURE AGENDA ITEMS

11. ADJOURN

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DETAIL INVOICE LIST

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CASH ACCOUNT: 001000 101001		WARRANT: 092619	09/26/2019
VENDOR	VENDOR NAME	PURPOSE	AMOUNT
14842	A MUSIC PLUS INC	LABOR DAY PARADE DJ SERVI	475.00
14801	CHRISTOPHER MELENDEZ	GOLF LESSONS 8/17-9/13/19	525.00
10301	COLORADO COMMUNITY SHARES	Payroll Run 1 - Warrant 0	1,067.10
11298	DELTA DENTAL OF COLORADO	#007562-0000 OCT 19 EMPLO	13,522.47
5255	FAMILY SUPPORT REGISTRY	Payroll Run 1 - Warrant 0	312.49
655	FOOTHILLS UNITED WAY	Payroll Run 1 - Warrant 0	486.90
6455	KAISER PERMANENTE	05920-01-16 OCT 19 EMPLOY	146,753.01
14793	KIM BAKER	EXPENSE REPORT 9/24/19	114.76
9750	LEGALSHIELD	#22554 OCT 19 EMPLOYEE PR	383.75
7735	LINCOLN FINANCIAL GROUP	000010008469 OCT 19 LTD P	3,698.24
7735	LINCOLN FINANCIAL GROUP	000010008469 OCT 19 LIFE/	7,209.43
99999	JAMES GRADY	RETURNED ACH PP19 2019	80.67
8442	VISION SERVICE PLAN	12 059727 0001 OCT 19 EMP	2,892.31
14102	WELLS FARGO FINANCIAL LEASING	GOLF EQUIPMENT LEASE	18,277.92
3875	XCEL ENERGY	JUL/AUG 19 GROUP ENERGY	131,739.13
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15 INVOICES		WARRANT TOTAL	327,538.18
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DETAIL INVOICE LIST

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CASH ACCOUNT: 001000 101001

WARRANT: 100319 10/03/2019

VENDOR	VENDOR NAME	PURPOSE	AMOUNT
14164	ALPINE BANK	#5300089001 SOLAR PANEL L	3,986.70
14164	ALPINE BANK	#5300177601 SOLAR PANEL L	5,429.18
14847	AMANDA GEIS	TRAVEL ADVANCE 10/16-10/1	206.25
14801	CHRISTOPHER MELENDEZ	GOLF LESSONS 9/14-9/27/19	262.50
14845	JAMES SCHWENGLER	COMPUTER LOAN	1,849.00
14770	JEN KENNEY	TRAVEL ADVANCE 10/16-10/1	206.25
9704	KATHY MARTIN	RSC CUSTOMER APPRECIATION	64.79
14848	KRISTIN DORSEY	TRAVEL ADVANCE 10/16-10/1	206.25
14846	MARC DENNY	TRAVEL RECON 9/8-9/11/19	335.96
2132	MEREDYTH MUTH	TRAVEL ADVANCE 10/15-10/1	371.46
14844	REPUBLIC SERVICES INC #535	SEP 19 RESIDENTIAL TRASH	126,008.33
14065	TYLER TECHNOLOGIES INC	Tyler ERP Continuing Impl	17.90
14065	TYLER TECHNOLOGIES INC	Tyler ERP Continuing Impl	640.00
14065	TYLER TECHNOLOGIES INC	Tyler ERP Continuing Impl	4,591.53
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14 INVOICES			WARRANT TOTAL
=====			144,176.10
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CASH ACCOUNT: 001000 101001 WARRANT: 101519 10/15/2019

VENDOR	VENDOR NAME	PURPOSE	AMOUNT
14578	5280 DIGITAL INC	PROJECTOR/SPEAKER INSTALL	2,447.00
14121	ACUSHNET COMPANY	Resale Merchandise	1,462.58
14121	ACUSHNET COMPANY	Resale Merchandise	113.94
14121	ACUSHNET COMPANY	Resale Merchandise	323.34
14121	ACUSHNET COMPANY	Resale Merchandise	248.48
14521	AJ'S BACKFLOW TESTING LLC	BACKFLOW TESTING SWTP	220.00
14737	ALEX THOELE	CONTRACTOR FEES GUITAR	693.00
14596	AMERICAN ELEVATOR PROFESSIONAL	Elevator Inspections	2,850.00
11455	APC CONSTRUCTION CO LLC	2019 Street Resurfacing	403,526.30
500	BAKER AND TAYLOR	ADULT BOOKS AND MEDIA	24.74
500	BAKER AND TAYLOR	ADULT BOOKS AND MEDIA	71.49
500	BAKER AND TAYLOR	ADULT BOOKS AND MEDIA	65.95
13855	BIG AIR JUMPERS INC	Nite at the Rec Inflatabl	692.50
640	BOULDER COUNTY	SEP 19 BOULDER COUNTY USE	36,699.69
14438	BRANNAN CONSTRUCTION COMPANY	2019 Water Main Replaceme	163,279.20
14438	BRANNAN CONSTRUCTION COMPANY	2019 Water Main Replaceme	401,408.84
7706	BRANNAN SAND & GRAVEL CO LLC	2019 Asphalt	228.15
7706	BRANNAN SAND & GRAVEL CO LLC	2019 Asphalt	164.25
7706	BRANNAN SAND & GRAVEL CO LLC	2019 Asphalt	274.50
14850	BRIDGEPAY NETWORK SOLUTIONS LL	SEP 19 BRIDGEPAY CC FEES	10.70
14403	CALLAWAY GOLF	Resale Merchandise	208.74
14403	CALLAWAY GOLF	Resale Merchandise	387.39
14403	CALLAWAY GOLF	Resale Merchandise	208.74
14403	CALLAWAY GOLF	Resale Merchandise	222.09
14403	CALLAWAY GOLF	Resale Merchandise	117.17
14403	CALLAWAY GOLF	Resale Merchandise	123.84
935	CENTENNIAL PRINTING CO	2019 Utility Bill Insert	390.00
2220	CHEMTRADE CHEMICALS US LLC	Alum Sulfate NWTP	4,521.58
2220	CHEMTRADE CHEMICALS US LLC	Alum Sulfate SWTP	4,779.98
14427	CHRISTINE STANDEFER	CONTRACTOR FEES TRI TRAIN	100.80
4025	CINTAS FIRST AID AND SAFETY	FIRST AID SUPPLIES	256.51
13260	CLIFTON LARSON ALLEN LLP	SEP 19 UTILITY BILLING SE	9,381.11

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CASH ACCOUNT: 001000 101001 WARRANT: 101519 10/15/2019

VENDOR	VENDOR NAME	PURPOSE	AMOUNT
1033	COAL CREEK COLLISION CENTER	HAIL DAMAGE REPAIR UNIT 2	1,393.74
1120	COLORADO ANALYTICAL LABORATORI	LAB ANALYSIS FEES WTP	153.00
1120	COLORADO ANALYTICAL LABORATORI	LAB ANALYSIS FEES WTP	86.30
1120	COLORADO ANALYTICAL LABORATORI	LAB ANALYSIS FEES WTP	157.50
1120	COLORADO ANALYTICAL LABORATORI	LAB ANALYSIS FEES WTP	157.50
1120	COLORADO ANALYTICAL LABORATORI	LAB ANALYSIS FEES WTP	241.30
1120	COLORADO ANALYTICAL LABORATORI	LAB ANALYSIS FEES WTP	266.30
1120	COLORADO ANALYTICAL LABORATORI	LAB ANALYSIS FEES WTP	157.50
1130	COLORADO DEPT OF LABOR	BOILER INSPECTION CS	120.00
11264	COLORADO DEPT OF PUBLIC HEALTH	STORMWATER PERMIT COR9013	298.00
10164	COLORADO DEPT OF REVENUE	DEFAULT JUDGMENT FEES	90.00
12041	CORE ELECTRIC INC	RECEPTACLE INSTALLATION C	232.77
12041	CORE ELECTRIC INC	ELECTRICAL MODIFICATIONS	585.00
10842	COZY CORNER TOWING	TOW VEHICLE	60.00
14182	DAWSON INFRASTRUCTURE SOLUTION	REEL SWIVEL UNIT 3425	402.65
13929	DHE COMPUTER SYSTEMS LLC	2019 Desktop Replacements	23,559.36
1505	DPC INDUSTRIES INC	Chlorine Gas NWTP	958.00
14369	ETG SYSTEMS INC	City Services Lighting Da	9,943.24
14369	ETG SYSTEMS INC	Security Camera Change Or	10,730.53
2070	FLOOD & PETERSON INSURANCE INC	BUSINESS AUTO PREMIUM AUD	281.00
5290	FRED PRYOR SEMINARS	ASSERTIVENESS & MANAGING	6,800.00
10623	FRONT RANGE LANDFILL INC	2019 Landfill Fees	350.00
7113	GALLS LLC	UNIFORM PANTS PEREZ	164.97
7113	GALLS LLC	UNIFORM SHIRTS PEREZ	164.97
7113	GALLS LLC	BALLISTIC VEST PEREZ	925.44
7113	GALLS LLC	UNIFORM BELT PEREZ	32.37
7113	GALLS LLC	BATON HOLDER PEREZ	39.02
7113	GALLS LLC	ASP BATON PEREZ	127.75
7113	GALLS LLC	HANDCUFFS PEREZ	65.06
7113	GALLS LLC	BELT KEEPERS PEREZ	14.61
7113	GALLS LLC	NAMEPLATE PEREZ	5.40
13069	GLACIER CONSTRUCTION CO INC	ROAD AND SCREEN REPAIR SW	2,068.00
13069	GLACIER CONSTRUCTION CO INC	HBWTP Upgrade Project	8,112.00
2310	GRAINGER	DRY ERASE BOARD WTP	99.79

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CASH ACCOUNT: 001000 101001

WARRANT: 101519 10/15/2019

VENDOR	VENDOR NAME	PURPOSE	AMOUNT
2310	GRAINGER	VACUUM PUMP OIL WTP	50.16
2310	GRAINGER	SAW BLADES & BATTERIES WT	323.98
2310	GRAINGER	BACKFLOW PREVENTER WTP	332.52
2310	GRAINGER	CHECK VALVES WTP	107.98
2310	GRAINGER	REFLECTIVE TAPE CS	5.70
2310	GRAINGER	CARRIAGE BOLT MUS	3.64
14576	GREEN LANDSCAPE SOLUTIONS LLC	Landscape Maint Front St	550.00
246	GREEN MILL SPORTSMAN CLUB	RANGE USE	300.00
2340	GREEN SPOT INC	OAK TREE MCKINLEY PARK	1,050.00
2405	HACH COMPANY	LAB SUPPLIES WTP	1,207.86
2405	HACH COMPANY	LAB SUPPLIES WTP	1,106.30
2475	HILL PETROLEUM	Fuel Golf Course	1,121.06
2475	HILL PETROLEUM	2019 Oil	2,177.70
14815	HPM INC	Playground Replacement Pr	14,000.00
9710	INDUSTRIAL CHEMICALS CORP	Sodium Silicate SWTP	10,795.92
9710	INDUSTRIAL CHEMICALS CORP	HYDROCHLORIC ACID SWTP	298.50
13280	INSIGHT PUBLIC SECTOR INC	ADOBE LICENSE CMO	314.16
10772	INTEGRATED SAFETY SERVICES LLC	FIRE ALARM SERVICE CS	259.88
10772	INTEGRATED SAFETY SERVICES LLC	FIRE ALARM SERVICE PC	166.98
9761	INTERMOUNTAIN SWEEPER CO	SWEEPER REPAIR UNIT 3260	1,829.48
13778	INVISION GIS LLC	GIS & AM Implementation S	9,812.50
13778	INVISION GIS LLC	GIS & AM Implementation S	12,276.25
13817	ISRAEL ALVARADO	DJ Services for Nite at t	300.00
13817	ISRAEL ALVARADO	DJ Services for Nite at t	300.00
14239	JC GOLF ACCESSORIES	Golf Gifts	309.00
13956	JOAN H LANGFORD	FRIDAY NIGHT ARTWORK BAND	150.00
2780	KAISER LOCK & KEY SERVICE INC	SERVICE CALL WWTP	78.75
2360	KELLY PC	SEP 19 LEGAL SERVICES	25,557.80
14807	KIM CHRISTIAN	SR OKTOBERFEST ENTERTAIN	200.00
14306	KORBY LANDSCAPE LLC	RESOD AREA ENRIETTO PARK	2,017.50
11075	LEFT HAND TREE & LANDSCAPE LLC	TREE PRUNING	2,490.50

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CASH ACCOUNT: 001000 101001 WARRANT: 101519 10/15/2019

VENDOR	VENDOR NAME	PURPOSE	AMOUNT
14315	LIFELOC TECHNOLOGIES INC	PBT REPAIR	214.40
9087	LORIS AND ASSOCIATES INC	SH 42 Underpass Design	10,175.00
5432	LOUISVILLE FIRE PROTECTION DIS	SEP 19 FIRE DISTRICT FEES	5,940.00
13429	MANPOWER	TEMPORARY LABOR GCM	723.83
14071	MARY RITTER	CONTRACTOR FEES 30043-1	156.80
11072	MERRICK AND COMPANY	Howard Berry WTP Upgrades	46.50
14812	METROPOLITAN GLASS INC	X1 MIRROR BUMP OUT RSC	344.00
6168	MOTION & FLOW CONTROL PRODUCTS	PARTS UNIT 5301	262.67
6168	MOTION & FLOW CONTROL PRODUCTS	PARTS UNIT 3204	391.50
2046	MOUNTAIN STATES IMAGING LLC	DOCUMENT STORAGE FEES PD	63.00
1072	MUNICIPAL TREATMENT EQUIPMENT	FEEDER TROUGH SWTP	528.33
1072	MUNICIPAL TREATMENT EQUIPMENT	BEARING SWTP	814.92
14649	MURRAYSMITH INC	SWQMP Consultant Contract	11,400.00
14649	MURRAYSMITH INC	SWSP Expansion	13,634.00
13597	NORTH LINE GIS LLC	GIS Professional Services	3,180.00
14648	OCCUPATIONAL HEALTH CENTERS OF	PHYSICALS	211.00
99999	ASHLEIGH ROMANO	ACTIVITY REFUND	65.00
99999	GAIA INC	BUSINESS ASSISTANCE REBAT	16,920.00
99999	STANDARD CONCRETE INC	BULK WATER METER REFUND	2,500.00
99999	TIMBERLINE MECHANICAL SYSTEMS	MECH/PLUMBING LICENSE REF	100.00
99999	IMS HEATING AND AIR	MECH/PLUMBING LICENSE REF	100.00
99999	HIGH EFFICIENCY HEATING & AIR	PERMIT REFUND MEP-1809-20	696.28
99999	ABC LASER ENGRAVING LLC	ENGRAVED TRAVEL MUGS PD	343.00
99999	FRANK HODGE	BLOOMIN SENIORS GARDEN TO	63.00
99999	MURRAY AND STAFFORD INC	LANDSCAPE IMPROVEMENT GUA	11,500.00
13649	OVERDRIVE INC	ADULT EAUDIO BOOKS	140.81
14381	PALEOWEST ARCHAEOLOGY	HISTORIC BUILDING SURVEY	1,655.00
14834	PETERSON APPRAISAL COMPANY	MAYHOFFER APPRAISAL	2,500.00
14144	PING INC	Resale Merchandise	80.81
14394	PROS PLUS LLC	VOLLEYBALL REFEREE	45.00

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City of Louisville, CO
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CASH ACCOUNT: 001000 101001

WARRANT: 101519 10/15/2019

VENDOR	VENDOR NAME	PURPOSE	AMOUNT
12840	QUALITY WATER BIOSYSTEMS INC	PESTICIDE APPLICATION OS	183.53
14827	RCL LAND COMPANY LLC	ADDITIONAL PARKING SPACES	770.00
670	RESOURCE CENTRAL	Slow the Flow Program	2,486.25
670	RESOURCE CENTRAL	Slow the Flow Program	5,186.25
14352	RIVISTAS SUBSCRIPTION SERVICES	PRINT PERIODICALS	6,316.88
4160	SAFE SYSTEMS INC	BURGLARY SYSTEM CS	828.50
4160	SAFE SYSTEMS INC	FIRE SYSTEM GCC	808.00
8513	SAFETY & CONSTRUCTION SUPPLY I	SAFETY LENSES AND VESTS O	61.69
14459	SAUNDERS CONSTRUCTION LLC	2019 Rec Center Construct	9,299.45
14459	SAUNDERS CONSTRUCTION LLC	Rec Center Hail Damage Ro	104,450.89
14473	SPIEGEL INDUSTRIAL LLC	PRETREATMENT BAY DOOR PAI	2,498.44
14633	SPRINGSHARE LLC	SOFTWARE LICENSE	1,029.00
14396	SPRONK WATER ENGINEERS INC	2019 Water Rights Enginee	9,075.00
13673	STERLING TALENT SOLUTIONS	BACKGROUND CHECKS	438.16
11549	STUDIO NO 6	Design Services for Park	966.66
14276	SWEET SPOT CAFE LLC	STROKERS TOURNAMENT 9/24/	970.60
14707	THATCHER COMPANY INC	Aluminum Chlorohydrate SW	6,061.91
14707	THATCHER COMPANY INC	Aluminum Chlorohydrate NW	6,061.91
7917	THE AQUEOUS SOLUTION INC	HYDROSTATIC VALVE LRC	52.60
7917	THE AQUEOUS SOLUTION INC	GAS VALVE MS & CHEMICALS	363.65
7917	THE AQUEOUS SOLUTION INC	POOL CHEMICALS LRC	135.22
7917	THE AQUEOUS SOLUTION INC	POOL CHEMICALS MS	36.48
1047	THE DAVEY TREE EXPERT COMPANY	TREE REMOVAL	1,520.00
9481	THE HOME DEPOT	BREAK ROOM SUPPLIES CH	184.72
14663	THE JUMP ROPE GROUP LLC	CONTRACTOR FEES 30039-1	273.00
14353	TRANSPARENT INFORMATION SERVIC	BACKGROUND CHECKS	455.20
4765	UNCC	SEP 19 LOCATES #48760	460.08
14532	UNITED REFRIGERATION INC	HVAC PARTS MUS	71.24
11087	UNITED SITE SERVICES OF COLORA	TOILET RENTAL CENTENNIAL	224.36

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City of Louisville, CO
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CASH ACCOUNT: 001000 101001 WARRANT: 101519 10/15/2019

VENDOR	VENDOR NAME	PURPOSE	AMOUNT
11087	UNITED SITE SERVICES OF COLORA	TOILET RENTAL NORTH END	135.60
11087	UNITED SITE SERVICES OF COLORA	TOILET RENTAL FIRESIDE EL	135.60
11087	UNITED SITE SERVICES OF COLORA	TOILET RENTAL ANNETTE BRA	109.16
11087	UNITED SITE SERVICES OF COLORA	TOILET RENTAL COTTONWOOD	183.85
11087	UNITED SITE SERVICES OF COLORA	TOILET RENTAL HERITAGE PA	124.11
11087	UNITED SITE SERVICES OF COLORA	TOILET RENTAL MEMORY SQUA	109.16
11087	UNITED SITE SERVICES OF COLORA	TOILET RENTAL PIRATES PAR	109.16
4875	UNIVAR USA INC	Caustic Soda NWTP	8,465.85
13891	VERIS ENVIRONMENTAL LLC	Biosolids Hauling	1,328.71
13891	VERIS ENVIRONMENTAL LLC	Biosolids Hauling	729.96
13891	VERIS ENVIRONMENTAL LLC	Biosolids Hauling	725.33
13891	VERIS ENVIRONMENTAL LLC	Biosolids Hauling	778.25
4900	VRANESH AND RAISCH LLP	SEP 19 WINDY GAP LEGAL SE	499.31
14821	WAYNES ELECTRIC INC	Rec Center Turf Gym Maint	3,321.66
14821	WAYNES ELECTRIC INC	Rec Center Aquatics Area	3,090.25
1191	WEED WRANGLERS	2019 Noxious Weed Control	1,962.55
1191	WEED WRANGLERS	2019 Noxious Weed Control	448.36
1191	WEED WRANGLERS	2019 Noxious Weed Control	638.93
1191	WEED WRANGLERS	2019 Noxious Weed Control	828.22
1191	WEED WRANGLERS	2019 Noxious Weed Control	424.90
9511	WESTERN PAPER DISTRIBUTORS INC	JANITORIAL SUPPLIES CS	108.50
9511	WESTERN PAPER DISTRIBUTORS INC	JANITORIAL SUPPLIES CH	58.40
9511	WESTERN PAPER DISTRIBUTORS INC	JANITORIAL SUPPLIES CH	423.56
9511	WESTERN PAPER DISTRIBUTORS INC	JANITORIAL SUPPLIES LIB	443.92
9511	WESTERN PAPER DISTRIBUTORS INC	JANITORIAL SUPPLIES RSC	1,073.17
9511	WESTERN PAPER DISTRIBUTORS INC	JANITORIAL SUPPLIES WTP	61.52
10658	WINTER EQUIPMENT COMPANY INC	2019 Snowplow Blades	1,659.84
5115	WL CONTRACTORS INC	Sep 19 Traffic Signal Mai	6,143.44
10884	WORD OF MOUTH CATERING INC	SR MEAL PROGRAM 9/23-10/4	3,352.00
10884	WORD OF MOUTH CATERING INC	SR GRAND LAKE TOUR BOX LU	265.00
13790	ZAYO GROUP LLC	OCT 19 INTERNET SERVICE	783.00
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	187 INVOICES	WARRANT TOTAL	1,478,425.58
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CITY OF LOUISVILLE
PURCHASE CARD SUMMARY
STATEMENT PERIOD 08/21/19 - 09/19/19

SUPPLIER	SUPPLIER LOCATION	CARDHOLDER	DEPARTMENT	TRANS DATE	AMOUNT
1000BULBS.COM	800-624-4488	PHIL LIND	FACILITIES	09/16/2019	328.09
1000BULBS.COM	800-624-4488	PHIL LIND	FACILITIES	09/05/2019	170.24
1000BULBS.COM	800-624-4488	PHIL LIND	FACILITIES	08/21/2019	72.36
360 WATER INC	6142943600	VICKIE ILKO	OPERATIONS	09/11/2019	60.00
4 RIVERS EQUIPMENT	GREELEY	CONNOR POWERS	GOLF COURSE	09/05/2019	-431.91
4 RIVERS EQUIPMENT	GREELEY	MASON THOMPSON	OPERATIONS	09/06/2019	262.46
4 RIVERS EQUIPMENT	GREELEY	CONNOR POWERS	GOLF COURSE	09/05/2019	411.74
4 RIVERS EQUIPMENT	GREELEY	CONNOR POWERS	GOLF COURSE	08/23/2019	431.91
ABC-NV	913-8954600	GREG VENETTE	WATER	09/12/2019	100.00
ACT*ACTIVE-NETWORK	877-228-4881	JACQUELYN RAMSEY	REC CENTER	08/28/2019	-89.95
AIRGAS CENTRAL	TULSA	DAVID DEAN	GOLF COURSE	09/12/2019	56.46
AIRGAS CENTRAL	TULSA	MASON THOMPSON	OPERATIONS	08/20/2019	101.20
AIRHEAD SPORTS GROUP	303-733-3722	JAMES VAUGHAN	REC CENTER	09/07/2019	-37.40
ALARM PROCESSING CENTE	AURORA	JIM GILBERT	PARKS	09/09/2019	274.05
ALLDATA CORP #8601	ELK GROVE	MASON THOMPSON	OPERATIONS	09/01/2019	125.00
AMAZON MKTPL*MA2IV9WV0	AMZN.COM/BILL	PAMELA LEMON	REC CENTER	08/21/2019	138.32
AMAZON.COM*359A85T93 A	AMZN.COM/BILL	JILL SIEWERT	LIBRARY	09/11/2019	19.99
AMAZON.COM*CU4DW4O83 A	AMZN.COM/BILL	JILL SIEWERT	LIBRARY	09/18/2019	47.71
AMAZON.COM*MO1Y868P2 A	AMZN.COM/BILL	PATRICIA MORGAN	REC CENTER	08/28/2019	239.14
AMAZON.COM*MO2PE6AK0 A	AMZN.COM/BILL	PATRICIA MORGAN	REC CENTER	08/29/2019	131.56
AMAZON.COM*MO54Y25M2 A	AMZN.COM/BILL	JILL SIEWERT	LIBRARY	08/27/2019	12.31
AMAZON.COM*MO8OZ1QQ2 A	AMZN.COM/BILL	PATRICIA MORGAN	REC CENTER	08/29/2019	29.99
AMAZON.COM*MO9QU36V2 A	AMZN.COM/BILL	JULIE SEYDEL	REC CENTER	08/30/2019	12.88
AMERICAN LIBRARY ASSN	866-746-7252	KRISTEN BODINE	LIBRARY	09/13/2019	144.70
AMERICAN PUBLIC WORKS	8164726100	ROBIN BROOKHART	HUMAN RESOURCES	09/11/2019	325.00
AMZN MKTP US*MO0EP1SA0	AMZN.COM/BILL	DRUSILLA TIEBEN	PARKS	09/10/2019	153.39
AMZN MKTP US	AMZN.COM/BILL	CHERYL KELLER	POLICE	09/12/2019	-322.79
AMZN MKTP US	AMZN.COM/BILL	AMANDA PERERA	REC CENTER	09/03/2019	-1.98
AMZN MKTP US*OY6ZO0TX3	AMZN.COM/BILL	TERRELL PHILLIPS	WATER	09/15/2019	102.64
AMZN MKTP US*4V8UN7E43	AMZN.COM/BILL	ELIZABETH SCHETTLER	PLANNING	09/18/2019	52.38
AMZN MKTP US*BW9IQ3DI3	AMZN.COM/BILL	TERRELL PHILLIPS	WATER	09/09/2019	145.80
AMZN MKTP US*DJ47U4MA3	AMZN.COM/BILL	ERICA BERZINS	POLICE	09/10/2019	48.06
AMZN MKTP US*GK0T87N83	AMZN.COM/BILL	LINDSEY WITTY	REC CENTER	09/02/2019	254.64
AMZN MKTP US*GV8GK86Y3	AMZN.COM/BILL	ELIZABETH SCHETTLER	PLANNING	09/09/2019	34.55
AMZN MKTP US*JF1UT2DY3	AMZN.COM/BILL	AMANDA PERERA	REC CENTER	09/11/2019	36.98
AMZN MKTP US*LD6UY0QT3	AMZN.COM/BILL	ELIZABETH SCHETTLER	PLANNING	09/17/2019	55.67
AMZN MKTP US*MA62D1YP0	AMZN.COM/BILL	JILL SIEWERT	LIBRARY	08/22/2019	16.80
AMZN MKTP US*MO0R79430	AMZN.COM/BILL	ERIN OWEN	LIBRARY	08/26/2019	59.05

SUPPLIER	SUPPLIER LOCATION	CARDHOLDER	DEPARTMENT	TRANS DATE	AMOUNT
AMZN MKTP US*MO0UU8KS0	AMZN.COM/BILL	DRUSILLA TIEBEN	PARKS	09/11/2019	24.12
AMZN MKTP US*MO1409MI2	AMZN.COM/BILL	AMANDA PERERA	REC CENTER	08/26/2019	8.32
AMZN MKTP US*MO1C36181	AMZN.COM/BILL	BRIDGET BACON	LIBRARY	08/25/2019	87.34
AMZN MKTP US*MO3AP5DX1	AMZN.COM/BILL	JESSE DEGRAW	REC CENTER	09/02/2019	48.49
AMZN MKTP US*MO3RL00J2	AMZN.COM/BILL	GLORIA HANDYSIDE	CITY MANAGER	08/22/2019	13.98
AMZN MKTP US*MO4562MQ0	AMZN.COM/BILL	AMANDA PERERA	REC CENTER	09/04/2019	49.95
AMZN MKTP US*MO4HU0361	AMZN.COM/BILL	GLORIA HANDYSIDE	CITY MANAGER	08/21/2019	415.82
AMZN MKTP US*MO4O51TL0	AMZN.COM/BILL	PATRICIA MORGAN	REC CENTER	08/29/2019	119.76
AMZN MKTP US*MO4V601T0	AMZN.COM/BILL	LINDSEY WITTY	REC CENTER	09/01/2019	149.00
AMZN MKTP US*MO51U8M61	AMZN.COM/BILL	TERRELL PHILLIPS	WATER	08/28/2019	70.23
AMZN MKTP US*MO5494BM2	AMZN.COM/BILL	PATRICIA MORGAN	REC CENTER	08/28/2019	271.60
AMZN MKTP US*MO54C32B1	AMZN.COM/BILL	JULIE SEYDEL	REC CENTER	09/04/2019	125.94
AMZN MKTP US*MO5UF0PE0	AMZN.COM/BILL	ELIZABETH SCHESSLER	PLANNING	09/01/2019	22.98
AMZN MKTP US*MO6V602E1	AMZN.COM/BILL	AMANDA PERERA	REC CENTER	09/03/2019	104.54
AMZN MKTP US*MO6ZK6E81	AMZN.COM/BILL	AMANDA PERERA	REC CENTER	08/23/2019	83.99
AMZN MKTP US*MO74285C2	AMZN.COM/BILL	JILL SIEWERT	LIBRARY	08/27/2019	26.93
AMZN MKTP US*MO81Y1PK0	AMZN.COM/BILL	JILL SIEWERT	LIBRARY	09/02/2019	44.51
AMZN MKTP US*MO8A76TI0	AMZN.COM/BILL	JILL SIEWERT	LIBRARY	08/29/2019	57.88
AMZN MKTP US*MO8AR6EU2	AMZN.COM/BILL	JILL SIEWERT	LIBRARY	08/21/2019	30.23
AMZN MKTP US*MO8NC2LD0	AMZN.COM/BILL	JESSE DEGRAW	REC CENTER	08/26/2019	620.33
AMZN MKTP US*MO8SM2141	AMZN.COM/BILL	AMANDA PERERA	REC CENTER	08/25/2019	71.88
AMZN MKTP US*MO8WN8KI0	AMZN.COM/BILL	JESSE DEGRAW	REC CENTER	09/11/2019	64.17
AMZN MKTP US*MO9FX62H0	AMZN.COM/BILL	TERRELL PHILLIPS	WATER	09/10/2019	405.31
AMZN MKTP US*O320S62C3	AMZN.COM/BILL	JAMES VAUGHAN	REC CENTER	09/12/2019	127.33
AMZN MKTP US*W46IK4EO3	AMZN.COM/BILL	JULIE SEYDEL	REC CENTER	09/04/2019	59.96
AMZN MKTP US*X71HM3013	AMZN.COM/BILL	TERRELL PHILLIPS	WATER	09/10/2019	129.90
AMZN MKTP US*XD9TC2WO3	AMZN.COM/BILL	CHERYL KELLER	POLICE	09/13/2019	82.95
AMZN MKTP US*YJ0859WF3	AMZN.COM/BILL	TERRELL PHILLIPS	WATER	09/06/2019	14.19
AMZN MKTP US*ZJ13H8W73	AMZN.COM/BILL	TERRELL PHILLIPS	WATER	09/04/2019	56.85
AMZN MKTP US*ZU9DE0VU3	AMZN.COM/BILL	JULIE SEYDEL	REC CENTER	09/12/2019	36.99
APL*ITUNES.COM/BILL	866-712-7753	LANA FAUVER	REC CENTER	09/01/2019	9.99
ARAMARK UNIFORM	800-504-0328	JULIE SEYDEL	REC CENTER	09/12/2019	407.00
ARAPAHOE MEAT COMPANY	LAFAYETTE	DAVID BARIL	GOLF COURSE	09/09/2019	170.00
ARROW STAGE LINES QPS	402-7311900	KATIE TOFTE	REC CENTER	09/18/2019	534.00
ARROW STAGE LINES QPS	402-7311900	KATIE TOFTE	REC CENTER	09/05/2019	373.00
ARROW STAGE LINES QPS	402-7311900	KATIE TOFTE	REC CENTER	08/20/2019	623.00
ATCO INTERNATIONAL	MARIETTA	MARC DENNY	WASTEWATER	09/06/2019	67.00
AWWA.ORG	303-347-6197	MICHAEL CLEVELAND	OPERATIONS	09/11/2019	79.00
AWWA.ORG	303-347-6197	MICHAEL CLEVELAND	OPERATIONS	09/11/2019	75.00
AMAZON PRIME	AMZN.COM/BILL	PAMELA LEMON	REC CENTER	08/26/2019	-4.34
AMAZON.COM*0A2AI1MR3	AMZN.COM/BILL	JESSE DEGRAW	REC CENTER	09/12/2019	26.19
AMAZON.COM*3U13K1L83	AMZN.COM/BILL	DIANE M KREAGER	FINANCE	09/13/2019	550.00

SUPPLIER	SUPPLIER LOCATION	CARDHOLDER	DEPARTMENT	TRANS DATE	AMOUNT
AMAZON.COM*482R59BS3	AMZN.COM/BILL	BRIDGET BACON	LIBRARY	09/15/2019	30.44
AMAZON.COM*5S53T79F3	AMZN.COM/BILL	DIANE M KREAGER	FINANCE	09/15/2019	1,570.00
AMAZON.COM*861LV1Y43	AMZN.COM/BILL	BRIDGET BACON	LIBRARY	09/16/2019	221.99
AMAZON.COM*CA2QK5UI3	AMZN.COM/BILL	DIANE M KREAGER	FINANCE	09/10/2019	30.00
AMAZON.COM*CP2MY8EI3	AMZN.COM/BILL	JULIE SEYDEL	REC CENTER	09/08/2019	12.88
AMAZON.COM*EJ5HD53P3	AMZN.COM/BILL	JILL SIEWERT	LIBRARY	09/16/2019	9.97
AMAZON.COM*MA3M12YH0	AMZN.COM/BILL	PAMELA LEMON	REC CENTER	08/22/2019	728.64
AMAZON.COM*MA8NO1WJ0	AMZN.COM/BILL	JILL SIEWERT	LIBRARY	08/21/2019	11.20
AMAZON.COM*MO0YG4SV2	AMZN.COM/BILL	TERRELL PHILLIPS	WATER	08/31/2019	84.25
AMAZON.COM*MO0ZU5NV1	AMZN.COM/BILL	TERRELL PHILLIPS	WATER	08/20/2019	25.95
AMAZON.COM*MO1T96NP0	AMZN.COM/BILL	JILL SIEWERT	LIBRARY	08/27/2019	34.96
AMAZON.COM*MO22Q98D0	AMZN.COM/BILL	JILL SIEWERT	LIBRARY	09/08/2019	14.80
AMAZON.COM*MO42A98Q2	AMZN.COM/BILL	JILL SIEWERT	LIBRARY	08/29/2019	60.90
AMAZON.COM*MO4OQ8VU1	AMZN.COM/BILL	AMANDA PERERA	REC CENTER	08/27/2019	349.00
AMAZON.COM*MO5LZ9DO1	AMZN.COM/BILL	JILL SIEWERT	LIBRARY	09/01/2019	59.79
AMAZON.COM*MO5RC2HK0	AMZN.COM/BILL	JILL SIEWERT	LIBRARY	09/06/2019	35.92
AMAZON.COM*MO77N5CW0	AMZN.COM/BILL	JILL SIEWERT	LIBRARY	08/22/2019	29.96
BATTERYSHARKS.COM	800-657-1303	DANIEL WOOLDRIDGE	IT	08/22/2019	131.25
BEST BUY MHT 00002097	WESTMINSTER	BENJAMIN FRANCISCO	OPERATIONS	09/04/2019	27.98
BESTBUYCOM805640081002	888-BESTBUY	ERIN OWEN	LIBRARY	09/05/2019	91.96
BEYOND THE BLACKBOARD-	AURORA	LANA FAUVER	REC CENTER	08/31/2019	83.46
BEYOND THE BLACKBOARD-	AURORA	LANA FAUVER	REC CENTER	08/29/2019	9.96
BK TIRE	FREDERICK	MASON THOMPSON	OPERATIONS	09/05/2019	711.32
BOULDER LUMBER COMPANY	BOULDER	NICHOLAS POTOPCHUK	PARKS	09/03/2019	-34.42
BOULDER PARKING-CAGID	BOULDER	DAVID D HAYES	POLICE	09/05/2019	2.50
BOULDER PARKING-CAGID	BOULDER	DAVID D HAYES	POLICE	09/05/2019	2.50
BROOMFIELD RENTALS INC	BROOMFIELD	KATHY MARTIN	REC CENTER	09/05/2019	1,038.40
BROWNELLS INC	641-6235401	MIKE MILLER	POLICE	08/24/2019	431.87
BUGSANDBEYOND.NET	3037461129	SAM WHITE	GOLF COURSE	09/17/2019	50.00
BUILDASIGN.COM	800-330-9622	GINGER CROSS	GOLF COURSE	09/16/2019	36.62
BUTTERFLY PAVILION -	303-469-5441	MARYANN DORNFELD	PARKS	09/05/2019	45.00
BUSABA	LOUISVILLE	JEFFREY FISHER	POLICE	08/22/2019	36.00
CANTNBREAKTIME79052171	DENVER	JULIE SEYDEL	REC CENTER	08/30/2019	91.16
CENTENNIAL PRINTING CO	303-6650388	JIM GILBERT	PARKS	09/17/2019	138.00
CENTENNIAL PRINTING CO	303-6650388	SAM WHITE	GOLF COURSE	09/13/2019	97.80
CENTENNIAL PRINTING CO	303-6650388	ERIN OWEN	LIBRARY	09/03/2019	11.75
CENTENNIAL PRINTING CO	303-6650388	ERIN OWEN	LIBRARY	09/03/2019	16.50
CENTENNIAL PRINTING CO	303-6650388	ANGELA NORENE	OPERATIONS	08/29/2019	134.00
CENTENNIAL PRINTING CO	303-6650388	THOMAS CZAJKA	OPERATIONS	08/22/2019	88.00
CENTENNIAL PRINTING CO	303-6650388	PENNEY BOLTE	SALES TAX	08/21/2019	600.00
CENTURYLINK/SPEEDPAY	800-244-1111	DIANE M KREAGER	FINANCE	08/27/2019	2,108.41
CITY OF LOUISVILLE	303-3354500	ELIZABETH SCHETTLER	PLANNING	08/28/2019	1.00

SUPPLIER	SUPPLIER LOCATION	CARDHOLDER	DEPARTMENT	TRANS DATE	AMOUNT
CLUB PROPHET SYSTEMS	724-2740380	SAM WHITE	GOLF COURSE	09/03/2019	628.30
CO DRIVER SERVICES	DENVER	VICKIE ILKO	OPERATIONS	09/16/2019	18.66
CO EVENT REGISTRATION	3035343468	DANIEL WOOLDRIDGE	IT	08/21/2019	103.00
CO TOWN SERVICES	3035343468	KATIE TOFTE	REC CENTER	09/17/2019	41.67
COAL CREEK COLLISION	LOUISVILLE	MASON THOMPSON	OPERATIONS	09/06/2019	100.00
COAL CREEK COLLISION	LOUISVILLE	MASON THOMPSON	OPERATIONS	08/28/2019	1,000.00
COGENT	KANSAS CITY	MARC DENNY	WASTEWATER	09/03/2019	40.00
COGENT	KANSAS CITY	MARC DENNY	WASTEWATER	09/03/2019	40.00
COGENT	KANSAS CITY	MARC DENNY	WASTEWATER	09/03/2019	750.00
COLORADO ANALYTICAL	BRIGHTON	MARC DENNY	WASTEWATER	09/12/2019	244.80
COLORADO ANALYTICAL	BRIGHTON	MARC DENNY	WASTEWATER	09/11/2019	99.00
COLORADO ANALYTICAL	BRIGHTON	MARC DENNY	WASTEWATER	09/09/2019	291.10
COLORADO ANALYTICAL	BRIGHTON	MARC DENNY	WASTEWATER	09/09/2019	251.10
COLORADO ANALYTICAL	BRIGHTON	MARC DENNY	WASTEWATER	08/27/2019	230.00
COLORADO ANALYTICAL	BRIGHTON	MARC DENNY	WASTEWATER	08/26/2019	459.00
COLORADO ANALYTICAL	BRIGHTON	MARC DENNY	WASTEWATER	08/26/2019	172.80
COLORADO ANALYTICAL	BRIGHTON	MARC DENNY	WASTEWATER	08/26/2019	186.30
COLORADO ASSOCIATION O	303-4636400	REBECCA CAMPBELL	LIBRARY	09/10/2019	60.00
COLORADO BARRICADE COM	DENVER	KEN MATHEWS	OPERATIONS	08/21/2019	580.00
COLORADO CHAPTER OF TH	303-9877554	CHAD ROOT	BUILDING SAFETY	09/09/2019	36.05
COLORADO CWP	719-545-6748	GREG VENETTE	WATER	09/10/2019	50.00
COLORADO CWP	719-545-6748	THOMAS CZAJKA	OPERATIONS	09/09/2019	135.00
COLORADO CWP	719-545-6748	TERRELL PHILLIPS	WATER	09/05/2019	50.00
COLORADO CWP	719-545-6748	MARC DENNY	WASTEWATER	09/02/2019	135.00
COLORADO CWP	719-545-6748	MARC DENNY	WASTEWATER	08/23/2019	85.00
COLORADO GOLF ASSN	303-3664653	SAM WHITE	GOLF COURSE	09/17/2019	140.00
COLORADO LTAP	3037353530	MICHAEL CLEVELAND	OPERATIONS	09/06/2019	75.00
COLORADO LTAP	3037353530	MICHAEL CLEVELAND	OPERATIONS	08/20/2019	300.00
COLORADO PARKS AND REC	DENVER	LINDSEY WITTY	REC CENTER	08/29/2019	30.00
COMCAST CABLE COMM	800-COMCAST	KATHERINE ZOSS	CITY MANAGER	09/13/2019	109.95
COMCAST CABLE COMM	800-COMCAST	JIM GILBERT	PARKS	08/28/2019	498.49
COMCAST DENVER CS 1X	800-266-2278	JILL SIEWERT	LIBRARY	09/10/2019	248.45
COMCAST DENVER CS 1X	800-266-2278	DIANE M KREAGER	FINANCE	09/04/2019	33.93
CORE & MAIN LP 518	HENDERSON	DESHAUN BECERRIL	OPERATIONS	08/26/2019	93.14
CPS DISTRIBUTORS	WESTMINSTER	BRADLEY AUSTIN	PARKS	08/26/2019	978.20
CPS DISTRIBUTORS	WESTMINSTER	DANIEL PEER	PARKS	08/26/2019	859.73
CRAIGSLIST.ORG	4153995200	KIRSTIE AMBROSE-HARLEY	HUMAN RESOURCES	08/20/2019	25.00
CRAIGSLIST.ORG	4153995200	KIRSTIE AMBROSE-HARLEY	HUMAN RESOURCES	08/20/2019	45.00
CROWN TROPHY OF BOULDE	303-443-3151	DIANE M KREAGER	FINANCE	09/06/2019	2,480.80
CVENT* APWA COLORADO	7032263500	BENJAMIN FRANCISCO	OPERATIONS	09/18/2019	125.00
CVENT* APWA COLORADO	7032263500	BRIAN GARDUNO	OPERATIONS	09/17/2019	125.00
CVENT* APWA COLORADO	7032263500	VICKIE ILKO	OPERATIONS	09/17/2019	125.00

SUPPLIER	SUPPLIER LOCATION	CARDHOLDER	DEPARTMENT	TRANS DATE	AMOUNT
CVENT* APWA COLORADO	7032263500	BENJAMIN FRANCISCO	OPERATIONS	09/16/2019	125.00
CVENT* APWA COLORADO	7032263500	THOMAS CZAJKA	OPERATIONS	09/16/2019	250.00
CVENT* APWA COLORADO	7032263500	DESHAUN BECERRIL	OPERATIONS	09/16/2019	125.00
CVENT* APWA COLORADO	7032263500	BENJAMIN FRANCISCO	OPERATIONS	09/16/2019	125.00
CVENT* APWA COLORADO	7032263500	MICHAEL CLEVELAND	OPERATIONS	09/13/2019	125.00
CVENT* APWA COLORADO	7032263500	ROSS DAVIS	OPERATIONS	09/12/2019	125.00
CVENT* APWA COLORADO	7032263500	BENJAMIN FRANCISCO	OPERATIONS	09/12/2019	250.00
CVENT* APWA COLORADO	7032263500	BENJAMIN FRANCISCO	OPERATIONS	09/10/2019	125.00
CVENT* COLORADO GFOA	7032263500	PENNEY BOLTE	SALES TAX	09/03/2019	50.00
DAILY CAMERA	3034443444	JILL SIEWERT	LIBRARY	09/09/2019	533.00
DAILY CAMERA	3034443444	CHERYL KELLER	POLICE	08/22/2019	13.89
DBC IRRIGATION SUPPLY	BROOMFIELD	DAVID ALDERS	PARKS	09/13/2019	83.88
DBC IRRIGATION SUPPLY	BROOMFIELD	MATT LOOMIS	PARKS	09/12/2019	34.65
DBC IRRIGATION SUPPLY	BROOMFIELD	DAVID ALDERS	PARKS	09/11/2019	166.26
DBC IRRIGATION SUPPLY	BROOMFIELD	DAVID ALDERS	PARKS	09/10/2019	76.35
DBC IRRIGATION SUPPLY	BROOMFIELD	DAVID ALDERS	PARKS	09/05/2019	805.28
DBC IRRIGATION SUPPLY	BROOMFIELD	MATT LOOMIS	PARKS	09/03/2019	691.10
DBC IRRIGATION SUPPLY	BROOMFIELD	MATT LOOMIS	PARKS	08/29/2019	19.92
DBC IRRIGATION SUPPLY	BROOMFIELD	KERRY KRAMER	PARKS	08/28/2019	11.36
DBC IRRIGATION SUPPLY	BROOMFIELD	MATT LOOMIS	PARKS	08/27/2019	40.04
DBC IRRIGATION SUPPLY	BROOMFIELD	DANIEL PEER	PARKS	08/27/2019	55.26
DBC IRRIGATION SUPPLY	BROOMFIELD	MATT LOOMIS	PARKS	08/21/2019	14.09
DEMCO INC	800-9624463	JILL SIEWERT	LIBRARY	09/16/2019	205.37
DEMCO INC	800-9624463	JILL SIEWERT	LIBRARY	09/16/2019	150.05
DEMCO INC	800-9624463	JILL SIEWERT	LIBRARY	09/09/2019	818.57
DENVER ART MUSEUM ADMI	DENVER	KATIE TOFTE	REC CENTER	09/17/2019	125.80
DISCOUNTSCH 8006272829	800-482-5846	LANA FAUVER	REC CENTER	08/30/2019	76.97
DISPLAYS2GO	401-247-0333	ERIN OWEN	LIBRARY	08/27/2019	199.82
DOLLAR TREE	WESTMINSTER	KRISTEN PORTER	REC CENTER	08/27/2019	16.00
DOLLAR TREE	LAFAYETTE	KRISTEN PORTER	REC CENTER	08/26/2019	49.00
DOMINO'S 6286	303-449-7101	PEGGY JONES	REC CENTER	08/23/2019	91.06
DRONEINSURANCE #12	7272016718	KURT KOWAR	PUBLIC WORKS	09/01/2019	10.48
DROPBOX*7H6WD1TKTNXZ	DROPBOX.COM	EMILY HOGAN	CITY MANAGER	09/18/2019	11.99
DROPBOX*GZB952G111CW	DROPBOX.COM	KATHERINE ZOSS	CITY MANAGER	08/25/2019	119.88
DROPBOX*XNL2K8XXRPX8	DROPBOX.COM	KURT KOWAR	PUBLIC WORKS	09/09/2019	119.88
DTV*DIRECTV SERVICE	800-347-3288	DAVID BARIL	GOLF COURSE	09/11/2019	275.96
E 470 EXPRESS TOLLS	303-5373470	DIANE M KREAGER	FINANCE	09/05/2019	9.30
E.REPUBLIC, INC.	9169321300	MEAGAN BROWN	HUMAN RESOURCES	08/21/2019	375.00
EARL S SAW SHOP	BOULDER	CHRIS LICHTY	PARKS	09/18/2019	107.14
EARL S SAW SHOP	BOULDER	CONNOR POWERS	GOLF COURSE	09/13/2019	51.99
EARL S SAW SHOP	BOULDER	CONNOR POWERS	GOLF COURSE	09/12/2019	88.39
EARL S SAW SHOP	BOULDER	CHRIS LICHTY	PARKS	09/12/2019	111.96

SUPPLIER	SUPPLIER LOCATION	CARDHOLDER	DEPARTMENT	TRANS DATE	AMOUNT
EB 2019 COLORADO LEAN	8014137200	CONNOR POWERS	GOLF COURSE	09/12/2019	19.00
EB METROLAB NETWORK 2	8014137200	DAWN BURGESS	CITY MANAGER	09/10/2019	250.00
EB THE 2019 AGE WELL	8014137200	KATIE BEASLEY	REC CENTER	09/18/2019	60.00
EJ USA DENVER	DENVER	VICKIE ILKO	OPERATIONS	09/03/2019	572.65
EXPEDIA 7467926217211	EXPEDIA.COM	MARC DENNY	WASTEWATER	08/26/2019	259.16
EZGO CUSTOMER PORTAL	706-772-5971	SAM WHITE	GOLF COURSE	09/05/2019	928.35
EZGO FINANCE PAYMTS	800-448-7476	SAM WHITE	GOLF COURSE	08/29/2019	323.65
FASTENAL COMPANY 01COB	507-453-8920	CONNOR POWERS	GOLF COURSE	09/13/2019	3.42
FASTENAL COMPANY 01COB	507-453-8920	MASON THOMPSON	OPERATIONS	09/03/2019	142.83
FASTENAL COMPANY 01COB	507-453-8920	MASON THOMPSON	OPERATIONS	08/28/2019	7.22
FASTENAL COMPANY 01COB	507-453-8920	MASON THOMPSON	OPERATIONS	08/22/2019	2.45
FEDEX 789734803311	MEMPHIS	DAVID ALDERS	PARKS	09/12/2019	12.35
FIRST CHOICE-BOYER S C	303-9649400	SAM WHITE	GOLF COURSE	09/17/2019	119.50
FIRST CHOICE-BOYER S C	303-9649400	SAM WHITE	GOLF COURSE	09/16/2019	119.50
FIRST CHOICE-BOYER S C	303-9649400	DAWN BURGESS	CITY MANAGER	09/05/2019	464.06
FIRST CHOICE-BOYER S C	303-9649400	DAWN BURGESS	CITY MANAGER	09/05/2019	197.35
FIRST CHOICE-BOYER S C	303-9649400	DAWN BURGESS	CITY MANAGER	09/05/2019	49.96
FIRST CHOICE-BOYER S C	303-9649400	DAWN BURGESS	CITY MANAGER	09/05/2019	34.56
FIRST CHOICE-BOYER S C	303-9649400	SAM WHITE	GOLF COURSE	08/26/2019	119.50
FMH MATERIAL HANDLING	DENVER	MARC DENNY	WASTEWATER	08/28/2019	-12.44
FODOR BILLIARDS-N DENV	THORNTON	KATHY MARTIN	REC CENTER	08/22/2019	1,800.00
FUN EXPRESS	OMAHA	KIRSTIE AMBROSE-HARLEY	HUMAN RESOURCES	08/26/2019	41.08
G & G EQUIPMENT	FREDERICK	DAKOTA DUNN	PARKS	09/16/2019	54.25
G & G EQUIPMENT	FREDERICK	KERRY KRAMER	PARKS	08/20/2019	380.30
GALLUP INC	800-426-0725	NATHAN MOSLEY	PARKS	09/16/2019	52.48
GALLUP INC	800-426-0725	DAVID D HAYES	POLICE	09/12/2019	52.48
GALLUP INC	800-426-0725	MEAGAN BROWN	HUMAN RESOURCES	09/12/2019	52.48
GEORGE T SANDERS 09	LOUISVILLE	DAVID DEAN	GOLF COURSE	08/23/2019	363.49
GOLF SPORT SOLUTIONS L	LA SALLE	DAVID DEAN	GOLF COURSE	09/04/2019	426.82
GOLF SPORT SOLUTIONS L	LA SALLE	DAVID DEAN	GOLF COURSE	08/28/2019	430.61
GOVERNMENT FINANCE OFF	CHICAGO	DIANE M KREAGER	FINANCE	08/27/2019	85.00
GOVERNMENT FINANCE OFF	CHICAGO	DIANE M KREAGER	FINANCE	08/27/2019	85.00
GRAINGER	877-2022594	MARC DENNY	WASTEWATER	08/26/2019	15.52
GREEN CO2 SYSTEMS	FORT COLLINS	PAUL BORTH	REC CENTER	09/16/2019	343.17
GREEN CO2 SYSTEMS	FORT COLLINS	PAUL BORTH	REC CENTER	09/13/2019	954.57
GREEN CO2 SYSTEMS	FORT COLLINS	PAUL BORTH	REC CENTER	08/29/2019	844.94
GREEN CO2 SYSTEMS	FORT COLLINS	PAUL BORTH	REC CENTER	08/20/2019	889.96
HACH COMPANY	LOVELAND	MARC DENNY	WASTEWATER	09/05/2019	145.51
HACH COMPANY	LOVELAND	MARC DENNY	WASTEWATER	08/23/2019	902.43
HD SUPPLY WHITE CAP #5	DENVER	BENJAMIN FRANCISCO	OPERATIONS	09/11/2019	82.48
HELENA 35221	303-7483109	CATHERINE JEPSON	PARKS	08/20/2019	114.80
HERITAGELSG.COM	BOULDER	MATT LOOMIS	PARKS	08/29/2019	185.79

SUPPLIER	SUPPLIER LOCATION	CARDHOLDER	DEPARTMENT	TRANS DATE	AMOUNT
HIREKO TRADING CO	6263305525	DAVID BARIL	GOLF COURSE	08/22/2019	142.92
HOBBY-LOBBY #0030	WESTMINSTER	REBECCA ST ORES	REC CENTER	09/10/2019	17.97
HOBBY-LOBBY #0030	WESTMINSTER	LISA RITCHIE	PLANNING	08/20/2019	109.85
HOBBY-LOBBY #0034	LONGMONT	LARISSA COX	REC CENTER	08/29/2019	143.37
HOMEDEPOT.COM	800-430-3376	JESSE DEGRAW	REC CENTER	09/06/2019	229.00
IACP	800-843-4227	DAVID D HAYES	POLICE	09/10/2019	425.00
INT'L CODE COUNCIL INC	888-422-7233	ELIZABETH SCHETTLER	PLANNING	08/21/2019	209.00
INT*IN *1-2-1 MARKETIN	407-3954701	DAVID BARIL	GOLF COURSE	09/04/2019	199.00
INT*IN *AMERICAN BIOID	303-8864747	AMANDA PERERA	REC CENTER	09/10/2019	49.50
INT*IN *ARROWHEAD SCIE	913-8948388	ERICA BERZINS	POLICE	09/09/2019	67.11
INT*IN *ARROWHEAD SCIE	913-8948388	ERICA BERZINS	POLICE	09/09/2019	351.64
INT*IN *BUILDING BLOCK	303-9466159	AMANDA PERERA	REC CENTER	09/04/2019	109.00
INT*IN *TRS INC & SPAR	303-4996722	AMANDA PERERA	REC CENTER	08/30/2019	450.00
INT*IN *VAN GO AUTO GL	303-4641500	MASON THOMPSON	OPERATIONS	08/21/2019	470.00
INTEGRATED SAFETY SERV	WESTMINSTER	SAM WHITE	GOLF COURSE	09/13/2019	164.77
INTERNATION	2022894262	KIRSTIE AMBROSE-HARLEY	HUMAN RESOURCES	08/26/2019	225.00
INTUIT *IN *BIOBAG USA	727-7891646	ERIK SWIATEK	PARKS	08/22/2019	822.00
INTUIT *IN *SMARTFORCE	303-8005040	JEN KENNEY	POLICE	09/10/2019	479.40
JAX RANCH & HOME	LAFAYETTE	CATHERINE JEPSON	PARKS	09/11/2019	2.40
JAX RANCH & HOME	LAFAYETTE	MARC DENNY	WASTEWATER	08/28/2019	4.79
JAX RANCH & HOME	LAFAYETTE	MARC DENNY	WASTEWATER	08/27/2019	140.90
JIMMY JOHNS - 2668	LOUISVILLE	GREG VENETTE	WATER	09/11/2019	135.88
KENTSPORTSALPHAGOLF	8187259720	SAM WHITE	GOLF COURSE	08/30/2019	65.84
KENTSPORTSALPHAGOLF	8187259720	SAM WHITE	GOLF COURSE	08/26/2019	128.61
KING SOOPERS #0013	LOUISVILLE	LESLIE RINGER	HUMAN RESOURCES	09/18/2019	29.99
KING SOOPERS #0013	LOUISVILLE	PATRICIA MORGAN	REC CENTER	09/17/2019	238.55
KING SOOPERS #0013	LOUISVILLE	LESLIE RINGER	HUMAN RESOURCES	09/16/2019	55.42
KING SOOPERS #0013	LOUISVILLE	LESLIE RINGER	HUMAN RESOURCES	09/16/2019	219.92
KING SOOPERS #0013	LOUISVILLE	KIRSTIE AMBROSE-HARLEY	HUMAN RESOURCES	09/13/2019	16.05
KING SOOPERS #0013	LOUISVILLE	JILL SIEWERT	LIBRARY	09/12/2019	19.98
KING SOOPERS #0013	LOUISVILLE	REBECCA ST ORES	REC CENTER	09/12/2019	66.49
KING SOOPERS #0013	LOUISVILLE	DRUSILLA TIEBEN	PARKS	09/11/2019	89.18
KING SOOPERS #0013	LOUISVILLE	PATRICIA MORGAN	REC CENTER	09/06/2019	19.98
KING SOOPERS #0013	LOUISVILLE	PEGGY JONES	REC CENTER	09/05/2019	21.77
KING SOOPERS #0013	LOUISVILLE	ANGELA NORENE	OPERATIONS	09/05/2019	65.32
KING SOOPERS #0013	LOUISVILLE	MEAGAN BROWN	HUMAN RESOURCES	09/04/2019	10.85
KING SOOPERS #0013	LOUISVILLE	DAWN BURGESS	CITY MANAGER	08/30/2019	198.91
KING SOOPERS #0013	LOUISVILLE	DAWN BURGESS	CITY MANAGER	08/29/2019	104.76
KING SOOPERS #0013	LOUISVILLE	PATRICIA MORGAN	REC CENTER	08/28/2019	147.31
KING SOOPERS #0013	LOUISVILLE	MEAGAN BROWN	HUMAN RESOURCES	08/27/2019	21.95
KING SOOPERS #0013	LOUISVILLE	LISA RITCHIE	PLANNING	08/22/2019	49.27
KING SOOPERS #0013	LOUISVILLE	JILL SIEWERT	LIBRARY	08/20/2019	125.44

SUPPLIER	SUPPLIER LOCATION	CARDHOLDER	DEPARTMENT	TRANS DATE	AMOUNT
KROGER FUEL #3784	SCOTT DEPOT	KERRY HOLLE	PUBLIC WORKS	08/27/2019	327.01
KROGER FUEL #3784	SCOTT DEPOT	KERRY HOLLE	PUBLIC WORKS	08/27/2019	336.15
KYLE PIERCE MATCO	CONIFER	MASON THOMPSON	OPERATIONS	08/27/2019	9.15
LAFAYETTE FLORIST GIFT	LAFAYETTE	DAWN BURGESS	CITY MANAGER	08/23/2019	111.99
LAKESHORE LEARNING MAT	3105374778	LANA FAUVER	REC CENTER	08/30/2019	131.06
LAMARS DONUTS-	LOUISVILLE	DAVID D HAYES	POLICE	09/16/2019	21.98
LAMARS DONUTS-	LOUISVILLE	CHRISTOPHER HUMPHREYS	POLICE	09/03/2019	6.45
LAMARS DONUTS-	LOUISVILLE	MEGAN DAVIS	CITY MANAGER	09/02/2019	54.95
LANDS END BUS OUTFITTE	8003324700	DAVID D HAYES	POLICE	08/27/2019	152.74
LEWAN TECHNOLOGY	DENVER	DIANE M KREAGER	FINANCE	09/12/2019	4,085.01
LEWAN TECHNOLOGY	DENVER	DIANE M KREAGER	FINANCE	09/12/2019	77.17
LITTLE VALLEY WHOLESAL	BRIGHTON	MARYANN DORNFELD	PARKS	09/05/2019	84.16
LITTLE VALLEY WHOLESAL	BRIGHTON	MARYANN DORNFELD	PARKS	08/20/2019	191.10
LMUS	6308285949	LINDSEY WITTY	REC CENTER	09/05/2019	529.00
LOUISVILLE CHAMBER OF	LOUISVILLE	GINGER CROSS	GOLF COURSE	09/17/2019	10.00
LOWES #00220*	LOUISVILLE	PHIL LIND	FACILITIES	09/17/2019	16.83
LOWES #00220*	LOUISVILLE	DAVID BARIL	GOLF COURSE	09/15/2019	212.17
LOWES #00220*	LOUISVILLE	KATHLEEN D LORENZO	PARKS	09/14/2019	10.50
LOWES #00220*	LOUISVILLE	KATHLEEN D LORENZO	PARKS	09/11/2019	8.48
LOWES #00220*	LOUISVILLE	BOB BERNHARDT	PARKS	09/11/2019	14.96
LOWES #00220*	LOUISVILLE	ERIK SWIATEK	PARKS	09/11/2019	37.98
LOWES #00220*	LOUISVILLE	PHIL LIND	FACILITIES	09/10/2019	24.26
LOWES #00220*	LOUISVILLE	KERRY KRAMER	PARKS	09/10/2019	11.98
LOWES #00220*	LOUISVILLE	JAMES VAUGHAN	REC CENTER	09/10/2019	9.98
LOWES #00220*	LOUISVILLE	JEN KENNEY	POLICE	09/09/2019	100.73
LOWES #00220*	LOUISVILLE	NICHOLAS POTOPCHUK	PARKS	09/09/2019	13.08
LOWES #00220*	LOUISVILLE	ANDY ELLIS	PARKS	09/09/2019	32.90
LOWES #00220*	LOUISVILLE	PHIL LIND	FACILITIES	09/06/2019	16.23
LOWES #00220*	LOUISVILLE	SAM WHITE	GOLF COURSE	09/05/2019	65.74
LOWES #00220*	LOUISVILLE	PHIL LIND	FACILITIES	09/05/2019	66.27
LOWES #00220*	LOUISVILLE	PHIL LIND	FACILITIES	09/03/2019	47.31
LOWES #00220*	LOUISVILLE	PHIL LIND	FACILITIES	09/03/2019	34.80
LOWES #00220*	LOUISVILLE	KERRY KRAMER	PARKS	08/30/2019	41.45
LOWES #00220*	LOUISVILLE	PHIL LIND	FACILITIES	08/28/2019	42.80
LOWES #00220*	LOUISVILLE	PHIL LIND	FACILITIES	08/28/2019	16.86
LOWES #00220*	LOUISVILLE	PHIL LIND	FACILITIES	08/28/2019	12.98
LOWES #00220*	LOUISVILLE	LANA FAUVER	REC CENTER	08/28/2019	9.96
LOWES #00220*	LOUISVILLE	PHIL LIND	FACILITIES	08/27/2019	17.14
LOWES #00220*	LOUISVILLE	MARYANN DORNFELD	PARKS	08/22/2019	14.96
LOWES #00220*	LOUISVILLE	PHIL LIND	FACILITIES	08/22/2019	12.98
LOWES #00220*	LOUISVILLE	DAVID DEAN	GOLF COURSE	08/22/2019	-7.66
LOWES #00220*	LOUISVILLE	DAVID DEAN	GOLF COURSE	08/22/2019	18.75

SUPPLIER	SUPPLIER LOCATION	CARDHOLDER	DEPARTMENT	TRANS DATE	AMOUNT
LOWES #00220*	LOUISVILLE	DAVID DEAN	GOLF COURSE	08/22/2019	40.24
LOWES #00220*	LOUISVILLE	MARYANN DORNFELD	PARKS	08/21/2019	104.26
LOWES #00220*	LOUISVILLE	PHIL LIND	FACILITIES	08/21/2019	39.97
LOWES #00220*	LOUISVILLE	PHIL LIND	FACILITIES	08/20/2019	98.78
LOWES #00220*	LOUISVILLE	LINDSEY WITTY	REC CENTER	08/20/2019	152.64
MAILCHIMP *MONTHLY	MAILCHIMP.COM	GLORIA HANDYSIDE	CITY MANAGER	09/18/2019	153.00
MCGUCKIN HARDWARE	BOULDER	JAMES VAUGHAN	REC CENTER	09/18/2019	27.97
MICHAELS STORES 2059	SUPERIOR	REBECCA ST ORES	REC CENTER	09/10/2019	12.99
MICHAELS STORES 2059	SUPERIOR	LANA FAUVER	REC CENTER	08/30/2019	112.95
MILE HIGH TURFGRASS LL	3039880969	DAVID DEAN	GOLF COURSE	08/25/2019	852.00
MOST DEPENDABLE FOUNTA	901-8670039	DAVID ALDERS	PARKS	08/26/2019	110.00
MSFT * E050090QX0	MSFT AZURE	DANIEL WOOLDRIDGE	IT	09/01/2019	115.50
MESSAGE MEDIA	SAN FRANCISCO	GLORIA HANDYSIDE	CITY MANAGER	09/14/2019	100.00
NAPA AUTO PART 0026903	LOUISVILLE	MIKE KARBGINSKY	FACILITIES	09/18/2019	13.85
NAPA AUTO PART 0026903	LOUISVILLE	KERRY KRAMER	PARKS	09/17/2019	66.96
NAPA AUTO PART 0026903	LOUISVILLE	ERIK SWIATEK	PARKS	09/13/2019	55.99
NAPA AUTO PART 0026903	LOUISVILLE	DIANE M KREAGER	FINANCE	09/12/2019	2,544.29
NAPA AUTO PART 0026903	LOUISVILLE	DIANE M KREAGER	FINANCE	09/12/2019	36.61
NAPA AUTO PART 0026903	LOUISVILLE	ROSS DAVIS	OPERATIONS	09/09/2019	257.96
NASCO FORT ATKINSON	FORT ATKINSON	LARISSA COX	REC CENTER	09/03/2019	139.95
NATIONAL METER AND AUT	877-2128340	ANGELA NORENE	OPERATIONS	09/06/2019	508.50
NORTHWEST PARKWAY LLC	303-9262500	DIANE M KREAGER	FINANCE	08/23/2019	3.00
NSC*NORTHERN SAFETY CO	800-631-1246	ANGELA NORENE	OPERATIONS	09/13/2019	227.54
NSC*NORTHERN SAFETY CO	800-631-1246	ANGELA NORENE	OPERATIONS	08/30/2019	223.36
O MEARA FORD	NORTHGLENN	MASON THOMPSON	OPERATIONS	08/27/2019	67.56
O MEARA FORD	NORTHGLENN	MASON THOMPSON	OPERATIONS	08/20/2019	54.49
OFFICE DEPOT #1080	800-463-3768	ELIZABETH SCHETTLER	PLANNING	09/13/2019	44.98
OFFICE DEPOT #1080	800-463-3768	ELIZABETH SCHETTLER	PLANNING	09/11/2019	115.50
OFFICEMAX/DEPOT 6616	SUPERIOR	AUBREY HILTE	PARKS	09/14/2019	46.43
OFFICEMAX/DEPOT 6616	SUPERIOR	LANA FAUVER	REC CENTER	08/19/2019	29.98
PARK SUPPLY OF COLORAD	952-929-1377	CONNOR POWERS	GOLF COURSE	08/21/2019	54.40
PARKER STORE LOUISVILL	LOUISVILLE	VICKIE ILKO	OPERATIONS	08/28/2019	326.59
PAYFLOW/PAYPAL	8888839770	DIANE M KREAGER	FINANCE	09/03/2019	19.95
PAYFLOW/PAYPAL	8888839770	DIANE M KREAGER	FINANCE	09/03/2019	59.95
PAYPAL *INDIGOWATER	4029357733	GREG VENETTE	WATER	09/10/2019	30.00
PAYPAL *INDIGOWATER	4029357733	MARC DENNY	WASTEWATER	09/02/2019	30.00
PICKLEBALLCENTRAL	KENT	JULIE SEYDEL	REC CENTER	08/20/2019	423.64
PIONEER ATHLETICS	CLEVELAND	DANIEL PEER	PARKS	09/16/2019	370.00
PIONEER ATHLETICS	CLEVELAND	DANIEL PEER	PARKS	09/16/2019	622.00
PIONEER SAND CO 15	BROOMFIELD	KERRY KRAMER	PARKS	09/17/2019	159.03
PLUG N PAY INC	800-945-2538	JULIE SEYDEL	REC CENTER	09/05/2019	219.83
POSITIVE PROMOTIONS	800-6352666	JIM GILBERT	PARKS	09/13/2019	301.50

SUPPLIER	SUPPLIER LOCATION	CARDHOLDER	DEPARTMENT	TRANS DATE	AMOUNT
PR JOBS LIST LLC	DENVER	PAULA KNAPEK	HUMAN RESOURCES	08/23/2019	150.00
PRAIRIE MOUNTAIN MEDIA	8884549588	DIANE M KREAGER	FINANCE	09/12/2019	1,633.28
PUSH PEDAL PULL-CORPOR	6055752136	KATHY MARTIN	REC CENTER	09/12/2019	1,305.74
PET SCOOP, INC. / PET	303-202-1899	DRUSILLA TIEBEN	PARKS	09/01/2019	540.00
QUALITY POOLS	BOULDER	JAMES VAUGHAN	REC CENTER	09/05/2019	76.92
RED*CROSS TRNG & PROD	800-733-2767	KATIE MEYER	REC CENTER	09/10/2019	37.00
RENEWABLE FIBER INC	BROOMFIELD	KATHLEEN D LORENZO	PARKS	08/29/2019	976.60
RESIDENCE INN	BRECKENRIDGE	RANDY DEWITZ	BUILDING SAFETY	08/24/2019	-21.85
RMWEA	3033942022	GREG VENETTE	WATER	09/09/2019	385.00
RMWEA	3033942022	MARC DENNY	WASTEWATER	08/26/2019	425.00
ROADSAFE 3101	401-2534600	JACK MANIAN	OPERATIONS	08/29/2019	150.00
ROADSAFE 3101	401-2534600	JACK MANIAN	OPERATIONS	08/29/2019	43.54
ROADSAFE 3101	401-2534600	JACK MANIAN	OPERATIONS	08/29/2019	28.35
ROADSAFE 3101	401-2534600	JACK MANIAN	OPERATIONS	08/29/2019	140.35
ROADSAFE 3101	401-2534600	JACK MANIAN	OPERATIONS	08/29/2019	203.80
ROADSAFE 3101	401-2534600	JACK MANIAN	OPERATIONS	08/29/2019	70.40
ROOTER TOWN LLC	3035740830	DIANE M KREAGER	FINANCE	08/23/2019	3,820.00
ROOTER TOWN LLC	3035740830	PHIL LIND	FACILITIES	08/21/2019	900.00
S&S WORLDWIDE, INC.	COLCHESTER	LANA FAUVER	REC CENTER	08/29/2019	56.95
SAFEWAY #2812	LOUISVILLE	MEGAN DAVIS	CITY MANAGER	09/02/2019	13.33
SAFEWAY #2812	LOUISVILLE	KATHY MARTIN	REC CENTER	08/30/2019	1,529.16
SAFEWAY #2812	LOUISVILLE	LARISSA COX	REC CENTER	08/30/2019	27.95
SAI TEAM SPORTS	LOUISVILLE	AMANDA PERERA	REC CENTER	09/03/2019	175.00
SHRED-IT	8666474733	DIANE M KREAGER	FINANCE	08/23/2019	30.00
SIP.US LLC	800-566-9810	TERRELL PHILLIPS	WATER	09/10/2019	24.95
SITEONE LANDSCAPE SUPP	BROOMFIELD	NORMAN MERLO	GOLF COURSE	09/18/2019	975.50
SITEONE LANDSCAPE SUPP	BROOMFIELD	DAKOTA DUNN	PARKS	09/17/2019	278.44
SITEONE LANDSCAPE SUPP	BROOMFIELD	ERIK SWIATEK	PARKS	09/04/2019	975.00
SITEONE LANDSCAPE SUPP	BROOMFIELD	DANIEL PEER	PARKS	08/30/2019	415.13
SITEONE LANDSCAPE SUPP	BROOMFIELD	DAVID DEAN	GOLF COURSE	08/22/2019	85.04
SITEONE LANDSCAPE SUPP	BROOMFIELD	DAVID DEAN	GOLF COURSE	08/22/2019	5.13
SMK*SURVEYMONKEY.COM	971-2445555	KATHLEEN HIX	HUMAN RESOURCES	08/20/2019	833.84
SOCIETYFORHUMANRESOURC	ALEXANDRIA	KATHLEEN HIX	HUMAN RESOURCES	09/09/2019	209.00
SOURCE OFFICE - VITAL	GOLDEN	DAWN BURGESS	CITY MANAGER	09/18/2019	142.08
SOURCE OFFICE - VITAL	GOLDEN	ANGELA NORENE	OPERATIONS	09/12/2019	729.00
SOURCE OFFICE - VITAL	GOLDEN	LESLIE RINGER	HUMAN RESOURCES	09/09/2019	46.34
SOURCE OFFICE - VITAL	GOLDEN	JIM GILBERT	PARKS	09/05/2019	98.85
SOURCE OFFICE - VITAL	GOLDEN	ANGELA NORENE	OPERATIONS	09/03/2019	168.69
SOURCE OFFICE - VITAL	GOLDEN	KERRY HOLLE	PUBLIC WORKS	08/28/2019	65.09
SOURCE OFFICE - VITAL	GOLDEN	JIM GILBERT	PARKS	08/28/2019	919.91
SOURCE OFFICE - VITAL	GOLDEN	LESLIE RINGER	HUMAN RESOURCES	08/23/2019	215.24
SOURCE OFFICE - VITAL	GOLDEN	LESLIE RINGER	HUMAN RESOURCES	08/22/2019	40.60

SUPPLIER	SUPPLIER LOCATION	CARDHOLDER	DEPARTMENT	TRANS DATE	AMOUNT
SOURCE OFFICE - VITAL	GOLDEN	LESLIE RINGER	HUMAN RESOURCES	08/22/2019	24.28
SOUTHWEST AIRLINES	800-435-9792	REMY RODRIGUES	IT	09/03/2019	230.28
SOUTHWEST AIRLINES	800-435-9792	REMY RODRIGUES	IT	09/03/2019	20.00
SOUTHWEST AIRLINES	800-435-9792	REMY RODRIGUES	IT	09/03/2019	20.00
SP * FIBERBUILT GOLF	CALGARY	DAVID DEAN	GOLF COURSE	09/18/2019	149.90
SP * SUPERIOR SAUNA	7156851458	KATHY MARTIN	REC CENTER	09/05/2019	1,882.15
SP * WDASWIM.COM	7206759478	PAMELA LEMON	REC CENTER	08/27/2019	253.65
SPOTHERO 844-356-8054	8443568054	REMY RODRIGUES	IT	09/03/2019	25.00
SQ *SQ *AGNES OF GLASS	GOSQ.COM	KATIE TOFTE	REC CENTER	09/06/2019	210.00
SQU*SQ *DAKOTA BUS SER	LONGMONT	KATIE TOFTE	REC CENTER	09/03/2019	707.00
SQU*SQ *PAUL'S COFFEE	LOUISVILLE	MEGAN DAVIS	CITY MANAGER	09/02/2019	60.00
STAPLS7223049570000002	877-8267755	DIANE M KREAGER	FINANCE	08/20/2019	318.56
STAPLS7223507821000001	877-8267755	CHERYL KELLER	POLICE	08/27/2019	20.49
STAPLS7223507821000002	877-8267755	CHERYL KELLER	POLICE	08/27/2019	20.49
STAPLS7300491065000001	877-8267755	CHERYL KELLER	POLICE	09/17/2019	20.49
STAPLS7300491065000002	877-8267755	CHERYL KELLER	POLICE	09/17/2019	20.49
STAPLS7300491065000003	877-8267755	CHERYL KELLER	POLICE	09/05/2019	55.63
STAPLS7300519777000001	877-8267755	DIANE M KREAGER	FINANCE	09/06/2019	1,718.84
STAPLS7300519777000002	877-8267755	DIANE M KREAGER	FINANCE	09/13/2019	13.99
STAPLS7300586379000001	877-8267755	CAROL HANSON	CITY CLERK	09/11/2019	62.17
STAPLS7300591890000001	877-8267755	CHERYL KELLER	POLICE	09/13/2019	61.05
STAR INDUSTRIAL SUPPLI	DENVER	VICKIE ILKO	OPERATIONS	09/10/2019	150.00
STARBUCKS STORE 05587	LOUISVILLE	PATRICIA MORGAN	REC CENTER	08/27/2019	12.95
STEAMBOAT CENTRAL RES	STEAMBOAT SPR	AUBREY HILTE	PARKS	09/09/2019	119.20
STEAMBOAT CENTRAL RES	STEAMBOAT SPR	EMBER K BRIGNULL	PARKS	09/09/2019	119.20
STEAMBOAT CENTRAL RES	STEAMBOAT SPR	NICHOLAS POTOPCHUK	PARKS	09/09/2019	119.20
STEAMBOAT GRAND RESORT	STEAMBOAT SPR	AUBREY HILTE	PARKS	09/18/2019	24.00
SUMMIT GOLF BRANDS, IN	203-9261881	SAM WHITE	GOLF COURSE	08/26/2019	49.00
SUPERSHUTTLE EXECUCARL	8002583826	REMY RODRIGUES	IT	09/04/2019	40.36
SWEET COW LOUISVILLE	LOUISVILLE	GLORIA HANDYSIDE	CITY MANAGER	08/29/2019	125.00
SWEET SPOT CAFE	LOUISVILLE	GLORIA HANDYSIDE	CITY MANAGER	09/09/2019	16.75
TARGET 00017699	SUPERIOR	JAMES VAUGHAN	REC CENTER	09/14/2019	25.49
TARGET 00017699	SUPERIOR	LANA FAUVER	REC CENTER	08/28/2019	25.46
TARGET 00017699	SUPERIOR	LANA FAUVER	REC CENTER	08/23/2019	41.97
TARGET 00021972	WESTMINSTER	LANA FAUVER	REC CENTER	08/22/2019	80.92
TARGET 00022186	LONGMONT	LARISSA COX	REC CENTER	08/31/2019	19.49
TARGET.COM *	800-591-3869	PAULA KNAPEK	HUMAN RESOURCES	09/14/2019	450.00
TARGET.COM *	800-591-3869	LINDSEY WITTY	REC CENTER	08/21/2019	4.00
TARGET.COM *	800-591-3869	LINDSEY WITTY	REC CENTER	08/21/2019	29.99
TARGET.COM *	800-591-3869	LINDSEY WITTY	REC CENTER	08/21/2019	13.98
TBS WESTERN REGION	949-2674200	AMANDA PERERA	REC CENTER	09/05/2019	196.76
TBS WESTERN REGION	949-2674200	AMANDA PERERA	REC CENTER	08/20/2019	325.24

SUPPLIER	SUPPLIER LOCATION	CARDHOLDER	DEPARTMENT	TRANS DATE	AMOUNT
TEAMMATES COMMERCIAL I	3036395885	DRUSILLA TIEBEN	PARKS	09/10/2019	810.68
TED S MONTANA GRILL -	WESTMINSTER	JEFFREY FISHER	POLICE	08/20/2019	111.96
THE BUSINESS JOURNALS	8004863289	KIRSTIE AMBROSE-HARLEY	HUMAN RESOURCES	08/26/2019	295.00
THE HOME DEPOT #1506	LOUISVILLE	PHIL LIND	FACILITIES	09/17/2019	23.40
THE HOME DEPOT #1506	LOUISVILLE	DESHAUN BECERRIL	OPERATIONS	09/17/2019	13.98
THE HOME DEPOT #1506	LOUISVILLE	MIKE KARBGINSKY	FACILITIES	09/16/2019	198.00
THE HOME DEPOT #1506	LOUISVILLE	VICKIE ILKO	OPERATIONS	09/16/2019	25.92
THE HOME DEPOT #1506	LOUISVILLE	MIKE KARBGINSKY	FACILITIES	09/13/2019	22.97
THE HOME DEPOT #1506	LOUISVILLE	CHRIS LICHTY	PARKS	09/12/2019	15.97
THE HOME DEPOT #1506	LOUISVILLE	DAVID ALDERS	PARKS	09/11/2019	8.71
THE HOME DEPOT #1506	LOUISVILLE	MIKE KARBGINSKY	FACILITIES	09/11/2019	-42.00
THE HOME DEPOT #1506	LOUISVILLE	MICHAEL CLEVELAND	OPERATIONS	09/11/2019	75.12
THE HOME DEPOT #1506	LOUISVILLE	MIKE KARBGINSKY	FACILITIES	09/10/2019	19.63
THE HOME DEPOT #1506	LOUISVILLE	JACK MANIAN	OPERATIONS	09/10/2019	40.68
THE HOME DEPOT #1506	LOUISVILLE	MICHAEL CLEVELAND	OPERATIONS	09/10/2019	149.96
THE HOME DEPOT #1506	LOUISVILLE	DAVID ALDERS	PARKS	09/10/2019	30.97
THE HOME DEPOT #1506	LOUISVILLE	PHIL LIND	FACILITIES	09/09/2019	32.18
THE HOME DEPOT #1506	LOUISVILLE	MIKE KARBGINSKY	FACILITIES	09/09/2019	44.94
THE HOME DEPOT #1506	LOUISVILLE	NICHOLAS POTOPCHUK	PARKS	09/09/2019	21.82
THE HOME DEPOT #1506	LOUISVILLE	KATIE MEYER	REC CENTER	09/09/2019	7.70
THE HOME DEPOT #1506	LOUISVILLE	KATHLEEN D LORENZO	PARKS	09/08/2019	2.88
THE HOME DEPOT #1506	LOUISVILLE	MATT LOOMIS	PARKS	09/05/2019	2.97
THE HOME DEPOT #1506	LOUISVILLE	KRISTEN PORTER	REC CENTER	09/05/2019	56.96
THE HOME DEPOT #1506	LOUISVILLE	BENJAMIN FRANCISCO	OPERATIONS	09/06/2019	5.76
THE HOME DEPOT #1506	LOUISVILLE	KERRY KRAMER	PARKS	09/06/2019	105.08
THE HOME DEPOT #1506	LOUISVILLE	VICKIE ILKO	OPERATIONS	09/05/2019	14.97
THE HOME DEPOT #1506	LOUISVILLE	JAMES VAUGHAN	REC CENTER	09/06/2019	20.47
THE HOME DEPOT #1506	LOUISVILLE	DRUSILLA TIEBEN	PARKS	09/03/2019	4.38
THE HOME DEPOT #1506	LOUISVILLE	BRIAN GARDUNO	OPERATIONS	08/29/2019	-31.97
THE HOME DEPOT #1506	LOUISVILLE	BRIAN GARDUNO	OPERATIONS	08/29/2019	129.88
THE HOME DEPOT #1506	LOUISVILLE	BRIAN GARDUNO	OPERATIONS	08/29/2019	39.94
THE HOME DEPOT #1506	LOUISVILLE	PHIL LIND	FACILITIES	08/29/2019	12.80
THE HOME DEPOT #1506	LOUISVILLE	DANIEL WOOLDRIDGE	IT	08/30/2019	22.16
THE HOME DEPOT #1506	LOUISVILLE	LARISSA COX	REC CENTER	08/30/2019	106.83
THE HOME DEPOT #1506	LOUISVILLE	PAMELA LEMON	REC CENTER	08/28/2019	25.41
THE HOME DEPOT #1506	LOUISVILLE	JESSE DEGRAW	REC CENTER	08/28/2019	66.46
THE HOME DEPOT #1506	LOUISVILLE	PAMELA LEMON	REC CENTER	08/28/2019	116.82
THE HOME DEPOT #1506	LOUISVILLE	GREG VENETTE	WATER	08/27/2019	17.60
THE HOME DEPOT #1506	LOUISVILLE	KATIE BEASLEY	REC CENTER	08/27/2019	23.96
THE HOME DEPOT #1506	LOUISVILLE	DAVID ALDERS	PARKS	08/27/2019	11.69
THE HOME DEPOT #1506	LOUISVILLE	CATHERINE JEPSON	PARKS	08/22/2019	15.72
THE HOME DEPOT #1506	LOUISVILLE	VICKIE ILKO	OPERATIONS	08/22/2019	168.90

SUPPLIER	SUPPLIER LOCATION	CARDHOLDER	DEPARTMENT	TRANS DATE	AMOUNT
THE HOME DEPOT #1506	LOUISVILLE	PHIL LIND	FACILITIES	08/22/2019	30.67
THE HOME DEPOT #1506	LOUISVILLE	MIKE KARBGINSKY	FACILITIES	08/22/2019	145.57
THE HOME DEPOT #1506	LOUISVILLE	MIKE KARBGINSKY	FACILITIES	08/22/2019	26.38
THE HOME DEPOT #1506	LOUISVILLE	PHIL LIND	FACILITIES	08/21/2019	60.74
THE HOME DEPOT #1506	LOUISVILLE	MIKE KARBGINSKY	FACILITIES	08/21/2019	53.03
THE HOME DEPOT #1506	LOUISVILLE	MIKE KARBGINSKY	FACILITIES	08/21/2019	41.51
THE HOME DEPOT #1506	LOUISVILLE	JACK MANIAN	OPERATIONS	08/21/2019	20.94
THE HOME DEPOT #1506	LOUISVILLE	BRADLEY AUSTIN	PARKS	08/20/2019	69.00
THE HOME DEPOT #1506	LOUISVILLE	NICHOLAS POTOPCHUK	PARKS	08/20/2019	8.47
THE HOME DEPOT #1506	LOUISVILLE	NICHOLAS POTOPCHUK	PARKS	08/20/2019	3.64
THE HOME DEPOT #1506	LOUISVILLE	BRIAN GARDUNO	OPERATIONS	08/19/2019	129.90
THE HOME DEPOT #1506	LOUISVILLE	MIKE KARBGINSKY	FACILITIES	08/19/2019	141.74
THE HOME DEPOT #1506	LOUISVILLE	JACK MANIAN	OPERATIONS	08/19/2019	29.70
THE HOME DEPOT #1506	LOUISVILLE	NICHOLAS POTOPCHUK	PARKS	08/19/2019	10.87
THE HOME DEPOT #1521	LONGMONT	MIKE KARBGINSKY	FACILITIES	09/16/2019	132.00
THE HOME DEPOT 1506	LOUISVILLE	MIKE KARBGINSKY	FACILITIES	09/11/2019	87.49
THE HOME DEPOT 1506	LOUISVILLE	MIKE KARBGINSKY	FACILITIES	09/11/2019	242.07
THE HOME DEPOT 1506	LOUISVILLE	MIKE KARBGINSKY	FACILITIES	09/11/2019	82.46
THE HOME DEPOT 1506	LOUISVILLE	KATHLEEN D LORENZO	PARKS	08/20/2019	349.00
THE HOME DEPOT PRO	8565333261	KERRY KRAMER	PARKS	08/20/2019	721.31
THE UPS STORE #5183	SUPERIOR	CONNOR POWERS	GOLF COURSE	08/26/2019	20.51
THE WEBSTAUANT STORE	717-392-7472	PATRICIA MORGAN	REC CENTER	08/27/2019	49.39
TM *COLORADO ROCKIES	303-762-5491	KATIE TOFTE	REC CENTER	08/28/2019	166.00
TONS OF TONER	317-915-1000	JEN KENNEY	POLICE	08/31/2019	319.00
TOWN OF SUPERIOR	3034993675	DRUSILLA TIEBEN	PARKS	09/05/2019	147.77
TRANSCRIBE.WREALLY.COM	6469267265	BRIDGET BACON	LIBRARY	09/13/2019	40.00
TST* SUPER MINI WALNUT	LAFAYETTE	KATIE BEASLEY	REC CENTER	09/18/2019	14.40
U.S. KIDS GOLF - OUTLE	770-4413077	SAM WHITE	GOLF COURSE	08/30/2019	178.79
ULINE *SHIP SUPPLIES	800-295-5510	ELIZABETH SCHETTLER	PLANNING	08/31/2019	293.37
ULINE *SHIP SUPPLIES	800-295-5510	SAM WHITE	GOLF COURSE	08/30/2019	36.45
UNITED AIRLINES	800-932-2732	MEREDYTH MUTH	CITY MANAGER	09/11/2019	343.60
UNITED AIRLINES	800-932-2732	MEREDYTH MUTH	CITY MANAGER	09/11/2019	343.60
UNITED AIRLINES	800-932-2732	DAWN BURGESS	CITY MANAGER	09/10/2019	533.59
UNITED SITE SERVICE	508-594-2564	SAM WHITE	GOLF COURSE	09/11/2019	714.93
UNITED SITE SERVICE	508-594-2564	SAM WHITE	GOLF COURSE	08/20/2019	187.31
US AUTOFORCE	920-730-7187	CONNOR POWERS	GOLF COURSE	09/05/2019	168.68
US AUTOFORCE	920-730-7187	CONNOR POWERS	GOLF COURSE	09/05/2019	118.50
USPS PO 0756700237	SUPERIOR	DRUSILLA TIEBEN	PARKS	08/29/2019	7.90
USPS PO 0756700237	SUPERIOR	CONNOR POWERS	GOLF COURSE	08/26/2019	10.85
VENNGAGE.COM	TORONTO	EMILY HOGAN	CITY MANAGER	09/15/2019	19.00
VZWRLSS*MY VZ VB P	800-922-0204	DIANE M KREAGER	FINANCE	08/30/2019	3,041.70
VZWRLSS*MY VZ VB P	800-922-0204	DIANE M KREAGER	FINANCE	08/23/2019	1,167.11

SUPPLIER	SUPPLIER LOCATION	CARDHOLDER	DEPARTMENT	TRANS DATE	AMOUNT
VZWRLSS*MY VZ VB P	800-922-0204	DIANE M KREAGER	FINANCE	08/23/2019	939.99
VZWRLSS*PRPAY AUTOPAY	888-294-6804	CRAIG DUFFIN	PUBLIC WORKS	09/05/2019	20.00
WAL-MART #5341	BROOMFIELD	LANA FAUVER	REC CENTER	09/03/2019	43.47
WAL-MART #5341	BROOMFIELD	LANA FAUVER	REC CENTER	08/30/2019	120.16
WAL-MART #5341	BROOMFIELD	KRISTEN PORTER	REC CENTER	08/27/2019	-13.00
WAL-MART #5341	BROOMFIELD	KRISTEN PORTER	REC CENTER	08/27/2019	13.00
WALGREENS #7006	SUPERIOR	JAMES VAUGHAN	REC CENTER	09/10/2019	14.05
WALMART.COM	800-966-6546	KIRSTIE AMBROSE-HARLEY	HUMAN RESOURCES	09/11/2019	500.00
WATERLOO ICEHOUSE	LOUISVILLE	CHAD ROOT	BUILDING SAFETY	09/17/2019	57.50
WATERLOO ICEHOUSE	LOUISVILLE	ROSS DAVIS	OPERATIONS	09/02/2019	96.25
WCD MILE HIGH	HIGHLANDS RAN	DAVID D HAYES	POLICE	09/06/2019	45.69
WESTECH ENGINEERING IN	SALT LAKE CIT	MARC DENNY	WASTEWATER	08/30/2019	374.30
WINFIELD SOLUTIONS	8552261232	DAVID DEAN	GOLF COURSE	08/20/2019	526.37
WM SUPERCENTER #5341	BROOMFIELD	KRISTEN PORTER	REC CENTER	08/27/2019	13.00
WM SUPERCENTER #5341	BROOMFIELD	LANA FAUVER	REC CENTER	08/23/2019	48.52
WWW.NORTHERNSAFETY.COM	800-625-1591	ERIK SWIATEK	PARKS	08/30/2019	167.12
WWW.PREDICTEE.COM	9292899870	SAM WHITE	GOLF COURSE	09/05/2019	299.00
YOGA DIRECT	8888869642	LINDSEY WITTY	REC CENTER	08/20/2019	213.68
ZORO TOOLS INC	855-2899676	MARC DENNY	WASTEWATER	08/31/2019	14.24
ZORO TOOLS INC	855-2899676	MARC DENNY	WASTEWATER	08/22/2019	66.92
		CHERYL KELLER	POLICE	09/13/2019	27.31
		JACQUELYN RAMSEY	REC CENTER	08/28/2019	89.95
		RANDY DEWITZ	BUILDING SAFETY	08/24/2019	21.85
		MARK DENNY	WASTEWATER	09/16/2019	39.00
		KERRY HOLLE	PUBLIC WORKS	09/11/2019	-663.16
TOTAL					\$ 115,773.16

CITY OF LOUISVILLE

EXPENDITURE APPROVALS \$25,000.00 - \$99,999.99

SEPTEMBER 2019

DATE	P.O. #	VENDOR	DESCRIPTION	AMOUNT
9/5/2019	2019217	Tischlerbise Inc	Fiscal Impact Analysis for Conoco Phillips Property	\$30,900.00
			<i>Sole source contract due to accelerated timeframe to do analysis.</i>	
			<i>Tischlerbise has our base model already developed and can complete the study to keep project on schedule.</i>	

City Council Meeting Minutes

**October 1, 2019
City Hall, Council Chambers
749 Main Street
6:00 PM**

Call to Order – Mayor Muckle called the meeting to order at 6:00 p.m.

Roll Call was taken and the following members were present:

City Council: ***Mayor Robert Muckle
Mayor Pro Tem Jeff Lipton
Councilmember Jay Keany
Councilmember Chris Leh
Councilmember Susan Loo
Councilmember Dennis Maloney
Councilmember Ashley Stolzmann***

Staff Present: ***Megan Davis, Deputy City Manager
Kevin Watson, Finance Director
Rob Zuccaro, Planning & Building Safety Director
Lisa Ritchie, Senior Planner
Harry Brennan, Planner II
Kurt Kowar, Public Works Director
Nathan Mosely, Parks, Recreation, & Open Space Director
Meredyth Muth, City Clerk***

Others Present: ***Kathleen Kelly, City Attorney***

PLEDGE OF ALLEGIANCE

All rose for the pledge of allegiance.

APPROVAL OF AGENDA

Mayor Muckle called for changes to the agenda and hearing none, moved to approve the agenda, seconded by Councilmember Loo. All in favor.

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

None.

APPROVAL OF THE CONSENT AGENDA

MOTION: Mayor Muckle moved to approve the consent agenda, seconded by Councilmember Keany. All in favor.

- A. Approval of Bills**
- B. Approval of Minutes: September 10, 2019; September 17, 2019; September 24, 2019**
- C. Approval of City Council Meeting Schedule for November and December 2019**
- D. Approval of Contract with A-1 Chipseal for the 2019 Pavement Crackseal Project**
- E. Approval of Resolution No. 32, Series 2019 – A Resolution Regarding the Resignation of the Municipal Court Judge and Approving an Agreement for Interim Municipal Judge Services**
- F. Approval of Resolution No. 33, Series 2019 – A Resolution of the Louisville City Council Urging Louisville Citizens to Vote Yes on Ballot Issue 2E at the November 5, 2019 Election Concerning Retention of Recreation Tax Revenues**

COUNCIL INFORMATIONAL COMMENTS ON PERTINENT ITEMS NOT ON THE AGENDA

None.

CITY MANAGER'S REPORT

None.

REGULAR BUSINESS

RESOLUTION NO. 34, SERIES 2019 – A RESOLUTION ADOPTING THE CITY OF LOUISVILLE TRANSPORTATION MASTER PLAN

Mayor Muckle introduced the item. Director Zuccaro stated the Transportation Master Plan (TMP) is a blueprint for future transportation needs; guides project development; and identifies funding needs and priorities. Staff is presenting the draft Transportation Master Plan for final review and adoption.

Director Zuccaro noted this has been a year-long process rooted in community input and includes priorities aimed at implementable recommendations. This included over 1500 public comments, community open houses, input from various boards and commissions, and meetings with the City Council. Staff also sought input from surrounding communities

and other transportation entities. This has also been a collaborative effort between the various departments and staff.

Director Zuccaro stated the TMP includes the eight previously adopted goals, four proposed guiding policies, ten programs, and 117 projects. This is a 20-year vision and includes a wish list for the future. We know there is not sufficient funding for all of these items, but the Plan includes funding options and staff will continue to look for additional funding for these projects. He added this is a look at a moment in time and the TMP should be updated periodically to keep up with community priorities.

Chapter 1 establishes the goals for the project; these are for high level guidance. Chapter 2 summarizes community input and highlights that the community wants more trails and connections for the quality of life. Roads are important but so are other multimodal options. Chapter 3 summarizes existing conditions and trends. Chapter 4 outlines programs, policies and projects. Chapter 5 covers implementation and funding options. This lists every project in the plan with a preliminary cost input and includes different funding scenarios. Specific projects and funding will be decided in the annual budget processes for the next few years.

Director Zuccaro reviewed the policies in the plan: Great Streets designed to be safe and accessible for all users; Walkable and Bikeable Places to facilitate design for walking and biking; Transit Oriented Development Guidelines to create compact, walkable, pedestrian-oriented neighborhoods; and Applications for Technology to invest in technologies to improve safety and efficiency of the transportation network.

Director Zuccaro reviewed the programs:

- Corridor Improvements: These are improvements to streets and corridors. There are specific suggestions for corridors including Highway 42.
- All Ages and Abilities Bicycle Network: Includes on and off street improvements that could be designating streets as bike lanes or building improvements.
- Connectivity and Safety Improvements: These are crossing improvements both on major roads and in neighborhoods, includes signalized crossings, underpass, off street trails, at-grade improvements. This includes a transit vision to address where people want to go.
- Downtown Connection Enhancements: This includes enhancements to pedestrian and bicycle facilities and proposed new connections from Via Appia to downtown via Pine Street. Currently looking at possible sidewalk improvements and intersection improvements to calm traffic that could be implemented in 2020 for a relatively low cost.
- Transit Vision and Service Needs: to connect all areas of transit cohesively.

Director Zuccaro reviewed the current CIP funding available for the next four years for TMP projects. Staff would like feedback from council on top priorities for implementation for the next two years.

Director Zuccaro detailed some of the downtown connection enhancements that could be done in connection with the 2020 paving of Pine Street. This includes options for intersection and sidewalk improvements.

Public Comments

Aaron Clark, 957 Sunflower Street, stated this is a family oriented community and he would like to see implantation of the Fun Routes to School to make Louisville unique. This has been done in other communities with little infrastructure and little cost and it would give the kids something interesting and fun in getting to school. This is a minor investment that would set this community apart.

Councilmember Loo stated it is an impressive piece of work. She doesn't think this is an auto-friendly document. She would have liked a statistically valid survey of residents showing exactly what people like and don't like. Many people don't like the current safety improvements and find they are distracting. She added that many people feel these ideas will actually gum up traffic in town.

Councilmember Leh stated he doesn't think the plan is unfriendly to auto transportation but rather is not focused on that. We are going to need to make changes in the next 10-20 years and we will likely move away from automobiles. It is good to think about being bold in that area. The problems with traffic are not going away and we need to address that. He noted all of these projects require money and it will take some financial pain to build them all and could require a bond issue.

Councilmember Stolzmann stated the public engagement process for this was excellent. She stated she is prepared to vote on this tonight. She stated she has gotten a lot of positive feedback on the Fun Routes to School and we should prioritize this. For Pine Street she supports the intersection improvements for next year. For five-year priorities, she stated people would like some significant work on underpasses. She would like to poll residents on how they want to see these funded.

Councilmember Maloney stated the TMP is needed to inform the fiscal model and it will help us frame transportation and capital planning. He also is prepared to support this tonight. He stated the discussion of priorities should be later. He likes the Great Streets program and likes that the Plan is informative but not prescriptive. He also likes the Fun Routes to school. He agrees the only way to fund these is probably an initiative. The current budget won't pay for much of what we want. Pine Street should be updated and used to set the stage for Great Streets. There are a lot of crossing and underpasses, but

we cannot afford all of them. We need to address those for health and safety with either adding underpasses or at-grade improvements.

Councilmember Loo suggested the Council form a Transportation Advisory Committee for this project to get diverse opinions from the community and use that information for a possible funding initiative. She stated she likes the Fun Routes to School but notes the dirt trails may encourage more social trails where we don't want them and they could be messy.

Mayor Pro Tem Lipton stated the plan has a lot of balance to it and we are evolving away from cars. He is very enthusiastic about the Great Streets as we need to slow down traffic in neighborhoods and we are getting a lot of bang for our buck by doing some of these simple things. This is an aspirational document and is not specific; that is what future Council's will have to figure out. He stated he is comfortable adopting it tonight knowing it will evolve as the City does.

Councilmember Keany stated he too is prepared for adoption and to tee this up for future councils to determine how to move it forward. The improvements on Pine Street make sense to do in 2020 and could be a precursor to the Great Streets program. He agrees the Fun Routes to School is a good idea. This was a great collaborative community effort.

Mayor Muckle stated the plan is exciting and a great document. He likes the Great Streets Program and having these principles and plans in place to inform other projects. He also supports the Fun Routes to School. He supports intersection improvements on Pine Street next year. He stated he is prepared to support this this evening. He noted that as a practical matter we should make safe crossings a priority within our budget.

Councilmember Leh stated he can support this as an aspirational document with details to come later. He agrees underpasses are what people want and they are important. He also supports the Pine Streets improvements to demonstrate a commitment to these projects. He noted the safety improvements we have done have had a big impact and have been both effective and cost-effective.

Councilmember Maloney moved to approve Resolution No. 34, Series 2019; seconded by Councilmember Leh.

Voice vote: all in favor.

REVISED RECOMMENDED BUDGET FOR 2020, REVISED CAPITAL IMPROVEMENTS PLAN FOR 2019-2024, & REVISED LONG-TERM FINANCIAL PLAN FOR 2019-2024 – PUBLIC HEARING (advertised *Daily Camera* 9/22/19)

Mayor Muckle introduced the item and opened the public hearing.

Director Watson stated the initial 2020 Operating & Capital Budget was informally approved during the 2019-2020 biennial budget process. The updated 2020 Budget will be presented for formal adoption on November 4 includes updates to:

- Revenue estimates and assumptions
- Expenditure estimates and targets
- Capital Improvements Plan
- Interfund transfer projections
- Long-Term Financial Plan

Director Watson reviewed the revenue estimates and assumptions for the General Fund, Open Space & Parks Fund, Historic Preservation Fund, Recreation Fund, and Capital Projects Fund. He also reviewed expenditure estimates for 2020 by fund.

He stated wage and benefit projections include one new full-time Police Officer proposed for 2020, a proposed 3% merit increase for all employees; and market adjustments per salary survey proposed for 2020.

Director Watson reviewed the budget changes of \$10,000 or higher. Most of these are departmental requests; some are corrections or changes we know will be needed.

Mayor Pro Tem Lipton noted his concern that some of these costs are not one-time but rather ongoing costs. He would like a process change for future years that would clarify one-time costs from ongoing expenses.

Director Watson reviewed the Capital Improvements Plan. The initial 2019-2024 Capital Improvements Plan was developed during the 2019-2020 biennial budget process and was published in the 2019-2020 Biennial Operating & Capital Budget document. The updated Capital Improvements Plan includes significant changes approved at the June 4 budget amendment hearing and additional changes proposed with the 2020 Recommended Budget.

Director Watson reviewed the long-term financial plan which was developed using revenue estimates and assumptions, expenditure estimates and targets, updated Capital Improvements Plan, and updated interfund transfers. He reviewed the long-term numbers for each fund. He noted the Golf Fund long-term funding is still under discussion with the Finance Committee.

Public Comments – None.

Mayor Muckle stated the Finance Committee recommended the budget move knowing the Golf Fund capital issues will need to be addressed in detail in the next biennial budget.

Councilmember Stolzmann asked if the Pine Street improvements discussed earlier would be paid by the funds set aside for the TMP. Director Watson stated yes.

Public Comments – None.

Mayor Muckle closed the public hearing. This items will come back for further discussion and a vote on November 4.

ORDINANCE NO. 1784, SERIES 2019 – AN ORDINANCE AMENDING CHAPTER 2.08 OF THE LOUISVILLE MUNICIPAL CODE REGARDING THE MAYOR’S SALARY – 2nd READING, PUBLIC HEARING (advertised *Daily Camera* 9/22/19)

City Attorney Kelly introduced the item by title. Mayor Muckle opened the public hearing.

Clerk Muth stated that at the August 20th meeting the City Council reviewed the survey numbers comparing the salaries of the Mayor and City Council to our defined job market. At that time they directed staff to bring an ordinance for consideration to raise the Mayor’s salary by \$54 per month to bring the salary up to the average of the market at \$1,164 per month. Council requested no changes to the City Council annual salary.

She stated that per the City Charter changes made now will not affect the sitting Mayor but if approved will be in place for the incoming Mayor in November.

Public Comments-none.

Councilmember Maloney noted Council also requested the Council salaries be reviewed annually in the market survey.

Public Comments – None.

Mayor Muckle closed the public hearing.

Councilmember Maloney moved to approve Ordinance No. 1784, Series 2019; seconded by Councilmember Keany.

EXECUTIVE SESSION – ANNUAL PERFORMANCE EVALUATIONS OF APPOINTED OFFICIALS (Louisville Code of Ethics, Section 5-2(b), CRS 24-6-402(4)(f) – Authorized topics

Mayor Muckle stated he is requesting the City Council convene an Executive Session for the purpose of conducting annual performance reviews of the appointed officials including the City Attorney, Water Attorney, Prosecuting Attorney, and Municipal Judge.

City Attorney Kelly stated the Mayor is requesting an executive session for annual performance evaluations of officials appointed by the City Council.

City Clerk Muth read Section 2.90.050 – Public statement of the Louisville Municipal Code, which outlines the topics permitted for discussion in an executive session.

City Attorney Kelly stated the authority to conduct this executive session comes from the Louisville Code of Ethics, Section 5-2(b) and CRS 24-6-402(4)(f). Section 5-2(b) authorizes an executive session for the purpose of reviewing the performance of an employee directly appointed by the City Council. This is also allowed under the open meetings law in state statute. This request involves an evaluation of the performance of the City Attorney, Water Attorney, Prosecuting Attorney, and Municipal Judge, all of whom are employees directly appointed by the City Council.

MOTION: Mayor Muckle moved the City Council adjourn to executive session for the purpose of an annual performance review of officials appointed by the City Council and the executive session include the City Council and the City Attorney, except the City Attorney will leave the executive session for the City Council's evaluation of the City Attorney; seconded by Councilmember Leh.

Vote: Motion carried by unanimous roll call vote.

The City Council adjourned to executive session at 7:39 p.m.

The City Council meeting reconvened at 9:03 p.m.

REPORT – DISCUSSION/DIRECTION/ACTION – ANNUAL EVALUATION OF APPOINTED OFFICIALS

City Attorney Kelly reported that while in executive session, the City Council discussed the annual performance evaluations of the City Attorney, Water Attorney, Prosecuting Attorney, and Municipal Judge.

Councilmember Leh stated the Legal Committee created a process for reviewing and making a recommendation about whether to retain the four positions. At the moment we have an interim Municipal Judge as the Judge recently resigned. Mayor Muckle noted the Committee will provide the appointed employees feedback from the evaluation process.

Councilmember Leh moved to retain Colette Cribari as Prosecuting Attorney and bring back a contract for approval and reappointment in January 2020; Mayor Muckle seconded. All in favor

Councilmember Leh moved to retain City Attorney Kelly PC, Councilmember Loo seconded. Staff will bring back a contract for review and reappointment in January 2020. All in favor.

Councilmember Leh moved to retain Water Attorney Hill and bring back contracts for approval and reappointment in January 2020; Councilmember Stolzmann seconded. All in favor.

CITY ATTORNEY'S REPORT

City Attorney Kelly stated yesterday was the last day BNSF could appeal the decision from the Public Utilities Commission's Administrative Law Judge (ALJ) regarding the Quiet Zones and BNSF did file an appeal. They are disputing two specific issues. The City now has 14 days to respond. BNSF is not disputing the ALJ imposed deadlines. The City Attorney's office will keep the Council updated as this moves forward.

COUNCIL COMMENTS, COMMITTEE REPORTS, AND IDENTIFICATION OF FUTURE AGENDA ITEMS

None.

ADJOURN

Members adjourned at 9:15 pm.

Robert P. Muckle, Mayor

Meredyth Muth, City Clerk

**SUBJECT: AWARD CONTRACT TO ARROW J. LANDSCAPE & DESIGN, INC.
FOR THE 2019 COYOTE RUN OPEN SPACE TRAIL CONNECTIONS
PROJECT**

DATE: OCTOBER 15, 2019

**PRESENTED BY: NATHAN MOSLEY, DIRECTOR OF PARKS, RECREATION, AND
OPEN SPACE DEPARTMENT**

SUMMARY:

Staff advertised the 2019 Coyote Run Open Space Trail Connections construction project in September and received the following bids:

<i>Company Name</i>	<i>Base Bid</i>
Colt & Steel	\$128,683.69
Arrow J. Landscape & Design Inc.	\$136,590.00
Rock & Company	\$159,818.96
Coyote Ridge Construction	\$189,362.20
Belair Sitework Services	\$197,767.71
NORAA Concrete	\$206,625.44
SILVA	\$293,000.00

Staff recommends approval of a contract with Arrow J. Landscape & Design Inc., in the amount of \$136,590.00 which was the second lowest bid and the lowest complete bid. In addition, staff requests approval of 10% contingency fund in the amount of \$13,659.00. The lowest bid, submitted by Colt & Steel was found to have inaccurate bid information and was therefore not selected to move forward.

The scope of work for the 2019 Coyote Run Open Space Trail Connections project includes: Construction of three trail segments located on Coyote Run Open Space south of the intersection of West Tamarisk Street and Washington Avenue in Louisville, Colorado.

The first two trail segments (Site #1) are located west of Washington Avenue. One trail segment will extend the existing west-east crusher fines trail (Lake to Lake Trail) to connect to the Washington Ave. This segment will be composed of crusher fines material and include crosswalk striping, handicap curb ramp 3, drainage work, grading, and other work as identified in the construction drawings. The second trail segment includes removal and realignment of the existing north-south concrete trail (Powerline Trail), restoration, and other work as identified in the construction drawings.

The third trail segment (Site #2) is located east of Washington Avenue and runs roughly parallel to Washington Avenue. To the north, this segment connects into existing concrete sidewalk which ties into Tamarisk Court. To the south, this segment connects into existing crusher fine trail. Please see attached No. 1 for an overview map.

These trail connections are identified in the Transportation Master Plan and the 2015 Open Space, Parks, & Trails, Wayfinding Plan. The connections improve the intersection of two

SUBJECT: COYOTE RUN TRAIL PROJECT

DATE: OCTOBER 15, 2019

PAGE 2 OF 2

primary trails and formalize two social trails which are used daily by both recreationalist and children commuting to and from school.

FISCAL IMPACT:

Budget	
Acct. No. 201528-660093 2019 Coyote Run Trail Connections	\$210,367.00
Expenditures	
Consultant Contract Management and Contingency	\$24,130.00
Arrow J Landscape & Design	\$136,590.00
Staff Requested Contingency	\$13,659.00
Total Expenditures	\$174,379.00

SCHEDULE:

Construction will begin in late October. The contract time is 57 calendar days with substantial completion anticipated in December of 2019.

PROGRAM/SUB-PROGRAM IMPACT:

The recommended contract supports the goal of safe traveling conditions for pedestrians and motorists. The recommended contract also supports the New Trails and Trails subprogram goal of constructing the highest priority new trails and trail connections to enhance the trail system.

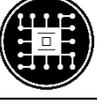
RECOMMENDATION:

Staff recommends City Council award the 2019 Coyote Run Open Space Trail Connections Project to Arrow J. Landscape & Design Inc., per their bid of \$136,590.00, authorize staff to execute change orders up to \$13,659.00 as a 10% project contingency.

ATTACHMENT(S):

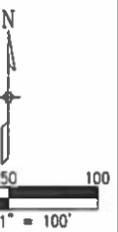
1. Coyote Run Open Space Trail Connections Map
2. Coyote Run Open Space Trail Connections Contract
3. Coyote Run Open Space Trail Connections Bid Packet Materials

STRATEGIC PLAN IMPACT:

<input type="checkbox"/>	 Financial Stewardship & Asset Management	<input checked="" type="checkbox"/>	 Reliable Core Services
<input type="checkbox"/>	 Vibrant Economic Climate	<input checked="" type="checkbox"/>	 Quality Programs & Amenities
<input type="checkbox"/>	 Engaged Community	<input checked="" type="checkbox"/>	 Healthy Workforce
<input type="checkbox"/>	 Supportive Technology	<input type="checkbox"/>	 Collaborative Regional Partner



BID SET - MARCH 2019



Print Date:	
File Name:	
Horiz. Scale:	Vert. Scale: As Noted
Unit Information:	Unit Leader Initials

Sheet Revisions		
Date:	Comments	Init.

Loris  **City of Louisville**
 A DIVISION OF OTAK COLORADO • SINCE 1878

As Constructed
No Revisions:
Revised:
Void:

WAYFINDING TRAIL IMPROVEMENTS - PHASE 1		
SITE PLAN #1&2		
LAKE TO LAKE/POWERLINE INTERSECTION		
Designer:	SJB	Structure Numbers
Detailer:	MAW	
Sheet Subset:		Subset Sheets: 1

Project No./Code	
	3

AGREEMENT

THIS AGREEMENT is made and entered into this 15th day of October in the year 2019 by and between:

CITY OF LOUISVILLE, COLORADO
(hereinafter called OWNER)

and

ARROW J LANDSCAPING & DESIGN, INC.
(hereinafter called CONTRACTOR)

OWNER and CONTRACTOR, in consideration of the mutual covenants hereinafter set forth, agree as follows.

ARTICLE 1. WORK

CONTRACTOR shall complete all Work as specified or indicated in the Contract Documents. The Work is generally described as follows:

PROJECT: 2019 COYOTE RUN OPEN SPACE TRAIL CONNECTIONS
PROJECT
NUMBER: 201528-660093

ARTICLE 2. CONTRACT TIMES

- 2.1 The CONTRACTOR shall substantially complete all work by December 16, 2019 and within 45 **Consecutive Contract Days** after the date when the Contract Time commences to run. The Work shall be completed and ready for final payment in accordance with paragraph 14.13 of the General Conditions within 57 **Consecutive Contract Days** after the date when the Contract Times commence to run. The Contract Times shall commence to run on the day indicated in the Notice to Proceed.
- 2.2 **LIQUIDATED DAMAGES.** The OWNER and the CONTRACTOR agree and recognize that time is of the essence in this contract and that the OWNER will suffer financial loss if the Work is not substantially complete by the date specified in paragraph 2.1 above, plus any extensions thereof allowed in accordance with the Article 12 of the General Conditions. OWNER and CONTRACTOR also agree that such damages are uncertain in amount and difficult to measure accurately. Accordingly, the OWNER and CONTRACTOR agree that as liquidated damages, and not as a penalty, for delay in performance the CONTRACTOR shall pay the OWNER **TWO HUNDRED FIFTY DOLLARS (\$250)** for each and every **Contract Day** and portion thereof that expires after the time specified above for substantial completion of the Work until the same is finally complete and ready for final payment. The liquidated damages herein specified shall only apply to the CONTRACTOR's delay in performance, and shall not include litigation or attorneys' fees incurred by the OWNER, or other incidental or consequential damages suffered by the OWNER due to the CONTRACTOR's performance. If the OWNER charges liquidated damages to the CONTRACTOR, this shall not preclude the OWNER from commencing an action against the CONTRACTOR for other actual harm resulting from the CONTRACTOR's performance, which is not due to the CONTRACTOR's delay in performance.

ARTICLE 3. CONTRACT PRICE

3.1 The OWNER shall pay in current funds, and the CONTRACTOR agrees to accept in full payment for performance of the Work, subject to additions and deductions from extra and/or omitted work and determinations of actual quantities as provided in the Contract Documents, the Contract Price of One hundred thirty six thousand five hundred ninety

\$ 136,590 as set forth in the Bid Form of the CONTRACTOR
dated
November 23, 2019.

As provided in paragraph 11.9 of the General Conditions estimated quantities are not guaranteed, and determinations of actual quantities and classification are to be made by OWNER'S REPRESENTATIVE as provided in paragraph 9.10 of the General Conditions. Unit prices have been computed as provided in paragraph 11.9 of the General Conditions.

ARTICLE 4. PAYMENT PROCEDURES

CONTRACTOR shall submit Applications for Payment in accordance with Article 14 of the General Conditions. Applications for Payment will be processed by OWNER as provided in the General Conditions.

4.1 PROGRESS PAYMENTS. OWNER shall make progress payments on the basis of CONTRACTOR's Applications for Payment as recommended by OWNER'S REPRESENTATIVE, on or about the third Wednesday of each month during construction as provided below. All progress payments will be on the basis of the progress of the Unit Price Work based on the number of units completed as provided in the General Conditions.

4.1.1 Prior to Substantial Completion, progress payments will be made in the amount equal to 90 percent of the completed Work, and/or 90 percent of materials and equipment not incorporated in the Work (but delivered, suitably stored and accompanied by documentation satisfactory to OWNER as provided in 14.2 of the General Conditions), but in each case, less the aggregate of payments previously made and such less amounts as OWNER'S REPRESENTATIVE shall determine, or OWNER may withhold, in accordance with paragraph 14.7 of the General Conditions.

If Work has been 50 percent completed as determined by OWNER'S REPRESENTATIVE, and if the character and progress of the Work have been satisfactory to OWNER, OWNER may determine that as long as the character and progress of the Work remain satisfactory to them and no claims have been made by Subcontractors or material suppliers for unpaid work or materials, there will be no additional retainage on account of Work completed in which case the remaining progress payments prior to Substantial Completion may be in an amount equal to 100 percent of the Work completed.

Nothing contained in this provision shall preclude the OWNER and CONTRACTOR from making other arrangements consistent with C.R.S. 24-91-105 prior to contract award.

- 4.2 FINAL PAYMENT. Upon final completion and acceptance of the Work in accordance with paragraph 14.13 of the General Conditions, OWNER shall pay the remainder of the Contract Price as provided in said paragraph 14.13 of the General Conditions.

ARTICLE 5. CONTRACTOR'S REPRESENTATIONS

In order to induce OWNER to enter into this Agreement CONTRACTOR makes the following representations:

- 5.1 CONTRACTOR has examined and carefully studied the Contract Documents, (including the Addenda listed in paragraph 6.10) and the other related data identified in the Bidding Documents including "technical".
- 5.2 CONTRACTOR has inspected the site and become familiar with and is satisfied as to the general, local and site conditions that may affect cost, progress, performance or furnishing of the Work.
- 5.3 CONTRACTOR is familiar with and is satisfied as to all federal, state and local Laws and Regulations that may affect cost, progress and furnishing of the Work.
- 5.4 CONTRACTOR has carefully studied all reports of exploration and tests of subsurface conditions at or contiguous to the site and all drawings of physical conditions relating to surface or subsurface structures at or contiguous to the site (Except Underground facilities) which have been identified in the General Conditions as provided in paragraph 4.2.1 of the General Conditions. CONTRACTOR accepts the determination set forth in paragraph 4.2 of the General Conditions. CONTRACTOR acknowledges that such reports and drawings are not Contract Documents and may not be complete for CONTRACTOR's purposes. CONTRACTOR acknowledges that OWNER and OWNER'S REPRESENTATIVE do not assume responsibility for the accuracy or completeness of information and data shown or indicated in the Contract Documents with respect to such reports, drawings or to Underground Facilities at or contiguous to the site. CONTRACTOR has conducted, obtained and carefully studied (or assume responsibility for having done so) all necessary examinations, investigations, explorations, tests, studies, and data concerning conditions (surface, subsurface and Underground Facilities) at or contiguous to the site or otherwise which may affect cost, progress, performance or furnishing of the Work or which relate to any aspect of the means, methods, techniques, sequences and procedures of construction to be employed by CONTRACTOR and safety precautions and programs incident thereto. CONTRACTOR does not consider that any additional examinations, investigations, explorations, tests, studies or data are necessary for the performance and furnishing of the Work at the Contract Price, within the Contract Times and in accordance with the other terms and conditions of the Contract Documents.
- 5.5 CONTRACTOR has reviewed and checked all information and data shown or indicated on the Contract Documents with respect to existing Underground Facilities at or contiguous to the site and assumes responsibility for the accurate location of said Underground Facilities. No additional examinations, investigations, explorations, tests, reports, studies or similar information or data in respect of said Underground Facilities are or will be required by CONTRACTOR in order to perform and furnish the Work at the Contract Price, within the Contract Time and in accordance with the other terms and conditions of the Contract Documents, including specifically the provisions of paragraph 4.3 of the General Conditions.

- 5.6 CONTRACTOR is aware of the general nature of work to be performed by OWNER and others at the site that relates to the Work as indicated in the Contract Documents.
- 5.7 CONTRACTOR has correlated the information known to CONTRACTOR, information and observations obtained from visits to the site, reports and drawings identified in the Contract Documents and all additional examinations, investigations, explorations, tests studies and data with the Contract Documents.
- 5.8 CONTRACTOR has given OWNER'S REPRESENTATIVE written notice of all conflicts, errors, ambiguities or discrepancies that CONTRACTOR has discovered in the Contract Documents and the written resolution thereof by OWNER'S REPRESENTATIVE is acceptable to CONTRACTOR, and the Contract Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performance and furnishing the Work.

ARTICLE 6. CONTRACT DOCUMENTS

The Contract Documents, which constitute the entire agreement between OWNER and CONTRACTOR concerning the Work, are all written documents, which define the Work and the obligations of the Contractor in performing the Work and the OWNER in providing compensation for the Work. The Contract Documents include the following:

- 6.1 Invitation to Bid
- 6.2 Instruction to Bidders
- 6.3 Bid Form
- 6.4 This Agreement
- 6.5 General Conditions
- 6.6 Supplementary Conditions
- 6.7 General Requirements
- 6.8 Technical Specifications
- 6.9 Drawings
- 6.10 Change Orders, Addenda and other documents which may be required or specified including:
 - 6.10.1 Addenda No. 1
 - 6.10.2 Documentation submitted by CONTRACTOR prior to Notice of Award
 - 6.10.3 Schedule of Subcontractors
 - 6.10.4 Anti-Collusion Affidavit
 - 6.10.5 Certification of EEO Compliance
 - 6.10.6 Notice of Award
 - 6.10.7 Performance Bond

- 6.10.8 Labor and Material Payment Bond
 - 6.10.9 Certificates of Insurance
 - 6.10.10 Notice to Proceed
 - 6.10.11 Contractor's Proposal Request
 - 6.10.12 Contractor's Overtime Request
 - 6.10.13 Field Order
 - 6.10.14 Work Change Directive
 - 6.10.15 Change Order
 - 6.10.16 Application for Payment
 - 6.10.17 Certificate of Substantial Completion
 - 6.10.18 Claim Release
 - 6.10.19 Final Inspection Report
 - 6.10.20 Certificate of Final Completion
 - 6.10.21 Guarantee Period Inspection Report
- 6.11 The following which may be delivered or issued after the Effective Date of the Agreement and are attached hereto: All Written Amendments and other documents amending, modifying, or supplementing the Contract Documents pursuant to paragraphs 3.5 and 3.6 of the General Conditions.
- 6.12 In the event of conflict between the above documents, the prevailing document shall be as follows:
- 6.12.1 Permits from other agencies as may be required.
 - 6.12.2 Special Provisions and Detail Drawings.
 - 6.12.3 Technical Specifications and Drawings. Drawings and Technical Specifications are intended to be complementary. Anything shown or called for in one and omitted in another is binding as if called for or shown by both.
 - 6.12.4 Supplementary Conditions.
 - 6.12.5 General Conditions.
 - 6.12.6 City of Louisville Design and Construction Standards.
 - 6.12.7 Reference Specifications.

In case of conflict between prevailing references above, the one having the more stringent requirements shall govern.

There are no Contract Documents other than those listed above in this Article 6. The Contract Documents may only be amended, modified or supplemented as provided in paragraphs 3.5 and 3.6 of the General Conditions.

ARTICLE 7. MISCELLANEOUS

- 7.1 Terms used in this Agreement, which are defined in Article 1 of the General Conditions, shall have the meanings indicated in the General Conditions.
- 7.2 No assignment by a party hereto of any rights under or interests in the Contract Documents will be binding on another party hereto without the written consent of the party sought to be bound; and specifically but without limitation, moneys that may become due and moneys that are due may not be assigned without such consent (except to the extent that the effect of this restriction may be limited by law), and unless specifically stated to the contrary in any written consent to

BID FORM

PROJECT: 2019 COYOTE RUN OPEN SPACE TRAIL CONNECTIONS
PROJECT NUMBER: 201528-660093
OWNER: CITY OF LOUISVILLE, COLORADO

THIS BID IS SUBMITTED TO: THE CITY OF LOUISVILLE, COLORADO

1. The undersigned BIDDER proposes and agrees, if this Bid is accepted, to enter into an Agreement with OWNER in the form included in the Contract Documents to perform and furnish all Work as specified or indicated in the Contract Documents for the Contract Price and within the Contract Time indicated in this Bid and in accordance with the other terms and conditions of the Contract Documents.
2. BIDDER accepts all of the terms and conditions of the Invitation to Bid and Instructions to Bidders, including without limitation those dealing with the disposition of Bid Security. This Bid will remain subject to acceptance for sixty days after the day of Bid opening. BIDDER will sign and submit the Agreement with the Bonds and other documents required by the Bidding Requirements within ten days after the date of OWNER's Notice of Award.
3. In submitting this Bid, BIDDER represents, as more fully set forth in the Agreement, that:

- (a) BIDDER has examined copies of all the Bidding Documents and of the following Addenda receipt of all which is hereby acknowledged: (List Addenda by Addendum Number and Date):

DATE	NUMBER
9/13/19	1
_____	_____
_____	_____
_____	_____

- (b) BIDDER has familiarized itself with the nature and extent of the Contract Documents, Work, site, locality, and all local conditions and Laws and Regulations that in any manner may affect cost, progress, performance or furnishing of the Work.
- (c) BIDDER has studied carefully all reports and drawings of subsurface conditions and drawings of physical conditions which are identified in the General Conditions as provided in paragraph 4.2, and accepts the determination set forth in paragraph 4.2 of the General Conditions. BIDDER has inspected the site and has obtained conducted and carefully studied (or assumes responsibility for obtaining and carefully studying) all examinations, investigations, explorations, tests and studies which pertain to the subsurface or physical conditions at the site or otherwise may affect the cost, progress, performance or furnishing of the Work as BIDDER considers necessary for the performance or furnishing of the Work at the Contract Price, within the Contract Time and in accordance with the other terms and conditions of the Contract Documents, including specifically the provisions of paragraph 4.2 of the General Conditions; and no additional examinations, investigations, explorations, tests, reports or similar information or data are or will be required by BIDDER for such purpose.

- (d) BIDDER has reviewed and checked all information and data shown or indicated on the Contract Documents with respect to existing Underground Facilities at or contiguous to the site and assumes responsibility for the accurate location of said Underground Facilities. No additional examinations, investigations, explorations, tests, reports or similar information or data in respect of said Underground Facilities are or will be required by BIDDER in order to perform and furnish the Work at the Contract Price, within the Contract Time and in accordance with the other terms and conditions of Contract Documents, including specifically the provisions of paragraph 4.3 of the General Conditions.
 - (e) BIDDER has correlated the results of all such observations, examinations, investigations, explorations, tests, reports and studies with the terms and conditions of the Contract Documents.
 - (f) BIDDER has given OWNER written notice of all conflicts, errors, ambiguities or discrepancies that BIDDER has discovered in the Contract Documents and the written resolution thereof by OWNER is acceptable to BIDDER, and the Contract Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performing and furnishing the Work for which this Bid is submitted.
 - (g) This Bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; BIDDER has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid; BIDDER has not solicited or induced any person, firm or corporation to refrain from bidding; and BIDDER has not sought by collusion to obtain for himself any advantage over any other Bidder or over OWNER.
4. BIDDER will complete the Work in accordance with Contract Documents for the following price(s):

(Continued On Next Page)

**SCHEDULE OF UNIT PRICES
2019 COYOTE RUN TRAIL CONNECTIONS
CITY OF LOUISVILLE
CITY PROJECT NUMBER – 201528-660093**

BIDDING COMPANY:

Arrow J Landscape & Design, Inc.

DATE:

9/23/19

ITEM NO.	ITEM	UNIT	QUANTITY	UNIT PRICE	TOTAL COST
1	MOBILIZATION	LS	1	\$ 11,994.81	\$ 11,994.81
2	CLEARING AND GRUBBING	LS	2	\$ 3,343 .	\$ 6,686 .
3	REMOVAL OF CONCRETE SIDEWALK	SF	2758	\$ 1.70	\$ 4,688.60
4	REMOVAL OF PIPE	LF	16	\$ 23.50	\$ 376 .
5	CONSTRUCTION SURVEYING	LS	1	\$ 3,860 .	\$ 3,860 .
6	EMBANKMENT MATERIAL (COMPLETE IN PLACE)	CY	254	\$ 44 .	\$ 11,176
7	TOPSOIL (COMPLETE IN PLACE)	CY	301	\$ 11.25	\$ 3,386.25
8	EROSION LOG (12-INCH)	LF	1242	\$ 2.70	\$ 3,353.40
9	AGGREGATE BAG	LF	38	\$ 32.25	\$ 1,225.50
10	CONCRETE WASHOUT STRUCTURE	EA	1	\$ 868 .	\$ 868 .
11	SEEDING (NATIVE)	SF	24333	\$.25	\$ 6,083.25
12	MULCHING (HYDRAULIC)	SF	20892	\$.07	\$ 1,462.44
13	SOIL RETENTION BLANKET (EXCELSIOR)	SY	402	\$ 3.30	\$ 1,326.60
14	CRUSHER FINE PATH (6 INCH)	SF	3026	\$ 2.50	\$ 7,565
15	LANDSCAPE BOULDER	TON	5	\$ 830 .	\$ 4,150 .
16	23x14 INCH REINFORCED CONCRETE PIPE ELLIPTICAL	LF	40	\$ 116 .	\$ 4,640 .
17	23x14 INCH REINFORCED CONCRETE END SECTION ELLIPTICAL	EA	2	\$ 560 .	\$ 1,120 .
18	CONCRETE SIDEWALK (6 INCH)	SF	2300	\$ 8 .	\$ 18,400 .
19	CONCRETE CURB RAMP	SF	189	\$ 20.45	\$ 3,865.05
20	CONCRETE BIKEWAY (6 INCH)	SF	3418	\$ 7.65	\$ 26,147.70
21	CONCRETE BIKEWAY (6 INCH) (COLORED)	SF	232	\$ 21.30	\$ 4,941.60

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2019 COYOTE RUN OPEN SPACE TRAIL CONNECTIONS

Bid Form

ITEM NO.	ITEM	UNIT	QUANTITY	UNIT PRICE	TOTAL COST
22	SIGN PANEL	SF	39	\$ 36.50	\$ 1,423.50
23	STEEL SIGN SUPPORT (2-INCH ROUND) (POST & SOCKET)	LF	53	\$ 24.10	\$ 1,277.30
24	THERMOPLASTIC PAVEMENT MARKINGS	SF	100	\$ 32.90	\$ 3,290.00
25	CONSTRUCTION ZONE TRAFFIC CONTROL	LS	1	\$ 3,283.00	\$ 3,283.00

TOTAL BID: \$ 136,590.00

One hundred thirty six thousand five hundred ninety

TOTAL BID WRITTEN OUT:

SIGNATURE:



AVAILABLE TO BEGIN WORK (DATE):

October 30, 2019 if awarded by 10/16/19

PROJECT COMPLETION (DATE):

December 30, 2019

COMPANY:

Arrow J Landscape & Design, Inc.

ADDRESS:

909 E. 68th Ave.

TELEPHONE:

303-289-4388

FAX:

303-289-4363

EMAIL:

golson@arrowj.com

SCHEDULE OF UNIT PRICES

PROJECT: 2019 COYOTE RUN OPEN SPACE TRAIL CONNECTIONS
OWNERS PROJECT NUMBER: 201528-660093
OWNER: CITY OF LOUISVILLE, COLORADO

COYOTE RUN OPEN SPACE TRAIL CONNECTIONS	Lump Sum Price	<u>\$ 136,590</u>
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Total Lump Sum Price Written out:

One hundred thirty six thousand five hundred ninety dollars

Unit Prices have been computed in accordance with paragraph 11.9.2 of the General Conditions.

BIDDER acknowledges that quantities are not guaranteed and final payment will be based on actual quantities determined as provided in the Contract Documents.

5. BIDDER agrees that the Work;

will be substantially complete and completed and ready for final payment in accordance with paragraph 14.13 of the General Conditions on or before the dates or within the number of Contract Days indicated in the Agreement.

BIDDER accepts the provisions of the Agreement as to liquidated damages in the event of failure to complete the Work within the times specified in the Agreement.

6. The following documents are attached to and made a condition of this Bid:

- (a) Required Bid Security;
- (b) A list of Subcontractors and other persons and organizations proposed to perform the Work are required to be identified on the Schedule of Subcontractors and submitted in this Bid;
- (c) Anti-Collusion Affidavit; and
- (d) If BIDDER is a partnership, a list of all partners, their addresses, and their interest and role in the partnership business.

7. Communications concerning this Bid shall be addressed to:
The address of BIDDER indicated below.

909 E. 68th Ave.

Denver, CO 80229

8. Terms used in this Bid, which are defined in the General Conditions of the Construction Contract included as part of the Contract Documents, have the meanings assigned to them in the General Conditions.

SUBMITTED on Sept. 23rd, 2019.

If BIDDER is:

An Individual

By _____
(Individual's Name)

(SEAL)

doing business as _____

Business address: _____

Phone No.: _____

A Partnership

By _____
(Firm Name)

(SEAL)

(General Partner)

Business address: _____

Phone No.: _____

A Corporation

By Arrow J Landscape & Design, Inc.
(Corporation Name)

Colorado

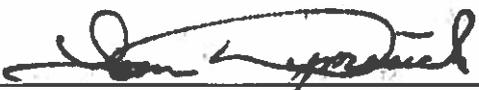
(State of incorporation)

By 
Joe Mueller
(Name of person authorized to sign)

Vice President

(Title)

(CORPORATE SEAL)

Attest 
(Secretary)

Business address: 909 E. 68th Ave., Denver, CO 80229

Phone No.: 303-289-4388

Date of Qualification to do business: 1980

A Joint Venture

By _____
(Name)

(Address)

By _____
(Name)

(Address)

Phone Number and Address for receipt of official communications

(Each joint venturer must sign. The manner of signing for each individual, partnership and corporation that is a party to the joint venture should be in the manner indicated above.)

1. Bidder and Surety, jointly and severally, bind themselves, their heirs, executors, administrators, successors and assigns to pay to Owner upon default of Bidder the penal sum set forth on the face of this Bond. Default of Bidder shall occur upon the failure of Bidder to deliver within the time required by the Bidding Documents the properly executed Agreement required by the Bidding Documents and any performance and payment bonds required by the Bidding Documents and Contract Documents.
3. This obligation shall be null and void if:
 - 3.1. Owner accepts Bidder's Bid and Bidder delivers within the time required by the Bidding Documents (or any extension thereof agreed to in writing by Owner) the executed Agreement required by the Bidding Documents and any performance and payment bonds required by the Bidding Documents and Contract Documents, or
 - 3.2. All bids are rejected by Owner, or
 - 3.3. Owner fails to issue a notice of award to Bidder within the time specified in the Bidding Documents (or any extension thereof agreed to in writing by Bidder and, if applicable, consented to by Surety when required by paragraph 5 hereof).
4. Payment under this Bond will be due and payable upon default of Bidder and within thirty (30) calendar days after receipt by Bidder and Surety of written notice of default from Owner, which notice will be given with reasonable promptness, identifying this Bond and the Project and including a statement of the amount due.
5. Surety waives notice of and any and all defenses based on or arising out of any time extension to issue notice of award agreed to in writing by Owner and Bidder, provided that the time for issuing notice of award including extensions shall not in the aggregate exceed 120 days from Bid Due Date without Surety's written consent.
6. No suit or action shall be commenced under this Bond prior to thirty (30) calendar days after the notice of default required in paragraph 4 above is received by Bidder and Surety, and in no case later than one year after Bid Due Date.
7. Any suit or action under this Bond shall be commenced only in a court of competent jurisdiction located in the state in which the Project is located.
8. Notice required hereunder shall be in writing and sent to Bidder and Surety at their respective addresses shown on the face of this Bond. Such notices may be sent by personal delivery, commercial courier or by United States Registered or Certified Mail, return receipt requested, postage pre-paid, and shall be deemed to be effective upon receipt by the party concerned.
9. Surety shall cause to be attached to this Bond a current and effective Power of Attorney evidencing the authority of the officer, agent or representative who executed this Bond on behalf of Surety to execute, seal and deliver such Bond and bind the Surety thereby.
10. This Bond is intended to conform to all applicable statutory requirements. Any applicable requirements of any applicable statute that has been omitted from this Bond shall be deemed to be included herein as if set forth at length. If any provision of the Bond conflicts with any applicable provision of any applicable statute, then the provision of said statute shall govern and the remainder of this Bond that is not in conflict therewith shall continue in full force and effect.
11. The term "bid" as used herein includes a bid, offer or proposal as applicable.

POWER OF ATTORNEY

Direct Inquiries/Claims to:
THE HARTFORD
 BOND, T-12
 One Hartford Plaza
 Hartford, Connecticut 06155
 Bond.Claims@thehartford.com
 call: 888-266-3488 or fax: 860-757-5835

KNOW ALL PERSONS BY THESE PRESENTS THAT:

Agency Name: IMA INC
 Agency Code: 34-340140

- Hartford Fire Insurance Company, a corporation duly organized under the laws of the State of Connecticut
- Hartford Casualty Insurance Company, a corporation duly organized under the laws of the State of Indiana
- Hartford Accident and Indemnity Company, a corporation duly organized under the laws of the State of Connecticut
- Hartford Underwriters Insurance Company, a corporation duly organized under the laws of the State of Connecticut
- Twin City Fire Insurance Company, a corporation duly organized under the laws of the State of Indiana
- Hartford Insurance Company of Illinois, a corporation duly organized under the laws of the State of Illinois
- Hartford Insurance Company of the Midwest, a corporation duly organized under the laws of the State of Indiana
- Hartford Insurance Company of the Southeast, a corporation duly organized under the laws of the State of Florida

having their home office in Hartford, Connecticut, (hereinafter collectively referred to as the "Companies") do hereby make, constitute and appoint, up to the amount of Unlimited :

Jennifer L. Clampert, Robert L. Cohen, Sarah Finn, Michael Lischer Jr., Nicole L. McCollam, Kristen L. McCormick, Robert J. Reiter, Jessica Jean Rini, Sheryll Shaw, Brandi J. Tetley of DENVER, Colorado

their true and lawful Attorney(s)-in-Fact, each in their separate capacity if more than one is named above, to sign its name as surety(ies) only as delineated above by , and to execute, seal and acknowledge any and all bonds, undertakings, contracts and other written instruments in the nature thereof, on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

In Witness Whereof, and as authorized by a Resolution of the Board of Directors of the Companies on May 6, 2015 the Companies have caused these presents to be signed by its Senior Vice President and its corporate seals to be hereto affixed, duly attested by its Assistant Secretary. Further, pursuant to Resolution of the Board of Directors of the Companies, the Companies hereby unambiguously affirm that they are and will be bound by any mechanically applied signatures applied to this Power of Attorney.



John Gray

John Gray, Assistant Secretary

M. Ross Fisher

M. Ross Fisher, Senior Vice President

STATE OF CONNECTICUT }
 COUNTY OF HARTFORD } ss. Hartford

On this 5th day of January, 2018, before me personally came M. Ross Fisher, to me known, who being by me duly sworn, did depose and say: that he resides in the County of Hartford, State of Connecticut; that he is the Senior Vice President of the Companies, the corporations described in and which executed the above instrument; that he knows the seals of the said corporations; that the seals affixed to the said instrument are such corporate seals; that they were so affixed by authority of the Boards of Directors of said corporations and that he signed his name thereto by like authority.



CERTIFICATE

Kathleen T. Maynard

Kathleen T. Maynard
 Notary Public
 My Commission Expires July 31, 2021

I, the undersigned, Assistant Vice President of the Companies, DO HEREBY CERTIFY that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which is still in full force effective as of September 23, 2019

Signed and sealed at the City of Hartford.



Kevin Heckman

Kevin Heckman, Assistant Vice President

SCHEDULE OF SUBCONTRACTORS

PROJECT: 2019 COYOTE RUN OPEN SPACE TRAIL CONNECTIONS
OWNER'S PROJECT NUMBER: 201528-660093
OWNER: CITY OF LOUISVILLE, COLORADO

This Bid is based on subcontracting certain portions of the work to subcontractors as listed below.

Name: Kuhn Construction Telephone No. 303-570-6104
Address: 42309 Kiowa Bennett Rd.
City: Kiowa State: CO Zip Code: 80117
Services/equipment to be provided: Earthwork and grading, RCP Installation

Name: Straight-Up Striping Telephone No. 303-884-3659
Address: 26957 E. Otero Pl.
City: Aurora State: CO Zip Code: 80016
Services/equipment to be provided: Pavement Markings and Signage

Name: _____ Telephone No. _____
Address: _____
City: _____ State: _____ Zip Code: _____
Services/equipment to be provided: _____

Name: _____ Telephone No. _____
Address: _____
City: _____ State: _____ Zip Code: _____
Services/equipment to be provided: _____

Name: _____ Telephone No. _____
Address: _____
City: _____ State: _____ Zip Code: _____
Services/equipment to be provided: _____

Name: _____ Telephone No. _____
Address: _____
City: _____ State: _____ Zip Code: _____
Services/equipment to be provided: _____

ANTI-COLLUSION AFFIDAVIT

PROJECT: 2019 COYOTE RUN OPEN SPACE TRAIL CONNECTIONS
OWNER'S PROJECT NUMBER: 201528-660093
OWNER: CITY OF LOUISVILLE, COLORADO

I hereby attest that I am the person responsible within my firm for the final decision as to the price(s) and amount of this Bid or, if not, that I have written authorization, enclosed herewith, from that person to make the statements set out below on his or her behalf of my firm.

I further attest that:

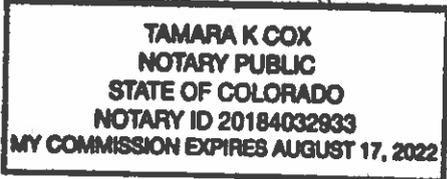
- 1. The price(s) and amount of this bid have been arrived at independently, without consultation, communication or agreement for the purpose or with the effect of restricting competition with any other firm or person who is a BIDDER or potential prime BIDDER.
2A. Neither the price(s) nor the amount of this Bid have been disclosed to any other firm or person who is a BIDDER or potential prime BIDDER on this project, and will not be so disclosed prior to bid opening.
2B. Neither the prices nor the amount of the Bid of any other firm or person who is a BIDDER or potential prime BIDDER on this project have been disclosed to me or my firm.
3A. No attempt has been made to solicit, cause or induce any firm or person who is BIDDER or potential prime BIDDER to refrain from bidding on this project, or to submit a Bid higher than the Bid of this firm, or any intentionally high or noncompetitive Bid or other form of complementary Bid.
3B. No agreement has been promised or solicited for any other firm or person who is a BIDDER or potential prime BIDDER on this project to submit an intentionally high, noncompetitive or other form of complementary bid on this project.
4. The Bid of my firm is made in good faith and not pursuant to any consultation, communication, agreement or discussion with, or inducement or solicitation by or from any firm or person to submit any intentionally high, noncompetitive or other form of complementary bid.
5. My firm has not offered or entered into a subcontract or agreement regarding the purchase or sale of materials or services from any firm or person, or offered, promised or paid cash or anything of value to any firm or person, whether in connection with this or any other project, in consideration for an agreement or promise by any firm or person to refrain from bidding or to submit any intentionally high, noncompetitive or other form of complementary bid or agreeing or promising to do so on this project.
6. My firm has not accepted or been promised any subcontract or agreement regarding the sale of materials or services to any firm or person, and has not been promised or paid cash or anything of value by any firm or person, whether in connection with this or any other project, in consideration for my firm's submitting any intentionally high, noncompetitive or other form of complementary bid, or agreeing or promising to do so, on this project.
7. I have made a diligent inquiry of all members, officers, employees, and agents of my firm with responsibilities relating to the preparation, approval or submission of my firm's bid on this project and have been advised by each of them that he or she has not participated in any communication, consultation, discussion, agreement, collusion, or other conduct inconsistent with any of the statements and representations made in this affidavit.
8. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as a fraudulent concealment from the OWNER of the true facts relating to submission of bids for this contract.

I DECLARE UNDER PENALTY OF PERJURY IN THE SECOND DEGREE, AND ANY OTHER APPLICABLE STATE OR FEDERAL LAWS THAT THE STATEMENTS MADE ON THIS DOCUMENT ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

CONTRACTOR'S FIRM OR COMPANY NAME SECOND CONTRACTOR'S FIRM OR COMPANY NAME (IF JOINT VENTURE)
BY: [Signature] BY:
TITLE: Vice President TITLE:
DATE: 9/23/19 DATE:

SWORN BEFORE ME THIS 23rd DAY OF September 2019

NOTARY PUBLIC: [Signature] MY COMMISSION EXPIRES August 17, 2022



CERTIFICATION OF EEO COMPLIANCE

PROJECT: 2019 COYOTE RUN OPEN SPACE TRAIL CONNECTIONS
OWNER'S PROJECT NUMBER: 201528-660093
OWNER: CITY OF LOUISVILLE, COLORADO

Instructions: BIDDER's and Subcontractors must complete and submit this form with the Bid Form. This is required by the Equal Employment Opportunity Regulations 41 CFR 1.7 (b) (1).

1. Yes ___ No I have developed and have on file at each establishment an affirmative action program as required by 41 CFR Chapter 60, Part 60-2.
2. Yes ___ No I have participated in a previous contract/subcontract subject to the equal opportunity clause.
3. Yes ___ No I have filed with the Joint Reporting Committee, the Director, or the Equal Employment Opportunity Commission all reports due under the applicable filing requirements.
-

I declare under penalty of perjury in the second degree and any other applicable state or federal laws that the statements made in this document are true and complete to the best of my knowledge.

CONTRACTOR
 BIDDER ___ **PROPOSED SUBCONTRACTOR**

BY: 
TITLE: Vice President
DATE: 9/23/19

Prohibition Against Employing Illegal Aliens

PROJECT: 2019 COYOTE RUN OPEN SPACE TRAIL CONNECTIONS
OWNER'S PROJECT NUMBER: 201528-660093
OWNER: CITY OF LOUISVILLE, COLORADO

Consultant shall not knowingly employ or contract with an illegal alien to perform work under this contract. Consultant shall not enter into a contract with a subcontractor that fails to certify to the Consultant that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this contract.

Contract has verified or attempted to verify through participating in the basic pilot program as defined in C.R.S. Section 8-17.5-101(1) ("Program") that Consultant does not employ any illegal aliens and, if Consultant is not accepted into the Program prior to entering into this contract, that Consultant shall apply to participate in the Program every three months until Consultant is accepted or the contract has been completed, whichever is earlier. This provision shall not be required or effective if the Program is discontinued. Consultant is prohibited from using the Program procedures to undertake pre-employment screening of job applicants while this contract is being performed.

If Consultant obtains actual knowledge that a subcontractor performing work under this contract for services knowingly employs or contracts with an illegal alien, Consultant shall:

- a. Notify the subcontractor and the City within three days that the Consultant has actual knowledge that the subcontractor is employing or contracting with an illegal alien; and
- b. Terminate the subcontract with the subcontractor if within three days of receiving the notice required pursuant to this paragraph the subcontractor does not stop employing or contracting with the illegal alien; except that the Consultant shall not terminate the contract with the subcontractor if during such three days the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien.

Consultant shall comply with any reasonable request by the Department of Labor and Employment made in the course of an investigation that the Department is undertaking pursuant to the authority established in C.R.S. Section 8-17.5-102(5).

If Consultant violates a provision of this Contract required pursuant to C.R.S. Section 8-17.5-102, the City may terminate the contract for breach of contract. If the contract is so terminated, the Consultant shall be liable for actual and consequential damages to the City.

**Contractor's Pre-Contract Certification
Regarding Employing Illegal Aliens**

**PROJECT: 2019 COYOTE RUN OPEN SPACE TRAIL CONNECTION
OWNER'S PROJECT NUMBER: 201528-660093
OWNER: CITY OF LOUISVILLE, COLORADO**

The proposer of public services to the City of Louisville identified below (hereafter "the Proposer"), hereby certifies as follows:

That at the time of providing this certification, Proposer does not knowingly employ or contract with an illegal alien; and that Proposer has participated in or attempted to participate in the Basic Pilot Program administered by the United States Department of Homeland Security in order to verify that it does not employ any illegal aliens.

Dated this 23 day of Sept., 2019.

Proposer: Arrow J Landscape & Design, Inc.

By: 
Title: Vice President

SUBJECT: APPROVAL OF 2020 BUDGET FOR URBAN REVITALIZATION DISTRICT

DATE: OCTOBER 15, 2019

**PRESENTED BY: HEATHER BALSER, CITY MANAGER
KEVIN WATSON, FINANCE DIRECTOR**

SUMMARY

The Louisville Revitalization Commission (LRC) must approve a budget each year for the Urban Revitalization District (URD). In accordance with the Cooperation Agreement between the City of Louisville and the LRC, the annual budget proposed by the LRC must be submitted to the Louisville City Council for review and approval prior to final adoption by the LRC.

The LRC is scheduled to make a final review of the proposed budget at their meeting on October 14, 2019. The following table summarizes the proposed budget that staff will present on October 14. If the LRC amends the proposed budget, staff will inform Council at the October 15 meeting. The LRC is scheduled to formally adopt a final budget by resolution on November 18, 2019.

SUBJECT: URD BUDGET AND CALCULATION OF PLEDGED REVENUE**DATE: OCTOBER 15, 2019****PAGE 2 OF 4****Urban Revitalization District
Proposed Budget for 2020**

	2017 Actual	2018 Actual	2019		2020 Budget
			Budget	Estimate	
Beginning Fund Balance	3,398,940	768,444	921,851	921,851	669,581
Revenue:					
Property Tax	795,640	1,259,070	1,615,382	1,675,100	1,998,540
Interest Earnings	21,770	30,379	2,000	25,000	30,000
Total Revenue	817,410	1,289,448	1,617,382	1,700,100	2,028,540
Expenditures:					
Support Services - COL	25,577	34,900	60,000	60,000	60,000
Cap Contr - COL - Underpass	75,000	300,118	948,107	948,110	-
Cap Contr - COL - South St Reconstruct	178,327	24,905	-	-	-
Regional Detention Land Comp - COL	202,500	-	-	-	-
Cap Contr - COL - Undergrounding	-	-	170,000	170,000	-
Cap Contr - COL - Downtown Lights	-	-	70,000	70,000	72,000
TIF Refund - Boulder County	56,035	88,673	115,500	119,770	142,900
TIF Refund - Fire District	-	-	-	-	75,870
TIF Rebate - Loftus Developmen	102,911	192,123	-	-	-
Bond Maint Fees - Paying Agent	6,500	7,150	7,150	7,150	7,150
Professional Services - Investment Fees	3,176	3,484	200	3,500	3,500
Professional Services - Other	1,221	21,870	-	24,470	20,000
Payments from Construction Acct - DELO	2,465,745	127,518	-	-	310,000
Principal-Bonds	-	-	153,391	205,000	355,000
Interest-Bonds	330,914	335,300	344,374	344,370	330,020
Total Expenditures	3,447,906	1,136,041	1,868,722	1,952,370	1,376,440
Ending Fund Balance	768,444	921,851	670,511	669,581	1,321,681

Beginning Fund Balance

Staff is projecting a 2019 ending fund balance of **\$669,581**, which is the beginning fund balance for 2020.

Revenue

Staff has received the *preliminary* 2019 assessed valuation from the Boulder County Assessor. This valuation, along with the overlapping mil levies, will determine the amount of property tax revenue received by the URD during 2020. The *final* assessed valuation will not be available until the end of November.

Based upon the preliminary information, the URD's gross assessed valuation increased from \$61,021,831 in 2018 to \$66,856,634 in 2019. The URD's base assessed valuation

increased from \$41,986,395 in 2018 to \$45,237,015. The difference between the gross valuation and the base valuation equals the incremental valuation, which multiplied by the overlapping levies is the amount of property tax revenue captured by the URD. The URD's incremental assessed valuation for 2019 is \$21,619,619. The overlapping levies are estimated at 93.849 mils. Multiplying these amounts, and accounting for Boulder County's collection fee, results in an estimated property tax revenue of **\$1,998,540** for 2020. The actual amount of overlapping levies will not be known until all entities certify their levies to Boulder County in December.

Interest Earnings are currently proposed at **\$30,000** for 2020. This amount is based on an expected rate of return and the amount and timing of budgeted revenue and expenditures.

Expenditures

Support Services are payments to the City of Louisville for services such as accounting, budget, revenue collection, disbursements, debt administration, and general administration. The proposed 2020 budget is **\$60,000**.

The LRC agreed to assist the City with funding for the Downtown Lights Project in the amount of **\$72,000** for 2020.

Under the Tri-Party Agreement, the URD is required to remit 7.15% of net property tax revenue back to Boulder County. The proposed budget for 2020 is **\$142,900**.

The LRC has been in discussions with the Louisville Fire District about refunding a portion of the property tax revenue captured through the Fire District's overlapping levy. The proposed budget amount of **\$75,870** assumes:

- A 25% refund of the Fire District's current 6.686 mil levy; plus
- A 100% refund of the Fire District's new levy, estimated at 3.900 mils.

Note: Unlike the refund to Boulder County, this refund can only be calculated on the incremental valuation outside the Core Area.

This is a placeholder as the Fire District has asked to put further consideration of the agreement on hold until after the November election. After the election, the Fire District will assess their needs and determine if the current agreement is still appropriate, and/or warrants changes.

Bond Maintenance Fees (**\$7,150**) are fees charged by the Paying Agent for the 2014 Property Tax Increment Revenue Bonds. Investment Fees (**\$3,500**) include fees charged by US Bank to maintain the DELO Construction Account and fees charged by the City of Louisville's Investment Advisor for funds on deposit at the City.

Professional Services includes a proposed 2020 budget of **\$20,000** for possible 3rd party reviews of TIF agreements in 2020.

Payments from the DELO Construction Account are disbursements made by US Bank at the LRC’s request. These are the disbursements from the 2014 Property Tax Increment Revenue Bond proceeds, the owner’s funds, and the City’s storm drainage contributions, for the benefit of the DELO Construction Project. The proposed budget of **\$310,000** approximates the remaining balance in the account.

The 2014 Property Tax Increment Revenue Bonds are *accretion* and *cash flow* bonds that were issued in 2014-2015 in the amount of \$4.5 million. Under this bond structure, the URD calculates an annual amount of “pledged revenue” and deposits it with the Paying Agent who then remits it to the bond holder(s). The pledged revenue calculation is defined in the Bond Resolution. If the annual calculation does not cover all interest due, the remaining interest is compounded as accreted interest.

With assistance from Bond Counsel and based on definitions within the Bond Resolution, staff modified the pledged revenue calculation from what has been used in the past, which resulted in a greater amount of revenue pledged to debt service. This adjusted calculation has been implemented for both the 2019 estimate and the 2020 proposed budget. The 2020 proposed budget includes **\$355,000** in principal and **\$330,020** in interest.

Ending Fund Balance

The proposed budget calculates a 2020 ending fund balance of **\$1,321,681**.

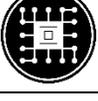
RECOMMENDATION:

Staff recommends that the City Council approve the 2020 budget for the Urban Revitalization District.

ATTACHMENTS:

None

STRATEGIC PLAN IMPACT:

<input checked="" type="checkbox"/>	 Financial Stewardship & Asset Management	<input type="checkbox"/>	 Reliable Core Services
<input type="checkbox"/>	 Vibrant Economic Climate	<input type="checkbox"/>	 Quality Programs & Amenities
<input type="checkbox"/>	 Engaged Community	<input type="checkbox"/>	 Healthy Workforce
<input type="checkbox"/>	 Supportive Technology	<input type="checkbox"/>	 Collaborative Regional Partner

**SUBJECT: APPROVAL OF RESOLUTION NO. 35, SERIES 2010 – A
RESOLUTION APPROVING A PROPOSED 2020 OPERATING
PLAN AND BUDGET OF THE MAIN STREET LOUISVILLE
BUSINESS IMPROVEMENT DISTRICT**

DATE: OCTOBER 15, 2019

PRESENTED BY: MEREDYTH MUTH, CITY CLERK

SUMMARY:

The Main Street Louisville Business Improvement District (BID) is required to have its annual Operating Plan and Budget approved by the City Council as set forth in C.R.S. §31-25-1211. The November 2000 election to raise downtown taxes to support the BID failed. Since then, the BID has submitted annual budgets of \$0.00 and continues the same for 2020.

Although the election to raise funds for the BID failed (because the vote was a tie), the BID will continue to exist until such time as the Board of Directors decides to go through the appropriate dissolution process. At this time, the Board of Directors is planning to continue with the BID and may attempt another election to pass a mill levy increase at some point in the future.

Board Vacancies

New Board members are appointed by the City Council from the "electors" of the BID, defined in C.R.S. §31-25-1209(1)(b). "Elector" is defined in C.R.S. §31-25-1203(4). An eligible elector must meet one of the following;

- Makes his primary dwelling place in the district; or
- Owns taxable real or personal property within the boundaries of the district; or
- A holder of a leasehold interest in taxable real or personal property within the boundaries of the district; or
- A the natural person designated by an owner or lessee of taxable real or personal property in the district which is not a natural person to vote for such owner or lessee. Such designation must be in writing and filed with the secretary of the district. Only one such person may be designated by an owner or lessee.

The BID District has not pursued certifying additional electors (to increase the availability of eligible board members) since there is no pending mill levy vote and appropriation. Few electors are willing to be recommended since the District doesn't have funding to pursue projects. Should a mill levy vote be pursued, the BID District will certify additional electors and ask City Council to appoint additional Directors.

The Board of Directors of the BID is appointed by the City Council after a recommendation is made by the BID. The recommendations for the 2019 Board of Directors from the BID are:

Ronda Grassi, Assistant Secretary/Treasurer
Erik Hartronft, Assistant Secretary/Treasurer

Please see the attached Operating Plan and Budget for further information.

District Boundaries

The current BID District boundary is attached. A few notable properties are not within the district including; the Grain Elevator properties, 500 County Road, 640 Main Street (the former Blue Parrot), and DeLo. These property owners are interested in being included in the District, but want more information about the intended uses of future revenues should they be approved prior to petitioning to be in the District. Should discussions advance in establishing a mill levy, further discussions with property owners within and outside the district will occur.

FISCAL IMPACT:

None

RECOMMENDATION:

Approve resolution.

ATTACHMENT(S):

1. Resolution No. 35, Series 2018
2. 2020 Operating Plan and Budget for the Main Street Louisville Business Improvement District

STRATEGIC PLAN IMPACT:

<input type="checkbox"/>	 Financial Stewardship & Asset Management	<input type="checkbox"/>	 Reliable Core Services
<input type="checkbox"/>	 Vibrant Economic Climate	<input type="checkbox"/>	 Quality Programs & Amenities
<input type="checkbox"/>	 Engaged Community	<input type="checkbox"/>	 Healthy Workforce
<input type="checkbox"/>	 Supportive Technology	<input checked="" type="checkbox"/>	 Collaborative Regional Partner

**RESOLUTION NO. 35
SERIES 2019**

**A RESOLUTION APPROVING A PROPOSED 2020 OPERATING PLAN AND
BUDGET OF THE MAIN STREET LOUISVILLE BUSINESS IMPROVEMENT
DISTRICT**

WHEREAS, in 2000, the City of Louisville (the "City") approved the formation of the Main Street Louisville Business Improvement District (the "District") within the City;

WHEREAS, as required by Section §31-25-1211, C.R.S., an operating plan (the "Plan") and proposed budget (the "Budget") for the year 2020 was filed with the City Clerk on September 27, 2019; and

WHEREAS, the City Council has determined that the Revised Plan and Budget should be approved.

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

Section 1. Findings and Determinations. The City Council hereby approves the 2020 Operating Plan and Budget of the Main Street Louisville Business Improvement District.

Section 2. Severability Clause. If any section, paragraph, clause, or provisions of this resolution shall for any reason be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause, or provisions shall in no manner affect any remaining provisions of this resolution.

Section 3. This resolution shall be effective upon its approval by the City Council.

PASSED AND ADOPTED this 15th day of October, 2019.

Robert P. Muckle, Mayor

ATTEST:

Meredyth Muth, City Clerk

2020 Operating Plan and Budget

**MAIN STREET
LOUISVILLE
BUSINESS
IMPROVEMENT
DISTRICT**

City of Louisville, Boulder County, Colorado

Spencer Fane LLP

2020
OPERATING PLAN AND BUDGET FOR
THE
MAIN STREET LOUISVILLE BUSINESS IMPROVEMENT
DISTRICT

INTRODUCTION

The Main Street Louisville Business Improvement District ("BID") was organized by City of Louisville Ordinance Number 1342, Series 2000 on August 15, 2000 ("Organizational Ordinance").

By state statute, specifically Section 31-25-1211, C.R.S., by September 30 of each year, the BID is required to submit an operating plan and budget to the City for review and approval.

Over the years, the Board has held a series of Board meetings to discuss the future of the BID, the possibility of a TABOR election, and inclusion of additional property in the District; however, the District has not undertaken substantive activity in the last year and is in the process of considering its future plans and options. The District would like to remain in a holding pattern until its plans become clearer.

OPERATING PLAN CONTENTS

Pursuant to the provisions of the Business Improvement District Act, Section 31-25-1201, et seq., Colorado Revised Statutes, as amended, the Operating Plan is to specifically identify:

1. the composition of the Board of Directors,
2. the services and improvements to be provided by the District,
3. the taxes, fees, and assessments to be imposed by the District,
4. the estimated principal amount of the bonds to be issued by the District, and
5. such other information as the City may require. Each of these five items is described below.

COMPOSITION OF THE BOARD OF DIRECTORS

Under the Organizational Ordinance, the Board of Directors of the District was appointed by the City Council. All Board members must, by law, be electors of the District. The current members of the Board of Directors are:

Ronda Grassi, Assistant Secretary/Treasurer
Erik Hartronft, Assistant Secretary/Treasurer

The Director Sheet attached as Exhibit 3 provides more detailed information. By approval of this 2020 Operating Plan, City Council confirms appointment of the above listed Directors. There are six vacancies on the Board at this time.

Future appointments shall be made by the City in accordance with the previously approved operating plans.

DESCRIPTION OF IMPROVEMENTS AND SERVICES; TAXES, FEES, AND ASSESSMENTS; PRINCIPAL AMOUNT OF BONDS

Given the current situation, the 2020 Operating Plan and Budget descriptions of (a) improvements and services, (b) taxes, fees, and assessments, (c) principal amount of bonds, and (d) other features of the BID will be simply the same as the 2000-2001 Operating Plan and Budget as approved by the City upon organization of the District.

The prior operating plan had indicated that the BID would be certifying a mill levy to collect taxes in 2001; instead, no BID taxes have been collected to date, nor will be collected in 2019.

The BID submitted a proposal to the City/LRC for potential tax sharing; however, plans for the downtown area and revenue projections are evolving, and the agreement has not advanced out of the proposal stage.

The BID is aware of the City's potential interest in using it for implementation of the Downtown Louisville Parking & Pedestrian Action Plan and looks forward to working with the City on the Plan.

ADDITIONAL INFORMATION; CITY OVERSIGHT OF DISTRICT ACTIVITIES

The following is a brief report of BID activities requires for the past year:

1. District Name: Main Street Louisville Business Improvement District.
2. District Contact Person, address, telephone number, fax number: Norman F. (Rick) Kron, Jr., attorney for the District, Spencer Fane LLP, 1700 Lincoln Street, Suite 2000, Denver, Colorado 80203. Telephone – Direct: (303) 839-3704, Fax Number: (303) 839-3838.

3. Board of Director names, addresses, telephone numbers, fax numbers where applicable: Please see list provided in the text above, and Exhibit 3.
4. District Map: Please see Exhibit 1.
5. Current Budget: Please see Exhibit 2.
6. Most Recent Audit or Audit Exemption Application: Please see Exhibit 4.
7. Copy of any filing required by or for the State Securities Commissioner: No bonds have been issued, therefore none has been required.
8. A list of all intergovernmental agreements of the District: None.
9. Any alteration or revision to the debt service schedules provided in the operating plan: None.
10. A list of all lease-purchase agreements and a summary of the terms: None.
11. A description of activities performed in the last budget year: Organization of the District was by ordinance on August 15, 2000. The Board's organizational meeting, following all required notices, was held on August 28, 2000 at which time various administrative tasks were performed. Activity in the BID essentially stopped after the November 2000 election when the authority to levy a tax was not passed by a majority of the electors of the District who voted in the election (the vote was tied). The attorney for the District Norman F. (Rick) Kron, Jr. of Spencer Fane LLP has been working with the Board on maintaining the BID. He has suggested the possibility of funding the BID using special assessments rather than property taxes, but the idea has not gone beyond the concept stage.
12. An Operating Plan description of activities to be performed in the next budget year (similar to this plan, although shortened) and a Budget for that year: Please see the text above and the Exhibits attached hereto.

CONCLUSION

The BID Board would like to take this opportunity to thank the City Council and City Staff for their assistance in the organization of the BID. Under Section 31-25-1211, C.R.S., the City is to approve or disapprove the Operating Plan and Budget within 30 days of the receipt of required documentation. The Board respectfully requests the adoption of a resolution or ordinance of approval.

EXHIBIT 1
District Map

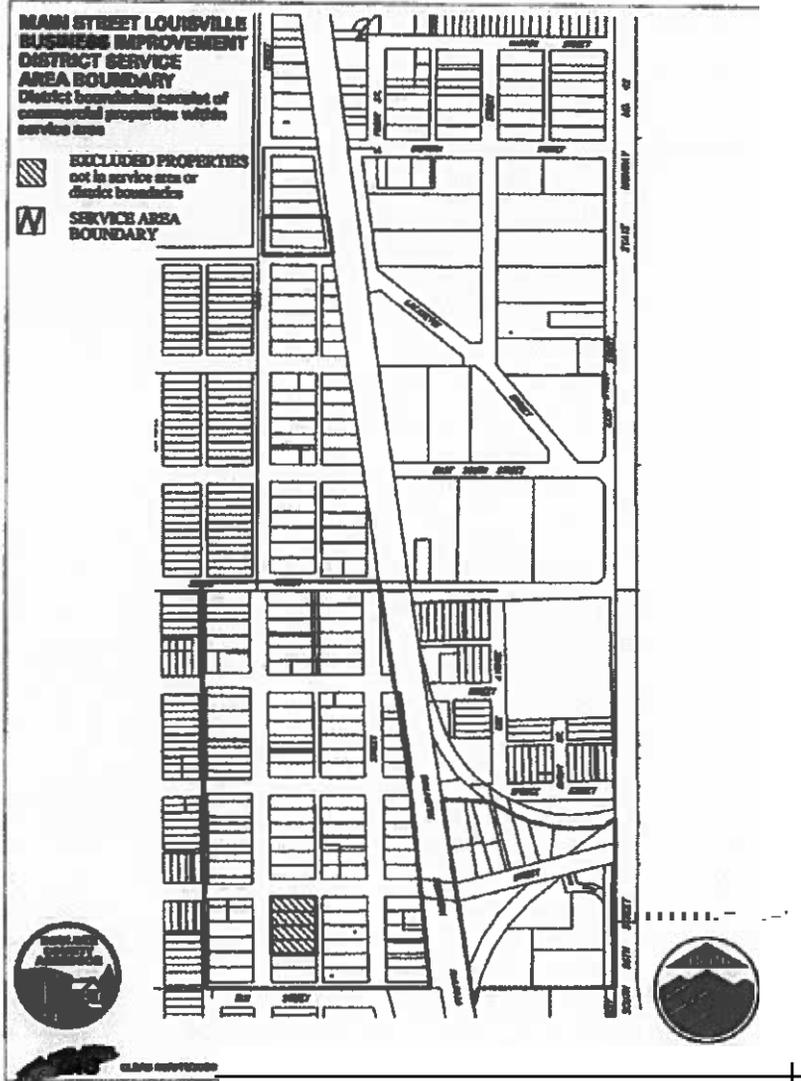


EXHIBIT 2
Main Street Louisville Business Improvement District
Budget - 2020

<u>Revenues</u>	2018 Actual	2019 Budget	2019 YTD and Projected	2020 Budget
Property taxes	0	0	0	0
S.O. taxes	0	0	0	0
Landowner advances	0	0	0	0
Fees and charges	0	0	0	0
Bond proceeds	0	0	0	0
Other	0	0	0	0
Total	0	0	0	0
<u>Expenditures</u>				
Accounting	0	0	0	0
Auditing	0	0	0	0
Legal	0	0	0	0
Engineering	0	0	0	0
Management	0	0	0	0
Landowner reimbursement	0	0	0	0
Capital projects	0	0	0	0
Debt service	0	0	0	0
Other	0	0	0	0
Held in reserve	0	0	0	0
Total	0	0	0	0

Notes to Budget:

1. A mill levy of “zero” will be certified on or before December 15, 2019.
2. A few expenses incurred on behalf of the District were paid by the Louisville Downtown Business Association or by Spencer Fane LLP from a corporate account. No provision for repayment of these costs has been made or is currently contemplated.

EXHIBIT 3
Board of Directors Contact Information

Rondi Grassi, Assistant Secretary/Treasurer
CADCO, Inc.
916 Main Street
Louisville, CO 80027
Term: Appt 8/15/2000
Phone: 303-665-7892
Email: ronda@cadcoinc.com

Erik Hartronft, Assistant Secretary/Treasurer
Hartronft Associates, P.C.
950 Spruce Street, Suite 1A
Louisville, CO 80027
Term: Appt 8/15/2000
Phone: 303-673-9304
Fax: 303-673-9319
Email: erik@hapcdesign.com

Board Vacancy

Board Vacancy

Board Vacancy

Board Vacancy

Board Vacancy

Board Vacancy

EXHIBIT 4
Audit Exemption

APPLICATION FOR EXEMPTION FROM AUDIT

SHORT FORM

IF EITHER REVENUES OR EXPENDITURES EXCEED \$100,000, USE THE LONG FORM.

Under the Local Government Audit Law (Section 29-1-601, et seq., C.R.S.) any local government may apply for an exemption from audit if neither revenues nor expenditures exceed \$750,000 in the year.

EXEMPTIONS FROM AUDIT ARE NOT AUTOMATIC

To qualify for exemption from audit, a local government must complete an Application for Exemption from Audit EACH YEAR and submit it to the Office of the State Auditor (OSA).

Any preparer of an Application for Exemption from Audit-SHORT FORM must be a person skilled in governmental accounting.

Approval for an exemption from audit is granted only upon the review by the OSA.

READ ALL INSTRUCTIONS BEFORE COMPLETING AND SUBMITTING THIS FORM

ALL APPLICATIONS MUST BE FILED WITH THE OSA WITHIN 3 MONTHS AFTER THE ACCOUNTING YEAR-END.

FOR EXAMPLE, APPLICATIONS MUST BE RECEIVED BY THE OSA ON OR BEFORE MARCH 31 FOR GOVERNMENTS WITH A DECEMBER 31 YEAR-END.

GOVERNMENTAL ACTIVITY SHOULD BE REPORTED ON THE MODIFIED ACCRUAL BASIS
PROPRIETARY ACTIVITY SHOULD BE REPORTED ON A BUDGETARY BASIS

POSTMARK DATES WILL NOT BE ACCEPTED AS PROOF OF SUBMISSION ON OR BEFORE THE STATUTORY DEADLINE

PRIOR YEAR FORMS ARE OBSOLETE AND WILL NOT BE ACCEPTED. FOR YOUR REFERENCE, COLORADO REVISED STATUTES CAN BE FOUND AT:

APPLICATIONS SUBMITTED ON FORMS OTHER THAN THOSE PRESCRIBED BY THE OSA WILL NOT BE ACCEPTED.

<http://www.lexisnexis.com/hottopics/Colorado/>

APPLICATIONS MUST BE FULLY AND ACCURATELY COMPLETED.

CHECKLIST

- Has the preparer signed the application?
- Has the entity corrected all Prior Year Deficiencies as communicated by the OSA?
- Has the application been PERSONALLY reviewed and approved by the governing body?
- Did you include any relevant explanations for unusual items in the appropriate spaces at the end of each section?
- Will this application be submitted via Fax or Email?
 - If yes, have you read and understand the new Electronic Signature Policy? See new policy -> [here](#)
 - or--
 - If yes, have you included a resolution?
 - Does the resolution state that the governing body PERSONALLY reviewed and approved the resolution in an open public meeting?
 - Has the resolution been signed by a MAJORITY of the governing body? (See sample resolution.)
- Will this application be submitted via a mail service? (e.g. US Post Office, FedEx, UPS, courier.)
 - If yes, does the application include ORIGINAL INK SIGNATURES from the MAJORITY of the governing body?

FILING METHODS

NEW METHOD! Register and submit your Applications at our new portal!

WEB PORTAL: <https://apps.leg.co.gov/osa/lg>

MAIL: Office of the State Auditor
Local Government Audit Division
1525 Sherman St., 7th Floor
Denver, CO 80203

FAX: 303-869-3061

EMAIL: osa.lg@state.co.us

QUESTIONS? 303-869-3000

IMPORTANT!

All Applications for Exemption from Audit are subject to review and approval by the Office of the State Auditor.

Governmental Activity should be reported on the Modified Accrual Basis

Proprietary Activity should be reported on the Cash or Budgetary Basis

Failure to file an application or denial of the request could cause the local government to lose its exemption from audit for that year and the ensuing year.

In that event, AN AUDIT SHALL BE REQUIRED.

APPLICATION FOR EXEMPTION FROM AUDIT

SHORT FORM

NAME OF GOVERNMENT
ADDRESS

Main Street Louisville Business Improvement District
c/o Spencer Fane LLP
1700 Lincoln Street, Suite 2000
Denver, CO 80203
Norman F. Kron and Ronald L. Fano
303-839-3800
rkron@spencerfane.com rfano@spencerfane.com

For the Year Ended
12/31/18
or fiscal year ended:

CONTACT PERSON
PHONE
EMAIL
FAX

PART 1 - CERTIFICATION OF PREPARER

I certify that I am skilled in governmental accounting and that the information in the application is complete and accurate, to the best of my knowledge.

NAME:
TITLE
FIRM NAME (if applicable)
ADDRESS
PHONE
DATE PREPARED

Becky Johnson
Paralegal
Spencer Fane LLP
1700 Lincoln Street, Suite 2000, Denver, CO 80203
303-839-3800
22-Mar-19

PREPARER (SIGNATURE REQUIRED)

Becky Johnson

Please indicate whether the following financial information is recorded using Governmental or Proprietary fund types

GOVERNMENTAL
(MODIFIED ACCRUAL BASIS)

PROPRIETARY
(CASH OR BUDGETARY BASIS)

PART 2 - REVENUE

REVENUE: All revenues for all funds must be reflected in this section, including proceeds from the sale of the government's land, building, and equipment, and proceeds from debt or lease transactions. Financial information will not include fund equity information.

Line#	Description	Round to nearest Dollar	Please use this space to provide any necessary explanations
2-1	Taxes: Property (report mills levied in Question 10-6)	\$ -	
2-2	Specific ownership	\$ -	
2-3	Sales and use	\$ -	
2-4	Other (specify):	\$ -	
2-5	Licenses and permits	\$ -	
2-6	Intergovernmental: Grants	\$ -	
2-7	Conservation Trust Funds (Lottery)	\$ -	
2-8	Highway Users Tax Funds (HUTF)	\$ -	
2-9	Other (specify):	\$ -	
2-10	Charges for services	\$ -	
2-11	Fines and forfeits	\$ -	
2-12	Special assessments	\$ -	
2-13	Investment income	\$ -	
2-14	Charges for utility services	\$ -	
2-15	Debt proceeds (should agree with line 4-4, column 2)	\$ -	
2-16	Lease proceeds	\$ -	
2-17	Developer Advances received (should agree with line 4-4)	\$ -	
2-18	Proceeds from sale of capital assets	\$ -	
2-19	Fire and police pension	\$ -	
2-20	Donations	\$ -	
2-21	Other (specify):	\$ -	
2-22		\$ -	
2-23		\$ -	
2-24	(add lines 2-1 through 2-23) TOTAL REVENUE	\$ -	

PART 3 - EXPENDITURES

EXPENDITURES: All expenditures for all funds must be reflected in this section, including the purchase of capital assets and principal and interest payments on long-term debt. Financial information will not include fund equity information.

Line#	Description	Round to nearest Dollar	Please use this space to provide any necessary explanations
3-1	Administrative	\$ -	
3-2	Salaries	\$ -	
3-3	Payroll taxes	\$ -	
3-4	Contract services	\$ -	
3-5	Employee benefits	\$ -	
3-6	Insurance	\$ -	
3-7	Accounting and legal fees	\$ -	
3-8	Repair and maintenance	\$ -	
3-9	Supplies	\$ -	
3-10	Utilities and telephone	\$ -	
3-11	Fire/Police	\$ -	
3-12	Streets and highways	\$ -	
3-13	Public health	\$ -	
3-14	Culture and recreation	\$ -	
3-15	Utility operations	\$ -	
3-16	Capital outlay	\$ -	
3-17	Debt service principal (should agree with Part 4)	\$ -	
3-18	Debt service interest	\$ -	
3-19	Repayment of Developer Advance Principal (should agree with line 4-4)	\$ -	
3-20	Repayment of Developer Advance Interest	\$ -	
3-21	Contribution to pension plan (should agree to line 7-2)	\$ -	
3-22	Contribution to Fire & Police Pension Assoc. (should agree to line 7-2)	\$ -	
3-23	Other (specify):	\$ -	
3-24		\$ -	
3-25		\$ -	
3-26	(add lines 3-1 through 3-24) TOTAL EXPENDITURES	\$ -	

If TOTAL REVENUE (Line 2-24) or TOTAL EXPENDITURES (Line 3-26) are GREATER than \$100,000 - STOP. You may not use this form. Please use the "Application for Exemption from Audit - LONG FORM".

PART 4 - DEBT OUTSTANDING, ISSUED, AND RETIRED

Please answer the following questions by marking the appropriate boxes.

- 4-1 Does the entity have outstanding debt? Yes No
 If Yes, please attach a copy of the entity's Debt Repayment Schedule.
- 4-2 Is the debt repayment schedule attached? If no, MUST explain: Yes No

- 4-3 Is the entity current in its debt service payments? If no, MUST explain: Yes No

4-4 Please complete the following debt schedule, if applicable: (please only include principal amounts)(enter all amount as positive numbers)

	Outstanding at end of prior year*	Issued during year	Retired during year	Outstanding at year-end
General obligation bonds	\$ -	\$ -	\$ -	\$ -
Revenue bonds	\$ -	\$ -	\$ -	\$ -
Notes/Loans	\$ -	\$ -	\$ -	\$ -
Leases	\$ -	\$ -	\$ -	\$ -
Developer Advances	\$ -	\$ -	\$ -	\$ -
Other (specify):	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -

*must tie to prior year ending balance

- Please answer the following questions by marking the appropriate boxes.
- 4-5 Does the entity have any authorized, but unissued, debt? Yes No
 If yes: How much? \$ -
 Date the debt was authorized: _____
- 4-6 Does the entity intend to issue debt within the next calendar year? Yes No
 If yes: How much? \$ -
- 4-7 Does the entity have debt that has been refinanced that it is still responsible for? Yes No
 If yes: What is the amount outstanding? \$ -
- 4-8 Does the entity have any lease agreements? Yes No
 If yes: What is being leased? _____
 What is the original date of the lease? _____
 Number of years of lease? _____
 Is the lease subject to annual appropriation? Yes No
 What are the annual lease payments? \$ -

Please use this space to provide any explanations or comments:

PART 5 - CASH AND INVESTMENTS

Please provide the entity's cash deposit and investment balances

	Amount	Total
5-1 YEAR-END Total of ALL Checking and Savings Accounts	\$ -	
5-2 Certificates of deposit	\$ -	
Total Cash Deposits		\$ -
Investments (if investment is a mutual fund, please list underlying investments):		
_____	\$ -	
_____	\$ -	
_____	\$ -	
5-3 Total Investments		\$ -
Total Cash and Investments		\$ -

- Please answer the following questions by marking in the appropriate boxes
- 5-4 Are the entity's Investments legal in accordance with Section 24-75-601, et. seq., C.R.S.? Yes No N/A
- 5-5 Are the entity's deposits in an eligible (Public Deposit Protection Act) public depository (Section 11-10.5-101, et seq. C.R.S.)? Yes No N/A

If no, MUST use this space to provide any explanations:

PART 6 - CAPITAL ASSETS

Please answer the following questions by marking in the appropriate boxes.

Yes No

- 6-1 Does the entity have capital assets? Yes No
- 6-2 Has the entity performed an annual inventory of capital assets in accordance with Section 29-1-506, C.R.S.? If no, MUST explain: Yes No

6-3 Complete the following capital assets table:

	Balance - beginning of the year*	Additions (Must be included in Part 3)	Deletions	Year-End Balance
Land	\$ -	\$ -	\$ -	\$ -
Buildings	\$ -	\$ -	\$ -	\$ -
Machinery and equipment	\$ -	\$ -	\$ -	\$ -
Furniture and fixtures	\$ -	\$ -	\$ -	\$ -
Infrastructure	\$ -	\$ -	\$ -	\$ -
Construction In Progress (CIP)	\$ -	\$ -	\$ -	\$ -
Other (explain):	\$ -	\$ -	\$ -	\$ -
Accumulated Depreciation	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -

Please use this space to provide any explanations or comments:

PART 7 - PENSION INFORMATION

Please answer the following questions by marking in the appropriate boxes.

Yes No

- 7-1 Does the entity have an "old hire" firemen's pension plan? Yes No
- 7-2 Does the entity have a volunteer firemen's pension plan? Yes No

If yes: Who administers the plan?

Indicate the contributions from:

Tax (property, SO, sales, etc.):	\$ -
State contribution amount:	\$ -
Other (gifts, donations, etc.):	\$ -
TOTAL	\$ -

What is the monthly benefit paid for 20 years of service per retiree as of Jan

Please use this space to provide any explanations or comments:

PART 8 - BUDGET INFORMATION

Please answer the following questions by marking in the appropriate boxes.

Yes No N/A

- 8-1 Did the entity file a budget with the Department of Local Affairs for the current year in accordance with Section 29-1-113 C.R.S.? Yes No N/A

- 8-2 Did the entity pass an appropriations resolution, in accordance with Section 29-1-108 C.R.S.? If no, MUST explain: Yes No N/A

If yes: Please indicate the amount budgeted for each fund for the year reported:

All Funds	Mill Levy is 0.000, with \$0 collected

PART 9 - TAXPAYER'S BILL OF RIGHTS (TABOR)

Please answer the following question by marking in the appropriate box

- | | | Yes | No |
|------------|---|-------------------------------------|--------------------------|
| 9-1 | Is the entity in compliance with all the provisions of TABOR [State Constitution, Article X, | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | Note: An election to exempt the government from the spending limitations of TABOR does not exempt the government from the 3 percent emergency reserve requirement. All governments should determine if they meet this requirement of TABOR. | | |

If no, MUST explain:

PART 10 - GENERAL INFORMATION

Please answer the following questions by marking in the appropriate boxes.

- | | | Yes | No |
|-------------|---|--------------------------|-------------------------------------|
| 10-1 | Is this application for a newly formed governmental entity? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| If yes: | Date of formation: <input style="width: 450px; height: 15px;" type="text"/> | | |
| 10-2 | Has the entity changed its name in the past or current year? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| If yes: | Please list the NEW name & PRIOR name:
<input style="width: 600px; height: 15px;" type="text"/> | | |
| 10-3 | Is the entity a metropolitan district? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| | Please indicate what services the entity provides:
<input style="width: 600px; height: 15px;" type="text"/> | | |
| 10-4 | Does the entity have an agreement with another government to provide services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| If yes: | List the name of the other governmental entity and the services provided:
<input style="width: 600px; height: 15px;" type="text"/> | | |
| 10-5 | Has the district filed a Title 32, Article 1 Special District Notice of Inactive Status during | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| If yes: | Date Filed: <input style="width: 450px; height: 15px;" type="text"/> | | |
| 10-6 | Does the entity have a certified Mill Levy? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| If yes: | Please provide the following <u>mills</u> levied for the year reported (do not report \$ amounts): | | |

Bond Redemption mills	-
General/Other mills	-
Total mills	-

Please use this space to provide any explanations or comments:

PART 11 - GOVERNING BODY APPROVAL

Please answer the following question by marking in the appropriate box

YES

NO

12-1

If you plan to submit this form electronically, have you read the new Electronic Signature Policy?

Office of the State Auditor — Local Government Division - Exemption Form Electronic Signatures Policy and Procedure

Policy - Requirements

The Office of the State Auditor Local Government Audit Division may accept an electronic submission of an application for exemption from audit that includes governing board signatures obtained through a program such as DocuSign or Echosign. Required elements and safeguards are as follows:

- The preparer of the application is responsible for obtaining board signatures that comply with the requirement in Section 29-1-604 (3), C.R.S., that states the application shall be personally reviewed, approved, and signed by a majority of the members of the governing body.
- The application must be accompanied by the signature history document created by the electronic signature software. The signature history document must show when the document was created and when the document was emailed to the various parties, and include the dates the individual board members signed the document. The signature history must also show the individuals' email addresses and IP address.
- Office of the State Auditor staff will not coordinate obtaining signatures.

The application for exemption from audit form created by our office includes a section for governing body approval. Local governing boards note their approval and submit the application through one of the following three methods:

- 1) Submit the application in hard copy via the US Mail including original signatures.
- 2) Submit the application electronically via email and either,
 - a. Include a copy of an adopted resolution that documents formal approval by the Board, or
 - b. Include electronic signatures obtained through a software program such as DocuSign or Echosign in accordance with the requirements noted above.

Print the names of ALL current governing board members below

A MAJORITY of the governing board members must complete and sign in the column below

Board Member
1

Print Board Member's Name

Erik Hartoft

I, Erik Hartoft, attest I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit.

Signed _____

Date: _____

My term Expires: no expiration date

Board Member
2

Print Board Member's Name

Ronda Grassi

I, Ronda Grassi, attest I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit.

Signed Ronda Grassi

Date: 3/26/2019

My term Expires: no expiration date

Board Member
3

Print Board Member's Name

I _____, attest I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit.

Signed _____

Date: _____

My term Expires: _____

Board Member
4

Print Board Member's Name

I _____, attest I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit.

Signed _____

Date: _____

My term Expires: _____

Board Member
5

Print Board Member's Name

I _____, attest I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit.

Signed _____

Date: _____

My term Expires: _____

Board Member
6

Print Board Member's Name

I _____, attest I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit.

Signed _____

Date: _____

My term Expires: _____

Board Member
7

Print Board Member's Name

I _____, attest I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit.

Signed _____

Date: _____

My term Expires: _____

Print the names of ALL current governing board members below

A MAJORITY of the governing board members must complete and sign in the column below.

Board Member	Print Board Member's Name	I, _____, attest I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit. Signed _____ Date: _____ My term Expires: no expiration date
1	Erik Hartoft	I, Erik Hartoft, attest I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit. Signed _____ Date: 3-26-19 My term Expires: no expiration date
2	Ronda Grassi	I, Ronda Grassi, attest I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit. Signed _____ Date: _____ My term Expires: no expiration date
3		I _____, attest I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit. Signed _____ Date: _____ My term Expires: _____
4		I _____, attest I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit. Signed _____ Date: _____ My term Expires: _____
5		I _____, attest I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit. Signed _____ Date: _____ My term Expires: _____
6		I _____, attest I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit. Signed _____ Date: _____ My term Expires: _____
7		I _____, attest I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit. Signed _____ Date: _____ My term Expires: _____

SUBJECT: 2019 3rd QUARTER REVITALIZATION COMMISSION REPORT TO CITY COUNCIL

DATE: OCTOBER 15, 2019

PRESENTED BY: HEATHER BALSER, CITY MANAGER

SUMMARY:

Staff prepared this quarterly report to summarize the Louisville Revitalization Commission's (LRC) meetings for the 3rd Quarter of 2019.

DISCUSSION:

July 2019

Items on the agenda included:

- Project Updates
 - Parcel O – Planning and Building Safety Director Rob Zuccaro provided an update. Staff has been working with property owners on a General Development Plan amendment for parts of Parcel O. The property is under contract with Ascent Church.
 - Terraces on Main – This item went before City Council on June 11, 2019. It was continued to September 17, 2019. Staff is obtaining quotes for a 3rd party review. LRC will pay for the 3rd party review.
- LRC Criteria Approved by City Council on June 11, 2019 for Consideration and Approval by LRC
 - Criteria for urban renewal assistance was reviewed. This document gives developers a roadmap. Criteria was approved by the LRC.

Link to meeting agenda:

<https://www.louisvilleco.gov/home/showdocument?id=23722>

August 2019

- Discussion/Direction of Agreement Regarding Property Tax TIF Revenue Sharing, Highway 42 Revitalization Area
 - There was a discussion on draft agreement with the Louisville Fire Protection District (LFPD). There are no funds from the core area to share with the Fire District; there are areas outside the core. Staff is re-looking at this and will bring numbers back to the LRC. LFPD said they will ask for 3.9 mill in the next election.
- Consideration of Approval of Resolution 10-01, Approving an Agreement with Economic and Planning Systems, Inc. for Consulting Services

- An agreement for a 3rd party review of financial information provided on TIF rebate assistance application for the Terraces on Main project was considered and approved by resolution.
- Discussion/Direction of Preliminary 2020 LRC Budget and Possible 2019 Budget Amendment
 - Finance Director Kevin Watson went over preliminary numbers, noting they are preliminary because 2019 property tax numbers have not come in from the County. Watson reviewed the budget showing 2017, 2018, and 2019 estimates for year-end noting anything that could possibly be amended. This gives a better look at end of 2019 fund balance to start with 2020 budgeting.
- Discussion/Direction of LRC Regular Meeting date and time, 2nd Monday of the month at 7:30 am
 - Discussion of amending bylaws to allow the LRC to establish its calendar year, date and time at the beginning of each calendar year to allow some flexibility for LRC to change meeting dates. Staff will come back with updated bylaws.

Link to meeting agenda:

<https://www.louisvilleco.gov/home/showdocument?id=24018>

September 2019

- Transportation Master Plan presentation
 - Planning and Building Safety Director Rob Zuccaro walked LRC through the first ever Transportation Master Plan (TMP). City Council will review and possibly adopt on October 1st. If Council approves, this can be brought back to LRC to see what projects LRC can prioritize for possible funding within the Urban Renewal Area.
- Discussion/Direction of 2020 LRC Budget and 2019 Budget Amendments
 - Finance Director Kevin Watson presented a proposed 2020 budget for the Urban Revitalization District. Director Watson also discussed changes to the pledged revenue calculation that were included in the budget. The Commission moved to direct staff to a public hearing on the budget at the October 14 LRC Meeting and to present to the City Council on October 15.
- Discussion/Direction of Agreement regarding Property Tax TIF Revenue Sharing, Highway 42 Revitalization Area
 - Attorney Kathleen Kelly presented an amended property tax sharing agreement with the Louisville Fire District. Commission approved the amended agreement and moved to send to City Council for approval.
- Approval of Bylaw Changes Regarding Regular Meeting Date and Time

SUBJECT: 2019 Q3 LRC QUARTERLY REPORT

DATE: OCTOBER 15, 2019

PAGE 3 OF 3

- Every January time and date would be decided upon. Request for Section 5 to be revised to reflect current conditions. Bylaws to be amended and brought back at next meeting.
- Election of Vice Chair
 - Rob Lathrop's departure left a vacancy for Vice Chair. Commissioner Adler was nominated for Vice Chair and accepted the position.
- LRC Open Government Training - October 23, 2019
 - City Manager Balsler noted the upcoming training stating that Chair Fisher, Commissioners Tofte and Baskett are due for training and that everyone is welcome.

Link to meeting agenda:

<https://www.louisvilleco.gov/home/showdocument?id=24324>

LRC Budget

The LRC's 2019 Budget may be found at the below link.

<http://www.louisvilleco.gov/Home/ShowDocument?id=23153>

RECOMMENDATION:

This memo is for informational purposes.

ATTACHMENTS:

1. July 2019 LRC meeting minutes
2. August 2019 LRC meeting minutes
3. September 2019 LRC meeting minutes (draft)

Louisville Revitalization Commission

Minutes

**Monday, July 15, 2019
Louisville Public Library
Spruce Room
749 Main St**

Call to Order – Chair Steve Fisher called the meeting to order at 7:30 am in the Louisville City Library at 951 Spruce Street, Louisville, CO.

Commissioners Present: Chair Steve Fisher
Debra Baskett
Rich Bradfield
Alex Gorsevski

Staff Present: Heather Balsler, City Manager
Rob Zuccaro, Planning and Building Safety Director
Kathleen Kelly, Attorney to the City of Louisville
Dawn Burgess, Executive Assistant to the City Manager

Others Present: Jim Tienken, Mike Kranzdorf, Chief John Willson, Chris Schmidt,

Approval of Agenda

Approved

Approval of June 10, 2019 Minutes:

Approved as presented

Public Comments on Items Not on the Agenda

Chris Schmidt with the Louisville Fire Protection District thanked everyone for revenue sharing agreement. It is still being reviewed. There is an open house Saturday in Station 2.

Reports of Commission

None

Business Matters of Commission

- **Project Updates**

- i. Parcel O

Planning and Building Safety Director Rob Zuccaro said staff has been working with property owners on with a General Development Plan (GDP) amendment for parts of Parcel O in Centennial Valley. He provided a history of Parcel O saying this parcel includes the former Sam's Club property and Kohl's. There are height and setback zoning requirements. The development started back in 1980s. There have been 8 amendments to the GDP since 1983. There is roughly 200K sf of vacant or underutilized commercial space (Sam's club and Kohl's). Market consultants were hired to do a redevelopment study. They tried to see where market, resident, fiscal desires intersected. Consultants found we should expect for new retail development 150K new retail in entire trade area. Louisville should expect 30K sf – may be bumped up to 70K sf with creative zoning.

The consultants tested several possible redevelopment scenarios against market feasibility, financial feasibility, community support and fiscal impact to the City:

- Re-tenant buildings
- Partial redevelopment
- Major redevelopment

The preferred scenario was partial redevelopment and the report made several recommendations for the City to consider. The GDP amendment implements many of the elements of the partial redevelopment scenario. The GDP has retail concurrency with new residential development where every 12 units requires 1000 sf of retail/restaurant and 4000 sf of other commercial uses.

A traffic study has also been done. The traffic study shows that residential distributes traffic at different times and there is no significant impacts to traffic when compared to existing development.

Ownership – Sam's Club under contract with Ascent. Koebel owns Kohl's. The City will need to work with the property owners on the GDP amendment, as they will need to sign-off on the proposal. There is a lot of competition to capture retail considering other regional developments underway.

Jim Tienken asked when Ascent Church will close on the purchase of the former Sam's Club. We should have two scenarios based on whether they close on the purchase or not. Zuccaro said they are working with a consultant to review redevelopment options if the former Sam's building is repurposed. Covenants are still an issue on the property. Per property owner, if zoning is in alignment, that will help with covenant discussion.

Commissioner Bradfield questions that residential does not pay its way. Zuccaro said we are seeing increases in internet sales tax collection but it has not been modeled. Commissioner Bradfield encourages staff to look into what state is doing. What they are doing changes the equation with how models look. Houses can become point of sale, convenient, minimize travel, minimizes traffic.

Zuccaro noted that church property on 96th is for sale. They were looking at development scenario but have run into hurdles. Cost of development on 96th was higher than Ascent anticipated. There are 3 different property owners to coordinate with as well.

Jim Tienken said he would like to know what church is doing. He echo's Mike Kranzdorf's point: does church have financing to redevelop? Zuccaro said having anyone, church or any user, reuse big boxes impacts ability for implementing some of the desired design changes in the area. Jim Tienken said no models show Sam's Club remaining. Zuccaro noted that the City is modeling that now. We are working cooperatively with property owners.

Commissioner Bradfield said it looks like staff is marching step by step in the direction Council has directed. You are attempting to work with property owners and that seems sensible. Zuccaro said we are trying something new. City Manager Balser said doing the same thing will give us the same result. We can't assume every scenario. As things change, we will remodel.

ii. Terraces on Main

This item went before City Council on June 11th. It was continued to September 17th. We are looking at quotes for 3rd party review. LRC has to pay for it. Will that change anything for developer? 3rd party will confirm or not Boulder Creek Boulders (BCB) findings. This is not budgeted for. We will bring to Council first for approval, then bring to LRC for approval.

- **LRC Criteria Approved by City Council on June 11, 2019 for Consideration for Approval by LRC**

In the packet are criteria agreements from:

1. June 11th City Council packet
2. redlines as a result of meeting
3. then clean version.

City Manager Balsler has reviewed changes. A strong document agreed upon by council and LRC is helpful.

If LRC and Council choose to do this the document may change. Other circumstances we have not anticipated may arise. Attorney Kelly said this gives developers a roadmap.

Commissioner Gorsevski asked how this will work in practice if a developer goes thru development process then ask for assistance or will they go to LRC first? City Manager Balsler said it will depend on the project. Seems like developer has the money. Attorney Kelly said the developer must get approval first.

Jim Teinken noted that BCB has invested designs but current model is not profitable.

Commissioner Bradfield said is there a roadmap. On LRC website is an application, contact info. This is what TIF criteria attempts to do. Diagrams could be created to show developers the process. He said we have 14 years left. Anything we can do to make it easier and more transparent would be beneficial.

Mike Kranzdorf noted he still finds the criteria very subjective and hard to interpret.

Motion to approve was made by Chair Steve Fisher
Motion was seconded by Commissioner Bradfield
Passed unanimously.

Discussion Items for Monday, August 12, 2019

Fire District Revenue Sharing Draft Agreement
Delo Lofts East/West Application

Commissioners Comments:

City Manager Balser said a proposal has been submitted on Phillips 66 site. It is on the website. LRC would not be involved unless they request TIF. City Manager Balser said Stan Zemler has been brought on as Interim Economic Development Director. He will be working on Economic Development strategy with Council. She may go out with job description or RFP soon. Mike Kranzdorf likes the consultant model.

Adjourn: The meeting adjourned at 8:45 am.

Louisville Revitalization Commission

Minutes

Monday, August 12, 2019

Louisville Public Library

Spruce Room

749 Main St

Call to Order – Chair Steve Fisher called the meeting to order at 7:30 am in the Louisville City Library at 951 Spruce Street, Louisville, CO.

Commissioners Present: Chair Steve Fisher
Alexis Adler
Debra Baskett
Rich Bradfield
Alex Gorsevski
Mayor Pro Tem Jeff Lipton

Staff Present: Heather Balsler, City Manager
Rob Zuccaro, Planning and Building Safety Director
Kathleen Kelly, Attorney to the City of Louisville
Stan Zemler, Interim Economic Development Director
Kevin Watson, Finance Director
Carol Hanson, Deputy City Clerk

Others Present: Jim Tienken, Mike Kranzdorf, Chief John Willson, Chris Schmidt, John Leary, Caleb Dickinson

Approval of Agenda

Approved

Approval of July 15, 2019 Minutes:

Approved as presented

Public Comments on Items Not on the Agenda

None heard

Reports of Commission

None

Business Matters of Commission

- **Discussion/Direction of Agreement Regarding Property Tax TIF Revenue Sharing, Highway 42 Revitalization Area**

City Manager Balsler noted staff has been working on this draft agreement with the Fire District. Talking with bond counsel, the bonds take priority so there are no funds from the core area to share with the fire district. There are areas outside the core. Staff is re-looking at this and will need to bring numbers back to the Commission. Attorney Kelly noted with the removal of the core area, the numbers will look different. The agreement will look essentially the same, the underlying numbers will be different. City Manager Balsler noted the IGA with the County was before the bond. Attorney Kelly stated the TIF revenue within the core area is pledged toward payment of the bond. Calculation of sharing options needs to be re-figured.

City Manager Balsler noted staff will continue to work with the Fire District. Agreement will look essentially the same just with the numbers redone. Staff will try to bring back for the September 9 meeting.

Fire District originally planned to ask for 3.9 mills increase then decrease 3.8 or 3.75. Since it is unlikely they will have an agreement in place, they will most likely proceed with asking for the 3.9 mills then reduce based on the amount of revenue realized.

- **Consideration of Approval of Resolution 10-01, Approving an Agreement with Economic and Planning Systems, Inc. for Consulting Services**

Chairperson Fisher introduced the item and noted it is an agreement for third party review of the financial information provided on the TIF rebate assistance application made by Boulder Creek Builders for the Terraces on Main project. LRC criteria requires third party review. Director Zuccaro noted it will likely take 4-6 weeks to do the review. The company might propose alternatives. City Manager Balsler said they do sensitivity analysis. They will work with Boulder Creek. Mayor Pro Tem Lipton asked if they have can provide different scenarios for amount of retail.

Director Zuccaro said they will give us some analysis on return on investment. Staff can ask them if they are comfortable to give an opinion based on different scenarios. Mayor Pro Tem Lipton noted there should be some incentive to bring in retail.

Commissioner Bradfield thought space for storefronts reduces risk. He thinks there should be some incentive to think about design.

Mayor Pro Tem Lipton moved to approve Resolution 19-01. Commissioner Gorsevski seconded. All in favor.

- **Discussion/Direction of Preliminary 2020 LRC Budget and Possible 2019 Budget Amendment**

Finance Director Watson noted this is preliminary because 2019 property tax numbers have not come in from the County. Schedule in packet was reviewed. No approval is being requested at this meeting, just want commissioners to look and see if anything is missing.

Watson reviewed the budget showing 2017, 2018, and 2019 estimates for year-end noting anything that could possibly be amended. This gives a better look at end of 2019 fund balance to start with 2020 budgeting.

Members asked a list of projects the LRC has contributed to in the past be presented to the Commission at a future meeting.

Chair Fisher noted the spreadsheet Director DeJong had kept concerning possible development revenue needs to be updated.

City Manager Balser said staff will bring forward changes made and budget amendments. She asked if there is anything missing the commission would like to see in the 2020 budget. Director Watson noted the debt service needs to be re-done.

Councilmember Lipton invited commission members to the City Council study session on Tuesday where they will be discussing economic development. He asked if LRC wanted to participate in the strategy for development since it could benefit the renewal area.

Chair Fisher suggested a joint meeting with LRC and City Council.

- **Discussion/Direction of LRC Regular Meeting date and time, 2nd Monday of the month at 7:30 am**

Mayor Pro Tem Lipton wanted to talk about a different time or day for this meeting. He asked could the bylaws be changed. Attorney Kelly said yes there could be amendments to bylaws to say the meeting date and time could be decided at the beginning of the year.

The Commission members gave direction to change bylaws to give some flexibility in meeting scheduling. The bylaw amendment would allow the LRC to establish its calendar year, date and time, at the beginning of the calendar year along with some flexibility for LRC to change the meeting dates.

It was noted the number of members needs changed in the bylaws. Staff will come back with updated bylaws.

Discussion Items for Monday, September 9, 2019

Resolution on 2020 Budget

Resolution on Agreement Regarding Property Tax TIF Revenue Sharing

Update on projects

Update on DeLo retail

Traffic signal at Short and 42

Commissioners Comments:

Commissioner Adler asked about a work plan. City Manager Balsler noted the March 11 packet has discussion of work plan items.

Adjourn: The meeting adjourned at 8:17 am.

Louisville Revitalization Commission

Minutes

Monday, September 9, 2019

Louisville Public Library

Spruce Room

749 Main St

Call to Order – Chair Steve Fisher called the meeting to order at 7:30 am in the Louisville City Library at 951 Spruce Street, Louisville, CO.

Commissioners Present: Chair Steve Fisher
Lexi Adler
Rich Bradfield
Alex Gorsevski
Jeff Lipton, Mayor Pro Tem
Bob Tofte

Staff Present: Heather Balsler, City Manager
Kevin Watson, Finance Director
Stan Zemler, Interim Director of Economic Development
Rob Zuccaro, Planning and Building Safety Director
Kathleen Kelly, Attorney to the City of Louisville
Dawn Burgess, Executive Assistant to the City Manager

Others Present: Chief John Willson, Chris Schmidt, Ron Spaulding,
RandyCaranci

Approval of Agenda

Approved

Approval of August 12, 2019 Minutes:

Approved as presented

Public Comments on Items Not on the Agenda

Reports of Commission

Commissioner Adler wants to talk about Economic Vitality Strategy and Phillips 66 site at the next meeting.

Business Matters of Commission

- **Transportation Master Plan presentation**

Planning and Building Safety Director Rob Zuccaro walked LRC through the first ever Transportation Master Plan (TMP). It is a consolidated document that informs capital improvement planning and funding investments. Staff took input last year. Zuccaro reviewed the presentation in the packet. Council has \$8m for transportation related projects in the future Capital Projects Fund.

Director Zuccaro described the different sections of the plan, including the creation of transportation policies, programs and projects. The project list is a 20 year vision and there is not sufficient funding for all of the desired improvements. The plan includes a discussion of funding options and prioritizes projects to help inform shorter term capital improvement planning. Highway 42 improvements are likely of particular interest to the LRC and could have positive impacts to supporting redevelopment in the urban renewal area.

City Council will review and possibly adopt on October 1st. If Council approves, this can be brought back to LRC to see what projects LRC can prioritize for possible funding. The future study will be key to see what infrastructure improvements LRC can participate in.

- **Discussion/Direction of 2020 LRC Budget and 2019 Budget Amendments**

Finance Director Kevin Watson presented a proposed 2020 budget for the Urban Revitalization District. Director Watson also discussed changes to the pledged revenue calculation that were included. These changes were made after conversations with the City's Bond Counsel, Butler Snow, and resulted in a larger amount of revenue pledged for debt service on the 2014 Property Tax Increment Revenue Bonds.

Director Watson also reviewed each account number in the 2020 proposed budget. The Commission moved to direct staff to a public hearing on the budget at the October 14 LRC Meeting and to present to the City Council on October 15.

- **Discussion/Direction of Agreement regarding Property Tax TIF Revenue Sharing, Highway 42 Revitalization Area**

Attorney Kathleen Kelly presented an amended property tax sharing agreement with the Louisville Fire District. The proposed agreement contained additional language recommended by the City's Bond Counsel, Butler Snow.

Since the revenue generated by the property tax increment within the Core Area is restricted for debt service, the amount of estimated revenue available for sharing with the Fire District has been reduced. Upon approval, the revenue sharing will begin in January 2020.

Mayor Pro Tem Lipton asked for a presentation to the City Council on this item or a memo.

There was a motion to remove the annual appropriation clause in Section 2, approve the amended agreement, and send to the City Council for approval. The motion was approved.

- **Approval of Bylaw Changes Regarding Regular Meeting Date and Time**

Every January time and date would be decided upon.

Chair Fisher noted that section 5 be revised. Attorney Kelly agreed that the section should reflect what is actually happening, then be approved. Bylaws will be amended and brought back at the next meeting for approval.

- **Election of Vice Chair**

Rob Lathrop's departure left a vacancy for Vice Chair. Commissioner Adler was nominated for Vice Chair and accepted the position.

- **LRC Open Government Training - October 23, 2019**

City Manager Balsler noted the upcoming training stating that Chair Fisher, Commissioners Tofte and Baskett are due for training and that everyone is welcome.

- **Items for next Regular meeting October 14th**

Economic Vitality strategy

Phillips 66 property

Bylaws

Potential projects

Commissioners Comments:

Adjourn: The meeting adjourned at 9:06 am.

SUBJECT: PROCLAMATION – NO PLACE FOR HATE

DATE: OCTOBER 15, 2019

PRESENTED BY: MAYOR BOB MUCKLE

SUMMARY:

Mayor Muckle presents this resolution in conjunction with the No Place for Hate campaign at Louisville Middle School. Counselor David Auday from LMS will be in attendance at the Council meeting with some students as well.

FISCAL IMPACT:

None.

PROGRAM/SUB-PROGRAM IMPACT:

The Governance & Administration Sub-Program objective is governance based on thorough understanding of the community’s diverse interests. This proclamation reiterates the City’s efforts to ensure a diverse and welcoming community.

RECOMMENDATION:

Approval of proclamation.

ATTACHMENT(S):

1. Proclamation

STRATEGIC PLAN IMPACT:

<input type="checkbox"/>		Financial Stewardship & Asset Management	<input type="checkbox"/>		Reliable Core Services
<input type="checkbox"/>		Vibrant Economic Climate	<input checked="" type="checkbox"/>		Quality Programs & Amenities
<input checked="" type="checkbox"/>		Engaged Community	<input checked="" type="checkbox"/>		Healthy Workforce
<input type="checkbox"/>		Supportive Technology	<input checked="" type="checkbox"/>		Collaborative Regional Partner

NO PLACE FOR HATE PROCLAMATION

WHEREAS, our nation was founded on the fundamental conviction that all persons are entitled to equal protection, equal opportunity, and to the enjoyment of civil rights; and

WHEREAS, as a multiethnic community, the City of Louisville recognizes the dignity of all its residents, the diverse contributions of both immigrants and native-born residents, and the importance of preserving and protecting this diversity; and

WHEREAS, the City of Louisville is made up of individuals whose collective cultures, religions, backgrounds, orientations, abilities, and viewpoints join to form a healthy community that prides itself on being a place that welcomes people and families of all walks of life; and

WHEREAS, in Louisville we value all members of our community from all religions, ancestries, and ethnicities as well as people of any socioeconomic status, disability, gender, sexual orientation, or gender identity; and

WHEREAS, the City will not tolerate any prejudice, racism, bigotry, hatred, bullying, or violence towards any groups within our community; and

WHEREAS, the City encourages all residents and visitors to celebrate each other's differences and learn from one another

NOW, THEREFORE, the City Council of the City of Louisville takes this opportunity to reinforce our commitment to a diverse, supportive, inclusive, and protective community and proclaim as follows:

Section 1. The City Council calls upon all residents and employees to speak out against acts of bullying, discrimination, and hate violence and to stand up for those who are targeted for such acts.

Section 2. The City Council urges all people to treat others with respect, accept everyone's differences; be inclusive; be an ally to those who are different from us; and perform random acts of kindness.

Section 3. The City Council encourages actions to promote a sense of welcome and inclusion.

We encourage all residents to take cognizance of this proclamation and participate fittingly in its observance.

DATED this 15th day October, 2019

Robert P. Muckle, Mayor

ATTEST:

Carol Hanson, Deputy City Clerk

SUBJECT: RESOLUTION NO. 36, SERIES 2019 –A RESOLUTION APPROVING A BUSINESS ASSISTANCE AGREEMENT WITH MEDTRONIC, INC. FOR AN ECONOMIC DEVELOPMENT PROJECT IN THE CITY OF LOUISVILLE

DATE: OCTOBER 15, 2019

**PRESENTED BY: HEATHER BALSER, CITY MANAGER,
STAN ZEMLER, INTERIM ECONOMIC DEVELOPMENT
DIRECTOR**

SUMMARY:

Staff requests City Council action on a proposed Economic Development Business Assistance Package (BAP) for Medtronic, Inc. (the “Company”) to relocate and expand a portion of the company’s business in Louisville. The proposed business assistance is similar in nature to others recently granted, including a partial rebate on the building permit fees, construction/building use taxes, and consumer use taxes for construction of new building at a future site in the City of Louisville.

DISCUSSION:

Since the late 1940’s the Company has been working with others to alleviate pain, restore health and extend lives. Today the Company is a medical technology leader, employing more than 84,000 people worldwide and offering therapies and solutions that enable greater efficiency, access and value for healthcare systems, providers and the people they serve.

The Company is planning a relocation and expansion of some of the Company’s business within the State of Colorado. The Company has a significant footprint in the Metro Denver region already that supports 2,000 existing Colorado jobs. The Company’s site selection decision would result not only in the maintenance of existing jobs but also provide 500-1,000 net new full-time jobs for the state. Specifically in Louisville, this project estimates 2,300-2,500 jobs in Louisville by 2022, earning significantly higher than the Boulder County average wage at \$100,000 to \$150,000. The projected number of employees within the first five years of operation on the Louisville site is estimated to increase to 3,000 or more. The Company currently has approximately 500 employees located in existing facilities in the City of Louisville.

The Company, should it choose the Louisville site, would (itself or through its developer) build a new 450,000-500,000 square foot phased campus on approximately 90-100 acres, with construction of the initial phase anticipated to begin in 2020. Construction would be completed in 3 phases and the final phase of the project anticipated to be completed June-October 2022. The estimated costs for the construction of the campus

is to be \$95,000,000. Tenant improvements are estimated to be \$23,000,000 and furniture and fixtures and equipment are estimated to be \$15,000,000.

Multiple states are currently under review by the Company, including Minnesota and Tennessee. If Colorado is chosen by the Company, the site within the City of Louisville has been identified as the previous ConocoPhillips Campus. The project is contingent upon receiving economic incentive assistance from the City of Louisville and State of Colorado (see attached letter from the State of Colorado).

The Company meets the general criteria by which assistance may be granted in accordance with the Business Assistance Policy in Section 3.24 of the Louisville Municipal Code. The main criteria this project meets are:

- additional and/or retained jobs and employment opportunities for city residents and others
- Facilitates a corporate campus location
- Encouraging the diversity of jobs or employment opportunities
- Project conforms to the comprehensive plan

The assistance would be funded by permit fees, construction use tax, and consumer use taxes from the construction of the tenant improvements and equipment purchases at the project location.

City staff estimates the Company will generate new revenue of approximately \$3,486,400 from building permit fees, construction use taxes, and consumer use taxes directly to the City from the five-year project, given the anticipated investment. Approximately \$481,000 of that amount is fees designated for Open Space, Historic Preservation and Rec Center purposes.

Based upon the estimated revenue projection, staff recommends the following:

Proposed Assistance	Approximate Value
<u>Building Permit-Fee Rebate</u> 50% rebate on permit fees for tenant finish (Excludes tap fees)	\$392,700
<u>Building Use Tax Rebate</u> 50% rebate on Building Use Tax for Tenant finish (excludes 0.375 % Open Space tax, 0.125% Historic Preservation tax, and 0.15% Rec Center Tax)	\$885,000
<u>Consumer Use/Sales Tax Rebate on durable goods</u> 40% rebate on Consumer Use Tax/Sales tax paid on Durable goods through June 30, 2022	\$180,000

SUBJECT: RESOLUTION 36, SERIES 2019

DATE: OCTOBER 15, 2019

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Capped at \$200,000

Total Estimated Assistance

\$1,457,700

Staff suggests the assistance be provided at 50% of the actual Building Use Tax, and Building Permit Fees, and 40% for the consumer use/sales tax for the project. The agreement is void if the Company does not obtain a building permit and commence construction by May 1, 2025, and the Company must repay all monetary assistance received if it does not remain in business at the Louisville location for ten years.

FISCAL IMPACT:

The total fiscal impact would be a total of 50% of the City's permit fees, 50% building use taxes paid (excluding the 0.375 % open space tax, 0.125% Historic Preservation tax, and 0.15% Recreation Center tax, water and sewer tap fees, and impact fees) and 40% consumer use/sales tax based on the costs associated with the project.

RECOMMENDATION:

Staff recommends City Council approve the attached Resolution approving a Business Assistance Agreement with Medtronic, Inc.

ATTACHMENTS:

1. Resolution No. 36, Series 2019
2. Business Assistance Agreement
3. Staff Presentation
4. State of Colorado Support Letter
5. Metro Denver Support Letter

**RESOLUTION NO. 36
SERIES 2019**

**A RESOLUTION APPROVING A BUSINESS ASSISTANCE AGREEMENT
WITH MEDTRONIC, INC. FOR AN ECONOMIC DEVELOPMENT PROJECT
IN THE CITY OF LOUISVILLE**

WHEREAS, the successful attraction and retention of quality development to the City of Louisville provides employment opportunities and increased revenue for citizen services and is therefore an important public purpose; and

WHEREAS, it is important for the City of Louisville to create and retain high-quality jobs and remain competitive with other local governments in creating assistance for occupancy of commercial space in the City; and

WHEREAS, Medtronic, Inc. (either directly or through its developer) plans to construct a new building or buildings and employ a substantial number of people in Louisville; and

WHEREAS, the Business Assistance Agreement between the City and Medtronic, Inc. accompanies this resolution and is incorporated herein by this reference; and

WHEREAS, pursuant the Constitution of the State of Colorado, and the Home Rule Charter and ordinances of the City of Louisville, the City has authority to enter into the proposed Business Assistance Agreement; and

WHEREAS, the City Council finds that the proposed Business Assistance Agreement is consistent with and in furtherance of the business assistance policies of the City, and desires to approve the Agreement and authorize its execution and implementation;

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

1. The proposed Business Assistance Agreement between the City of Louisville and Medtronic, Inc. (the “Agreement”) is hereby approved in essentially the same form as the copy of such Agreement accompanying this Resolution.

2. The Mayor is hereby authorized to execute the Agreement on behalf of the City Council of the City of Louisville, except that the Mayor is hereby granted the authority to negotiate and approve such revisions to said Agreement as the Mayor determines are necessary or desirable for the protection of the City, so long as the essential terms and conditions of the Agreement are not altered.

3. City staff is hereby authorized to do all things necessary on behalf of the City to perform the obligations of the City under the Agreement, including but not limited to

funding and implementation of the Agreement in accordance with and upon performance of the terms thereof.

PASSED AND ADOPTED this 15th day of October, 2019.

Robert P. Muckle, Mayor

ATTEST:

Carol Hanson, Deputy City Clerk

**BUSINESS ASSISTANCE AGREEMENT FOR
MEDTRONIC, INC. IN THE CITY OF LOUISVILLE**

THIS AGREEMENT ("Agreement") is made and entered into as of the _____ day of October, 2019, between the CITY OF LOUISVILLE, a Colorado home rule municipal corporation (the "City"), and MEDTRONIC, INC., a Minnesota corporation (the "Company").

WHEREAS, the City wishes to provide certain business assistance in connection with new construction and related tenant improvements, furniture, fixtures, and equipment associated with the Company's operations (the "Project") in the City of Louisville; and

WHEREAS, Company (either directly or through its developer) intends to construct a campus with new buildings and make related tenant improvements to such building or buildings, and make furniture, fixture, and equipment purchases for use at such building or buildings on property located within the boundaries of the ConocoPhillips Campus General Development Plan, recorded with the Boulder County Clerk and Recorder at Reception No. 03088779, as the same may be amended; and

WHEREAS, Company plans for the Project to retain and generate new quality jobs within the City; and

WHEREAS, City Council finds the execution of this Agreement will serve to provide benefit and advance the public interest and welfare of the City and its citizens by securing this economic development project within the City.

NOW THEREFORE, in consideration of the mutual promises set forth below, the City and Company agree as follows:

1. Building Permit Fee Rebates. The City shall rebate to Company 50% of the building related permit fees for the Project, required under Louisville Municipal Code, section 15.04.050 and section 108.2 of the International Building Code as adopted by the City, for a five-year period beginning May 1, 2020.
2. Use Tax Rebate-Construction. The City shall rebate to Company 50% of the Construction Use Tax on the construction materials for the Project, required under Louisville Municipal Code, section 3.20.300, excluding all revenues from the open space tax, historic preservation tax and recreation center tax, for a five-year period beginning May 1, 2020.
3. Use Tax Rebate – Tangible Goods. For tangible good purchases that are made by Company (either directly or through its developer) between May 1, 2020 and April 30, 2025, and to the extent that such purchases are for

the Company's expansion of operations and used in Louisville at the final Company location in the City of Louisville, the City shall rebate to Company 40% of the Use Tax paid and collected on tangible goods purchased as required under Louisville Municipal Code, section 3.20.300, excluding all tax revenues from the open space tax, historic preservation tax and recreation center tax. No rebate shall be issued for goods purchased prior to May 1, 2020. Only those tangible goods purchased by Company (either directly or through its developer) for Company's expansion of operations and use at the final Company location in the City of Louisville shall qualify for rebate consideration.

4. Payment of Rebates; Cap; Inspection. The maximum amount of the rebates payable pursuant to Sections 1 and 2 above shall in no event exceed the calculation of 50% of the fees or taxes described in Sections 1 and 2 paid to the City, by Company (either directly or through its developer). The maximum amount of the rebates payable pursuant to Section 3 above shall in no event exceed the calculation of 40% of the taxes described in Section 3 above; provided, further that the total maximum amount of rebates payable pursuant to Section 3 shall in no event exceed \$200,000. The building permit fee and construction use tax rebates in Sections 1 and 2 pertaining to each phase of the Project shall be paid by the City to Company within 120 days following issuance of the certificate of occupancy or final inspection for the applicable portion of the Project work, as reasonably determined by the City, subject to Sections 5 and 6 below. The use tax rebate provided for in Section 3 above shall be paid by the City to Company in annual installments, on or before January 31 of the following year. At the end of each month, on or before the 20th of the following month, the Company shall be responsible to remit to the City its total monthly sales/use tax payment on the appropriate sales/use tax return form. All rebate payments will be remitted by the City to Company at the address set forth in Section 8. City payment shall be by check made payable solely to Company, and the City will not make payment to any other person or entity. Company may update its mailing address for rebate payments by written notice to City at least thirty (30) days prior to a rebate payment becoming due.
5. No Interest; Inspection and Disclosure of Records. No interest shall be paid on any amounts subject to rebate under this Agreement. Each party and its agents shall have the right to inspect and audit the applicable records of the other party to verify the amount of any payment under this Agreement, and each party shall cooperate and take such actions as may be necessary to allow such inspections and audits. The Company acknowledges that implementation of this Agreement requires calculations based on the amount of taxes collected and paid by the Company with respect to the term of this Agreement and issuance of rebate payment checks in amounts determined pursuant to this Agreement, and that the amounts of the rebate payment checks will be public information. The

Company, for itself, its successors, assigns, and affiliated entities, hereby releases and agrees to hold harmless the City and its officers and employees from any and all liability, claims, demands, and expenses in any manner connected with any dissemination of information necessary for or generated in connection with the implementation of rebate provisions of this Agreement.

6. Use of Funds; Future Fees. Funds rebated to Company pursuant to this Agreement shall be used, or shall have been used, by Company (directly or through its developer) solely for obligations and/or improvements permitted under Louisville Municipal Code section 3.24.060 (as enacted by Ordinance No. 1507, Series 2007), which includes, but is not limited to, expansion or creation of jobs in the City. The rebates provided for under this Agreement are solely for construction activities and purchases for the Project during the periods stated in Sections 1-3, above. Any previous or subsequent purchases and construction activities shall be subject to payment without rebate of all applicable building permit fees and construction use taxes.
7. Effect of Change in Tax Rate. Any increase or decrease in the City general sales, construction use, or consumer use tax rate above or below the applicable tax rate on the date of execution of this Agreement shall not affect the rebate payments to be made pursuant to this Agreement; rather, the amount of the rebate payments will continue to be based upon the general sales, construction use, or consumer use tax rate applicable on the date of execution of this Agreement (excluding the City's 0.375% Open Space Tax, 0.125% Historic Preservation Tax, and 0.15% Recreation Center Tax). Any decrease in the City general sales, construction use, or consumer use tax rates shall cause the amount of the rebate payments made pursuant to this Agreement to be based on the applicable percentage of revenues actually received by the City from application of the tax rate affected (excluding said Open Space, Historic Preservation Taxes and Recreation Center Taxes).
8. Entire Agreement; Notices. This instrument shall constitute the entire agreement between the City and Company and supersedes any prior agreements between the parties and their agents or representatives, all of which are merged into and revoked by this Agreement with respect to its subject matter. Any notice or communication required or permitted hereunder shall be given in writing to the following address, or to such other address as hereafter designated in writing by the Company or City:

If to Company:

Medtronic, Inc.
710 Medtronic Parkway
Minneapolis, MN 55432
Attn: Real Estate Dept., MS LS-120

If to City:

Louisville City Hall
Attn: Economic Development
749 Main Street
Louisville, CO 80027
303.335.4531

9. Termination. This Agreement shall terminate and become void and of no force or effect upon the City if, by May 1, 2025, Company has not received a building permit and commenced construction at the Project Location, or should fail to comply with any City code.
10. Business Termination. In the event that, within ten (10) years of the completion of the first building improvements at the Project Location (as determined by the date of issuance of the certificate of occupancy or final inspection for the first phase of the Project), the Company ceases operations at the Project Location, Company shall repay to the City all funds received by the Company pursuant to this Agreement.
11. Subordination. The City's obligations pursuant to this Agreement are subordinate to the City's obligations for the repayment of any current or future bonded indebtedness and are contingent upon the existence of a surplus in sales and use tax revenues in excess of the sales and use tax revenues necessary to meet such existing or future bond indebtedness. The City shall meet its obligations under this Agreement only after the City has satisfied all other obligations with respect to the use of sales tax revenues for bond repayment purposes. For the purposes of this Agreement, the terms "bonded indebtedness," "bonds," and similar terms describing the possible forms of indebtedness include all forms of indebtedness that may be incurred by the City, including, but not limited to, general obligation bonds, revenue bonds, revenue anticipation notes, tax increment notes, tax increment bonds, and all other forms of contractual indebtedness of whatsoever nature that is in any way secured or collateralized by sales and use tax revenues of the City.
12. Annual Appropriation. Nothing in this Agreement shall be deemed or construed as creating a multiple fiscal year obligation on the part of the City within the meaning of Colorado Constitution Article X, Section 20 or any other constitutional or statutory provision, and the City's obligations hereunder are expressly conditional upon annual appropriation by the City Council, in its sole discretion. Company understands and agrees that any decision of City Council to not appropriate funds for payment shall be without penalty or liability to the City and, further, shall not affect, impair, or invalidate any of the remaining terms or provisions of this Agreement.

13. Governing Law: Venue. This Agreement shall be governed and construed in accordance with the laws of the State of Colorado. This Agreement shall be subject to, and construed in strict accordance with, the Louisville City Charter and the Louisville Municipal Code. In the event of a dispute concerning any provision of this Agreement, the parties agree that prior to commencing any litigation, they shall first engage in a good faith the services of a mutually acceptable, qualified, and experienced mediator, or panel of mediators for the purpose of resolving such dispute. In the event such dispute is not fully resolved by mediation or otherwise within 60 days of a request for mediation by either party, then either party, as their exclusive remedy, may commence binding arbitration regarding the dispute through Judicial Arbitration Group. Judgment on any arbitration award may be enforced in any court of competent jurisdiction.
14. Legal Challenge; Escrow. The City shall have no obligation to make any rebate payment hereunder to Company during the pendency of any legal challenge to this Agreement. The parties covenant that neither will initiate any legal challenge to the validity or enforceability of this Agreement, and the parties will cooperate in defending the validity or enforceability of this Agreement against any challenge by any third party. Any funds appropriated for payment under this Agreement shall be escrowed in a separate City account in the event there is a legal challenge to this Agreement.
15. Assignment. This Agreement is personal to Company and Company may not assign any of the obligations, benefits or provisions of the Agreement in whole or in any part without the express written authorization of the City Council of the City. Any purported assignment, transfer, pledge, or encumbrance made without such prior written authorization shall be void. For purposes of this Section 15, the entity resulting from any merger involving Company and any other business entity or entities shall not be deemed to constitute any assignment by Company.
16. No Joint Venture. Nothing in this Agreement is intended or shall be construed to create a joint venture between the City and Company and the City shall never be liable or responsible for any debt or obligation of Company.

This Agreement is enacted this _____ day of October, 2019.

CITY OF LOUISVILLE

Company

By: _____

Name: _____

Title: _____

Robert P. Muckle
Mayor

ATTEST:

Meredyth Muth, City Clerk

Business Assistance Package for Medtronic, Inc.

Heather Balsler
City Manager
October 15, 2019

BAP Medtronic, Inc.

- Medtronic, Inc. is a medical technology leader, working to alleviate pain, restore health and extend lives
- Planning relocation and expansion of some of the Company's business within Colorado
 - Currently 2,000 existing Colorado jobs, 500 employees in Louisville
 - 2,300-2,500 jobs in Louisville by 2022
 - 3,000 or more employees within the first 5 years
 - Wages above the Boulder County average

BAP Medtronic, Inc.



- Project would build new 450,000-500,000 square foot phased campus on 90-100 acres
- Build on previous ConocoPhillips site
- Anticipate construction to begin 2020
- Anticipate construction in 3 phases, with final phase to be completed June-October 2022
- Multiple states currently under review by the company including Minnesota and Tennessee

BAP Medtronic, Inc.



- \$23,000,000 in tenant improvements
 - \$2,940,000 paid in City Permit Fees and Building Use Tax
 - \$383,000 of amount is for Open Space, Historic Preservation and Rec Center purposes
- \$15,000,000 in equipment purchases
 - \$548,000 in Consumer Use Tax
 - \$98,000 of amount is for Open Space, Historic Preservation and Rec Center purposes

BAP Medtronic, Inc.



Proposed Assistance:

- 50% rebate of City Building Permit Fees
– \$392,000 value
- 50% rebate of Building Use Taxes
– \$885,000 value
- 40% rebate of Consumer Use Taxes
– \$180,000 value
- Total Proposed = \$1,457,700

BAP Medtronic, Inc.



Action Requested:

Resolution approving a Business Assistance
Package with

Medtronic, Inc.



COLORADO

Office of Economic Development
& International Trade

City Council of Louisville, Colorado

Mayor Bob Muckle

Jay Keany

Dennis Maloney

Chris Leh

Jeff Lipton

Susan Loo

Ashley Stolzmann

October 7, 2019

Dear City Council Members;

It is my pleasure, on behalf of the Colorado Office of Economic Development and International Trade (OEDIT), to write this letter in support of Project X. We believe that the Project is a highly strategic and important one not only for Louisville but the entire state of Colorado.

This Project supports the state's economic goals for several reasons. The Project would have the potential for significant economic spinoff, as the company is a prestigious Fortune 500 company considering expanding their footprint in the selected state, adding a large amount of high-paying jobs, and providing a substantial amount of capital expenditure. Second, the company is committed to implementing skills-based hiring and training practices. Third, the Project highlights Colorado's continuing strength in R&D and innovation-based sectors.

In this light, our team would like to extend support for the Project's team in their efforts to secure local incentives. The Colorado Economic Development Commission has already approved a Job Growth Incentive Tax Credit for this Project at OEDIT's recommendation. This approval is indicative of the value that the broader state business community has placed on this Project.

Again, it is my sincere hope that we do all that we can to secure this Project for Louisville and Colorado. Please do not hesitate to reach out to our Global Business Development team with any further questions.

Best,

A handwritten signature in black ink that reads "Michelle Hadwiger".

Michelle Hadwiger

Director, Global Business Development, OEDIT



October 4, 2019

City Council
City of Louisville
749 Main Street
Louisville, Colorado 80027

Dear City Council Members,

The Metro Denver Economic Development Corporation (Metro Denver EDC) is pleased to support Project X's consideration of the City of Louisville for this transformational economic development project. Project X supports long-term job creation and retention in the Metro Denver region and a significant capital investment opportunity for the City of Louisville. We ask for City Council's support in approving Project X's economic development request from the City of Louisville.

The Metro Denver EDC is a privately-funded and governed organization leading Colorado's business recruitment, retention, and expansion efforts to attract new jobs and investments to our communities while expanding existing companies that call our state home. Our region is comprised nine counties and over seventy diverse communities, including the City of Louisville and Boulder County, across Colorado's Front Range.

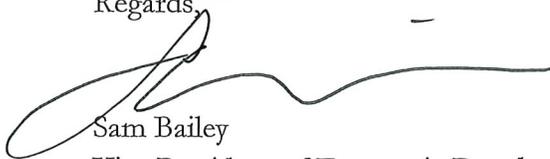
Project X's opportunity in the City of Louisville and Boulder County will support the retention of 2,000 existing jobs in the Metro Denver region while creating 1,000 new jobs in our state with average wages between \$100,000 and \$150,000 annually. In addition, the capital and real estate investments made by Project X will create meaningful and long-term taxable revenue for the City of Louisville, Boulder County, and the State of Colorado. Metro Denver EDC is working in partnership with the Colorado Office of Economic Development and International Trade (OEDIT) and the City of Louisville to support this economic development project.

As Project X continues to consider multiple states and communities for this job creation and capital investment opportunity, we ask for your support in approving Project X's economic development request from the City of Louisville.

We believe that Project X will have positive and long-lasting economic benefits to this community, the Metro Denver region, and Colorado.

Thank you very much for your consideration.

Regards,



Sam Bailey
Vice President of Economic Development
Metro Denver Economic Development Corporation

SUBJECT: DISCUSSION/DIRECTION – REQUEST FOR PROPOSALS FOR RELOCATION AND REHABILITATION OF MINER’S CABINS

DATE: OCTOBER 15, 2019

PRESENTED BY: FELICITY SELVOSKI, PLANNING & BUILDING SAFETY

SUMMARY/BACKGROUND:

Staff is seeking feedback and a recommendation from City Council regarding the draft Request for Proposal (RFP) for the relocation and rehabilitation of the Lee Avenue Miner’s Cabins. The Cabins were previously moved in 2018 from the Miner’s Field neighborhood to City Shops while the City determined a permanent home for the structures. At the March 5, 2019 meeting, City Council selected the Miner’s Field site as the preferred location for the Cabins. Council also directed staff to terminate the existing contract with Summit Construction/Humphries Poli and draft a new RFP for the remaining phases of the project. Staff drafted the attached Request for Proposals (RFP) for engineering, design, relocation and construction services to relocate and rehabilitate the historic Miners Cabins.

The proposed project has been structured in two phases:

1. Phase One: Cabin relocation to Miner’s Field, including site preparation, Cabin structural stabilization and transportation, and Cabin placement on a foundation. This includes development of civil and building plans meeting City building codes and requirements and submittal and approval of the plans from the City’s Engineering and Building Divisions.
2. Phase Two: Cabin rehabilitation. This includes preparation of design drawings for review and approval by the Historic Preservation Commission and Alteration Certificate for Historic Landmarks, development of civil and building plans meeting City building codes and requirements and submittal and approval of the plans from the City’s Engineering and Building Divisions.

Based on Council direction, staff also included language prioritizing the use of volunteer labor and expertise throughout the project: *“The City requests the Contractor provide meaningful opportunities for community volunteers to assist in the relocation and rehabilitation work. The Contractor will need to provide a plan for volunteer participation, including how volunteers will be supervised and what elements of the project to which volunteers will be able to contribute.”*

Additionally, a volunteer group could bid on the project if they desired. Any bidding volunteer group would need to meet the same technical and professional qualifications as any qualifying bidding organization. In addition, a volunteer group would need to manage the project in the same manner as a non-volunteer professional project

SUBJECT: MINER'S CABINS RFP

DATE: OCTOBER 15, 2019

PAGE 2 OF 3

manager and hold the same minimum insurance requirements. Because of the professional and technical nature of the work, the City's insurance carrier would not cover the insurance requirements for the project.

The City plans to officially landmark the structures later this year and use Historic Preservation Funds (HPF) to fund the relocation and restoration of the structures. After relocation and initial restoration, the Cabins will become an asset of the City's Museum Services division.

FISCAL IMPACT:

At the meeting on June 6, 2017, City Council approved \$274,521 from the Historic Preservation Fund for the relocation and rehabilitation work based on the Historic Structure Assessment estimate of \$232,870 to relocate and rehabilitate the structures and a 30% contingency. To date, the City has spent \$39,766.00 to temporarily relocate the structures to City Shops. The budget for the remaining phases of the project is \$223,027.00 based on the original scope of work.

The current balance of the Historic Preservation fund as of 8/31/2019 was approximately \$2,362,666 with 2019 revenues into the HPF estimated at \$251,295. Budgeted expenditures from the HPF for 2019 are \$549,270.

PROGRAM/SUB-PROGRAM IMPACT:

The application meets the Community Design program goals and sub-program objectives by providing incentives to preserve the historic character of Old Town and to encourage the promotion and preservation of Louisville's history and cultural heritage.

PUBLIC COMMENT:

Staff has not received any public comments regarding the Landmark request.

HISTORIC PRESERVATION COMMISSION RECOMMENDATION:

The Historic Preservation Commission reviewed the draft RFP on 17 September 2019 and voted to recommend approval of the RFP as proposed (minutes attached).

RECOMMENDATION:

Staff recommends approval of the RFP for engineering, design, relocation and construction services to relocate and rehabilitate the historic Miners Cabins

ATTACHMENT(S):

1. Draft RFP
2. HPC Minutes

STRATEGIC PLAN IMPACT:

<input type="checkbox"/>	 Financial Stewardship & Asset Management	<input type="checkbox"/>	 Reliable Core Services
<input type="checkbox"/>	 Vibrant Economic Climate	<input checked="" type="checkbox"/>	 Quality Programs & Amenities
<input checked="" type="checkbox"/>	 Engaged Community	<input type="checkbox"/>	 Healthy Workforce
<input type="checkbox"/>	 Supportive Technology	<input type="checkbox"/>	 Collaborative Regional Partner

REQUEST FOR PROPOSALS FOR HISTORIC STRUCTURE RELOCATION AND REHABILITATION

The City of Louisville is accepting proposals from qualified contractors (“Contractor”) to relocated two historic structures currently located at the City Services Building, 739 S 104th St., Louisville, CO 80027, to Miners Field Park, 1212 South Street, as well as develop plans for and perform rehabilitation of the structures. Please review the following pages for complete information on the request for proposal process and details.

Timeline of Activities and Proposal Format

- Digital copies of each proposal shall be submitted in PDF to the City Contact Person listed below. Proposals shall be submitted on a flash drive, via email or file transfer.
- The City of Louisville will receive proposals in response to this RFP until 4:00 pm MST on Friday, November XX, 2019. Proposals received after that time will not be reviewed. Proposals submitted on a flash drive must be in a sealed envelope plainly marked with the project name “Miner’s Cabins Relocation Services”, and shall be addressed as follows:

Felicity Selvoski
City of Louisville
749 Main Street
Louisville CO 80027

Or emailed to fselvoski@louisvilleco.gov with “Miner’s Cabins Relocation Services” in the Subject line.

- Interviews of applicants selected by City for interview (if necessary) – beginning the week of December XX, 2019.
- Anticipate final selection by the week of December XX, 2019.
- Contract executed by the City approximately December XX, 2019.

SECTION 1. SUMMARY OF REQUEST

PURPOSE: The City of Louisville is seeking proposals for engineering, design, relocation and construction services to relocate and rehabilitate the historic Miner’s Cabins currently located at 739 S 104th St., Louisville, Colorado. The Cabins were previously moved in 2018 from the Miners Field neighborhood to City Shops while the City determined a permanent home for the structures. The Contractor shall accomplish the following: Provide all necessary expertise, equipment, materials, supervision, labor and incidentals required to prepare and relocate the structures from City Services, Louisville, Colorado and place them on a new foundation to be located at Miners Field, 1212 South St., Louisville, Colorado and perform rehabilitation of the structures. There is also a strong desire in the community for volunteer participation in the rehabilitation of the Cabins. All proposals should include a plan for use of volunteers in the rehabilitation efforts.

The proposed project has been structured in two phases:

1. Phase One: Cabin relocation to Miners Field, including site preparation, Cabin structural stabilization and transportation, and Cabin placement on a foundation. This includes development of civil and building plans meeting City building codes and requirements and submittal and approval of the plans from the City’s Engineering and Building Divisions.
2. Phase Two: Cabin rehabilitation. This includes preparation of design drawings for review and approval by the Historic Preservation Commission and Alteration Certificate for Historic Landmarks, development of civil and building plans meeting City building codes and requirements and submittal and approval of the plans from the City’s Engineering and Building Divisions.

F&D International conducted an assessment of the structures dated May 4, 2017, which is attached to this RFP.

Questions regarding the proposal can be directed to:

Felicity Selvoski City of Louisville 749 Main Street Louisville, CO 80027	303.335.4594 FSelvoski@LouisvilleCO.gov
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SECTION 2. SCOPE OF WORK

The Scope of Work shall include but is not limited to the following:

- Submit a safety plan prior to the commencement of the Job. The safety plan should detail procedures for accident prevention and show an understanding of all local, state, and federal regulations governing the relocation of the structure.
 - The relocation operations shall be conducted in a manner which will ensure the safety of persons and property and will prevent damage by falling debris or other cause to adjacent buildings, structures or other facilities. The Contractor will take the necessary steps to protect the structure from inclement weather, water, vandalism, and theft. Any

damage caused by the relocation to the structure, to adjacent facilities, to utilities, to streets and roadways, including curbs and gutters, shall be the responsibility of the Contractor.

- Evaluate site conditions at the receiving site (Miners Field) and provide a site plan for grading, drainage, foundation and any other needed site work to accommodate the cabins. Site planning for the cabins will need to be coordinated with the City's Parks, Public Works, and Planning Departments. A site and topographic survey may be required.
- Transport the Cabins to the new site. Transportation shall be in accordance with all applicable federal, state, and local ordinances and regulations.
 - The Contractor will be responsible for developing construction documents and obtaining the necessary permits and making the necessary arrangements with local authorities to transport the Cabins, including escorts and traffic control (as required).
 - Coordinate with utility companies to make necessary arrangements and payment for checking and clearing utility lines and traffic lights as required to move the cabins.
- The Contractor will be responsible for providing shoring and bracing or other support necessary to prevent movement, settlement, or collapse of the Cabins during the move.
 - The Contractor will be responsible for the safety and adequacy of the precautions against movement.
 - The Contractor will be responsible for protecting all surfaces, windows, and doors and other features of the structure from potential damage.
 - The Contractor will repair any damage incurred or alterations made to the building during the relocation/move as required to preserve the integrity of the structure.
- Prepare the Miners Field site to receive the Cabins (to include but not limited to site grading, removal of landscaping, installation of foundations). Anchor/attach the Cabins to the new foundations.
- Coordinate, oversee and conduct rehabilitation construction work on the Cabins as defined by the Secretary of the Interior's Standards for Rehabilitation.
 - This will include developing design plans for the rehabilitation work to be presented to the City's Historic Preservation Commission for approval through the Alteration Certificate process for historic Landmarks.
 - The Contractor will be responsible for developing construction documents and obtaining the necessary permits for the rehabilitation work.
- The City requests the Contractor provide meaningful opportunities for community volunteers to assist in the relocation and rehabilitation work. The Contractor will need to provide a plan for volunteer participation, including how volunteers will be supervised and what elements of the project to which volunteers will be able to contribute.

SECTION 3. STANDARD TERMS AND CONDITIONS

When preparing a proposal for submission in response to this RFP, Contractors should be aware of the following terms and conditions which have been established by the City of Louisville:

This request for proposals is not an offer to contract. The provisions in this RFP and any purchasing policies or procedures of the City are solely for the fiscal responsibility of the City, and confer no rights, duties or entitlements to any party submitting proposals. The City of Louisville reserves the right to reject

any and all proposals, to consider alternatives, to waive any informalities and irregularities, to abandon the project and this RFP at any time, and to re-solicit proposals.

The City of Louisville reserves the right to conduct such investigations of and discussions with those who have submitted proposals or other entities as they deem necessary or appropriate to assist in the evaluation of any proposal or to secure maximum clarification and completeness of any proposal.

The successful proposer shall be required to sign a contract with the City in a form provided by and acceptable to the City. The contractor shall be an independent contractor of the City.

The City of Louisville assumes no responsibility for payment of any expenses incurred by any proponent as part of the RFP process.

The following criteria will be used to evaluate all proposals:

- RFP, as well as their understanding of the scope of such services and the specific requirements of the City of Louisville.
- The reputation, experience, and efficiency of the contractor.
- The ability of the contractor to provide quality services within time and funding constraints.
- The general organization of the proposal: Special consideration will be given to submittals which are appropriate, address the goals; and provide in a clear and concise format the requested information.
- Other selection factors within this RFP or that City determines are relevant to consideration of the best interests of the City.

All responses to this RFP become the property of the City upon receipt and regardless of selection or rejection, and will not be returned, except that the City may return late responses submitted after the response deadline. Any trade secrets or confidential commercial or financial information submitted with any response is subject to potential disclosure and submitting it against the City in respect to agreement to indemnify the City for any costs, legal fees or expenses incurred in relation to any proceeding concerning disclosure of such information. Any trade secrets or confidential commercial or financial information submitted with a response shall be clearly segregated and marked; provided; however, that neither cost information nor the total RFP will be considered proprietary. The City will notify the vendor of any request for disclosure of information so segregated and marked that may be subject to nondisclosure, and it will be the responsibility of the vendor to object and to pursue any legal actions pursuant to Colorado law. A vendor shall notify the City within 24 hours of notification by City of request for disclosure of the protection under Colorado law.

SECTION 4. SUBMITTAL REQUIREMENTS

The following information is required for a proposal to be considered complete and to be eligible for the award process. Please respond to all of the following outlined points specifically and clearly.

- A. GENERAL INTRODUCTION: Provide the name, address, and email address of Contractor. If an entity, provide the legal name of the entity and the names of the entity's principal(s) who is

proposed to provide the services. Provide a concise description and experience of yourself, or your firm, and the experience of the Contractor.

- B. PRIOR EXPERIENCE: Provide a review of qualifications and relevant experience for all team members involved. Relevant experience should include details on removing and relocating houses from one site to another site and must provide convincing evidence that the team has sufficient understanding and experience with similar projects to be able to remove and relocate the Improvements. Qualified engineering and architecture professionals with demonstrated historic preservation, restoration, and building relocation and stabilization experience must be demonstrated.
- C. REFERENCES: Provide a list of at least 3 references from clients with similar projects completed by the person/firm(s), giving names, addresses, and phone numbers of clients.
- D. MOVING AND REHABILITATION PLAN: Provide a concise proposed scope of work for moving and rehabilitating the cabins including permitting, mitigation of hazardous materials, staging for move, transportation from City Services Building to Miners Field, new foundation, site restoration, anticipated timeline.
- E. COST PROPOSAL: Provide a detailed and itemized cost proposal for each phase of the project. Also include hourly rates of each of the consultants that are anticipated to work on the project.
- F. Review the City's standard contract and highlight any concerns.
- G. Provide the completed pre-contract certification and return with your proposal.

**AN AGREEMENT BY AND BETWEEN THE CITY OF LOUISVILLE
AND _____
FOR CONSULTING SERVICES**

1).0 PARTIES

This AGREEMENT FOR CONSULTING SERVICES (this “Agreement”) is made and entered into this ____ day of _____, 20__ (the “Effective Date”), by and between the **City of Louisville**, a Colorado home rule municipal corporation, hereinafter referred to as the “City”, and _____ [Name of Contractor], a _____ [State of Formation and Type of Entity] hereinafter referred to as the “Consultant”.

2).0 RECITALS AND PURPOSE

- 2.1 The City desires to engage the Consultant for the purpose of providing building relocation, construction, and rehabilitation services as further set forth in the Consultant’s Scope of Services (which services are hereinafter referred to as the “Services”).
- 2.2 The Consultant represents that it has the special expertise, qualifications and background necessary to complete the Services.

3).0 SCOPE OF SERVICES

The Consultant agrees to provide the City with the specific Services and to perform the specific tasks, duties and responsibilities set forth in Scope of Services attached hereto as Exhibit “B” and incorporated herein by reference.

4).0 COMPENSATION

- 4.1 The City shall pay the Consultant for services under this agreement a total not to exceed the amounts set forth in Exhibit “C” attached hereto and incorporated herein by this reference. [Further revise as needed to reflect whether contract is hourly or flat amount]. The City shall not pay mileage and other reimbursable expenses (such as meals, parking, travel expenses, necessary memberships, etc.), unless such expenses are (1) clearly set forth in the Scope of Services, and (2) necessary for performance of the Services (“Pre-Approved Expenses”). The foregoing amounts of compensation shall be inclusive of all costs of whatsoever nature associated with the Consultant’s efforts, including but not limited to salaries, benefits, overhead, administration, profits, expenses, and outside consultant fees. The Scope of Services and payment therefor shall only be changed by a properly authorized amendment to this Agreement. No City employee has the authority to bind the City with regard to any payment for any services which exceeds the amount payable under the terms of this Agreement.
- 4.2 The Consultant shall submit monthly an invoice to the City for Services rendered and a detailed expense report for Pre-Approved Expenses incurred during the previous month. The invoice shall document the Services provided during the preceding month, identifying

by work category and subcategory the work and tasks performed and such other information as may be required by the City. The Consultant shall provide such additional backup documentation as may be required by the City. The City shall pay the invoice within thirty (30) days of receipt unless the Services or the documentation therefor are unsatisfactory. Payments made after thirty (30) days may be assessed an interest charge of one percent (1%) per month unless the delay in payment resulted from unsatisfactory work or documentation therefor.

5).0 PROJECT REPRESENTATION

- 5.1 The City designates _____ as the responsible City staff to provide direction to the Consultant during the conduct of the Services. The Consultant shall comply with the directions given by _____ and such person's designees.
- 5.2 The Consultant designates _____ as its project manager and as the principal in charge who shall be providing the Services under this Agreement. [The Services shall not be provided by persons other than _____.] [or] [Should any of the representatives be replaced, particularly _____, and such replacement require the City or the Consultant to undertake additional reevaluations, coordination, orientations, etc., the Consultant shall be fully responsible for all such additional costs and services.]

6).0 TERM

- 6.1 The term of this Agreement shall be from the Effective Date to _____, 20____, unless sooner terminated pursuant to Section 13, below. The Consultant's Services under this Agreement shall commence on [(the Effective Date) or (on another date desired by the City, after the Effective Date)] and Consultant shall proceed with diligence and promptness so that the Services are completed in a timely fashion consistent with the City's requirements.
- 6.2 Nothing in this Agreement is intended or shall be deemed or construed as creating any multiple-fiscal year direct or indirect debt or financial obligation on the part of the City within the meaning of Colorado Constitution Article X, Section 20 or any other constitutional or statutory provision. All financial obligations of the City under this Agreement are subject to annual budgeting and appropriation by the Louisville City Council, in its sole discretion. Notwithstanding anything in this Agreement to the contrary, in the event of non-appropriation, this Agreement shall terminate effective December 31 of the then-current fiscal year.

7).0 INSURANCE

- 7.1 The Consultant agrees to procure and maintain, at its own cost, the policies of insurance set forth in Subsections 7.1.1 through 7.1.4. The Consultant shall not be relieved of any liability, claims, demands, or other obligations assumed pursuant to this Agreement by reason of its failure to procure or maintain insurance, or by reason of its failure to procure

or maintain insurance in sufficient amounts, durations, or types. The coverages required below shall be procured and maintained with forms and insurers acceptable to the City. All coverages shall be continuously maintained from the date of commencement of services hereunder. The required coverages are:

- 7.1.1 Workers' Compensation insurance as required by the Labor Code of the State of Colorado and Employers Liability Insurance. Evidence of qualified self-insured status may be substituted.
 - 7.1.2 General Liability insurance with minimum combined single limits of ONE MILLION DOLLARS (\$1,000,000) each occurrence and TWO MILLION DOLLARS (\$2,000,000) aggregate. The policy shall include the City of Louisville, its officers and its employees, as additional insureds, with primary coverage as respects the City of Louisville, its officers and its employees, and shall contain a severability of interests provision.
 - 7.1.3 Comprehensive Automobile Liability insurance with minimum combined single limits for bodily injury and property damage of not less than FOUR HUNDRED THOUSAND DOLLARS (\$400,000) per person in any one occurrence and ONE MILLION DOLLARS (\$1,000,000) for two or more persons in any one occurrence, and auto property damage insurance of at least FIFTY THOUSAND DOLLARS (\$50,000) per occurrence, with respect to each of Consultant's owned, hired or non-owned vehicles assigned to or used in performance of the services. The policy shall contain a severability of interests provision. If the Consultant has no owned automobiles, the requirements of this paragraph shall be met by each employee of the Consultant providing services to the City of Louisville under this Agreement.
 - 7.1.4 Professional Liability coverage with minimum combined single limits of ONE MILLION DOLLARS (\$1,000,000) each occurrence and ONE MILLION DOLLARS (\$1,000,000) aggregate.
- 7.2 The Consultant's general liability insurance, automobile liability and physical damage insurance, and professional liability insurance shall be endorsed to include the City, and its elected and appointed officers and employees, as additional insureds, unless the City in its sole discretion waives such requirement. Every policy required above shall be primary insurance, and any insurance carried by the City, its officers, or its employees, shall be excess and not contributory insurance to that provided by the Consultant. Such policies shall contain a severability of interests provision. The Consultant shall be solely responsible for any deductible losses under each of the policies required above.
- 7.3 Certificates of insurance shall be provided by the Consultant as evidence that policies providing the required coverages, conditions, and minimum limits are in full force and effect, and shall be subject to review and approval by the City. No required coverage shall be cancelled, terminated or materially changed until at least 30 days' prior written notice has been given to the City. The City reserves the right to request and receive a certified copy of any policy and any endorsement thereto.

7.4 Failure on the part of the Consultant to procure or maintain policies providing the required coverages, conditions, and minimum limits shall constitute a material breach of contract upon which the City may immediately terminate this Agreement, or at its discretion may procure or renew any such policy or any extended reporting period thereto and may pay any and all premiums in connection therewith, and all monies so paid by the City shall be repaid by Consultant to the City upon demand, or the City may offset the cost of the premiums against any monies due to Consultant from the City.

7.5 The parties understand and agree that the City is relying on, and does not waive or intend to waive by any provision of this Agreement, the monetary limitations or any other rights, immunities, and protections provided by the Colorado Governmental Immunity Act, § 24-10-101 et seq., C.R.S., as from time to time amended, or otherwise available to the City, its officers, or its employees.

8).0 INDEMNIFICATION

To the fullest extent permitted by law, the Consultant agrees to indemnify and hold harmless the City, and its elected and appointed officers and its employees, from and against all liability, claims, and demands, on account of any injury, loss, or damage, which arise out of or are connected with the services hereunder, if and to the extent such injury, loss, or damage is caused by the negligent act, omission, or other fault of the Consultant or any subcontractor of the Consultant, or any officer, employee, or agent of the Consultant or any subcontractor, or any other person for whom Consultant is responsible. The Consultant shall investigate, handle, respond to, and provide defense for and defend against any such liability, claims, and demands. The Consultant shall further bear all other costs and expenses incurred by the City or Consultant and related to any such liability, claims and demands, including but not limited to court costs, expert witness fees and attorneys' fees if the court determines that these incurred costs and expenses are related to such negligent acts, errors, and omissions or other fault of the Consultant. [Notwithstanding the foregoing, Consultant's duty to defend, indemnify and hold harmless the City, and its elected and appointed officials and employees as set forth in this section shall only arise upon determination, by adjudication, alternative dispute resolution, or mutual agreement between Consultant and the City, of the Consultant's liability or fault.] The City shall be entitled to its costs and attorneys' fees incurred in any action to enforce the provisions of this Section 8.0. The Consultant's indemnification obligation shall not be construed to extend to any injury, loss, or damage which is caused by the act, omission, or other fault of the City.

9).0 QUALITY OF WORK

Consultant's professional services shall be in accordance with the prevailing standard of practice normally exercised in the performance of services of a similar nature in the Denver metropolitan area.

10).0 INDEPENDENT CONTRACTOR

It is the expressed intent of the parties that the Consultant is an independent contractor and not the agent, employee or servant of the City, and that:

- 10.1. Consultant shall satisfy all tax and other governmentally imposed responsibilities including but not limited to, payment of state, federal, and social security taxes, unemployment taxes, worker's compensation and self-employment taxes. No state, federal or local taxes of any kind shall be withheld or paid by the City.
- 10.2. **Consultant is not entitled to worker's compensation benefits except as may be provided by the Consultant nor to unemployment insurance benefits unless unemployment compensation coverage is provided by the Consultant or some entity other than the City.**
- 10.3. Consultant does not have the authority to act for the City, or to bind the City in any respect whatsoever, or to incur any debts or liabilities in the name of or on behalf of the City.
- 10.4. Consultant has and retains control of and supervision over the performance of Consultant's obligations hereunder and control over any persons employed by Consultant for performing the Services hereunder.
- 10.5. The City will not provide training or instruction to Consultant or any of its employees regarding the performance of the Services hereunder.
- 10.6. Neither the Consultant nor any of its officers or employees will receive benefits of any type from the City.
- 10.7. Consultant represents that it is engaged in providing similar services to other clients and/or the general public and is not required to work exclusively for the City.
- 10.8. All Services are to be performed solely at the risk of Consultant and Consultant shall take all precautions necessary for the proper and sole performance thereof.
- 10.9. Consultant will not combine its business operations in any way with the City's business operations and each party shall maintain their operations as separate and distinct.

11).0 ASSIGNMENT

Except as provided in section 22.0 hereof, Consultant shall not assign or delegate this Agreement or any portion thereof, or any monies due or to become due hereunder without the City's prior written consent.

12).0 DEFAULT

Each and every term and condition hereof shall be deemed to be a material element of this Agreement. In the event either party should fail or refuse to perform according to the terms of this Agreement, such party may be declared in default.

13).0 TERMINATION

13.1 This Agreement may be terminated by either party for material breach or default of this Agreement by the other party not caused by any action or omission of the other party by giving the other party written notice at least thirty (30) days in advance of the termination date. Termination pursuant to this subsection shall not prevent either party from exercising any other legal remedies which may be available to it.

13.2 In addition to the foregoing, this Agreement may be terminated by the City for its convenience and without cause of any nature by giving written notice at least fifteen (15) days in advance of the termination date. In the event of such termination, the Consultant will be paid for the reasonable value of the services rendered to the date of termination, not to exceed a pro-rated daily rate, for the services rendered to the date of termination, and upon such payment, all obligations of the City to the Consultant under this Agreement will cease. Termination pursuant to this subsection shall not prevent either party from exercising any other legal remedies which may be available to it.

14).0 INSPECTION AND AUDIT

The City and its duly authorized representatives shall have access to any books, documents, papers, and records of the Consultant that are related to this Agreement for the purpose of making audits, examinations, excerpts, and transcriptions.

15).0 DOCUMENTS

All computer input and output, analyses, plans, documents photographic images, tests, maps, surveys, electronic files and written material of any kind generated in the performance of this Agreement or developed for the City in performance of the Services are and shall remain the sole and exclusive property of the City. All such materials shall be promptly provided to the City upon request therefor and at the time of termination of this Agreement, without further charge or expense to the City. Consultant shall not provide copies of any such material to any other party without the prior written consent of the City.

16).0 ENFORCEMENT

16.1 In the event that suit is brought upon this Agreement to enforce its terms, the prevailing party shall be entitled to its reasonable attorneys' fees and related court costs.

16.2 This Agreement shall be deemed entered into in Boulder County, Colorado, and shall be governed by and interpreted under the laws of the State of Colorado. Any action arising out of, in connection with, or relating to this Agreement shall be filed in the District Court of Boulder County of the State of Colorado, and in no other court. Consultant hereby

waives its right to challenge the personal jurisdiction of the District Court of Boulder County of the State of Colorado over it.

17).0 COMPLIANCE WITH LAWS; WORK BY ILLEGAL ALIENS PROHIBITED

- 17.1 Consultant shall be solely responsible for compliance with all applicable federal, state, and local laws, including the ordinances, resolutions, rules, and regulations of the City; for payment of all applicable taxes; and obtaining and keeping in force all applicable permits and approvals.
- 17.2 Exhibit A, the “City of Louisville Public Services Contract Addendum-Prohibition Against Employing Illegal Aliens”, is attached hereto and incorporated herein by reference. There is also attached hereto a copy of Consultant’s Pre-Contract Certification which Consultant has executed and delivered to the City prior to Consultant’s execution of this Agreement.
- 17.3 Consultant acknowledges that the City of Louisville Code of Ethics provides that independent contractors who perform official actions on behalf of the City which involve the use of discretionary authority shall not receive any gifts seeking to influence their official actions on behalf of the City, and that City officers and employees similarly shall not receive such gifts. Consultant agrees to abide by the gift restrictions of the City’s Code of Ethics.

18).0 INTEGRATION AND AMENDMENT

This Agreement represents the entire Agreement between the parties and there are no oral or collateral agreements or understandings. This Agreement may be amended only by an instrument in writing signed by the parties.

19).0 NOTICES

All notices required or permitted under this Agreement shall be in writing and shall be given by hand delivery, by United States first class mail, postage prepaid, registered or certified, return receipt requested, by national overnight carrier, or by facsimile transmission, addressed to the party for whom it is intended at the following address:

If to the City:

City of Louisville
Attn: City Manager
749 Main Street
Louisville, Colorado 80027
Telephone: (303) 335-4533
Fax: (303) 335-4550

If to the Consultant:

Any such notice or other communication shall be effective when received as indicated on the delivery receipt, if by hand delivery or overnight carrier; on the United States mail return receipt, if by United States mail; or on facsimile transmission receipt. Either party may by similar notice given, change the address to which future notices or other communications shall be sent.

20).0 EQUAL OPPORTUNITY EMPLOYER

20.1 Consultant will not discriminate against any employee or applicant for employment because of race, color, religion, age, sex, disability or national origin. Consultant will take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, religion, age, sex, disability, or national origin. Such action shall include but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Consultant agrees to post in conspicuous places, available to employees and applicants for employment, notice to be provided by an agency of the federal government, setting forth the provisions of the Equal Opportunity Laws.

20.2 Consultant shall be in compliance with the applicable provisions of the American with Disabilities Act of 1990 as enacted and from time to time amended and any other applicable federal, state, or local laws and regulations. A signed, written certificate stating compliance with the Americans with Disabilities Act may be requested at any time during the life of this Agreement or any renewal thereof.

21.0 NO THIRD PARTY BENEFICIARIES

It is expressly understood and agreed that enforcement of the terms and conditions of this Agreement, and all rights of action relating to such enforcement, shall be strictly reserved to City and Consultant, and nothing contained in this Agreement shall give or allow any such claim or right of action by any other third party on such Agreement. It is the express intention of the parties that any person other than City or Consultant receiving services or benefits under this Agreement shall be deemed to be an incidental beneficiary only.

22.0 SUBCONTRACTORS

Consultant may utilize subcontractors identified in its qualifications submittal to assist with non-specialized works as necessary to complete projects. Consultant will submit any proposed subcontractor and the description of its services to the City for approval. The City will not work directly with subcontractors.

23.0 AUTHORITY TO BIND

Each of the persons signing below on behalf of any party hereby represents and warrants that such person is signing with full and complete authority to bind the party on whose behalf of whom such person is signing, to each and every term of this Agreement.

In witness whereof, the parties have executed this Agreement to be effective on the date first above written.

CITY OF LOUISVILLE,
a Colorado Municipal Corporation

By: _____
Robert P. Muckle, Mayor

Attest: _____
Meredyth Muth, City Clerk

CONSULTANT:

By: _____
Title: _____

Exhibit A

City of Louisville Public Services Contract Addendum Prohibition Against Employing Illegal Aliens

Prohibition Against Employing Illegal Aliens. Contractor shall not knowingly employ or contract with an illegal alien to perform work under this Agreement. Contractor shall not enter into a contract with a subcontractor that fails to certify to the Contractor that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this Agreement.

Contractor will participate in either the E-verify program or the Department program, as defined in C.R.S. § § 8-17.5-101(3.3) and 8-17.5-101(3.7), respectively, in order to confirm the employment eligibility of all employees who are newly hired for employment to perform work under the public contract for services. Contractor is prohibited from using the E-verify program or the Department program procedures to undertake pre-employment screening of job applicants while this Agreement is being performed.

If Contractor obtains actual knowledge that a subcontractor performing work under this Agreement for services knowingly employs or contracts with an illegal alien, Contractor shall:

- a. Notify the subcontractor and the City within three days that the Contractor has actual knowledge that the subcontractor is employing or contracting with an illegal alien; and
- b. Terminate the subcontract with the subcontractor if within three days of receiving the notice required pursuant to this paragraph the subcontractor does not stop employing or contracting with the illegal alien; except that the Contractor shall not terminate the contract with the subcontractor if during such three days the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien.

Contractor shall comply with any reasonable request by the Department of Labor and Employment made in the course of an investigation that the Department is undertaking pursuant to the authority established in C.R.S. § 8-17.5-102(5).

If Contractor violates a provision of this Agreement required pursuant to C.R.S. § 8-17.5-102, City may terminate the Agreement for breach of contract. If the Agreement is so terminated, the Contractor shall be liable for actual and consequential damages to the City.

Pre-Contract Certification in Compliance with C.R.S. Section 8-17.5-102(1)

The undersigned hereby certifies as follows:

That at the time of providing this certification, the undersigned does not knowingly employ or contract with an illegal alien; and that the undersigned will participate in the E-Verify program or the Department program, as defined in C.R.S. § § 8-17.5-101(3.3) and 8-17.5-101(3.7), respectively, in order to confirm the employment eligibility of all employees who are newly hired for employment to perform under the public contract for services.

Proposer:

By _____

Title: _____

Date

Exhibit B – Scope of Services

[Insert Scope of Service(s)]

Historic Preservation Commission

Meeting Minutes

September 16, 2019

City Hall, Council Chambers

749 Main Street

6:30 PM

Call to Order – Chair Haley called the meeting to order at 6:30 PM.

Roll Call was taken and the following members were present:

Commission Members Present: Chair Lynda Haley

Andrea Klemme

Caleb Dickinson

Hannah Parris

Gary Dunlap

Commission Members Absent:

Michael Ulm

Staff Members Present:

Felicity Selvoski, Historic Preservation Planner

Robert Zuccaro, Dir. Of Planning & Building

Harry Brennan, Planner II

Amelia Brackett Hogstad, Planning Clerk

APPROVAL OF AGENDA

Klemme made a motion to approve the September 16, 2019 agenda. Parris seconded. Agenda approved by voice vote.

APPROVAL OF MINUTES

Parris made a motion to approve the August 19, 2019 minutes. Dickinson seconded. Agenda approved by voice vote.

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

None.

NEW BUSINESS – PUBLIC HEARNIG ITEMS

1001 Main Street: Alteration Certificate: A request for 1001 Main Street (Tomeo House, part of the Museum Campus) (Resolution 2, Series 2019)

Selvoski presented the application and photographs showing the historic and the current basement doors. The application requested a decorative bead-board siding cover over the door. The proposed work would not harm the landmarked aspects and would conform to the standards for additions to historic structures.

City of Louisville

Department of Planning and Building Safety

749 Main Street Louisville CO 80027

303.335.4592 (phone) 303.335.4550 (fax) www.louisvilleco.gov

Staff recommends approval.

Klemme asked if cellar doors were usually so high.

Selvoski replied that the door led to more of a crawlspace than a cellar, and it provided security from rodents.

Dunlap asked if the proposed materials were based on the historic materials.

Selvoski replied that the applicant had chosen the materials and that they made sense for a structure of this era.

Haley added that they had a recent example of what the door had looked like originally. She asked for public comment. Seeing none, she asked for commissioner comment and noted that the application was compatible to the historic character, as well.

Dunlap added that the improvements were probably good for protecting the integrity of the landmark.

Klemme moved to approve. Dickinson seconded. Motion passed unanimously by roll call vote.

Probable Cause Determination for 1133 Main Street: A request to find probable cause for a landmark designation to allow for funding of a historic structure assessment for 1133 Main Street

Selvoski presented historic and current photos of the structure. She noted the beehive ash pit on the property, which the Louisville Historical Museum was working on acquiring. The structure was built in 1904 and is representative of an early 20th-century wood frame house, featuring a front gable roof. There was an addition built prior to 1948. The structure has only changed hands twice since it was built and both families had ties to Louisville's Italian heritage. The DelPizzo Family currently owns it and has owned it since 1926. There are parts of the house for making wine and prosciutto. The structure appears to maintain a high degree of integrity based on the photos, as well.

Staff finds that there is probable cause for landmarking and recommends approving the application for up to \$4,000 for a Historic Structure Assessment.

Haley thought the application was pretty straightforward for integrity and social significance.

Dickinson added that it was a perfect example of what the Commission was looking for.

Dickinson moved and Klemme seconded. Motion passed unanimously by roll call vote.

Probable Cause Determination for 925 Jefferson Avenue: A request to find probable cause for a landmark designation to allow for funding of a historic structure assessment for 925 Jefferson Avenue

Dickinson recused himself since the applicant was his mother.

Selvoski presented historic and current photos of the structure, showing that it has maintained a high degree of structural integrity. There was an addition to the rear of the house, built in 1957, which did not impact the view from the street. The structure was built around 1891, making it approximately 128 years old. It is one of the earliest homes in one of its earliest subdivisions, Jefferson Place, which was platted in 1880. It is an example of a Hipped-Roof Box house, which is rare in Louisville. The porch work has maintained its integrity, as well. The long-time owner was the Hamilton family. Virginia Hamilton was a schoolteacher and founding member of the Saturday Study Club, which started the Louisville Library. Her husband, Frank Hamilton, was a coal miner, saloon operator, and deputy County Clerk. Staff finds that the structure meets the requirement for social significance.

Staff recommends approval and eligibility for the Historic Structure Assessment grant.

Dunlap asked about the current ownership listed on the application.

Selvoski explained that the staff report lists the previous and current owners, and sometimes applicants included architects working on the project.

Dunlap asked about a window replacement that had been previously approved by the Commission.

Selvoski replied that window replacements for non-landmarked homes can go through a subcommittee or a full committee of the Commission, and these replacements had gone through a review process.

Klemme asked about the rear addition.

Selvoski replied that it was added in 1957. It was probably an exterior porch that was closed in, since the footprint of the structure has remained similar.

Dunlap thought the application justified a finding of probable cause.

Christine Dickinson, 838 14th Street in Boulder, stated that she loved the house.

Parris was excited that it was a unique and detailed structure and was impressed by the ties to the community through the Hamilton family.

Dunlap added that porch moldings were often no longer intact on old houses, and these appeared to be the original version.

Klemme moved and Parris seconded a motion to find probable cause. Motion passed unanimously by roll call vote.

DISCUSSION/DIRECTION

Pre-Filing Conference for 816 Lincoln

Andy Johnson, 922A Main Street with DAJ Design, presented the Historic Structure Assessment for 816 Lincoln. He noted that the 1875 date on a deed he found could bring into question some of the dates for homes in Louisville that were based on accessor's cards. He presented photos from the assessment and the layout of the structure. He showed that the old subfloor was significantly different from the current one and that the mudroom and the bathroom were additions. He surmised that the mudroom could have been a porch enclosure, but it seemed more likely that it was an entirely new addition, like the bathroom. He explained that none of the current windows were original and were much smaller than the original ones. The historic front porch columns were larger and probably wood, whereas now the columns are metal.

Johnson then showed the basement and crawlspace. The columns and the support system were in generally good condition, though they were not to today's building standards. The basement also showed the division between the old and new parts of the overall structure and the original brick columns under the house. Johnson's team conducted a test hole to investigate the outside of the foundation and it appears that someone had poured a rough footing and then put a brick foundation on top. There was also a brick skirt around the outside of the house. On the inside, the brick had a stucco layer over it. There was also a dugout portion of the basement with buttress walls, supporting the load of the soil that was pressing out from the foundation.

Johnson then described the attic, roof, and exterior details. He believed that previous occupants planned to build out the attic for occupation but never completed the project. The windows and doors were not original. The front porch was likely original except for the columns. There was some wood detailing along the wall that may have been part of the original columns. You can still see the footprint of the old columns.

Johnson also described the priority list of landmark improvements in the assessment and gave the updated HSA cost breakdown. He also described the initial plans for new building on the lot.

Haley noted that the rotating, 3D elevation of the plans in Mr. Johnson's presentation was a helpful visualization.

Dickinson thanked Mr. Johnson for his presentation and for taking the time to educate the Commission on the assessment process. He observed that some preservation-minded people would love the draft addition and some would hate it. From the outside, the house looks like an old home, and some people would appreciate that. Others may feel offended by the size of the home, which was once a small home and loses its

historic feel when it is enlarged. He stated that being able to make additions and satisfy the needs of people buying here was better than demolishing and starting over with something new. He thought that both approaches to preservation were right, since it was sad to lose the smallness of the homes, but it was also important to keep parts of the historic homes.

Johnson replied that he had been presenting to the Commission for 18 years and philosophically there were no “I” statements for a commission, but it was important to state opinions about what should happen to the time. He noted that historic preservation was somewhat about how to change, while following objective standards. He observed that small towns personalize these kinds of decisions, but preservation was not about the difference between a small and a big home.

Dunlap stated that the visual elements of Mr. Johnson’s presentation got across the elements of the historic house.

Haley appreciated seeing the superimposed footprints to see how the footprint would change. She added that the house was very linear, but it had important historic points that could be appreciated from the sidewalk and was a sensitive addition.

Dickinson stated that he would prefer to have the addition fit in better, but he had learned that best practice for preservation was to differentiate the new from the old.

Johnson noted that the Commission was not actively reviewing the plans at this meeting, but he appreciated the feedback. He explained that the addition was inspired by the softer historic gables, and the plans for the windows were meant to help open up the house while not having large windows open into a neighbor’s home.

Klemme asked if a certain percentage of the front had to be preserved to be landmarked and asked if this proposal matched that requirement. She was concerned that these plans seemed like several different alterations to different sides of the house all happening at once.

Johnson responded that they were preserving the first 10 feet and a landmark designation would not preclude having an addition off to the side, via an alteration certificate.

The commissioners and Mr. Johnson discussed the different options for alteration certificates and the overall review process.

Zuccaro stated that the zoning code contained preservation bonuses for landmarked and un-landmarked structures, though the bonuses for landmarked structures were bigger. Applicants had to preserve at least 10 feet of the front of the house or 25% of the depth of the house, whichever is less, to qualify for those bonuses. He noted that at a pre-filing conference, the Commission was meant to share information about the program, and that there would be a landmark and alteration certificate process in the

future for this structure. For those future items, the Commission would review the alteration criteria in Section 15.36.120, Subsection C.

Parris appreciated seeing the depth of the HSA. She shared that the initial look at the rendering of the larger house was a shock, but she appreciated the time to consider the plan. She noted some features of the design that helped ease the transition and thought, overall, that it was a sensitive design.

Miner's Cabins Request for Proposals (RFP)

Selvoski explained that the miner's cabins were built sometime between 1930 and 1940 and were very small. There had originally been 6 of them on the property. In 2017, thanks to citizens in the neighborhood, there was a groundswell of support to preserve the cabins. The City quickly moved through the process of assessing and acquiring the cabins. They are currently in storage at the City Services building. The original phasing included relocation, stabilization, rehabilitation, a site feasibility study, building permits, site preparation, and final relocation and rehabilitation with the help of volunteers.

In March 2019, Council directed staff to reopen bidding for moving and preserving the cabins. The remaining work has been structured in two phases:

1. Phase I: Cabin relocation to Miner's Field, including site preparation, Cabin structural stabilization and transportation, and Cabin placement on a foundation.
2. Phase II: Cabin rehabilitation, including preparation of design drawings for review and approval by the Historic Preservation Commission and Alteration Certificate for Historic Landmarks.

Selvoski requested comments on the draft RFP.

Haley asked about the role of the museum.

Selvoski responded that they would take over the programming for the cabins.

Dunlap asked if reworking the RFP included the cancellation of whoever had won the original proposal.

Selvoski confirmed and added that the right to cancel had been in the paperwork.

Dickinson stated that he was comfortable with looking for a new agreement. The original estimate was somewhere around \$250,000, which blew his mind. He added that Louisville had a history of moving buildings and they should be able to move these cabins responsibly. He had hoped the cabins could be located downtown where someone could see them by accident rather than with intention, as would be the case at Miner's Field, but that the community supported the cabin project and predicted that the City would be able to find volunteers.

Haley asked if it was common for companies to take on volunteers for a project like this.

Selvoski replied that some companies relied exclusively on volunteer efforts, but it would probably vary from company to company.

Parris added that it may also depend on the skillset of the volunteers.

Dickinson replied that part of the project was grading and pouring concrete, which could be done by volunteers. Keeping the cabins safe during movement and placement would be up to the professionals.

Parris liked the option of having volunteers as long as they were given specific parts of the project.

Haley noted that it might be possible that the liability of having volunteers might be more costly than not having them, though she understood that volunteering was important for the community.

Dunlap stated that managing volunteers should be part of the criteria for the outside contractor.

ITEMS FROM STAFF

Alteration/Demolition Updates

1021 Main Street: A subcommittee granted an alteration certificate for 1021 Main Street because the windows would be replaced with high-quality wood windows and there will be no change to the size or design of the windows.

Demolition Updates

None.

Upcoming Schedule

October

10-12th – PastForward: National Preservation Conference, Denver

21st – Historic Preservation Commission, Council Chambers, 6:30 PM

November

18th – Historic Preservation Commission, Council Chambers, 6:30 PM

December

16th – Historic Preservation Commission, Council Chambers, 6:30 PM

UPDATES FROM COMMISSION

Selvoski asked Commissioner Dickinson if he wanted to discuss the Lunch ‘n’ Learn he attended for local real estate agents.

Dickinson stated that Planners Selvoski and Brennan created a solid presentation to explain preservation benefits and the feedback from the agents was positive. The

agents especially appreciated the review process for window updates, which allowed for efficiency updates while preserving the size and shape of the windows. He thought it was a huge success and that it was a good way of articulating the Historic Preservation Fund's incentive process.

Dunlap asked about any negative feedback.

Selvoski responded that they were remarkably positive and she and Planner Brennan were able to express that landmarking could be an asset to the community and to the homeowner.

Dickinson observed that it was a continued education program for many realtors, who were expecting to learn all the things they could not do for landmarked homes.

Dunlap noted that the Saving Places Conference last year showed that there were mandatory preservation processes in the country, particularly on the East Coast, whereas Colorado had more of a process of working together to make preservation happen.

Klemme asked if the Commission wanted to participate in Art Walks in October and November. She and Commissioner Parris volunteered to attend. Selvoski replied that she would send an email to the Commission.

Dickinson stated that he would like to open his home, the Old Louisville Hospital, for staff and the Commission, but recognized there were issues with commissioners meeting together outside of hearings. He suggested a public event and asked for help from staff to figure out the right way to do it. He did not mind if it was a public event for people to come see the house.

Zuccaro replied that staff could advertise it as a meeting and meet public notice that way, though it would need to be open to the public and any municipal business needed to be held on public ground. He thought it would be better to do a publicized social gathering and Commissioner Dickinson agreed.

DISCUSSION ITEMS FOR NEXT MEETINGS

Dunlap requested a discussion to consider requiring a structural engineering assessment in historic structure assessments. He also suggested discussing materials usage and how to communicate materials requirements to the public.

Selvoski replied that the program was generally structured to let the applicant present their choices of materials to the Commission, though there was language regarding what the goal of the materials should be. There was no specific materials list.

Dunlap did not think materials should be mandated, but he wondered if people wanted guidance for what materials to choose.

Selvoski replied that staff had the opportunity to talk through the applications, including materials, with the applicants.

Haley added that the HSA would help determine what materials replacement would be a priority.

Dickinson thought that requiring a structural engineer to be part of the assessment process could be a good idea to mandate or encourage. He asked for staff input.

Selvoski replied that she could bring forward the HSA requirements that applicants received for the Commission to consider.

Adjourn:

Parris moved to adjourn. Klemme seconded. The meeting was adjourned at 8:17 PM.

SUBJECT: ORDINANCE NO. 1779, SERIES 2019 – AN ORDINANCE
ADOPTING A NEW SIGN CODE FOR THE CITY OF LOUISVILLE
– 2nd READING, PUBLIC HEARING (advertised *Daily Camera*
7/28/19) continued from 9/3/19

DATE: OCTOBER 15, 2019

PRESENTED BY: LISA RITCHIE, SENIOR PLANNER

SUMMARY:

Presented for adoption is an updated comprehensive sign code for the City of Louisville. The new code repeals all existing sign codes and manuals and replaces them with a single regulatory document for signs in all parts of the City. The intent of the updated sign code is to:

- Modernize and improve sign regulations to accommodate business and resident needs while ensuring quality sign design consistent with desired community character;
- Accommodate changes in technology and best practices in sign design; and
- Align regulations with current legal requirements.

Staff developed the code with the assistance of Russell + Mills, Plan Tools, and Murray Dahl Beery and Renaud, LLP.

City Council held a public hearing on September 3, 2019 to consider adoption of the draft Sign Code (see Attachment 10 for minutes). Council raised a number of questions, directed changes to draft, and continued the hearing. The following summarizes staff's response to the Council's questions and changes made to the sign code since the September 3rd hearing.

Question Responses and Changes Following the Public Hearing on September 3, 2019:

- Regarding stricter regulation for marijuana related signs, have any of these been challenged at the state or local level?
 - Staff and legal counsel are not aware of any legal challenges.
- Consider moving the definitions to the front section of the Sign Code.
 - Staff moved this section to the front at the direction of Council.
- Section 4.8. Review mural language for clarity on which facades are eligible for placement of murals and determining maximum area allowed.
 - Staff revised the language on how murals are measured and where they can be located in order to provide additional clarity.

Murals may be placed on all building facades other than facades oriented to the primary street frontage.

- Section 5.5. Is it possible to include a cap on residential yard signs?
 - Staff and legal counsel reviewed this issue, and City Council may consider a reasonable cap on the total number of allowed yard signs in Residential areas. Staff revised the code to allow a maximum of six yard signs.

- Section 1.2. Is it preferable to amend this section to read “Federal and State constitutional guarantees”, rather than “1st Amendment guarantees”?
 - Staff and legal counsel reviewed this question and revised the draft Sign Code to read as such.

- Section 1.3.5. Is this section, which states, “Nothing in these regulations shall be construed as a defense to a violation of applicable state or federal law.” necessary or can it be removed?
 - Staff and legal counsel determined that the section is not necessary and removed the section.

- Section 1.3.2. Is the use of the term, “More restrictive shall apply” problematic with respect to content related concerns?
 - Staff and legal counsel reviewed this language and do not believe it raises concern because we have been careful to eliminate content as a basis for regulation. Accordingly, the “more restrictive” standard will be one related to time, place, or manner – all of which are within the City’s authority.

- Consideration of allowances for temporary signs in the right-of-way.
 - Staff and legal counsel evaluated this issue and recommend that City Council not include these provisions within the Sign Code due to heightened legal risk and concern with staff resources to implement a regulatory requirement. Specific concerns include:
 - It will be very difficult to ensure equal treatment and enforcement for all who wish to place signs in the right-of-way. Enforcement of the sign code should be handled within the time, place and manner approach. Enforcement efforts based on day of the week, or location within the City could result in additional legal risk.
 - If someone places a sign with what may be an offensive or graphic message, but that is protected speech, the public may not understand that staff cannot remove it. Pressure for

- such enforcement is problematic from a legal perspective, as the City would need to treat all signs in the same way.
- Current staff resources are not adequate to enforce an allowance for right-of-way signs at select times over the weekend in a consistent and fair manner.
 - Limiting the number of signs in any location or by any one person or entity would be difficult to enforce. With no limitation on the number of signs allowed, some areas could experience a high volume of signs and repetitive signs.
- If City Council is inclined to allow temporary signs in right-of-way, staff recommends consideration of the following provisions, which staff can incorporate into the sign code through a condition of approval.
 - Anyone may place a temporary yard signs within the right-of-way subject to the following regulations:
 - Temporary yard signs in the right-of-way shall:
 - not be located within a vision clearance area
 - not be located within medians
 - not be located within right-of-way that is adjacent to property zoned Open Space
 - only be permitted between 10:00 am on Saturdays through 4:00 pm on Sundays
- Section 4.11.b. At staff recommendation and by direction of City Council at the September 3 meeting, the maximum wall sign height for signs oriented to US 36 was increased from 50% to 100%.
 - Section 4.5. At staff recommendation and by direction of City Council at the September 3 meeting, additional types of window sign illumination were added.

In addition to the changes above, staff reviewed the draft Sign Code for issues related to a recent legal case in Colorado and made the following changes:

- Section 2.2.4. Staff and legal counsel recommend deleting the noted language that falls regarding exemptions for temporary decorations and displays due to concerns over content-based language. “Temporary decorations or displays, ~~if they are clearly incidental to, customarily, or commonly associated with any national, State, or local holiday or religious celebration~~ provided that such signs shall be displayed for a period of not more than forty five (45) consecutive days nor more than sixty (60) days in one year.

- Definitions. Staff clarified the definition of mural to mean murals in non-residential areas and that they are classified as a sign to facilitate administration of the code and differentiation of murals from other forms of building finishes.
- Staff made numerous minor grammatical edits throughout the document.

BACKGROUND:

The City has adopted and amended multiple sign regulations over the years resulting in regulations in numerous different documents:

- [Louisville Municipal Code Chapter 17.24](#) – Signs on residential property, temporary signs, other miscellaneous sign regulations
- [CDDSG](#) – Permanent signs in areas regulated by the CDDSG
- [IDDSG](#) – Permanent signs in areas regulated by the IDDSG
- [Downtown Sign Manual](#) – Temporary and permanent signs in Downtown
- [Mixed-Use Design Standards and Guidelines \(MUDDSG\)](#) – Temporary and permanent signs in areas regulated by the MUDDSG

Having sign regulations in so many different places is not user friendly and has created confusion for business owners, architects and sign designers working in the City. Many of the regulations contained in the code and design standards and guidelines have also not kept up with best practices resulting in many waiver requests to accommodate adequate signage for the City’s businesses. There are also several conflicts in the sign regulations with recent court cases related to the 1st amendment.

PUBLIC OUTREACH:

Prior to development of the draft Sign Code, staff and the consultant met with local focus groups and stakeholders to discuss desired provisions in a new code, prepared an online survey and held a public open house. Following the initial outreach, staff began preparation of the draft Sign Code, along with the guidance and input from the consultant team, which included expertise in legal matters and design standards related to signs.

Earlier this spring, staff presented the draft Sign Code to the Business Retention and Advisory Committee, the Downtown Business Association, a focus group and other local stakeholders, and held a public open house. Summaries of those discussions are included as attachments. Following this input, staff made further revisions to the draft Sign Code.

Some of the main comments and supported concepts from the public outreach included:

- A desire by some businesses for more flexible sign standards and larger signs, especially for wall and freestanding signs.
- Moderate increases in allowed sign size were generally supported by the public.

- High quality sign design is important.
- Limiting sign clutter and having reasonable restrictions for size, materials and illumination is important to achieving desired community character.
- Sign illumination is important and consideration should be given to glare and dark sky-friendly illumination.
- Expansion of allowance for murals in and outside of Downtown is generally supported.
- Continuing to allow sandwich board signs in Downtown is important, but controlling location and ensuring that they don't conflict with a high-quality pedestrian environment needs to be addressed.
- Generally, commercial and industrial sign standards are outdated and need more comprehensive updates, but the Downtown sign code was more recently adopted and few updates are needed. The pedestrian scale focus for Downtown signs is important.
- Businesses desire more flexibility for temporary signs, including use of sandwich board signs outside of Downtown.
- Sign standards should be more specific to the location and context of where a business is located and the surrounding roadway network (e.g. larger centers should have larger sign allowance, signs facing US 36 or larger roads need larger signs).
- New technology for Electronic Message Center (EMC) signs should be incorporated, especially for menu boards and gas station signs, but wider use of EMCs for advertising or to supplement non-EMC sign panels is not consistent with desired community character.

DISCUSSION:

Under consideration is a draft Ordinance that repeals all sign regulations and adopts by reference the City of Louisville Sign Code, both of which are attached for review. When developing the draft Sign Code, staff reviewed all standards currently in effect and found that some standards were working well, while others required changes to meet the feedback initially provided by the business community and the public. Staff also reviewed and compared other regional communities' sign regulations to learn other methods for sign regulation.

The draft Sign Code will not be located within structure of the Louisville Municipal Code, but rather will be adopted by reference so that the document can include graphics, images and tables to aid in understanding and administration of the regulations. Staff believes the draft Sign Code is complete, however as this new code is administered, any inadvertent omissions or desired changes can be addressed with future amendments to the Sign Code. The major provisions by chapter include:

Definitions

As noted above, the definitions were relocated to the front of the draft Sign Code contains the definitions as they pertain to the language in the Code. Some of these are carried forth from previous code, and some are new to this draft. All definitions were vetted for consistency with the intent and use of the language in the draft Sign Code.

Section 1: General Provisions

This section includes regulations related to the *Purpose, Intent, Applicability, Nonconforming Signs, Enforcement and Prohibited Signs*. The primary changes from previous codes include:

- Stated intent for consistency with the First Amendment guarantee of free speech.
- Additional discussion related to prevention of sign clutter.
- Provisions to allow a property owner to install signs under the draft Sign Code rather than what was previously approved on a PUD, provided that all signs come into conformance with the draft Sign Code, including those on a multi-tenant or multi-property PUD.
- Additional detail regarding nonconforming signs and enforcement of sign regulations.
- The following prohibited signs were added:
 - Teardrop banner signs.
 - Inflatable signs.
 - Additional clarification of other prohibited sign types.

Section 2: Approval Procedure

This section establishes the approval processes for signs in Louisville. This section includes new sign specific criteria for consideration of waivers through a PUD or for a request for an administrative minor impact variance.

Section 2 includes regulations for:

- The requirements to obtain a sign permit.
- The types of signs that are exempt from obtaining a sign permit, including:
 - Signs installed by the City or other government agency.
 - Any public purpose/safety sign required by law.
 - Signs on vehicles, subject to standards.
 - Temporary decorations or displays commonly associated with holidays or religious celebrations, subject to standards.
 - Flags, subject to standards.
 - Incidental or directional signs less than 5 sf in area.
 - Other signs not requiring a permit, as shown in each sign type in Sections 4 and 5.

- The provisions and processes to allow waivers and modifications through approval of a PUD, subject to the following revised criteria:
 - *The proposed sign(s) shall encourage excellence in design, exhibit improved creativity, promote community aesthetics, and be appropriate with the character of the area.*
 - *The proposed sign(s) shall be compatible with the color, materials, and design of the on-site building(s).*
 - *The proposed sign(s) shall be scaled and located in a manner that is compatible with the scale of the lot and the massing of the building(s), with consideration of legibility of copy area.*
 - *The proposed sign(s) are otherwise in conformance with the standards of this chapter and applicable design regulations respecting the height, location, design and appearance of the sign(s) involved.*
- The provisions and process to allow the Planning Department to approve minor modifications of up to 10 percent.
- Establishment of regulations for Iconic and Landmark Signs regarding sign changes following designation.

Section 3: General Regulations

This section establishes physical design and location related regulations that apply to all signs within the City, including:

- Language and graphics concerning how sign measurements are determined, including height, area, projection and clearance.
- Design standards that apply to all signs, including requirements for:
 - High quality and durable materials.
 - Treatment of raceways and conduit.
 - Compatibility with the architectural character of the site and building.
 - Compatibility between all signs on a site and building.
- Regulations for sign illumination standards for all signs:
 - Internally illuminated signs:
 - Exposed light sources not permitted, except for neon where allowed.
 - When using an internally illuminated sign cabinet, only the portion of the sign face dedicated to the logo or characters may be transparent, the rest of the sign face shall be opaque. This is carried forth from the existing CDDSG sign standards.
 - Externally illuminated signs:
 - The light shall be directed to only illuminate the face of the sign without causing glare.

- The light source must be downcast and fully shielded. This standard is new.
 - The design of the light fixtures shall be simple and unobtrusive and not obscure the graphics of the sign.
- Regulations for sign illumination near residential zoning.
 - Regulations restricting certain light sources, such as flashing, rotating or moving, etc.
 - Regulations regarding sign installation, maintenance, alterations and removals.



Also included in Section 3 are new regulations regarding Electronic Message Centers (EMC). EMCs are electronic signs, typically with LED lights that allow changeable messaging. Currently, these are not allowed within the City, except for messaging to display time and temperature. When developing the draft Sign Code, staff asked specific questions at the open houses, survey and of the focus groups and stakeholders regarding allowing EMCs in Louisville. While the feedback was not unanimous, the majority of responses indicated that they could have a negative impact on character and were generally not desired within the City.

The draft Sign Code provides for the allowance of EMCs for variable pricing for gas stations and Display Signs in Commercial and Mixed-Use areas. All other signs with EMCs require approval of a PUD prior to their use. The draft Sign Code establishes standards for EMCs such as light output, integrated design, and transition method and duration.

Finally, Section 3 specifies the areas in town that the standards apply, which include Residential, Commercial, Industrial, Mixed-Use and Downtown. For the Downtown properties on the east side of the tracks, the standards for the Mixed-Use areas would apply.

Section 4: Permanent Signs

The next section includes specific regulations for all permanent sign types in all areas of the City. The section is organized by sign type, with both text and tables outlining the applicable regulations. When drafting this section, staff evaluated all current regulations, typical waiver requests, other regional communities' regulations, and industry best practices to determine what changes were appropriate. Staff also evaluated the City's existing stock of signs to understand how the draft regulations compare. Included are attachments with tables comparing some local signs with the

draft regulations, and a comparison table summarizing the draft Sign Code regulations with the existing regulations.

Generally, the new permanent sign standards do not reduce permitted sign size, increase sign size allowances in some circumstances, provide for sign size in a graduated manner based on location and size of development, and now provide for multiple signs on certain property without approval of a PUD. For example, the current regulations require approval of a PUD to allow two monument signs on a corner lot. The following outlines the primary changes in the draft Sign Code related to permanent signs:

- Provision for primary and secondary frontages on a site. This allows sites to install more than one freestanding sign, or other limited sign types, on property without approval of a PUD. There is flexibility in what is considered primary and secondary frontage, and the secondary frontage sign allowance is smaller than the primary sign allowance.
- The inclusion of regulations for all sign types in all areas of Louisville. Currently, some of the City's sign regulations are silent on certain sign types, such as canopy signs or awning signs. The draft Sign Code includes reference to all sign types in all areas to delineate if they are permitted or not, in addition to the specific sign regulations when permitted.
- The draft Sign Code includes allowances for murals in commercial areas beyond Downtown. The regulations also expand the size allowance for murals within Downtown.
- Generally, sign regulations for Downtown closely match the current Downtown Sign Manual. Staff found those regulations were working well, and the draft Sign Code only includes minor changes for consistency with other regulations throughout the remainder of the City.
- The draft Sign Code provides additional details for regulations for Wall Signs and Freestanding Signs in all areas of the City. These sign types are the most common, and the regulations include provisions for different land use types within each area.
- The regulations now include additional sign allowances for signs orienting toward US 36. Typically, highway oriented signs require larger size and height allowances due to greater distances away from the roadways and the higher traveling speeds of the reader. The standards allow for an additional 50% increase in sign area and an additional 100% increase in height for freestanding and wall signs.

Section 5: Temporary Signs

Temporary sign regulations have substantially changed when comparing the draft Sign Code with existing regulations. These changes stem from a recent Supreme Court ruling, *Reed v. Gilbert*, around first amendment issues pertaining to free speech.

Essentially, the new rulings state that if a temporary sign must be read to understand its purpose, the regulations are invalid. For example, a jurisdiction cannot regulate a sign advertising a political candidate differently than it regulates a sign announcing a special event.

Best practices for temporary sign regulations currently allow for codes to address “time”, “place” and “manner.” Cities can regulate the length of time signs are permitted to remain in place, the location of signs, and the manner of the sign itself, including size and height, materials and types of properties on which signs may be placed.

Rather than the existing sign types, such as Political Sign, Real Estate Sign, Construction Sign, etc, the draft Sign Code includes the following sign types: Fabric Sign, Sandwich Board Sign, Site Sign, Yard Sign and Window Sign. These categories capture the different physical types of signs and allow them without distinguishing a purpose for the sign itself.

This section is organized in the same manner as the section for permanent signs, with standards for each sign type in each area of the City. The following summarizes the new regulations for each sign type:

- Fabric signs, commonly referred to as banners, are permitted in all zone districts for up to 60 days per calendar year. Size and location vary by area.
- Sandwich board signs are currently only permitted in Downtown. The draft Sign Code now proposes to allow them in Commercial and Mixed-Use areas when located on private property within a tenant frontage area. This new provision was vetted through the online survey, public open house and feedback from stakeholder groups. Generally, there was support for the expanded use of sandwich board signs in all commercial areas of the City. Within Downtown, staff initially proposed language providing more flexibility for locations for sandwich boards for properties without street frontage. Staff revised the draft to require sandwich boards at the tenant frontage, consistent with feedback received through discussions with the Downtown Business Association, the Business Retention and Advisory Committee, and Planning Commission. The language in the current draft is the same as the current standard.
- Site signs are a new sign type intended for properties with active real estate listings for sale or rent or on properties with active building permits. The allowed time aligns with the above activities and the size varies by area.
- Yard signs are a new sign type to allow smaller signs on property on a temporary basis. Signs may be placed in residential areas for up to 120 days per year, and 60 days per year in all other areas. These signs cannot exceed 6 sf throughout the entire City.

- The window sign category allows for additional window signs on a temporary basis in all areas of the City.

FISCAL IMPACT:

Staff finds that adoptions of the updated and consolidated sign code will have positive fiscal impact. Having a sign code that is easier to understand and administer will reduce the amount of staff time needed to advise the public on the code and administer sign permits.

PROGRAM/SUB-PROGRAM IMPACT:

Staff finds the approval of this Ordinance will have a positive impact on the Community Design and Economic Prosperity Programs and the Development Review subprogram by reflecting the City's small-town atmosphere as it pertains to signage, and improving the development review process by providing clarity.

PLANNING COMMISSION RECOMMENDATION:

On June 13, 2019, a public hearing was held for Planning Commission's consideration of the draft Sign Code. The Commission unanimously voted to recommend approval to City Council. Minutes from the public hearing before Planning Commission are included as an attachment.

RECOMMENDATION:

Staff recommends approval of Ordinance 1779, Series 2019, an ordinance adopting a new sign code for the City of Louisville.

ATTACHMENT(S):

1. Ordinance 1779, Series 2019
2. Draft Sign Code
3. Existing signs comparison table
4. Existing regulations and draft Sign Code comparison table
5. Public input prior to development of the draft Sign Code
6. Public comments on the draft Sign Code
7. Planning Commission minutes, April 11, 2019
8. Planning Commission minutes, June 13, 2019
9. BRaD minutes, April 1, 2019
10. City Council minutes, September 3, 2019
11. Presentation

STRATEGIC PLAN IMPACT:

<input type="checkbox"/>	 Financial Stewardship & Asset Management	<input checked="" type="checkbox"/>	 Reliable Core Services
<input checked="" type="checkbox"/>	 Vibrant Economic Climate	<input type="checkbox"/>	 Quality Programs & Amenities
<input checked="" type="checkbox"/>	 Engaged Community	<input type="checkbox"/>	 Healthy Workforce
<input type="checkbox"/>	 Supportive Technology	<input type="checkbox"/>	 Collaborative Regional Partner

Proposed Second Reading Amendments

Ordinance No. 1779, Series 2019 is revised to read as follows (amendments are shown in **bold underline** and ~~**bold-strikeout**~~):

**ORDINANCE NO. 1779
SERIES 2019**

AN ORDINANCE ADOPTING A NEW SIGN CODE FOR THE CITY OF LOUISVILLE

WHEREAS, the City of Louisville is a Colorado home rule municipal corporation duly organized and existing under laws of the State of Colorado and the City Charter; and

WHEREAS, pursuant to such home rule authority and state law, including but not limited to C.R.S. § 31-23-301 et seq., the City has adopted procedures and standards pertaining to the regulation of signs within the City, which are set forth in Chapter 17.24 of the Louisville Municipal Code; the Downtown Louisville Sign Manual; and the City of Louisville Mixed Use, Commercial and Industrial Development Design Standards and Guidelines; and

WHEREAS, the City Council desires to adopt and incorporate into the Louisville Municipal Code a new Sign Code for the City of Louisville (the “Sign Code”), which Sign Code includes standards and guidelines for all signs in the City; and

WHEREAS, in connection therewith, the City Council desires to repeal the Downtown Louisville Sign Manual and make corresponding amendments to Chapter 17.24 of the Louisville Municipal Code and the City of Louisville Mixed Use, Commercial and Industrial Development Design Standards and Guidelines; and

WHEREAS, the City has held public workshops to discuss and gather feedback and comments on the Sign Code; and

WHEREAS, after a duly noticed public hearing, where evidence and testimony were entered into the record, the Louisville Planning Commission has recommended the City Council adopt the Sign Code and this ordinance; and

WHEREAS, the City Council has reviewed the recommendation of the Louisville Planning Commission and desires to adopt the Sign Code and this ordinance; and

WHEREAS, City Council has provided notice of a public hearing on said ordinance by publication as provided by law and held a public hearing as provided in said notice.

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

Section 1. The foregoing recitals are hereby affirmed and incorporated herein by this reference as findings of the City Council.

Section 2. Chapter 17.24 of the Louisville Municipal Code is hereby repealed and reenacted to read as follows:

**Chapter 17.24
Signs**

Sec. 17.24.010 Sign Code.
Sec. 17.24.020 Violation; penalty.

Sec. 17.24.010. Sign Code

A. There is hereby adopted by reference and incorporated into this Title the City of Louisville Sign Code (“Sign Code”), which Sign Code is set forth in full as Appendix A to this Chapter. The sign requirements, standards, and guidelines contained in the Sign Code may be amended from time to time in the manner set forth in Chapter 17.44. A copy of the Sign Code shall be made available to applicants for a sign permit.

B. Any sign proposed for construction or placement within the City shall be regulated solely by and comply with the Sign Code, as adopted and amended from time to time by ordinance of the City Council.

Sec. 17.24.010. Violation; penalty.

Any person who violates any of the provisions of the Sign Code shall be subject to the penalty provided in Section 1.28.010.

Section 3. The following definitions in Chapter 17.08 of the Louisville Municipal Code are hereby repealed in their entirety: Sec. 17.08.435 (“Sign”); Sec. 17.08.440 (“Sign, advertising”); Sec. 17.08.445 (Sign, animated); Sec. 17.08.450 (“Sign, arcade”); Sec. 17.08.455 (“Sign, bulletin board”); Sec. 17.08.460 (“Sign, business”); Sec. 17.08.465 (“Sign, construction”); Sec. 17.08.470 (“Sign, flashing”); Sec. 17.08.475 (“Sign, ground”); Sec. 17.08.480 (“Sign, identification”); Sec. 17.08.485 (“Sign, illuminated”); Sec. 17.08.490 (“Sign, nameplate”); Sec. 17.08.495 (“Sign, projecting”); Sec. 17.08.500 (“Sign, real estate”); Sec. 17.08.505 (“Sign, roof”); Sec. 17.08.510 (“Sign, wall”); and Sec. 17.08.515 (“Sign, window”).

Section 4. Section 17.08.585 of the Louisville Municipal Code is hereby amended to read as follows (words to be deleted are ~~stricken through~~):

Sec. 17.08.585. Variance.

Variance means a legal modification of applicable zoning district provisions, such as yard, lot width, yard depth, ~~sign~~, setback, and off-street parking and loading

regulations, granted due to the peculiar conditions existing within a single piece of property.

Section 5. Section 17.16.180.B.4 of the Louisville Municipal Code is hereby amended to read as follows (words to be added are underlined; words to be deleted are ~~stricken through~~):

Sec. 17.16.180. Temporary uses.

B. *Additional provisions applicable to temporary uses.* Temporary uses shall be subject to the following additional regulations:

4. *Signs.* Signs associated with temporary uses shall comply with the City of Louisville Sign Code adopted pursuant to chapter 17.24 of this title. ~~In addition to compliance with the sign provisions of chapter 17.24 of this title, the following requirements shall apply to temporary uses:~~

a. ~~Temporary uses shall be limited to one freestanding, wall, banner, sandwich board, construction, or window sign per street frontage;~~

b. ~~Total sign area shall not exceed 64 square feet per temporary use;~~

c. ~~Signs shall not be located off site or in public right of way.~~

Section 6. Section 17.16.280 of the Louisville Municipal Code is hereby amended to read as follows (words to be deleted are ~~stricken through~~):

Sec. 17.16.280. Design Handbook and Sign Manual for Downtown Louisville to apply.

Any addition, remodeling, relocation, construction, or other improvement within Downtown Louisville and requiring a building permit or any other permit from the city shall comply with all requirements of Design Handbook for Downtown Louisville, as adopted and amended from time to time. ~~Any sign proposed for construction or placement in Downtown Louisville shall be regulated solely by and comply with the Downtown Louisville Sign Manual, as adopted and amended from time to time.~~

Section 7. Section 17.16.290 of the Louisville Municipal Code is hereby amended to read as follows (words to be deleted are ~~stricken through~~):

Sec. 17.16.290. Industrial Development Design Standards and Guidelines to apply.

Any addition, remodeling, relocation, construction, or other improvement to an industrial property or project within the city and requiring a building permit, ~~sign~~

~~permit~~, or any other permit from the city shall comply with all requirements of City of Louisville Industrial Development Design Standards and Guidelines, as adopted and amended from time to time.

Section 8. Section 17.16.300.B of the Louisville Municipal Code is hereby amended to read as follows (words to be deleted are ~~stricken through~~):

Sec. 17.16.300. Mixed use design standards and guidelines to apply.

B. Applicability. Any addition, remodeling, relocation, construction, or other improvement within the mixed use residential (MU-R) or a commercial community (CC) zone district and requiring a building permit, ~~sign permit~~, or any other approval or permit from the city shall comply with all requirements of the City of Louisville Mixed Use Development Design Standards and Guidelines, as adopted and amended from time to time.

Section 9. Section 17.28.020 of the Louisville Municipal Code is hereby amended by the addition of a new subsection D to read as follows (words to be added are underlined):

Sec. 17.28.020. Scope.

D. Except for those requirements specifically waived or modified in the planned unit development process approved hereunder, the sign requirements, standards and guidelines contained in the City of Louisville Sign Code adopted pursuant to chapter 17.24 of this title shall apply to applications under this chapter.

Section 10. Section 17.52.100 of the Louisville Municipal Code is hereby amended to read as follows (words to be added are underlined):

Sec. 17.52.100. Temporary permits.

Temporary permits for buildings to be constructed and used for storage incidental to the construction of buildings on the property and for signs advertising a subdivision or tract of land or the lots thereon shall be subject to section 17.16.180, the City of Louisville Sign Code adopted pursuant to chapter 17.24, chapter 17.60 and any other applicable provisions of this title.

Section 11. Section 15.04.180 of the Louisville Municipal Code is hereby amended to read as follows (words to be deleted are ~~stricken through~~):

Sec. 15.04.180. Design Handbook for Downtown Louisville to apply.

Any addition, remodeling, relocation, construction, or other improvement within Downtown Louisville and requiring a building permit, ~~sign permit~~, or any other permit from the city shall comply with all requirements of the Design Handbook for

Downtown Louisville, as adopted and amended from time to time.

Section 12. Section 15.04.190 of the Louisville Municipal Code is hereby amended to read as follows (words to be deleted are ~~stricken through~~):

Sec. 15.04.190. Industrial and Commercial Development Design Standards and Guidelines to apply.

Any addition, remodeling, relocation, construction, or other improvement to an industrial property or project within the city and requiring a building permit, ~~sign permit~~, or any other permit from the city shall comply with the requirements of City of Louisville Industrial Development Design Standards and Guidelines (IDDSG) and the Commercial Development Design Standards and Guidelines (CDDSG) as adopted and amended from time to time.

Section 13. Section 12.16.060 of the Louisville Municipal Code is hereby amended to read as follows (words to be added are underlined; words to be deleted are ~~stricken through~~):

Sec. 12.16.060. ~~Permit required for f~~Flags and banners.

It shall be unlawful for any person to place or cause to be placed across or above any street in the city any flag, banner, or similar sign or symbol unless allowed by the City of Louisville Sign Code adopted pursuant to chapter 17.24 of this code ~~without first obtaining a proper sign permit from the city manager or his authorized agent. A sign permit shall be issued upon written application showing the desired sign is to be displayed in connection with a national, state, or local celebration or holiday. Political advertisements or banners are prohibited under this section.~~

Section 14. Section 5.10.150 of the Louisville Municipal Code is hereby amended to read as follows (words to be added are underlined; words to be deleted are ~~stricken through~~):

All signage and advertising for any medical marijuana business shall comply with all applicable provisions of this chapter, title 17 of this Code, the applicable design standards and guidelines, the Colorado Medical Marijuana Code, and the rules and regulations adopted thereunder. In addition, all signage of the medical marijuana business, including but not limited to temporary signage, shall contain only the business name and trademark of the medical marijuana business. The city council finds that these restrictions are needed to accomplish the city's compelling governmental interest in minimizing the unsolicited exposure to minors of images that normalize or glamorize a controlled substance, the possession and consumption of which remain illegal under federal law. The city council further finds that these restrictions are the minimum restrictions required to accomplish this

~~purpose. and the city's commercial development design standards and guidelines. In addition, no signage or advertising shall use the word "marijuana" or "cannabis," or any other word, phrase or symbol commonly understood to refer to marijuana unless such word, phrase or symbol is immediately preceded by the word "medical" in type and font that is at least as readily discernible as all other words, phrases or symbols, and no signage visible outside of the premises shall use any word or phrase other than "medical marijuana" to refer to marijuana. Such signage and advertising must clearly indicate that the products and services are offered only for medical marijuana patients and primary caregivers.~~

Section 15. Section 5.11.160 of the Louisville Municipal Code is hereby amended to read as follows (words to be added are underlined; words to be deleted are ~~stricken through~~):

All signage and advertising for any retail marijuana establishment shall comply with all applicable provisions of title 17 of this Code, the applicable design standards and guidelines, the Colorado Retail Marijuana Code, and the rules and regulations adopted thereunder. In addition, all signage of the retail marijuana establishment, including but not limited to temporary signage, shall contain only the business name and trademark of the retail marijuana establishment. The city council finds that these restrictions are needed to accomplish the city's compelling governmental interest in minimizing the unsolicited exposure to minors of images that normalize or glamorize a controlled substance, the possession and consumption of which remain illegal under federal law. The city council further finds that these restrictions are the minimum restrictions required to accomplish this purpose.

Section 16. The Downtown Louisville Sign Manual is hereby repealed in its entirety.

Section 17. Sections 7.1 to 7.5 of the City of Louisville Commercial Development Design Standards and Guidelines are hereby repealed and reenacted to read as follows:

7.1 Compliance with Sign Code.

Signs shall comply with the City of Louisville Sign Code, as amended from time to time.

Section 18. Sections 7.1 to 7.5 of the City of Louisville Industrial Development Design Standards and Guidelines are hereby repealed and reenacted to read as follows:

7.1 Compliance with Sign Code.

Signs shall comply with the City of Louisville Sign Code, as amended from time to time.

Section 19. Section 13 of the City of Louisville Mixed Use Development Design Standards and Guidelines is hereby amended to read as follows (words to be added are underlined; words to be deleted are ~~stricken through~~)::

13. Sign Design. ~~The policy, standards, and guidelines for sign design stated in Section 7 of the CDDSG shall apply in the MU-R and CC Zone Districts only to signage placed on a building fronting an arterial street or in a yard or setback adjacent to an arterial street. All other signage in the MU-R District shall comply with the City of Louisville Sign Code, as amended from time to time, sign standards applicable in the Louisville Downtown Area, as stated in the Design Handbook for Downtown Louisville.~~

Section 20. For any Planned Unit Development (PUD) under Louisville Municipal Code Chapter 17.28 that is approved, unexpired and currently effective as of the effective date of this ordinance, the approved PUD plan shall apply to the extent that said plan includes specific sign allowances and/or restrictions that directly conflict with the City of Louisville Sign Code adopted herein. In lieu thereof, the property owner may elect to fully comply with the City of Louisville Sign Code in the area of the conflict.

Section 21. If any portion of this ordinance is held to be invalid for any reason, such decision shall not affect the validity of the remaining portions of this ordinance. The City Council hereby declares that it would have passed this ordinance and each part hereof irrespective of the fact that any one part be declared invalid.

Section 22. The repeal or modification of any provision of the Municipal Code of the City of Louisville by this ordinance shall not release, extinguish, alter, modify, or change in whole or in part any penalty, forfeiture, or liability, either civil or criminal, which shall have been incurred under such provision, and each provision shall be treated and held as still remaining in force for the purpose of sustaining any and all proper actions, suits, proceedings, and prosecutions for the enforcement of the penalty, forfeiture, or liability, as well as for the purpose of sustaining any judgment, decree, or order which can or may be rendered, entered, or made in such actions, suits, proceedings, or prosecutions.

Section 23. All other ordinances or portions thereof inconsistent or conflicting with this ordinance or any portion hereof are hereby repealed to the extent of such inconsistency or conflict.

INTRODUCED, READ, PASSED ON FIRST READING, AND ORDERED PUBLISHED this 23rd day of July, 2019.

Robert P. Muckle, Mayor

Ordinance No. 1779, Series 2019
Page 7 of 8

ATTEST:

Meredyth Muth, City Clerk

APPROVED AS TO FORM:

Kelly PC, City Attorney

PASSED AND ADOPTED ON SECOND AND FINAL READING, this 15th day of October, 2019.

Robert P. Muckle, Mayor

ATTEST:

Meredyth Muth, City Clerk

Sign Code City of Louisville



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Photo credit: Xavier Torrents

DEFINITIONS. The following words, terms and phrases when used in these regulations shall have the meanings ascribed to them in this Section, except where the context clearly indicates a different meaning:

Abandoned sign means a sign, including sign face and supporting structure, which is unsafe, constitutes a hazard to safety or health by reason of inadequate maintenance, dilapidation, or obsolescence, and/or is not kept in good repair; or which contains no sign copy on all sign faces for a continuous period of three (3) months.

Alteration means change in the size or shape of an existing sign.

Animated means the use of movement or change of lighting to depict action or to create a special effect or scene.

Animated sign means any sign flashing or simulating motion with an electronic or manufactured source of supply or contains wind-actuated motion.

Architectural features means finished elements of a building that define a structure's architectural style and physical uniqueness, including, but not limited by windows, doors, trim, and ornamental features.

Awning sign means a sign permanently affixed to a sheet of canvas or other material stretched on a frame and used to keep the sun or rain off a storefront, window, doorway, or deck.

Banner see definition for Fabric sign.

Billboard means any sign in excess of fifty (50) square feet in size oriented to a public street utilized to advertise a product or service that is not produced or conducted on the same property as the sign.

Building means any structure built for the shelter or enclosure of persons, animals, chattels or property, or substances of any kind, excluding fences.

Building frontage means the horizontal, linear dimension of that side of a building which abuts a street, a parking area, plaza, alley, or other circulation area open to the general public; and having either a main window display of the enterprise or a public entrance to the building.

- a. Where more than one use or tenant occupies a building, each such use or tenant having a public entrance or main window display for its exclusive use shall be considered to have its own building frontage, which shall be the frontage width of the portion of the building occupied by that use.
- b. On corner and double-frontage lots, each building frontage that abuts a street, highway, private drives, or alley shall be considered to have both a primary and secondary frontage.

Cabinet sign means a sign structure consisting of the frame and face(s), not including the internal components, embellishments or support structure.

Canopy sign means a sign permanently affixed to a roofed shelter covering a sidewalk, walkway, driveway, or other similar area which shelter may be wholly supported by a building or may be wholly or partially supported by columns, poles, or braces extended from the ground.

Channel letter means a three-dimensional character that may include an internal or external light source.

Character means any graphic symbol used for sign text, included but not limited to letters, numbers, and logos.

City Manager means the City Manager of Louisville, Colorado or his or her designee.

Civic event means any event held or advertised on property or right-of-way owned, or controlled by the City of Louisville, either financially or with in-kind services, and having a valid special event permit.

Clearance means the distance from the bottom of a sign face elevated above grade and the grade below.

Copy means the words, message, logo, symbols, figures, or images on a sign.

Copy area means the area that encloses the words, message, logo, symbols, figures, or images on a sign.

Copy change means replacement or alteration to any portion of a sign that includes copy. This includes any change that alters the script, size, color, or arrangement of copy on a sign face, or replacement of a sign face. This does not include any change to manual changeable copy, such as readerboards.

Electric sign means any sign containing electrical wiring, but not including signs illuminated by exterior light sources, such as floodlights.

Directional sign means any sign that is designed and erected for the purpose of providing direction and/or orientation for pedestrian or vehicular traffic with or without reference to, or inclusion of, the name of a product sold or service performed on the lot or in a building, structure or business enterprise occupying the same.

Display sign means a sign either 1) mounted on a building wall oriented to pedestrians, or 2) a freestanding sign oriented to occupants of a vehicle in a drive aisle.

Electronic message center sign means a sign capable of displaying words, symbols, figures, or images that can be electronically or mechanically changed by remote or automatic means.

Externally illuminated means lighting by means of a light source which is directed at a reflecting surface in such a way as to illuminate the sign from the front, or a light source which is primarily designed to illuminate the entire building facade upon which a sign is displayed. External illumination does not include lighting which is primarily used for purposes other than sign illumination; e.g., parking lot lights, or lights inside a building which may silhouette a window sign but which are primarily installed to serve as inside illumination.

Fabric sign includes any temporary sign, banner, pennant, valance, or advertising display constructed of cloth, canvas, fabric, or other light material, with or without frames, which is not permanently fixed to a supporting structure.

Flag A fabric device similar to and including national and state flags, designed to be attached to a flagpole.

Flagpole means a pole, either building-mounted or freestanding, that is used for displaying a flag.

Flashing means a pattern of changing light illumination where the sign illumination alternates suddenly between fully illuminated and fully non-illuminated for the purpose of drawing attention to the sign.

Freestanding sign means a sign which is not attached to a building.

Frontage means the linear frontage - Primary or Secondary - of a lot, parcel, or site abutting on a public street, park, plaza, walkway, or alley.

Grade (*ground level*) means the average of the finished grade surface elevation as measured in Section 3.1.1.

Halo lit means an illuminated reverse channel letter (open or translucent back) so light from the letter is directed against the surface behind the letter producing a halo lighting effect around the letter. Also referred to as silhouette lit or back lit.

Handheld sign means a temporary sign held, suspended, or supported by an individual. Handheld signs do not include handheld signs utilized for traffic control or safety purposes. Also known as a human directional, sign spinner, or sign twirler sign.

Hazard means whenever any portion, support structure, or appurtenance of a sign is likely to fail or to become detached or dislodged or collapse.

Iconic sign means an existing non-conforming sign with a distinctive architectural style and specifically designated as an Iconic Sign as provided herein.

Incidental sign means a small sign affixed to a building or structure, machine, equipment, fence, gate, wall, gasoline pump, public telephone, or utility cabinet.

Inflatable sign means a balloon, blimp, or other inflated object used for attracting attention.

Internal illumination means lighting by means of a light source which is within a sign having a translucent background, silhouetting opaque letters or designs, or which is within letters or designs which are themselves made of a translucent material.

Kiosk means a small structure, typically located within a pedestrian walkway or similar circulation area, and intended for use as a key, magazine or similar type of small shop, or for use as display space for posters, notices, exhibits, etc.

Landmark Sign means an existing sign with a distinctive architectural style and historic significance which has been officially designated as a Landmark Sign as provided herein.

Light source includes neon, fluorescent, or similar tube lighting, the incandescent bulb (including the light-producing elements therein) light-emitting diode (LED) and any reflecting surface which, by reason of its construction and/or placement, becomes in effect the light source.

Logo means an emblem, letter, character, picture, trademark, or symbol used to represent any firm, organization, entity, or product.

Lot means a portion or parcel of land, whether part of a platted subdivision or otherwise, occupied or intended to be occupied by a building or use and its accessories, together with such yards as are required under the provisions of the Louisville Municipal Code. A lot must be an integral unit of land held under unified ownership in fee or in cotenancy, or under legal control tantamount to such ownership.

Maintenance means the repairing or repainting of a portion of a sign structure; periodic changing of bulletin board panels; or renewing of copy which has been made unusable by ordinary wear and tear, weather, or accident.

Marquee means a permanently-roofed structure with changeable messages attached to and supported by a building above an entrance.

Marquee sign means any sign made a part of a marquee and designed to have changeable copy.

Message hold time means the time interval a static message must remain on the display before transitioning to another message.

Multi-tenant building means a structure housing more than one retail business, office, or commercial venture but not including residential apartment buildings, which share the same lot, access, and/or parking facilities.

Mural means a sign in a non-residential area which consists of a picture or graphic illustration applied directly to a wall of a building or structure that does not advertise or promote a particular business, service, or product.

Nonconforming sign means a sign which was validly installed under laws or ordinances in effect at the time of its installation, but which is in conflict with the current provisions of these regulations.

Off-premise sign means a sign which advertises or directs attention to products or activities not provided on the parcel or site upon which the sign is located.

Owner means a person, firm, corporation, or other legal entity recorded as such on the records of the County Assessor including a duly authorized agent or attorney, a purchaser, devisee, fiduciary, or a person having a vested or contingent interest in the property in question.

Pennant means a triangular, square, or rectangular shaped flag attached in a string-type manner. Pennants do not contain any words, logos, or emblems.

Permanent sign means any sign constructed of durable materials and affixed, lettered, attached to, or placed upon a fixed, non-movable, non-portable supporting structure.

Pole sign means a permanent sign supported by one or more poles or pylons.

Projecting sign means a double-faced sign attached perpendicular to the wall of a building or structure which projects over private or public property.

Raceway means an enclosed box that functions as a mounting mechanism, and electronic component enclosure for wall mounted signage.

Roof means the cover of any building, including the eaves and similar projections.

Roofline means the highest point on any building where an exterior wall encloses usable floor space, including floor area for housing mechanical equipment. The term “roofline” also includes the highest point on any parapet wall, providing such parapet wall extends around the entire perimeter of the building.

Roof sign means a sign erected upon or above a roof or parapet wall of a building and which is wholly or partially supported by such building.

Sandwich board means a type of portable sign that is intended to be placed on a hard surface, most commonly a sidewalk. These signs include A-frame signs, signs that are suspended from the top member of an A-frame, signs with weighted bases, and comparable signs.

Setback means the distance from the property line to the nearest part of the applicable building, structure, or sign, measured perpendicularly to the property line.

Sign means any written copy, display, illustration, insignia, or illumination used to communicate a message or idea which is displayed or placed in view of the general public, and shall include every detached sign and every sign attached to or forming a component part of any marquee, canopy, awning, pole, vehicle, or other object, whether stationary or movable.

Sign face means the exterior display surface of a sign (including nonstructural trim, yet exclusive of the supporting sign structure) upon, against, or through which a message is displayed or illustrated.

Sign height shall be the vertical distance from established grade at the base of the sign to the highest element or the uppermost point on the sign or sign structure.

Sign program means a design package that identifies a coordinated project theme of uniform design elements for all sign associated with a building, including color, lettering style, material, and placement.

Site means a lot, lots, parcel, or tract of land under common ownership, or developed together as a single development site, regardless of how many uses occupy the site.

Site sign means a temporary freestanding sign constructed of vinyl, plastic, wood, or metal and designed or intended to be displayed for a limited period of time on a site with an active listing for sale or for rent, or on properties with active building permits.

Street frontage means the linear frontage (or frontages) of a lot or parcel abutting on a private or public street which provides principal access to, or visibility of, the premises.

Teardrop banner sign means a type of temporary sign consisting of cloth, bunting, canvas, or similar fabric, attached to a single vertical support structure with distinctive color, words, patterns, or symbolic logos for display. Also known as a feather banner, flying banner, or a wave banner sign.

Temporary sign means any sign based upon its materials, location, and/or means of construction, e.g., light fabric, cardboard, wallboard, plywood, paper, or other light materials, with or without a frame, intended or designed to be displayed for a limited period of time.

Traffic control sign means a sign erected in a public right-of-way by an authorized governmental agency for the purposes of traffic regulation and safety.

Transition duration means the time interval it takes the display to change from one complete static message to another complete static message.

Transition method means a visual effect applied to a message to transition from one message to the next. Transition methods include:

- a. Dissolve – a frame effect accomplished by varying the light intensity or pattern, where the first frame gradually appears to dissipate and lose legibility simultaneously with the gradual appearance and legibility of the second frame.
- b. Fade – a frame effect accomplished by varying the light intensity, where the first frame gradually reduces intensity to the point of not being legible (i.e. fading to black) and the subsequent frame gradually increases intensity to the point of legibility.

Vehicle sign means a sign that is printed, painted upon, or attached to motor vehicles, including semi-truck trailers, used primarily for the delivery of products, passengers or services or for business purposes other than as a sign.

Vision clearance area means a triangular area on a lot at the intersection of two streets, a street and a railroad, a street and an alley, or a street and a recreational trail, two sides of which are curb lines measured from the corner intersection of the curb lines to a distance specified in the Sec. 17.08.590 of the Louisville Municipal Code.

Wall sign means any sign painted on or affixed to the wall of a building or structure, or any sign consisting of cut-out letters or devices affixed to a wall with no background defined on the wall in such a manner that the wall forms the background surface of the sign.

Window means an opening for letting in light or air or for looking through, usually having a pane or panes of glass, etc. Spandrel glass that appears to be a window shall not be considered as such.

Window sign means any sign which is applied or attached to either the interior or exterior of a window and intended to be viewed from outside the building or structure.

Yard sign means a temporary freestanding sign constructed of paper, vinyl, plastic, wood, metal, or other comparable material, and designed or intended to be displayed for a limited period of time on a lot with one or more existing permanent structures.

1.1 PURPOSE. These sign regulations safeguard the health, safety, convenience, order and welfare of all residents and visitors of Louisville. The City of Louisville recognizes that signs may act as a visual means of communication between the public and businesses and those businesses have an expectation of using signs to identify and advertise themselves.

Specifically, the purpose of these regulations is to provide a balanced and fair legal framework for the design, construction, and placement of signs that:

1. Enhance the City's economy and its businesses by promoting reasonable, orderly, and effective signs which assist in wayfinding and achieve better communication with the public;
2. Promote the efficient communication of messages, ensure that persons exposed to signs are not overwhelmed by the number of messages presented, and enhance the appearance and economic value of the landscape by reducing and preventing sign clutter;
3. Encourage creativity and innovation consistent within the established principles of the City's Design Guidelines;
4. Ensure that signs are compatible with their surroundings, and prevent the construction of signs that are a nuisance to occupants of adjacent and contiguous property due to brightness, reflectivity, bulk, or height;
5. Ensure commercial signs are designed for the purpose of identifying a business in an attractive and functional manner;
6. Ensure signs on the façade of buildings reinforce the City's existing character and are complimentary to the architectural design of Louisville's commercial districts;
7. In Downtown Louisville, promote commerce, enable creativity, ensure visibility for all users, and requires compatibility with the historic architectural character and pedestrian scale, to accomplish the following:
 - a. Establish reasonable and improved standards for business identification;
 - b. Encourage creative and innovative approaches to regulating signs consistent with the established principles of the Design Handbook for Downtown Louisville;
 - c. Promote economic vitality in Downtown Louisville;
 - d. Enhance overall visual environment in Downtown Louisville by discouraging signs which contribute to the visual clutter of the streetscape;

- e. Ensure commercial signs are designed for the purpose of identifying a business in an attractive functional manner;
 - f. Ensure signs on the facade of buildings reinforce the existing character and are complimentary to the architectural design of Downtown Louisville;
8. Provide fair and consistent permitting and enforcement; and
 9. Promote the safety of persons and property by ensuring that signs do not create a hazard by:
 - a. Confusing or distracting motorists; or
 - b. Impairing drivers' ability to see pedestrians, obstacles or other vehicles, or to read traffic signs.

1.2 INTENT. It is the intent of these regulations to provide for the proper control of signs in a manner consistent with state and federal constitutional guarantees of free speech. It is not the intent of these regulations to regulate signs based on the content of their messages. Rather, these regulations advance important, substantial, and compelling governmental interests.

1. The incidental restriction on the freedom of speech that may result from the regulation of signs hereunder is no greater than is essential to the furtherance of the important, substantial, and compelling interests that are advanced by these regulations.
2. The City has an important and substantial interest in preventing sign clutter (which is the proliferation of signs of increasing size and dimensions as a result of competition among property owners for the attention of passing motorists and pedestrians), because sign clutter:
 - a. Creates visual distraction and obstructs views, potentially creating a public safety hazard for motorists, bicyclists, and pedestrians;
 - b. May involve physical obstructions of streets or sidewalks, creating public safety hazards;
 - c. Degrades the aesthetic and essential historic character of Louisville, making the City a less attractive place for tourism, commerce, and private investment; and
 - d. Dilutes or obscures messages displayed along City streets through the proliferation of distracting structures and competing messages.

3. The City has a substantial and compelling interest in preventing traffic accidents.
4. The City has a substantial and compelling interest in preventing negative impacts associated with temporary signs. Temporary signs may be degraded, damaged, moved, or destroyed by wind, rain, snow, ice, and sun, and after such degradation, damage, movement, or destruction, such signs harm the safety and aesthetics of the City's streets if they are not removed.

1.3 APPLICABILITY. These regulations shall apply to the display, construction, erection, alteration, use, maintenance, and location of all signs within the City.

1. Signs may be erected, altered, and maintained only for, and be a permitted use in, the district in which the signs are located; shall be located on the same lot as the permitted uses to which they relate, except for sandwich board signs as permitted in Section 5 and shall be clearly incidental, customary and commonly associated with the operation of the permitted use.
2. If any provision of these regulations conflicts with any other adopted City ordinance or regulation that regulates signs, the more restrictive standards shall apply, provided, however, to the extent an approved, unexpired and currently effective Planned Unit Development (PUD) under Louisville Municipal Code Chapter 17.28 includes specific sign allowances and/or restrictions that directly conflict with these regulations, the approved PUD regulations shall apply to the extent of the conflict. In lieu thereof, the property owner may elect to fully comply with these regulations in the area of the conflict.
3. Design guidelines identified within this manual replace the design standards for signs contained in the Design Handbook for Downtown Louisville, the Downtown Louisville Sign Manual, the City of Louisville Commercial Development Design Standards and Guidelines, the City of Louisville Industrial Development Design Standards and Guidelines, the City of Louisville Mixed Use Development Design Standards and Guidelines, and Chapter 17.24 of the Louisville Municipal Code (LMC).
4. The City recognizes other regulations pertaining to signage, specifically the State of Colorado, Department of Highways, "Rules and Regulations Pertaining to Outdoor Advertising," effective January 1, 1984, as may be amended. Where any provision of these regulations

address the same subject matter as other regulations, the more restrictive regulation shall apply.

5. All signs displayed, constructed, erected, or altered after the effective date of these regulations, as adopted on ****, 2019, by Ordinance ****, Series 2019, shall be in conformance with the provisions of these regulations. All signs that are existing at the time of the adoption of these regulations shall not be altered or enlarged without being brought into conformance with these regulations.

1.4 NONCONFORMING SIGNS Existing signs which do not conform to the specific provisions of these regulations or to an approved and unexpired PUD, variance, or waiver are designated as nonconforming signs. Nonconforming signs must be brought into compliance with these regulations or must be removed when any of the following conditions exist:

1. Any change which requires a permit per Section 2.1, except copy changes, are permitted with an approved permit.
2. The owner wishes to relocate, alter the size, height, or supporting structure for the sign.
3. If any such sign or nonconforming portion thereof is destroyed by any means to an extent of more than fifty (50) percent of its replacement value at the time of the destruction, it shall not be reconstructed except in conformity with the applicable provisions of these regulations.
4. The location of the sign is moved or relocated.

1.5 ENFORCEMENT

1. The provisions herein shall be enforced by the City Manager. It shall be unlawful to erect, construct, reconstruct, alter, or change any sign without first obtaining a sign permit from the City, and no permit shall be issued unless plans of and for the proposed erection, construction, reconstruction, alteration, or use fully conform to this Section.
2. It shall be unlawful to erect, construct, move, or change the use of any sign in the City or cause the same to be done contrary to or in violation of the provisions of these regulations or amendments thereto.



Freestanding pole signs are not permitted



Inflatable signs are not permitted

1.6 PROHIBITED SIGNS The following types of signs are prohibited except as noted:

1. All signs not expressly permitted under these regulations or exempt from a permit in accordance with Section 2.2 of these regulations.
2. Any sign other than traffic control signs, that is erected, constructed, or maintained within, over or upon a public right-of-way or city property, except projecting signs, signs on awnings, or canopies, flags, and sandwich board signs in conformance with these regulations, or civic event signs otherwise granted permission for such location by the City or the Colorado Department of Transportation.
3. Any sign, other than traffic control signs, located in a vision clearance area.
4. Any sign at any location where by reason of its position, size, shape, or color, it may obstruct, impair, obscure, interfere with the view of, or be confused with, any traffic control sign, signal or device, or may it interfere with, mislead, or confuse traffic.
5. Handheld signs. No person shall place, maintain, or otherwise utilize a handheld sign in a manner which obstructs or makes hazardous the free passage of pedestrians and motor vehicles on any street, sidewalk, or public-right-of way.
6. Vehicle signs. No person shall park any vehicle or trailer on a public right-of-way or public property, or on private property, so as to be visible from a public right-of-way which has attached thereto or located thereon any sign. This provision applies when the vehicle is placed in a location for the primary purpose of displaying signage and is not intended to prohibit any form of vehicular sign, such as a sign attached to a motor vehicle primarily used for business purposes other than advertising.
7. Teardrop banner signs, as defined in Section 6.1.
8. Any sign attached to a tree or utility pole whether on public or private property.

9. Any flashing, rotating or moving signs, animated signs, signs with moving lights, or signs which create the illusion of movement, except for:
 - a. The City shall not deem a sign whereon the current time and/or temperature is indicated by intermittent lighting to be a flashing sign.
 - b. Traditional barber poles.
 - c. Electronic message signs, subject to the standards in Section 3.4.
10. Inflatable signs or displays placed on the ground or on buildings or tethered to other objects or structures.
11. Any freestanding pole sign, unless designated as an Iconic or Landmark Sign.
12. Any sign painted, erected, and/or constructed upon, above or over the roof or parapet of any building.
13. Any off-premise sign, including billboards. Off-premise sandwich board signs are permitted subject to the standards in these regulations.
14. Any sign that obstructs access to or impedes operation of any fire escape, downspout, window, door, stairway, ladder, or opening intended to provide light, air, ingress, or egress for any building or structure as may be required by law.
15. Any sign or sign structure which is structurally unsafe, constitutes a hazard to safety or health by reason of inadequate maintenance, abandonment, dilapidation, or obsolescence and/or is not kept in good repair.



Teardrop banners are not permitted

2.1 PERMIT REQUIRED A permit shall be required in order to change copy, erect, move, alter, reconstruct, or repair any permanent or temporary sign, except signs that are exempt from permits in compliance with Section 2.2.

1. An application for a permit for a sign shall be submitted on a form provided by the Department of Building and Safety.
2. Submittal requirements. Each application for a permit shall include:
 - a. A to-scale drawing showing the proposed location of the sign(s) along with the property boundaries, locations, types, and square footage areas of all existing signs on the same site.
 - b. Specifications and full color scale drawings shall be included showing the sign type, materials, design, and dimensions.
 - c. Structural supports and/or attachments.
 - d. To-scale landscaping plan, if required.
 - e. Lighting and/or electrical components of the proposed sign(s).
 - f. Additional submittal requirements, as requested at the discretion of the Department of Planning and Building Safety, which information is reasonably necessary to assist in the review of the sign permit application.
 - g. The number of copies of application submittal items shall be determined by the Department of Planning and Building Safety.
 - h. The appropriate fee as adopted and required by the City.
3. Upon receipt of a complete application the Department of Planning and Building Safety shall review the same for compliance with these regulations, all applicable building code requirements, and any other applicable City codes and regulations, and approve, approve with conditions, or deny the application.
4. The Department of Planning and Building Safety shall have the right to inspect the proposed sign location prior to acting on the application, and shall also have the right to inspect the sign after construction to insure compliance with these regulations and any conditions of approval.
5. A permit for a sign shall lapse and have no further effect unless the applicant has erected a sign in compliance with the terms and conditions of the permit within one (1) year after the date of the permit approval, or as provided in the adopted City building codes.

2.2 EXEMPTIONS FROM REQUIRED PERMIT

The following signs are exempt from the permit requirements of Section 2.1 above; however, exempt signs remain subject to the remaining provisions of these regulations. Exempt signs shall otherwise be in conformance with all applicable requirements of these regulations, and the construction and safety standards of the City. All signs not listed in this Section and that are not prohibited by Section 1.6 require a permit pursuant to Section 2.1 above. Unless otherwise specifically provided, exempt signs may not incorporate illumination. Exempt signs include:

1. Signs erected by the City or by any government agency, including but not limited to traffic control signs and civic event signs on city property or right-of-way. These signs may utilize illumination for safety purposes.
2. Any public purpose/safety sign and any other notice or warning required by a valid and applicable federal, State or local law, regulation or resolution. These signs may utilize illumination for safety purposes.
3. Signs displayed on motor vehicles which are being operated or stored in the normal course of a business, provided that the primary purpose of such vehicles is not for the display of signs and provided that they are parked or stored in areas appropriate to their use as vehicles.
 - a. Signs on vehicles shall not project beyond the surface of the vehicle in a manner which creates a hazard to pedestrians, cyclists, or other vehicles.
 - b. It shall be unlawful to place or store a vehicle with a sign on it in such manner as to increase the permitted sign area or number of signs either on-site or off-site for a non-residential use, as provided in Section 1.6.
4. Temporary decorations or displays, for a period of not more than forty five (45) consecutive days nor more than sixty (60) days in any one year. Such decorations or displays may be of any type, number, area, height, location, illumination or animation, provided that such decorations or displays:
 - a. Are maintained and do not constitute a fire hazard; and
 - b. Are located so as not to conflict with, interfere with or visually distract from traffic regulatory devices.



Public safety and warning sign



Temporary Decorations



Sign Displayed on a Vehicle

5. Flags that are affixed to not more than two (2) permanent flagpoles or flagpoles that are mounted to buildings (either temporary or permanent) provided that such flag maintains a minimum clearance of eight (8) feet from any travel surface and does not exceed twenty-four (24) square feet in Downtown, and forty (40) square feet in all other areas.
6. Incidental and directional signs, as defined in Section 6.1, provided that such signs do not exceed five (5) square feet in sign area.
7. Non-illuminated wall mounted display signs, as defined in Section 6.1, subject to the standards in Section 4.4.
8. Window signs, as defined in Section 6.1, subject to the standards in Section 4.5 and 5.6.
9. Sandwich board signs, as defined in Section 6.1, subject to the standards in Section 5.3.
10. Site signs, as defined in Section 6.1, subject to the standards in Section 5.4.
11. Yard signs, as defined in Section 6.1, subject to the standards in Section 5.5.



Flag affixed to a pole



Directional sign

2.3 WAIVERS AND MODIFICATIONS FROM SIGN REQUIREMENTS

1. Unless eligible for a minor modification in Section 2.3.2, any request for an increase in the maximum allowable height, area, or number of signs permitted by these regulations shall follow the procedures set forth in Title 17 of the Louisville Municipal Code for approval of a Final Planned Unit Development (PUD). The City shall utilize the following review criteria as the basis of the evaluation of such request:
 - a. The proposed sign(s) shall encourage excellence in design, exhibit improved creativity, promote community aesthetics, and be appropriate with the character of the area.
 - b. The proposed sign(s) shall be compatible with the color, materials, and design of the on-site building(s).
 - c. The proposed signs(s) shall be scaled and located in a manner that is compatible with the scale of the lot and the massing of the building(s), with consideration of legibility of copy area.
 - d. The proposed sign(s) are otherwise in conformance with the

regulations of this chapter and applicable design guidelines respecting the size, height, location, design, and appearance of the sign(s) involved.

2. The Department of Planning and Building Safety may grant minor modifications of any sign standard, including but not limited to sign area and/or height modifications of ten (10) percent or less, pursuant to the procedure for a Minor Impact Variance set forth in Sec. 17.52.050, and upon a finding that:
 - a. The minor modification is of a technical nature and is required to compensate for some practical difficulty or unusual aspect of the site or the proposed sign.
 - b. The proposed sign(s) shall encourage excellence in design, exhibit improved creativity, promote community aesthetics, and be compatible with the character of the area.
 - c. The proposed sign(s) shall be compatible with the color, materials, and design of the on-site building(s).
 - d. The proposed signs(s) shall be at a scale and location that is compatible with the scale of the lot and the massing of the building(s), with consideration of legibility of copy area.



Creative sign design that could be considered through approval of a waiver for exposed illumination

2.4 ICONIC SIGN DESIGNATION

1. Iconic Signs. A sign designated as an Iconic Sign by the Historic Preservation Commission and City Council, and which retains those dimensional, locational, and lighting standards that the sign possessed when it received such a designation, shall benefit from the following privileges:
 - a. May remain on roofs, or exceed height limits found elsewhere in these regulations.
 - b. May exceed dimensional limits found elsewhere in these regulations.
 - c. May change the sign copy and logo so long as the architectural quality of the original sign is maintained, subject to Section 2.4.6.
 - d. Shall not have the sign area deducted from the square footage of sign area granted by other standards in these regulations.
 - e. May remain in a right-of-way unless it becomes a hazard.
 - f. May retain its original lighting patterns and materials.
 - g. May be removed by the owner if they so choose.



Designated Iconic Sign

2. **Review Criteria.** The Department of Planning and Building Safety shall review all applications at the request of the property owner for the Iconic Sign designation for consistency with the review criteria described below. The review shall include consideration of size, color, materials, illumination, and location, as well as all other elements of creative sign design and construction. The Department of Planning and Building Safety will then forward the application and staff report to the Historic Preservation Commission for recommendation and City Council for official designation. An Iconic Sign shall meet the following criteria:
 - a. The sign, by its design, construction, and location, will not have a substantial adverse effect on abutting property or the permitted use thereof, and will contribute to the City's unique character and quality of life.
 - b. The sign exhibits unique or rare characteristics that enhance the streetscape or identity of Downtown Louisville, or the area it is located, and it clearly provides a unique architectural style and appearance.
 - c. The sign contributes to the historical or cultural character of the streetscape or the community at large.
3. **Designation.** The granting of the Iconic Sign designation is based upon a sign's distinct qualities. The City of Louisville Historic Preservation Commission and City Council shall have the authority to approve or disapprove the designation of an Iconic Sign based upon the criteria in Subsection (2) above.
4. At the time of submittal, the applicant must file all information as required by the Department of Planning and Building Safety to determine if the sign meets the above criteria.
5. A sign which the City has designated as an Iconic Sign will not be required to comply with the requirements for nonconforming signs.
6. Any change to a sign which the City designates as an Iconic Sign that requires a permit under these regulations shall also require review and approval by the Historic Preservation Commission if the change is inconsistent with the findings for the initial Iconic Sign Designation.

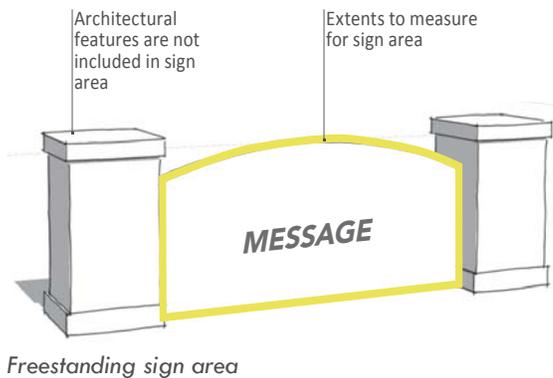
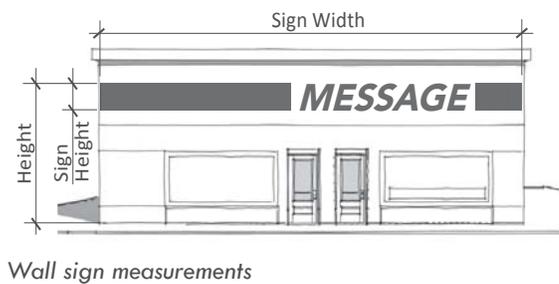
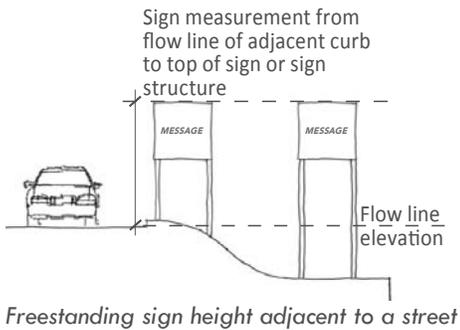
2.5 LANDMARK SIGN DESIGNATION

1. Landmark Signs. A sign which the Historic Preservation Commission and City Council officially designate as a Landmark Sign shall benefit from the following privileges:
 - a. May be eligible for historic preservation funds for restoration, repair, or maintenance, with approval from the Historic Preservation Commission and City Council.
 - b. May remain on roofs, or exceed height limits found elsewhere in these regulations.
 - c. May exceed dimensional limits found elsewhere in these regulations.
 - d. May change the sign copy only with an alteration certificate from the Historic Preservation Commission.
 - e. Shall not have the sign area deducted from the square footage of sign area granted by other standards of these regulations.
 - f. May remain in a right-of-way unless it becomes a hazard.
 - g. May retain its original lighting patterns and materials.
2. Review Criteria. A Landmark Sign shall meet the criteria established for a landmark structure as outlined in Section 15.36.050 of the Louisville Municipal Code.
3. Designation. The City of Louisville Historic Preservation Commission and City Council shall have the authority to approve or disapprove the designation of a Landmark Sign based upon the criteria in Section 15.36.050 of the Louisville Municipal Code.
4. At the time of submittal, the applicant must file all information as required by the Department of Planning and Building Safety to determine if the sign meets the criteria.
5. A sign which the City designates as a Landmark Sign will not be required to comply with the requirements for nonconforming signs.
6. Any change to a sign which the City designates as a Landmark Sign that requires a permit under these regulations shall also require an Alteration Certificate, pursuant to Section 15.36.110 of the Louisville Municipal Code. An Alteration Certificate must be issued prior to any work that requires a permit under these regulations.



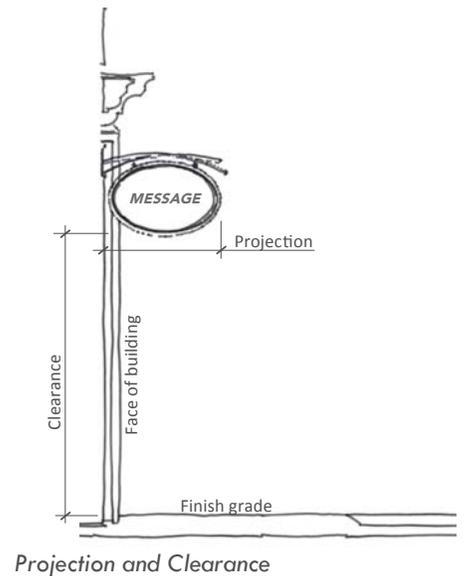
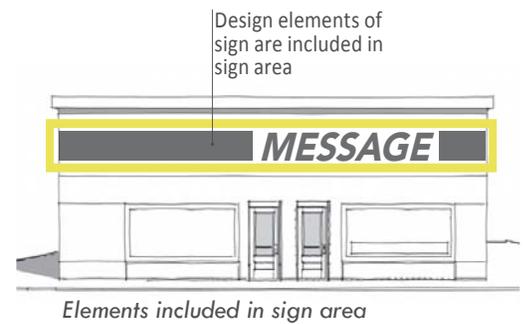
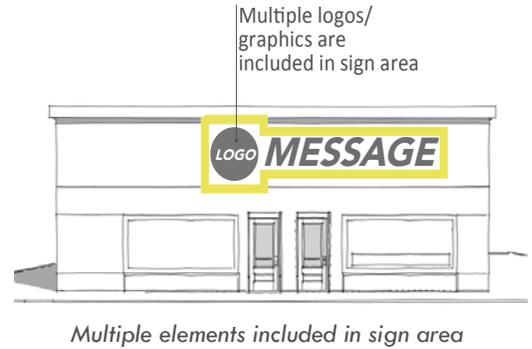
Designated Landmark Sign

3.1 SIGN MEASUREMENT



1. Height.
 - a. The height of a freestanding sign is the vertical distance to the top of the structure or sign face, whichever is higher, measured from the elevation of average grade in the area within the required landscape area around the base of the sign.
 - b. For freestanding signs adjacent to a street, if average grade is more than two (2) feet lower than the average grade of the nearest abutting street, then the height of the sign shall be measured from the flow line elevation of said street to the top of the sign face or sign structure, whichever is higher.
 - c. For signs mounted on a building, the height is measured from the average grade of the building frontage.
2. Sign height. Sign height is the vertical distance of the sign area.
3. Area of single-faced signs.
 - a. Sign area is the entire surface area of a sign, including non-structural trim, frame, or other material or color forming an integral part of the display or used to differentiate the sign's contents from the background against which they are placed. The supports, uprights, or structures on which any sign is mounted shall not be included in measuring sign area.
 - b. A building's architectural features, structural supports, and landscape elements shall not be included within the sign area.
 - c. An awning, canopy, or non-cabinet wall sign's area shall be measured by including within a single continuous rectilinear perimeter of not more than eight straight lines that enclose the extreme limits of writing, representation, lines, emblems, or figures contained within all modules together with any air space, materials, or colors forming an integral part or background of the display or materials used to differentiate such sign from the structure against which the sign is placed.

4. Area of multi-faced signs. All sign faces visible from one point shall be counted and considered part of the maximum total sign area allowance for a sign.
 - a. When two (2) identical sign faces are placed back to back so that both faces cannot be viewed from any point at the same time, and are part of the same sign structure, the sign area shall be computed as the measurement of one (1) of the two (2) faces.
 - b. When a sign has more than two (2) display surfaces that are visible from the same viewpoint, or the sign is a three-dimensional object, the area of such sign is the largest display surface visible from any single direction.
5. Area of multiple Signs.
 - a. Whenever more than one (1) sign is placed on a freestanding structure, or on a projecting structure, the combination of signs shall be considered as one sign for the purpose of computing sign area and determining the number of signs on a site.
 - b. Total sign area shall be computed by adding the areas of the individual signs.
6. Projection. Projection is measured as the distance from the face of the building to which a sign is mounted to the furthest point on the sign away from the wall.
7. Clearance. Clearance is measured as the shortest distance between the bottom of a sign and the grade below.



3.2 SIGN DESIGN In general, signs shall have mutually unifying elements which may include uniformity in materials, color, size, height, letter style, sign type, shape, lighting, location on buildings, and design motif.

1. All signs shall be constructed of high quality durable materials.
2. Exposed raceways and conduit.
 - a. Raceways shall only be permitted when other means of attachment are not feasible, except as noted in d. below.



High quality, unified signage



Exposed raceway



Multi-tenant freestanding sign

- b. Exposed raceways shall be as thin and narrow as possible, shall be finished to match the background wall, and shall not extend in width or height beyond the area of the sign's lettering or graphics.
 - c. Conduit shall be concealed from public view.
 - d. Raceways and exposed conduit are not permitted in Downtown Louisville.
3. Materials and textures of signs shall be compatible with the architectural character of the site and building. Supporting sign structures of freestanding signs shall match the primary finish and colors of the associated building(s).
4. Where possible, freestanding signs shall integrate tenant signs into a single sign structure.
5. Wayfinding and directional signage systems shall be of a unified graphical system. Such signage shall be placed in consistent locations near site entries, key points on the internal automobile and pedestrian circulation system, building entries, seating areas, and sidewalk intersections.
6. The supporting members of a sign shall appear to be free of any extra bracing angle iron, guy wires, cables, etc. The supports shall appear to be an architectural and integral part of the building and/or sign.

3.3 SIGN ILLUMINATION Illumination of signs shall be in accordance with the following requirements, in addition to the standards provided in Section 4 for each sign type:

1. Internally illuminated signs.
 - a. No internally illuminated sign shall include any exposed light source, except that neon or aesthetically equivalent tube lighting is permitted where neon is allowed.
 - b. When an internally illuminated sign cabinet is permitted, only that portion of the sign face dedicated to the trademark or characters may be translucent. The balance of the sign face shall be opaque.
2. Externally illuminated signs.
 - a. All signs that use external illumination shall have their lighting directed in such a manner as to illuminate only the face of the sign without causing glare.

- b. The light source must be downcast and fully shielded.
 - c. Projecting light fixtures shall be simple and unobtrusive in appearance, and shall not obscure the graphics of the sign.
3. No illuminated sign visible from and located within three hundred (300) feet of any property in a residential zoning district may be illuminated between the hours of 11:00 p.m. or one-half hour after the use to which it is appurtenant is closed, whichever is later, and 7:00 a.m.
 4. Light sources which flash, rotate, move, or create the illusion of movement are prohibited anywhere in Louisville, except as provided for in Section 1.6 and Section 3.4.
 5. All illuminated signs in AO-T zone districts shall comply with Section 17.13.110 of the Louisville Municipal Code regarding glare, and the following additional standards:
 - a. Signs shall be illuminated only from a concealed light source internal to the sign structure or shielded from public view and from surrounding properties used to illuminate only the sign face, and not any area beyond the face; and
 - b. Signs shall not remain illuminated between the hours of 9:00 p.m. and 6:00 a.m.



Electronic message center



Electronic message center at a gas station

3.4 ELECTRONIC MESSAGE CENTERS

1. Electronic message centers are permitted for the display of variable pricing on freestanding signs for gasoline stations and display signs in Commercial and Mixed-Use Areas.
2. Any other electronic message center may be permitted only if expressly authorized in an approved Final PUD plan. The electronic message center in the Final PUD plan shall meet the specific standards in Section 3. below and shall include standards and requirements concerning the design and location of the electronic message center, and shall demonstrate exceptional and unique circumstances warranting the use of the electronic message center.
3. All electronic message centers shall meet the following requirements:

- a. The electronic message area of a freestanding sign shall be integrated into the design of the freestanding sign. Such electronic message portions of freestanding signs shall not be an add-on feature, but rather must be fully integrated into the sign design.
- b. All electronic message centers shall include a malfunction display and the ability to automatically shut off if a malfunction occurs.
- c. Transition method. The electronic message center shall be limited to static messages, changed only through either dissolve or fade transitions, which may otherwise not have movement, or the appearance or optical illusion of movement, of any part of the sign or structure, design, or pictorial segment of the sign, including the movement of any illumination or the flashing, scintillating or varying of light intensity.
- d. Transition duration. The transition duration between messages shall not exceed one (1) second.
- e. Message hold time. Messages shall not transition on a frequent basis. The message hold time shall be appropriate for the site, surrounding neighborhood, uses, and roadway.
- f. Lighting from an electronic message center shall not exceed 0.3 footcandles between dusk to dawn as measured from the sign's face. The City may require lower light levels if it determines less light is appropriate for the surrounding area. The electronic message center shall have automatic dimmer software or solar sensors to control brightness for nighttime viewing. The intensity of the light source shall not produce glare, the effect of which constitutes a traffic hazard.
- g. Existing signage proposed for conversion to the use of an electronic message center shall conform to the sign standards in these regulations prior to issuance of a sign permit. Nonconforming signs shall not be eligible for conversion to an electronic message center.



Halo lit wall sign



Externally illuminated wall sign

3.5 SIGN INSTALLATION

1. In addition to the permit requirements in Section 2.1, all

permanent signs and all components thereof, including sign structures and sign faces, shall be installed in compliance with the adopted building and electrical codes of the City.

- a. At final inspection by the City, every electric sign shall have affixed thereon an approved Underwriters' Laboratories label, or all wiring of such sign as approved by the State electrical inspector, and all wiring connected to such sign shall comply with all provisions of the applicable regulations of the City relating to electrical installations. This label may be removed following the passage of final inspection.
 - b. Signs shall be located in such a way as to maintain horizontal and vertical clearance of all overhead electrical conductors in accordance with adopted electrical code specifications, depending on voltages concerned. However, in no case shall a sign be installed closer than forty eight inches (48") horizontally or vertically from any conductor or public utility guy wire, or as recommended by the local public utility company.
 - c. No sign or sign structure shall be installed that impedes pedestrian or vehicular movement, or be erected in such a location as to cause visual obstruction or interference with motor vehicle traffic or traffic-control devices, or obstruct clear vision in any direction from any street intersection or driveway.
 - d. No sign or sign structure shall be installed that obstructs access to or impedes operation of any fire escape, downspout, window, door, stairway, ladder or opening intended to provide light, air, ingress or egress for any building or structure as may be required by law. If possible, signs should not be placed in locations that obscure architectural features such as pilasters, arches, windows, cornices, etc.
 - e. No sign or sign structure shall be installed which is structurally unsafe.
2. Except for flags, window signs and temporary signs conforming to the requirements of these regulations, all signs shall be permanently attached to the ground, a building, or another structure by direct attachment to a rigid wall, frame, or structure.

3.6 SIGN MAINTENANCE The owner or lessee of any sign shall take all reasonable actions so that the sign will be maintained.



Externally illuminated wall sign



Halo lit freestanding sign



Neon illuminated signs



Up-lit signs are not allowed

1. All signs, and all parts and components thereof, shall be maintained in a safe condition in compliance with the approved permit and in conformance with these regulations.
 - a. All signs, including sign structures and sign faces, shall be maintained in good repair at all times and shall not constitute a hazard to safety, health, or public welfare by reason of inadequate maintenance or deterioration. For the purposes of this Section, good repair shall mean that there are no loose, broken, torn, or severely weathered portions of the sign structure or sign face.
 - b. The owner of a sign is required to keep signs and supporting hardware structurally safe, clean, free of visible defects, including graffiti, and functioning properly at all times. Exposed surfaces shall be kept clean and neatly painted, and free from rust and corrosion. Defective parts shall be replaced. Repairs to signs shall be equal to or better in quality of materials and design than the original sign.
2. All signs or any part of a sign which is broken or damaged or which is not reasonably maintained such as to present a nuisance, hazard or potential hazard, including any required landscaping, shall be repaired or removed by the sign owner such that the sign no longer is a nuisance or endangers public health and/or safety. If the sign owner fails or refuses to repair or remove the unsafe sign as herein required, the sign shall be deemed a nuisance and the City may abate the same as provided in Section 8.01.050 of the Louisville Municipal Code, as the same may be amended.

3.7 SIGN ALTERATION AND REMOVAL

1. Any alteration to an existing sign, including a copy change, shall require a new sign permit pursuant to Section 2.1, unless exempt pursuant to Section 2.2. Alterations shall include, without limitation:
 - a. Changing the size of the sign;
 - b. Changing the shape of the sign;
 - c. Changing the material of which the sign is constructed;
 - d. Changing or adding lighting to the sign;
 - e. Changing the location of the sign; or
 - f. Changing the height of the sign.
2. Existing nonconforming signs may be altered in any way that does not change the materials, light source, size height, background,

shape or location of the sign without bringing the entire sign into conformance, provided that the cost of the alteration is less than fifty (50) percent of the sign's replacement cost.

3. Any abandoned or illegal sign, which is not removed from the premises by the owner, user, or property owner within the time frames prescribed shall be subject to removal in accordance with the provisions and procedures detailed in this Section. The City shall consider any such sign a violation of the provisions of these regulations.
 - a. An abandoned permanent sign shall be removed within thirty (30) days from time the purpose has passed or no longer applies.
 - b. An abandoned temporary sign shall be removed within three (3) days from time the purpose has passed or no longer applies.
 - c. When a building-mounted or painted wall sign is removed, the face of the structure shall be treated to conform to surrounding building conditions. Such removal shall not leave any evidence of the sign's existence.
 - d. Any illegal sign shall be removed from the premises upon which it is located within thirty (30) days from the notice of violation, and shall not remain on the premises until and unless a sign permit is issued.
4. Upon failure of the owner, user, or property owner to comply within the specified time requirements set out in this Section, the City Manager is hereby authorized to cause such abandoned or illegal sign to be removed and any expense attendant thereto shall be paid by the owner, agent, or person having the beneficial use of the building, structure, or premises upon which the sign is located.
 - a. If such removal expense remains unpaid for more than thirty (30) days after such removal is performed with expense incurred by the City, and a bill for same was mailed to the permittee or property owner by first class, certified or registered mail, such unpaid charge shall constitute a lien upon the real estate.
 - b. The City Attorney is hereby authorized, in accordance with the law, to file a notice of lien in the office of the County Clerk to foreclose this lien and to sue the owner of the property of sign permittee, or their agents, in a civil action to recover the money due for the foregoing service, plus all its costs as hereinafter more fully described, together with reasonable attorney's fees to be fixed by the court.
 - c. Any such judgement shall be enforced in accordance with law. Included in the expenses recoverable by the City shall be

the costs of filing the notice of lien, foreclosing such lien, and all litigation costs, together with all office and legal expenses incurred in connection with collection of the amount due hereunder.

- d. In lieu of filing and enforcing a lien, the City may certify its costs of removal and enforcement with the County Treasurer under CRS 31-20-105 & 106 for collection in the same manner as real property taxes.
- e. A failure to remove any abandoned or illegal sign and subsequent failure by the Department of Planning and Building Safety to duly notice the owner, user, or property owner of the provisions of this Section shall not be deemed to constitute a waiver of any violations of these regulations, nor to be given any special status.
- f. If, through administrative neglect or inaction, an owner, user, or property owner is not notified of the requirements of this Section within the time frames specified, but is later so notified, such owner, user, or property owner shall take action to either correct the abandonment or illegality or shall cause the sign to be removed within twenty (20) days of such notification.
- g. Any sign removed by the City, in accordance with this Section, shall become the property of the City and may be disposed of in any manner deemed appropriate by the City.

3.8 DISTRICT AREAS The regulations in Section 4 and 5

set forth standards applicable by districts. Contact the Department of Planning & Building Safety to confirm which district is applicable.

Residential: Generally, this area is comprised of the residentially zoned properties, or properties developed with residential uses. This area includes properties zoned A, RR, RE, RL, RM, RH, R-RR, SF-LD, SF-MD, SF-HD, SF-R, SF-E, and PCZD-R. This also may include commercially zoned properties with residential uses approved through a Special Review Use. Institutional uses include those defined by Use Groups 9, 11 through 23, and 30 of Section 17.12.030 the Louisville Municipal Code that are located in the above zone districts.

Commercial: Generally, this area includes properties with commercial zoning, and that are subject to the Commercial Development Design Standards and Guidelines. This area includes properties that are zoned CN, CC (not Downtown), CB, AO, BO, AO-T (with additional regulations) and PCZD-C.

Industrial: Generally, this area includes properties with industrial zoning, and that are subject to the Industrial Development Design Standards and Guidelines. This area includes properties that are zoned I and PCZD-I.

Mixed-Use: This area includes properties with mixed-use zoning, and that are subject to the Mixed Use Development Design Standards and Guidelines. This area includes properties that are zoned MU-R and CC-MU. This area also includes properties located on the east side of the railroad tracks within the downtown, as defined in Sec. 17.08.113 of the Louisville Municipal Code.

Downtown: This area includes properties with Commercial Community zoning that are located on the west side of the railroad tracks within the Downtown, as defined in Sec. 17.08.113 of the Louisville Municipal Code. Properties located on the east side of the railroad tracks in Downtown are subject to the standards in the Mixed-Use Area.



Residential Area



McCaslin Marketplace - Commercial Area



Louisville Corp. Campus - Industrial Area



DELO - Mixed-Use Area



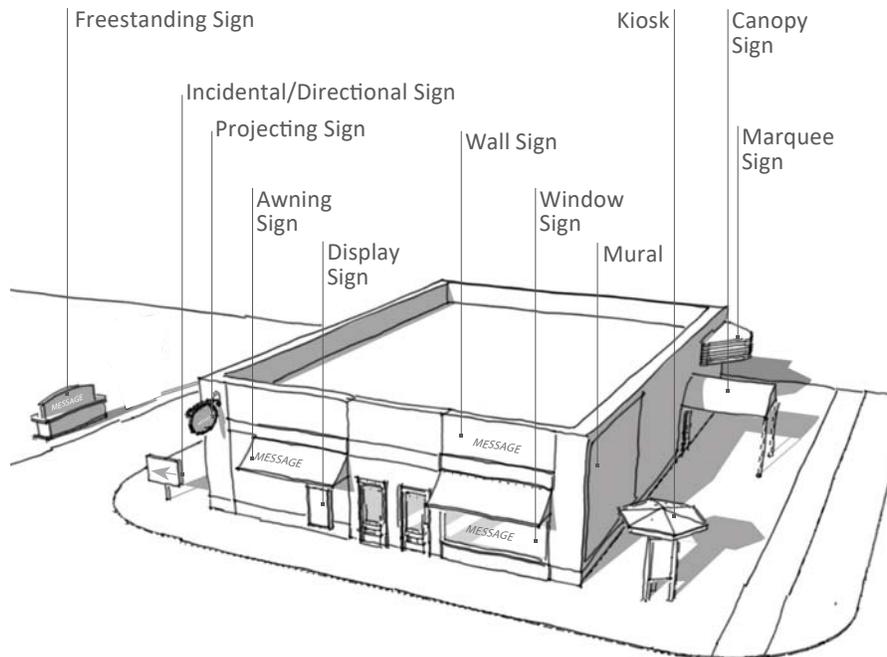
Downtown Louisville

4.1 PERMANENT SIGNS.

The standards of this Section apply to all permanent signs. Permanent signs may be subject to additional standards set out elsewhere in these regulations.

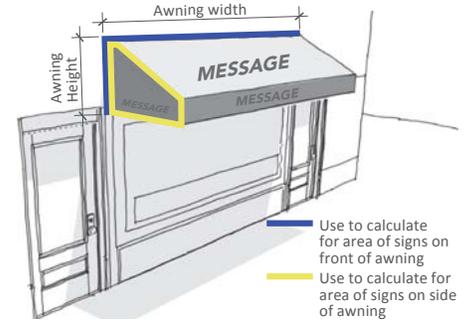
Sign Types. Permanent signs include the following types:

- 4.2 Awning Signs
- 4.3 Canopy Signs
- 4.4 Display Signs
- 4.5 Window Signs
- 4.6 Kiosks
- 4.7 Marquee Signs
- 4.8 Murals
- 4.9 Projecting Signs
- 4.10 Freestanding Signs
- 4.11 Wall Signs



4.2 AWNING SIGNS Signs on awnings are subject to the standards below. These regulations do not authorize the installation of awnings, with or without signs, without obtaining any necessary building permits in compliance with the City’s applicable building and zoning codes.

1. Awnings that contain signs shall be designed to be compatible with the storefront in scale, proportion, material, and color.
2. No awnings with signs shall extend above the roof line of any building, or the first story, whichever is less.
3. No sign mounted to an awning shall project beyond, above, or below the face of the awning.
4. The principal function of any awning with a sign must be to provide shelter for a window, a door, or an outdoor seating area.
5. An awning in Downtown shall project not more than six (6) ft from the face of the building to which it is mounted, or two-thirds (2/3) the width of the walkway above which it is mounted, whichever is less. Awnings in all other areas shall comply with the design regulations in effect in that area.



Awning sign measurement



Standard	Residential	Commercial	Industrial	Mixed-Use	Downtown
Permitted	No	Yes	No	Yes	Yes
Permit Req'd	--	Yes	--	Yes	Yes
Max. Number	--	1 per awning face	--	1 per awning face	1 per awning face
Max. Area	--	40% of area of awning face	--	40% of area of awning face	40% of area of awning face
Min. Clearance	--	8 ft	--	8 ft	8 ft
Max. Height	--	12 ft	--	12 ft	12 ft
Illumination	--	No	--	No	No
Subject to Max. Wall Sign allowance	--	Yes	--	Yes	Yes



4.3.a CANOPY SIGNS in VEHICULAR AREAS Signs on canopies in vehicular areas may be permitted only in commercial and mixed-use areas, and only if a canopy in a vehicular area is expressly authorized in an approved Final PUD plan. The PUD plan shall contain standards and requirements concerning the design of any canopy in vehicular areas.

1. Canopies with signs shall be designed to be compatible with the storefront in scale, proportion, and color.
2. Signs on a canopy in a vehicular area shall not be permitted to wrap the canopy.

Standard	Residential	Commercial	Industrial	Mixed-Use	Downtown
Permitted	No	Yes	No	Yes	No
Permit Req'd	--	Yes	--	Yes	--
Max. Number	--	1 per frontage	--	1 per frontage	--
Max. Area	--	25% of area of canopy face, or 15 sf, whichever is less	--	25% of area of canopy face, or 15 sf, whichever is less	--
Illumination	--	Internal or Halo lit	--	Internal of Halo lit	--
Subject to Max. Wall Sign allowance	--	Yes	--	Yes	--

4.3.b CANOPY SIGNS in PEDESTRIAN AREAS

Signs on canopies are subject to the standards below. These regulations do not authorize the installation of canopies, with or without signs, without obtaining any necessary building permits in compliance with the city’s applicable building and zoning codes.

1. No sign mounted to a canopy shall project below the face of a canopy. Signs mounted to the top of a canopy shall be designed such that:
 - a. They are comprised of channel letters or other three dimensional forms;
 - b. The mounting hardware and supporting structures of the sign are concealed from view;
 - c. The sign does not extend more than two (2) feet above the top of the canopy, or extend above the nearest roofline, whichever is less.
4. Canopies with signs shall be designed to be compatible with the storefront in scale, proportion, material, and color.
5. Canopies in Downtown shall project not more than six (6) ft from the face of the building to which it is mounted, or two-thirds (2/3) the width of the walkway above which it is mounted, and shall maintain a two (2) ft minimum distance from the back of the curb, whichever is less. Canopies in all other areas shall comply with the design regulations in effect in that area.



Standard	Residential	Commercial	Industrial	Mixed-Use	Downtown
Permitted	Yes, Multi-family and Institutional uses only	Yes	No	Yes	Yes
Permit Req'd	Yes	Yes	--	Yes	Yes
Max. Number	1 per primary entry	1 per primary entry	--	1 per primary entry	1 per primary entry
Max. Area	1 sf copy area per 1 lin ft of canopy	2 sf copy area per 1 lin ft of canopy	--	1 sf copy area per 1 lin ft of canopy	1 sf copy area per 1 lin ft of canopy
Max. Height	First story	First story	--	First story	First story
Min. Clearance	8 ft	8 ft	--	8 ft	8 ft
Illumination	No	Internally lit	--	Internally lit	No
Subject to Max. Wall Sign allowance	Yes	Yes	--	Yes	Yes



4.4 DISPLAY SIGNS Display signs are subject to the standards below. Display signs may be wall mounted or may orient to occupants in a vehicle. Display signs oriented to occupants in a vehicle may be permitted only in commercial and mixed-use areas, and only if a drive through is expressly authorized in an approved Final PUD plan.

1. High quality materials shall be used in the construction of display signs.
2. Display signs shall be appropriate in material, size, location, and design to the character and architectural detail of the building and site.
3. Display signs may include electronic message centers in commercial and mixed-use areas, subject to Section 3.4.
4. A display sign oriented to a drive through in a Commercial or Mixed-Use area may be an electronic message center that contains up to 100% of the sign area, only if the display changes no more than three (3) times in a 24-hour period.

Standard	Residential	Commercial	Industrial	Mixed-Use	Downtown
Permitted	No	Yes	No	Yes	Yes
Permit Req'd	--	No, if non-illuminated wall mounted Yes, all others	--	No, if non-illuminated wall mounted Yes, if all others	Yes, if illuminated No, if non-illuminated
Max. Number	--	1 per drive-thru lane and 1 wall mounted per tenant	--	1 per drive-thru lane and 1 wall mounted per tenant	1 wall mounted per tenant
Max. Area	--	8 sf - wall 32 sf - drive-thru	--	8 sf - wall 32 sf - drive-thru	8 sf - wall
Max. Height	--	7 ft	--	7 ft	7 ft
Illumination	--	Internally or Externally lit	--	Internally or Externally lit	Internally or Externally lit
Subject to Max. Wall Sign Allowance	--	No	--	No	No

4.5 WINDOW SIGNS Permanent window signs are subject to the following standards:

1. A window sign may be painted on, attached to, or placed within four feet of the inside of a window.
2. If illumination is permitted, only that portion of the sign dedicated to the trademark or characters may be translucent. The balance of the sign face shall be opaque.



Standard	Residential	Commercial	Industrial	Mixed-Use	Downtown
Permitted	Yes, Institutional and Multi-Family uses only	Yes	Yes	Yes	Yes
Permit Req'd	No	No	No	No	No
Max. Number	1 per building entry	Unlimited, subject to max. area	1 per building entry	Unlimited, subject to max. area	Unlimited, subject to max. area
Max. Area	10% of door/window	25% of window	10% of door/window	25% of window, not to exceed 12 sf	20% of window, not to exceed 8 sf
Max. Height	First Story	First Story	First Story	First Story	First Story
Illumination	No	Internally, externally, or halo lit or neon	No	Internally, externally, or halo lit or neon	Externally, halo lit or neon
Subject to Max. Wall Sign allowance	No	No	No	No	No



4.6 KIOSKS Kiosks may be permitted only if expressly authorized in an approved Final PUD plan. The Final PUD plan shall contain specific standards and requirements concerning the design, construction, maintenance, and operation of any kiosk.

1. The size and placement of the kiosk is dependent on the proposed activity. Specific design considerations, including illumination, may only be approved through the Final PUD or Special Review Use (SRU) process.
2. A kiosk may contain an electronic message center display.



Standard	Residential	Commercial	Industrial	Mixed-Use	Downtown
Permitted	No	Yes, via PUD	No	Yes, via PUD	Yes, via PUD
Permit Req'd	--	Yes	--	Yes	Yes
Max. Height	--	10 ft	--	7 ft	7 ft
Illumination	--	Internally or Externally lit	--	Internally or Externally lit	No

4.7 MARQUEE SIGNS Marquee signs are subject to the following standards.

1. A marquee sign shall be designed to be compatible with the storefront in scale, proportions, and color.
2. A marquee sign shall be located on the upper portion of the storefront. A marquee shall not obscure the building’s windows, doors, or ornamental features.
3. A marquee sign is not permitted along an alley frontage.



Standard	Residential	Commercial	Industrial	Mixed-Use	Downtown
Permitted	No	Yes	No	Yes	Yes
Permit Req'd	--	Yes	--	Yes	Yes
Max. Number	--	1 per building	--	1 per building	1 per building
Max. Area	--	1 sf per 1 lin ft of building frontage, not to exceed 150 sf	--	2 sf per 1 lin ft of building frontage, not to exceed 60 sf	2 sf per 1 lin ft of building frontage
Max. Height	--	Roof line, or second story window sill, whichever is less	--	Roof line, or second story window sill, whichever is less	Roof line, or second story window sill, whichever is less
Max. Sign Height	--	8 ft	--	6 ft	4 ft
Min. Clearance	--	8 ft	--	8 ft	8 ft
Max. Projection	--	8 ft, or 2/3 width of adjacent walkway, whichever is less	--	8 ft, or 2/3 width of adjacent walkway, whichever is less	6 ft, or 2/3 width of adjacent walkway, whichever is less
Illumination	--	Externally or internally lit, or neon	--	Externally or internally lit, or neon	Externally or internally lit, or neon
Subject to Max. Wall Sign allowance	--	Yes	--	Yes	Yes



4.8 MURALS Murals are subject to the following standards.

1. This section applies to murals on non-residential sites.
2. Murals may be located on a principal or accessory structure facade, or other structure within a site.
3. Murals may be placed on all building facades other than facades oriented to the primary street frontage.

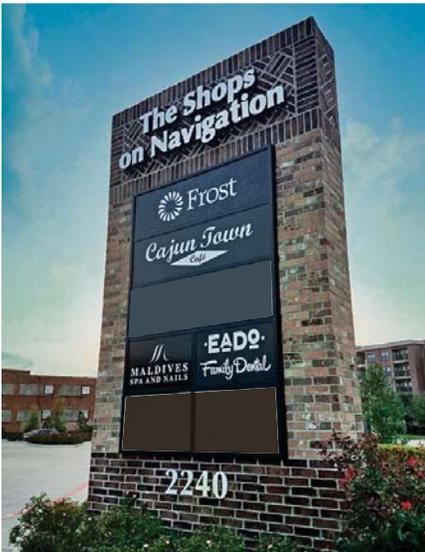
Standard	Commercial	Industrial	Mixed-Use	Downtown
Permitted	Yes	No	Yes	Yes
Permit Req'd	Yes	--	Yes	Yes
Max. Number	Unlimited, subject to max. area	--	Unlimited, subject to max. area	Unlimited, subject to max. area
Max. Area	75% of an eligible building facade or structure area	--	100% of an eligible building facade or structure area	100% of an eligible building facade or structure area
Max. Height	Roof line	--	Roof line	Roof line
Illumination	No	--	No	No
Subject to Max. Wall Sign Allowance	No	--	No	No

4.9 PROJECTING SIGNS Projecting signs are subject to the following standards.

1. Projecting signs shall be placed near a building entrance or an access point to a walkway.
2. Projecting signs shall be spaced a minimum of ten (10) feet apart on multi-tenant buildings, unless there is less than ten (10) feet separating tenant entrances.



Standard	Residential	Commercial	Industrial	Mixed-Use	Downtown
Permitted	No	Yes	No	Yes	Yes
Permit Req'd	--	Yes	--	Yes	Yes
Max. Number	--	1 per tenant per frontage, not to exceed 2 per tenant	--	1 per tenant per frontage, not to exceed 2 per tenant	1 per tenant per frontage, not to exceed 2 per tenant
Max. Area	--	12 sf	--	9 sf	9 ft
Min. Clearance	--	8 ft	--	8 ft	8 ft
Max. Projection	--	4 ft	--	4 ft	4 ft
Max. Height	--	12 ft	--	12 ft	12 ft
Illumination	--	No	--	No	No
Subject to Max. Wall Sign allowance	--	Yes	--	Yes	Yes



4.10 FREESTANDING SIGNS The standards below apply to all freestanding signs.

1. All freestanding signs shall be located outside of the vision clearance area.
2. Freestanding signs may be located in a privately owned and maintained median. Such signs shall be setback at least ten (10) feet from nose of the median, and are subject to review and approval from the Department of Public Works.
3. Where more than one primary or secondary freestanding sign is permitted, each permitted sign shall be allowed to have the maximum square footage allowed as noted in this section.
4. A freestanding sign may be affixed to an existing retaining wall, provided the retaining wall is expressly authorized by a Final PUD plan and is not located in right-of-way. The minimum setback does not apply to a sign affixed to such a retaining wall.
5. When required, landscaping shall include shrubs, ornamental grasses, perennials, ground covers and other enhancements. Landscaping areas shall not consist of more than twenty-five (25) percent turf or native grasses.

4.10.a FREESTANDING SIGNS in RESIDENTIAL AREAS

In addition to the standards in Sec. 4.10, freestanding signs in residential areas are subject to the standards below.

1. A freestanding sign shall be located at a primary or secondary neighborhood entrance or entry drive, on privately owned common area, or a privately owned and maintained median. There must be at least six hundred (600) feet of separation between any freestanding sign on the same street.
2. All freestanding signs must be constructed of an opaque background of uniform color, and shall be of high quality materials that are compatible with the character of the neighborhood. Freestanding sign bases or supports shall be constructed of stone, brick, wood, decorative concrete, high quality metal, or other similar materials.
3. Internally lit cabinet signs are not permitted.
4. All freestanding signs shall be in a landscaped area on privately owned common area. A minimum of three (3) square feet of landscaping shall be provided for every one (1) square feet of sign area. Only one face of the sign shall be counted for sign area. Landscape plans shall demonstrate that after three years of growth, seventy-five (75) percent of the landscaping area shall be covered with living plants.
5. Freestanding signs for single-family residential areas shall only be permitted for neighborhoods with a Home Owners' Associations (HOA) to ensure the signs are properly maintained over time. If a HOA dissolves, the HOA shall be responsible for removal of the sign prior to dissolving.
6. In place of one sign at a neighborhood entrance, one sign may be placed on each side of the street at the neighborhood entrance, provided the maximum area of both signs combined does not exceed the permitted maximum area for one sign, and the maximum height is reduced to four (4) feet.



Primary Entrance Sign



Secondary Entrance Sign



Entry Sign on a retaining wall

Standard	Residential, Single-Family	Residential, Multi-Family	Residential, Institutional Use
Permitted	Yes	Yes	Yes
Permit Req'd	Yes	Yes	Yes
Max. Number	1 at each neighborhood entrance, not to exceed 4 signs. See note 6.	1 at each entry drive, not to exceed 2 signs. See note 6.	1 at each entry drive, not to exceed 2 signs. See note 6.
Max. Area	32 sf	40 sf	40 sf
Max. Height	6 ft	8 ft	8 ft
Illumination	Externally lit	Externally or halo lit	Externally or halo lit
Min. Setback	5 ft	8 ft	8 ft



High quality compatible freestanding sign



Multi-tenant freestanding sign with only characters illuminated



Cabinet signs without base and border are not permitted

4.10.b FREESTANDING SIGNS in COMMERCIAL AREAS

In addition to the standards in Sec. 4.10, freestanding signs in commercial areas are subject to the following standards.

1. All freestanding signs shall be located along a primary or secondary public street frontage. Only one primary frontage shall be allowed. Sites may have more than one secondary frontage. Sites with more than five hundred (500) feet of primary or secondary frontage shall be allowed to place an additional sign meeting the secondary frontage standards on the that frontage.
2. Primary and secondary freestanding signs shall be located a minimum of seventy-five (75) feet apart.
3. All freestanding signs must be constructed of an opaque background of uniform color, and shall be of high quality materials that are compatible with the building. Freestanding sign bases and support shall be constructed of brick, stone, wood, decorative concrete, high quality metal, or other similar materials.
4. All freestanding signs using an internally lit sign cabinet design shall have an architectural base and border on all sides that is consistent with and/or complements the building materials.
5. All freestanding signs shall be in a landscaped area. A minimum of three (3) square feet of landscaping shall be provided for every one (1) square feet of sign area. Only one face of the sign shall be counted for sign area. Landscape plans shall demonstrate that after three years of growth, seventy-five (75) percent of the landscaping area shall be covered with living plants.
6. The minimum setback is not required if the sign is adjacent to right-of-way with more than ten (10) feet between the curb and the property line, provided there is a minimum of five (5) feet between the sign and any adjacent sidewalk.
7. Properties adjacent to US 36 may have an additional freestanding sign oriented to US 36. Freestanding signs oriented toward US 36 may have an additional fifty (50) percent increase in the maximum area and an additional one-hundred (100) percent increase in the maximum height.

4.10.b FREESTANDING SIGNS in COMMERCIAL AREAS, cont.

Standard	Commercial Single Tenant Site	Commercial Multi-Tenant Site*	Office Single Tenant Site	Office Multi-Tenant Site
Permitted	Yes	Yes	Yes	Yes
Permit Req'd	Yes	Yes	Yes	Yes
Max. Number	1 per primary frontage, 1 per secondary frontage, not to exceed 2 signs	1 per primary frontage, 1 per secondary frontage, not to exceed 4 signs	1 per primary frontage, 1 per secondary frontage, not to exceed 2 signs	1 per primary frontage, 1 per secondary frontage, not to exceed 3 signs
Max. Area, Primary	48 sf	60 sf - less than 60,000 sf of floor area 96 sf - more than 60,000 sf of floor area	40 sf	48 sf - less than 60,000 sf of floor area 60 sf - more than 60,000 sf of floor area
Max. Area, Secondary	24 sf	32 sf	16 sf	24 sf
Max. Height, Primary	8 ft	12 ft	6 ft	8 ft
Max. Height, Secondary	5 ft	6 ft	5 ft	6 ft
Illumination	Externally, internally or halo lit	Externally, internally or halo lit	Externally, internally or halo lit	Externally, internally or halo lit
Min. Setback	10 ft	10 ft	10 ft	10 ft

*A commercial multi-tenant site may include an office tenant.



Primary Entrance Sign



Secondary Entrance Sign

4.10.c FREESTANDING SIGNS in INDUSTRIAL AREAS

In addition to the standards in Sec. 4.10, freestanding signs in industrial areas are subject to the following standards:

1. All freestanding signs shall be located along a primary or secondary public street frontage. Only one primary frontage shall be allowed. Sites may have more than one secondary frontage. Sites with more than five hundred (500) feet of primary or secondary frontage shall be allowed to place an additional sign meeting the secondary frontage standards on that frontage.
2. Primary and secondary freestanding signs shall be located a minimum of seventy-five (75) feet apart.
3. All freestanding signs must be constructed of an opaque background of uniform color, and shall be of high quality materials that are compatible with the building.
4. Internally lit cabinet signs are not permitted.
5. All freestanding signs shall be in a landscaped area. A minimum of three (3) square feet of landscaping shall be provided for every one (1) square feet of sign area. Only one face of the sign shall be counted for sign area. Landscape plans shall demonstrate that after three years of growth, seventy-five (75) percent of the landscaping area shall be covered with living plants.

Standard	Industrial, Single Tenant Site	Industrial, Multi-Tenant Site
Permitted	Yes	Yes
Permit Req'd	Yes	Yes
Max. Number	1 per primary frontage, 1 per secondary frontage, not to exceed 2 signs	1 per primary frontage, 1 per secondary frontage, not to exceed 4 signs
Max. Area, Primary	25 sf	40 sf
Max. Area, Secondary	15 sf	25 sf
Max. Height, Primary	6 ft	8 ft
Max. Height, Secondary	5 ft	6 ft
Illumination	Externally lit	Externally lit
Min. Setback	10 ft	15 ft

4.10.d FREESTANDING SIGNS in MIXED-USE AREAS

In addition to the standards in Sec. 4.10, freestanding signs in mixed-use areas are subject to the following standards:

1. For lots or sites with only residential uses, the standards for Residential Areas apply. For all other sites, the standards in this Section apply.
1. All freestanding signs shall be located along a primary or secondary public street frontage. Only one primary frontage shall be allowed. Sites may have more than one secondary frontage. Sites with more than five hundred (500) feet of primary or secondary frontage shall be allowed to place an additional sign meeting the secondary frontage standards on the that frontage. If a site has arterial frontage, the arterial frontage shall be the primary frontage for the purpose of these regulations.
2. Primary and secondary freestanding signs shall be located a minimum of seventy-five (75) feet apart.
3. All freestanding signs must be constructed of an opaque background of uniform color, and shall be of high quality materials that are compatible with the building. Freestanding sign bases or supports shall be constructed of stone, brick, wood, decorative concrete, high quality metal, or other similar materials.
4. Internally lit cabinet signs are only permitted on an arterial frontage.
5. All freestanding signs shall be in a landscaped area, or in an appropriate location within a hardscaped area or plaza.



Primary Entrance Sign

Standard	Single Tenant Site Arterial Frontage	Multi-Tenant Site Arterial Frontage	Single Tenant Site Non-arterial Frontage	Multi-Tenant Site Non-arterial Frontage
Permitted	Yes	Yes	Yes	Yes
Permit Req'd	Yes	Yes	Yes	Yes
Max. Number	1 per primary frontage, 1 per secondary frontage, not to exceed 2 signs	1 per primary frontage, 1 per secondary frontage, not to exceed 4 signs	1 per primary frontage, 1 per secondary frontage, not to exceed 2 signs	1 per primary frontage, 1 per secondary frontage, not to exceed 4 signs
Max. Area, Primary	48 sf	60 sf	24 sf	32 sf
Max. Area, Secondary	24 sf	32 sf	16 sf	24 sf
Max. Height, Primary	8 ft	12 ft	6 ft	8 ft
Max. Height, Secondary	5 ft	6 ft	5 ft	6 ft
Illumination	Externally, internally or halo lit	Externally, internally or halo lit	Externally or halo lit	Externally or halo lit
Min. Setback	10 ft	10 ft	50% of the distance of the structures's setback, or 3 ft, whichever is greater	50% of the distance of the structures's setback, or 3 ft, whichever is greater



4.10.e FREESTANDING SIGNS in DOWNTOWN

In addition to the standards in Sec. 4.10, freestanding signs in downtown are subject to the standards below.

1. A freestanding sign shall be located only on a site frontage adjoining a public street.
2. Freestanding signs shall be designed to be compatible with the principal building in material, scale, proportions, and color. Opaque backgrounds are required and shall be a non-reflective material
3. Freestanding signs shall only be used when other allowed types of signage cannot provide adequate messaging.
4. Freestanding signs shall not include a cabinet sign or utilize a monolithic base anchored to the ground.

Standard	Downtown
Permitted	Yes
Permit Req'd	Yes
Max. Number	1 per building
Max. Area	9 sf
Max. Height	6 ft
Min. Setback	None, provided no part of sign shall be placed or extend into right-of-way
Illumination	No
Subject to Max. Wall Sign allowance	Yes

4.11 WALL SIGNS

The standards below apply to all wall signs.

1. Wall signs shall be designed to be compatible with the building in scale, proportions, and color.
2. A wall sign shall not obstruct any portion of a window, doorway or other architectural detail.
3. No sign part, including cut-out letters, may project from the building more than required for construction purposes, and in no case may project more than twelve (12) inches.
4. No wall sign shall extend above the roof or parapet line of any building.





Primary Halo Lit Wall Sign



Secondary Wall Sign

4.11.a WALL SIGNS in RESIDENTIAL AREAS In addition to the standards in Sec. 4.11, wall signs in residential areas are subject to the standards below.

1. Wall signs may be located on primary and secondary frontages. Only one primary frontage shall be designated per site.
2. Internally lit cabinet signs are not permitted.
3. In place of a wall sign located on primary or secondary frontages, a wall sign may be permitted on an alternative location on the structure, oriented towards a parking lot, plaza, alley, or other area with a public entrance.
4. The area allowance for wall signs shall include any sign area utilized on a canopy sign.

Standard	Residential, Single-Family	Residential, Multi-Family	Residential, Institutional
Permitted	No	Yes	Yes
Permit Req'd	--	Yes	Yes
Max. Number	--	1 per building	1 on primary frontage, 1 on secondary frontage
Max. Area, Primary	--	24 sf	32 sf
Max. Area, Secondary	--	--	15 sf
Max. Height	--	15 ft, or roofline, whichever is less	20 ft, or roofline, whichever is less
Max. Sign Height	--	2 ft	3 ft
Illumination	--	Externally or halo lit	Externally or halo lit

4.11.b WALL SIGNS in COMMERCIAL AREAS In addition to the standards in Sec. 4.11, wall signs in commercial areas are subject to the standards below.

1. Wall signs may be located on primary and secondary public street frontages. Only one primary frontage shall be designated per site. Sites may have more than one secondary frontage.
2. In place of a wall sign located on primary or secondary frontages, a wall sign may be permitted on an alternative location on the structure, oriented towards a parking lot, plaza, alley, or other area with a public entrance.
3. The area allowance for wall signs shall include any sign area utilized on a canopy sign, awning sign, marquee sign, illuminated window sign, or a projecting sign.
4. In addition to the signs in this section, buildings with public rear entrances may have a six (6) sf unlit sign above each entrance, one (1) per tenant.
5. Properties adjacent to US 36 may have an additional wall sign(s). Wall signs oriented toward US 36 may have an additional fifty (50) percent increase in the maximum area and an additional one-hundred (100) percent increase in the maximum sign height.
6. The use of individually cut, internally lit or halo lit characters are encouraged.



Standard	Commercial Single Tenant Site	Commercial Multi-Tenant Site	Commercial Office Only Site
Permitted	Yes	Yes	Yes
Permit Req'd	Yes	Yes	Yes
Max. Number	1 at primary frontage plus 1 additional sign for each 100 linear ft of sign wall, 1 at secondary frontage	1 per tenant at primary frontage, 1 per tenant at secondary frontage	1 per tenant at primary frontage, 1 per tenant at secondary frontage
Max. Area, Primary	1 sf per 1 linear ft of building frontage, not to exceed 100 sf	1 sf per 1 linear ft of tenant building frontage, not to exceed 100 sf per sign	1 sf per 1 linear ft of tenant building frontage, not to exceed 40 sf per sign, not to exceed 100 sf total for all wall signs
Max. Area, Secondary or Alternative	.5 sf per linear ft of building frontage, not to exceed 100 sf	.5 sf per linear ft of building frontage, not to exceed 50 sf per sign	.5 sf per linear ft of building frontage, not to exceed 24 sf per sign, not to exceed 60 sf total for all wall signs
Max. Height	Roofline	Roof line	Roof line
Max. Sign Height	3 ft	4 ft	2 ft for buildings less than 25 ft tall, 3 ft for buildings taller than 25 ft
Illumination	Internally, externally, or halo lit or neon	Internally, externally, or halo lit or neon	Internally, externally, or halo lit



4.11.c WALL SIGNS in INDUSTRIAL AREAS In addition to the standards in Sec. 4.11, wall signs in industrial areas are subject to the following standards:

1. Wall signs may be located on primary and secondary public street frontages. Only one primary frontage shall be designated per site. Sites may have more than one secondary frontage.
2. In addition to the signs in this section, buildings with public rear entrances may have a six (6) sf unlit sign above each entrance, one (1) per tenant.
3. Cabinet signs are not permitted.

Standard	Industrial, Single Tenant Site	Industrial, Multi-Tenant Site
Permitted	Yes	Yes
Permit Req'd	Yes	Yes
Max. Number	1 at primary frontage, 1 at secondary frontage	1 per tenant at primary frontage, 1 per tenant at secondary frontage.
Max. Area, Primary	1 sf per 1 linear ft of building frontage, not to exceed 60 sf	1 sf per 1 linear ft of tenant building frontage, not to exceed 40 sf per sign. If a tenant space is larger than 60,000 sf, the wall sign for that tenant may be up to 60 sf
Max. Area, Secondary	1 sf per 1 linear ft of building frontage, not to exceed 30 sf	1 sf per 1 linear ft of building frontage, not to exceed 25 sf
Max. Height	Roof line	Roof line
Max. Sign Height	3 ft	3 ft
Illumination	No	No

4.11.d WALL SIGNS in MIXED USE AREAS In addition to the standards in Sec. 4.11, wall signs in mixed use areas are subject to the standards below.

1. For lots or sites with only residential uses, the standards in Residential Areas apply.
2. For all other sites, the standards in Commercial Areas apply.



Externally Lit Wall Sign



Neon Lit Wall Sign



Halo Lit Wall Sign

4.11.e WALL SIGNS in DOWNTOWN In addition to the standards in Sec. 4.11, wall signs in downtown are subject to the following standards:

1. Wall signs may be located on primary and secondary public street frontages. Only one primary frontage shall be designated per site. Sites may have more than one secondary frontage.
2. In addition to wall signs on primary or secondary frontages, wall signs may be permitted on an alternative location on the structure, such as a parking lot, plaza, alley or other area, provided there is an operable public entrance to the building orienting to that area.
3. The area allowance for wall signs shall include any sign area utilized on a canopy sign, awning sign, marquee sign, or projecting sign.
4. Visible raceways and transformers are not permitted.

Standard	Downtown, Single Tenant Site	Downtown, Multi-Tenant Site
Permitted	Yes	Yes
Permit Req'd	Yes	Yes
Max. Number	1 at primary frontage, 1 at secondary frontage, 1 at alternative area	1 per tenant at primary frontage, 1 per tenant at secondary frontage, 1 per tenant at alternative area
Max. Area, Primary	2 sf per 1 linear ft of building frontage	2 sf per 1 linear ft of building frontage, total for all signs
Max. Area, Secondary and Alternative	1 sf per 1 linear ft of building frontage	1 sf per 1 linear ft of building frontage, total for all signs
Max. Installation Height	Roof line, 20 ft, or 2nd story window sill, whichever is less	Roof line, 20 ft, or 2nd story window sill, whichever is less
Max. Sign Height	--	--
Illumination	Externally, halo lit or neon	Externally, halo lit or neon



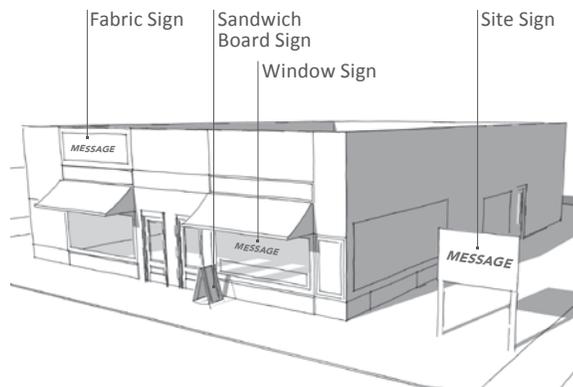
Photo credit: T.M. Spring

5.1 TEMPORARY SIGNS. The standards of this Section apply to all temporary signs. Temporary signs may be subject to additional standards set out elsewhere within these regulations.

Sign Types. Temporary signs include the following types:

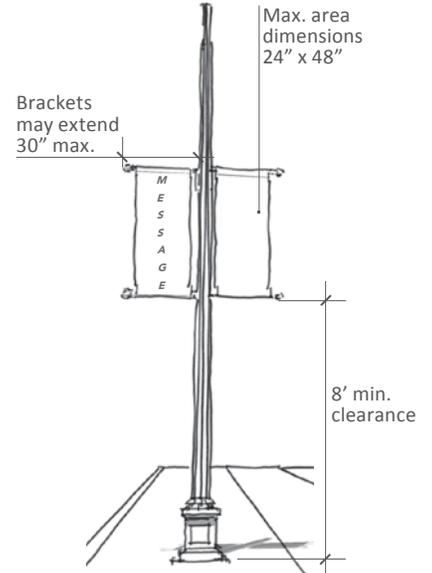
- 5.2 Fabric Signs
- 5.3 Sandwich Board Signs
- 5.4 Site Signs
- 5.5 Yard Signs
- 5.6 Window Signs

1. The purpose of temporary signs is to display messages for a temporary duration. Temporary signs shall not be used to circumvent the regulations that apply to permanent signs or to add permanent signage to a property in addition to that which is allowed by these regulations.
2. In general, a temporary sign shall be removed as of the date:
 - a. That it becomes an abandoned sign;
 - b. That it falls into disrepair; or
 - c. Of expiration of the number of days in the tables below.



5.2 FABRIC SIGNS Fabric signs, also referred to as banners, are subject to the following standards:

1. Fabric signs placed on a wall shall not obstruct any portion of a window, doorway, or other architectural detail.
2. Fabric signs mounted on the ground may not be located within the vision clearance area.
3. Fabric signs may be installed for civic events on a utility pole with the consent of both the utility provider and the Department of Planning and Building Safety. A fabric sign shall be attached at the top and bottom of utility pole brackets that project no more than thirty (30) inches from the utility pole. Fabric signs installed on utility poles shall not exceed twenty-four (24) inches in width and forty-eight (48) inches in height, with a minimum clearance of eight (8) feet maintained from any travel or walking surface.



Standard	Residential	Commercial	Industrial	Mixed-Use	Downtown
Permitted	Yes, Institutional or Multi-Family uses only	Yes	Yes	Yes	Yes
Permit Req'd	Yes	Yes	Yes	Yes	Yes
Max. Number	1	1 per tenant	1 per building	1 per tenant	1 per tenant
Max. Area	32 sf	60 sf or wall sign allowance, whichever is less	40 sf	40 sf	40 sf
Max. Height	Roof line or 25 ft, whichever is less	Roof line	Roof line	Roof line or 25 ft, whichever is less	Roof line or 25 ft, whichever is less
Max. Time Permitted	60 days in a calendar year, not required to be consecutive	60 days in a calendar year, not required to be consecutive	60 days in a calendar year, not required to be consecutive	60 days in a calendar year, not required to be consecutive	60 days in a calendar year, not required to be consecutive
Illumination	No	No	No	No	No
Min. Setback, if ground mounted	10 ft	10 ft	15 ft	10 ft	3 ft



5.3 SANDWICH BOARD SIGNS Sandwich board signs are subject to the standards below.

1. High quality materials and artistic designs shall be used in the construction of sandwich board signs. No plastic board or plastic letters shall be permitted.
2. A sandwich board sign shall not obstruct pedestrian circulation. A minimum of four (4) feet of sidewalk clearance shall be maintained at all times.
3. Sandwich board signs must be removed each day at close of business.
4. Sandwich board signs must be anchored to the ground or weighted sufficiently to prevent movement by wind.
5. In Downtown, sandwich board signs may be placed in right-of-way on a sidewalk or on a private walkway immediately adjacent to the building frontage with the primary entry of a tenant or site.
6. In Commercial and Mixed-Use areas, sandwich boards are permitted only on walkways not in right-of-way and shall be located adjacent to the business and on the same frontage as the primary entry.

Standard	Residential	Commercial	Industrial	Mixed-Use	Downtown
Permitted	No	Yes	No	Yes	Yes
Permit Req'd	--	No	--	No	No
Max. Number	--	1 per tenant	--	1 per tenant	1 per tenant
Max. Area	--	6 sf	--	6 sf	6 sf
Max. Time Permitted	--	Unlimited	--	Unlimited	Unlimited
Illumination	--	No	--	No	No
Min. Setback	--	None	--	None	None

5.4 SITE SIGNS Site signs are subject to the following standards:

1. Site signs are not intended to be installed in place of a permanent sign.
2. Site signs are only allowed on properties with active listings for sale or for rent, or on properties with active building permits.
3. Site signs may not be located within a vision clearance area.



Standard	Residential	Commercial	Industrial	Mixed-Use	Downtown
Permitted	Yes	Yes	Yes	Yes	Yes
Permit Req'd	No	No	No	No	No
Max. Number	1	1 per frontage, minimum distance between site signs is 1,000 ft	1	1	1
Max. Area	24 sf	32 sf	32 sf	32 sf	24 sf
Max. Height	6 ft	8 ft	8 ft	8 ft	6 ft
Max. Time Permitted	See # 2 above	See # 2 above	See # 2 above	See # 2 above	See # 2 above
Illumination	No	No	No	No	No
Min. Setback	10 ft	15 ft	10 ft	10 ft	3 ft



5.5 YARD SIGNS Yard signs are subject to the standards below.

1. Yard signs may not be placed in a vision clearance area.

Standard	Residential	Commercial	Industrial	Mixed-Use	Downtown
Permitted	Yes	Yes	Yes	Yes	Yes
Permit Req'd	No	No	No	No	No
Max. Number	6 for sites with residential uses, 1 per frontage for sites with institutional uses	1 per frontage per tenant			
Max. Area	6 sf	6 sf	6 sf	6 sf	6 sf
Max. Height	4 ft	4 ft	4 ft	4 ft	4 ft
Max. Time Permitted	120 days per calendar year, not required to be consecutive	60 days per calendar year, not required to be consecutive	60 days per calendar year, not required to be consecutive	60 days per calendar year, not required to be consecutive	60 days per calendar year, not required to be consecutive
Illumination	No	No	No	No	No
Min. Setback	None	None	None	None	None

5.6 WINDOW SIGNS Temporary window signs are subject to the standards below.

1. Temporary window signs are allowed in all locations where permanent window signs are allowed.
2. The temporary sign area allowance is in addition to the area allowance for permanent window signage, pursuant to Section 4.5. If a site does not utilize all of the permanent allowance, that area may be used for temporary window signage, in addition to the area listed below.
3. Temporary window signs shall be affixed to the window such that the fastener (e.g. tape) is not highly visible, or signs shall be mounted inside of the building for viewing through the window.



Standard	Residential	Commercial	Industrial	Mixed-Use	Downtown
Permitted	Yes	Yes	Yes	Yes	Yes
Permit Req'd	No	No	No	No	No
Max. Number	1	Unlimited, subject to max. area	1 per building entry	Unlimited, subject to max. area	Unlimited, subject to max. area
Max. Area	6 sf	25% of window or door	25% of window or door	25% of window, not to exceed 12 sf	20% of window, not to exceed 8 sf
Max. Time Permitted	120 days per calendar year, not required to be consecutive	60 days per calendar year, not required to be consecutive	60 days per calendar year, not required to be consecutive	60 days per calendar year, not required to be consecutive	60 days per calendar year, not required to be consecutive
Illumination	No	No	No	No	No

Sign Type	Standard	Existing Regulation	Proposed Regulation	Comments
General Standards	Restrictions on raceways	Only prohibited downtown	Prohibited in downtown, design standards in 3.2.2	
	Electronic Message Centers	None, prohibited under moving signs	New standards in 3.4, allowed on gas station monument signs and certain display signs, may be allowed elsewhere with PUD	
	Character height	18" max industrial areas, 24" max commercial areas, 8" min on monument signs	None	
	Illumination	Varies	Varies, generally standards are updated to allow more modern technology	
Awning Signs, 4.2	Downtown, maximum area	1 sf/1 lin ft awning	40% of awning face	
	Commercial, maximum area	None	40% of awning face	
	Mixed-Use, maximum area	Not allowed on arterials, 1 sf/1 lin ft awning elsewhere	40% of awning face	
Canopy Signs in Vehicular Areas, 4.3.a	Maximum area	None	25% of the face of the canopy, on properties with a canopy authorized through a PUD	Also cannot wrap a canopy with colors and materials associated with the design of the canopy sign
Canopy Signs in Pedestrian Areas, 4.3.b	Downtown, maximum area	1 sf/1 lin ft canopy	1 sf/1 lin ft canopy	
	Commercial, maximum area	None	2 sf/1 lin ft canopy	
	Mixed-Use, maximum area	None on arterials, 1 sf/1 lin ft canopy elsewhere	1 sf/1 lin ft canopy	
	Residential, maximum area	None	1 sf/1 lin ft canopy, Multi-Family and Institutional only	
Display Signs, 4.4	Downtown, maximum area	Wall only, 8 sf	Wall only, 8 sf	
	Commercial, maximum area	None	8 sf wall, 32 sf drive-thru	
	Mixed-Use, maximum area	None for arterials, wall only 8 sf elsewhere	8 sf wall, 32 sf drive-thru	
	Maximum height, all areas	None	7 ft	
	Electronic Message Centers	None	In Commercial or Mixed-Use only	

Sign Type	Standard	Existing Regulation	Proposed Regulation	Comments
Window Signs, 4.5	Downtown, maximum area	20% of window or 8 sf, whichever is less	20% of window or 8 sf, whichever is less	1st floor windows only
	Commercial, maximum area	25% of window	25% of window	
	Mixed-Use, maximum area	25% of window	25% of window or 12 sf, whichever is less	
	Industrial, maximum area	25% of window, limited to tenant name only	10% of door/window, 1 per entry	
	Residential, maximum area	None	10% of door/window, 1 per entry, Multi-Family and Institutional only	
Kiosk Signs, 4.6	Downtown, maximum height	PUD only, no standards	7 ft, with PUD	
	Commercial, maximum height	PUD only, no standards	7 ft, with PUD	
	Mixed-Use, maximum height	PUD only, no standards	10 ft, with PUD	
	Industrial, maximum height	PUD only, no standards	Not allowed	
Marquee Signs, 4.7	Downtown, maximum area	2 sf/1 lin ft frontage	2 sf/1 lin ft frontage	
	Commercial, maximum area	None	1 sf/1 lin ft frontage, not to exceed 150 sf	
	Mixed-Use, maximum area	Not allowed on arterials, 2sf/1 lin ft frontage elsewhere	2 sf/1 lin ft frontage, not to exceed 60 sf	
	Downtown, maximum height	4 ft	4 ft	
	Commercial, maximum height	None	8 ft	
	Mixed-Use, maximum height	Not allowed on arterials, 4 ft elsewhere	6 ft	
Murals, 4.8	Downtown, maximum area	50% of building façade, provided wall has minimum 500 sf uninterrupted space	100% building frontage	Not on primary frontage
	Commercial, maximum area	None	75% building frontage	
	Mixed-Use maximum area	Not allowed on arterials, Downtown standards for other areas	100% building frontage	
	Residential, maximum area	None	50% building frontage, Institutional uses only	
Projecting Signs, 4.9	Downtown, maximum area	9 sf	9 sf	
	Commercial, maximum area	4 sf	12 sf	
	Mixed-Use, maximum area	4 sf on arterials, 9 sf elsewhere	9 sf	
	Industrial, maximum area	Not permitted	Not permitted	
	Maximum number	1 per tenant	1 per tenant per frontage, not to exceed 2 signs	

Sign Type	Standard	Existing Regulation	Proposed Regulation	Comments
Freestanding Signs, Residential 4.10a	Maximum number	1 per primary subdivision entrance	Single family neighborhood - 1 per neighborhood entrance, not to exceed 4 signs	
			Multi-family property - 1 at each entry drive, not to exceed 2 signs	
			Institutional use - 1 at each entry drive, not to exceed 2 signs	
	Maximum area	32 sf	Single family neighborhood - 32 sf	
			Multi-family property - 40 sf	
			Institutional use - 40 sf	
	Maximum height	8 ft	Single family neighborhood - 6 sf	
			Multi-family property - 8 sf	
			Institutional use - 8 sf	

Sign Type	Standard	Existing Regulation	Proposed Regulation	Comments
Freestanding Signs, Commercial 4.10b	Maximum number	1 per building, more through PUD	Commercial single tenant - 1 per frontage, not to exceed 2 signs	Sites with more than 500 ft of frontage may have another sign meeting the secondary standards on that frontage
			Commercial multi-tenant - 1 per frontage, not to exceed 4 signs	
			Office single tenant - 1 per frontage, not to exceed 2 signs	
			Office multi-tenant - 1 per frontage, not to exceed 3 signs	
	Maximum area	60 sf retail, 40 sf office	Commercial single tenant -48 sf, 24 sf secondary	
			Commercial multi-tenant - 60 sf when less than 60,000 sf FA, 96 sf when more than 60,000 sf FA, 32 sf secondary	
			Office single tenant -40 sf, 16 sf secondary	
			Office multi-tenant - 48 sf when less than 60,000 sf FA, 60 sf when more than 60,000 sf FA, 24 sf secondary	
			Adjacent to US 36 - additional 50% in area	
	Maximum height	None	Commercial single tenant - 8 ft, 5 ft secondary	
			Commercial multi-tenant - 12 ft, 6 ft secondary	
			Office single tenant - 6 ft, 5 ft secondary	
			Office multi-tenant - 8 ft, 6 ft secondary	
			Adjacent to US 36 - additional 100% in height	

Sign Type	Standard	Existing Regulation	Proposed Regulation	Comments
Freestanding Signs, Industrial, 4.10c	Maximum number	1 per building, more through PUD	Single-tenant - 1 per frontage, not to exceed 2 signs	of frontage may have another sign meeting the secondary standards on that frontage
			Multi-tenant - 1 per frontage, not to exceed 4 signs	
	Maximum area	25 sf	Single-tenant - 25 sf, 15 sf secondary	
			Multi-tenant - 40 sf, 25 sf secondary	
	Maximum height	6 ft	Single-tenant - 6 ft, 5 ft secondary	
			Multi-tenant - 8 ft, 6 ft secondary	
Freestanding signs, Mixed-Use, 4.10d	Maximum number	1 per building, more through PUD	signs	of frontage may have another sign meeting the secondary standards on that
			Multi-tenant - 1 per frontage, not to exceed 4 signs	
	Maximum area	60 sf retail, 40 sf office on arterials, 9 sf elsewhere	secondary	
			Multi-tenant, arterial frontage - 60 sf, 32 sf secondary	
			Single-tenant, non-arterial frontage - 24 sf, 16 sf secondary	
			Multi-tenant, non-arterial frontage - 32 sf, 24, sf secondary	
	Maximum height	None on arterials, 6 sf elsewhere	Single-tenant, arterial frontage - 8 ft, 5 ft secondary	
			Multi-tenant, arterial frontage - 12 ft, 6 ft secondary	
			Single-tenant, non-arterial frontage - 6 ft, 5 ft secondary	
			Multi-tenant, non-arterial frontage - 8 ft, 6 ft secondary	

Sign Type	Standard	Existing Regulation	Proposed Regulation	Comments	
Freestanding signs, Downtown, 4.10e	Maximum number	1 per building	1 per building	Only when other allowed sign types cannot provide adequate messaging	
	Maximum area	9 sf	9 sf		
	Maximum height	6 ft	6 ft		
Wall signs, Residential, 4.11a	Maximum number	undefined	Multi-family - 1 per building		
			Institutional - 1 primary, 1 secondary		
	Maximum area	2 ft	Multi-family - 24 sf		
			Institutional - 32 sf, 15 sf secondary		
	Maximum installation height	undefined	Multi-family - 15 ft or roof line		
			Institutional - 20 ft or roofline		
Maximum sign height	undefined	Multi-family - 2 ft			
		Institutional - 3 ft			
Wall signs, Commercial, 4.11b	Maximum number	1 per tenant frontage, not to exceed 3 signs	Single-tenant - 1 primary, 1 secondary, + 1 each 100 lin ft of wall		
		1 per tenant frontage, not to exceed 3 signs	Multi-tenant - 1 per tenant primary, 1 per tenant secondary		
		1 per tenant	Office only - 1 per tenant primary, 1 per tenant secondary		
	Maximum area	1 sf/1 lin ft, not to exceed 200 sf	1 sf/1 lin ft, not to exceed 200 sf	Single-tenant - 1 sf/1 lin ft, not to exceed 100 sf	
			1 sf/1 lin ft, not to exceed 200 sf	Multi-tenant - 1 sf/1 lin ft, not to exceed 100 sf per sign	
			40 sf each, not to exceed 100 sf total	Office only - 1 sf/1 lin ft, not to exceed 40 sf per sign, 100 sf total	
				Adjacent to US 36, additional 50% area	
	Maximum installation height	None		Single-tenant - Roofline	
				Multi-tenant - Roofline	
				Office only - Roofline	
	Maximum sign height	None, regulates character height		Single-tenant - 3 ft	
				Multi-tenant - 4 ft	
			Office only - 2 ft if less than 25 ft, 3 ft if more than 25 ft tall building		
			Adjacent to US 36, additional 100% height		

Sign Type	Standard	Existing Regulation	Proposed Regulation	Comments
Wall signs, Industrial, 4.11c	Maximum number	1 per tenant	Single tenant - 1 primary, 1 secondary	
			Multi-tenant - 1 per tenant primary, 1 per tenant secondary	
	Maximum area	15 sf per tenant, 80 sf total	Single-tenant - Primary - 1 sf/1 lin ft, not to exceed 60 sf, Secondary - 1sf/1 lin ft, not to exceed 30 sf	
			Multi-tenant -Primary - 1 sf/1 lin ft, not to exceed 40 sf per sign. If a tenant space is larger than 60,000 sf, may have up to 60 sf, Secondary - 1 sf/1 lin ft, not to exceed 25 sf	
	Maximum installation height	25 ft	Roofline	
Maximum sign height	None, regulates character height	3 ft		
Wall signs, Mixed-Use, 4.11d	Standards	Arterial - Same as Existing Commercial Wall Signs, Non-arterial , Same as ExistingDowntown Wall Signs	Sites with only residential uses - Proposed Residential Wall Sign standards apply, All other sites - Proposed Commercial Wall Sign standards apply	
Wall signs, Downtown, 4.11e	Maximum number	Subject to max area	Single tenant - 1 primary, 1 secondary, 1 alternative	
			Multi-tenant - 1 per tenant primary, 1 per tenant secondary, 1 per tenant alternative	
	Maximum area	Primary - 2 sf/1 lin ft frontage, Secondary - 1 sf/1 lin ft frontage	Single-tenant - Primary - 2 sf/1 lin ft frontage, Secondary - 1 sf/1 lin ft frontage	
			Multi-tenant - Primary - 2 sf/lin ft frontage, Secondary - 1 sf/1 lin ft frontage	
	Maximum installation height	Roofline, 20 ft, or 2nd story window sill, whichever is less	Roofline, 20 ft, or 2nd story window sill, whichever is less	
Maximum sign height	None	None		

Location/Property	Area	Freestanding Sign Area	Draft Code Freestanding Sign Area	Existing Freestanding Sign Height	Draft Code Freestanding Sign Height	Bldg Square Footage
Alfalfas and Centre Court	Commercial	54 sf	60 sf - Multi-tenant	11.5 ft tall	12 ft tall - Multi-tenant	32,093 sf
Village Square	Commercial	54 sf	60 sf - Multi-tenant	12.5 ft tall	12 ft tall - Multi-tenant	45,000 sf
Century Retail Center	Commercial	92 sf (28 sf allowed incorrectly though a building permit)	60 sf - Multi-tenant	12 ft tall	12 ft tall - Multi-tenant	33,150 sf
Avista	Commercial	48 sf	96 sf - Multi-tenant	15 ft tall	12 ft tall - Multi-tenant	200,000+ sf
Louisville Plaza	Commercial	96 sf	96 sf - Multi-tenant	14 ft tall	12 ft tall - Multi-tenant	200,000+ sf
168 Centennial	Office	13 sf	48 sf - Multi-tenant office	6 ft tall	8 ft tall - Multi-tenant office	57,000 sf
400 S McCaslin	Office	32 sf	48 sf - Multi-tenant office	6 ft	8 ft tall - Multi-tenant office	33,000 sf
Delo Plaza	Mixed Use	53 sf	60 sf - Multi-tenant	12 ft tall	12 ft tall - Multi-tenant	13,600 sf
Lowes	Commercial	32 sf	48 sf - Single tenant	5 ft tall	8 ft tall - Single tenant	
Goddard School	Commercial	43 sf	48 sf - Single tenant	7 ft tall	8 ft tall - Single tenant	

Report generated at: 2018-10-11 19:42:28 by kdean

Project: City Design Guidelines and Sign Code Update

Question: Are there specific areas in the City where electronic message signs should be prohibited?

No.	Contribution	Author	Posted at
1	Not close to homes where lights might disturb people's sleep.	barbara.holub	23 Jul 2018, 12:16 PM
2	They are gaudy and not effective	Pmcentee	23 Jul 2018, 12:28 PM
3	Mainstreet!	Mars512	23 Jul 2018, 12:56 PM
4	South Boulder Rd, McCaslin: They could be distracting and hard to read at 40MPH with small fonts.	darioa	23 Jul 2018, 12:59 PM
5	In the downtown area.	Mortenson947	23 Jul 2018, 01:30 PM
6	EVERYWHERE!!!!!!! NO ELECTRONIC SIGNS	mah	23 Jul 2018, 02:24 PM
7	Historic Downtown	Jeannette96	23 Jul 2018, 02:40 PM
8	Schools and public buildings. I did like the sign at the Lafayette shopping center. That is where I found out there was a pilates class!	nancyk	23 Jul 2018, 02:45 PM
9	everywhere except for schools and churches	RTanner	23 Jul 2018, 03:21 PM
10	Everywhere! Ugly!	dscriber	23 Jul 2018, 03:24 PM
11	Downtown	maryfclough	23 Jul 2018, 03:33 PM
12	This would be useful in areas where there is a large setback from traffic, however many of these only create a distraction and don't add information, beauty or character.	Staje	23 Jul 2018, 04:23 PM
13	none	dunlapcr	23 Jul 2018, 08:45 PM
14	Downtown	Jageiger	23 Jul 2018, 08:59 PM
15	I don't see them as a benefit to the community. There are larger commercial issues rather than flashing signs.	jsroge	24 Jul 2018, 12:14 AM
16	Downtown area	ebenidt	24 Jul 2018, 09:44 AM
17	Every where	faunellwood	24 Jul 2018, 12:18 PM
18	Directly in front of homes not adjacent to biz being advertised.	LaneO84	24 Jul 2018, 01:56 PM
19	Not downtown!	Sucht	24 Jul 2018, 04:41 PM
20	Downtown, certainly. It would detract from the "Old Town" nature of our town.	Bud Talbot	24 Jul 2018, 08:55 PM
21	None along McCaslin or in the downtown. Provide light pollution.	D.Cristopher Benner	25 Jul 2018, 06:53 AM
22	Along roadways because the signs distract drivers and are a safety risk	laesecke	25 Jul 2018, 10:08 AM
23	Would be distracting most places	billyod	26 Jul 2018, 05:45 PM

24	All		mertens	27 Jul 2018, 04:14 PM
		Electronic message signs most likely should be limited to monument signs that support retail or other service oriented businesses.		
25		Perhaps electronic message signs could be allowed for other uses on a temporary and permitted basis.	NMiesen70	29 Jul 2018, 02:26 PM
26		These electronic signs look tacky and are a distraction for drivers.	joneskath	02 Aug 2018, 03:26 PM
27	No		BillK	17 Aug 2018, 09:32 AM
28		Everywhere. This is out of character with our town.	303keane	20 Aug 2018, 12:06 PM
29	All		Plumbdandy	10 Sep 2018, 07:18 PM

END OF REPORT

Report generated at: 2018-10-11 19:47:29 by kdean
Project: City Design Guidelines and Sign Code Update
Question: Mural Comments

Contribution	Author	Posted at
1 Never thought of murals. But yes, I think I'll like them!	barbara.holub	23 Jul 2018, 12:13 PM
2 I love them	nancyk	23 Jul 2018, 02:44 PM
3 It's art - art should be everywhere!!	RTanner	23 Jul 2018, 03:19 PM
4 And please paint all of the green utility boxes, like they do in Fort Collins, while you're at it :)	dscriber	23 Jul 2018, 03:23 PM
5 I think it would be wonderful to have as many artistic items on any building around the city. I think of Loveland and how the city sponsors a lot of art around the city. Louisville could do the same. We should support the arts.	vrsalcido	23 Jul 2018, 04:19 PM
6 I love the murals. They add color and beauty and are an expression of local artistry.	Staje	23 Jul 2018, 04:20 PM
7 I believe they are an urban decoration and belong in such. Hell yes!! I travelled through Europe last year and some of the most intriguing displays of culture were the many large murals and art all over. Artistic expression is the future of a cooperative culture.	jsroge	24 Jul 2018, 12:13 AM
8 Murals add an artistic flare and beauty to building facades. Diversity and variety can be represented.	LaneO84	24 Jul 2018, 01:51 PM
9 As long as the murals are not for commercial purposes and not misinterpreted as billboards.	Sucht	24 Jul 2018, 04:35 PM
10 Grear public art would be an asset in most places	D.Cristopher Benner	25 Jul 2018, 06:52 AM
11 If allowed outside of downtown, mural content shall be subject to a City review and approval process to ensure continuity of message etc.	billyod	26 Jul 2018, 05:44 PM
12 They are flat out ugly and most look like graffiti gone bad.	NMiesen70	29 Jul 2018, 02:22 PM
13 The more, the merrier.	BillK	17 Aug 2018, 09:31 AM
	Plumbdandy	10 Sep 2018, 07:15 PM

END OF REPORT

Report generated at: 2018-10-11 19:41:52 by kdean
Project: City Design Guidelines and Sign Code Update
Question: Sandwich Board Comments

Contribution	Author	Posted at
1 As long as they don't block sidewalks too much Why do downtown business receive special treatment? Why are other Louisville businesses not allowed signs?	barbara.holub	23 Jul 2018, 12:14 PM
2 Now , that said, there should be restrictions on size, placement, etc. There are so many on downtown side walks now they often block pathways there should no sandwich boards anywhere - they obstruct the sidewalk which is already obstructed by folks reading menus and folks stopping to chat with each other and waiters working and tables for business at restaurants.	mah	23 Jul 2018, 02:22 PM
3 No, I hate them in the grocery store and I hate them on the street. Just one more thing to maneuver around!	RTanner	23 Jul 2018, 03:20 PM
4 If any commercial property feels that a sandwich board will help them with foot traffic, then I believe they should be allowed to have these signs. They look good in some areas.	dscriber	23 Jul 2018, 03:24 PM
5 I believe boards to be legitimate and reasonable form of advertising for businesses	vrsalcido	23 Jul 2018, 04:21 PM
6 And there should be no cost or permit for them. Let people promote their businesses at their storefront, only makes sense. Jut need to make sure there are no ADA obstructions.	jsroge	24 Jul 2018, 12:14 AM
7 If they don't unreasonably block sidewalk access, then yes. They add visability for small businesses. And seem inviting and quaint.	LaneO84	24 Jul 2018, 01:53 PM
8 Helpful and fun	Sucht	24 Jul 2018, 04:36 PM
	billyod	26 Jul 2018, 05:44 PM

<p>The type, size, material and method of anchoring requirements shall subject to City review and approval to ensure aesthetic quality and safety. Additionally some regulations as to the allowed locations for sandwich boards shall be determined.</p>	<p>NMiesen70</p>	<p>29 Jul 2018, 02:24 PM</p>
<p>This could be an effective way for restaurants and other businesses along McCaslin, South Boulder Road, and other areas with pedestrian traffic to inform potential customers of daily specials, etc.</p>	<p>joneskath</p>	<p>02 Aug 2018, 03:25 PM</p>
<p>They work downtown where there is a lot of foot traffic; they would be hazards on say McCaslin.</p>	<p>BillK</p>	<p>17 Aug 2018, 09:32 AM</p>
<p>With appropriate limitations / regulations</p>	<p>303keane</p>	<p>20 Aug 2018, 12:05 PM</p>
<p>It doesn't seem fair that one commercial district should be allowed to use these but not others.</p>	<p>Plumbdandy</p>	<p>10 Sep 2018, 07:15 PM</p>

END OF REPORT

Report generated at: 2018-10-11 19:39:57 by kdean
Project: City Design Guidelines and Sign Code Update
Question: Size of Sign Letters

No.	Contribution	Author	Posted at
1	MINIMIZE signage!	mah	23 Jul 2018, 03:05 PM
2	again, an aging population needs a larger font size	RTanner	23 Jul 2018, 03:28 PM
3	People gotta know where they're headed and a bigger sign on the building is better than a bigger list of signs for the corner. Also, ease of visibility will reduce traffic accidents related to people looking for a place.	LaneO84	24 Jul 2018, 02:10 PM
4	This character size of a sign shall be subject to the location of the building from the street front, zone use of area, surrounding landscape elements and overall proportions of the building or retail development.	NMiesen70	29 Jul 2018, 02:45 PM
5	I don't struggle to see the letters on any existing buildings.	Plumbdandy	10 Sep 2018, 07:43 PM

END OF REPORT

Report generated at: 2018-10-11 19:46:06 by kdean
Project: City Design Guidelines and Sign Code Update
Question: Size of Signs

No.	Contribution	Author	Posted at
1	Larger signs would be easier to read but should not be overwhelming	barbara.holub	23 Jul 2018, 12:31 PM
2	We came from CA and the signage is terrible here. We had trouble finding the DMV !	nancyk	23 Jul 2018, 02:51 PM
3	Let's keep Louisville beautiful! Few signs, greater beauty.	mah	23 Jul 2018, 03:04 PM
4	we have an older population that an increase in font size would help tremendously	RTanner	23 Jul 2018, 03:28 PM
5	Or less	Louisvillejoy	25 Jul 2018, 06:35 AM
6	Bigger is not better for these In efforts to assist retail business monument signs need to be visible from vehicular ways. Depending upon the landscaping along the street front this	billyod	26 Jul 2018, 05:53 PM
7	may require that a monument sign is larger than currently allowed. Again I think the size, design, materials, foundation and lighting of monuments signs shall be subject to City review and approval.	NMiesen70	29 Jul 2018, 02:44 PM
8	Keep them small	Wukoki	30 Jul 2018, 10:41 PM
9	Size increase commensurate with information size, e.g. not just large signs with small type, but big signs with big type. Your question asks one thing. Your example illustrates	BillK	17 Aug 2018, 09:37 AM
10	another. Are you asking about increasing the height allowance, or allowing for more square feet, or both? I don't see a need for signs to be any larger OR taller than existing.	Plumbdandy	10 Sep 2018, 07:42 PM

END OF REPORT



East-West Wellness
ACUPUNCTURE · HERBAL THERAPY · NUTRITION

September 19, 2018

To Whom It May Concern:

My name is Donna Sigmond and I have been a small business owner in the Louisville area for over 16 years. I am the owner of East West Wellness in the Colony Square II Shopping Center. This past Saturday, we were informed by the Louisville Police Department that our A Frame board situated in front our business violated municipal codes 17.24.030, 71.24.040, and 17.24.170. According to our contact at the City Planning, there is no current permits available for signage of this type. The only permit available at this time is a temporary permit, which is expensive and is only operational for 30 days. This is a definite issue for small businesses, as A Frame and other small freestanding signage is an essential advertising tool. These signs are already an added expense to our business, I have spent \$180 on an item that I can no longer use. We already pay a hefty amount in taxes to the city (property, sales, etc.) and having to pay another large cost is difficult on small business owners. We need to make a distinction in the municipal code between signage that is directly in front of a business used for advertising verses the signs that litter the area and are not within the business frontage or property line.

Small signage for small business owners is essential to help create a thriving business, as well as help the local economy thrive. Support small business by updating the municipal code to include small freestanding signs displayed within the immediate area of the business entrance.

Sincerely,



Donna Sigmond, RDN, LAc, LCh, Dipl OM, CLT, FAARFM, ABAAHP, Doctorate Candidate

Kristin Dean

From: Citizen Inquiries
Sent: Tuesday, May 1, 2018 2:09 PM
To: Kristin Dean
Subject: FW: City of Louisville, CO: Design Guidelines and Sign Code Update Public Workshop #1

FYI

Emily Hogan
Assistant to the City Manager
City of Louisville
303-335-4528
ehogan@louisvilleco.gov

Sign up for the new Community Update E-Newsletter [here!](#)

From: Regina Macy [mailto:reginamacy@gmail.com]
Sent: Tuesday, May 1, 2018 12:44 PM
To: Citizen Inquiries <info@louisvilleco.gov>
Subject: Re: City of Louisville, CO: Design Guidelines and Sign Code Update Public Workshop #1

Hi All, Thank you for your service. Since we live in such a beautiful city with great views please keep in mind the placement of signs. Signs can so easily ruin views. I know you'll do your best. Sincerely, Regina Macy 1021 Willow Place 80027

On Wed, Apr 25, 2018 at 9:01 AM, City of Louisville, CO <info@louisvilleco.gov> wrote:

Design Guidelines and Sign Code Update Public Workshop #1

- Date: 04/26/2018 6:30 PM - 8:30 PM
- Location: City Hall
[749 Main Street](#)
[Louisville, Colorado 80027](#)



Design Guidelines & Sign Code

Please join us for a public workshop to discuss and provide input on the update to the City's commercial and industrial design guidelines and the sign code. We will discuss topics such as building design, landscaping, sidewalk and bicycle connections, lighting, signs, and parking. Visit the [project website](#) for more information and [Engage Louisville](#) to participate online. Be sure to sign up for the Design Guidelines and Sign Code calendar and event [e-notifications](#) to stay informed of upcoming meetings and for other ways to participate.

Having trouble viewing this email? [View on the website instead.](#)

[Change your eNotification preference.](#)

[Unsubscribe from all City of Louisville, CO eNotifications.](#)

Lisa Ritchie

From: Citizen Inquiries
Sent: Tuesday, April 9, 2019 11:33 AM
To: Lisa Ritchie
Subject: FW: City of Louisville, CO: Draft Sign Code - Public Open House

Hi Lisa. Do you want to respond to this? Thanks!!

Emily Hogan
Assistant City Manager for Communications & Special Projects
City of Louisville
303-335-4528
ehogan@louisvilleco.gov

From: Ernie Villany [mailto:ernest.villany.cpa@gmail.com]
Sent: Monday, April 8, 2019 11:43 PM
To: Citizen Inquiries <info@louisvilleco.gov>
Subject: Re: City of Louisville, CO: Draft Sign Code - Public Open House

63 pages to address signage?

Sent from my iPhone

On Apr 8, 2019, at 6:30 PM, City of Louisville, CO <info@louisvilleco.gov> wrote:

Draft Sign Code - Public Open House

- Date: 05/01/2019 6:30 PM - 7:30 PM
- Location: City Hall
[749 Main Street](#)
[Louisville, Colorado 80027](#)



The draft Sign Code is ready for review! We want to hear from you with your comments and feedback. You can view the draft Sign Code at [EngageLouisvilleCo.org](https://www.engageLouisvilleCo.org). Staff from the Planning Department will provide a brief presentation on the new draft Sign Code, and will be available to answer questions and hear your thoughts. If you aren't able to attend the meeting, you can provide your comments on Engage Louisville, or [Email](#) staff.

Having trouble viewing this email? [View on the website instead.](#)

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COMMENT FORM

Draft Sign Code | Public Open House | May 1, 2019

NAME: Robbin Meets, Stauffer Team Real Estate

ADDRESS: 932 Main St.

EMAIL: robbin@staufferteam.com

PROVIDE ANY ADDITIONAL COMMENTS BELOW:

In regards to temporary signage, my concern is that enforcement of signs in right of way will be too restrictive. For events (eg., garage sales, open houses) the inability to put a sign in a public area to advertise the event could make it difficult, if not impossible, to conduct the event. This would affect residents as well as businesses. I would suggest an allowance for these types of signs for a limited time - i.e., weekends between 10am-4pm, or signs allowed for no more than 4 hours at a time. The size and materials could still be regulated but some kind of an opportunity to use these signs is important. Thank you for your consideration!

SIGN CODE UPDATE OPEN HOUSE

Additional feedback can be sent to lritchie@louisvilleco.gov

Lisa Ritchie

From: Ashley Stolzmann
Sent: Tuesday, April 9, 2019 11:29 PM
To: Lisa Ritchie
Cc: Rob Zuccaro
Subject: FW: Louisville Municipal Code Courtesy Notice

Hi Lisa,

Some feedback is forwarded below on the sandwich board issue from a couple of the business owners perspective. Would it be possible to have Planning Commission spend some time deliberating about the pros and cons of the sandwich board section in particular as to how it relates to downtown?

Thank you!
Ashley Stolzmann

From: Mike Price [littlehorsebooks@gmail.com]
Sent: Tuesday, April 9, 2019 7:46 PM
To: Tracy Hobbs
Cc: Ashley Stolzmann; liz@pitterpattershop.com; carol.fingerplaystudio@gmail.com; Sarah Lynch; Trent Davol; oldfriendsllc@yahoo.com; Christopher Leh; Jay Keany; caleb@foxpropertymgmt.com; triviumsalon2@gmail.com; kimberlydba@gmail.com; erin@elcphoto.com; jfred740front@gmail.com; eomj@master-jeweler.net
Subject: Re: Louisville Municipal Code Courtesy Notice

Hi Ashley.

Tracy's points are all valid in my opinion. I have the same issues with the ordinance.

Mike

Sent from my iPhone

On Apr 9, 2019, at 7:19 PM, Tracy Hobbs <tracy@eleanorandhobbs.com<mailto:tracy@eleanorandhobbs.com>> wrote:

Ashley

Thank you for sending me the courtesy message. This new code doesn't meet the needs of my business. It appears to be very similar to the old code. It still does not allow us to place signs at the corner of our block (which is what is needed to draw traffic to our stores). This also adds that we have to weight down our signs which is impractical. In the six years of doing business, I have not found a single way to protect my sign from falling in front range wind. I think that requirement is vague and unattainable. Even if anchored, a strong wind will knock signs down. The question then would be, will we get ticketed if our sign is anchored and still falls? If yes, then do we really need the anchor?

The idea behind a Sandwich board (that planning committee doesn't seem to understand) is to draw in traffic from the more trafficked Main Streets. If you are in Main Street, a sandwich board adjacent to your front door is fine, but if you are like myself on a side street, The sandwich board needs to be at the corners of your block. I am in the middle of the block on Walnut. For my sign to bring traffic in, it needs to be at the corner of Main and Walnut, or at Front and Walnut.

These adjustments need to be made to the pending ordinances.

Tracy Hobbs
901 Front Street
Louisville CO 80027

Sent from my iPhone

On Apr 9, 2019, at 10:59 AM, Ashley Stolzmann <ashleys@louisvilleco.gov<mailto:ashleys@louisvilleco.gov>> wrote:

Hi Tracy & Mike,

I want to make sure that you know that the staff have posted a draft of the proposed sign code:

<http://www.louisvilleco.gov/home/showdocument?id=22949>

The draft has not come to Council yet & there is still plenty of time for changes and public input. Does the section on sandwich boards meet your needs (page 54)?

Thank you,

Ashley Stolzmann

Councilmember

303-570-9614

From: Mike Price <littlehorsebooks@gmail.com<mailto:littlehorsebooks@gmail.com>>

Sent: Wednesday, October 3, 2018 8:33 PM

To: ernie@bouldervalleycpa.com<mailto:ernie@bouldervalleycpa.com>

Cc: Tracy Hobbs; zuccaro@louisvilleco.gov<mailto:zuccaro@louisvilleco.gov>; City Council; Carol Bosshard; Liz Connor; jfred740front@gmail.com<mailto:jfred740front@gmail.com>; Rori Bass; ICE Chris Hobbs; Heather Balser

Subject: Re: Louisville Municipal Code Courtesy Notice

I received the same warning for one of my signs. It's comical.

Sent from my iPhone

On Oct 3, 2018, at 8:12 PM, <ernie@bouldervalleycpa.com<mailto:ernie@bouldervalleycpa.com>>
<ernie@bouldervalleycpa.com<mailto:ernie@bouldervalleycpa.com>> wrote:

Stories like this have become exhausting and painful to hear. They are offensive on multiple levels, yet sadly, not at all unexpected. In fact, I'm kind of surprised it has taken this long for us to get to this point.

In the nearly ten years I've lived here, the city has clearly lost its way. On multiple levels. Perhaps they never knew which way they should be going and only dumb luck got them here in the first place, but a clear and rapidly growing disconnect has become too big to ignore.

Perhaps that's why Boulder Valley CPAs is leaving Louisville and buying a building in Lafayette? Making that city its new home. Perhaps that's why dozens of people I speak to complain about the stunted growth of our government's leaders? Perhaps that's why people feel there's no cohesive or strategic plan for the future of our city? Perhaps that's why the King Soopers mall looks like an urban retail graveyard? Perhaps that's why retail giants like Kohl's and Lowe's are reviewing their exit strategies? Perhaps we'll never know what really plagues Louisville leadership, but what I do know is the whole thing stinks. As a homeowner I hope someone in city leadership cares enough to prove me wrong, but I'm not optimistic. If leadership can't figure it out I hope the citizens of Louisville do and vote them out.

Respectfully,

Ernest J. Villany, CPA

From: Tracy Hobbs <tracy@eleanorandhobbs.com<mailto:tracy@eleanorandhobbs.com>>
Sent: Wednesday, October 3, 2018 5:11 PM
To: zuccaro@louisvilleco.gov<mailto:zuccaro@louisvilleco.gov>; City Council <Council@louisvilleco.gov<mailto:Council@louisvilleco.gov>>
Cc: Mike Price <littlehorsebooks@gmail.com<mailto:littlehorsebooks@gmail.com>>; Carol Bosshard <carol.fingerplaystudio@gmail.com<mailto:carol.fingerplaystudio@gmail.com>>; Liz Connor <liz@pitterpattershop.com<mailto:liz@pitterpattershop.com>>; jfred740front@gmail.com<mailto:jfred740front@gmail.com>; Rori Bass <triviumsalon2@gmail.com<mailto:triviumsalon2@gmail.com>>; ICE Chris Hobbs <cshobbs@ameritech.net<mailto:cshobbs@ameritech.net>>; Ernie Villany <ernie@bouldervalleycpa.com<mailto:ernie@bouldervalleycpa.com>>; Heather Balsler <Heatherb@Louisvilleco.gov<mailto:Heatherb@Louisvilleco.gov>>
Subject: Louisville Municipal Code Courtesy Notice

Today, Officer S. Kenney came into my store and gave me a citation for 17.24.030 Sign Permits Required and 17.24.040 General standards for signs. She explained to me that I cannot have my sandwich board at the corner of my block, but only in front of and adjacent to my store.

My understanding is that several other businesses in downtown were also given the citation and asked to remove the sandwich boards from the corners of their blocks. We were told the Mr Zuccaro, Director of Planning and Building Safety is a "stickler for code" and that the sandwich boards were "cluttering the side walks".

I explained to officer S. Kenney that I am a stickler for trying to bring business into my store and that is why the Eleanor and Hobbs sandwich board is at the corner of Mani St. and Walnut. The walking traffic in downtown Louisville is dismal at best. If we cut off that small trickle of walking traffic that is on Main Street, I might as well close my doors. Who needs a brick and mortar shop if no one is going to walk in. As each year passes, traffic becomes less and less. For the City of Louisville to enforce a code that hurts business is beyond my understanding.

It becomes ever more clear to me that Louisville isn't interested in supporting small businesses, walking traffic, or a cohesive business environment. I would hope that Louisville City Council would change this city code to read that business owners are allowed to have Sandwich boards at each corner of the block where they reside.

Please let me know what I/We need to do to have this code changed.

Tracy Hobbs
Owner
Eleanor and Hobbs

901 Front Street Suite 100
Louisville, Colorado 80027
(720) 708-3016
tracy@eleanorandhobbs.com<mailto:tracy@eleanorandhobbs.com>
shop-eleanor.com<http://shop-eleanor.com/>

Lisa Ritchie

From: Michael Ulm <mokba8@gmail.com>
Sent: Monday, April 29, 2019 1:45 PM
To: Lisa Ritchie
Cc: Gmail
Subject: Re: Draft Sign Code Focus Group

Lisa, thanks for including me in the review effort of the sign code draft.

First off let me say, job well done! This is one of the most efficiently comprehensive documents I have viewed/used on the subject. Great work on getting this doc this tight and easily usable.

Just a couple of comments:

1. Section 3.1.3.b - Maybe a diagram showing how a sign displaying more than one visible face might appear?? This is kind of a tall order for a diagrammatic response and might be wishful thinking on my part.
2. Section 3.4.1.a - Do you need to mention that Underwriter Labels need to be visible from the ground? This always seems to be a point of contention as most sign companies would like to hide these for aesthetic reasons. It is truly important for sign compliance inspection but not for much else. Just something to consider.
3. Section 3.6.1.g - Is there really a permit requirement for routine maintenance? If these means re-lamping, etc. then maybe this type of work should be better defined.
4. The formatting for section 4 and 5 is brilliantly simple and efficient. Once again, maybe one of the best implementations I've seen of this info.

That's all I've got. This is really well done and will perform well in the ongoing development of Louisville. If you have any questions, comments or need further explanation please shoot me an email.

Thanks, Michael

Michael Ulm
mokba8@gmail.com

On Apr 13, 2019, at 11:54 AM, Lisa Ritchie <lritchie@louisvilleco.gov> wrote:

Hi everyone,

We'd love to hear from each of you on your own time. There wasn't enough interest in a meeting, which is absolutely fine. If you are able, please send your comments by May 1. If you have any other thoughts or ideas, I'm happy to chat over the phone or set up a separate time to discuss the draft code. Thanks everyone,

Lisa Ritchie, AICP
Senior Planner
303-335-4596

Sent from my iPad

On Apr 5, 2019, at 12:45 PM, Lisa Ritchie <lritchie@louisvilleco.gov> wrote:

Hello again,

The sign code is now uploaded for your review on the Engage Louisville website<<https://www.engagelouisvilleco.org/city-design-guidelines-and-sign-code-update>>, and attached to this email. The doodle poll below is still accessible to select your availability, thanks to those of you who have completed your request! We'll set a meeting date by Wednesday of next week, I'll reach back out then to let you know what date was selected.

We are also happy to receive comments via email, or drop by your written comments at City Hall. If you want to discuss with me in person, I'm happy to set up a separate meeting. Please reach out with any questions or concerns. Thanks, and I look forward to hearing from you!

Lisa Ritchie, AICP
Senior Planner
City of Louisville
303-335-4596

From: Lisa Ritchie
Sent: Monday, April 1, 2019 12:36 PM
To: 'michael@hostworks.net' <michael@hostworks.net>; Andy Johnson <andy@dajdesign.com>; 'louisville@instantimprints.com' <louisville@instantimprints.com>; 'cthoma3@buffalo.edu' <cthoma3@buffalo.edu>; Greg McMenamin <mcd@mcdallc.com>; 'erik@hapcdesign.com' <erik@hapcdesign.com>; 'Judy Cruz' <judy@bscsigns.com>
Subject: Draft Sign Code Focus Group

Hello everyone,

Thanks for your participation last year as a focus group member for the updates to the Sign Code and the Design Standards (CDDSG and IDDSG). As you may know, Kristin Dean is no longer with the City. I'll be working on the completion of the updates. The updates to the CDDSG and the IDDSG are still in development, but we have a draft sign code that is ready for your feedback.

At this time, we'd like to set a meeting date to discuss your questions and hear from you about the draft sign code. Please complete the Doodle Poll at the link below. If you are not interested in participating, or would rather provide your feedback outside of the meeting setting, please reach out to me directly.

An email will follow in the next few days with a link to view the draft sign code. We are looking forward to hearing from you! Thanks!

<https://doodle.com/poll/gedhrz6wkfrtsmqj>

Lisa Ritchie, AICP
Senior Planner
City of Louisville
lritchie@louisvilleco.gov<<mailto:lritchie@louisvilleco.gov>>
303-335-4596

We encourage you to visit our new online maps webpage<<http://www.louisvilleco.gov/residents/departments/planning-building-safety/online-maps>> with planning and land use information.

The Department of Planning & Building Safety is collecting feedback to improve our customer service.

Please let us know how we are doing by completing this short survey!<<https://www.surveymonkey.com/r/DC53NLN>>

<COL Sign Code_Public Draft 4.3.pdf>

Lisa Ritchie

From: Alicia Miller <alicia@aliciamiller.net>
Sent: Wednesday, July 3, 2019 2:42 PM
To: Ashley Stolzmann
Cc: Rob Zuccaro; Lisa Ritchie
Subject: Re: Real Estate Open House Signs
Attachments: AM_email_logo.jpg

Thank you!
Kindly,
Alicia



RE/MAX of Boulder
303 818-0954

Alicia@AliciaMiller.net

On Wed, Jul 3, 2019 at 2:24 PM Ashley Stolzmann <ashleys@louisvilleco.gov> wrote:

Hi Alicia,

All of our discussions and decisions are open to the public & we really value having the public participate. I am copying staff on this note so they can let you know when all the public hearing dates and openhouses are planned to be scheduled for the sign discussion & they can also update you if the dates change.

Thank you for the suggestion, I will bring it up for discussion as a possibility.

Ashley Stolzmann

Councilmember

303-570-9614

From: Alicia Miller <alicia@aliciamiller.net>
Sent: Wednesday, July 3, 2019 10:52 AM
To: Ashley Stolzmann
Cc: Rob Zuccaro
Subject: Re: Real Estate Open House Signs

Ashley,

I want to thank you for taking the time to write me back concerning the issues of signs. After reading your email I did have an idea/ suggestion. Real estate open houses commonly happen on Saturday and Sundays for two hours. What about having a time limit on how long a sign can be placed on public property? NO more than 2 or 3 hours? I realize a time limit can be a challenge to enforce but I think that most real estate signs will be picked up in that time period. As I stated in my original email, they are expensive. I also completely support a limit on how many signs can be placed.

Is there a time that this issue will be discussed and that the discussion would be open to the public? I would really like to be a part of this discussion.

Thank you,
Alicia

RE/MAX of Boulder
303 818-0954
Alicia@AliciaMiller.net

On Wed, Jun 26, 2019 at 9:31 PM Ashley Stolzmann <ashleys@louisvilleco.gov> wrote:

Hi Alicia,

Thank you very much for the feedback. As you likely know, we are in the process of updating our municipal sign code (which it seems you are aware does not currently allow signs on public property) & the issues you raise have come to my attention from both real estate agents and estate sale companies. I have copied our Planning Director on this note so he can capture your perspective. The flip side of the issue which has also been brought to our attention is that the content of a sign cannot be regulated (freedom of speech) and so if we allow signs of a certain size to be placed on public property, we would have to allow all signs (political, social, real estate, sales, ads and so on). There have been a few novel suggestions to allow signs on public property only on Saturday mornings and a few other suggestions. I am taking the review very seriously and will work to come up with solutions that try to strike a fair balance for all in the community and maintain excellent community character. This is not an easy task, so community feedback including yours is very helpful.

Thank you for writing in,

Ashley Stolzmann

Councilmember

303-570-9614

From: Alicia Miller <alicia@aliciamiller.net>

Sent: Tuesday, June 25, 2019 12:28 PM

To: City Council

Subject: Real Estate Open House Signs

To the members of City Council,

My name is Alicia Miller, have been a resident of Louisville for 25 years. I am a realtor with ReMax of Boulder and the new Elevate office in Louisville. I am writing to address a city ordinance that I feel makes my business as a realtor difficult and is unfair to residents selling their homes.

On Sunday I had an open house at 923 Grove Drive and put out open house signs directing people to my open house. The signs I put out were located at South Boulder and Washington, Washington and McCaslin, Tyler and Via Appia, and Washington and Grove. Four signs, nothing excessive. I was concerned during the open house that the number of people coming through seemed less than I would have expected for a new listing. I really felt for my clients as they are a family of six and eager to sell their home.

Once the open house concluded, I went to retrieve my signs and found to my disappointment many of them were gone. I feel this negatively affected the open house and limited the home's exposure to buyers. This morning (Tuesday) I got a call from officer Kinney, stating that she had picked up my signs, that "open house signs are illegal in the city of Louisville". She said this was a verbal warning and that the next time I would be issued a ticket.

While I understand that having excessive signs put out for garage sales, open houses, etc.. is undesirable (I have definitely seen a few realtors get carried away with dozens of signs for an open house), I feel that myself having just four signs is not a excessive. Furthermore, realtors pick up their signs at the conclusion of their open houses, we pay for them and they are expensive, so they are not left behind as a garage sale signs may be.

One additional concern is the idea that the signs can only be placed on private property. In old town, this there is less green space on the corners. Around the Harper Lake area, the majority of corners have city owned green space, therefore its not practical to put a sign on private property on those corners.

While some residents may complain, I really think if anyone were selling their home they would want open house signs used for an open house getting buyers to their home.

I know there are a number of other realtors who are concerned with this and we would be happy to meet with city council to see if we can come up with an amicable solution.

I appreciate your attention to this matter.

Kindly,
Alicia Miller
827 Trail Ridge Drive
Louisville

RE/MAX of Boulder

303 818-0954

Alicia@AliciaMiller.net

Lisa Ritchie

From: Justen Staufer <justen@stauferteam.com>
Sent: Friday, June 21, 2019 3:31 PM
To: Lisa Ritchie
Subject: Common Sense Temporary Signage

Hi Lisa,

I hope the City of Louisville adopts Common Sense Temporary Signage Codes. I understand that municipalities want to keep their streets friendly, inviting and free of ads and unnecessary signage. There are any number ways of doing this while still giving residents and businesses a means to conduct business and helping them get the word out about unique opportunities such as garage sales and homes for sale. Some examples:

- 1) Time limits on signage. 3-6 hours is often enough time to conduct a garage sale or open house.
- 2) Quantity and quality of signage. Bent or broken signs might not be permitted for example. Limiting the number of signs to 5 signs.
- 3) Size of the sign. Keeping signs or panels under 6 sqft f.

There has to be a way to find an happy medium. Nobody wants signs until they want to conduct a garage sale or open house for example. Then they do want them when they are in the market for new home or would like to find or conduct a garage sale. The current sign code is very black and white and does not allow for much flexibility for the residents.

Thank You,

--



Justen Staufer

Director of Business Development and Employing Associate Broker
at [Staufer Team Real Estate](#)

932 Main Street, Louisville, CO 80027
 303-664-0000 303-819-6242
 justen@stauferteam.com www.stauferteam.com



**Planning Commission
Meeting Minutes
April 11th, 2019
City Hall, Council Chambers
749 Main Street
6:30 PM**

Call to Order – Chair Brauneis called the meeting to order at 6:30 PM.

Roll Call was taken and the following members were present:

Commission Members Present: Steve Brauneis, Chair
Dietrich Hoefner
Keaton Howe
Tom Rice
Jeff Moline

Commission Members Absent: Debra Williams
David Hsu, Vice Chair

Staff Members Present: Rob Zuccaro, Dir of Planning & Building Safety
Lisa Ritchie, Senior Planner
Amelia Brackett, Planning Clerk

APPROVAL OF AGENDA

Howe moved and Moline seconded a motion to approve the April 11th, 2019 agenda. Motion passed unanimously by voice vote.

APPROVAL OF MINUTES

Rice moved and Moline seconded a motion to approve the March 14th, 2019 minutes. Motion passed unanimously by voice vote.

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

None.

DISCUSSION

Draft Sign Code

Ritchie presented the major areas of proposed change to the City's sign code. The goals of the sign code updated were to consolidate the various documents that govern signage, to respond to Supreme Court rulings from 2015 on municipal sign codes, and to bring the sign code in line with reasonable requests that currently require waivers. She summarized feedback from a focus group, an open house, and a survey on Engage Louisville. In general, participants supported marginally larger signs and other possible changes suggested by the review, but the feedback was inconclusive on electronic signs.

PUD Process

Brauneis asked about the difference between “consistency” and “compatibility” in the language and for an explanation on color differentiation requirements.

Ritchie replied that the language matched other waiver criteria meant to ensure that the design was appropriate for the site.

Brauneis observed that “appropriate” was a better word than “compatible” to that end.

Rice suggested getting rid of the “consistent” and just leave “compatible” since “consistent” could be read as “the same” or “nearly the same,” which did not seem to be the intent.

Howe asked if the size of the allowable sign would be based on the size of the lot.

Ritchie and Zuccaro responded that the language was meant to help the signs scale up with the size of the building and the size of the lot.

Howe asked if the language on scale would relate to downtown.

Ritchie agreed that the scale of a downtown project would be different than projects elsewhere in the city, so the “scale” would be different.

Brauneis suggested that “appropriate” would be better than “consistent” for this point, as well.

Rice stated that he liked the first criterion, which demanded “excellence” as a benchmark for obtaining a waiver.

Hoefner suggested looking into the overlap among the four criteria with an eye toward condensing them into fewer points since often the Commission reviewed the list of criteria but then decided on a single point so maybe fewer points would be responsive to that.

Minor Modifications and Master Sign Program

Moline wondered if the incentive for an increase of up to 10% sign area through the Master Sign Program was sufficient.

Brauneis asked for the criteria for someone to be considered part of the Master Sign Program.

Ritchie replied that the Master Sign Program was an option for places with unique signage needs in specific uses and the bonus was meant to encourage excellence in design.

Rice agreed with Commissioner Moline’s point that the incentive should be greater, but asked for the thinking behind the 10% number.

Ritchie replied that the community was okay with signs that were a little bigger. 10% on height would be a lot since the height allowance was already high, but an increase beyond 10% for area could be acceptable. She suggested that they could increase the percentage or they could scale back on the by-right option and leave the 20% on area or scale back on the by-right signage size with the increase to 20% as the incentive.

Brauneis noted that scaling back the by-right seemed like penalizing people who wanted to be involved in the Master Sign Program.

Zuccaro stated that staff would bring additional information on this issue to the Commission.

Areas in Louisville

Ritchie presented the different areas in the sign plan: residential, commercial, industrial, mixed-used, and downtown. She noted that the downtown area was experiencing the least changes to signage criteria, since the City did not receive many waiver requests for the downtown area.

Sandwich board signs

Ritchie asked for feedback on where businesses could put their sandwich boards vis-à-vis the location of their business and allowing sandwich boards outside of downtown.

Rice asked if there were any caps on the total number of sandwich boards and voiced a concern for having too many of them on sidewalks.

Zuccaro replied that the allowances to have a sandwich board away from your storefront would only apply to alley-access businesses and a couple of private pedestrian alleyways downtown. The proposed language did not allow second-story businesses to have sandwich boards. He added that there was no cap on the total number of sandwich boards.

Brauneis thought it was excessive for businesses on Front Street to advertise on Main Street.

Moline asked for the rationale that business owners used to request allowing businesses on other streets to put their signs on Main Street.

Ritchie responded that these businesses largely made the argument that their signs were more effective if they were on Main Street.

Hoefner stated that he was sympathetic to the alley-fronted businesses. While those businesses knew they were going to have to operate in an alley, he liked the character of the alleyways and wanted to help encourage businesses there. He agreed that there should be limitations on where sandwich boards could be.

Rice noted that these could be considered de facto permanent signs even if they had to be taken in every night.

Zuccaro observed that sandwich boards could bring character to an area, but they had to be done right. He asked for commissioner comment on sandwich boards outside of downtown.

Brauneis and Hoefner noted that some existing signs were not of high quality.

Ritchie replied that there were standards for the design of sandwich boards and no plastic boards or letters were permitted.

Rice asked if there was a model community for regulating sandwich boards.

Zuccaro noted that staff had looked into other communities. The proposed language made it explicit how much sidewalk space had to be left unencumbered, what materials the sandwich boards could be, and how far the boards could be from the business in an effort to reduce clutter.

Howe stated that he was sympathetic with the alleyway issue, but also with the tenants who were paying a premium to be on Main Street. He advocated for linking the signs with the businesses spatially, especially since more clutter diluted the ability of other businesses to advertise.

Murals outside of downtown

Rice suggested having more regulations and standards for murals since murals could be bad.

Ritchie replied that the permitting process would ensure that there would be no commercial elements embedded in the art since that would be regulated under different criteria. Staff did not want to get into regulating artistic design.

Zuccaro noted that the City already allowed murals. The only thing that was changing downtown was the allowed size.

Moline asked if the proposed language would allow someone downtown to do an entire side.

Ritchie replied that someone could cover the sides and the back of their buildings, just not on the front.

Hoefner supported keeping it artistically open and observed that tenants with financial interests in a building would not support a bad mural.

Howe asked if there were a board that could evaluate the murals.

Zuccaro replied that public murals could go through a review process, but private artistic endeavors could not be regulated the same way.

Hoefner noted that RiNo in Denver had a number of cool murals that had helped to put the neighborhood on the map.

Flags

Ritchie described the changes to the flag criteria, since they could no longer be regulated by content. The new criteria included size restrictions and number of flag restrictions.

Electronic Message Centers

Ritchie noted that school signs were exempt from City regulations.

Brauneis stated that he felt the fewer of these the better and noted that they could contribute to residential light pollution.

Hoefner stated that gas stations did not bother him but other types of EMCs should go through a PUD. He did not support anything that flashed or moved through images too quickly.

Brauneis noted that the messaging speed for some of these signs was set at an optimal speed to get messages across to people driving by.

Ritchie stated that there are different regulations for not distracting drivers and it was important to consider who they were trying to create a message for.

Moline appreciated the detail, but he was a little worried that enforcement might be difficult and suggested moving some of the criteria to guidelines.

Ritchie responded that staff could dial back some of the specifics if the Commission decided to keep it as a PUD process only.

Rice stated that keeping it as a PUD only would allow City control while also not trying to write a one-size-fits-all set of criteria.

Zuccaro added that the community feedback was generally not comfortable with promoting these kinds of signs.

Brauneis asked about the gas station and menu board signs.

Zuccaro replied that those kinds of signs would be exempted.

Howe stated that making it different for the downtown area was that it was a disadvantage to a business downtown.

Ritchie replied that EMCs were not allowed downtown as menu boards.

Rice stated that the EMCs did not seem "compatible" with downtown. He agreed with Chair Brauneis that he wanted fewer of these signs, not more.

Zuccaro summarized that the Commission suggested keeping it as a PUD only and cutting back on the specificity in the criteria.

Commercial areas

Ritchie encouraged the commissioners to continue thinking about signs they liked and didn't like in the area and let staff know over the next few weeks.

Moline asked if it would be possible to know how many signs would be made non-conforming by these updates.

Ritchie replied that it would be very difficult to evaluate all the signs, but anything existing would be grandfathered in and staff anticipated that more signs would be conforming than non-conforming based on these changes.

Downtown

Brauneis asked for examples of current freestanding signs in Louisville currently.

Zuccaro listed Moxie, the Underground, and the gas station. He explained that freestanding signs might be appropriate for businesses that don't come up to the front property line. He noted that allowing freestanding signs in any case might allow buildings with setbacks of a few feet to add freestanding signs in front of their wall signs.

Rice suggested language offering that applicants could have either a wall sign or a freestanding sign.

Temporary signs

Rice noted that in commercial buildings that don't fill up, signs for rent or sale are effectively permanent. While he did not like the signs usually, their utility was indisputable.

Moline asked about the permit process.

Ritchie responded that staff would have to make sure that the permit section was not regulating print on temporary signs.

Zuccaro noted that staff had considered regulating changes of copy, especially situations with illumination changes. That would not affect the code, but would probably occur over the counter.

Moline observed that there were a lot of regulations related to illumination.

Richtie replied that those regulations attended to impact on neighbors and dark sky impacts.

BRaD Requests

Ritchie informed the Commission of the feedback from the BRaD discussion:

- Consider teardrop banners for Grand Openings
- Murals outside of Downtown and remove % restrictions
- Support sandwich boards outside of downtown
- Concern about allowing alley fronting businesses a sandwich board anywhere within the block
- Allow Electronic Message Centers

- Freestanding signs – reduce minimum building size to get the larger size

Brauneis observed that he thought teardrop banners were cheap and easy to use for businesses so they should not be outright banned.

Howe stated that there was some benefit to the teardrop banners for people who are driving and can give businesses the opportunity to advertise in non-pedestrian areas.

Hoefner voiced a concern about high winds and the teardrop banners.

Moline asked for staff's rationale for not allowing teardrop banners.

Zuccaro replied that he did not think the teardrop banners were considered high-quality sign types, but on a very limited basis they could be okay.

Brauneis asked if the 30-day grand opening counted as a "limited basis."

Ritchie noted that there were some areas that had high turnover and would have these signs more often.

Rice liked the definition section and suggested adding "raceway" and "way-finding" to the list.

Moline suggested that in the non-conforming signage language should regulate based on the area of the sign rather than the cost of the sign as a trigger.

Brauneis stated that the update to the Downtown Sign Guidelines a few years ago was meant to foster creativity and that encouraging creativity was a good idea when possible. He did not want signs to look the same here as they do everywhere else.

Moline stated that the graphics in the staff packet and the way the Code was laid out was user-friendly for laypeople in the community.

Ritchie responded to Commissioner Moline's emailed question, explaining that sign area was calculated using one viewpoint. So for a multidimensional sign where you could view multiple sides at once, whatever the largest surface area was visible from one point, that all counted toward your surface area.

Ritchie also addressed Commissioner Moline's other question about the language "enforced by city manager" and stated that that was typical language for enforcement.

Howe asked if there were exceptions for entry points to the city.

Zuccaro replied that the sign code would not address those issues. The consultant for the Small Area Plans designed entry signs for those plans but they had not been formally adopted or approved.

Hoefner suggested making it explicit in the language that the City wanted to encourage creativity and innovation around signs in the PUD process. General agreement from the Commission.

Zuccaro noted that there was aspirational language in the Downtown Sign Guide and thought that adding that kind of language to the new manual was a good idea.

Ritchie stated that the adoption of the sign code was tentatively on the June agenda and she encouraged the commissioners to reach out to staff with their observations over the coming months.

2019 Planning Commission Work Plan

Brauneis noted that some commissioners had requested this discussion.

Zuccaro referred the commissioners to three documents to guide their discussion of the Commission's 2019 work plan: The Strategic Planning Framework, City Program Goals and Objectives, and the City of Louisville Comprehensive Plan. He noted that takeaways from the Commission's work plan would be funneled into the Council's 2020 work plan. He covered the goals from each of the three guiding documents and invited the Commission to address the following discussion points:

- Study session on topics of interest and additional research from staff?
- Explore and propose zoning or subdivision ordinance amendments?
- Explore Comprehensive Plan Amendments?
- Other ideas beyond the proposed workload?

Rice found the prioritization of the various projects appropriate.

Howe wondered how to approach the redevelopment and economic prosperity issues and if the Commission should be considering these issues on the scale of singular projects, like the McCaslin redevelopment, or considering them more broadly across the city?

Zuccaro replied that the Small Area Plans had been an opportunity to consider making changes to encourage development desires in incorporating those into zoning. The McCaslin study allowed the City to do market analysis in a way that they had not done in the Small Area Plans and, as such, the McCaslin area study would be a case study for those broader processes and considerations.

Howe asked who was responsible for pushing issues of economic development currently.

Zuccaro replied that the City had a staff and a committee for economic development and they were tasked with being the liaison between the business community and City Council. If there were concerns that overlapped with zoning then the Planning Commission should be involved in those discussions.

Howe wondered if there should be an additional box on the priorities list that addressed economic prosperity beyond specific area studies.

**Planning Commission
Meeting Minutes
June 13th, 2019
City Hall, Council Chambers
749 Main Street
6:30 PM**

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

Roll Call was taken and the following members were present:

Commission Members Present: Steve Brauneis, Chair
Keaton Howe
Jeff Moline
Debra Williams
Dietrich Hoefner
Commission Members Absent: Tom Rice, Vice Chair
Staff Members Present: Rob Zuccaro, Dir of Planning & Building Safety
Lisa Ritchie, Senior Planner
Felicity Selvoski, Planner/Historic Preservation
Amelia Brackett, Planning Clerk

APPROVAL OF AGENDA

Moline moved and Howe seconded a motion to approve the June 13th, 2019 agenda.
Motion passed unanimously by voice vote.

APPROVAL OF MINUTES

Howe moved and Moline seconded a motion to approve the April 11th, 2019 minutes.
Motion passed unanimously by voice vote.
Williams abstained due to her absence from the meeting.

Moline moved and Williams seconded a motion to approve the May 9th, 2019 minutes.
Motion passed unanimously by voice vote.
Hoefner abstained due to his absence from the meeting.

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

None.

NEW BUSINESS – PUBLIC HEARING ITEMS

Sireno Neighborhood Child Care Center SRU: A request for approval of a Special Review Use to allow a Neighborhood Child Care Center to provide care for up to 12 children at 224 Front Street (Resolution 8, Series 2019)

- Applicant: Front Street Child Care, Denise Ehrmann Sireno
- Case Manager: Lisa Ritchie, Senior Planner

Moline supported Director Zuccaro's suggestion and asked about height under current regulations.

Zuccaro replied that under current regulations it was 35 feet under all of Parcel O. He clarified that his recommendation would reduce residential from three stories to two stories and from 40 feet to 35 feet while keeping the commercial heights the same. He stated that there was no setback within the GDP. He noted that having a walk-out might create a better streetscape, for example, so staff had wanted some flexibility there. The Commission could say that they did not want any buildings within the Dahlia line, which could provide some protections to the property owners.

Moline noted that there had been no residential use allowed before and there had been commercial uses going all the way up to a street across from residential. He would rather see setbacks develop with the PUD proposals.

Zuccaro stated that the current commercial design requirements would have minimum setbacks and the Commission could make recommendations on the updated commercial design requirements.

Moline stated that he liked Zuccaro's wording for the condition dealing with the 200-foot buffer.

Zuccaro summarized that the Commission could approve the resolution with the condition that the MCB height restriction be reduced for residential from 3 stories to 2 stories and from 40 feet to 35 feet (and 35 feet or 30.)

Howe made a motion to approve Resolution 11, Series 2019 with the condition as stated by Director Zuccaro. Roll call vote. Williams voted nay. All else in favor. Motion passed 4-1.

LMC Amendment – Sign Code Update: A request for approval of an ordinance amending Title 17 of the Louisville Municipal Code regarding sign regulations throughout the City of Louisville. (Resolution 12, Series 2019)

- Applicant: City of Louisville
- Case Manager: Lisa Ritchie, Senior Planner

Notice met as required.

Ritchie presented the sign code update, noting that the consultants and staff were still working through how to handle signs for civic events on City property. She presented the changes to the amendment since the April Planning Commission meeting:

- Additional language for sign purpose in Downtown, taken from Downtown Sign Manual
- Property owners may follow PUD or new sign code
- Removed requirement that building mounted flags count toward wall sign allowance
- Master Sign Program removed
- Waiver criteria, per Planning Commission discussion

- Some specificity for Electronic Message Centers (EMCs) removed
- Properties east of the railroad tracks in Downtown subject to the Mixed-Use standards
- Murals allowed on accessory and other structures
- Up-lit monument signs not permitted
- Sandwich Board signs – removed provision to allow alley-fronting businesses a sign anywhere within the block
- Other minor clarifications

Ritchie explained that the ordinance would repeal all existing sign regulations and adopt the new regulations as a single ordinance. She noted that a Council member wanted to know the Commission's opinion on expanding allowed size for painted wall signs.

Moline asked how that was different from a mural.

Ritchie replied that murals did not have commercial speech.

Staff recommends approval of Resolution 12, Series 2019.

Hoefner thought that the new proposal incorporated the feedback from the previous Commission meeting. He noted that there were compelling public comments about the sandwich board signs for businesses that front onto alleys.

Ritchie acknowledged that the feedback on the boards was not unanimous.

Howe asked about the options for temporary business signs beyond downtown.

Ritchie replied that sandwich boards were allowed beyond downtown, but they could not be on right-of-way and they would have to be on building frontage. Temporary banners were allowed for up to 60 days a year and the size of those signs was tied to the building size up to 60 square feet in commercial areas. There were also sign allowances and requirements for yard and site signs.

Brauneis asked about the logic on the painted signs.

Ritchie replied that her understanding was that it was an aesthetic preference for painted signs.

Hoefner stated that he liked painted signs, but he did not see any need to further incentivize them.

Gerald Dahl of Murray Dahl Beery Renaud LLP, discussed banner signs in the right-of-way. The 2015 Supreme Court ruling meant that cities could no longer regulate signs based on content. Now most people identify signs by type, like banner or roof signs. Exempt signs on public property include city-related communications, like speed signs or city library events signs. There was also concern over regulating the public forum. He stated that there were three choices for dealing with this issue:

- City events only

- Generally civic-related signs
- Using a permit program for the signs, with the City reserving a certain number for itself

He stated that options 1 and 2 were the safest, even though most people went with a middle route. He requested guidance from the Commission as to if the City was interested in allowing limited civic signs beyond just those of the City itself, like from a county library or a private hospital.

Brauneis asked Ritchie about quasi-public events.

Ritchie replied that the current status was to allow city-related events on City property and staff was comfortable with keeping the allowance for city-sponsored or city-related events.

Dahl noted that City-sponsored events were a safer option.

Zuccaro added that city-sponsored meant either contributing money to or using staff time on the event. There were probably some events that people think are city-sponsored that are not.

Dahl noted that codifying that would mean that the City would have to say no to a sign based on the use of the banner.

Moline asked for staff's perspective on the permitted option.

Zuccaro did not recommend that option since it opened up a slew of issues, including people not understanding the limit.

Hoefner asked staff if they received inappropriate signage requests currently.

Ritchie replied that in her experience someone who wanted to put up something controversial typically did not ask for permission from the City.

Zuccaro noted that option 3 would not allow the City to distinguish between commercial and city-sponsored events.

Ritchie added that the City-sponsored event was a clear line that staff could administer.

Dahl replied that he would help codify that desire since it was not in the Code currently.

Howe stated that he was supportive of the city-sponsored idea.

Martin Landers with Plan Tools stated that he had been working with City staff on technical issues and offered to answer questions from the Commission.

Brauneis asked for additional comment from the Commission. None.

Howe stated his support for the proposal because it addressed the needs of businesses and citizens without allowing signs everywhere.

Williams stated that she did not approve of the edit that an alley-facing business could not put their signs on the street.

Hoefner shared that concern.

Hoefner moved to approve Resolution 12, Series 2019. Howe seconded. Roll call vote. All in favor. Motion passed unanimously.

COMMISSIONER COMMENTS

None.

STAFF COMMENTS

None.

ITEMS TENTATIVELY SCHEDULED FOR JULY 11TH, 2019

- Speedy Sparkle PUD Amendment
- Transportation Master Plan
- 824 South Street SRU
- 1776 Boxelder PUD

Adjourn: Chair Brauneis adjourned meeting at 10:36 PM.

***City Council
Business Retention and
Development Committee
Meeting Minutes***

**April 1, 2019
Library Meeting Room
951 Spruce Street
Louisville, CO 80027**

- I. CALL TO ORDER** –The meeting was called to order by Chair Oberholzer at 8:00 AM in the Library Meeting Room at the Louisville Public Library, 951 Spruce Street, Louisville, Colorado 80027.
- II. ROLL CALL** – The following members were present:

Committee Members Present:

Shelley Angell
Nicole Mansour
Steve Erickson
Mark Oberholzer
Todd Budin
Darryl LaRue

Council Liaisons:

Council Member Susan Loo

Absent Committee Members: Scott Reichenberg

Staff Present:

Aaron DeJong, Economic Development Director
Lisa Ritchie, Senior Planner–Planning & Bldg Safety Dept.
Rob Zuccaro, Director – Planning & Building Safety Director

Others Present:

Laura Levesque-Catalano Sustainability Advisory Board,
Jim Tienken, Randy Caranci, Mike Kransdorf, Mike Deborski

MEETING WAS CALLED TO ORDER BY COMMITTEE CHAIR OBERHOLZER

III. APPROVAL OF MARCH 4, 2019 MINUTES – On proper motion, the Committee approved the BRaD Committee minutes of March 4, 2019.

IV. APPROVAL OF AGENDA – Approved.

V. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA:

VI. BUSINESS MATTERS OF THE COMMITTEE:

1. 2019 Louisville Sign Code Update:

Senior Planner Lisa Ritchie provided the Committee with a review of the comprehensive update being conducted for the Louisville signage ordinances. Ms. Ritchie noted that the process would seek comment of the public and businesses, and would extend through the summer, with planned presentation to the City Council in the fall. Discussion / questions from the /committee and public included:

- How will the new ordinance handle sandwich boards and sidewalk signs;
- Will there be allowance for Grand Opening signs;
- Teardrop / feather and moving signs;
- Electronic Signs are the future of signage – updated signage code should not unduly restrict use / incorporation of electronic signs;
- Kiosk signs are ideal medium / site for electronic signs;
- Support allowing wall murals;

2. May Business Forum Discussion: Aaron DeJong informed the Committee that Dr. Richard Wobbekind had accepted the invitation to present as Keynote Speaker at the upcoming Louisville Business Forum. He is available the week of June 10. The Committee suggested targeting the Forum for:

- Date: Thursday morning June 13 (fall-back date of Wed June 12)
- Time: 8 am networking; Speaker kickoff 8:30 am; Finish 9:30 - 10
- Location: Louisville Rec Center

3. 2019 BRaD Topic Calendar. The Committee reviewed the suggested Topic Schedule provided in the agenda packet.

4. May 1, 2019 Open Government Training (6:30 City Hall). Members that have not attended the training within the last two years should attend. DeJong notified those who are due for the refresher.

VII. COUNCIL LIAISON UPDATE.

- Laura Levesque-Catalano, member of the Louisville Sustainability Advisory Board, informed the Committee about the Louisville Green Business program (flyer attached).
- Ms. Levesque-Catalano noted that Colorado business recycling has much room to improve. Ms. Levesque-Catalano circulated information regarding Colorado

compatible use but people need to realize this is an industrial park. This is a secondary use in the area, not the primary use.

Mayor Muckle closed the public hearing.

Voice Vote: All in favor.

**ORDINANCE NO. 1779, SERIES 2019 – AN ORDINANCE ADOPTING A NEW SIGN CODE FOR THE CITY OF LOUISVILLE – 2ND READING, PUBLIC HEARING
(advertised *Daily Camera* 7/28/19)**

City Attorney Kelly introduced the ordinance by title. Mayor Muckle opened the public hearing.

Planner Ritchie stated this is consideration of a complete new sign code. The current sign code regulations live in five different documents and it is confusing for people. This consolidates them into one document. This also addresses issues from a recent Supreme Court ruling. The City is only allowed to regulate time, place and manner, not content.

The proposed code should also reduce the number of similar waivers being requested.

She reviewed the public input and feedback they have taken over the previous year. In general, this is what they have heard:

- Moderately larger and more flexible allowances
- High quality signage is important
- Location and context of the property is an important consideration
- Murals and sandwich boards outside of downtown
- Low interest for electronic message centers.

Section 1 of the draft sign code contains General Provisions:

- Stated intent for consistency with the 1st amendment guarantee of free speech
- Additional discussion related to prevention of sign clutter
- Nonconforming sign and enforcement regulations
- The following prohibited signs were added:
 - Teardrop banner, inflatable signs, additional clarification on other types.
- Provisions to allow a property owner to install signs under the new Sign Code rather than what was approved on a PUD, provided all signs come into conformance with the new Sign Code, including those on a multi-tenant or multi-property PUD

Section 2 addresses Approval Procedure:

- Requirements to obtain a sign permit
- Exemptions from sign permit
- Provisions for administrative approval of minor modifications of up to 10%
- Additional clarification and process for Iconic and Landmark signs

New PUD waiver criteria for signs

Section 3 contains General Regulations:

Residential Areas

- Single-family
- Multi-family
- Institutional

Commercial Areas

- Single and multi-tenant Commercial
- Single and multi-tenant Office

Industrial Areas

- Single and multi-tenant

Mixed-Use Areas

- Arterial and non-arterial frontage
- Single and multi-tenant sites

Downtown

- Single and multi-tenant sites

It also covers

- How signs are measured
- How signs are illuminated
- Internal illumination standards
- External illumination standards – downcast only
 - Other design considerations
- High quality
- Treatment of raceways and conduit
- Compatibility with site, architecture and

Electronic message centers (EMCs) would be allowed by right for gas stations, menu board signs, kiosks, all others have to justify use on the PUD.

Section 4 - Permanent Signs

Staff evaluated all current regulations, typical approved waiver requests, other regional communities' regulations and industry best practice. Section 4 includes regulation for all sign types in all areas of the City:

Residential areas – single family, multi-family, Institutional uses

Commercial areas – primary, secondary and US 36 frontages. Scale of development, slightly larger and more flexible locations, single tenant or multi-tenant and office categories.

Ritchie noted some proposed changes from the packet include increasing the size for US 36 oriented signs; flexibility for some sign types; and revised language allows illumination for window signs.

Ritchie stated minor changes to the downtown sign code include awning sign measurement and area; additional flexibility on canopy sign design; allowing any color halo light rather than white or yellow only; and excludes properties on the east side of the railroad tracks where the mixed use standards apply.

One substantial change would allow murals beyond downtown in commercial and mixed use areas, but not in residential areas.

Section 5 – Temporary Signs

Ritchie noted the City cannot regulate sign type based on the purpose of the sign, there are now types of signs; banners, site signs, yard signs and window signs with time, place and manner for those temporary signs. Sandwich board signs allowed in downtown but in other areas must stay on private property.

Councilmember Leh asked about the signs people put in the street concerning children at play. Ritchie noted technically those would not be allowed if they are on public property.

Ritchie stated staff did not draft new language for temporary signs, but that can be added if Council is interested.

Marijuana signs are addressed in the municipal code in Title 5 which requires signage to contain only the business name and trademark. City Council can require this as a compelling governmental interest.

Mayor Pro Tem Lipton stated the ordinance requires compliance with the sign code in anything that requires a building permit. He was concerned we are requiring businesses to upgrade their signs if they are pulling a permit for something completely different. He wanted to make sure a renovation would not trigger having to get a new sign. Director Zuccaro said the ordinance would not trigger that.

Mayor Pro Tem Lipton asked about how sandwich boards affect ADA compliance for sidewalk clearance. Ritchie noted the code is clear how much clearance is required so it then becomes an enforcement issue.

Mayor Pro Tem Lipton was concerned the use of the electronic message centers may be too restrictive. Ritchie stated in the early drafts more were allowed with certain restrictions. After feedback from Planning Commission, Business Retention and Development Committee and the Downtown Business Association staff felt it was too lenient to leave it as a use by right.

Councilmember Leh stated we are trying to balance the values of small town character with the rights of businesses and their first amendment rights. He noted complaints about signs are more numerous than we would want to admit. We get complaints about who is cited and who isn't so it is critical we are fair and consistent.

Councilmember Leh asked about the marijuana sign rules and if these are likely to be challenged. City Attorney Kelly stated these are in line with the state rules.

Councilmember Leh asked on the electronic message centers if the standard gives sufficient guidance for staff. Planner Ritchie noted there could be language similar to that used in the PUD waiver if Council preferred. Councilmember Leh said he was seeking clarity and noted the sign installation language could be clarified.

Councilmember Stolzmann stated the murals require a permit and she asked if Council would consider the permit not require a fee as a way to encourage public art.

Councilmember Stolzmann stated she understands “open house” real estate signs are not allowed on public property under the code. If we allow some we have to allow all. But she asked if Council would consider having a time window when signs could be placed in the right of way. Ritchie stated Council could craft language for allowances for certain times or days.

Councilmember Stolzmann asked how temporary signs in windows are enforced and how new rules are enforced. Director Zuccaro stated there will be a period of education for this with brochures and contacts with people followed by courtesy notices slowly getting to code enforcement issuing citations. What is important is that enforcement be done equally throughout the City.

Councilmember Stolzmann stated she supports the electronic message centers as written. She has gotten many comments on sandwich boards downtown but she currently supports the language to only allow them in front of businesses.

Councilmember Loo asked why it was determined not to regulate murals in a residential area. Ritchie stated there is current case law which could be problematic for the City to regulate these in residential uses.

Councilmember Loo asked about the number of murals allowed and if that meant all sides of a building. Ritchie noted that could be clarified to indicate not on a street facing facade.

Councilmember Loo asked about yard signs and asked that the political sign section be clarified. Director Zuccaro stated Council can limit the number of signs per property if it wants to.

Councilmember Maloney liked the electronic message and sandwich board regulations as written.

Councilmember Keany stated the electronic signs are fine as written if it keeps them from being distracting. He would like to see a limit on how many yard signs are allowed per property and suggested five per frontage.

Councilmember Leh asked if the City can impose that kind of restriction on this kind of speech. City Attorney Kelly suggested if Council wants to make a substantive change it should be run by the specialized legal counsel retained for this project.

Director Zuccaro noted all of the other temporary sign categories have a number limitation.

Public Comments

Jill Midgley, 3068 W. 11th Avenue, Broomfield, stated she is a real estate agent in town and she would like to have some ability to have open house signs on surrounding streets to point people to the house. She stated she needs signs to get people into the houses.

Alicia Miller, 827 Trail Ridge Drive, a real estate agent, stated limits for days and times would be fair but strategically placed directional signs are helpful and necessary for real estate. Window signs can be great and give a nice community feel.

Caleb Dickinson, 721 Grant Ave., stated it can be too strict if kids can't have a lemonade stand or the like. Sometimes the temporary signs are helpful and Council should consider some opportunity for them.

Elayne Oligschlaeger, 1021 Turnberry Cir, does business open houses twice a year and would like the ability to have temporary signs to get people to her house.

Councilmember Leh stated he would support some allowances for temporary signs. He asked staff bring to back a proposal.

Councilmember Leh asked for more clarity on the references to federal and state laws and the first amendment as well as the phrase about being more restrictive.

Councilmember Stolzmann stated currently signs are not allowed in the public right of way so what you see now is not allowed. The proposal is to keep that. She would support some amount of signage under certain rules. She supports the modification for the changes to US 36 facing signs.

Councilmember Loo stated allowing signs with certain rules will mean some will not comply and some will always break the rules and we don't have the ability to enforce that. This could encourage people to go nuts with signs in the right of way for the weekends and could detract from our natural areas. She noted she gets complaints about people who are already breaking the rules. Enforcement could be an issue if signs were allowed on certain days and times.

Councilmember Keany stated he is not in favor of allowing signs in rights of way as people will abuse it. There is a way for people to put out signs on private property, but

allowing them in the right of way is not a reasonable way to do this. There is a solution by allowing signs on private property.

Councilmember Keany suggested limiting the number of signs per yard and not to make it unlimited. There should be a reasonable limit set. Some members did not agree.

Mayor Muckle stated he supports an allowance for temporary signs under very specific rules. Councilmember Stolzmann stated it should be clear where signs could be allowed and maybe start very regulated and can open up if want to. Also she would like to know if the police department can enforce this. Councilmember Keany suggested limiting the number per business or intersection.

Councilmember Loo stated she supports not allowing in the public right of way. She supports it as written. Councilmember Maloney agreed.

Mayor Pro Tem Lipton would like suggestions from staff on how we might be able to address this for real estate agents.

Councilmember Leh would like some options to consider. Mayor Pro Tem Lipton agreed. He wondered if there was a way to have a pilot program

Members all supported the change to US 36 signs.

Councilmember Stolzmann asked if Council would consider charging no fee for mural permits. Councilmember Maloney stated we should charge enough for reimbursing staff time. Councilmember Stolzmann stated she would prefer no charge as a way to encourage art.

Mayor Pro Tem Lipton agreed with Councilmember Maloney, if it costs the City resources to review these and there should be a fee. It can be established through the fee schedule each year.

Councilmember Leh agreed with Councilmember Stolzmann that there should be no fee when there is already a first amendment issue here. He worries these regulations may be overly burdensome and hard to enforce.

Director Zuccaro stated one option is to make it a minimal fee that can be determined with the fee schedule. Members agreed to this.

Mayor Pro Tem Lipton asked about commercial yard signs and if there are any rules. Director Zuccaro stated off premise signs are not allowed; he added home occupation signs are not allowed. Staff will do more research.

Public Comments

Caleb Dickinson, 721 Grant, stated he understands the concerns about allowing use of the right of way and enforcement. He stated allowing it under a certain time frame is simply a time when there is no enforcement compared to the rest of the time. If you make it too complicated it will be hard to enforce.

Mayor Muckle moved to continue the item until October 15, Councilmember Keany second.

Voice vote: all in favor.

ORDINANCE NO. 1782, SERIES 2019 – AN ORDINANCE AMENDING TITLE 2 OF THE MUNICIPAL CODE TO ADDRESS MUNICIPAL CAMPAIGN VIOLATIONS AND COMPLAINTS – 2ND READING, PUBLIC HEARING (advertised *Daily Camera* 8/25/19)

City Attorney Kelly introduced the ordinance by title. Mayor Muckle opened the public hearing.

City Clerk Muth stated during the 2019 legislative session, the Colorado General Assembly enacted a bill amending the Fair Campaigns Practices Act (FCPA) to provide that any complaint arising out of a municipal campaign finance matter must be exclusively filed with the Clerk of the applicable municipality. As complaints were previously handled by the Secretary of State's Office, the City currently has no rules or process in place to handle such a complaint. The proposed ordinance would create a process for handling campaign finance complaints.

As drafted the ordinance includes the following:

- A process and timeline for a third party complaint to be filed with the City Clerk and a process whereby the City Clerk can file a complaint.
- A process for review of such a complaint
- The allowance for a complaint to be cured in a set timeframe
- If appropriate, a process and timeline for a hearing officer to hold an informal hearing on such a complaint and make a ruling
- The establishment of civil fines for not adhering to campaign finance rules, not to exceed \$999 for any one election cycle

Muth stated having clear and enforceable rules which all residents and candidates understand is imperative to the election process. Staff recommends approval of the ordinance.

Muth added if approved tonight, the ordinance will be in place prior to the first campaign finance reporting deadline for the 2019 election and would be used to address any 2019 FCPA complaints.

City Council Public Hearing

October 15, 2019, continued from
September 3, 2019

Ordinance 1779, Series 2019

Approval of Ordinance 1779, Series 2019, amending the Louisville Municipal Code to adopt a new Sign Code for the City of Louisville

Public Notice Certification:

Published in the Boulder Daily Camera – August 18, 2019

Posted in Required Locations – August 16, 2019

Why?
Consolidation of
Regulations



Why?
Supreme Court
Rulings



Time – How long can it stay in place?

Place – Where can the sign be located?

Manner – How tall, how big, what is it made of?

Why?
Sign waivers &
other feedback



Section 1
General Provisions

- Stated intent for consistency with the 1st Amendment guarantee of free speech
- Additional discussion related to prevention of sign clutter
- Nonconforming sign and enforcement regulations
- Provisions to allow signs under PUD or new sign code
- The following prohibited signs were added
 - Teardrop banner
 - Inflatable signs
 - Additional clarification on other types

Section 2
Approval Procedure

- Requirements to obtain a sign permit
- Exemptions from sign permit
- Provisions for administrative approval of minor modifications of up to 10%
- Additional clarification and process for Iconic and Landmark signs
- New PUD waiver criteria for signs

Section 3
General Regulations

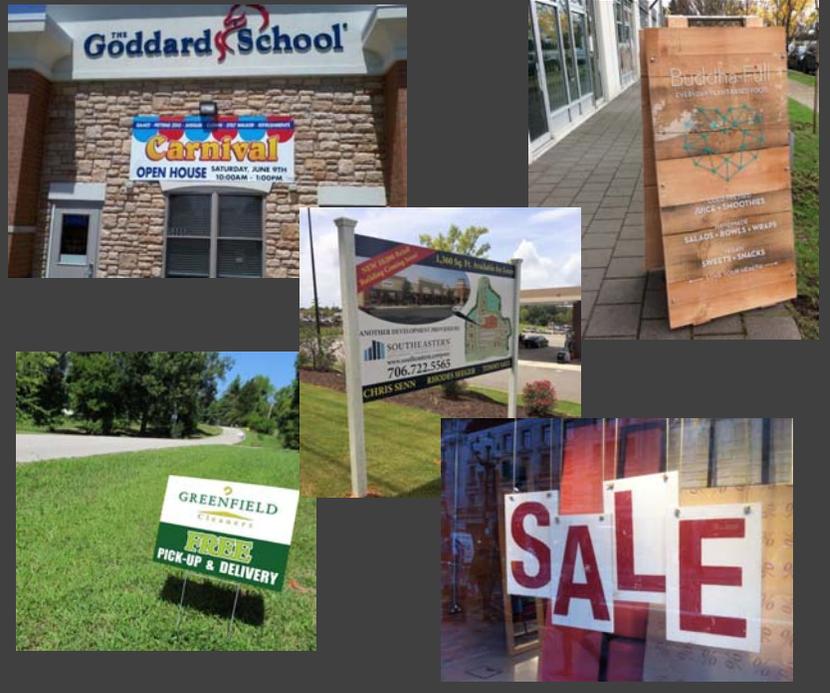
- Established Areas for standards
- How signs are measured
- How signs are illuminated
 - Internal illumination standards
 - External illumination standards – downcast only
 - Electronic Message Centers
- Other design considerations
 - High quality
 - Treatment of raceways and conduit
 - Compatibility with site, architecture and other signs

Section 4
Permanent Signs

- Staff evaluated all current regulations, typical approved waiver requests, other regional communities' regulations and industry best practice
- Section 4 includes regulations for all sign types in all areas of the City

Section 5 Temporary Signs

- Banners
- Site signs
- Yard signs
- Window signs
- Sandwich boards



Questions & Direction September 3, 2019

- Have any regulations specific to marijuana-related signs been challenged?
 - *Staff and legal counsel are not aware of any legal challenges*
- Move the Definitions to the front of the Sign Code
 - *Staff moved this section to the front*
- Section 4.8. Review and update mural language for clarity
 - *Staff revised the language for clarity*
- Section 5.5. Is it possible to put a cap on residential Yard Signs
 - *A reasonable cap is allowed, staff revised to allow a maximum of 6*

Questions & Direction

September 3, 2019

- **Section 1.2. Is it preferable to read “Federal and State constitutional guarantees” rather than 1st Amendment?**
 - *Staff and legal counsel reviewed and revised to read as such*
- **Section 1.3.5. Is this necessary or can it be removed?**
 - *Staff and legal counsel find it is not necessary and removed this language*
- **Section 1.3.2. Is the use of the term, “More restrictive shall apply” problematic with respect to content related concerns?**
 - *This is within the City’s authority to regulate time, place, and manner. The sign code was carefully drafted to eliminate content as a basis for regulation*

Questions & Direction

September 3, 2019

- **Section 4.11.b. Wall signs oriented to US 36**
 - *At staff’s recommendation and City Council direction on Sept 3, this standard was increased to allow an additional 100% sign height.*
- **Section 4.5. Window sign illumination**
 - *At staff’s recommendation and City Council direction on Sept 3, this standard was revised to expand the types of allowed illumination*
- **Section 2.2.4. Temporary decorations exemption**
 - *Staff and legal counsel reviewed this section and removed content-based language*
- **Definition of mural**
 - *Staff and legal counsel updated to provide additional clarity and administration authority*

**Questions &
Direction**
September 3, 2019

Temporary Yard Signs in right-of-way

- *Staff and legal counsel recommend this is not permitted*
 - Difficult to ensure equal treatment and enforcement.
 - Public may not understand that offensive or graphic signs cannot be removed, and staff may be pressured to remove.
 - Limitations on number and placement of signs in certain areas would be difficult to enforce. Some areas could experience a high volume or repetitive number of signs.

**Questions &
Direction**
September 3, 2019

Temporary Yard Signs in right-of-way

- *If Council is inclined to allow, staff recommends the following considerations*
 - Not be located within Vision Clearance Area
 - Not be located within medians
 - Not be located adjacent to property zoned Open Space
 - Only be permitted between 10:00 am on Saturdays and 4:00 pm on Sundays

Sign Code

Staff Recommendation

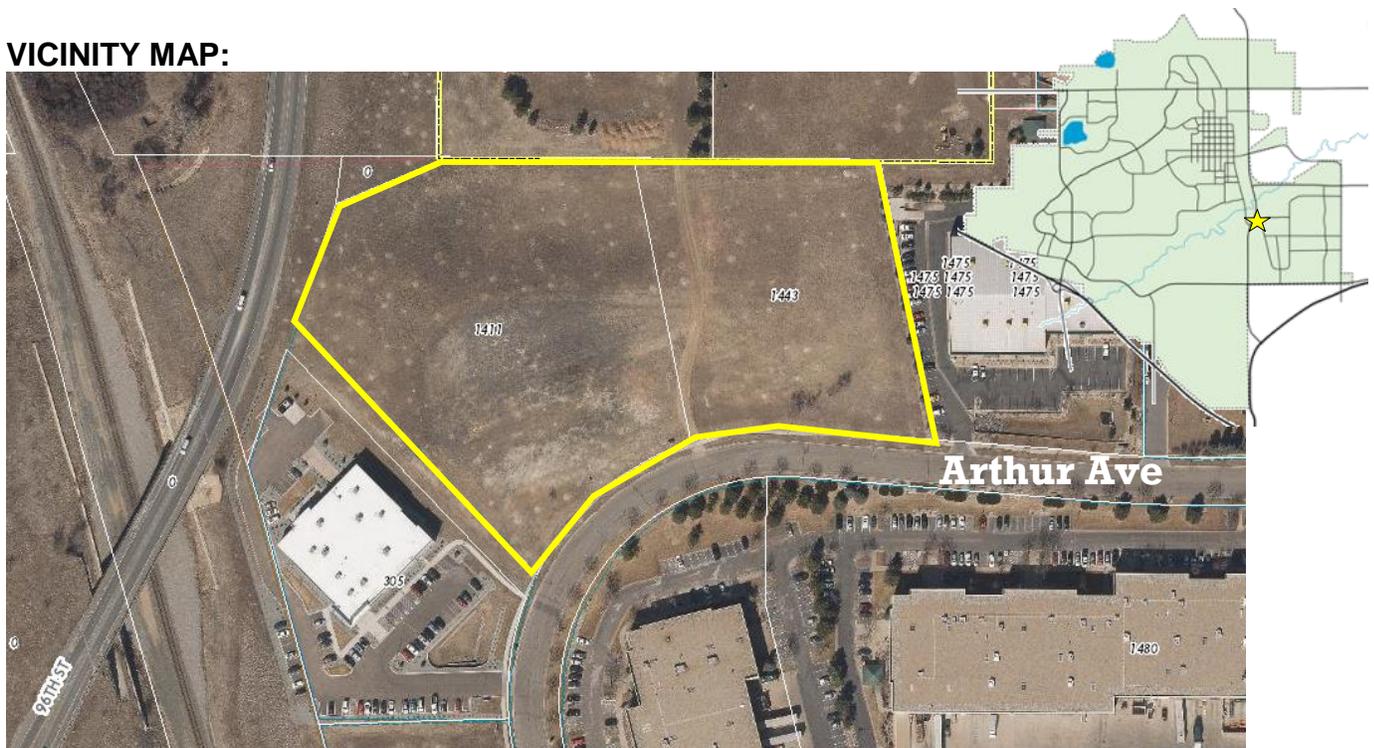
- Staff recommends approval of **Ordinance 1779, Series 2019**, with the following conditions:

SUBJECT: **ORDINANCE 1785, SERIES 2019 – AN ORDINANCE AMENDING THE BUSINESS CENTER AT CTC GENERAL DEVELOPMENT PLAN REGARDING ALLOWED USES AND DEVELOPMENT STANDARDS ON LOT 2, THE BUSINESS CENTER AT CTC REPLAT E AND LOT 6, BLOCK 1, THE BUSINESS CENTER AT CTC LOCATED AT 1411 AND 1443 SOUTH ARTHUR AVENUE – 1st READING, SET PUBLIC HEARING 11/4/19**

DATE: **OCTOBER 15, 2019**

PRESENTED BY: **LISA RITCHIE, SENIOR PLANNER**

VICINITY MAP:



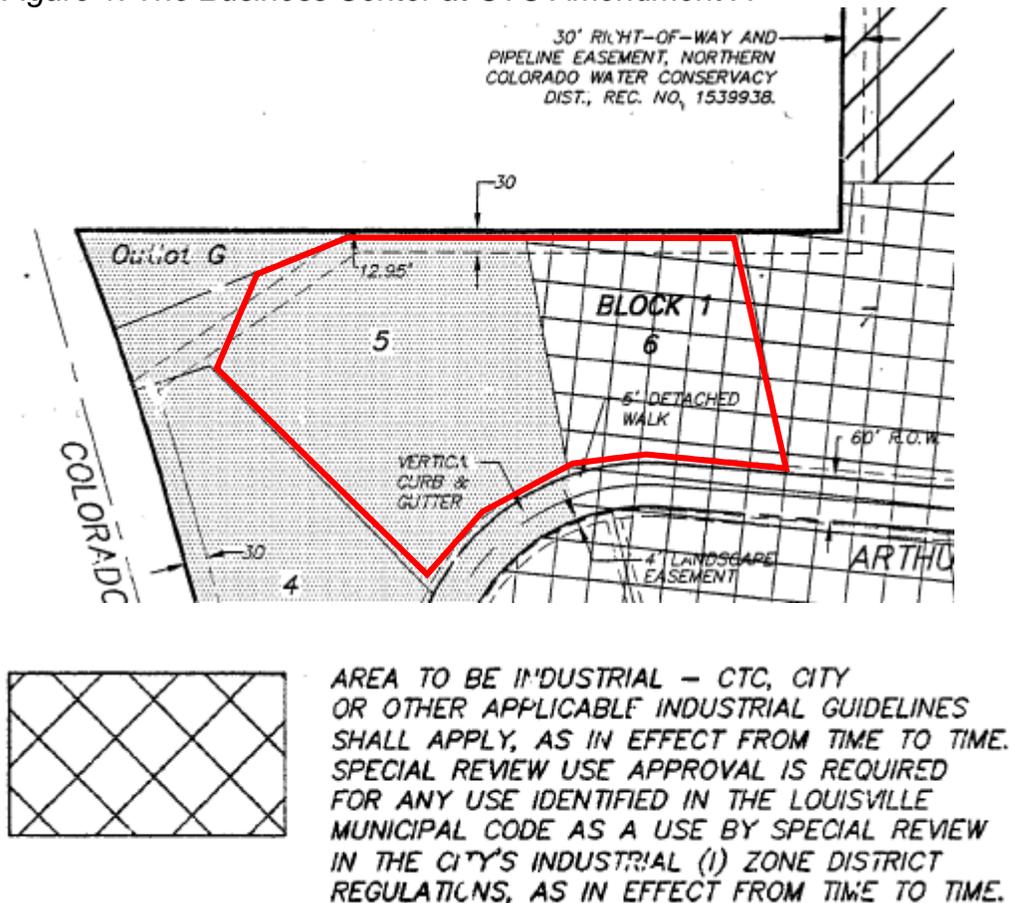
SUMMARY:

The owner, CTC Gateway, LLC, represented by DAJ Design, requests approval of General Development Plan (GDP) Amendment G regarding allowed uses and development standards. Staff is presenting the GDP amendment for consideration on first reading and to set the public hearing for November 4, 2019. The proposal includes requests for a Final Plat, and a Final Planned Unit Development (PUD) to allow the construction of an office building and associated site improvements, which City Council will review concurrent with the GDP amendment public hearing on second reading.

BACKGROUND:

The City approved The Business Center at CTC plat in 1998. The City has approved a number of replats to this subdivision since the original approval, including Replat E in 2005, which replatted the western of the two subject lots. Along with the first plat in 1998, the City also approved The Business Center at CTC GDP, which established the zoning and development standards for the properties. In 1999, the City approved The Business Center at CTC GDP Amendment A to add additional property into the GDP. While the City subsequently approved GDP amendments five additional times for other properties over the years, Amendment A is the GDP currently in effect for the subject properties. GDP Amendment A establishes different allowed uses and development standards for the two subject lots.

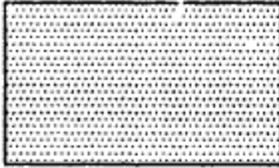
Figure 1: The Business Center at CTC Amendment A



SUBJECT: ORDINANCE NO. 1785, SERIES 2019

DATE: OCTOBER 15, 2019

PAGE 3 OF 5



AREA TO BE USED ONLY FOR OFFICE, INDUSTRIAL, OR RESEARCH/OFFICE AND CORPORATE USES. IF OFFICE - THE LOUISVILLE COMMERCIAL DEVELOPMENT DESIGN STANDARDS AND GUIDELINES SHALL APPLY AS IN EFFECT FROM TIME TO TIME. IF INDUSTRIAL - CTC, CITY OR OTHER APPLICABLE INDUSTRIAL GUIDELINES SHALL APPLY AS IN EFFECT FROM TIME TO TIME.

THE FOLLOWING USES ARE USES BY SPECIAL REVIEW AND MAY BE PERMITTED, IF AUTHORIZED THROUGH THE CITY SPECIAL REVIEW USE APPLICATION PROCESS:

RESTAURANTS, INDOOR EATING AND DRINKING ESTABLISHMENTS, OUTDOOR DINING AND OTHER FOOD SERVICE USES INCLUDING BUT NOT LIMITED TO: DELICATESSENS, CATERING FACILITIES, BANQUET ROOMS, MEETING ROOMS, AND

MEDICAL AND DENTAL CLINICS AND FINANCIAL INSTITUTIONS, AND

STUDIOS FOR PROFESSIONAL WORK OR TEACHING OF ANY FORM OF FINE ARTS, PHOTOGRAPHY, MUSIC, DRAMA OR DANCE.

ALL OTHER USES BY SPECIAL REVIEW SHALL BE PROHIBITED. NO DRIVE THRU FACILITIES FOR RESTAURANT OR FINANCIAL INSTITUTIONS SHALL BE ALLOWED IN THIS SUB AREA.

ALL SPECIAL REVIEW USES IN THIS SUB AREA WILL BE REQUIRED TO MEET THE LOUISVILLE COMMERCIAL DEVELOPMENT DESIGN STANDARDS AND GUIDELINES AS MAY BE AMENDED FROM TIME TO TIME.

PROPOSAL:

GDP Amendment

Recently, the applicant purchased both lots and proposes to amend the GDP to modify the allowed uses and establish consistent standards for both lots. The proposed amendment would require that both lots develop under the Commercial Development Design Standards and Guidelines (CDDSG), which generally has higher quality architectural requirements more appropriate for office and other commercial uses. The applicant also proposes to amend the allowed uses on both lots to allow industrial, office, and limited commercial uses on both properties. The properties will maintain the PCZD-I zoning.

ANALYSIS:

GDP Amendment

The GDP Amendment is subject to Section 17.72 *Planned Community Zone District* (PCZD) of the Louisville Municipal Code. Any amendments to a PCZD are subject to the same process and requirements as the initial approval. The purpose of the planned community zone district in Section 17.72.010 includes the following statements that apply to this application:

- *The purpose of the PCZD is to encourage, preserve and improve the health, safety and general welfare of the people of the city by encouraging the use of contemporary land planning principles and coordinated community design.*
- *The PCZD is created in recognition of the economic and cultural advantages that will accrue to the residents of an integrated, planned community development of sufficient size to provide related areas for various housing types, retail, service activities, recreation, schools and public facilities, and other uses of land.*

Section 17.72.030 includes the following applicability statement:

- *The PCZD may be applied only to such land as the city shall determine to be suitable for such a development.*

Staff finds the application meets the purpose and applicability statements in Chapter 17.72 of the Louisville Municipal Code, and finds that the GDP Amendment encourages coordinated community design by allowing higher architectural design on both lots. Additionally, the amendment accommodates more land uses that may now be viable due to the possible street connection between S. Arthur Ave and S. 96th St (Further discussion on this will be provided at second reading with the accompanying Plat and PUD discussion). The GDP Amendment provides additional economic opportunity for this area of the CTC in an integrated and coordinated manner.

PLANNING COMMISSION RECOMMENDATION:

Planning Commission reviewed the application during a public hearing on October 10, 2019, and voted 6-0 to recommend approval of the GDP Amendment, along with the Final Plat and Final PUD, with the condition as recommended by staff for the PUD. The minutes are not yet available, but will be provided for the 2nd reading and public hearing.

FISCAL IMPACT:

Staff finds no significant fiscal impact to the City. The proposal is consistent with the existing zoning and planned development within the CTC, which has established adequate City services and infrastructure to support the development.

PROGRAM/SUB-PROGRAM IMPACT:

The application meets the Community Design and Economic Prosperity program goals and sub-program objectives by helping foster new business in the City and ensuring new development meets adopted zoning and design standards and guidelines.

RECOMMENDATION:

Staff recommends City Council approve Ordinance 1785, Series 2019 on first reading and set the second reading and public hearing for November 4, 2019.

ATTACHMENT(S):

- 1. Ordinance 1785, Series 2019
- 2. Application Materials
- 3. GDP Amendment G

STRATEGIC PLAN IMPACT:

<input type="checkbox"/>	 Financial Stewardship & Asset Management	<input type="checkbox"/>	 Reliable Core Services
<input checked="" type="checkbox"/>	 Vibrant Economic Climate	<input type="checkbox"/>	 Quality Programs & Amenities
<input type="checkbox"/>	 Engaged Community	<input type="checkbox"/>	 Healthy Workforce
<input type="checkbox"/>	 Supportive Technology	<input type="checkbox"/>	 Collaborative Regional Partner

**ORDINANCE NO. 1785
SERIES 2019**

AN ORDINANCE AMENDING THE BUSINESS CENTER AT CTC GENERAL DEVELOPMENT PLAN REGARDING ALLOWED USES AND DEVELOPMENT STANDARDS ON LOT 2, THE BUSINESS CENTER AT CTC REPLAT E AND LOT 6, BLOCK 1, THE BUSINESS CENTER AT CTC LOCATED AT 1411 AND 1443 S ARTHUR AVENUE

WHEREAS, CTC Gateway, LLC is the owner of Lot 2, The Business Center at CTC Replat E and Lot 6, Block 1, The Business Center at CTC totaling 5.47 acres, which property is designated as a portion of The Business Center at CTC General Development Plan property attached hereto as Exhibit A (the “Property”); and

WHEREAS, both lots are currently zoned Planned Community Zone District – Industrial, and permitted uses are set forth on the existing PCZD General Development Plan and; and

WHEREAS, CTC Gateway, LLC, the applicant, has submitted to the City a request for approval of an amended PCZD General Development Plan for the Property, which amended Plan is entitled The Business Center at CTC General Development Plan, Amendment G and a copy of which is attached hereto as Exhibit A (“The Business Center at CTC General Development Plan Amendment G”); and

WHEREAS, The Business Center at CTC General Development Plan Amendment G shall serve to identify the zoning, permitted uses and development for the Property and shall serve as the PCZD General Development Plan for the Property, in accordance with Title 17 of the Louisville Municipal Code; and

WHEREAS, the Louisville Planning Commission has held a public hearing on October 10, 2019 for the proposed Business Center at CTC Amendment G for the Property and recommends approval to the City Council; and

WHEREAS, the City Council has duly considered the Commission’s recommendation; and

WHEREAS, the City Council has held a public hearing on November 4, 2019 for the proposed Business Center at CTC Amendment G and has provided notice of the public hearing as provided by law; and

WHEREAS, no protests were received by the City pursuant to C.R.S. §31-23-305; and

WHEREAS, The Business Center at CTC Amendment G is consistent with the City of Louisville 2013 Citywide Comprehensive Plan;

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

Section 1. The City Council of the City of Louisville hereby approves the Business Center at CTC General Development Plan Amendment G, a copy of which is attached hereto as Exhibit A, subject to Section 2 hereof, and pursuant to the zoning ordinances of the City, such Property is zoned Planned Community Zone District Industrial (PCZD-I).

Section 2. The Business Center at CTC Amendment G shall be recorded in the Offices of the Boulder County Clerk and Recorder.

INTRODUCED, READ, PASSED ON FIRST READING, AND ORDERED PUBLISHED THIS 15TH DAY OF OCTOBER, 2019.

Robert P. Muckle, Mayor

ATTEST:

Meredyth Muth, City Clerk

APPROVED AS TO FORM:

Kelley, P.C.
City Attorney

PASSED AND ADOPTED ON SECOND AND FINAL READING, this 4th DAY OF NOVEMBER, 2019.

Robert P. Muckle, Mayor

ATTEST:

Meredyth Muth, City Clerk

Exhibit A

June 6, 2019

Lisa Ritchie
City of Louisville
Planning & Building Safety
749 Main Street
Louisville, CO 80027

RE: Final PUD, GDP Amendment, Minor Subdivision for 1411 & 1443 S. Arthur



922A MAIN STREET
LOUISVILLE, CO 80027
T (303) 527-1100
INFO@DAJDESIGN.COM
WWW.DAJDESIGN.COM

Dear Ms. Ritchie,

CTC Gateway LLC is seeking approval to build a 100,013 sf, two-story office building with a subterranean basement level at the referenced address in Colorado Technology Center. The intent for the building is to house 32 individual executive office condominiums that would be sold individually to separate companies. The building amenities include a lobby area, fitness area, wine bar, 14,165 sf subterranean parking garage, and landscaped property that includes patios and common courtyard. All common building amenities are intended for building occupant use only – no public access.

The ground floor will contain office condominiums, lobby, and wine bar. The second floor will contain office condominiums and fitness area. All second floor office condominiums have outdoor balconies of varying sizes. The subterranean basement will contain 34 indoor parking spaces (32 standard spaces and 2 accessible spaces) with secured entry, 1000 sf of secure bike parking (20-40 spaces planned). An oversized elevator is planned to provide access to bike parking, and to facilitate moving furniture in and out of the building. There is a main entry off the courtyard that accesses the building's lobby area, and there is a secondary entry at the southeast corner of the building adjacent to the outdoor covered parking.

The building is oriented to take advantage of the immediate and distant surrounding views, and has a unique building footprint and shape with significant surface articulation to promote a high degree of architectural interest. Materials being used on the building include: exposed, natural gray concrete with panel-form pattern, wood-grained aluminum plank siding (to authentically mimic wood siding), clear glass windows and doors, clear glass railings, and a minimal use of pre-finished flat metal panels for accents. Building heights range from 37'-6" at the lowest point above grade and 43'-6" at the maximum point above grade for an average height of 40'-6". The CDDSG requires a maximum height of 35'-0" and 42'-0" to the top of mechanical screening. We are requesting a waiver through the PUD process to allow a 40'-6" high building.

Green roofs are planned for the covered entry to the parking garage and for the southeast covered parking spaces. Building setbacks, easements, site coverage, water quality control, and grading are being maintained per the CDDSG guidelines and standards.

Parking for the property is split between a subterranean parking garage, as mentioned above, and 150 outdoor, surface parking spaces for a total of 184 parking spaces. The CDDSG requires a parking ratio of 4:1000. The building area used for the parking calculations is 58,079 sf after exclusions were removed, which yields 232 required parking spaces. We are requesting a waiver through the PUD process to reduce the required parking by 48 spaces for a total of 184 planned parking spaces for a ratio of 3.17:1000. Bicycle and pedestrian circulation meet the intent of the CDDSG.



922A MAIN STREET
LOUISVILLE, CO 80027
T (303) 527-1100
INFO@DAJDESIGN.COM
WWW.DAJDESIGN.COM

The landscape design exceeds the CDDSG guidelines and standards.

Please contact me if you have any questions.

Regards,

Andy Johnson, AIA

LAND USE APPLICATION

CASE NO. _____

APPLICANT INFORMATION

Firm: DAJ DESIGN, INC.

Contact: ANDY JOHNSON

Address: 922A MAIN STREET
LOUISVILLE, CO 80027

Mailing Address: (SAME)

Telephone: 303-527-1100

Fax: NA

Email: ANDY@DAJDESIGN.COM

OWNER INFORMATION

Firm: CTC GATEWAY LLC

Contact: JASON COLLIER

Address: 13907 BARBOUR STREET
BROOMFIELD, CO 80023

Mailing Address: (SAME)

Telephone: 720-308-6971

Fax: NA

Email: JASON.COLLIER@COLLIERHMG.COM

REPRESENTATIVE INFORMATION

Firm: DAJ DESIGN, INC.

Contact: ANDY JOHNSON

Address: 922A MAIN STREET
LOUISVILLE, CO 80027

Mailing Address: (SAME)

Telephone: 303-527-1100

Fax: NA

Email: ANDY@DAJDESIGN.COM

PROPERTY INFORMATION

Common Address: 1411 & 1443 S. ARTHUR CT.

Legal Description: Lot LOT 2 & 6 Blk 1
Subdivision THE BUSINESS CENTER AT CTC

Area: 251,007 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

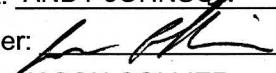
Summary: FINAL PUD, MINOR SUBDIVISION PLAT, AND GENERAL DEVELOPMENT PLAN AMENDMENT FOR A NEW TWO-STORY, 97,894 SQ. FT. COMMERCIAL OFFICE BUILDING WITH UNDER GROUND PARKING.

Current zoning: PCDZ-I Proposed zoning: PCDZ-I

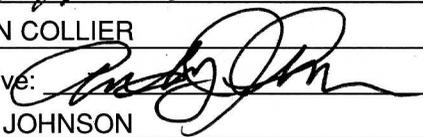
SIGNATURES & DATE

Applicant: 

Print: ANDY JOHNSON

Owner: 

Print: JASON COLLIER

Representative: 

Print: ANDY JOHNSON

CITY STAFF USE ONLY

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

303

THE BUSINESS CENTER AT C.T.C.
 GENERAL DEVELOPMENT PLAN AMENDMENT G
 LOT 2, THE BUSINESS CENTER AT CTC REPLAT E & LOT 6, BLOCK 1, THE BUSINESS CENTER AT CTC
 1411 S. ARTHUR AVE.



OWNERSHIP SIGNATURE BLOCK:
 BY SIGNING THIS GDP, THE OWNER ACKNOWLEDGES AND ACCEPTS ALL THE REQUIREMENTS AND INTENT SET FORTH IN THIS GDP.
 WITNESS MY (OUR HAND(S) SEAL(S)) THIS _____ DAY OF _____, 20____

OWNER NAME AND SIGNATURE _____
 NOTARY NAME _____ (NOTARY SEAL)
 NOTARY SIGNATURE _____
 MY COMMISSION EXPIRES _____

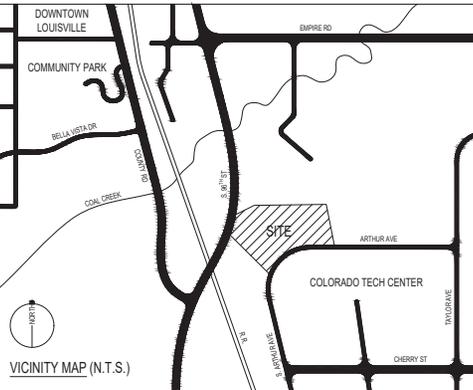
CITY COUNCIL CERTIFICATE:
 APPROVED THIS _____ DAY OF _____, 20____
 BY THE CITY COUNCIL OF THE CITY OF LOUISVILLE, COLORADO.

BY _____ MAYOR
 BY _____ CITY CLERK
 ORDINANCE NO. _____, SERIES _____

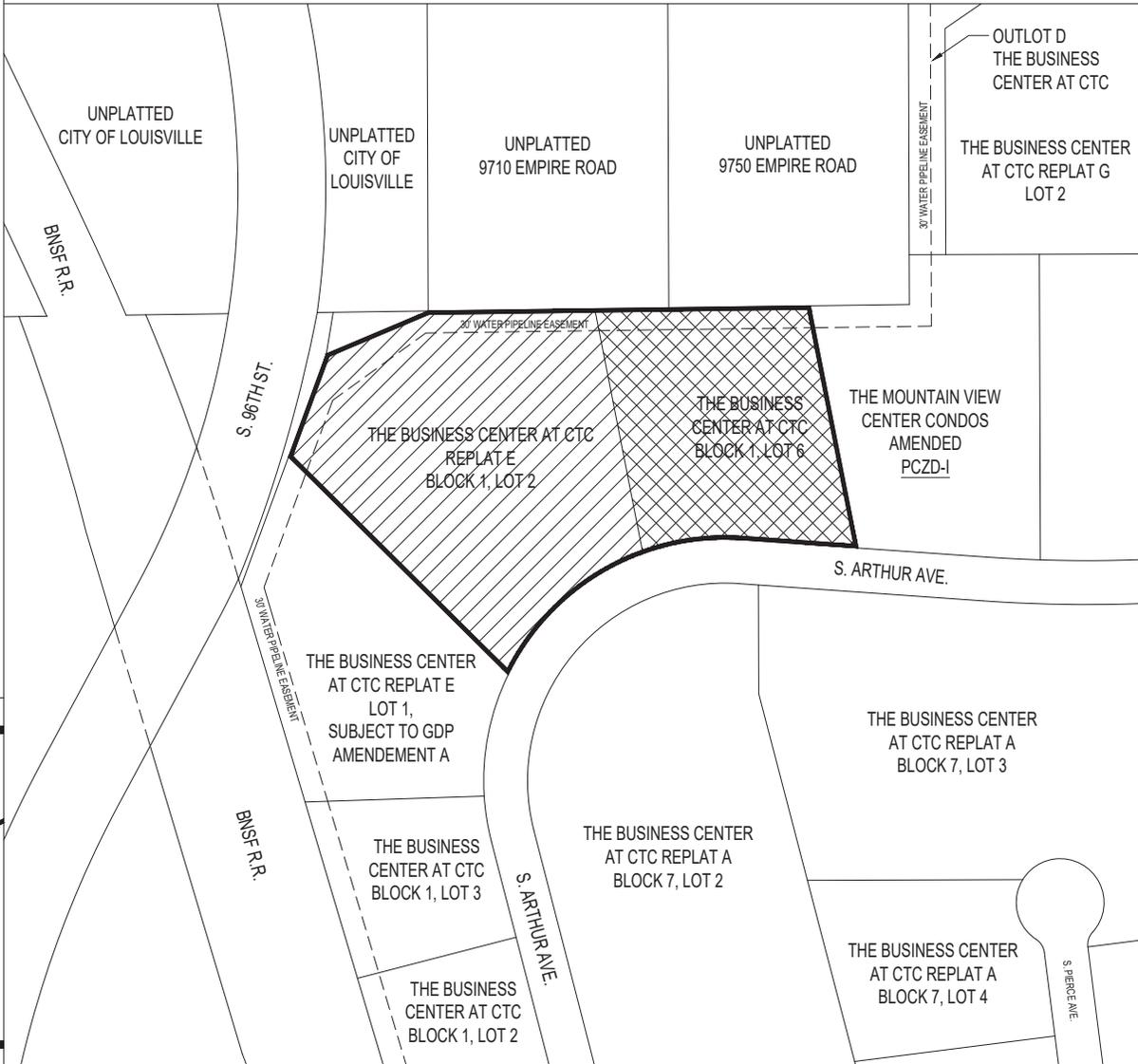
CLERK AND RECORDER CERTIFICATE:
 (COUNTY OF BOULDER, STATE OF COLORADO)

I HEREBY CERTIFY THAT THIS INSTRUMENT WAS FILED IN MY OFFICE AT _____ O'CLOCK _____ M.
 THIS _____ DAY OF _____, 20____
 AND IS RECORDED IN PLAN FILE _____, FEE _____ PAID, _____ FILM
 NO. _____ RECEPTION _____
 BY _____ CLERK & RECORDER
 BY _____ DEPUTY

PLANNING COMMISSION CERTIFICATE:
 APPROVED THIS _____ DAY OF _____, 20____
 BY THE PLANNING COMMISSION OF THE CITY OF LOUISVILLE, COLORADO.
 RESOLUTION NO. _____
 SERIES _____



NORTHWEST 1/4 OF SECTION 16, TOWNSHIP 1 SOUTH, RANGE 69 WEST, 6TH PRINCIPAL MERIDIAN,
 CITY OF LOUISVILLE, COUNTY OF BOULDER, STATE OF COLORADO



LAND USE SUMMARY

PROPERTY SUBJECT TO THIS GENERAL DEVELOPMENT PLAN:
 LOT 2, THE BUSINESS CENTER AT CTC REPLAT E
 LOT 6, BLOCK 1, THE BUSINESS CENTER AT CTC

	LOT 2	LOT 6
PRESENT ZONING:	PCZD-1 SUBJECT TO THE BUSINESS CENTER AT CTC GDP AMENDMENT A	PCZD-1 SUBJECT TO THE BUSINESS CENTER AT CTC GDP AMENDMENT A
PROPOSED ZONING:	PLANNED COMMUNITY ZONE DISTRICT (PCZD)	PLANNED COMMUNITY ZONE DISTRICT (PCZD)
LOT SIZE:	3.57 ACRES	2.19 ACRES
TOTAL AREA:	5.76 ACRES	

AREA TO BE COMMERCIAL - CTC, CITY, OR OTHER APPLICABLE COMMERCIAL GUIDELINES SHALL APPLY. AN EFFECT FROM TIME TO TIME. SPECIAL REVIEW USE APPROVAL IS REQUIRED FOR ANY USE IDENTIFIED IN THE LOUISVILLE MUNICIPAL CODE AS A SPECIAL REVIEW IN THE CITY'S INDUSTRIAL (I) ZONE DISTRICT REGULATIONS, AS IN EFFECT FROM TIME TO TIME. NOTE: AUTOMOBILE SERVICE STATIONS ARE PROHIBITED.

THE DEVELOPMENT IN THIS GDP AMENDMENT SHALL BE SUBJECT TO THE COMMERCIAL DEVELOPMENT DESIGN STANDARDS AND GUIDELINES. THE FOLLOWING USES ARE PERMITTED, AS REFERRED TO IN SEC. 17.12.030 OF THE LOUISVILLE MUNICIPAL CODE:

24. PERSONAL SERVICES INCLUDING BUT NOT LIMITED TO BARBERSHOPS AND BEAUTY SHOPS, DRY CLEANING OUTLETS, SELF-SERVICE LAUNDRIES, SHOE REPAIR SHOPS AND SIMILAR ACTIVITIES OR A FACILITY OPERATED BY AN ACCREDITED MASSAGE THERAPIST FOR THE PURPOSE OF MASSAGE THERAPY AS DEFINED IN SECTION 14.01.010 ARE PERMITTED FOR UP TO 20% OF THE GROSS BUILDING AREA. ANY MORE THAN 20% OF THE GROSS BUILDING AREA REQUIRES APPROVAL OF A SPECIAL REVIEW USE.
 25. ESTABLISHMENTS FOR RETAILING OF CONVENIENCE GOODS, INCLUDING BUT NOT LIMITED TO HARDWARE STORES, SUPERMARKETS, HARDWARE STORES, SPORTING GOOD STORES, SHOE STORES AND DRUGSTORES ARE PERMITTED FOR UP TO 20% OF THE GROSS BUILDING AREA. ANY MORE THAN 20% OF THE GROSS BUILDING AREA REQUIRES APPROVAL OF A SPECIAL REVIEW USE.
 29. MEDICAL AND DENTAL CLINICS, PROFESSIONAL AND BUSINESS OFFICES, FINANCIAL INSTITUTIONS, SMALL ANIMAL CLINICS
 - 29b. MEDICAL MARIJUANA-INFUSED PRODUCTS MANUFACTURER
 - 29c. MEDICAL MARIJUANA TESTING FACILITY
 31. INDOOR EATING AND DRINKING ESTABLISHMENTS, OUTDOOR EATING AND DRINKING ESTABLISHMENTS AND OUTDOOR SALES OF RETAIL GOODS, FOR BUILDING OCCUPANTS ONLY
 40. GENERAL RESEARCH FACILITIES
 44. FACILITIES FOR THE MANUFACTURING, FABRICATION, PROCESSING, OR ASSEMBLY OF PRODUCTS PROVIDED THAT SUCH FACILITIES ARE COMPLETELY ENCLOSED AND PROVIDED THAT NO EFFECTS FROM NOISE, SMOKE, OIL, VIBRATION, FUMES OR OTHER ENVIRONMENTAL FACTORS ARE MEASURABLE AT THE PROPERTY LINE
 52. RETAIL MARIJUANA PRODUCTS MANUFACTURING FACILITY
 - 52b. RETAIL MARIJUANA TESTING FACILITY
 58. HEALTH OR ATHLETIC CLUBS, SPAS, DANCE STUDIOS, FITNESS STUDIOS
- THE FOLLOWING USES ARE PERMITTED BY SPECIAL REVIEW:
9. PUBLIC AND PRIVATE SCHOOLS OTHER THAN THINGS 10, 11, AND 12 FROM SEC. 17.12.030, STUDIOS FOR PROFESSIONAL WORK OR TEACHING OF ANY FORM OF FINE ARTS, PHOTOGRAPHY, MUSIC, DRAMA, BUT NOT INCLUDING A COMMERCIAL GYMNASIUM
 12. VOCATIONAL AND BUSINESS SCHOOLS
 31. INDOOR EATING AND DRINKING ESTABLISHMENTS, OUTDOOR EATING AND DRINKING ESTABLISHMENTS AND OUTDOOR SALES OF RETAIL GOODS, FOR THE PUBLIC

LEGEND

SITE	
EXISTING PCZD:	
NEW PCZD:	