

Open Space Advisory Board

Agenda

Wednesday, March 12, 2025
Library 1st Floor Meeting Room
951 Spruce Street
6:45 PM

Members of the public are welcome to attend and give comments remotely; however, the in-person meeting may continue even if technology issues prevent remote participation.

- Call in to: +1 346 248 7799 or +1 408 638 0968 or 877 853 5247 (Toll Free) Webinar ID: 883 3175 6380 or
- You can log in via your computer. Please visit the City's website here to link to the meeting: www.louisvilleco.gov/osab

The Council will accommodate public comments during the meeting. Anyone may also email comments to the Council prior to the meeting at EmberB@LouisvilleCO.gov.

1. 6:45 pm Call to Order
 2. Roll Call
 3. Approval of Agenda
 4. Approval of Minutes
 5. 6:50 pm Staff Updates (5 Minutes)
 6. 6:55 pm Board Updates (5 Minutes)
- March 20th: Joint board meeting with Lafayette OSAC
 - April 9th: OSAB Canceled
 - April 8th: Tentative Meeting with OSAB/City Council

Persons planning to attend the meeting who need sign language interpretation, translation services, assisted listening systems, Braille, taped material, or special transportation, should contact the City Clerk's Office at 303 335-4536 or MeredythM@LouisvilleCO.gov. A forty-eight-hour notice is requested.

Si requiere una copia en español de esta publicación o necesita un intérprete durante la reunión, por favor llame a la Ciudad al 303.335.4536 o 303.335.4574.

7. 7:00 pm Public Comments on Items Not on the Agenda (5 minutes, more time as needed)
8. 7:05 pm Discussion Item: City Comprehensive Plan (45 Minutes). Presented by Jeff Hirt, Planning Manager
9. 7:50 pm Discussion Item: OSAB 2025 Work Plan For City Council Review (60 Minutes). Presented by Susan McEachern, OSAB Chair
10. 8:50 pm Discussion Item: 2025 Tiger Team Assignments (15 Minutes). Presented by Susan McEachern, OSAB Chair
11. 9:05 pm Action Item: OSAB Acquisition Plan (20 Minutes). Presented by Michiko Christiansen & Brad Pugh (15 Minutes), OSAB Members (5 Minutes)
12. 9:25 pm Discussion Items for Next Meeting May 13, 2025
13. Adjourn

Open Space Advisory Board Meeting Minutes

Wednesday, February 12, 2025, 6:45pm

Library 1st Floor Meeting Room

951 Spruce St.

- 1. 6:45 pm Call to Order**
- 2. Roll Call**
 - Present: Susan McEachern, Michiko Christiansen, Benjamin Mow, Mark Poletti, Brad Pugh, Graeme Patterson, Daniel Rupp, Andy Dorsey (via zoom)
 - Absent: none
 - City Staff Present: Ember Brignull, Adam Blackmore
- 3. Approval of Agenda**
 - Motion to approve: Susan (motion), Machiko (second). Unanimously approved.
- 4. Approval of Minutes**
 - Move to approve: Brad (motion), Machiko (second)
- 5. 6:50 pm Discussion Item: Introduction of OSAB Members (15 Minutes)**
 - Introduction of current and new members.
 - Identify Volunteer Mentors for New Members
 - Ben with Brad
 - Daniel with Mark
 - Graeme with Andy
- 6. 7:05 pm Staff Updates (5 Minutes)**
 - OSAB will have the regular meeting as planned on March 12 and a joint meeting with the Lafayette OSAB on March 20. April will have a regular meeting on April 9 following City Council meeting on April 8.
 - Copy of the 'Open Space Operational Update' presented to City Council in December 2024 is included in meeting agenda. It has a list of accomplishments and focus areas as well as quasi-judicial training.
 - Plans for collaborative meeting with CSU has been paused.
 - Plans are being made to conduct a bio blitz where citizens collect data on animals and nature that is given to naturalists and scientists for research. Updates will be provided soon.
 - Adam updates:
 - City Council approved contract to Diana Langley to be the new City Manager. She previously served as Interim City Manager, Public Works Director, Deputy Public Works Director, and City Engineer for the City of Yuba City, California. She starts on March 31.

- Long Range Planning assessment team will submit the proposed contract to City Council during March 4th City Council meeting for review and approval. It includes ensuring a qualified open space consultant is part of the Long Range Plan. It will lay the foundation for many of the open space activities.
- Denver Gazette ran a story of best places to live and the City of Louisville finished first. Accessibility to parks, greenways and open spaces were big draw. Everyone is within ~10 minute walk to these spaces.

7. 7:10 pm Board Updates (5 Minutes)

- **Discuss Possibility of Canceling April OSAB Meeting Due to Meeting with City Council**
- Group agrees that there are too many meetings over the next two months (i.e. 2 OSAB meetings in March, City Council meeting to discuss comprehensive plan in March and April)
 - Motion to cancel April meeting: unanimously approved.
- Brad will now record minutes in May since April meeting cancelled.

8. 7:15 pm Public Comments on Items Not on the Agenda (5 minutes, more time as needed)

- none

9. 7:20 pm Discussion Item: Hecla Lake & Bird Habitat, Ted Floyd, Author and Birder (20 Minutes)

- Ted Floyd, author of birder led discussion on Hecla Lake history. He lives in Lafayette.
 - It is an e-bird hotspot. It attracts lots of birders as it is a birdwatcher destination.
 - Birdwatch walk every 1st Sunday at ~1pm, open to public
 - Why such a birding hotspot? It is well protected and has crayfish that attract ducks, migration birds and many bird species, including egrets during warmer months. The lake has good surrounding vegetation which acts as protection barrier. And, no motor boats are allowed.
 - Susan: Would it be appropriate to have water rights for the Lake? There seems to be water coming in then goes out for agriculture use. Ted: not an urgent issue. Water levels vary during the year.
 - Ted suggests no further lake development and proposes methods to continue to preserve the Lake – i.e. don't do anything with the vegetation – no trimming or removal.
 - Hecla lake is always good for renovation of the mind.
 - Keep Hecla intact! Encourage people to use it!

- Ted suggests adding a connecting trail to the area to south of Lake to connect to Waneka Reservoir. It is a short walk (less than a mile), put signage up at both lakes to enrich experience.
- Susan: Louisville is applying to become a Bird city similar to Lafayette which is a bird city, which uses Waneka Lake as its epicenter.
- Mark Cathcart (citizen) (on zoom) comment: there are too many signs on open space addressing gates. Doesn't know why there is so much communication about gates. Comments that open space could to a better job with public outreach; reading spreadsheets on city website is cumbersome. Consider better public outreach.

10. 7:40 pm Discussion Item: OSAB Work Plan for City Council Review. Presented by Susan McEachern, OSAB Chair (40 Minutes)

- **2024 OSAB Accomplishments**
 - Group reviewed the OSAB Work Plan for City Council review which was included in agenda packet.
 - Comment: this should include education and outreach plan.
- **2024 OSAB Accomplishments (initial list for review next meeting for April council meeting where OSAB review)**
 - This is an initial list of OSAB accomplishments developed by Group:
 - Acquisition plan
 - Grants database
 - Weed wacker enhancements
 - Rodenticide input
 - Role in trails, quasi-judicial training and pursuits
 - Education opportunities
 - E-bike input
 - Tax funding
 - Edit outreach plan
 - Red tail ridge review
 - Provided feedback on PROST RFP development and trail master plan
 - Signage review and feedback
 - Wayfinding and interpretive
 - Hekla Lake
 - Reviewed budget amendments (2C measure budget proposal review)
 - Tiger team (aka sub-committees) accomplishments
 - **Review of OSAB 2025 priorities related to the city council work plan:**
 - Wildfire zones as defined by State and some Federal regulations (including intersection between public and private land), WUI code, defensible space
 - Zoning – how properties are impacted by zoning

- Restore native ecosystems and grasslands – do we want consultants to come in and explain. Is there a role for OSAB for this? Mostly informative. This might be something we remove so we can focus on higher priorities
 - Trail master plan
 - PROST long range plan
- Review interpretive education panels (approved in CIP and waiting for OSAB approval)
- Wildfire mitigation communication campaign (contractor will highlight what was done and what we will be doing), contractor hasn't been assigned yet. Susan thinks OSAB has a big role in this. OSAB can give contractor some insight into this work. She thinks there is an overlap with OSAB and wildfire mitigation management.
- Short street & Hwy 42 urban renewal plan - (trail connectivity & OS impacts)
- Budget review
- Prescribed fire – outreach plan – how it is created, packaged and communicated. (e.g. certain radius from prescribed burns and informing public (mailers)) and public awareness (city website). Staff would like some feedback on this one. Is the language on the postcard clear, blog, website clear? We don't want the public to be scared, is it clear and do they feel safe?
- Bio blitz – could be leading small groups, or could be having an expert lead a team
- Mark Cathcart (public comment) – Boulder County website has a list of prescribed burns dates.
- **2025 OSAB Board Priorities**
 - Complete city-wide wayfinding in 2025 (not funded for completion in 2025).
 - Adam - This has been funded by City Council. Funding source was lottery money. Note that conservation trust money will continue for several years to support completion and maintenance.) Andy suggests including a 'thank you' slide to the council approved items.
 - Susan suggests developing an Education Trailer (similar to Waneka lake), noting this is a long-term wish. Engage citizens to learn more about open space and what to appreciate with open space.
 - Susan: proposes a Bird City designation
 - Susan suggested a Dark sky designation – this has also been suggested by Sustainability Board. City council is not in favor, since it is too costly. Maybe make this a targeted issue, maybe a long-term goal.
 - Machiko suggests that we (OSAB) have more collaboration and communication with other City of Louisville and other City Boards with shared interests (e.g. Sustainability Board). Susan agrees. e.g. Coal Creek trail goes

through other cities, it would be a common interest to maintain and manage the trail collectively.

- 2C renewal – it is on a 10 yr cycle. (sales tax for open space). Mayor is interested in making this permanent. Could revisit as a ballot measure in 2028 since it is a presidential cycle year and more voter turnout.
- Susan wants us to think big – e.g. Water rights to enhance Coal Creek & Hecla Lake. We should think about buying water rights. Previous OSAB meeting had a staff member explain how expensive water is. But that shouldn't stop us from pursuing.
- Susan suggests making golf course more suitable for animal habitats. Re-seeding with native plants, etc. It was noted that the golf course already has an Audubon Society certification and has a good reputation of being nature friendly with native plants compared to other golf courses. Ember – this could be a good topic for the PROST long term plan. Is it appropriate for OSAB to be included in discussion.
- Move up Warembourg fishing pond in budget process – planning and design is 2027 and implementation in 2028. This should be delayed. Staff Q4 2026 will begin to discuss in preparation for RFQ in Q1 2027. This should be included in a future agenda.
- Restore coal creek riparian area – no plans for a whole waterway assessment (Ember)
- Biodiversity goals – Ember already working on noxious weeds control, vegetation surveys, grazing, birds survey, etc. when we know what we have, then we can develop a plan. Ember – this is already happening.
- City wide rodenticide policy for private property – Susan: city staff is looking into this. Ember – what is OSABs role in this? OSAB sent a letter of recommendation to City Council and is looking into this. Other cities have this. Susan – we wait to see what staff says. Ember – OSAB has purview for public land not private land.
- Mark Cathcart (public comment): suggests that OSAB prioritize rodenticide.
- Mark P suggested to include Wildlife Plan – this is being reviewed by Staff and is included in the PROST plan and open space plan.

11. 8:20 pm Discuss Item: Identify Sub Committees (Tiger Teams). Presented by Susan McEachern, OSAB Chair (10 Minutes)

- Possibilities: Trails, Bird City, Grants, Acquisition, Volunteer
- Comments on how tiger teams should be created:
- Mark P – should have a scope, deliverables and accountability

- Andy – should only form tiger team if there's a need with a well-defined scope. His experience on a tiger team was that it was difficult to know how much detail to put into the deliverable output. Feels that we should hold off on determining tiger teams. e.g. trails should wait for PROST and master plan.
- Brad – tiger teams should be used to address action items that come out of Board discussion. Not the other way. He views them as executing work that can't be done in a Board meeting, rather than the 2 people driving the research and discussion.
- Susan – She's fine to not assign tiger teams at this meeting; and assign as needed.
- Daniel – interested in trails topic.
- Graeme – past experience was that if the tiger team didn't have a clear purpose, it wasn't very beneficial.
- Susan – felt that the 2C tiger team was very good and impactful. This is a successful example.
- Ember – tiger teams will become clearer as we continue on thru the year as the work plan is more solidified.
- Next step – Ember and Susan will assess City, Staff and OSAB work plan which will help define the need for a tiger team(s).

12. 8:30 pm Discussion Item: Interest in Bird City Designation. Presented by Susan McEachern, OSAB Chair (10 Minutes)

- Discussion moved up to 740pm (good segway from Ted discussion)
- Susan proposes to create a tiger team to pursue, providing a document summarizing Bird City requirements and application.
 - Step 1 is to apply; we meet the requirements.
 - Andy/Mark: What is required from city staff to support? Ember: Looks to be minimal.
 - This is a brand new idea to City staff. This would have to be added to City Council agenda, so wouldn't meet March deadline. This is a prospective work item on the work plan..
 - Ben: What is benefit? This helps promote open space and how it is managed. (Susan) Ted's experience with Lafayette is that it would be helpful to have city staff be involved. Ember: this would likely be included in education programs. Ted - another benefit is that it attracts community to come to more open space activities and do more open space activities.
 - Machiko – Would it be possible to partner with other communities? Perhaps include joint bee city status as part of application. Maybe include as joint raptor protection, bee city, and bird city together in the application. There is a Broomfield raptor protection program, maybe we could partner with Broomfield and Lafayette?

- *Board asks staff to assess. Ember will discuss internally with city staff then get back with Board next meeting with recommendation and ok to move forward with a tiger team formation. Maybe put in work plan.*

13. 8:40 pm Discussion Items for Next Meeting March 12th, 2025

- Comprehensive Plan Review
- Acquisition OSAB Process & City Manager Process
- Future: OSAB and PPLAB Joint Meeting
- Susan will discuss OSAB work plan and tiger teams.

14. Adjourn

- Meeting adjourned at 925pm

MEMORANDUM

To: Open Space Advisory Board
From: Open Space Division
Date: March 12, 2025
Re: Information Item 5: Staff Updates

Quasi-Judicial Update (Drafted by Bryon Weber, PROST Project Manager):

With the attached ordinance No. 1882 passed in fall of 2024, both boards have quasi-judicial status and need to provide development review recommendations to Council via resolution.

Given the ordinance's broad scope, we'll need PPLAB resolution on almost every development project and OSAB will have a much higher review volume as well. This obviously could prove challenging for all involved, so I've recently been discussing logistics with Senior Planner Matt Post. Per Matt, the approach for obtaining PROS board involvement will look similar to Planning Commission, who also holds an advisory role for Council.

Some steps for each review include:

- Planning staff mail a 15 day advanced meeting notice to property Owners within 750' of the project boundaries
- The applicant will be noticed and has right to attend
- There must be opportunity for formal public comment (3 mins each or 6 mins pooled)
- Planning staff prepare a memo to the board with project materials, relevant codes/ordinances and a draft resolution
- Planning staff (or PROS staff) may suggest what the Board's resolution recommendation be (i.e. staff suggest the board vote to approve with the following conditions...)
- Board can decide (based on relevant decision making points in the memo) to deny, approve or approve with conditions the resolution
- The resolution becomes part of official record for the development review process and will be provided to Council who is the ultimate decision making entity

Considerations we should discuss:

- Development review will likely need to be a standing item on each month's agenda due to the volume of projects and review timelines
- Public attendance and comment will likely increase, particularly on large/controversial projects.
- The board Chair will need to conduct the meeting in a formal fashion, including management of public comment
- We anticipate bringing projects on their 2nd round of PUD submittal. That way Staff can address serious issues seen on 1st submittal without wasting board time. Boards may have additional round(s) of review by project, but we hope to avoid bringing every submittal round of every project to each board.

- To reduce burden on staff and board members, ideally we'd get in a rhythm where boards can easily approve resolutions for most projects without significant debate. For instance, the PPLAB Board resolution for most landscape in the ROW could be "Board recommends the applicant work with PROS Staff (including City Forestry and Horticulture) to finalize a plant schedule which staff find appropriate for the project location." OSAB may be harder given the nuances, but we could try to determine something similar.

Natural Resources:

1. Staff has increased the height of two raptor perches on Daughenbaugh Open Space to help promote their use by birds of prey.
2. Staff has submitted a request to refill the Warembourg fishing pond.
3. Staff is finalizing contracting with Colorado State University for a Colorado Natural Heritage Program lead BioBlitz
4. Staff will be accepting grazing RFP submissions on 3/4/25 by 2pm MST
5. Staff has been reseeding Davidson Mesa and Hecla Lake
 - a. Reseeding the social trails with in the newly fenced off area for shorebirds has been completed
 - b. Staff has been reseeding areas of pugging from previous cattle grazing
6. Staff has created and filled out Bird City Applications
7. Staff have been scheduling seasonal interviews
8. Staff removed 6 Siberian elms from Dutch Creek Open Space and reseeded the area

Maintenance & Trails:

1. Staff is in the process of restoring the 2022 approved social trail on Coyote Run Open Space that was a part of the trail resurfacing project. Residents have continued to use it which has prevent grass establishment. They have also trampled and damaged the previously installed erosion control materials present as well. Staff installed waterbars as well as scarified and reseeded the social trail. After which they naturalized the trail by covering it with vegetative materials and branches.
2. Staff has been working with Whitestone Construction on the emergency gate installations and have been making good progress. There have been eight gates fully installed at this point.
3. Staff has completed the field data collect for the Open Space fence inventory audit and have begun to implement the data into ArcGIS Pro.

Resource Protection:

1. Rangers are attending the Annual Member Meeting of the Rocky Mountain Ranger Association (RMRA) on Wednesday, March 19. Attendees will participate in a long-term planning exercise to help identify focus areas for the Association for the next five years.

2. Rangers have noted a decrease in parking violations at Davidson Mesa following the addition of new fire lane striping and regulatory signage.

Education and Volunteers:

1. Staff has begun outreach efforts for the Raptor Monitoring program and will begin recruitment for the Adopt program in March.
2. Staff is in the process of developing a plan for the three interpretive panels for this year. Staff will present the proposed text and layouts for these signs at the May OSAB meeting.
3. Staff is working with the Marketing team on developing a brochure for education programs for April-August.
4. The annual Family Fishing Frenzy will take place on Friday, April 18 at the Warembourg fishing pond. If OSAB members are interested in volunteering to assist with the event, please contact Catherine Manian at cmanian@louisvilleco.gov
5. The Open Space Division will be providing opportunities for volunteer trash pick-ups on Open Space properties for Earth Day, April 22nd. If you are interested in participating, Please contact Catherine Manian at cmanian@louisvilleco.gov.

Education Events Upcoming:

1. Saturday, March 29, 2025, from 3:00 to 5:00 PM, Crafting for Conservation at Louisville Recreation Center.
2. Sunday, April 13, 2025, from 8:30 to 10:30 AM, Migratory Duck Watching at Hecla Lake Open Space.
3. Friday, April 18, 2025, from 9:00 AM to 1:00 PM (two session times), Family Fishing Frenzy at Warembourg Fishing Pond.
4. Tuesday, April 22, 2025, from 9:30 to 10:30 AM, Earth Day Planting Event at Hecla Lake Open Space.
5. Sunday, April 27, 2025, from 8:00 to 10:00 PM, Open Space Stargazers: Discover the Night Sky at Aquarius Open Space.
6. Sunday, May 4, 2025, from 7:30 to 9:30 AM, Hecla Lake on Canvas (Open Space Plein Air Series) at Hecla Lake Open Space.
7. Saturday, May 10, 2025, from 1:00 to 3:00 PM, Ranger Mystery Party at Harper Lake Open Space.
8. Tuesday, May 13, 2025, from 6:00 to 6:45 PM, Noxious Weed ID Training at Aquarius Open Space.

Education Events Past:

1. Sunday, February 16, 2025, from 6:00 to 8:00 PM, Open Space Stargazers: Stargazing is for Lovers at Aquarius Open Space. Eight participants.

2. Wednesday, February 26, 2025, from 12:00 to 12:30 PM, Noxious Weed Talk at Louisville Senior Center. 48 participants.
3. Sunday, March 2, 2025, from 6:00 to 8:00 PM, Open Space Stargazers: Inner Planets Cavalcade at Aquarius Open Space.

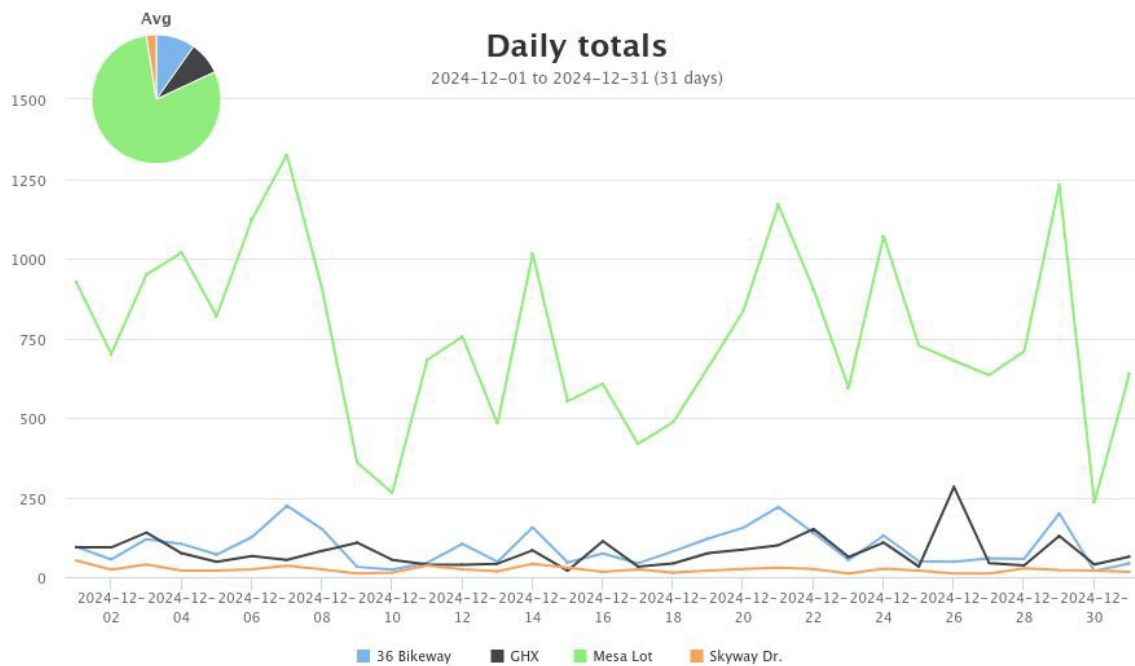


Fig 1: Daily total visitation to Davidson Mesa from 12/1/2024-12/31/2024. Note that counters register visitors entering and leaving, so true visitation is likely half the numbers shown.

**SUBJECT: ORDINANCE NO. 1882, SERIES 2024, AN ORDINANCE
AMENDING LOUISVILLE MUNICIPAL CODE CHAPTERS 2.20
AND 4.02, CONCERNING THE QUASI-JUDICIAL ROLES OF THE
OPEN SPACE ADVISORY BOARD AND THE PARKS AND
PUBLIC LANDSCAPING ADVISORY BOARD – 1ST READING AND
SET PUBLIC HEARING FOR SEPTEMBER 17, 2024**

DATE: SEPTEMBER 3, 2024

**PRESENTED BY: ROB ZUCCARO, AICP, COMMUNITY DEVELOPMENT
DIRECTOR**

SUMMARY:

The attached ordinance creates a formal process for the Parks and Public Landscaping Advisory Board (PPLAB) and revises the process for the Open Space Advisory Board (OSAB) to review development applications as part of the quasi-judicial land use review process. The ordinance clarifies the types of applications to be reviewed, the scope of review by each board, and criteria for review.

BACKGROUND:

[Louisville Municipal Code \(LMC\) Sec. 4.02.040.D.](#) outlines a formal development review role for OSAB, in which they are asked to review any land use case that is adjacent to or materially impacting open space. This review is done during the staff review and referral process, and the code does not make clear if OSAB is to make a formal recommendation to Planning Commission and City Council or if they are only informing the staff review during the referral process. The code also does not make clear the scope of review or the criteria OSAB is reviewing the proposal against.

PPLAB has no formal role in the development review process spelled out in the LMC. However, due to OSAB's formal role, PPLAB has been included in development review of some land use applications, following the process set for OSAB.

These review processes for OSAB and PPLAB have changed over time, including the formality of the review and deliverable from each Board, due to the ambiguity in the code or lack of code to guide the process.

ANALYSIS:

The review processes and criteria included in the proposed ordinance will clarify the role of each board in land use application review. The ordinance specifies the types of land use applications each board will review and the elements of those applications that they will review matching their defined scope and purpose as an advisory board to City Council. Because each board is acting in a quasi-judicial capacity when making a recommendation on a site-specific land use case, the ordinance ensures due process requirements are met and relevant and applicable criteria are considered. The

SUBJECT: ORDINANCE 1882, SERIES 2024

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procedures include formal public notice for the review hearings by each board and adoption of a resolution outlining their findings and recommendations to the Planning Commission and City Council.

Including this formal review step will add additional process and potentially additional time to the review of certain land use applications. However, if the Council desires that each of these boards provide recommendations on land use applications, staff recommends that the formal hearing procedures be considered in order to meet legal requirements and best practice standards for quasi-judicial land use review.

OSAB AND PPLAB REVIEW OF ORDINANCE:

Both OSAB and PPLAB reviewed the draft ordinance and each recommends approval. Each board requested amendments to the draft, all of which have been incorporated in the draft presented to Council (see Attachment Nos. 2 and 3 for meeting minutes).

PUBLIC COMMENTS:

No public comments have been received.

FISCAL IMPACT:

Staff does not anticipate a direct fiscal impact to the City from the adoption of this ordinance, but notes that implementation of the ordinance during the land use review process will take additional staff time and resources to complete.

STAFF RECOMMENDATION:

Staff recommends approval of Ordinance 1882, Series 2024.

ATTACHMENTS:

1. Ordinance 1882, Series 2024
2. June 5, 2024 PPLAB Meeting Minutes
3. July 10, 2024 OSAB Meeting Minutes

STRATEGIC PLAN IMPACT:

☐		Financial Stewardship & Asset Management	☐		Reliable Core Services
☐		Vibrant Economic Climate	☐		Quality Programs & Amenities
☒		Engaged Community	☐		Healthy Workforce
☐		Supportive Technology	☐		Collaborative Regional Partner

**ORDINANCE NO. 1882
SERIES 2024**

**AN ORDINANCE AMENDING LOUISVILLE MUNICIPAL CODE CHAPTERS 2.20 AND
4.02, CONCERNING THE QUASI-JUDICIAL ROLES OF THE OPEN SPACE
ADVISORY BOARD AND THE PARKS AND PUBLIC LANDSCAPING ADVISORY
BOARD**

WHEREAS, the City previously created and established an Open Space Advisory Board (OSAB) and a Parks and Public Landscaping Advisory Board (PPLAB), which serve in an advisory capacity to the City Council; and

WHEREAS, City Council desires to formalize and clarify the quasi-judicial roles and responsibilities of the OSAB and PPLAB with respect to land development application review.

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

Section 1. Chapter 2.20 of the Louisville Municipal Code is hereby amended by the addition of a new Section 2.20.080 to read as follows:

**Chapter 2.20
Boards and Commissions**

Sec. 2.20.080. Parks and Public Landscaping Advisory Board.

A. There is created and established a Parks and Public Landscaping Advisory Board for the City.

B. The Board shall consist of seven members, each of whom shall be appointed by the City Council. The qualifications, terms, and other matters respecting membership of the Board shall be set by City Council resolution.

C. The members of the Board shall serve in an advisory capacity to City Council, and shall have principal responsibility for matters related to parks and public landscaping. The powers, duties and responsibilities of the Board shall be set forth in this section and by City Council resolution.

D. Development application review.

1. The Board shall review:

a. Preliminary and final subdivision plats and general development plans that include public use

dedications or cash in lieu of public use dedications pursuant to Section 16.16.160 of the Code or public.

b. Land development applications that include, public parks or public streetscape landscaping in new development.

2. The intent of the Board's review is to advise the Planning Commission and City Council on those parts of the land development application related to:

a. Park development within the project boundaries, including the preferred locations for parks and whether the application meets the criteria for park development set forth in the City Code, Comprehensive Plan, and other City-adopted policies;

c. Infrastructure or improvements relating to parks;
and

d. If the application does not include a park dedication, the Board may recommend that the application be revised to include a park element.

3. The Board shall conduct a public hearing in connection with its review of land development applications. Public notice shall be provided in accordance with Sections 16.04.070 of the Code. The Board shall act as a quasi-judicial body in the conduct of the hearing.

4. After the public hearing is concluded, the Board shall adopt a resolution making findings concerning the matters set forth in this Section and recommending approval, approval with conditions or denial of the application.

Section 2. Section 4.02.040.D of the Louisville Municipal Code is hereby amended to read as follows (words added are underlined; words deleted are ~~stricken~~ thorough):

Sec. 4.02.040. Ongoing duties.

D. The board shall provide ~~comments~~ recommendations to the Council and/or Planning Commission on development applications as provided in Section 4.02.050. The City Manager or designee may also refer any development applications found to materially impact open space lands

~~to the board for recommendation to the Council and/or Planning Commission. proposals for land immediately adjacent to, or materially impacting, open space lands providing the comments are provided during the standard referral timeliness established for the city's development processes. Staff will coordinate providing the board with information on pending issues to provide the board a timely opportunity to provide such comments as part of the established planning process.~~

Section 3. Chapter 4.02 of the Louisville Municipal Code is hereby amended by the addition of a new Section 4.02.050 to read as follows:

Chapter 4.02
Citizens Open Space Advisory Board

Sec. 4.02.050. Development application review.

A. The Board shall review development applications that include proposals for public use dedications, cash in lieu of public use dedications, or public or private common open space. Specifically, the Board shall review:

1. Preliminary and final subdivision and general development plans plats that include public use dedications or cash in lieu of public use dedications pursuant to Section 16.16.160 of the Code.
2. Preliminary and final PUD applications that include a proposal for open space pursuant to Section 17.28.080 of the Code.
3. Preliminary and final PUD applications that include a proposal for open space as part of a waiver request pursuant to Section 17.28.110 of the Code.

B. The intent of the Board's review is to advise the Planning Commission and City Council on those parts of the land development application related to:

1. Open space dedication and planning within the project boundaries, including the preferred locations for open space and whether the application meets the criteria for open space development set forth in the Charter, City Code and other City-adopted policies;
2. Development of trails and trail connections;
3. Land management standards and landscaping for

private common open space;

4. Infrastructure or improvements relating to open space;
and

5. If the application does not include an open space dedication, the Board may recommend that the application be revised to include an open space element.

C. The Board shall conduct a public hearing in connection with its review of land development applications. Public notice shall be provided in accordance with Sections 16.04.070 and 17.04.070 of the Code. The Board shall act as a quasi-judicial body in the conduct of the hearing.

D. After the public hearing is concluded, the Board shall adopt a resolution making findings concerning the matters set forth in this Section and recommending approval, approval with conditions or denial of the application.

Section 4. 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 5. 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 6. 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 _____ day of _____, 2024.

Christopher M. Leh, Mayor

ATTEST:

Genny Kline, Interim City Clerk

APPROVED AS TO FORM:

Kelly PC, City Attorney

PASSED AND ADOPTED ON SECOND AND FINAL READING, this _____ day of _____, 2024.

Christopher M. Leh, Mayor

ATTEST:

Genny Kline, Interim City Clerk

Parks & Public Landscaping Advisory Board Minutes

**June 5, 2024
Library Meeting Room
951 Spruce Street
6:30 PM**

Members of the public are welcome to attend and give comments remotely; however, the in-person meeting may continue even if technology issues prevent remote participation.

- You can call in to **+1 408 638 0968 or 833 548 0282 (Toll Free)**, Webinar ID # 885 1622 9475
- You can log in via your computer. Please visit the City's website here to link to the meeting: www.louisvilleco.gov/pplab

The Board will accommodate public comments during the meeting. Anyone may also email comments to the Board prior to the meeting at AMcneal@LouisvilleCO.gov.

I. Call to Order

Meeting Called to order by Chair Cynthia Corne at 6:30 PM

II. Roll Call

Present

Cynthia Corne, Chair
Ellen Toon, Vice Chair - absent
Shannon Mihaly, Co-Secretary
Patricia Rogers, Co-Secretary
Jody Ash
Signe Buck
John Webb - remote

Persons planning to attend the meeting who need sign language interpretation, translation services, assisted listening systems, Braille, taped material, or special transportation, should contact the City Clerk's Office at 303 335-4536 or MeredythM@LouisvilleCO.gov. A forty-eight-hour notice is requested.

Si requiere una copia en español de esta publicación o necesita un intérprete durante la reunión, por favor llame a la Ciudad al 303.335.4536 o 303.335.4574.

Abby McNeal, Parks Superintendent - remote

Staff members

Iris Belensky - Arts and Events Program Manager

Sharon Nemechek - Director of Cultural Services

Rob Zuccaro - community development director

Community Members:

Tim Stalker - Louisville Resident

Tamar Krantz - Louisville Resident

III. Approval of Agenda

Switch the order of agenda items 8 and 11 for the benefit of City Staff who are attending the meeting on 6/5/24, approved

IV. Approval of Minutes

Approved

V. Public Comments on Items Not on the Agenda

None

VI. Public Art Process and Public Spaces

(from Public Art Policy presentation, on page 19 and again on page 31 of the June meeting packet)

For the City of Louisville, public art is managed by arts and special events program manager with advice and guidance from the cultural advisory board.

Guiding principles:

- Compatible with the immediate environment
- Representation of a broad variety of taste within the community
- Diversity of thought and expression
- Variety of subjects,
- Appropriateness for all ages

Selection values for Louisville:

- Designed for Louisville
- High level of skill
- Craftsmanship and creativity
- Celebrates a variety of Colorado artists
- Durable materials appropriate to the proposed site
- Meaningful to the community
- Diversity of thought

- Subject matter is appropriate for all ages

Site selection values:

- Geographically dispersed
- Supports economic development and revitalization efforts
- Encourages exploration and discovery throughout Louisville
- Placemaking and opportunities for art to create community
- Accessible to all, easy pedestrian access

Reference to planned pet memorial for Louisville

Conclusion of the formal presentation by staff: No public comments

PPLAB questions and comments:

Signe Buck: Do we have a lot of artists in Louisville?

Sharon: Loveland has a lot of sculptors. Recent pollinator mural was done by Louisville artists.

Signe Buck: How do you announce that you are looking for artwork proposals?

Sharon Nemechek and Iris Belensky: City announces call for entries and national call, in newsletter and other city comms resources, goal is to have a lot of options

Cynthia Corne: Public Art installations are an opportunity to create community - parks are good for mental health, reference storybook display through Community Park. Idea to create many locations throughout the city, places to pause.

Iris Belensky described the Selection Process

Selection process:

- Open invitational call for entry will be issued, this is really a request for proposals
- Prior to referring a work to the board, the PM will evaluate works proposed for donation or purchase.
- May assemble a jury of community members to evaluate the work. Public notice prior to installation of a work of public art - 15 days of notification required.
- Notification and sign with description is posted describing time and place of board meeting how to submit public comments
- Generally, few public comments are submitted.
- \$25,000 a year for public art - generally small pieces

Patricia Rogers: What is the lifecycle before starting the process of public notice?

Sharon Nemechek : Yes, there would need to be a budget request for something large, 1- or 2-year lead time.

Shannon Mihaly: When you have an RFP which you put out, are you handling more than one request at a time? Do you know what the cost will be?

The Cultural Board will advise on whether to approve the work of art for installation and display in the public place. The PM will issue a final written decision. Decision considered final unless City council choose to review the decision within 45 days.

Sharon Nemechek: Practice is for council to approve by "consent agenda". We generally pay artists at time of commission and when art is finalized.

Why Deaccession a piece of artwork? The need or purpose has changed. Inform artist who has right of first refusal to purchase it back.

Signe Buck: comment on photo in the presentation of birds on a wall, that this mural is very popular (Kestrel at the underpass), located at underpass at Monarch High School. Underpasses get a lot of use in Louisville due to cyclists.

Cynthia Corne: At the downtown vision planning meeting it was a suggestion from the public selfie spot , interactive pieces, sculpture recognizing the resilience of the citizens of Louisville.

Signe Buck: Is it correct that there is not much graffiti in Louisville?

Abby McNeal: discussed how her team takes care of vandalism and graffiti quickly

VII. Quasi-Judicial Role- ordinance review

Cynthia Corne: We will go through Rob's presentation and then ask for public comment and then the board will discuss.

Presentation of draft ordinance by Rob Zuccaro begins on page 25 of the PPLAB June meeting packet.

There has been discussion over the last few years by the City Council to review the roles of OSAB and PPLAB and provide clarification on their function when reviewing the development process.

When there is private development and a board is appointed, then that board has a quasi-judicial role, this points to a need to formalize the role, if any, for PPLAB and OSAB,

We will review the draft ordinance tonight.

There are several stages ahead of us for the Red Tail Ridge project in particular:

- The private property must be zoned
- Subdivide the properties into developable properties
- Put in infrastructure.
- Public purpose dedication of lots

(Reference to North End development , public land dedication example: 15% of residential must be made into public land. For commercial use 12% must be public land. PUDs - planned unit developments

Rob Zuccaro: PPLAB's role to advise city council on parts of the land development application related to park development and preferred locations for parks and whether it meets our park criteria.

- Parks
- Trails and trail connection
- Infrastructure to improvement relating to parks
- Public hearing with public notice about to include public comment
- Clarify that this relates to general development plans

Tim Stalker, Louisville resident: PPLAB could even recommend that a park not be developed?

Tim Stalker, Louisville resident: If a park is identified, who builds it? The city or the developer?

Shannon Mihaly: Does this process apply to Red Tail Ridge and possibly the CU-Boulder purchase of old Cinebarre building?

Rob Zuccaro: CU is a state agency, exempt from local zoning standards

Tim Stalker: Does the PPLAB vote?

Rob Zuccaro: Could vote on a resolution as voice of the board. As a quasi-judicial board will get training from city attorney and staff, restricted from talking to the public about projects outside of public meetings.

Cynthia Corne: A gray area relating to Red Tail Ridge project, since a memo from October 2023 seemed to indicate that PPLAB was not quasi-judicial.

Rob: (clarified) When a board makes a comment on private development, it becomes a quasi-judicial action. We are proposing a change to the code so that PPLAB will have a formalized quasi-judicial role. Our current bylaws still stand

Cynthia Corne: Clarifying question: Is it correct that PPLAB should review GDPs, OSAB should review PUDs?

Rob Zuccaro: PPLAB will review any development that includes public street landscaping.

Cynthia Corne: Who reviews and provides input on accessibility?? PPLAB does review accessibility within park design? Who reviews sidewalk accessibility? Public Works is establishing new minimum standards on sidewalks

Rob Zuccaro: If you are going to make recommendations to City Council, it is helpful if you can refer to plans such as GMMP or comprehensive plan

Rob Zuccaro will include reference to Comp Plan in D revised draft ordinance.

Cynthia (to the board): this is a big change.

Rob Zuccaro suggested PPLAB could make a motion or affirm the draft motion.

John Webb on the phone - what protects members of the board from liability?

Cynthia Corne: PPLAB can make a qualified statement, or memo which can be provided to board and other city for internal communication.

Rob Zuccaro will present the ordinance to council
Plan is for PPLAB to draft a statement affirming this motion and give memo to Abby McNeal by Monday June 10, 2024.

Shannon Mihaly: What is the driver for this?

Rob Zuccaro: You can't have a non-quasi-judicial role and be issuing opinions on development.

Draft Memo:

At our meeting on Weds 6/5/24, the PPLAB unanimously approved the draft ordinance as written with the provision that some clarification be made regarding civil liability for actions or comments as advisory board members.

Rob Zuccaro will make two updates to the draft ordinance because of the conversation in this meeting:

Notes:

Section 1a - add General Development Plan

Section 2a - add Comprehensive Plan

This motion was unanimously approved and emailed to Abby McNeal on 6/6/24.

VIII. Staff Updates

Question from citizens attending Rob Zuccaro and PPLAB considering this quasi-judicial conversation: At what point is it appropriate for PPLAB to comment on Red Tail Ridge planned development?

- Metro district is responsible for receiving public input to parks
- Private owned park with public access
- In a large development, City of Louisville will have to expand city services

Abby McNeal provides staff update:

- Annuals and Perennials planted, removed turf grass next to City Hall
- Working with Arts team on sculpture
- One of three municipalities where youth will come in and learn about tree canopy, planted sixteen new trees at the Sports Complex.
- Chris Lichty - Forester provided a written update, specifically on ash trees (p 30 of PPLAB packet)

Discussion returns to the Red Tail Ridge discussion

Tamar Krantz: A tree survey was done on Red Tail Ridge - part of a subdivision plat

Cynthia Corne : PPLAB received an update in May from Brian, PPLAB can consult on forestry. We asked can the trees on public lands be a part of the review process.

Tamar Krantz: Regarding the grading of the lot - could RTR begin grading as early as June?

Can PPLAB request a prairie dog management plan, and request that the developer not use rodenticides, to not injure raptors ?

John Webb: The bulk of the land is private property so it's not clear that PPLAB can make recommendations on their land use at this time.

Discussion on whether it is appropriate for PPLAB to request or recommend that areas planned to be parks retain existing mature trees. The metro district is maintaining the public landscaping

Through construction document review, there may be a role for PPLAB to comment on construction documents. Public right of way landscaping could review these documents.

Tim Stalker: Do we know when the grading phase is scheduled to begin?

Rob Zuccaro: Their stormwater plan has a schedule; their rights include permission to grade property prior to presenting their subdivision plans.

Tim Stalker: It is a high priority to community members to retain natural prairie landscaping

Decision is for PPLAB to provide input to the Parks Department which will be submitted on the Red Tail Ridge Construction Drawing. PPLAB requests that Abby McNeal shares this input with the rest of staff as input to planning documents:

As PPLAB, in consideration of our role advising on landscaping of streets, public areas, city parks and park operations, would like to recommend (based on consistent community members input) that mature trees are considered to be retained for the purposes of preserving wildlife and local ecosystem and native prairie vegetation. Consistent community input on parks and open space is to keep public spaces as natural as possible and retain mature trees whenever possible. We also ask that you keep in mind the community values of humane relocation of wildlife and minimal grading."

Approved by PPLAB unanimously and sent to Abby McNeal via email on 6/6/24.

IX. PPLAB 2024 Work Plan Item- McCaslin Signage

- Preliminary Definition of Success/ outcomes for Work Plan item
- Review map areas – US 36/ McCaslin east to Dillon Road

Cynthia gave an overview of this workplan item: We will need to request that this be made a priority for 2025. We would like to see freeway signage indicating where hotels, downtown area and restaurants are located off 36.

Rob Zuccaro, there was recent sign off on a street and city wayfinding plan for the downtown area.

Cynthia Corne: It would be a good addition to add Tree city USA and Bee City USA, signage on McCaslin. It would help integrate the western and eastern sides of town. Could PPLAB make recommendations about street signage as part of our workplan? What is a successful outcome for this workplan item?

Cynthia Corne Request of Abby McNeal: What are the sign options for Bee City and Tree City? Could you get some details for our Aug meeting?

It's within our purview to get more information about signage off McCaslin exit, also a recommendation to staff to collaborate with community development on a workplan item. To bring in small town character to signage and landscaping.

X. Board Reports

1. Outdoor Recreation

Shannon- reviewed priorities tennis courts, multi-purpose fields, some discussion
Next joint meeting of RAB and PPLAB is Monday June 10th at 530 pm

2. Bee City - John Webb

Garden Tour for second weekend in July - multiple submittals
Art Contest- about 20 entrants, gift cards for Sweet Cow \$5 per entrant
Picture what this could look like

XI. 2024- Council work plan review- continuation

1. In alignment with our objective to Improve collaboration and alignment between PPLAB and Council – we're doing our part by reviewing the work plan. (Review Louisville City Council Work Plan – Medium Priorities revised 1/9/2)
2. Confirmed we are working on subjects which are in alignment.

XII. Discussion Items for Next Meeting

1. July meeting - Cynthia suggested, move to zoom meeting all virtual or in a city office location on July 10th at 5pm. Must be approved by Meredith that we meet on July 10, 5 pm
2. Topics:
 - A. Minimal staff update
 - B. Board updates for Outdoor amenities
 - C. Finance - possible guest speaker, director Bailey attend to discuss 2C tax for 2025
 - D. Park reviews for Sunflower and Enclave Parks

XIII. Adjourn

Adjourned at 9:10pm

Open Space Advisory Board Meeting Minutes

Wednesday, July 10, 2024, 7:00pm

Louisville Public Library, 1st Floor Meeting Room
951 Spruce Street

1. **7:00 pm Call to Order**
2. **Roll Call**
 - Present: Andrew Dorsey, Brad Pugh, David Blankinship, Susan McEachern, Michiko Christiansen, Mark Poletti, Charles Danforth
 - Absent: Jessamine Fitzpatrick
 - Staff members: Ember Brignull, Adam Blackmore (phone)
 - Others: Rob Zuccaro, Director of Community Development, Bryon Weber, Parks Planning and Project Manager
3. **Approval of Agenda**
 - Motion: Mark
 - Second: Susan
 - Approved by all
4. **Approval of Minutes**
 - Motion: David
 - Second: Mark
 - Approved by all
5. **7:05 pm Public Comments on Items Not on the Agenda (5 minutes, more time as needed)**
 - Cathern Smith recommends that OSAB get advice, guidance, and counsel before quasi-judicial (QJ) meetings to make sure we are conducting meetings appropriately, etc. Rob says the city will likely provide this guidance as it has with other boards in the past. She also notes that she has been commenting on Redtail Ridge (RTR) in various forums for several years and is sad and concerned about the apparent lack of concern about wildlife by the city. Suggests other areas for connectivity at RTR that might be better for the prairie dogs.
 - Tamar Krantz suggests adding language to the QJ policy about land adjacent to open space and supports making language about OSAB's purview much broader. She also supports OSAB doing site visits at places like RTR. Suggests leaving one side of the pond at RTR undisturbed to create better wildlife habitat. Asked a question: is the planning commission or other body going to be looking at the trail maps or will this go directly to city council? She continues to be concerned about the use of rodenticide on the site. She would like to see the developer agree to not use it. Is there a way for the city to force the developer to do this?
6. **7:10 pm Staff Updates (5 Minutes)**
 - Juniper removal at Harper Lake per written updates
 - Trail count numbers per written updates

- Mark asks if they are also looking for animals? Ember says they are only counting human visitors.
- There is also technology available to track visitation and use patterns using cell phone pings, but that is not being used just yet.
- Michiko asks if the grant tiger team is looking at grants that can be used for this purpose? Ember says no but they could, and grants have been used for similar things in the past.
- Charles asks if foot or bike race participants are counted in these types of counts. If they pass a counter then they are counted but we can't single out their use.
- Susan asks if past RTR wildlife surveys are available and if so, can they be provided to OSAB? Rob said they were provided to OSAB in 2022 and can be found in public documents or in the OSAB packet from that time.
- David says he doesn't want the acquisition policy discussion to stall because the city manager is gone. Board seems to agree, and Ember will look into it and provide an update.
- Susan asks if Louisville rangers will have body cameras? Ember: They have worn them for the past two years.
- David asks what is going on at Hecla? Ember says it is a Public Works water line repair and should be completed soon and will require restoration. David asked for public notice, which Ember agreed to supply.

7. 7:15 pm Board Updates (10 Minutes)

- Charles asks about the date of the next meeting being listed as Aug 7th. Ember says it will be on August 14th in city hall.
- David:
 - Planning to attend a meeting with public works leadership on July 11th about communication and to give feedback.
 - Bike to Work Day went well. Spoke to ranger Brendon about e-bike and speed limits on trails. Ember says concerns have been relayed to city council and code enforcement. Rangers aren't allowed to "chase" and pursue citizens and speed limits are hard to enforce because speed is subjective (without equipment to read the speed) but can stop in an educational capacity.
 - Commented that the OWL worked well last month and sounded good.
 - Asked if there has been increased messaging about fire hardening with recent spot fires in the area?
 - Noted that at the end of a recent city council meeting, there seemed to be interest in considering cycling through board chairs and vice chairs.

8. 7:25 pm Discussion Item: Quasi-Judicial Status Related to OSAB. Presented by: Rob Zuccaro, Director of Community Development (45 Minutes).

City of Louisville

*Parks Division 749 Main Street Louisville CO 80027
303.335.4774 (phone) www.LouisvilleCO.gov*

- Review a Draft Ordinance Amending and Clarifying OSAB's Role Related to Quasi-Judicial (QJ) Matters
 - Rob gave an overview of the history of the QJ process and the need to refine the process to ensure it is legally appropriate and is consistent between OSAB and PPLAB. Worked with the city attorney to refine and clarify what we will review, when, and the necessity to give the public appropriate notice.
 - Need to understand zoning regulations and differences between different types of zoning documents and how these interact with development ordinances.
 - PPLAB review missed the general development plan, which will be corrected and added and amended to the OSAB section.
 - Noted that we want to review and get OSAB feedback to take to the council before a broader public review process.
 - Mark asks when the process starts? For example, when a developer comes to the city at what point does OSAB review and comment? Rob says it happens when the application goes in, and the developer presents its plan to OSAB.
 - Andy says he's comfortable with the QJ role that OSAB has. Says B.1 makes sense, but the other sections are more advisory and not QJ. How do you distinguish between the two? Rob says that is something that they want to clarify in this process.
 - Susan has comments about PPLAB's section. They are not responsible for trails and trails in park lands and treescapes. Rob says this will be corrected. Adam weighs in and confirms that is an error and they will be OSAB's responsibility.
 - Susan asks about civil liability for board members in a QJ role. Rob says the city attorney is looking into this and he believes there are protections for municipal employees and also, he believes, for board members.
 - David observes that when OSAB met with council in January they thought OSAB would function best in a QJ role, but that OSAB could vote to opt out of QJ role. Some members of council didn't realize OSAB had a QJ role with Redtail Ridge for example. Rob mentions that OSAB could vote to not have a QJ role at all.
 - David asks why paving, grading, etc. isn't listed in the OSAB QJ purview. Rob says that it is kept general intentionally but is captured in B.1. Uses the example of review criteria for subdivision development and our review criteria would be guided by the subdivision development criteria.
 - Susan asks about wildlife concerns. Rob says it isn't specifically mentioned in the documents but might be captured in the context of public land dedication discussions.
 - David suggests changes to the language in B.1 and says that "development" should be changed to something more comprehensive and applicable. Suggest "dedication and planning" and others seem to agree. Rob will consider changes.

- David asks if this meeting is going to replace our official QJ training. Rob says no and goes on to say that when in the QJ role you can only comment in public OSAB meetings. Shouldn't talk to neighbors about it, attend public open houses, attend other board meetings related to the subject, etc. If you don't feel like you have the appropriate information you need to ask for it and it will be provided if available. Reiterated that we shouldn't talk to neighbors or community members because of potential conflicts. Suggest neighbors or community members write a letter to OSAB so everyone has the same information.
- David asks what happens if OSAB's recommendation differs from staff recommendations. Rob says staff will note that there are differing options and opinions and those will be given to the council.
- Susan asks if the document that Ember provided as an example of how OSAB used to communicate with council is appropriate and Rob says that it wasn't and the minutes would serve that purpose in this case.
- Andy asks when OSAB reviews construction documents if that is QJ. Rob says it would be in an earlier stage of the process but later in the process it may not be QJ.
- Charles asks what the purpose of this is if the developer isn't here and we can't speak to the council. Rob says we're here to discuss changes to QJ ordinance and review the plat packet, so our recommendations are included in the final plat packet.
- Michiko asks about section 4.02.050. Suggests it should say 'should provide recommendations' instead of 'provide comments'. Board agrees and Rob will suggest the changes.
- Susan asks why so much of 4.02.040.D is being removed and suggests adding some of it to section B. Rob agrees that some of it should be added to section B, including adjacency language clarifications.
- Mark asks about B.1 and suggests clarifying the language to list specifically what OSAB's role and process will be. Ember says that is captured in D. Rob provides clarification.
- David asks Rob to clarify the difference between what happened in the 2022 meeting and how that relates to what has happened recently. Rob says anything related to the public dedication of trails, including OSAB recommendation for an underpass at RTR falls under QJ. Ember provides clarification and Rob redirects to emphasize that this discussion is only about changes to the QJ ordinance and the RTR discussion is a separate topic.
- Rob emphasizes that anything QJ will likely be in the form of a public meeting with appropriate notice, etc.
- David talks about the importance of OSAB doing site visits and asks why OSAB still isn't approved to do a site visit at RTR and can't get approval to do so now that we're not acting in a QJ role. Rob doesn't answer the question and says to defer to the city attorney. Rob reiterates that we are

supposed to be talking about the changes to the ordinance, not other matters related to RTR.

- Michiko thinks we need much more clarification about what falls under OSAB review (wildlife corridors, etc.). Rob says OSAB can comment on items like this when the land is dedicated. For example OSAB can suggest that other areas of the property are more appropriate, valuable, or useful to the community due to wildlife habitat, land characteristics, etc. and suggest that to council.
- Susan says we need to be careful about having language that is too specific. Andy agrees and is concerned the board will have too many QJ items.
- David mentions that for certain types of development all stakeholders within a certain distance of the development get notified of the activity. Can we do something like that here? Rob says possibly but with so many open space parcels near neighborhoods notices would likely be going out to all residents at one point or another.
- Andy moves to adopt proposed changes to the ordinance as outlined by Rob. Michiko seconds it and all approve. These changes will be reflected in the upcoming City Council meeting packet.

9. 8:10 pm Action Item: Redtail Ridge Construction Drawings-Trails. Presented by Bryon Weber, PROS Project Manager (60 Minutes).

- Bryon gives an overview of his July 2 memo.
- Board review of the eight comment items before it goes to Public Works.
- Charles comments that he likes the included maps.
- David raises the concern that our feedback will go to staff and then to public works but it's unclear when it goes to city council. Byron says council has already approved the preliminary plat so the grading permit can be approved at any time. Public Works has given OSAB another opportunity to provide comments before permits are offered. Rob clarifies that the grading permit is unique in that there is an agreement that they can start grading at any time based on preliminary plat approval. Developer is interested in starting early.
- Charles notes that he doesn't recall giving specific feedback about trail locations at the June 2022 meeting. Rob says there were detailed maps with trail locations presented and OSAB was asked specifically about trail locations. He's heard similar comments from others and recognizes there is some misconception and or miscommunication.
- David asks if OSAB feels it can make an informed recommendation without having done a site visit to RTR. Charles says he thinks it's too late and isn't necessary. Byron notes that these comments are due by July 16, 2024, so there simply isn't enough time even if a site visit was approved.
- Mark asks if some of the trails and paths are existing. Rob says no, everything on the map will be new.

- Michiko asks for clarification about what the green dotted line is? She's concerned the location will lead to more social trails. Rob provides information and background about why that trail location and surface type were chosen.
- Charles suggests adding a hard surface trail near where the sports complex has been rumored to be located and make the green dotted line trail a soft surface as people don't live in RTR and there won't be much foot traffic to/from school. Byron notes that no decision has been made about that area and adding a sports complex is far from certain as there are site constraints and it might not be needed given the proximity to the school, other fields, etc.
- Ember suggests we discuss and vote on the eight items in the interest of time.
- Susan and Bryon go through the items one at a time and take a vote
 - i. Yes: 6, No: 0, Abstain: 1 (Michiko)
 - ii. Yes: 0, No: 6, Abstain: 1 (Andy)
 - iii. Yes: 4, No: 3
 - iv. Yes: 7, No: 0
 - v. Yes: 7, No: 0
 - vi. Yes: 6, No: 1
 - vii. Yes: 6, No: 1
 - viii. Yes: 4, No: 2 (Michiko had left the meeting for this and subsequent votes)
 - ix. Underpass at Rock Cress on west side of Northwest Parkway - Yes: 7, No: 0
 - x. Remove blue trail only: Yes: 4, No: 2
 - xi. Remove yellow trail: Yes: 6, No: 0
 - xii. Remove green and yellow trails: Yes: 2, No: 4
 - xiii. Support removing/delaying two trail segments that connect to parcel PUD 8
- Susan suggests the OSAB submit a memo urging the city to consider not using rodenticide as it's harmful to the environment, raptors that eat the affected prairie dogs, etc. and to urge the use of CO2 if prairie dog lethal removal is necessary.

10. 9:10 pm Discussion Items for Next Meeting August 14th, 2024

The August meeting is tentatively scheduled to be hosted at City Hall, Spruce Meeting Room.

Possible Topics:

- A. Strategies for Protecting Habitat, Steve Jones Wildlife Consultant (August)**
- B. Presentation by LOSA Citizen Group (August)**
- C. Parks, Recreation, and Open Space Long Term Planning Document Scope of Work Review (August)**
 - a. Tentative - might get moved to September**
- D. Trails Long Term Planning Document Scope of Work Review (August)**
 - a. Tentative - might get moved to September**
- E. E-Bikes (September)**
- F. Ranger updates (September)**

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G. Mosquito Control (September)

11. **Adjourn 9:45pm**

Discussion Item 9: OSAB Work Plan for City Council Review

DRAFT- Brainstorming Session- DRAFT

2024 Accomplishments & 2025 Work Plan Goals

2024 ACCOMPLISHMENTS

OSAB 2024 Accomplishments		City Council Work Plan	Department Goal
Recommendations to City Manager on the Internal Acquisition Process			
Recommendations on the 2C Tax Process			
Recommendation on Budget Amendments to Utilize 2c Tax Funding in 2024			
Recommendations on 2024 Open Space Education & Outreach Program Planning			
Development Review - Redtail Ridge			
Provided input on the creation of the PROST/Trail Long Range Plan RFP			
Provided input on the Wayfinding Implementation			
Recommendation and implementation to Improve Weed Whacker Volunteer Group			
Research potential Grant opportunities to assist with Open Space work			
Recommendations to PD, CC, Staff regarding E-bikes			
Letter to City Council proposing banning of Rodenticides on private property			
Review and Recommendations of Quasi Judicial Process			
OSAB donated 421 hours of work to the City			

2025 GOALS

OSAB 2025 Priorities Related to the City Council Work Plan		City Council Work Plan	Budgeted in 2025
City Comprehensive Plan	Review as Requested	Yes- Economic Vitality	Yes
Acquisition Policy	Review as Requested	Yes- Core Services	
Restore Native Ecosystems and Grasslands	Grassland Inventories	Yes- Core Services	Yes
PROST Long Range Plan	Review as Requested	Yes- Core Services	Yes
Trails Master Plan	Review as Requested	Yes- Core Services	Yes
Review Interpretive Education Panels	Review as Requested		Yes
Wildfire Mitigation Communication Campaign	Review as Requested		Yes
Short Street & Hwy 42 Urban Renewal Plan	Review as Requested- Trail Connectivity & Open Space Impacts		Yes
Budget Review	Review as Requested		
Resource Management	Review Staff Update when provided		
Complete Wayfinding City Wide	Review as Requested		Yes
Achieve "Bird City" Designation in Louisville	Tiger Team- Resolution; Education Program		No
Dark Sky Designation Adjacent to Open Space	Tiger Team- Collaborate with Sustainability Board		No
Joint Board Meeting with Lafayette LOSAC	Meeting with Lafayette		
Development Review	Review as Requested		No
BioBlitz Biodiversity Evaluation	Support Public Engagement; Project Update from BioBlitz; participate in Blitz		Yes
City Wide Rodenticide Policy for Private Property	Provide letter of support to City Council		No
Board/Tiger Team Collaboration with internal and external boards	Board Planning and Meetings		
OSAB Future Ideas		City Council Work Plan	Budgeted in 2025
Implement a Mobile Education Trailer			
Advocate for 2C Permanent Renewal Vote in 2028			
Obtain Water Rights to Enhance Coal Creek and Hecla Lake Environmental Health			
Restore Coal Creek Riparian Area			

Advocate for a Wildlife Plan
Work with RAB to Continue Program to Rewild Golf Course Roughs
Open Space Management Plan
Warembourg Fishing Pond in the Budget process

SUBJECT: COMPREHENSIVE PLAN UPDATE

DATE: MARCH 12, 2025

**PRESENTED BY: JEFF HIRT, AICP, PLANNING MANAGER
ROB ZUCCARO, AICP, COMMUNITY DEVELOPMENT DIRECTOR**

PURPOSE

The purpose of this agenda item is to update the OSAB on the status of the [Comprehensive Plan](#) ("Plan") and request targeted feedback on the Plan's goals and strategies.

BACKGROUND

The City is updating its Comprehensive Plan. The Plan is adopted by City Council and required by state law. The Louisville Municipal Code (LMC) Section 17.64.050 also requires a Plan update at least every ten years. The last Plan update was in 2013. The Plan update is an opportunity for the community to refresh the City's overall vision, values, and policies on a range of topics including but not limited to land use, development, and infrastructure. The time horizon the Louisville Comprehensive Plan will address is about 20 years. The Plan is not the City's official zoning map and is not regulatory, but it does articulate official City policy that guides a range of decisions.



The Community Development Department is managing the Plan update in close coordination with City Council, Planning Commission and numerous other City boards, commissions, and departments with a consultant team led by Design Workshop with subconsultants Fehr and Peers (transportation), Economic and Planning Systems (economics analysis), and Spirit Environmental (sustainability, resilience, etc.).

The project is over half complete with a target adoption date of late Summer 2025. To date, several thousand residents have provided input on the plan. This input guided development of the Plan's [Vision Statement and Core Values](#) and is guiding the Plan's drafting. City Council and Planning Commission have also provided direction on the Plan's future land use policies (see Attachment 2). Link 4 is a summary of the Plan's most recent community engagement.

The Community Development Department is seeking input from several boards and commissions in March as the project team is starting to draft the Plan. Specifically, the primary purpose of these discussions is to address the goals and strategies of the Plan that are aligned with the board or commission's role.

OSAB Discussion – January 10, 2024

The project team asked for OSAB input on the top issues the Plan should address when the project kicked off in early 2024. The OSAB had the following general comments:

- The Plan should at minimum address the goal to protect and enhance our open space areas and trails.
- The Plan should recognize the link between economic vitality and open space, related to both quality of life but also sales tax revenue from businesses in underutilized commercial areas with vacancies.
- The Plan should address climate change, resilience, and our decarbonization plan as priority policies.

OSAB Related Goals and Strategies

Attachment 3 includes a summary table of the potential goals and related strategies that may be in the Comprehensive Plan related to the OSAB's role. Specifically, those goals or strategies related to the protection and enhancement of the city's open space areas. These goals and strategies will be part of a broader Plan framework of goals and strategies that will be organized around the Vision Statement and Core Values.

The purpose of these goals and strategies is to articulate City policy on specific topics. The Plan is a policy document and not regulatory, but these statements will guide City decision making on a range of topics like budgeting, programming, capital projects, and land use decisions. The Plan will also inform the City's upcoming Parks, Recreation, and Open Space (PROS) Master Plan update.

SCHEDULE AND NEXT STEPS

The project team is seeking input from several City boards and commissions in March to inform the Plan's drafting, followed by continued discussions with Planning Commission and City Council. Following this input the project team is working towards a June public review draft period. At that time there will be extensive community notification of the draft availability and opportunities for input. The target adoption of the Plan by City Council is late Summer 2025.

REQUESTED PPLAB FEEDBACK

City staff are requesting feedback from the OSAB on the relevant draft, preliminary goals and strategies in Attachment 1. Specifically:

- What are the most important things to capture in describing the goal or strategy in the Comprehensive Plan?
- What goals and strategies within OSAB's role are missing from the list below that should be included in the Comprehensive Plan?

ATTACHMENTS/LINKS:

1. Potential Goals and Strategies for OSAB Input
2. Comprehensive Plan Future Land Use Framework Draft Summary

SUBJECT: COMPREHENSIVE PLAN UPDATE

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3. [Comprehensive Plan Vision Statement and Core Values](#)
4. [December 2025 Community Engagement Summary](#)
5. [Project Website](#)
6. [2013 Comprehensive Plan](#)

Attachment 1: Comprehensive Plan Goals and Strategies (for OSAB)

The purpose of this document is to seek input from the OSAB on the Comprehensive Plan's potential goals and strategies. The table below reflects potential goals and strategies related to OSAB's role. These will evolve and be part of a broader articulation of City goals and strategies on a range of topics in the Plan.

Please review the content in the table below and be ready to discuss while considering the following questions:

- *What are the most important things to capture in describing the goal or strategy in the Comprehensive Plan?*
- *What goals and strategies within OSAB's role are missing from the list below that should be included in the Comprehensive Plan?*

Summary of Potential OSAB Related Goals and Strategies in the Comprehensive Plan		
Draft GOAL	Draft STRATEGY	OSAB Comments
1. Enhance Trail Facilities	• Identify priority trail connections, particularly in areas where redevelopment is likely to occur (e.g., near Davidson Mesa, Redtail Ridge) • Identify priority trailhead improvements	
2. Protect and Enhance Open Space Areas	• Encourage Biodiversity in Open Space areas • Identify attributes of desirable open space acquisition areas • Support update to PROS Master Plan	
3. Recovery and Resilience	• Address natural hazard areas that interface with potential new residential development	
4. Core Community Services	• Address Population Growth Impacts on Public Parks and Open Spaces.	

Attachment 2: Louisville Comprehensive Plan Draft Future Land Use Framework

The Comprehensive Plan will include a future land use framework that acts as City policy for land use decisions. This will include a citywide map of desired future land uses and accompanying descriptions of different place types (e.g., low density residential, commercial, parks, etc.). The Plan will address the entire city, but with more granular recommendations for areas more likely to change (“Opportunity Areas”). The map below is the current draft that shows such areas of change. In early 2025, Planning Commission and City Council provided direction to address future land uses within each of the four areas of change as summarized in the table below. These groups also provided direction that the Plan should provide policies supporting some limited, context sensitive redevelopment in the places outside of the areas of change.

LEGEND

--- Louisville boundary

— Major road

— Trails

▨ Opportunity Areas

① South Boulder Road Corridor

② Downtown

③ McCaslin Corridor

④ Redtail Ridge

Existing Place Types

■ Commercial

■ Mixed Use Retail

■ Low Density Residential (1-10 DU)

■ Mid Density Residential (10-20 DU)

■ Mixed Use/Mid Density Residential (20-30 DU)

■ Mixed Use/High Density Residential (30-40 DU)

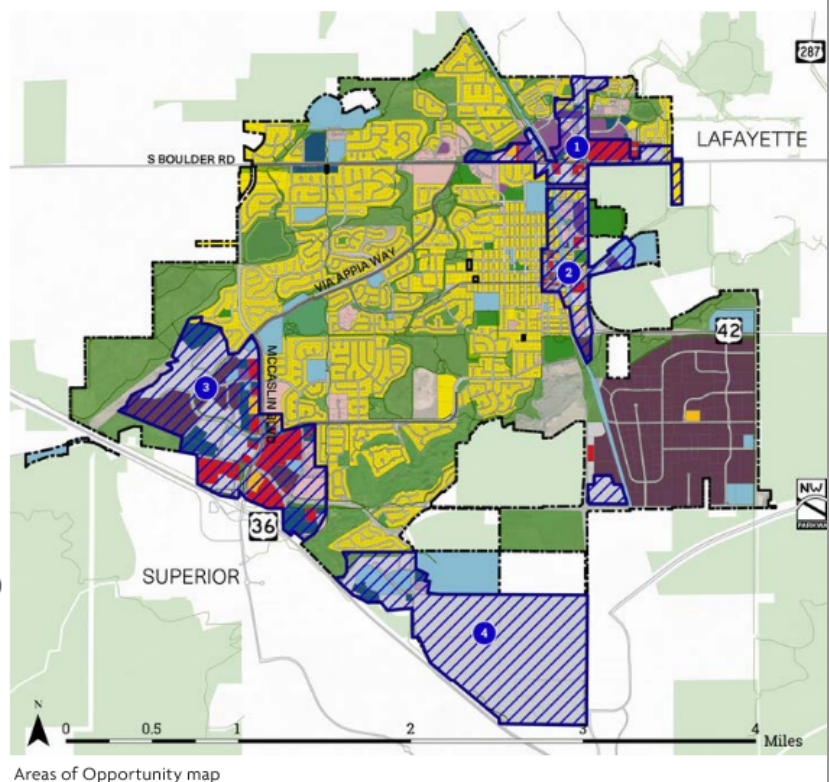
■ Park/Plaza/Open Space

■ Public Use

■ Industrial Mixed Use

■ Industrial Office/R&D

■ Office



Comprehensive Plan Draft Future Land Use Framework – March 2025	
Opportunity Area	Framework
1. South Boulder Road	• Mid-density residential uses in some locations near South Boulder Road and Highway 42, opportunity to consider 3-stories. • Mixed use residential and commercial along some parts of South Boulder Road; consider allowing residential by-right in mixed use districts.
2. Downtown Louisville	• Maintain ground floor retail and other street level active uses in commercial area. • Propose mid-density residential in some locations, including above ground floor retail. • Consider 3-stories in some locations, including near future transit. • Support enhancements to community gathering places. • Address as a special character area with supplemental policies addressing design, scale, and land use.
3. McCaslin Corridor	• Mid-density residential uses along Centennial Blvd, changing current zoning from office, and designed in a manner that promotes a neighborhood feel. • Maintain commercial (retail) as primary use along McCaslin Blvd. • High-density residential/mixed use near US 36; consider 4 stories, possibly up to 5 stories at locations along US 36. • Incorporate parks, green space, or trail connections to promote transportation and open space connectivity.
4. Redtail Ridge	• Mid-density residential and mixed-use residential uses at some locations, opportunity to consider 3 or 4 stories. • High-density residential near relocated hospital site and along US 36; opportunity to consider 4-stories, consider transit connections. • Propose mid- to high-density housing inter-mixed with office, R&D and industrial uses when appropriate to support jobs-housing balance and vibrancy. • Consider a community green area, green corridor and trails network to promote livability/workability.