

Parks & Public Landscaping Advisory Board Agenda

**September 3, 2025
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
- II. Roll Call
- III. Approval of Agenda
- IV. Approval of Minutes
- V. Public Comments on Items Not on the Agenda
- VI. Board Report
- VII. Staff Report
 - Capital Project updates
 - Historic Marker Policy- draft for review and approval

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 303.335.4574 or clerksoffice@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 or email Clerksoffice@louisvilleco.gov

- Trail Advisory Board request
- Overview of Parks Organic fertilizer program

VIII. Discussion Items for Next Meeting

IX. Adjourn

Parks and Public Landscaping Advisory Board Meeting Minutes

Wednesday, July 2, 2025, 6:30pm

Library 1st Floor Meeting Room

951 Spruce St.

1. Call to Order

Meeting called to order at 6:30 by Committee Chair, Jody Ash

2. Roll Call

Ash, Jody, Chair Present,
Buck, Signe Maria, Absent
Denat, Julien, Co-Chair, Absent
Kelsey, Kathy, Co-Secretary, Present
Kutscher, Gene, Present
Webb, John, Secretary, Present
Langley, Diana, City Manager, Present
McNeal, Abby, Parks Superintendent, Present

3. Approval of Agenda

Moved and approved

4. Approval of Minutes

Moved and approved

5. Public Comments on Items Not on the Agenda

None

6. Work Plan

- **Review 2025 and discuss next steps/ topics**
PPLAB to begin looking at 2026 Work Plan in October
- Gene had question about past notice of possible Quasi-judicial discussion coming to PPLAB. Abby replied that PPLAB is part of the approval process, but that nothing had been submitted thus far.
- Discussion of Parks funding deficit for 2026 under consideration by City Finance committee. Parks budget support is there at Finance committee, Conservation Trust Fund from State Lotto money is \$200,000/yr, which is currently going to the General Fund, but could be transferred in part to Parks? This amount would buy Parks several years in the black! Finance committee has previewed the Parks budget, and discussion is scheduled for July 23, 12 noon to 5 pm.
- PPLAB could voice concern for transfer of trust fund dollars to Parks budget by memo or email to City Council. Memo could highlight GMMP from 2023, which

referenced the high level of service provided by Parks dept. at low level of funding.

- Finance department wants to avoid losing staff, but shortfall may cause loss of some seasonal employees.
- Parks has begun internal discussion reduction of service levels. For example, reduced maintenance of city right of ways and irrigated other areas along streets
- PPLAB members agreed to compose a memo, supporting the maintenance of Parks Operations Fund at current service levels, and requesting that Council not reduce Parks operations activities:
To Louisville City Council: "PPLAB requests Council support the Parks Operation budget for 2026 at current the operational budget and service levels considering the anticipated underfunding levels of 2026. "
- Competition for budget dollars comes from combining of Parks and Open Space Budgets in the Open Space and Parks ballot issue from last election. Open Space has been underfunded in years past and was need of support. Hundreds of acres are potentially available for purchase, and the Louisville Open Space Advocacy Group, and OSAB feel it is necessary to create and maintain a reserve for future open space acquisitions. When OS budget revenues exceed Ops costs, the excess goes to the Open Space reserve, which is a small but important contribution, considering the cost of OS acquisition. Wildwood property is close to final sale.
- OS can't share additional funds with Parks, due to restrictions by OS/Parks sales tax levy.
- PPLAB has only an advisory function for City Council, so possibly it may be restricted on advocacy for shortfall of Parks budget.
- Council does not have an appetite for another sales tax initiative that would be so close to the last one, which has a 10-year sunset provision.
- Gene said that the city has not done enough to retain or redevelop businesses to support economic vitality. He believes the city council could adopt a comprehensive plan with updated development codes that would encourage additional development and increase our tax base.
- Staff member Vanessa is working to promote development of downtown slots and at Tech Park. City codes may be a barrier by causing extra expense, permits are expensive and difficult to get. We have extensive codes and approvals, favoring sustainability and inclusionary housing, which are restrictive to efficient restructuring of the business environment. The required "all electric" codes for new development are hypocritical, since 40% of our energy is from coal. Can council reconsider new energy code, and reduce requirements? Red Tail Ridge may create additional revenue when built. With King Soopers going to the former Lowes location, this may threaten Safeway and will leave a vacancy in the current King Soopers location.
- Movie theater location is going to be a CU residential development, which will not contribute much to the city tax base.
- Continuing with PPLAB Work Plan Review, John asked what current plans are for the planting areas at Community Park, which are currently looking overgrown

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and neglected. Jody suggested a mulch refresh as a temporary and effective time and budget solution. Can we mobilize community support for Park Planting areas?

- Abby noted that the city did just that for the South Street Railroad underpass, promoting it as a service day project. PPLAB suggested a one-day “adopt a park” cleanup, but we currently have no staff to coordinate these kinds of volunteer opportunities. Open Space has both Educational and Volunteer outreach staff. Boulder Youth Corps has been effective for some Parks, with mulching, and weed pulling projects. The Youth Corps mulched in preparation for a softball tournament, and Girl Scout troops helped with mulching at the Arboretum prior to Arbor Day.
- PPLAB document on Japanese beetle mitigation is to be posted on city website.
- Bee City booth at Ecotober is an educational element in support of PPLAB Education Work Plan element
- Council has received PPLAB request for an update on the milkweed ordinance, but it is not high priority now.
- Integrated Weed Management Program information is in our packet for tonight, staff will be revisiting IPM in the Fall
- Collaboration w/ other advisory boards will be hard to do without long range planning.
- RAB looking for opportunities to collaborate with PPLAB, there used to be a scheduled gathering of the Mayor Protem with Advisory Board chairs.

7. Board Report

- Bee City USA Committee organized and ran the second annual Pollinator Friendly Garden tour this past weekend. Over 30 people signed up and visited eight Louisville pollinator friendly gardens and learned about landscaping with native plants, turf and juniper removal alternatives and environmental sustainability.
- RAB sent a memo to Council regarding hearing from several hundred people about the postponement of the planed renovation and building of an additional 5th tennis court at Centennial Park, which would allow for Tournament play. RAB requested those improvements be added to the 2026 budget but has had no response from the city.
- No information regarding meetings on Intergovernmental Agreement (IGA) with Lafayette on construction of a new athletic field. There is no time frame for the development, Lafayette is focused on a revenue bond for recreation center and city services facility, the multiuse athletic fiend is not included.

8. Cultural Services – Mary Trebing Statue memo

- The history of Mary Trebling is in the meeting packet. The proposed location for the statue is in front of the arts building where an ageing tree is currently located. The statue will come at some point in place of the tree. PPLAB will review the

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project in Sept. The location in Memory Square Park is in a shady area and looks good. PPLAB informally reviewed and approved the concept.

9. Staff Report

- General Park Maintenance Standards overview.
- Staff are working on day-to-day maintenance.
- Corner landscaping at Eldorado Lane is finished, final cleanup to be done in next 2 weeks, leftover materials will be removed, surface smoothed and reseeded.
- N Corner of Via Apia intersection with McCaslin Blvd. is in remediation planning stage, city has been waiting on property owner since February.
- Cornerstone community residents are happy with progress on median and streetside restoration.
- Mowed medians, over seeded with in-house custom designed mix of short grasses around Eldorado Drive.
- Softball tournament is scheduled thru July 5th.
- Forestry team worked with Boulder Youth Corps.
- Ribbon cutting for Sunflower and Enclave Parks is next Thursday. There have been lots of bunnies this year, more protection for planting has been installed.
- Enclave Ribbon Cutting will be a bigger deal, with invited speakers and refreshments. A softer opening is planned for Sunflower Park at 10:00 AM, with Enclave ribbon cutting ceremony at 11:00 AM.
- Storm water project is moving along.
- 88th Avenue to Dahlia medians will be done before School starts, with better sight lines and improved grass planting. The Golf Course entrance pollinator flower bed remains to be completed
- Ash trees in McCaslin and Cherry medians have suffered major damage from the Emerald Ash Borer. Thirty-three ash trees are to be removed in medians due to ash borer damage, and will be replaced with oak, linden, and honey locust. New tree and Ash borer info is on city website.
- Parks General Maintenance Management Practices was in draft form in 2023, put in practice in 2024. Staff are to refer to GMMP on regular basis for standards. The final GMMP included significant staff input.

10. Discussion Items for Next Meeting – September 3, 2025

- No PPLAB meeting in Aug. due to anticipated lack of quorum.
- August meeting of PPLAB was scheduled for the consultant presentation. PPLAB members can attend the OSAB meeting in Aug. Long Range Plan will arrive at PPLAB for review in Sept. The LRP will be presented to the community at an open house scheduled for the end of Oct.
- Jody may not be present at Sept meeting.
- Jul. 14, Council workshop 6:00 PM, Comprehensive Plan, with AB comments.

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- Jul. 15 Council will rework Comprehensive Plan, hear Department presentation, clarify what council defines as core services, 6:00 PM, Library meeting room.
- Signage for parks, no additional funds available, 3 left to be done in shop.

11. Adjourn

- Meeting adjourned 8:07 PM

Parks CIP Project List

Updated: 8/26/2025

Staff	Project Name	Account	2024 C-FWD	2025	Total	Available* 8/26	Next Steps
EB/AM/AB	City Services Office Workstations (share with Open Space)	301191-650126	\$ -	\$ 65,000	\$ 65,000	\$ 65,000	PROS Staff working with Facilities on minor renovations at City Services building
Abby	Technology Upgrades (GPS, CMMS, Irrigation Software)	301511-600028	\$ -	\$ 20,000	\$ 20,000	\$ 20,000	Staff working on Lucy implementation - 4 months and learning a lot.
BW/AM/KM	Concrete Replacement at Sports Complex	301511-630036	\$ -	\$ 150,000.00	\$ 150,000	\$ 150,000	Staff in planning phase of concrete repair, drainage correction, exploring adding a ramp from main parking lot down to lower walkway
Abby	Playground Replacement Parts and Features	301511-630049	\$ -	\$ 15,000	\$ 15,000	\$ 15,000	Budget for misc equipment repairs as needed throughout the year
Abby	Irrigation Upgrades (Controllers, Electric Meters, etc.)	301511-630101 (48%) 211511-630101 (52%)	\$ 913,330	\$ 100,000	\$ 1,013,330	\$ 646,684	Phase one complete with 26 controllers installed.
Abby	Park Furnishing Replacements	301511-630157 211511-630157	\$ 1,500	\$ 15,000	\$ 16,500	\$ 9,227	Budget for misc repairs/replacements as needed throughout the year
Abby	Vehicles - Park's Fleet	301511-640000 211511-640000	\$ 13,228	\$ 70,000	\$ 83,228	\$ 83,228	Still in process reviewing next replacements
AM/ES	Equipment Replacements (Mowers, Plowblades, Etc)(funding %)	301511-640001 (%) 204799-640001 (%)	\$ -	\$ 224,000	\$ 224,000	\$ 222,362	Still in process reviewing next replacements
AM/JM	Public Landscaping Improvements	211511-660292 (70%) 301511-660292 (30%)	\$ 104,498.30	\$ 15,000.00	\$ 119,498.30	\$ 100,546.48	Installed plantings at Cornerstone and Eldorado Lane. Planning replacements at Recreation Center Fall 2025
Abby	Surfacing Materials (EWF, Dog Park, Etc)	301511-660301	\$ 12,375	\$ 25,000	\$ 37,375	\$ 34,894	Annual purchase of EWF and Dog park surfacing materials
BW/AM/KM	Convert Inline Rink to Pickleball (funding %)	301511-660307 (40%) 208538-660307 (60%)	\$ -	\$ 200,000	\$ 200,000	\$ 195,100	Noise impact study completed spring 2025. Staff working through options and pricing for various sound mitigation measures. Anticipate going back to Council for guidance and/or additional funding (noise mitigation wasn't in the original budget request)
Bryon	Design - Medians Renovations & Playgrounds Replacements	301313-660103	\$ 13,378.00	\$ -	\$ 13,378	\$ -	Balance of multi-year design contract for 4 playgrounds and city wide medians. Still need to finish design for McCaslin (north of Washington), S. Boulder Road, Via Appia (east of Tyler)
Bryon	Median Landscape Renovations - Tier 2 (also \$65k encumber)	301313-630143	\$ 795,207.00	\$ -	\$ 795,207	\$ 4,497	Phase two underway with 9 or 11 segments substantially complete. Anticipate completion mid-September
Bryon	Playground Replace 2024 - Enclave & Sunflower Parks	202511-630048 (40%) 301511-630048 (60%)	\$ 1,519,499.02	\$ -	\$ 1,519,499	\$ 330,157	Construction complete. Pending closeout and final payments. Balance to be used for Memory Square Playground Renovation
Bryon	Playground Replace 2025 - Memory Square	202511-630048 (40%) 301511-630048 (60%)	\$ -	\$ -	\$ -	\$ -	Funds available = balance remaining after Sunflower & Enclave (\$330k). Desire to bid project during fall 2025 directly to equipment vendors. Bidders to provide design and staff select with vote/input from the public. Anticipate construction winter/spring 2026.
BW/AM	Tennis Court Renovations	301511-630118 (\$59k) 301511-630176 (\$127k)	\$ 187,171.07	\$ -	\$ 187,171	\$ 180,367	Finish sod at Mission Green fall 2025. (<\$15k) Carry forward balance for construction at Centennial (overlay of east 2 courts?)
AM/BW	Sports Field Lighting	301511-630175	\$ 247,944.00	\$ -	\$ 247,944	\$ 244,489	Received initial pricing, all over budget. Plan to put out for competitive bidding in fall 2025.
AM/ES	Irrigation Pump Replacements	301511-630171	\$ 30,000.00	\$ -	\$ 30,000	\$ 30,000	Staff providing booster pump replacements for review, purchase, and installation
ALL	PROS Long Range Plan & Trails Plan	various	\$ -	\$ 400,000.00	\$ 400,000	\$ -	Kicking off in progress 2025. Visit to PPLAB with project overview on 10/1. Open House 10/29

*Available funds shown are calculated from the 2025 starting balance minus actual expenses (payments made) and encumbrances (open purchase orders, including contingencies).



Memorandum

To: City of Louisville Parks Department and Parks and Public Landscape Advisory Board

From: Cultural Services Department - Museum

Date: 08/01/2025

Re: Historic Marker Policy

The Louisville Historical Museum has developed a draft policy for creating and requesting historic markers for placement on City property. The purpose of this policy is to establish clear criteria for qualifying subjects as well as submission and review procedures for residents to request historic markers for significant events, people, or places in Louisville.

The scope mirrors criteria for accepting items into the Museum's collections and focuses on relevance to Louisville history and Louisville's connection to larger state, national, and world events.

This request is for PPLAB and Parks Department staff to review and understand the policy since they may be involved in placement of future markers or receive requests from residents for placement of historic markers. Historical content and accuracy will always be evaluated and approved by Museum staff.

Please review the draft policy and send any feedback or questions to Gigi Yang, Museum Services Supervisor at gyang@louisvilleco.gov.

City of Louisville Historic Marker Policy- DRAFT

This policy addresses criteria for reviewing and approving requests for historic markers in the City of Louisville.

Time Period:

- The subject of the marker (site, event, or individual) must have a minimum age requirement of 50 years ago or more, after the event or death of the individual.

Significance:

- The subject must have a demonstrable level of significance, not just popular appeal, and the impact of their contribution should be historically established.
- Historical markers shall have an association with the history of the Louisville area in at least one of the following categories:
 - Subjects associated with the settlement of the area before the establishment of Louisville in 1878.
 - Subjects associated with the development of Louisville, including early government and incorporation. These include aspects of Louisville history relating to the mayor, town trustees or city council, the town manager or city manager, and to town or city departments or functions.
 - Subjects associated with public and private facilities and services associated with a community, such as water, electricity, gas, and telecommunications services; newspapers; postal services; medical services, cemeteries; and railroads.
 - Subjects associated with the land development in the Louisville area and the development of Louisville subdivisions and neighborhoods, including ethnic neighborhoods; the histories of individual buildings in the Louisville area; and patterns relating to family compounds or families living in proximity to one another.
 - Subjects associated with economic activities in the Louisville area, including coal mining and mining-related businesses; agriculture and agriculture-related businesses; and retail and commercial businesses.
 - Subjects associated with social and cultural activities in the Louisville area, including faith communities and their buildings; civic, fraternal, and arts organizations; community events and festivals; domestic life; and recreational activities.
 - Subjects associated with the migration of people to the Louisville area.
 - Subjects associated with the relationships of Louisville area residents to the broader world.
 - Subjects associated with education in the Louisville area, including school buildings and activities.

- Subjects associated with individuals and families who have resided in the Louisville area or who have a connection to the development of the Louisville area.
- Subjects associated with geographical features of the Louisville area.
- Subjects associated with natural history or archaeological material acquired through the lawful excavation of Louisville area sites.

No Duplication:

- Markers should not be placed if the subject is already recognized by another marker or monument, either public or private.

Public Location:

- Markers must be placed in a public right-of-way, within public view, and in a location that is relevant to the subject matter.

Form of Recognition:

- The historic marker should follow design parameters consistent with other markers in the City and/ or that is in a form appropriate for the recognition of the subject.

Funding:

- Costs of the marker can be covered by the City or some combination of city/state funding or by private individuals or organizations.

Review and Approval:

- Applications for historic marker subject matter, placement, and design will be reviewed and approved by relevant City departments, commissions or boards such as the Louisville Historical Museum, Historical Museum Advisory Board, City Arts and Events, Cultural Advisory Board, Parks and Open Space, Historic Preservation Commission, etc.

Procedure:

- The Museum will post an application form for requests on its website. Other depts can link to this form from their websites. Once received, Museum staff will review and bring in other boards or departments as appropriate.

Joint Advisory Board – Trails Master Plan (name pending confirmation from city clerk)

Who is it:

- 6-8 people, all current advisory board members
- representatives from OSAB, PPLAB, RAB, YAB (if available)

Purpose:

- Work with consultants DTJ, Toole Design and ERO to collaborate on the upcoming Trails Master Plan
- Ensure each PROS board's interests and needs are considered and best accommodated during trails planning
- The Trails Master Plan will analyze the current city-wide trail system and identify opportunities for enhancements and further developments

Meetings:

- Time, location, format to be determined
- Participants will be sent a Doodle poll to identify what works best for the group.
- Likely a combination of in-person and virtual meetings, with some evenings.
- Anticipated at 60-90 minutes per meeting depending on project phase and input needed.

Schedule:

- 3 meetings total between now and summer 2026.
- 1st meeting likely late-September or early-October.
- 2nd meeting late 2025/early 2026 and may be combined with an existing OSAB meeting.
- 3rd meeting spring 2026, anticipated to combine with an existing OSAB meeting

Why should you join? While the Trails Master Plan will be overseen by the OSAB (per City Charter) it's important that each board has a voice in the planning process given trails traverse both open space and park properties and serve as links to critical recreation destinations. If you care about trails for recreation, safe commuting to work or school, encouraging multi-modal transportation and/or balancing trail development with land conservation, this group could be for you!

Landscape: <i>Memory Square 1.30 acres</i>				Unit size	# of Units	Unit Cost	Frequency	Total Cost	Cost per
Product: <i>Nature Safe 16-0-2 75% UMAXX -90 day feed</i>				Total Used: <i>175 lb</i>					
				50	3.5	\$215.00	4	\$ 3,010.00	
Product: <i>Seed Mix</i>				Total Used: <i>500 lb</i>					
				50	10	\$85.80	1	\$ 858.00	
								\$ 3,868.00	

Landscape: Pirates Park 1.25 acres				Unit size	# of Units	Unit Cost	Frequency	Total Cost	Cost per Acre		
Product: Nature Safe 16-0-2 75% UMAXX 90 day feed				Total Used: 170 lb		50	3.4	31.81	4	\$ 432.62	\$ 346.09
Product: Seed Mix				Total Used: 500 lb		50	10	85.8	1	\$ 858.00	\$ 1,072.50
									\$ 1,290.62	\$ 1,418.59	

Landscape: <i>Community Park 12 acres</i>				Unit size	# of Units	Unit Cost	Frequency	Total Cost	Cost per Acre		
Product: <i>Spring 28-0-5 0.75#/ 1000</i>				Total Used: <i>170 lb</i>		50	3.4	33.67	1	\$ 114.48	\$ 9.54
Product: <i>Fall 22-2-7 0.50#/1000</i>				Total Used: <i>170 lb</i>		50	3.4	34.2	1	\$ 116.28	\$ 9.69
Product: <i>Seed Mix</i>				Total Used: <i>500 lb</i>		50	10	85.8	1	\$ 858.00	\$ 71.50
										\$ 1,088.76	\$ 90.73