

**SUBJECT: COUNCIL COMMITTEE RECOMMENDATION OF APPLICANTS TO
APPOINT OR INTERVIEW FOR BOARD AND COMMISSION
VACANCIES – THIS ITEM WILL BE UPDATED WITH ADDITIONAL
INFORMATION AFTER THE COMMITTEE MAKES THEIR
DECISIONS**

DATE: NOVEMBER 18, 2025

PREPARED BY: GENNY KLINE, CITY CLERK

**PRESENTED BY: MAYOR LEH
COUNCILMEMBER FAHEY**

SUMMARY:

Annually the City Council appoints a two-member committee to review the applications that have been received for the following year's board and commission vacancies. The committee will then make recommendations to the full City Council on appointments without an interview and appointments with interviews to be conducted the second week in December.

The Committee makes the following recommendations for appointments, without an interview at the December 16 meeting:

Board of Adjustment

Building Code Board of Appeals

Cultural Advisory Board

Historic Preservation Commission

Historical Museum Advisory Board

Library Board of Trustees

Local Licensing Authority

Open Space Advisory Board

Parks & Public Landscaping Advisory Board

Planning Commission

Recreation Advisory Board

Revitalization Commission

Sustainability Advisory Board

The Committee makes the following recommendations to interview the following applicants on December 8 and 9:

Board of Adjustment

Building Code Board of Appeals

Cultural Advisory Board

Historic Preservation Commission

Historical Museum Advisory Board

Library Board of Trustees

Local Licensing Authority

Open Space Advisory Board

Parks & Public Landscaping Advisory Board

Planning Commission

Recreation Advisory Board

Revitalization Commission

Sustainability Advisory Board

The Committee also recommends 10-minutes interviews using the same questions from last year.

BACKGROUND / PRIOR DISCUSSIONS:

- October 7 – City Council appointed Mayor Leh and Councilmember Fahey to the committee.
- November 13 – Mayor Leh and Councilmember Fahey met to review the applications and finalize their recommendations.

ANALYSIS:

City Council should approve the final list of applicants for interview. After the interview, the Council will discuss a complete list of applicants for appointments. The Council will then vote on final board appointments on December 16. All appointments will be effective January 1, 2026.

2025 COUNCIL WORK PLAN:

Boards and Commissions are a core service for the City. Annually appointing residents to serve on the City's various Boards and Commissions ensures that government is inclusive, responsive, transparent, accessible, effective and efficient.

FISCAL IMPACT:

Budgeted?: **Not Applicable**

ALTERNATIVE(S):

Appointments need to be made at the December 16th Council meeting in order to have all appointments effective January 1, 2026.

RECOMMENDATION:

Staff recommends approval of a list of applicants to interview on the evenings of December 8 and 9 starting at 5:30pm

ATTACHMENT(S):

1. 2026 Board Recruitment Worksheet with current members, vacancies and applicants.
2. General applications and supplemental questionnaires
3. Board and Commission Overview and Duties

Boards and Commissions Descriptions & Job Duties

Board of Adjustment

A quasi-judicial board that hears and decides requests for variances from the City's zoning ordinances.

- Job Duties
 - Attends monthly meetings of the board
 - Hears and decides applications for variances from the Louisville Municipal Code
 - Hears and decides floodplain development permit requests for compatibility with the Louisville Municipal Code
 - Hears and decides requests to determine if a particular land use is allowed under the Louisville Municipal Code
 - Hears and decides appeals from administrative decisions of the Director of Planning and Building Safety
- Board Information
 - Seven (7) members, one is an alternate
 - Three-year terms
 - Staff liaison: Emily Cline-Gibson - EClineGibson@LouisvilleCO.gov - 303.335.4887
 - Meets the third Wednesday of each month, 6:30 pm, as needed

Building Code Board of Appeals

A quasi-judicial board that hears and decides appeals of orders, decisions, or determinations made by the Chief Building Official relative to the application of the building code.

- Job Duties
 - Attends monthly meetings of the board
 - Reviews appeals to the Chief Building Official's determinations regarding building codes.
 - Reviews building codes and makes recommendations to the City Council for adoption
 - Reviews suggested changes to the Louisville Municipal Code and makes recommendations to the City Council for adoption
- Board Information
 - Six (6) members, one is an alternate
 - Members must be qualified by experience and training to understand matters pertaining to building construction
 - Three-year terms
 - Staff liaison: Chad Root - CRoot@LouisvilleCO.gov - 303.335.4580
 - Meets the second Wednesday of each month, 1:30 pm, as needed

Cultural Advisory Board

The Board promotes arts and culture in Louisville; programs cultural events, advocates for and supports artists, and advises City Council. By doing so the board engages our diverse social, cultural and creative community.

- Job Duties
 - Attends monthly meetings of the board with additional subcommittee assignments as needed and staff CAB events
 - Advises the City Council on arts and cultural related matters
 - Plans and implements the outdoor concert series and other cultural events
 - Evaluates and awards grants to support the arts and other cultural activities
- Board Information
 - Seven (7) members
 - Three-year terms
 - Staff liaison: Iris Belensky – IBelensky@LouisvilleCO.gov – 303.335.4581
 - Meets the second Wednesday of each month, 6:30 pm

Historic Preservation Commission

A quasi-judicial board advising the City Council regarding historic landmarking of properties and on spending the Historic Preservation Fund.

- Job Duties
 - Attends monthly meetings of the board
 - Makes recommendations to City Council on landmarking of historic structures
 - Makes recommendations to City Council on the utilization of the Historic Preservation Fund
 - Advises City Council on incentives for historic preservation
 - Provides outreach and education on historic preservation issues
 - Makes decisions regarding alterations to and demolition of historic buildings
- Board Information
 - Seven (7) members (three must be preservation professionals, one must live in the Old Town Overlay District)
 - Three-year terms
 - Staff liaison: Jess Daniels – JDaniels@LouisvilleCO.gov – 303.335.4595
 - Meets the third Monday of each month, 6:30 pm

Historical Museum Advisory Board

Advises the City Council on matters related to the Louisville Historical Museum and promotes public awareness of the history of Louisville with an emphasis on the coal mining era.

- Job Duties
 - Attends bi-monthly meetings of the board
 - Advises the City Council on matters relating to the development and use of the Louisville Historical Museum
 - Promotes public awareness of the history of Louisville and its surrounding community
 - Establishes criteria for the collection, preservation, and display of historical artifacts, documents, and structures by the Museum
 - Works with Museum staff on such issues as deciding which items to accept into the Museum's permanent collection and establishing the Museum mission statement and Master Plan
 - Works with directors of the Louisville History Foundation, a private fundraising organization, on issues of common interest
 - Serves as a sounding board for City departments and local organizations on matters relating to local history
- Board Information
 - Seven (7) members
 - Four-year terms
 - Staff liaison: Gigi Yang - GYang@LouisvilleCO.gov - 303.335.4848
 - Meets the third Wednesday of odd-numbered months, 6:30 pm

Library Board of Trustees

Advises the City Council on matters related to the library and library policy.

- Job Duties
 - Attends monthly meetings of the board
 - Serves as advisors in the review and development of policies for the Louisville Public Library
 - Develops, reviews, and updates the Library's Strategic Plan
 - Liaises with City Council on matters relating to the Library
 - Promotes use of the Library within the community
 - Develops and performs outreach activities
 - Collaborates as needed with the Louisville Library Foundation
 - Has a Louisville Public Library card!
- Board Information
 - Seven (7) members, one representative appointed by Superior Board of Trustees
 - Four-year terms
 - Staff liaison: Brandi Cummings - BCummings@LouisvilleCO.gov - 303.335.4800
 - Meets the second Thursday of odd-numbered months, 6:30 pm

Local Licensing Authority

A quasi-judicial board that reviews applications for liquor licenses and retail and medical marijuana licenses. Also reviews alleged violations of City's liquor and marijuana codes.

- Job Duties
 - Attends monthly meetings of the board
 - Reviews and makes a determination on liquor and marijuana applications as well as modifications to existing licenses.
 - Reviews Police Department reports for possible violations
 - Participates in hearings to determine if licensees should be sanctioned
- Board Information
 - Six (6) members, one is an alternate
 - Four-year terms
 - Staff liaison: Genny Kline - GKline@LouisvilleCO.gov - 303.335.4574
 - Meets the fourth Monday of each month, 6:30 pm

Open Space Advisory Board

Advises City Council on the conservation, restoration, management, and acquisition of Open Space properties.

- Job Duties:
 - Attends monthly meetings of the board
 - Reviews and updates an inventory of City Open Space. This shall include existing Open Space as well as other undeveloped lands owned by the City that may be eligible for Open Space designation in the future
 - Provides recommendations for natural resource management, environmental education, and trails
 - Reviews and recommends revisions to the Open Space Master Plan as necessary
 - Provides comments to City Council and/or the Planning Commission on development proposals affecting Open Space and trails
 - Periodically reviews and make recommendations on Capital Improvement priorities
- Board Information
 - Eight (8) members
 - Three-year terms
 - Staff liaison: Ember Brignull - EmberB@LouisvilleCO.gov - 303.335.4729
 - Meets the second Wednesday of each month, 6:45 pm

Parks & Public Landscape Advisory Board

Advises the City Council on matters of interest related to parks and public landscaping within the City of Louisville.

- Job Duties
 - Attends monthly meetings of the board
 - Provides recommendations for parks, programs, and facilities
 - Reviews plans for parks and public landscapes maintenance, development, and redevelopment
 - Makes recommendations on the capital and operating budget as it relates to parks and public landscape maintenance
 - Advises the City on best practices related to parks and landscaping
 - Promotes and educates the public regarding healthy horticultural and forestry practices in public and private landscapes
 - Gives comments on city landscape master plans, landscape ordinances and other appropriate landscape documents
- Board Information
 - Seven (7) members
 - Three-year terms
 - Staff liaison: Erik Swiatek - ESwiatek@LouisvilleCO.gov - 303.335.4777
 - Meets the first Wednesday of each month, 6:30 pm

Planning Commission

A quasi-judicial board that evaluates land use proposals against municipal zoning regulations and makes recommendations to the City Council.

- Job Duties
 - Attends monthly meetings
 - Reviews land use applications, development applications, and annexation requests against zoning regulations and makes recommendations to City Council
 - Suggests Municipal Code amendments to the City Council
 - Advises the City Council on long-range planning and items such as design standards and small area plans.
- Board Information
 - Seven (7) members
 - Two 2-year terms, two 4-year terms, three 6-year terms
 - Staff liaison: Jeff Hirt - JHirt@LouisvilleCO.gov - 303.335.4591
 - Meets the second Thursday of each month, 6:30 pm

Recreation Advisory Board

Advises the City Council on matters of interest related to the Recreation/Senior Center and the Coal Creek Golf Course.

- Job Duties
 - Attends monthly meetings
 - Advises City Council on the community's needs and desires for recreation and golf facilities
 - Advises the City Council on maintenance, development, and redevelopment of recreation and golf facilities
 - Advises the City Council on the capital and operating budget for recreation and golf
 - Advises the City Council on programming and long-term planning for recreation and golf
- Board Information
 - Seven (7) members
 - Three-year terms
 - Staff liaison: Kathy Martin - KathyM@LouisvilleCO.gov - 303.335.4903
 - Meets the fourth Monday of each month, 6:30 pm

Revitalization Commission

Responsible for carrying out the Highway 42 Area Urban Renewal Plan adopted in 2006.

- Job Duties
 - Attends monthly meetings
 - Reviews and considers assistance for projects that address blight conditions within the Urban Renewal Area
 - Works to stimulate growth and reinvestment in the Urban Renewal Area and surrounding blocks and to reduce, eliminate and prevent the spread of blight in the Urban Renewal Area
- Board Information
 - Seven (7) members (one from City Council)
 - Five-year terms
 - Staff liaison: Vanessa Zarate - VZarate@LouisvilleCO.gov - 303.335.4531
 - Meets the third Wednesday of each month, 8 am

Sustainability Advisory Board

Advises City Council on such matters as natural resources and energy conservation proposals and measures; sustainable practices and policies; and sustainability related activities for the benefit of Louisville residents.

- Job Duties
 - Attends monthly meetings
 - Advises the City Council and staff on sustainability programs
 - Establishes goals and indicators with baseline values to measure progress towards sustainability targets
 - Identifies roles, responsibilities, and resources needed to implement sustainability programs
- Board Information
 - Seven (7) members
 - Four-year terms
 - Staff liaison: Hannah Miller - HMiller@LouisvilleCO.gov - 303.335.5046
 - Meets the third Wednesday of each month, 6:30 pm

Youth Advisory Board

Advises City Council on issues affecting the youth of Louisville

- Job Duties
 - Attends monthly meetings October – May
 - Participates in the board selected monthly volunteer event, October – May
 - Makes recommendations to the City Council regarding issues related to Louisville youth.
- Board Information
 - Thirteen (13) members
 - Two-year terms
 - Staff liaisons: Mandy Perera - MandyP@LouisvilleCO.gov - 303.335.4902 and Jessica Schwartz - JSchwartz@LouisvilleCO.gov - 303.335.4844
 - Meets the first Thursday of each month during the school year, 6:00-7:30 pm