

Open Space Advisory Board

Agenda

January 14, 2026

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 Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes
5. 7:00 pm Discussion Item: Introduction of OSAB Members (30 Minutes)
 - Current Members: Michiko Christiansen (re-appointed), Andy Dorsey, Susan McEachern, Mark Poletti (re-appointed), Brad Pugh, Daniel Rupp
 - Newly Appointed Board Members: Denise Montagu and Bud Talbot
 - Identify Volunteer Mentors for New Members
6. 7:30 pm Staff Updates (5 Minutes)

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.

City of Louisville

*Open Space Division 749 Main Street Louisville CO 80027
303.335.4776 (phone) www.LouisvilleCO.gov*

6. 7:35 pm Board Updates (5 Minutes)
7. 7:40 pm Public Comments on Items Not on the Agenda (5 minutes, more time as needed)
8. 7:45 pm Action Item: 2026 Housekeeping- Posting Locations, Elections, and 2026 Meeting Dates. Presented by Susan McEachern, OSAB Chair (15 Minutes)
 - Approve Agenda Posting Locations: City Hall (749 Main Street), Library, Recreation Center, Police Department/Municipal Court, and City Web Site www.Louisvilleco.gov.
 - Officer Elections for Chair, Vice-Chair, and Secretary
 - OSAB 2026 Meeting Dates
9. 8:00 pm Update Item: 2026 Housekeeping. Presented by Susan McEachern, OSAB Chair (5 Minutes)
 - 2025 Volunteer Hours
 - 2026 Meeting Start Time
 - Updated OSAB Member Contact Information
 - Distribution of the 2026 Open Government Pamphlet
 - Distribution of Current Board Rules of Procedures
 - On-Boarding New Board Members with the Director
10. 8:05 pm Discussion Item: Debrief from Past Meetings with City Council. Presented By Susan McEachern, OSAB Chair (10 Minutes)
 - Study Session with City Council on November 10th 2025, Regarding Acquisition Process & Next Steps
11. 8:15 pm Discussion Item: Louisville Open Space Advocates (LOSA)- Priorities for PROS Long Range and Trail System Plans PROST. Presented by Cathern Smith, Helen Moshak, and Matt Jones, LOSA Members (15 Minutes)
12. 8:30 pm Update Item: Review of 2026 Open Space Education Plan, Presented by Ember Brignull, Open Space Superintendent (10 Minutes)
13. 8:40 pm Discussion Item: Review of OSAB 2025 Work Plan for City Council & Finalize OSAB 2025 Accomplishments. Presented by Susan McEachern, OSAB Chair (20 Minutes)
14. 9:00 pm Discussion Item: Draft OSAB 2026 Goals/Work Plan for City Council Review. Presented by Susan McEachern, OSAB Chair (20 Minutes)
15. 9:20 pm Discussion Items for Next Meeting February 11th, 2026

- OSAB Work Plan for City Council Review
- Discuss Sub Committees (Tiger Teams)
 - i. Trails Tiger Team
 - ii. Louisville, Lafayette, Superior Board Collaborative
- PROST Recommendations

16. Adjourn

Open Space Advisory Board Meeting Minutes

Wednesday, December 10, 2025, 6:45pm

Library 1st Floor Meeting Room

951 Spruce St.

1. 6:50 pm Call to Order**2. Roll Call:**

Present: Brad Pugh, Andrew Dorsey, Daniel Rupp, Susan McEachern, Michiko Christiansen, Mark Poletti

Online: Graeme Patterson

City Staff Present: Ember Brignull, Ginger Cross, Bryon Weber

Two city residents: Tamar Kranz and Cathern Smith

Dave Sutherland - Environment for the Americas

Consultant: Keith Walzak, KJT Design

Culture board: Brandi Cummings

Vegetation survey: Caleb Pharris, Ollson Associates, and Nathen Goeckner, Natural Resource Supervisor

3. Approval of Agenda

Mark motioned first then Daniel seconded. All approved.

4. Approval of Minutes

Andy motioned first then Brad seconded. All approved.

Quick memo: The Superior meeting minutes are not recorded; however, there is an unofficial draft in the packet.

5. 6:50 pm Staff Updates (5 Minutes)

- Bird City: Dave Sutherland from Environment for the Americas presented the signs and certification announcing Louisville's official Bird City designation.

- Ideas of where to put up the signs:

Ginger: can create a logo combining our three designations of Bee City, Bird City, and Tree City.

Michiko: consider a bird-watching site such as Harper Lake, Hecla Lake, and Stearns Lake

6. 6:55 pm Board Updates (5 Minutes)

Susan: Quasi-judicial clarification from her and Ember's meeting with city staff following OSAB's QJ meeting on Property CC (Avista). OSAB has six months to make a recommendation following a QJ meeting before the city can proceed to the next steps. We can request more information before reaching a final decision.

- Andy: Vegetation survey or preservation approval.

Ember: We will work with City leadership on the process for updating classification with updated vegetation results.

7. 7:00 pm Public Comments on Items Not on the Agenda (5 minutes, more time as needed)

Cathern: She was on a citizen working group that provided feedback to the consultant with clarification on buffering around wetlands and riparian areas.

8. 7:10 pm Discussion Item: PROST Long Range Plan- Findings & Initial Feedback. Presented by, Keith Walzak KJT Design (40 Minutes):

Keith presentation: Update on where we are at the PROS and TMP

- Phase 3
- Collecting information from community pop-ups, online survey, and open house
- Nov 14 TMP workshop, Oct. 29th open house
- Next meeting Feb 2026
- Creating preliminary recommendations

Andy: Focus group who

Keith: Three opportunities for feedback: a trails, open house, Rec Center open house, and third is undetermined. One more can be added if needed

- Process Diagram: Pink box explains where we are currently
- Community engagement: Pop-ups (7), one open house event, online survey and mailed survey, and workshop

Andy: Mailed survey to every household?

Keith: yes about 7000 total

Chart shown - statistically not valid however it is important gathering information to see the community input

- Jar provided for citizens to indicate preferences
- Dots (stickers) - Amenities

Andy: Are the results from the open house or what survey?

Keith: From the Dots survey

Note from Keith; Trails based on location and not focusing the foundation on the trails which it will come up later into the TMP process type of trails that needs
- Map comments

Open space and trails focus group workshop TMP

Three main topics:

#1 Community Values

Habitat

Ecosystem protection

Safe, connected, accessible trail network

It is based on community's words not the consultants

#2 Trails Gap

Railroad crossing and underpasses

lack of regional and local connectivity

Trails design and unauthorized social trails

#3 Plan recommendations

Improve connectivity and protected routes

Address safety and infrastructure standards

Manage social trails and environmental impacts

Note: Last social trails study done in 2015 and needs to be updated.

#4 Top Priorities

Trail connectivity and protected crossings

Safety and maintenance upgrades

Environmental stewardship

#5 Big Ideas

Connectivity and wayfinding

policy and standard for trails

Habitat and ecosystem protection

-Andy: Was at the Trails workshop and was reviewing the data, which reminded him of the prioritization process and complexity. With those ideas will have the open space budget disappeared within the next decade. Perhaps it is best for the Open Space division to be involved in the prioritization process.

Keith: to have the Open Space division involved, the process can look two ways : 1) Medium, high and low 2) duration

Susan: How does the opinion of each group (staff, OSAB, experts, community) used to decide the priority of valued opinions?

Keith: Long term in PROS.

Next Steps: Key dates set up

-Mark: form the strategy within 10/15 years: how do you incorporate the measurement every year?

Keith: good question: Implementation of the plan is how to monitor the plan; revisit often with minor updates

Mark: Can set up a steering committee

Keith: depending on the community, Bryon will provide updates

Mark: will continue to work with us

Keith: you have staff: Ember, Bryon, and Adam. Was contracted for two plans to be completed. Done is done.

Michiko: would like to know the scope of who is involved with deciding the plans.

Keith: the plan belongs to the open space division, city council, and stakeholders. We create those from the results based on the consultants gathering information and make recommendations for the city of Louisville

Susan: What do you want from us (OSAB) feedback, listen, share opinions?

Keith: just giving us all the information for us (OSAB) to research and learn technical documents with actual gaps and current priorities, Staff has surveys and will provide documents in January.

Third focus group third will possibly be set up if Ember or staff felt there is a need to have further conversation.

Michiko: language clarification needed: the wording is upscaled and vague. Needs to break it down for the public.

Keith: it is taken from the community's word of mouth or written feedback. Will need to break it down what that means and they haven't done it yet.

The report will be accessible to the public.

Keith: will be released to the public in February, via the project website.

Bryon mentioned that the report will be in the board packet as well.

Tamar: appendix to be added, it would be nice to have the comments from the open house meeting shown on the appendix.

Keith: already done it.

9. 7:50 pm Discussion Item: Marshall Fire Remembrance. Presented by Brandi Cummings, Director of Cultural Services (15 Minutes)

Created a survey questionnaire on a Memorial for Marshall Fire Remembrance

Map along with the prospective locations

Feedback on question # 6 and #7

Susan: How is this survey being sent out?

Brandi: insert in the utility mailing system, engage Louisville site, arts and events newsletter, and the library newsletter. Hosting two open houses.

Andy: it is best to reach out to impacted residents.

Concerns about putting it in open space as built elements should not be a part of the city's open spaces. Davidson Mesa has already been impacted by the Dog Off-Leash Area. Community Park is a better logical place because it is a community gathering spot. Tension in the past with recreation versus preserve and protect and encroachment on the idea of what open space represents.

Brandi: Heard from people who are already involved in this process. Providing options to gather information from the community.

Daniel Neighborhood parks should be mentioned as options.

Michiko: perhaps it is best to include areas that may be a good place to have a memorial since the map shows areas that already protected and preserved and explain how funds play into this planning.

Brandi: \$35,000 projected, but funds have not yet been allocated.

Susan: Agreed with Andy, Open Space is a wild space. Needs to protect the idea what open space is.

Bryon: wondering if it is allowed in the charter?

Brandi: allowed in the charter as long as it follows with criteria

Susan: asked if it is possible to take off the open space option on the survey

Brandi: NO

Michiko: ask for clarification and why

Brandi: heard from the community as a consideration and valuable for data input

Cathern: Has the city attorney been consulted?

Can put it in the parking lot to put memorial in that area

Brandi: from the city attorney, it is not permitted to do, and it is not an appropriate place

Susan: motion statement expressing concerns open space being appropriate for a memorial.

Brad seconded - all in favor except Daniel, who is remaining neutral.

Susan: Concerns that putting open space on the questionnaire will create the expectation that an open space location is allowed.

10. 8:05 Update Item: Presentation from Olsson Associates on Open Space Vegetation Survey Results & Land Classifications. Presented by Caleb Pharris, Senior Scientist, Olsson Associates (30 Minutes)

Phase B: comprehensive inventory

Four primary Data Sets

- Native
- Native diversity
- T and E Species (Threatened and Endangered)
- Classification and Methodology

Andy: Some areas of the country have more diverse areas than drier areas like here in Colorado. He can see the values higher than the value based on here.

Nick: Diversity will coincide with changes in the natural ecosystem, which will be expected to happen.

Moving Forward:

- Restoration a prioritization
- Tracking overtime
- Establish Quantified Scoring (Classifications)

Mark: What would a reasonable or perfect scenario look like? Nick: Mixed area with native and non-native areas. Historically, this will benefit the native grasses and birds.

classifications under Home Rule Charter:

- Open Space - preserved land
- Open Space - Protected land
- Open Space - visitor land
- Open Space - other

Old Classification and the New Classifications: Try for 70 /30 vs 60/40

Andy: have the before and after map

Nick: yes, on GIS

Mark: Which trails and social trails are being impacted?

Nick: Yes, this is an important data point in the Moving Forward statement.

Caleb led next presentation

17 different locations

Methods:

- Remote sensing data

Susan: Satellite

Caleb: yes

- Transect identification
- Site Visit
- Percentage cover survey
- Rare Community and noxious species

Post-Fieldwork Classifications

National Vegetation Classification System

Mark: How did they measure in the transect areas?

Caleb: long measurement tape and pins on the first species marker then pin the next different species marker where they can see the correlation to another transect to see what is happening Mark: what seasons?

Caleb: both cool and warm season. July is the best for evaluation. Also it is good procedure to do both seasons to see the what species are there at different times of the year..

Ember: On this power slide and will bring the GIS for more specific details if needed

List of Species

Overall Diversity calculations

Continued Area/Habitat Fragmentation

Percentage Native Species

Threatened and Endangered Species

Native Diversity Scoring

Open Space Quality Scoring

Louisville Open Space Scoring

Susan: What is the plan to protect biodiverse areas?

Caleb: Ember and Bryon will have this data to be in the TMP.

View of the Map:

Light green preserve/ protected

Light means fewer native species

Darker green means more native species

White means preserve

Key point: let the properties speak for themselves

Andy: not changing the trails at Hecla Lake

Caleb: correct, it is a matter of how to navigate this before the city council to show the updated recommendations on the original preserve/protect.

Ember: This process will be discussed at a later time with the city leadership team.

Mark: this recommendation and strategy will be into the Longterm plan?

Ember: Yes, and we will need additional surveys to seek more data before actual trails decisions are made.

Bryon: Vegetation survey will provide the necessary information for the land classification or reclassification.

Ember: reclassify - primary focus on vegetation survey along the trails

Andy: When was the charter updated with classification on building trails?

Ember: 2004 - will confirm

Andy: Regarding the BB property: Is there a chance to move the trails?

Ember: Depends on who you're talking to. In this case, defending our system, science, and ecology is a very focused goal.

(?) How often should the vegetation survey be redone? There will be guidance in the document

Ember: The vegetation and classification data will hopefully be documented and reflected in both the PROST and the Trails Plan.

Discussed a win position from the conservation point of view

Remote access went down at this point and was unable to be restored due to tech maintenance

A quick follow-up on the meeting with 'Superior and the accomplishments will be discussed next month.

11. Discussion Item: Follow-up from Joint Meetings. Presented by Susan McEachern, OSAB Chair (20 Minutes)

Meeting with Superior review.

Felt it was a good, productive meeting.

12. Discussion Items for Next Meeting January 14th, 2026

Items for the next meeting:

New tiger teams

Set up quarterly meeting with Superior and Lafayette tiger team

Secretary rotation: Daniel, Andy and Brad

New member introductions

LOSA (15 minutes) motion; vote; all in favor

Housekeeping

Bryon: updates with PROS

2024 accomplishments and 2025 work plan

Graeme did not reapply for his position and was thanked for his services to the board.

Adjourned; 10:15 pm

MEMORANDUM

To: Open Space Advisory Board
From: Open Space
Date: January 14, 2026
Re: Information Item 6: Staff Updates

General:

- New Board Member Training: Monday, January 12 at 6:00 pm at City Hall
- Board Chair & Liaison Training: Monday, February 9 from 6:00-7:30 pm at City Hall
- Upcoming, but unscheduled, trainings:
 - PROS Department New Board Member Training with Director
 - Quasi Judicial Training

Natural Resources:

- Staff assisted Trails and Maintenance staff with reseed at Daughenbaugh parking lot
 - Parking lot edges with seeded with shortgrass mix
 - Staff seeded in an experimental native forb plot, to function as pocket prairie
 - Seeded with City of Louisville Open Space forb mix
- Staff closed out end of year purchasing, this included PPE, equipment, etc.
- Staff was able to clear the viewpoint from the east shore of the Hecla bird blind
 - Staff also trimmed and removed fallen Siberian elms from the last wind event
 - Staff has also been trimming viewpoints around the lake to encourage birding views from the trail
- Staff coordinated with PROST marketing staff on a social media post for 1/5 (National Bird Day)
- Staff has been continuing removal of Siberian elms from Coyote Run open space
- Staff received Bird City accreditation and received both signage and a formal certification, staff is working with the PROST marketing team on signage placement, etc.
- A section of prairie dog barrier fencing on Davidson Mesa was damaged during the strong winds and was reinstalled.
- Staff has secured a subscription for biocontrol in 2026 which will include releases for field bindweed.

Maintenance & Trails:

- The “Daughenbaugh Open Space Parking Lot Resurfacing Construction Project 2025” is in the final stages for completion. A few tasks remain for completion.
- Staff has completed all wind and weather-related tasks that have occurred from the recent bout of weather the city endured. These items included fence repair, fallen tree removal, sign repair, and trash pick-up.
- Staff is in the process of planning and installing two sections of fencing at the Daughenbaugh parking lot trail access to prevent illegal vehicle access.
- Staff is in the planning process of repairing a damaged section of the Coal Creek trail behind the Premier Members Credit Union caused by a water main break. The project will involve a collaboration with the City’s Public Works department to complete.
- Staff has been fortifying the points of connection between the concrete trail and bridges at Walnut Open Space to prevent tripping hazards.
- Staff assisted the Natural Resources Department with vegetation removal at Hecla Lake to clear view shed of the bird blind.
- Staff has installed bike counters at both Harper Lake and Hecla Lake, to be used in tandem with the infrared counters that are already installed at these locations.
- Counts at our trail counters this month are as follows - Dutch Creek: 10631(with 2863 bikes), Harper Lake: 9082, Hecla Lake: 11872. Now that staff has installed 2 more bike counters, future updates will include cyclist counts for Hecla and Harper as well.

Resource Protection:

- Rangers have assisted the Police Department and Boulder County Sheriff’s Office with several wind-related events, such as clearing wind-blown hazards and wildfire response. Rangers also work to remain visible during wind events and to support other staff members by identifying trail hazards or other problems created by the wind.
- Continued warm weather has kept enforcement contacts relatively high.
- Rangers have noted an increase in calls related to geese who show symptoms of avian flu.

Education and Volunteers:

- Staff has almost completed the final results for volunteer efforts in 2025 and will share in February’s OSAB updates. OSAB hours need to be submitted in order to finalize.
- An Open Space volunteer appreciation event took place on Saturday, December 13. Fifteen volunteers attended.
- An Adopt group for Hecla Lake Open Space assisted with reseeding on the property.

Education Events Upcoming:

1. Friday, January 30, 2026, from 10:15 AM to 11:00 AM, Preschool Program: Wildlife in Winter at the Louisville Library.
2. Sunday, February 1, 2026, from 2:30 PM to 4:30 PM, Open Space on Canvas: Plein Air Art Exhibit at the Louisville Recreation and Senior Center.

Education Events Past:

None

OSAB meeting schedule-

The board meets on the **second Wednesday** of every month in the Library Meeting Room, 951 Spruce Street, at 6:45 PM.

For 2026 the second Wednesday of the month are the following dates-

- **January 14**
- **February 11**
- **March 11**
- **April 8**
- **May 13**
- **June 10**
- **July 8**
- **August 12**
- **September 9**
- **October 14**
- **November 11**
- **December 9**



Open Government & Ethics Pamphlet 2026

This pamphlet is prepared pursuant to the Home Rule Charter of the City of Louisville.

This is a compilation of Articles 4 and 5 of the Charter of the City of Louisville and is available at all times in the City Clerk's Office, 749 Main Street, Louisville, Colorado, and on the City's web site at www.LouisvilleCO.gov. This pamphlet is also provided to every member of a public body at that body's first meeting each year.



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Citizen Participation in Government

The City of Louisville encourages citizen involvement and participation in its public policy process. There are many opportunities for citizens to be informed about and participate in City activities and decisions. All meetings of City Council, and of appointed Boards and Commissions, are open to the public and include an opportunity for public comments. No action or substantive discussion on an item may take place unless that item has been specifically listed as an agenda item for a regular or special meeting. Some opportunities for you to participate include:

Reading and inquiring about City Council activities and agenda items, and attending and speaking on topics of interest at public meetings

City Council Meetings:

- Regular meetings are generally held the first and third Tuesdays of each month at 6:00 PM in the City Council Chambers, located on the second floor of City Hall, 749 Main Street;
- Special meetings or Study sessions are generally held the second and fourth Tuesdays of each month at 6:00 PM in the City Council Chambers, located on the second floor of City Hall, 749 Main Street;
- Regular meetings include remote participation option via Zoom, are broadcast live on Comcast Channel 8, and are available on the City's website 48 hours after the meeting;
- Special meetings and Study Sessions also include remote participation option via Zoom and are available on the City's website 48 hours after the meeting
- Unless it is an emergency session, agendas are posted a minimum of 72 hours prior to the meeting.

Meeting Agendas for City Council meetings, other than emergency special meetings, are posted a minimum of 72 hours prior to the meeting at the following locations:

- City Hall, 749 Main Street
- Police Department/Municipal Court, 992 West Via Appia
- Recreation/Senior Center, 900 West Via Appia
- Louisville Public Library, 951 Spruce Street
- City website at www.LouisvilleCO.gov

Meeting packets with all agenda-related materials for regular meetings are available 72 hours prior to each meeting and may be found at these locations:

- Louisville Public Library Reference Area, 951 Spruce Street,
- City Clerk's Office, City Hall, 749 Main Street,
- City website at www.LouisvilleCO.gov

You may receive eNotifications of City Council news as well as meeting agendas and summaries of City Council actions by registering for eNotifications on the City's web site at www.LouisvilleCO.gov. Meeting minutes of meetings are available in the City Clerk's office and on the City's website (www.LouisvilleCO.gov) once they are approved.

Information about City activities and projects, as well as City Council decisions, is included in the quarterly *Lantern* newsletter, mailed to all City residents and businesses. Information is also often included in the monthly eNewsletter.

Communicating Directly with the Mayor and City Council Members

Contact information for the Mayor and City Councilmembers is available at www.LouisvilleCO.gov as well as at City Hall, the Louisville Public Library, and the Recreation/Senior Center. You may email the Mayor and City Council as a group at Council@LouisvilleCO.gov

Mayor's Town Meetings and City Council Ward Meetings are scheduled periodically. These are informal meetings at which all residents, points of view, and issues are welcome. These meetings are advertised at City facilities and on the City's website (www.LouisvilleCO.gov).

Mayor and City Council Elections

City Council members are elected from three Wards within the City and serve staggered four-year terms. There are two Council representatives from each ward. The mayor is elected at-large and serves a four-year term. City Council elections are held in November of odd-numbered years. For information about City elections, including running for City Council, please contact the City Clerk's Office, at ClerksOffice@LouisvilleCO.gov or 303.335.4574.

Serving as an Appointed Member on a City Board or Commission

The City Council makes Board and Commission appointments annually. Some of the City's Boards and Commissions are advisory, others have some decision-making powers. The City Council refers questions and issues to these appointed officials for input and advice. (Please note the Youth Advisory Board has a separate appointment process.)

The City's Boards and Commissions are:

- 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
- Youth Advisory Board

Board information, meeting agendas, and schedules are available on the City's website (www.LouisvilleCO.gov). Agendas for all Board and Commission meetings are posted a minimum of 72 hours prior to each meeting at these locations:

- City Hall, 749 Main Street
- Police Department/Municipal Court, 992 West Via Appia
- Recreation/Senior Center, 900 West Via Appia
- Louisville Public Library, 951 Spruce Street
- City web site at www.LouisvilleCO.gov

Copies of meeting packets containing agenda- related materials are available at least 72 hours prior to each meeting and may be found at the following locations:

- Louisville Public Library Reference Area, 951 Spruce Street;
- City Clerk's Office, City Hall, 749 Main Street
- City web site at www.LouisvilleCO.gov

Planning Commission

The Planning Commission evaluates land use proposals against zoning laws and holds public hearings as outlined in City codes. Following a public hearing, the Commission makes a recommendation of approval or denial to the City Council for all land use proposals.

- Regular Planning Commission meetings are held at 6:30 PM on the second Thursday of each month.
- Overflow meetings are scheduled for 6:30 PM on the 4th Thursday of the month as needed.
- Study Sessions are held occasionally as needed.
- Regular meetings include a remote participation option via Zoom, are broadcast live on Comcast Channel 8, and are available on demand on the City's website.

Open Government Training

All City Council members and members of a permanent Board or Commission are required to participate in at least one City-sponsored open government-related seminar, workshop, or other training program at least once every two years.

Open Meetings

The City follows the Colorado Open Meetings Law ("Sunshine Law") as well as additional open meetings requirements found in the City's Home Rule Charter. These rules and practices apply to the City Council and appointed Boards and Commissions (referred to as a "public bodies" for ease of reference). Important open meetings rules and practices include the following:

Regular and Special Meetings

All meetings of three or more members of a public body (or a quorum, whichever is fewer) are open to the public.

All meetings of public bodies must be held in public buildings and public facilities accessible to all members of the public. Meetings may be held electronically under specific circumstances.

All meetings must be preceded by proper notice. Agendas and agenda-related materials are posted at least 72 hours in advance of the meeting at the following locations:

- City Hall, 749 Main Street
- Police Department/Municipal Court, 992 West Via Appia
- Recreation/Senior Center, 900 West Via Appia
- Louisville Public Library, 951 Spruce Street
- On the City web site at www.LouisvilleCO.gov

Study Sessions

Study sessions are also open to the public however, study sessions have a limited purpose:

- Study sessions are to obtain information and discuss matters in a less formal atmosphere;
- No preliminary or final decision or action may be made or taken at any study session; further, full debate and deliberation of a matter is to be reserved for formal meetings. If a person believes in good faith that a study session is proceeding contrary to these limitations, they may submit a written objection. The presiding officer will then review the objection and determine how the study session should proceed.
- A written summary of each study session is prepared and is available on the City's website.

Executive Sessions

The City Charter also sets out specific procedures and limitations on the use of executive sessions. These rules, found in Article 5 of the Charter, are intended to further the City policy that the activities of City government be conducted in public to the greatest extent feasible, in order to assure public participation and enhance public accountability. The City's rules regarding executive sessions include the following:

Timing and Procedures

The City Council and City Boards and Commissions may hold an executive session only at a regular or special meeting. No formal action of any type, and no informal or "straw" vote, may occur at any executive session. Rather, formal actions, such as the adoption of a proposed policy, position, rule or other action, may only occur in open session.

Prior to holding an executive session, there must be a public announcement of the request and the legal authority for convening in closed session. There must be a detailed and specific statement as to the topics to be discussed and the reasons for requesting the session.

The request must be approved by a supermajority (two-thirds of the full Council, Board, or Commission). Prior to voting on the request, the clerk reads a statement of the rules pertaining to executive sessions. Once in executive session, the limitations on the session must be discussed and the propriety of the session confirmed. If there are objections and/or concerns over the propriety of the session, those are to be resolved in open session.

Once the session is over, an announcement is made of any procedures that will follow from the session.

Executive sessions are recorded, with access to those tapes limited as provided by state law. Those state laws allow a judge to review the propriety of a session if in a court filing it is shown that there is a reasonable belief that the executive session went beyond its permitted scope. Executive session records are not available outside of a court proceeding.

Authorized Topics

For City Council, an executive session may be held only for discussion of the following topics:

- Matters where the information being discussed is required to be kept confidential by federal or state law;
- Certain personnel matters relating to employees directly appointed by the Council, and other personnel matters only upon request of the City Manager or Mayor for informational purposes only;
- Consideration of water rights and real property acquisitions and dispositions, but only as to appraisals and other value estimates and strategy for the acquisition or disposition; and
- Consultation with an attorney representing the City with respect to pending litigation. This includes cases that are actually filed as well as situations where the person requesting the executive session believes in good faith that a lawsuit may result, and allows for discussion of settlement strategies.

The City's Boards and Commissions may only hold an executive session for consultation with its attorney regarding pending litigation.

Ethics

Ethics are the foundation of good government. Louisville has adopted its own Code of Ethics, which is found in the City Charter and which applies to elected officials, public body members, and employees. The Louisville Code of Ethics applies in addition to any higher standards in state law. Louisville's position on ethics is perhaps best summarized in the following statement taken from the City Charter:

Those entrusted with positions in the City government must commit to adhering to the letter and spirit of the Code of Ethics. Only when the people are confident that those in positions of public responsibility are committed

to high levels of ethical and moral conduct, will they have faith that their government is acting for the good of the public. This faith in the motives of officers, public body members, and employees is critical for a harmonious and trusting relationship between the City government and the people it serves.

The City's Code of Ethics (Sections 5-6 through 5-17 of the Charter) is summarized in the following paragraphs. While the focus is to provide a general overview of the rules, it is important to note that all persons subject to the Code of Ethics must strive to follow both the letter and the spirit of the Code, so as to avoid not only actual violations, but public perceptions of violations. Indeed, perceptions of violations can have the same negative impact on public trust as actual violations.

Conflicts of Interest

One of the most common ethical rules visited in the local government arena is the "conflict of interest rule." While some technical aspects of the rule are discussed below, the general rule under the Code of Ethics is that if a Council, Board, or Commission member has an "interest" that will be affected by his or her "official action," then there is a conflict of interest and the member must:

- Disclose the conflict, on the record and with particularity;
- Not participate in the discussion;
- Leave the room; and
- Not attempt to influence others.

An "interest" is a pecuniary, property, or commercial benefit, or any other benefit the primary significance of which is economic gain or the avoidance of economic loss. However, an "interest" does not include any matter conferring similar benefits on all property or persons similarly situated. (Therefore, a City Council member is not prohibited from voting on a sales tax increase or decrease if the member's only interest is that he or she, like other residents, will be subject to the higher or lower tax.) Additionally, an "interest" does not include a stock interest of less than one percent of the company's outstanding shares.

The Code of Ethics extends the concept of prohibited interest to persons or entities with whom the member is associated. In particular, an interest of the following persons and entities is also an interest of the member: relatives (including persons related by blood or marriage to certain degrees, and others); a business in which the member is an officer, director, employee, partner, principal, member, or owner; and a business in which member owns more than one percent of outstanding shares.

The concept of an interest in a business applies to profit and nonprofit corporations, and applies in situations in which the official action would affect a business competitor. Additionally, an interest is deemed to continue for one year after the interest has ceased. Finally, "official action" for purposes of the conflict of interest rule, includes not only legislative actions, but also administrative actions and "quasi-judicial" proceedings where the entity is acting like a judge in applying rules to the specific rights of individuals (such as a variance request or liquor license). Thus, the conflict rules apply essentially to all types of actions a member may take.

Conflicts

In addition to its purchasing policies and other rules intended to secure contracts that are in the best interest of the City, the Code of Ethics prohibits various actions regarding contracts. For example, no public body member who has decision-making authority or influence over a City contract can have an interest in the contract, unless the member has complied with the disclosure and recusal rules. Further, members are not to appear before the City on behalf of other entities that hold a City contract, nor are they to solicit or accept employment from a contracting entity if it is related to the member's action on a contract with that entity.

Gifts and Nepotism

The Code of Ethics, as well as state law, regulates the receipt of gifts. City officials and employees may not solicit or accept a present or future gift, favor, discount, service or other thing of value from a party to a City contract, or from a person seeking to influence an official action. There is an exception for the "occasional nonpecuniary gift" of \$15 or less, but this exception does not apply if the gift, no matter how small, may be associated with the official's or employee's official action, whether concerning a contract or some other matter. The gift ban also extends to independent contractors who may exercise official actions on behalf of the City.

The Code of Ethics also prohibits common forms of nepotism. For example, no officer, public body member, or employee shall be responsible for employment matters concerning a relative. Nor can they influence compensation paid to a relative, and a relative of a current officer, public body member or employee cannot be hired unless certain personnel rules are followed.

Other Ethics Rules of Interest

Like state law, Louisville's Code of Ethics prohibits the use of non-public information for personal or private gain. It also prohibits acts of advantage or favoritism and, in that regard, prohibits special considerations, use of employee time for personal or private reasons, and use of City vehicles or equipment, except in same manner as available to any other person (or in manner that will substantially benefit City). The City also has a "revolving door" rule that prohibits elected officials from becoming City employees either during their time in office or for two years after leaving office. These and other rules of conduct are found in Section 5-9 of the Code of Ethics.

Disclosure, Enforcement, and Advisory Opinions

The Code of Ethics requires that those holding or running for City Council file a financial disclosure statement with the City Clerk. The statement must include, among other information, the person's employer and occupation, sources of income, and a list of business and property holdings.

The Code of Ethics provides fair and certain procedures for its enforcement. Complaints of violations may be filed with the City prosecutor; the complaint must be a detailed written and verified statement. If the complaint is against an elected or appointed official, it is forwarded to an independent judge who appoints a special, independent prosecutor for purposes of investigation and appropriate action. If against an employee, the City prosecutor will investigate the complaint and take appropriate action. In all cases, the person who is subject to the complaint is given the opportunity to provide information concerning the complaint.

Finally, the Code allows persons who are subject to the Code to request an advisory opinion if they are uncertain as to applicability of the Code to a particular situation, or as to the definition of terms used in the Code. Such requests are handled by an advisory judge, selected from a panel of independent, disinterested judges who have agreed to provide their services. This device allows persons who are subject to the Code to resolve uncertainty before acting, so that a proper course of conduct may be identified. Any person who requests and acts in accordance with an advisory opinion issued by an advisory judge is not subject to City penalty, unless material facts were omitted or misstated in the request. Advisory opinions are posted for public inspection; the advisory judge may order a delay in posting if the judge determines the delay is in the City's best interest.

Citizens are encouraged to contact the City Clerk's Office with any questions about the City's Code of Ethics or to request a copy. A copy of the Code is also available at the City's website (www.LouisvilleCO.gov).

Other Laws on Citizen Participation in Government

Preceding sections of this pamphlet describe Louisville's practices intended to further citizen participation in government. Those practices are intended to further dissemination of information and participation in the governing process. Some other laws of interest regarding citizen participation include:

Initiative and Referendum

The right to petition for municipal legislation is reserved to the citizens by the Colorado Constitution and the City Charter. An initiative is a petition for legislation brought directly by the citizens; a referendum is a petition brought by the citizens to refer to the voters a piece of legislation that has been approved by the City Council. In addition to these two petitioning procedures, the City Council may refer matters directly to the voters in the absence of any petition. Initiative and referendum petitions must concern municipal legislation—as opposed to administrative or other non-legislative matters. By law the City Clerk is the official responsible for many of the activities related to a petition process, such as approval of the petition forms, review of the signed petitions, and consideration of protests and other matters. There are minimum signature requirements for petitions to be moved to the ballot; in Louisville, an initiative petition must be signed by at least five percent of the total number of registered electors. A referendum petition must be signed by at least two and one-half percent of the registered electors.

Public Hearings

In addition to the opportunity afforded at each regular City Council meeting to comment on items not on the agenda, most City Council actions provide opportunity for public comment through a public hearing process. For example, the City Charter provides that a public hearing shall be held on every ordinance before its adoption. This includes opportunities for public comment prior to initial City Council discussion of the ordinance, as well as after Council's initial discussion but before action. Many actions of the City are required to be taken by ordinance, and thus this device allows for citizen public hearing comments on matters ranging from zoning ordinances to ordinances establishing offenses that are subject to enforcement through the municipal court.

Additionally, federal, state, and/or local law requires a public hearing on a number of matters irrespective of whether an ordinance is involved. For example, a public hearing is held on the City budget, the City Comprehensive Plan and similar plans, and a variety of site-specific or person-specific activities, such as annexations of land into the city, rezonings, special use permits, variances, and new liquor licenses. Anyone may provide comments during these hearings.

Public Records

Access to public records is an important aspect of citizen participation in government. Louisville follows the Colorado Open Records Act (CORA) and the additional public records provisions in the City Charter. In particular, the Charter promotes the liberal construction of public records law, so as to promote the prompt disclosure of City records to citizens at no cost or no greater cost than the actual costs to the City.

The City Clerk is the custodian of the City's public records, except for police records which are handled by the Police Department. The City maintains a public policy on access to public records, which includes a records request form, a statement of fees, and other guidelines. No fee is charged for the inspection of records or for locating or making records available for copying, except in cases of voluminous requests or dated records, or when the time spent in locating records exceeds two hours. No fees are charged for the first 25 copies requested or for electronic records.

Many records, particularly those related to agenda items for City Council and current Board and Commission meetings, are available directly on the City's website (www.LouisvilleCO.gov). In addition to posting agenda-

related material, the City maintains a communication file (email) for the City Council which is available on the City's website (www.LouisvilleCO.gov).

CORA lists the categories of public records that are not generally open to public inspection. These include, for example, certain personnel records and information, financial and other information about users of City facilities, privileged information, medical records, letters of reference, and other items listed in detail in CORA. When public records are not made available, the custodian will specifically advise the requestor of the reason.

Citizens are encouraged to review the City's website (www.LouisvilleCo.gov) for information, and to contact the City with any questions regarding City records.

Public Involvement Policy

Public participation is an essential element of the City's representative form of government. To promote effective public participation City officials, advisory board members, staff and participants should all observe the following guiding principles, roles and responsibilities:

Guiding Principles for Public Involvement

Inclusive not Exclusive - Everyone's participation is welcome. Anyone with a known interest in the issue will be identified, invited and encouraged to be involved early in the process.

- *Voluntary Participation* - The process will seek the support of those participants willing to invest the time necessary to make it work.
- *Purpose Driven* - The process will be clearly linked to when and how decisions are made. These links will be communicated to participants.
- *Time, Financial and Legal Constraints* - The process will operate within an appropriate time frame and budget and observe existing legal and regulatory requirements.
- *Communication* - The process and its progress will be communicated to participants and the community at-large using appropriate methods and technologies.
- *Adaptability* - The process will be adaptable so that the level of public involvement is reflective of the magnitude of the issue and the needs of the participants.
- *Access to Information* - The process will provide participants with timely access to all relevant information in an understandable and user-friendly way. Education and training requirements will be considered.
- *Access to Decision Making* - The process will give participants the opportunity to influence decision making.
- *Respect for Diverse Interests* - The process will foster respect for the diverse values, interests and knowledge of those involved.
- *Accountability* - The process will reflect that participants are accountable to both their constituents and to the success of the process.
- *Evaluation* - The success and results of the process will be measured and evaluated.

Roles and Responsibilities - City Council

City Council is ultimately responsible to all the citizens of Louisville and must weigh each of its decisions accordingly. Councilors are responsible to their local constituents under the ward system; however they must carefully consider the concerns expressed by all parties. Council must ultimately meet the needs of the entire community—including current and future generations—and act in the best interests of the City as a whole.

During its review and decision-making process, Council has an obligation to recognize the efforts and activities that have preceded its deliberations. Council should have regard for the public involvement processes that have been completed in support or opposition of projects.

Roles and Responsibilities - City Staff and Advisory Boards

The City should be designed and run to meet the needs and priorities of its citizens. Staff and advisory boards must ensure the Guiding Principles direct their work. In addition to the Guiding Principles, staff and advisory boards are responsible for:

- ensuring that decisions and recommendations reflect the needs and desires of the community as a whole;
- pursuing public involvement with a positive spirit because it helps clarify those needs and desires and also adds value to projects;
- fostering long-term relationships based on respect and trust in all public involvement activities;
- encouraging positive working partnerships;
- ensuring that no participant or group is marginalized or ignored;
- drawing out the silent majority, the voiceless and the disempowered; and being familiar with a variety of public involvement techniques and the strengths and weaknesses of various approaches.

All Participants

The public is also accountable for the public involvement process and for the results it produces. All parties (including Council, advisory boards, staff, proponents, opponents and the public) are responsible for:

- working within the process in a cooperative and civil manner;
- focusing on real issues and not on furthering personal agendas;
- balancing personal concerns with the needs of the community as a whole;
- having realistic expectations;
- participating openly, honestly and constructively,
- offering ideas, suggestions and alternatives;
- listening carefully and actively considering everyone's perspectives;
- identifying their concerns and issues early in the process;
- providing their names and contact information if they want direct feedback;
- remembering that no single voice is more important than all others, and that there are diverse opinions to be considered;
- making every effort to work within the project schedule and if this is not possible, discussing this with the proponent without delay;
- recognizing that process schedules may be constrained by external factors such as limited funding, broader project schedules or legislative requirements;
- accepting some responsibility for keeping themselves aware of current issues, making others aware of project activities and soliciting their involvement and input; and
- considering that the quality of the outcome and how that outcome is achieved are both important.

Updated December 2025



BOARD & COMMISSION

RULES OF PROCEDURE

Adopted November 6, 2023 – by Resolution No. 66, Series 2023

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RULES OF PROCEDURE FOR THE BOARDS AND COMMISSIONS OF LOUISVILLE, COLORADO

I. DEFINITIONS

“Advisory Board” means all of the following boards which are tasked with giving advice to the City Council as specified in their formation documents:

- Arts & Culture Advisory Board
- Historical Museum Advisory Board
- Library Board of Trustees
- Open Space Advisory Board
- Parks & Public Landscaping Advisory Board
- Recreation Advisory Board
- Revitalization Commission
- Sustainability Advisory Board
- Youth Advisory Board

“Charter” means the [Home Rule Charter of the City of Louisville, Colorado](#).

“Chair” means the member of the Board who presides over a meeting subject to Rule VII.B below.

“City” means the City of Louisville, Colorado.

“Code” means the Louisville Municipal Code.

“Board” means any of the following bodies:

- Arts & Culture Advisory Board
- Board of Adjustment
- Building Code Board of Appeals
- 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
- Youth Advisory Board

“Board Member” means each member of a City board.

“Electronic Participation” means attendance at a meeting by computer, telephone, or other electronic means.

“Entire Board” means all current members of a board.

“Member of the Board” means each board member.

“Quasi-Judicial Board” means any of the following boards which have specific legal decision-making authority under the Charter or Code:

- Board of Adjustment
- Building Code Board of Appeals
- Historic Preservation Commission
- Local Licensing Authority
- Planning Commission

“Rules” means the Board & Commission Rules of Procedure.

“Staff Liaison” means the City staff member assigned by the City Manager to assist the board and to ensure all rules and regulations are met.

II. AUTHORITY

The following Rules shall be in effect upon their adoption by the City Council until such time as they are amended or new Rules adopted.

In order to efficiently and effectively complete City business facing a Board, all meetings must be conducted in an orderly and respectful manner. These Rules are intended to provide guidelines for the procedures to be followed for the conduct of all Board meetings.

If any Rule, on its face or as applied, conflicts with applicable provisions of the [Home Rule Charter of the City of Louisville](#) or ordinances, those provisions shall apply and that Rule shall not. Nothing herein shall prevent a Board from adopting its own rules of procedure specific to its roles and responsibilities so long as they do not conflict with these Rules.

III. MEETING CIVILITY

- A. CIVILITY AMONG MEMBERS OF THE BOARD: The Board shall preserve reasonable order and decorum and confine members of the public to discussion of the questions under consideration.

During Board meetings, members shall preserve reasonable order and decorum and shall not delay or interrupt the proceedings or refuse to obey

the order of the Chair or the Rules. Every member of the Board desiring to speak shall address the Chair, and upon recognition by the Chair, shall confine themselves to the questions under debate. Once recognized, no member of the Board shall be interrupted while speaking unless called to order by the Chair or unless a point of order is raised by another member.

- B. MEMBERS OF THE PUBLIC: Members of the public desiring to address the Board on any item on the agenda shall be recognized by the Chair, state their names, and are requested to state their place of residence (by city, town, or county of residence). Each member of the public shall speak in an audible tone for the record.

IV. GENERAL RULES

- A. LOCATION: All in-person Board meetings shall take place in a public building that is accessible to members of the public, with or without reasonable accommodation in accordance with applicable law.
- B. OPEN TO THE PUBLIC: All meetings, including those conducted by Electronic Participation pursuant to Section V.F, shall be open to the public. A Board may conduct executive sessions only in accordance with the Charter, Code, and applicable provisions of the Colorado Open Meetings Law.
- C. MEETING NOTICE: Notice for all meetings sessions shall be given as required by the Charter and as set by administrative rule. At the first regular meeting of every year, each Board shall designate the locations for posting of notices of its meetings.
- D. MINUTES: Minutes of each regular and special meeting shall be taken and retained permanently in the records of the City.
- E. QUORUM: A quorum is needed for the transaction of business at each meeting of a Board. A quorum shall be defined as a majority of the members of the Board holding office at the time of the meeting.
- F. ABSENCES: No member of the Board shall miss more than twenty-five percent (25%) of regular Board meetings during any calendar year. Missing more than twenty-five percent (25%) of meetings shall be cause for removal.
- G. APPLICABILITY OF THE OPEN GOVERNMENT POLICIES AND CODE OF ETHICS: Each member of the Board shall adhere to the City's Open

Government Rules and the Code of Ethics (Charter Section 5-6).

- H. DISCLOSURE OF INTEREST AND RECUSAL: Any member of the Board who has an interest in, or whose interest would be affected by, any proposed official action before the Board shall immediately and publicly disclose the nature and extent of the interest; shall not participate in any discussion or decision concerning the proposed action; shall not attempt to publicly or privately influence the Board, any public body, or any employee in connection with the action; and shall leave the room where the discussion or decision is taking place during the time the proposed action is being discussed and the decision is being made.
- I. CHAIR: The Chair is the member of the Board who presides over a Board meeting and shall do so according to these Rules and applicable law. The Chair serves as Chair of all Board meetings at which the Chair is present. In the Chair's absence, the Vice-Chair will serve as Chair. In the absence of the Chair and Vice-Chair, Board members will appoint one member to act as Chair for that meeting.

V. MEETINGS

- A. REGULAR MEETINGS: Each Board shall set a regular meeting schedule at the first meeting of each year identifying the date, time, and location of meetings.
- B. COMMITTEE MEETINGS: A committee meeting may be called if it can be properly noticed a minimum of 72 hours in advance. Committee meetings must meet all the same rules as a regular meeting.
- C. EXECUTIVE SESSIONS: A board may hold an executive session only for pending litigation and only with the City Attorney present.
- D. RESCHEDULING: A Board may reschedule meetings for dates and times outside its annual meeting schedule to avoid holidays, elections, and other matters, to achieve a quorum, or to allow for additional time for a meeting. To reschedule such meetings, the Board first must provide notice and approve of the proposal to reschedule.
- E. CANCELLATION: Any scheduled meeting may be cancelled by members or the Staff Liaison in the event there are no items for the board to discuss or in the event unforeseen emergent conditions exist which make conduct of the meeting impractical (for example, in the case of power outage) or travel to the meeting unduly hazardous (for example, in the case of blizzard conditions).

F. ELECTRONIC PARTICIPATION: When it is feasible, an electronic attendance option shall be available for Board members, applicants, and members of the public including for quasi-judicial hearings. If it is not feasible due to technological or other reasons, the in person meeting shall continue if a quorum is present.

1. All meetings that have a remote attendance option will note that on the agenda and include information on the agenda about how to join the meeting electronically.
2. Board members and members of the public attending electronically shall participate in the meeting under the same rules as those in the room.
3. Public hearings on quasi-judicial matters may be taken during a meeting with Electronic Participation.

G. FULLY REMOTE MEETINGS: The Staff Liaison with input from the board members may, in their discretion, change board meetings to a fully remote setting if needed. If a fully remote meeting is scheduled, it must be properly noticed as such and public access options must be provided on the meeting agenda.

VI. CHAIR AND VICE-CHAIR

- A. Each Board will elect a Chair and Vice-Chair at the first meeting of the year. The City recommends the Chair and Vice-Chair be rotated among Board members each year.
- B. The Chair shall preside over meetings of the Board when present and able to perform these responsibilities. The Chair shall have the same voting powers as any Board member.
- C. The Vice-Chair shall assume the duties of Chair when the Chair is absent or otherwise unable to perform the responsibilities of Chair.
- D. In the absence of the Chair and Vice-Chair, Board members will appoint one member to act as Chair for that meeting.

VII. MEETING PROCEDURE

A. PREAMBLE

1. A bedrock principle of a representative democracy is notice of impending governmental action and an opportunity for members of the public and their representatives to be heard. Principles of good government include deep respect for citizens; prudent stewardship of public resources, including the time of its citizens, staff members and appointed officials; direction that is clear and decisive; and decision making that is reasonably consistent, equitable, flexible, and transparent.
2. Through the application of these Rules, the City intends to ensure that it balances the principles described in the previous section in a way that ensures robust debate and accountability of City government to its residents. To that end, these procedures are not meant to be employed for the purpose of unreasonable rigidity, surprise, suppression of competing views, or needless prolonging of action.

B. CHAIR'S DISCRETION & RIGHT OF APPEAL The Chair shall have reasonable discretion in the application of these procedures subject to section XI.A.

C. AGENDAS: Each board will have a formal agenda for each meeting. The agenda will be set by staff for quasi-judicial boards and set by the chair in conjunction with the staff liaison for advisory boards. Each agenda will be posted as required prior to the meeting. Items cannot be added to the agenda at the meeting.

D. PUBLIC COMMENTS AT MEETINGS: All Board meetings, including Committee meetings, shall be open to the public. Members of the public shall have a reasonable opportunity to be heard at Board meetings.

The following provisions apply to any section of the agenda where public comments are allowed.

1. Members of the public desiring to address the Board on any item on the agenda shall be recognized by the Chair, state their name, and are requested to state their place of residence (by city, town, or county of residence).

2. Each board will have a section on its agenda for “Public Comments on Items Not on the Agenda.” Each speaker shall be limited to three (3) minutes.
 3. Each Board will permit public comment on any item at the time such item is being discussed by the Board. Each speaker shall be limited to three (3) minutes.
 4. Multiple citizens may designate someone to speak for them and aggregate their three-minute limit time up to a maximum of six (6) minutes of speaking time for their designated spokesperson. Those pooling their time must be physically present, identify themselves, and designate their spokesperson. A designated spokesperson may not speak for more than one group.
 5. The Chair, the Staff Liaison, or a designated board member shall enforce compliance with the time limits, and time shall be kept on a public comment clock.
- E. WRITTEN COMMUNICATIONS: Interested parties, or their authorized representatives, may address the Board by submitting written communication concerning any matter on the Board agenda. Such a written communication may be submitted by electronic mail or by addressing the communication to the Staff Liaison who will distribute copies to the Board. The communication will be entered into the record without the necessity of reading. A copy of the communication shall be posted at the meeting for the public to review. Anonymous written communications will not be accepted into the record.
- F. VOTING: For a motion to pass it requires the affirmative vote of a majority of the members of the Board present.

VIII. EXPECTATIONS OF STAFF LIAISON

A. COMMUNICATION:

1. The Staff Liaison will provide Board members with direct, open, and transparent communication about city priorities, projects, and budget.
2. The Staff Liaison will act as the conduit of information from the Board to City Council and from City Council to the board.
3. The Staff Liaison will respond to emails, phone calls, and text messages from Board members within two (2) business days and will

communicate with the Board members if a response will take more than two (2) business days.

B. **ADVOCACY:** The Staff Liaison will advocate ideas to City staff and leadership on the Board's behalf. The Staff Liaison will advocate for budget requests and CIP requests from the Board through the City's established budget process.

C. **MEETINGS:**

1. The Staff Liaison with input from the Board chair will create and publish meeting agendas and packets in accordance with bylaws, rules, and schedule established by the City Clerk's Office.
2. The Staff Liaison will work with the Chair to ensure meetings are concise and do not run exceedingly long and to ensure the discussion is limited to those items on the agenda.
3. The Staff Liaison will attend all meetings, to the best of their ability. If the Staff Liaison cannot attend a Board meeting, an alternate staff liaison will be appointed and the Chair will be notified in advance.

D. **COLLABORATION:**

1. The Staff Liaison will include Board members, when appropriate, in relevant projects and planning processes.
2. The Staff Liaison will include Board members on relevant communications, when appropriate, with outside organizations and individuals.

IX. EXPECTATIONS OF BOARD MEMBERS

A. **COMMUNICATION:**

1. There will be open and consistent communication between Board members and the Staff Liaison.
2. Board members will not speak on behalf of the Board unless specifically appointed to do so by the Board. Board members will include the Staff Liaison on all communications with outside organizations.

3. The Staff Liaison is the point of contact for all City operations related to the Board. The Staff Liaison will bring in any additional City staff as necessary for Board projects.
4. The Staff Liaison or the City's Communications Division will create all memos, marketing, and outreach materials for the Board. Board members shall not use City logos or letterhead without City approval.
5. Board members shall not create social media accounts on behalf of the Board or speak on social media on behalf of the Board or City.
6. Board members will only contact their Staff Liaison through a dedicated City email address, office phone, or cell phone (including texting) and will not contact the Staff Liaison through their personal emails, social media, or personal cell phones.

B. ADVOCACY:

1. Board members will go through proper channels when advocating for Board projects.
2. Board members will adhere to all regulations of the Fair Campaign Practices Act as they relate to City elections.

C. MEETINGS:

1. Board members will attend all meetings, to the best of their ability. If a Board member cannot attend a meeting, the member will send communication via email to the Staff Liaison with as much advance notice as possible.
2. If a Board member would like an item on an agenda, the member will reach out in advance to the Staff Liaison and the Chair. Topics not included on the agenda may not be discussed at a meeting per the City Charter.
3. Board members will meet all packet deadlines as established by the Staff Liaison and the City Clerk's Office. Items that are late may be postponed to a later meeting.

X. QUASI-JUDICIAL ACTIONS

A. PROCESS:

1. Quasi-judicial decisions are a determination of the rights, duties or obligations of a specific individual or entity. Board members making quasi-judicial decisions must do so based on the facts developed at a public hearing and through the application of presently existing legal standards of policy considerations of the facts.
2. Legally reversible decisions are almost always based on a lack of due process or procedural irregularities

B. DUE PROCESS: A quasi-judicial public hearing must include property public notice, a meaningful opportunity for interested parties to be heard, and basic fairness in procedure.

C. PREPARATION: Board members will review the meeting packet prepared by staff, understand the scope of the hearing, and be familiar with the relevant decision criteria in a case. Board members must act as impartial decision makers

D. EX PARTE CONVERSATIONS: Board members will not speak with one side or the other before or outside of the hearing process. This includes via email. Board members will disclose any unavoidable “ex parte” conversations and participate only if they are sure they can still make an unbiased decision.

E. CONDUCTING THE HEARING: Follow uniform/consistent steps for all hearings.

- Introduce Item
- Call for Disclosures
- Open Public Hearing
- Staff Report
- Applicant Presentation
- Public Comment
- Questions by Board members
- Close Public Hearing
- Deliberations
- Action

Once a hearing is closed the Board will not re-open it to hear only certain individuals, if a hearing is re-opened anyone who has not already spoken

may have the opportunity to speak.

If the Board holds and closes a hearing at one meeting and deliberates at the next, the Board cannot reopen the hearing without providing additional notice.

F. MAKING THE DECISION

1. Board members shall not make their decision on the basis of irrelevant criteria. Board members shall not base a decision on things a member “knows” but did not “learn” at the hearing. Board members will not participate in the decision if they cannot be fair and unbiased.
2. A Board members shall not participate in the decision if they did not participate in the entire hearing.

If a public hearing is opened and then continued to a later meeting, a member who missed the first meeting may review the video and all materials from the first meeting and then participate in the next one. This should be disclosed at the hearing.

3. Board members should ask for staff advice if they are unsure of the decision they are being asked to make or if they are unsure of the applicable legal criteria.
4. If appropriate, a Board may make a tentative decision and direct staff to prepare a draft written decision.

XI. **PARLIAMENTARY PROCEDURE**

- A. POINTS OF ORDER: The Chair shall determine all points of order, subject to the rights of any member of the Board to appeal to the Board, in which case the point of order shall be resolved by vote of a majority of the members of Board present.
- B. RIGHT OF THE FLOOR: Any member of the Board desiring to speak shall be recognized by the Chair.
- C. MOTIONS: Motions may be made by any member of the Board, including the Chair, provided that before the Chair offers a motion, the opportunity for making a motion should be offered to other members of the Board. Any member of the Board, other than the person offering the motion, may second a motion.

D. PROCEDURES FOR MOTIONS: The following is the general procedure for making motions:

1. Before a motion can be considered or debated it must be seconded; however, no action taken shall be invalidated simply because a motion was not properly made, seconded or recorded.
2. Once the matter has been discussed and the Chair calls for a vote, no further discussion will be allowed; provided, however, that members of the Board may be allowed to explain their votes.

E. DISCUSSION: Board members shall confine themselves to the question under discussion. All discussion must be germane to the agenda item.

F. MOTION TO END DEBATE: Any member of the Board may make a motion to end debate (also known as “calling the question”). If such a motion is made and seconded, the Chair shall immediately call for a vote on the motion. If the motion is not approved by 2/3 of the members of the Board present and voting, the Chair shall allow for debate to continue. If the motion is approved, the Chair shall call for a motion on the matter under consideration.

G. ALL MEMBERS MAY SPEAK: Each member of the Board shall have the right to speak and ask questions prior to a vote.

H. AFTER VOTING: Once a vote has been taken on a motion, there shall be no further discussion on that motion unless a motion to reconsider is properly made, seconded, and adopted.

XII. REMOVAL FROM BOARD

(City Council Resolutions No. 16, Series 2009 & No. 59, Series 2016)

A. The City Council greatly appreciates the contributions made by City residents who volunteer their time to serve on the City’s various boards and commissions. In order to help encourage citizens to volunteer and to promote an environment in which participation is productive and rewarding, the Council expects all board and commission members to work in a cooperative, constructive and civil manner.

B. To help maintain this environment the City Council has established that, during the term of office, a board member shall be removed only for cause. Cause shall include but not be limited to:

1. Violation of city or state ethics laws;

2. Conviction of a felony or of any other crime involving moral turpitude;
3. Absence from more than 25 percent of the regular meetings in any 12-month period;
4. Inefficiency, neglect of duty or malfeasance in office;
5. Knowing violation of any statute, ordinance, resolution, rule, policy or bylaw applicable to the board or commission;
6. Physical or mental disability rendering the board or commission member unable to perform his or her duties;
7. Knowing disclosure of confidential information, which is defined to mean information which is not available to the general public under applicable laws, ordinances and regulations, and which is obtained by reason of the board or commission member's position with the City;
8. Failure to maintain the qualifications of a board or commission member for the board or commission on which the member serves;
9. Behaving in a harassing, hostile, threatening or otherwise inappropriate manner, or unreasonably disrupting or interfering with the conduct of any meeting of a board or commission; or
10. Other grounds constituting cause as established by law.

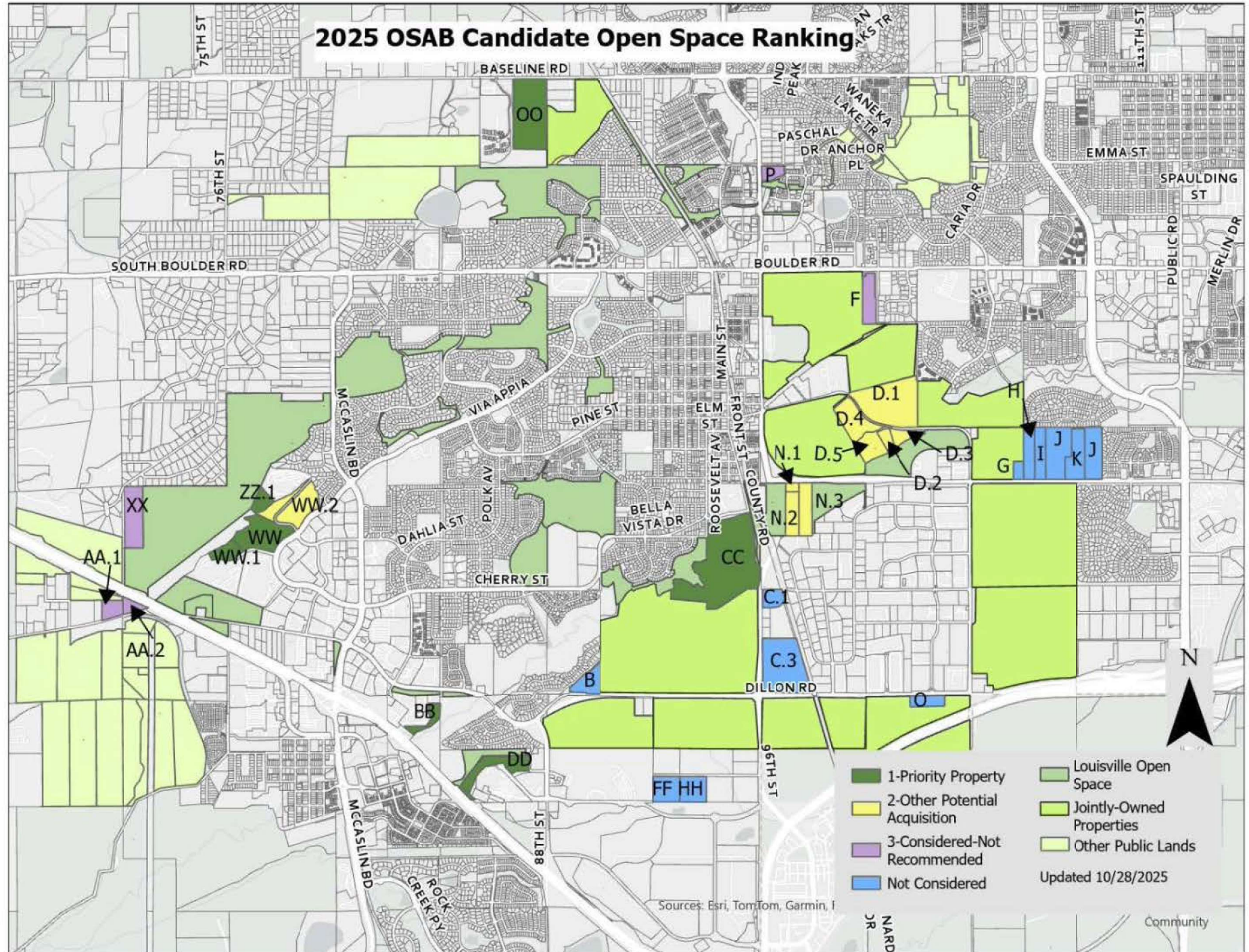
C. The procedure for removal of a member of a City board or commission shall be as follows:

1. Any person who believes that there is cause to remove a member of a City board or commission as provided above shall present the evidence of such cause to the City Manager.
2. The City Manager (or their designee) shall review the evidence presented and conduct additional investigations as the City Manager deems necessary. If the City Manager determines there is sufficient evidence supporting further action, the City Manager shall contact the board or commission member who is the subject of the allegation, outline the allegation against the member and provide the member with an opportunity to respond to the allegation. After considering all information received, the City Manager shall make a

determination as to whether removal or other action is warranted.

3. If the City Manager determines there are grounds for removal, the City Manager shall present a proposed resolution for removal to the City Council for its consideration and action. The member shall be provided written notice of the grounds for removal and the time and place of the City Council's consideration of the matter, at which time the member may address the City Council regarding the grounds for removal. Removal of a member shall require the affirmative vote of a majority of the entire City Council.
4. A member may resign from a board or commission at any time by providing a written resignation letter to the Mayor or City Manager. A resignation is effective upon submission or such later date as stated in the resignation letter, without requirement for acceptance thereof.

Discussion Item 11- Debrief from Past Meetings with City Council



2025 OSAB Candidate Open Space Rankings

Property Name	Parcel	Size (acres)	Existing Conservation Easement	Zoning (See note at bottom)	Acquisition Strategy	Narrative/Notes
Priority Property						
Coal Creek Business Park Land, West of Dillon; Noth of Coal Creek Trail	BB	5.04	Y	CB	Fee Simple	Small but high-value Coal Creek riparian parcel with rich habitat, trail connectivity, and strong conservation potential as a buffer against nearby commercial development.
Baseline Horse Property, South of Baseline; West of Callahan Open Space.	OO	33.71		County - RR	Conservation Easement	Large, scenic, and ecologically rich site with high conservation value—offering critical wildlife habitat, trail connectivity, fire mitigation potential, and buffering opportunities—where securing at least a conservation easement (ideally through partnership with the county and Lafayette) is essential to prevent development impacts.
South West of GHX	ZZ.1	4.72		PCC	Fee Simple or Partial Developer Land Dedication	Small but strategic extension of Davidson Mesa with habitat value, scenic views, and potential for a trailhead, while buffering against possible commercial development.
Centennial - (Middle)	WW	19.27		PCC	Fee Simple or Partial Developer Land Dedication	This parcel has important conservation value with strong trail connectivity to Davidson Mesa, Centennial, and south Louisville, featuring notable topography and natural areas that complement WW.1.
Centennial 1- (Western)	WW.1	6.03		PCC	Fee Simple or Partial Developer Land Dedication	Parcel with natural vegetation and views that would expand Davidson Mesa habitat and connectivity, though bordered by an Xcel easement.
Red Barn Property. North of jointly owned Warembourg and West of County Road	CC	67.54	Y	AG	Fee Simple	Existing county conservation easement: limits development to the existing house plus two additional houses. However, if the property were available for sale, its unique location and riparian habitat make it a priority purchase to maintain rural character and riparian health
Avista Hospital North Property	DD	15			Developer Land Dedication	
Other Potential Acquisition						
Mayhoffer-North of Empire Road	D.1	14.75	Y	County - AG	TBD	Valuable mainly as part of a combined D2, D4, and D5 conservation easement to restrict building near Coal Creek.
Centennial-Eastern	WW.2	19.6		PCC	TBD	Medium parcel with limited habitat value but potential as a fire buffer, trail link, and development buffer, best pursued with nearby WW and ZZ properties.
SE of HWY 42 & 96th St. (Western)	N.2	8.28		County - AG	TBD	Best conserved with N2 and N3 to enable potential Coal Creek Trail realignment and access.
SE of HWY 42 & 96th St. (Eastern)	N.3	9.9		County - AG	TBD	Best combined with N2 and N3 to enable Coal Creek Trail access and potential realignment.
Western most Conservation Easement; South West of Empire Road.	D.4	11.05	Y	County - AG	TBD	Conservation easement.
South East of HWY 42 & 96th St. (Western, smallest)	N.1	1.65			TBD	Best conserved with N2 and N3 as a buffer; provides no creek access alone.
Southern Most Conservation Easement; West of Empire Road	D.5	8.9	Y	County - AG	TBD	Creek protected through a conservation easement.
South of Empire Road adj. to Mayhoffer	D.2	3.33		County - AG	TBD	Conservation easement.
South of Empire Road adj. to Mayhoffer	D.3	5			TBD	Best conserved with other D properties.
Considered But Not Recommended						
Sanities- SE of S. Blvd & 95th St.	F	9.13		PCC	TBD	Small parcel with views and trail access that could serve as a community buffer or park, but has low open space value and is more suitable for development.
South of Davidson Mesa & US 36 (Eastern)	AA.2	2.68			TBD	Parcel south of 36 providing potential trail connections from Davidson Mesa to Marshall Trail.
South of Davidson Mesa & US 36 (Western)	AA.1	4.71			TBD	Parcel south of 36 with potential trail connections.
South East of Pascele Drive & HWY 42. Seventh Day Adventists	P	4.9		County - RR	TBD	A small parcel with mountain views and trail connections that could serve as a neighborhood buffer or parkland, but offers low open space value and is likely better suited for development.
West of and adjacent to Davidson Mesa	XX	19.03			TBD	Excellent views; City of Boulder Open Space & Mountain Park adjacent land.

Open Space Advisory Board Highest-Priority Property Acquisition Recommendations

October 2025

Coal Creek Business Park Land (Parcel BB)

Property Features: Approximately 5 acres. A small but high-value riparian parcel adjacent to Coal Creek with trail connectivity along the Coal Creek Trail.

Property Goals: Protect the riparian nature and rich habitat of the property. Provide a buffer against nearby commercial development.

OSAB Recommendation: OSAB recognizes that the property is zoned Commercial Business and recommends preservation of acreage adjacent to Coal Creek Trail.

Baseline Horse Property (Parcel OO)

Property Features: Approximately 34 acres. A large, scenic, and ecologically rich site that includes a barn and farmhouse on land long used for agriculture. It offers critical wildlife habitat, an irrigation ditch, trail connectivity options, and buffering opportunities. Bordered by Lafayette and Boulder County Open Spaces, which connect to Louisville's North Open Space.

Property Goals: Retain the rural nature of the property. Increase open space acreage and provide continuity with adjoining open space properties.

OSAB Recommendation: OSAB recommends that the city work with Lafayette and Boulder County to negotiate a conservation easement, perhaps with the right to develop two custom home properties along the northwestern edge.

Southwest of GHX (Parcel ZZ.1)

Property Features: Approximately 5 acres. Bordered to the west by a powerline easement and Davidson Mesa Open Space.

Property Goals: Retain the rural nature of the property. Expand Davidson Mesa Open Space and enhance trail access opportunities as the surrounding area becomes more developed.

OSAB Recommendation: OSAB recognizes that the property is zoned Planned Community Commercial and recommends preservation of contiguous acreage and potential trail connectivity to Davidson Mesa through the development process. An ideal location for an additional trailhead to reduce overuse of the McCaslin trailhead.

Centennial (Parcel WW)

Property Features: Approximately 19 acres. Bordered to the west by a powerline easement and Davidson Mesa Open Space.

Property Goals: Preserve diminishing grassland habitat. Expand Davidson Mesa Open Space and enhance trail access opportunities as the surrounding area becomes more developed.

Supporting Parcel: If WW is preserved, OSAB would support preservation of WW.1 as well. Acquisition of WW.1 alone would not be recommended.

OSAB Recommendation: OSAB recognizes that the property is zoned Planned Community Commercial and recommends preservation of contiguous acreage and potential trail connectivity to Davidson Mesa through the development process. If Council chooses to develop this area, OSAB would strongly support preservation of at least part of this parcel for a trail connection

Centennial 1 (Parcel WW.1)

Property Features: Approximately 6 acres. Bordered to the west by a powerline easement and Davidson Mesa Open Space.

Property Goals: Preserve diminishing grassland habitat. Increase open space acreage as part of Davidson Mesa Open Space and trail access opportunities as the surrounding area becomes more developed.

Supporting Parcel: If WW is preserved, OSAB would support preservation of WW.1 as well. Acquisition of WW.1 alone would not be recommended.

OSAB Recommendation: OSAB recognizes that the property is zoned Planned Community Commercial and recommends preservation of contiguous acreage and potential trail connectivity to Davidson Mesa through the development process.

Red Barn Property (Parcel CC)

Property Features: Approximately 68 acres. Includes a historic barn and farmhouse on land long used for agriculture. Coal Creek runs through the property. Bordered to the west by Dutch Creek Open Space and to the south by Boulder County Open Space.

Property Goals: Retain the rural nature of the property. Increase Open Space acreage and continuity with adjoining open space properties.

OSAB Recommendation: OSAB recognizes that the property has a conservation easement, but it includes the rights to develop two additional homes. Maintaining the property in its current state would preserve a true jewel of the city's agricultural heritage. To maintain the rich riparian habitat along Coal Creek, OSAB would recommend not adding creekside trails since the existing trail system connects adjacent open space properties very effectively

Avista Hospital North Property (DD)

Property Features: Approximately 15 acres. Adjacent to existing open space and golf course. Excellent viewsheds. Potential trail connection to Highway 36 bike route.

Property Goals: Consider trail to link with Highway 36. Increase Open Space acreage and continuity with adjoining open space properties.

OSAB Recommendation: OSAB recognizes that the property adjoins the current Avista hospital, which opposes trails on the property. Reconsider a trail once medical facilities are no longer active on the site.

Strategies and Tools for Open Space Property Acquisition

12/10/2015

Summary: acquisition discussions between OSAB, City Manager Malcolm Fleming, and OS staff (with input from Boulder & Jefferson County OS staff)

Tool	How it works	Advantages	Disadvantages
Real Estate Retainer	While many large open space agencies have staff dedicated to land acquisitions, this is impractical or unfeasible for smaller agencies due to cost and infrequency of opportunities. A smaller municipality could extend its reach through an established network of real estate brokers in the area. Real estate brokers tend to be the first individuals with knowledge of potential land coming on the market for sale, and may have relationships with landowners in the area. A municipality could provide a select group of brokers its target acquisition list to either pursue transactions, or to simply keep the municipality abreast of potential target acquisition opportunities. It is typical in the real estate industry for a seller to pay all brokerage commissions/compensation.	Expands the reach of smaller municipalities' on-staff resources at minimal additional costs, and may result in additional opportunities	May result in a conflict if multiple brokers identify the same target acquisition at the same time, an event more common in a smaller municipality real estate market.
Right of first refusal/Option Agreement	The right of first refusal is a contract between the buyer and seller which specifies that the land may be acquired by the buyer at a future date. This gives the municipality the opportunity to match an offered purchase price within a specified time period should a landowner receive a legitimate offer to sell. A purchase option is simply a right that the municipality holds to purchase the land by a specified date at a specified price. A right of first refusal and a purchase option can be either donated to the municipality or sold.	Keeps the opportunity open, keeps the dialogue going, inexpensive.	Money paid to the seller for the right of first refusal/option is forfeited if the city cannot or will not purchase the land at the specified time and price.
Fee Simple Acquisition	Most acquisitions of open space have historically been fee simple purchases.	Fee acquisition have the advantage of giving the city full control over the management of the properties' resources, and provide the greatest flexibility for decision making about the best ways to address visitor access, agricultural management, ecological restoration and other management issues.	Most expensive of all acquisition tools
Conservation Easements	Legal restriction voluntarily placed on a property by its owner. Enforcement rights are granted to a public agency or charitable organization. Easement is customized to meet landowner needs, including retention of certain rights.	Landowners can protect land in perpetuity while maintaining ownership. There are significant savings on taxes including property, income and estate taxes. Landowners are motivated to donate CEs because Colorado allows transferable tax credits for qualified donations. Currently, a CE donor can earn up to \$375,000 in state income tax credits. Under policies now in effect, these credits can be carried forward for up to 20 years and used as needed to offset state income tax payments, or sold to others.	Conservation easements are irrevocable and rights included are no longer an option for landowner.
Trail Easements	A partial interest in a property is granted to allow entry onto another landowner's property. Trail facilities are developed within a designated area, to allow users onto the corridor to use the trail. Negotiation between trail managers and owners usually occurs. Owners may be willing to allow access for a fee or donation of the easement.	Easement acquisition is usually cheaper than outright purchase of land. There are less disruptions of existing land uses.	Tensions can arise between entities regarding terms or covenants. Term easements can cause problems if owner does not choose to renew the easement.
Parkland/Trail Dedication	City requires developers and builders to dedicate park/trail lands or pay a fee that is used to acquire and develop park and trail facilities. This exaction fee is a way to offset increased demand for parks or trails created by developer/new homeowner	Cities can conserve open spaces at the pace of land development. Developers can negotiate to construct facilities saving cost to both parties.	Although courts generally uphold this type of exaction, it could result in litigation for requiring payment/land dedication.
Bargain Sale of Land	An agreement is created to sell land for less than fair market value between City and landowner.	Potential tax benefits exist such as charitable donations and a reduction in capital gains tax. Sellers are often motivated to see land preserved.	Less profit for seller than selling at fair market value. Conservation value restraints may limit agency ability to purchase property.

LOSA Green Paper

Open Space Priorities and Trail Standards

December, 2025

Restoring and protecting native animals, plants, and their habitat in Louisville's open space is established in our City Charter and is essential to preserving the ecological integrity, biodiversity, and climate resilience that define our community. These lands harbor rare and threatened species—from the Preble's Meadow Jumping Mouse to the Colorado evening primrose ([The City of Louisville Open Space Department and Colorado State University 2025 BioBlitz Survey](#))—and support vital ecosystems like shortgrass prairie, riparian corridors, and wetlands. As development and recreational pressures grow, prudent trail planning and restoration ensure that wildlife corridors remain intact, pollinators thrive, and future generations inherit a landscape rich in life and meaning. By their very nature, trails fragment habitat. And, fragmentation is a primary driver of the decline in biodiversity, reducing biodiversity at all scales. Guided by our City Charter and voter mandate, trail planning that respects and prioritizes protection of habitat and the wildlife it supports is our goal.

Trail Impacts on Habitat & Biodiversity – Key Takeaways for Planning

As we continue planning and advocating for sustainable trail use in Louisville's open spaces, here's a quick summary of recent research on how recreational trails affect the environment, biodiversity, and habitat integrity:

What the Research Shows

- **Poorly designed trails** can lead to erosion, runoff, and long-term ecological damage. Trails built with sustainability in mind—proper grading, surfacing, and alignment—help protect surrounding habitat.
- **Wildlife disturbance** is real and measurable. Some species are sensitive to human presence even at 100 meters, while others require much larger buffers. Trail placement matters.
- **Recreation can introduce invasive species**, alter animal behavior, and reduce population density.
- **Soil compaction, vegetation loss, and water pollution** are common impacts, especially on high-use or informal trails.

Why This Matters for Louisville

Pollinator corridors, riparian zones, and native plant restoration efforts are especially vulnerable to unmanaged trail use. Our work to protect these areas—and educate the public—can help prevent long-term degradation.

What We Can Do

- Advocate for **sustainable trail design** and strategic placement
- Support **seasonal closures** or limited access in sensitive areas
- Use **signage and outreach** to promote Leave No Trace practices
- Monitor trail use and adjust access based on ecological thresholds
- Engage volunteers in **trail maintenance and habitat restoration**

The Bigger Picture

This work isn't just about reducing harm—it's about actively enhancing ecological health and community connection. Cities like Boulder, Lafayette, and Manitou Springs have shown how volunteer-powered stewardship programs build capacity, deepen civic pride, and increase support for open space funding.

We can keep this momentum going—by grounding our work in research, collaboration, and a shared vision for resilient, beautiful, and ecologically sound open spaces.

Prioritizing the restoration and protection of open space, biodiversity, and habitat in trail planning ensures that recreation supports—not disrupts—the ecological health and resilience of the landscapes we cherish.

As Louisville continues the PROS planning, the design and placement of trails must reflect our community's commitment to ecological stewardship. Restoring and protecting native habitat isn't just a conservation goal—it's a guiding principle that shapes how we interact with the land. Trails are not neutral infrastructure; their location, construction, and use can either support or disrupt sensitive ecosystems. That's why selecting appropriate trail standards and careful trail placement are critical.

In areas rich with native grasslands, wetlands, riparian zones, and wildlife corridors, trail planning must prioritize minimal impact, habitat connectivity, and long-term sustainability. To fulfill the City Charter's stewardship mandate, the PROS planning must establish a baseline, quantifiable buffering requirement. We strongly recommend:

- No trails within 120 feet of a stream channel and greater than that if CPW's guidelines for species that are present require more; and
- No final trail placement decisions are made until biological surveys of plants and animals are completed and the location of remnant prairie and rare and threatened species is known.

Nationally recognized frameworks like the AASHTO Guide and U.S. Forest Service Trail Standards offer distinct approaches to trail standards—each suited to different landscapes and purposes.

The AASHTO Guide for the Development of Bicycle Facilities, published by the American Association of State Highway and Transportation Officials, sets national standards for designing

safe, accessible, and context-sensitive bikeways and shared-use paths. Used by transportation planners across the U.S., it provides engineering guidance for trails in urban, suburban, and rural settings—ensuring consistency, ADA compliance, and multimodal connectivity in public infrastructure.

The U.S. Forest Service Trail Standards, developed in partnership with the Federal Highway Administration, provide national guidance for designing, constructing, and maintaining recreational trails across public lands. These standards support a wide range of trail types—from rugged backcountry routes to accessible nature paths—while prioritizing ecological protection, user safety, and long-term sustainability. They are used by land managers, planners, and volunteers to ensure trails align with local terrain, resource sensitivity, and intended use.

A summary of how the **AASHTO** and **US Forest Service** trail standards differ and when each is most appropriate:

Comparison of AASHTO vs. Forest Service Trail Standards

Feature	AASHTO Standards	Forest Service Trail Plans
Purpose	Designed for transportation corridors, especially shared-use paths (e.g., bike/pedestrian trails)	Designed for recreational trails in natural settings, including backcountry and wilderness
Managing Body	American Association of State Highway and Transportation Officials	U.S. Forest Service, with support from the Federal Highway Administration
Design Focus	Safety, accessibility, and uniformity for high-use, multi-modal paths	Flexibility, ecological sensitivity, and site-specific adaptation
Surface Types	Typically paved or compacted surfaces suitable for bikes, wheelchairs, and strollers	Includes natural tread, gravel, or boardwalks depending on terrain and classification
Accessibility	ADA compliance is central; designed for universal access	Accessibility varies by trail class; some trails are intentionally rugged or remote
Use Cases	Urban greenways, rail-trails, commuter paths	Hiking, equestrian, mountain biking, and nature trails in open space, prairie, forested or rural areas

Trail Classes	Not classified by setting; assumes consistent standards	Classified by setting and use: Preserve, Protect, Visitor, Other (in Louisville), or Trail Class 1–5 nationally
Documentation	AASHTO Guide for the Development of Bicycle Facilities	Forest Service Standard Trail Plans and Specifications

Which Should We Use?

- **Use AASHTO** when designing trails in urban or suburban commuting corridors and areas that prioritize accessibility, commuting, or high-volume use.
- **Use Forest Service standards** when planning trails in open space, natural preserves, or areas with sensitive habitat—especially when restoration and minimal impact are priorities.

For Louisville’s open space trail planning, Forest Service standards offer the ecological alignment needed and flexibility, especially in “Preserve” or “Protect” zones. AASHTO is more relevant for connector trails or greenways linking neighborhoods to open space.

RESEARCH, RESOURCES AND LOUISVILLE’S COMMITMENT

Key Studies on Trail Impacts

1. [USGS Recreation Ecology Findings – Appalachian Trail Study](https://www.usgs.gov/centers/eesc/science/sustainably-designed-trails-recent-recreation-ecology-findings-design-factors)
<https://www.usgs.gov/centers/eesc/science/sustainably-designed-trails-recent-recreation-ecology-findings-design-factors>

- **Focus:** Soil loss, vegetation degradation, and trail sustainability
- **Findings:** Poorly designed trails lead to erosion, runoff, and long-term ecological damage. Sustainable trail design—like proper grading and surfacing—can significantly reduce environmental impact.
- **Implication:** Concentrating use on well-constructed trails helps protect surrounding habitat.

2. [Systematic Review of Recreation Impacts on Ecology – MDPI Sustainability Journal](https://www.mdpi.com/2071-1050/17/1/74)
<https://www.mdpi.com/2071-1050/17/1/74>

- **Focus:** Broad review of 21 studies on recreation’s ecological effects

- **Findings:** Recreational activities introduce invasive species, alter animal behavior, reduce population density, and degrade soil and water quality.
- **Implication:** Management interventions (e.g., signage, zoning, seasonal closures) are essential to mitigate harm.

3. [Nature Conservation Journal – Wildlife Thresholds Study](https://npshistory.com/publications/wildlife/nc-v44-2021.pdf)
<https://npshistory.com/publications/wildlife/nc-v44-2021.pdf>

- **Focus:** Quantitative thresholds for wildlife disturbance from recreation
- **Findings:** Species-specific thresholds vary widely—some birds are disturbed at <100m, while large mammals may require >1,000m buffers from trails.
- **Implication:** Trail placement and buffer zones should be informed by species sensitivity to human presence.

Common Environmental Impacts of Trails

- Habitat fragmentation and loss of ecological corridors
- Soil compaction and erosion, especially on steep or wet terrain
- Vegetation damage from trampling and informal trail creation
- Wildlife disturbance, including altered movement patterns and stress responses
- Introduction of invasive species via footwear, pets, and bikes
- Water pollution from sediment runoff and litter

Planning & Mitigation Strategies

- Use sustainable trail design principles (e.g., contour alignment, hardened surfaces)
- Implement seasonal closures during sensitive breeding or migration periods
- Create educational signage to promote Leave No Trace practices
- Monitor trail use and adjust access based on ecological thresholds
- Engage volunteers in trail maintenance and habitat restoration

Charter and ballot

Louisville City Charter Section 15.1

The purpose of this article is to establish management standards for City-owned open space lands that:

- (a) Are consistent with good stewardship and sound ecological principles;
- (b) Preserve and promote native plants, native wildlife, and their habitats; and
- (c) Preserve and promote cultural resources, agriculture, scenic vistas, and appropriate passive recreation activities.

2023 2C ballot measure

Shall the city of Louisville taxes be increased \$ 1,500,000 in the first full fiscal

year and by such amounts as may be generated annually thereafter, beginning January 1, 2024 and automatically expiring after ten years, by the imposition of an additional . 125 percent sales and use tax to

be used solely to **acquire, restore, preserve, protect, and maintain open space and mitigate wildfire risks** within open space areas; and shall the current . 375 percent sales tax approved by the voters in 2012 for open space and parks purposes be extended from its current expiration date of December 31, 2023 for an additional ten years, to be equally divided between separate parks and open space funds, with the open space funds used for the purposes described above and parks funds used solely to acquire, improve, and maintain parks; and shall such all sales and use tax revenues be collected, retained, and spent

312.5 62.5%

187.5 37.5%

**LOUISVILLE OPEN SPACE ADVOCATES' (LOSA's)
TOP 5 PRIORITIES for the PROS LONG-RANGE AND TRAIL SYSTEM
PLANS and CRITICAL BUT UNFUNDED PROJECTS**

LOSA recognizes that Louisville has done a good job at trail construction over the years, but has neglected the ecological side of open space stewardship. These recommendations are focused on providing needed balance.

PRIORITY 1: Follow the City Charter's Open Space Direction. The City Charter "establish[es] management standards for City-owned open space lands that:

- (a) Are consistent with good stewardship and sound ecological principles;
- (b) Preserve and promote native plants, native wildlife, and their habitats; and
- (c) Preserve and promote cultural resources, agriculture, scenic vistas, and appropriate passive recreation activities.

Source: <https://www.louisvilleco.gov/home/showpublisheddocument/64/635500284987870000>

PRIORITY 2: Protect riparian areas. Specific asks are no new designated trails, closure of undesignated trails within 120 feet of the Coal Creek stream channel, acquire water rights so that the stream flows year round, and coordinate with Public Works so that their management of Coal Creek's stream bed is less destructive. (Our understanding is that Public Works is literally bulldozing to keep the channel open.)

PRIORITY 3: No further fragmentation of habitat by making undesignated trails designated - except for rare instances. Specific asks are:

- Restore previously fragmented habitat by closing, decommissioning, and rehabilitating undesignated trails—prioritizing those in Critical Wildlife Habitat or other sensitive ecological areas.
- Prevent future fragmentation of Critical Wildlife Habitat and other areas necessary to promote native wildlife and plants (as required by the City Charter) by writing a clear and enforceable policy that both (1) establishes where trails can be placed; and (2) prohibits the use or creation of informal, undesignated trails.
- Monitor and enforce the new policy.

PRIORITY 4: Restore more priority grasslands.

PRIORITY 5: Acquire priority properties. The top priority is the hillside below and southeast of Davidson Mesa. It is contiguous to protected habitat, biologically rich, and a highly scenic vista visible to Louisville residents.

CRITICAL BUT UNFUNDED CAPITAL PROJECTS.

1. Permanent water rights for Hecla Lake.
2. In-stream flow protections for Coal Creek.
3. Fishing pond restoration.
4. Interpretation and education facilities.
5. Trail connections.

KEY LAW AND POLICY DOCUMENTS FOR OPEN SPACE.

1. Article 15 of the City Charter:

Section 15-1. Open Space Article - Purpose.

The purpose of this article is to establish management standards for City-owned open space lands that:

- (a) Are consistent with good stewardship and sound ecological principles;
- (b) Preserve and promote native plants, native wildlife, and their habitats; and
- (c) Preserve and promote cultural resources, agriculture, scenic vistas, and appropriate passive recreation activities.

Entire City Charter available at

<https://www.louisvilleco.gov/home/showpublisheddocument/64/635500284987870000> Article 15 can be found at pages 54-59 of the on-line document.

2. Though Eligible for General Funds, Open Space is Funded Almost Exclusively Through 2023 Ballot Measure 2(c), which was approved by 69.27% of the voters.

SHALL THE CITY OF LOUISVILLE TAXES BE INCREASED \$1,500,000 IN THE FIRST FULL FISCAL YEAR AND BY SUCH AMOUNTS AS MAY BE GENERATED ANNUALLY THEREAFTER, BEGINNING JANUARY 1, 2024 AND AUTOMATICALLY EXPIRING AFTER TEN YEARS, BY THE IMPOSITION OF AN ADDITIONAL .125 PERCENT SALES AND USE TAX TO BE USED SOLELY TO ACQUIRE, RESTORE, PRESERVE, PROTECT, AND MAINTAIN OPEN SPACE AND MITIGATE WILDFIRE RISKS WITHIN OPEN SPACE AREAS; AND SHALL THE CURRENT .375 PERCENT SALES TAX APPROVED BY THE

VOTERS IN 2012 FOR OPEN SPACE AND PARKS PURPOSES BE EXTENDED FROM ITS CURRENT EXPIRATION DATE OF DECEMBER 31, 2023 FOR AN ADDITIONAL TEN YEARS, TO BE EQUALLY DIVIDED BETWEEN SEPARATE PARKS AND OPEN SPACE FUNDS, WITH THE OPEN SPACE FUNDS USED FOR THE PURPOSES DESCRIBED ABOVE AND PARKS FUNDS USED SOLELY TO ACQUIRE, IMPROVE, AND MAINTAIN PARKS; AND SHALL SUCH ALL SALES AND USE TAX REVENUES BE COLLECTED, RETAINED, AND SPENT AS A VOTER-APPROVED REVENUE CHANGE UNDER ARTICLE X, SECTION 20 OF THE COLORADO CONSTITUTION OR ANY OTHER LAW?

YES 6,013 69.27%

NO 2,667 30.73%

Source:<https://www.louisvilleco.gov/home/showpublisheddocument/40484/638370287545500000>

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Memorandum

To: Open Space Advisory Board
From: Open Space Staff
Date: January 14, 2026
Re: Update Item 13: Review of 2026 Open Space Education Plan

Purpose:

The purpose of this Update Item is to review the proposed 2026 Education and Outreach Programming schedule. In developing the 2026 schedule, staff considered several factors, including staff roles and capacity, balanced distribution across programming categories, inclusion of both adult- and youth-focused programs, time required for material development, and the continued delivery of high-quality programming to the residents of Louisville. With OSAB support, staff intentionally reduced the number of programs again in 2026 to allow greater focus on core responsibilities and to maintain flexibility to accommodate additional volunteer requests that may arise throughout the year.

New for 2026, the Open Space Division has purchased a subscription to the Agents of Discovery app for use beginning in 2026. Agents of Discovery is a digital educational platform designed for all ages, offering real-time, personalized, and interactive learning experiences. The app supports multiple learning styles, program types, and languages. Potential 2026 program topics include Ranger Quests, Ranger Mystery Party, noxious weeds, exploring Open Space with BVSD, and Open Space property tour. Link to Agents of Discovery: <https://agentsofdiscovery.com/>

Background:

OSAB Guidance:

Programming incorporated guidance from OSAB and City Council, including clearer program titles, avoidance of conflicts with national events, addition of a Louisville Open Space Volunteer Day, and providing a neurodivergent-focused program in 2025.

2025 Number of Programs: In 2025, the Open Space Division planned 42 programs and over-delivered with a total of 61 Education and Outreach programs. Programming included 36 public education programs and 23 volunteer events (public and private events), 15 of which were BioBlitz activities that are not typically part of the annual schedule. Staff also supported two City events (Touch-a-Truck and National Night Out). While six volunteer events were initially proposed, additional opportunities—including BioBlitz and private volunteer projects—were added throughout the year. One Pulling for Louisville event was canceled, but the associated work was completed through private coordination. Private volunteer events included trash pick-ups and other general maintenance for individuals and/or corporate groups who requested to volunteer. In addition, staff also incorporate campaigns and booths to support ongoing work.

2026 Proposed Programming:

For 2026, staff proposes a total of 42 programs. This total includes 30 education programs, seven volunteer events, and five Agents of Discovery programs. Of the programs listed in the attached materials, eight are adult-focused, five are kid-specific, 16 are family programs, one is for seniors, and 12 are open to all ages. Staff are also planning one program with BVSD with the new Agents of Discovery app. Five new programs are proposed and are identified in red on the attachment.

2025 and 2026 By the Numbers:

2025	Planned Programs	Actual Programs
Education	36	36
Public Volunteer	6	19
Private Volunteer		4
Supporting Other Events		2
Totals:	42	61

2026	Planned Programs	Anticipated Programs
Education	30	31
Public Volunteer	7	10
Private Volunteer		6
Supporting Other Events		2
Agents of Discovery	5	8
Totals:	42	57

The Family Fishing Frenzy is not proposed in 2026 due to the absence of the usual school day off when the event is typically scheduled, discarded fishing line at the pond throughout 2025, no stocking due to future CIP project at the Warembourg fishing pond, and prior weather-related cancellations. The neurodivergent program was offered in 2025 and is also not proposed due to high costs, staff time requirements, and low participation in 2025. However, we will be offering Agents of Discovery programming which will provide opportunities for neurodivergent opportunities. Staff will promote fishing line clean-up at the Warembourg fishing pond during the Earth Day Trash Pickup event.

Due to anticipated staff absences in 2026, a reduced level of programming is proposed. If capacity allows, additional programs may be added or transitioned to the Agents of Discovery app. To streamline delivery, staff will not initiate new programming in 2026; however, volunteer events will continue to be added as project needs arise. Approximately 40% of all programs will be led by Ranger Naturalists, with the remainder supported by Natural Resource and Maintenance staff.

Scheduling: In order to allow staff the time to develop programming during the winter months, fewer monthly programs will be held January - March and November - December. Conversely, more monthly programs will be held April - October. This will concentrate most of the programming to the middle of the year when weather is more favorable and events are more likely to attract higher attendance numbers.

Staff addressed the distribution of programming categories by developing a monthly programming skeleton to be used for programs scheduled for the year. Each month's programming was assigned to address the following categories: Wildlife, Skill, Volunteer, Resource, and Other (painting).

Advertising: In 2025, Open Space staff continued to post education and volunteer program information on the Fans of Louisville Open Space and Parks Facebook page, City calendar, and posted flyers on Open Space. In addition, staff posted event information on EventBrite for participants to easily RSVP for upcoming events. Staff also created a brochure with April-August programs listed, though not many of them were taken by the public. Brochures were regularly distributed at the Louisville Recreation Center, Library, and City Hall. Open Space programming is posted on a city-wide EventBrite account which lists programs provided by all departments which have helped to increase marketing for events.

Next Steps:

OSAB to provide feedback on the proposed 2026 schedule and approve the plan.

Staff will develop, schedule, and contact partners for the planned education and outreach programs.

As OSAB works on creating 2026 OSAB Work Plan, staff encourages board members to consider participating and supporting the following volunteer events:

- Louisville Open Space Earth Day Trash Pickups- contact Catherine Manian to participate: cmanian@louisvilleco.gov
- Pulling for Louisville events (4) – June, July, August, October
- National Trails Day – Location and time TBD
- Pocket Prairie Restoration-Dutch Creek, time TBD

Louisville Draft Education and Outreach Programs 2025
Discussion Item XXX: 2025 Open Space Education and Volunteer Program Staff Recommendations

Edu.	Vol.	LEGEND (Color Code)	Date	Cross-promoted Programs	Volunteer Events	Partnership not yet confirmed	
		PLANNED EDUCATION PROGRAMS		Category	Target Audience	Partnership(s)	Description
		January					
1		Wildlife in Winter (NEW for 2026)	30-Jan	Wildlife	Ages 3-5	COL Library will read a story about animal adaptations	Join the Open Space Division and the Louisville Library to explore how wildlife survive the winter months. From hibernation to migration to unique adaptaions, children ages 3-5 will take a hands-on look at the strategies animals use to make it through the season.
		February					
2		Open Space on Canvas - Plein Air Art Exhibit	1-Feb	Other/Skill	Ages 12 and Up	Hosted by Rec Center	Celebrate the beauty of Open Space as we showcase the work of artists who have participated in our plein air painting programs in 2025. The artists themselves will be in attendance to share their work, so this is the perfect time to meet some talented people and learn about how they put Open Space on canvas!
3		Raptor Training		Wildlife/Skill	Adults	None	Staff will provide training for potential volunteers for the Raptor Monitoring Program. This training will include information on local raptors and protocols for monitoring. Program not open to the public.
4		Open Space Stargazers: Stargazing is for Lovers	15-Feb	Resource	Ages 10 and Up	None	What could be more romantic than the twinkle of the night sky? Join the Open Space Stargazers to see a dazzling array of winter constellations as well as Saturn, Jupiter, and Mercury, the winged messenger! Bring your Valentine or come on your own but make sure to dress warmly. Don't forget to bring warm clothing, a binoculars or a telescope, and a red astronomy flashlight!
		March					
5		Open Space Stargazers: Gas Giants and Winter Constellations		Resource	Ages 10 and Up	None	Enjoy a night of stargazing before daylight savings arrives. We'll get glimpses of Venus and Saturn, and Jupiter, the king of planets, will light up the night. Fan-favorite constellations and nebulae will bring their own drama to the show! Bring binoculars or a telescope, and a red astronomy flashlight, and warm layers.
6		Seed Slingers (NEW 2026)		Resource	All Ages	Additional promotion by Sustainability	Help open space staff scatter native seeds on open space using unique methods!
7		Coyote Program (NEW 2026)		Resource	Adults	Louisville Library	Open Space staff will partner with the Library to provide a program for adults for the Friday Afternoon Club. Staff will discuss on coyote ecology and behavior.
		April					
	1	Louisville Open Space Earth Day Trash Pickups		Volunteer	All Ages	Additional promotion by Sustainability	Help celebrate Earth Day by providing a trash pick-up on an Open Space property. Staff will help identify property and provide materials.

Louisville Draft Education and Outreach Programs 2025

Discussion Item XXX: 2025 Open Space Education and Volunteer Program Staff Recommendations

Edu.	Vol.	LEGEND (Color Code)	Date	Cross-promoted Programs	Volunteer Events	Partnership not yet confirmed	
8		Open Space Stargazers: Discover the Night Sky		Resource	Ages 10 and Up	None	April 13-20 is International Dark Sky Week, when people around the world take time to appreciate the night sky! Parks and Open Space areas play a vital role in preserving pools of darkness in our urban landscape. Join for some casual stargazing, with great views expected for Jupiter and some of our favorite constellations. Bring binoculars or a telescope, and a red astronomy flashlight, and warm layers.
9		Migratory Duck Watching		Resource	Seniors	None	Are you a birder? Beginner or expert, join us at our booth to see what migratory birds we have returning or passing through the City of Louisville's Hecla Lake, an avian biodiversity hot spot in our Open Space system!
May							
10		Noxious Weed ID Training		Resource	Adults	None	Come and look at noxious weed samples and walk on TBD Open Space with Open Space staff to see and learn about some of Colorado's noxious weeds and why we need to control them.
11		Adaptive Bike Ride on Davidson Mesa	9-May	Other	Ages 12 and Up	Boulder OSMP will provide bikes and lead program	Join Topher Downham from Boulder OSMP on an adaptive handbike tour around Davidson Mesa. These power assisted off-road bikes have changed the way those with mobility issues experience the outdoors. Event is open to all abilities.
	2	Pocket Prairie Restoration		Volunteer	All Ages	Additional promotion by Sustainability	Join Open Space staff to help maintain the Dutch Creek Pocket Prairie by planting new shrubs, and native forbs
12		Open Space on Canvas (Plein Air Series) LOCATION TBD		Other/Skill	Ages 12 and Up	None	What's the point of preserving beautiful views if you don't take the time to enjoy them? Put paint to canvas with fellow outdoor art enthusiasts at our casual painting events. Please note: we are not providing any formal instruction, but this is a great way to meet other painters and share tips.
June							
	3	Pulling for Louisville		Volunteer	All Ages	None	The Open Space Division is working hard to restore TBD Open Space and we need your help! Come and learn why noxious weed management is important during weed identification training and then help clip seed heads and dig up noxious weeds that are threatening Open Space.
13		Free Fishing Weekend		Resource	All Ages	None	Visit Harper Lake and learn about fishing on Free Fishing Weekend. Learn about fishing regulations, live bait, how to tie on hooks and lures.
	4	National Trails Maintenance Day		Volunteer	All Ages	Additional promotion by Sustainability	Please join the Open Space Division in celebrating National Trails Day by repairing _____ on _____ Open Space. Volunteers will be _____.
14		Open Space Plein Air Painting Series: Location TBD		Other	Ages 12 and Up	None	What's the point of preserving beautiful views if you don't take the time to enjoy them? Put paint to canvas with fellow outdoor art enthusiasts at our casual painting events. Please note: we are not providing any formal instruction, but this is a great way to meet other painters and share tips.

Louisville Draft Education and Outreach Programs 2025

Discussion Item XXX: 2025 Open Space Education and Volunteer Program Staff Recommendations

Edu.	Vol.	LEGEND (Color Code)	Date	Cross-promoted Programs	Volunteer Events	Partnership not yet confirmed	
July							
15		Noxious Weed ID Booth		Resource	All Ages	None	Come and look at noxious weed samples on TBD Open Space to see and learn about some of Colorado's noxious weeds and why we need to control them.
	5	Pulling for Louisville		Volunteer	All ages	None	The Open Space Division is working hard to restore Davidson Mesa Open Space and we need your help! Come and learn why noxious weed management is important during weed identification training and then help clip seed heads and dig up noxious weeds that are threatening Davidson Mesa Open Space. FREE native plants, refreshments and snacks will be provided. Please bring gloves and be prepared for the elements.
16		Open Space Plein Air Painting Series: Location TBD		Other/Skill	Ages 12 and Up	None	What's the point of preserving beautiful views if you don't take the time to enjoy them? Put paint to canvas with fellow outdoor art enthusiasts at our casual painting events. Please note: we are not providing any formal instruction, but this is a great way to meet other painters and share tips.
17		Wildflower Hike		Resource	All Ages	Volunteer	Join Open Space Volunteer, TBD, to search for and identify wildflower blooms on TBD Open Space. Once you know a flower by name, you can easily learn more; either by reading more about it on the internet, or just observing its distribution, seasonal changes, and relationships with other organisms. We'll work together on a flower checklist prepared in advance for the property.
August							
18		Open Space Plein Air Painting Series: Location TBD		Other/Skill	Ages 12 and Up	None	What's the point of preserving beautiful views if you don't take the time to enjoy them? Put paint to canvas with fellow outdoor art enthusiasts at our casual painting events. Please note: we are not providing any formal instruction, but this is a great way to meet other painters and share tips.
	6	Pulling for Louisville		Volunteer	All ages	None	The Open Space Division is working hard to restore TBD Open Space and we need your help! Come and learn why noxious weed management is important during weed identification training and then help clip seed heads and dig up noxious weeds that are threatening TBD Open Space.
19		Web World (NEW for 2026)		Wildlife	Adults	Butterfly Pavilion	Spiders are found in great numbers all over the world, including in our houses! But why?... In this fun and interactive program, we'll get to meet several spider friends and explore what secrets they have that make them some of the most successful animals ever.
September							
20		Open Space Plein Air Painting Series: Location TBD		Other/Skill	Ages 12 and Up	None	What's the point of preserving beautiful views if you don't take the time to enjoy them? Put paint to canvas with fellow outdoor art enthusiasts at our casual painting events. Please note: we are not providing any formal instruction, but this is a great way to meet other painters and share tips.
21		Wildlife Day Celebration		Wildlife	Ages 5 and up	Raptor Center, Butterfly Pavilion, Nature Lab may bring wildlife. Collaboration with Sustainability	Join Open Space staff to celebrate Wildlife Day on TBD. Participants will learn about the importance of our local wildlife, how we can all protect wildlife habitat, and play games!

Louisville Draft Education and Outreach Programs 2025

Discussion Item XXX: 2025 Open Space Education and Volunteer Program Staff Recommendations

Edu.	Vol.	LEGEND (Color Code)	Date	Cross-promoted Programs	Volunteer Events	Partnership not yet confirmed	
22		Open Space Stargazers: Summer Constellations		Resource	Ages 10 and Up	None	Fall is not too far away, so it's time to get out and enjoy the night sky! Join the Open Space Stargazers as we take in views of iconic summer constellations such as Sagittarius and Scorpio and learn some fun tricks for identifying key stars and constellations. Bring binoculars or a telescope, a red astronomy flashlight, and layers appropriate for being outside after dark.
October							
23		Open Space Stargazers: Halloween Moongazing		Resource	Ages 10 and Up	None	It's the perfect Spooky Season event! Few objects have excited and enthralled humanity as much as the Earth's moon. Join the Open Space Stargazers as we enjoy the splendor of the full moon. Bring binoculars or a telescope, a red astronomy flashlight, and layers appropriate for being outside after dark.
	7	Pulling for Louisville		Volunteer	All ages	None	The Open Space Division is working hard to restore TBD Open Space, and we need your help! Come and learn why noxious weed management is important during weed identification training and then help cut down Russian olives trees and sprouts that are threatening Open Space.
24		Open Space Plein Air Painting Series: Location TBD		Other/Skill	Ages 12 and Up	None	What's the point of preserving beautiful views if you don't take the time to enjoy them? Put paint to canvas with fellow outdoor art enthusiasts at our casual painting events. Please note: we are not providing any formal instruction, but this is a great way to meet other painters and share tips.
November							
25		Build Event: Bird Feeders		Wildlife/Skill	Ages 7 and Up	None	Register for a free build event. Construct a home/habitat for wildlife and learn the importance of promoting local wildlife with rangers. Constructions will benefit native species and will include information and handouts on the target species and additional steps you can take to help our native species. Tools and materials provided.
26		BARK Ranger Kick Off (NEW 2026)		Other	Adults + Pets	None	Stop by our booth to learn how your dog can become a BARK Ranger and get some free SWAG
27		Exploring the Secret Life of Birds of Prey		Wildlife	Adults	Colorado Avian Research and Rehabilitation Institute	Join the Colorado Avian and Research Institute to discover the secretive life of birds of prey as seen through the raptor cameras.
28		Louisville During the Great War		Other	Ages 12 and Up	Louisville Museum assist with program	The Great War of 1914-1918 changed the world. Learn how this conflict affected people, coal, agriculture, and mining in Boulder County and the Louisville area. Join the City's Ranger Naturalist and Louisville Historical Museum staff for a walking tour of Open Space areas that show traces from Louisville's contributions to the war effort. The tour leaves from Kerr Gardens and will require participants to walk about 2.5 miles, including some steep uphill sections of trail. Be sure to bring water, sunscreen, appropriate clothing for the weather, and comfortable shoes. Please leave pets at home for all Open Space events. Leashed service pets permitted.
December							

Louisville Draft Education and Outreach Programs 2025

Discussion Item XXX: 2025 Open Space Education and Volunteer Program Staff Recommendations

Edu.	Vol.	LEGEND (Color Code)	Date	Cross-promoted Programs	Volunteer Events	Partnership not yet confirmed	
29		Open Space Stargazers: Holiday Starlight		Resource	Ages 10 and Up	None	The best holiday lights are the ones in the sky! Saturn, the magnificent ringed planet, is visible most of the night and ready for your enjoyment. We'll also try our hand at locating the beautiful andromeda galaxy. Bring binoculars or a telescope, a red astronomy flashlight, and warm layers appropriate for being outside after dark.
30		Native American Program		Other	Adults	TBD	TBD, working on provider and description
AGENTS OF DISCOVERY (NEW for 2026)							
31		Ranger Quests (Agents of Discovery Program)		Other/Skill	Kids/Teens	None	Level up your open space knowledge with the Louisville Ranger Naturalists. Join the fun at Davidson Mesa and compete in a self-guided treasure hunt. Enjoy challenges, riddles, and much more on an epic adventure to learn about your open space and earn some open space swag!
32		Ranger Mystery Party		Other	Kids	None	As Ranger Naturalists, we receive a lot of calls and emails that require us to do a little sleuthing to uncover what may be going on. These mysteries can range from simple questions to legitimate crimes on Open Space and today you can help us discover the truth behind some of them. Join the rangers on a hunt to solve some of Louisville's mysteries.
33		Noxious Weeds		Resource	Adults	None	Learn about some of the commonly found noxious weeds on Open Space and how they are managed
34		Exploring Open Space w/ BVSD		Resource/Skill	Kids	BVSD	Come and explore Open Space properties throughout Louisville and learn about local flora and fauna
35		Open Space Property Tour		Resource	All Ages	None	Explore Louisville's Open Space properties and trails throughout town
PRIVATE VOLUNTEER EVENTS							
36-42							

MEMORANDUM

To: City Council
From: Open Space Advisory Board
Date: April 8, 2025
Re: Board Study Session with City Council

2024 Achievements

2024 achievements are listed in the PowerPoint. OSAB members donated 421 hours to the city in 2024, and we are very proud of our work to protect and improve our open spaces, one of Louisville's most important assets in this ever-more-crowded and environmentally challenging time in our history.

Background & 2025 Goals

OSAB is integral to the Council's 2025 Work Plan under the Priority of Economic Vitality and through the Lens of Environmental Sustainability. Louisville is an attractive and livable city in large part because of its beautiful outdoor spaces, which provide both physical and mental wellbeing and a refuge for native flora and fauna. OSAB's overarching goal for the present and future is to protect, restore, and add to our open space properties. With a number of long-range plans in process over the coming months, we expect much of our attention in the near term will be devoted to reviewing consultant recommendations regarding open space management, trails, and long-range planning. We also will prioritize developing working relationships with other Louisville advisory boards and with neighboring communities to implement shared conservation goals since native habitats and trails don't stop at city limits.

Looking Beyond 2025

Our 2025 goals are listed in the PowerPoint, but in future years, we hope to advocate for a vote in the 2028 election year to make the open space sales tax (2C) permanent, which would provide for more stable open space funding and increase opportunities for acquiring new properties through bond issues. Other long-term priorities are implementing a mobile education trailer, revisiting Dark Sky designation for areas near open spaces, obtaining water rights to enhance the environmental health of Coal Creek and Hecla Lake, and restoring and protecting the Coal Creek riparian zone.

2024 OSAB Highlights

- Provided recommendations to the city's internal open space land acquisitions process
- Provided feedback on implementation of budget revisions following passage of 2C
- Reviewed and recommended revisions to the Redtail Ridge trail plan
- Advocated for an ordinance banning rodenticides within city limits
- Increased volunteer hours and visibility of the Weed Whacker group
- Provided input on Wayfinding implementation
- Researched grant opportunities for open space capital projects
- Provided feedback on e-bike usage on open space trails
- Provided recommendations on Open Space Education and Outreach programs
- Reviewed the quasi-judicial process for advisory boards

2025 Priorities – Related to Council's Work Plan

- Provide feedback on the Comprehensive Plan, and the PROS and Trails plans
- Support development of RFPs recommended by PROS and Trails Plans
- Further refine the city's internal property acquisition process
- Support restoration of native ecosystems and grasslands
- Support and advocate for staff to complete city-wide Wayfinding on the trail network
- Advise on Redtail Ridge final trail plan and open space protection during construction
- Quasi-judicial development reviews as needed

Proposed 2025 OSAB Work Plan Priorities not included on City Council's Adopted Plan

- Achieve Bird City designation for Louisville
- Collaborate with neighboring communities on mutual wildlife and environmental conservation goals, including restoration of pollinator habitat and the Coal Creek riparian area
- Collaborate with other Louisville advisory boards on issues of mutual concern
- Advocate for passage of rodenticide ordinance

Alignment with Open Space Departmental Work Plans

These items currently are on the Department Work Plan:

- Review interpretive education panels
- Advise on wildfire mitigation communication campaign
- Advise on Short Street/Hwy 42 Urban Renewal Plan as requested
- Review budgets as requested
- Evaluate and participate in the Bioblitz

Alignment with Open Space Departmental Work Plan?

These items currently are not on the Department Work Plan:

- Achieve Bird City designation for Louisville
 - Staff is able to complete with Council direction. This will require a Council Resolution before July 1 or November 1 with a \$200 fee.
- Collaborate with neighboring communities on mutual wildlife and environmental conservation goals, including restoration of pollinator habitat and the Coal Creek riparian area
 - Staff is able to explore the request to obtain more detail on project scope. Implementation will require City Council direction and approval for future budget cycles.
- Collaborate with other Louisville advisory boards on issues of mutual concern
 - Staff is able to support with Director approval by topic and direction from City Council.
- Advocate for passage of rodenticide ordinance
 - In 2024, OSAB submitted a letter of recommendation to City Council. City Council direction required for next steps.

Council Guidance

Opportunity for discussion/direction from council:

- Anything else the OSAB should consider related to the council work plan?
- Council guidance on the non-work plan items?

Important considerations:

- *Are all items in the purview of the OSAB and advisory to council in nature?*
- *Is this what council needs from the OSAB?*

Thank you!

- To OSAB members for your leadership and time as volunteers!
- To staff for your work!
- Next Steps:
 - Council looks forward to continued work with each board and commission
 - MAY 16 – Recommendations for interim budget due
 - MAY 16 – Recommendations for 2026 Council Work Plan due
 - NOVEMBER – Recommendations for 2026 Legislative agenda due

Discussion Item 14 & 15

DRAFT- Brainstorming Session- DRAFT

2025 Accomplishments & 2026 Work Plan Goals

2025 ACCOMPLISHMENT			
OSAB 2025 Priorities		City Council Work Plan	Budgeted in 2025
City Comprehensive Plan	Engaged with City reps, took survey as individuals.	Yes- Economic Vitality	Yes
Acquisition Policy	Great progress. Multiple points of engagement with City Manager, productive meeting with City Council, which approved process and flow chart suggestions.	Yes- Core Services	
Restore Native Ecosystems and Grasslands	In progress. Awaiting results of vegetation survey.	Yes- Core Services	Yes
PROST Long Range Plan	Met with consultants, provided thoughts and feedback.	Yes- Core Services	Yes
Trails Master Plan	Establish a Trails Tiger Team to provide detailed feedback.	Yes- Core Services	Yes
Review Interpretive Education Panels	Reviewed and provided feedback on multiple panels.		Yes
Wildfire Mitigation Communication Campaign	Susan and Andy provided feedback to consultant.		Yes
Short Street & Hwy 42 Urban Renewal Plan	na		Yes
Budget Review	Reviewed and provided feedback and guidance.		
Resource Management	na		
Complete Wayfinding City Wide	Powerline Trail completed. Remainder budgeted for 2026.		Yes
Achieve "Bird City" Designation in Louisville	Accomplished!		No
Dark Sky Designation Adjacent to Open Space	Consider working with Sustainability Advisory Board in 2026.		No
Joint Board Meetings with Lafayette LOSAC and Superior OSAC	Held joint meetings and agreed to establish a joint Tiger Team to work on Coal Creek restoration efforts		
Development Review	na		No
BioBlitz Biodiversity Evaluation	In progress. Awaiting results of vegetation survey.		Yes
City Wide Rodenticide Policy for Private Property	Awaiting confirmation that Redtail Ridge developers have agreed not to use rodenticides.		No
Board/Tiger Team Collaboration with internal and external boards	In the process of establishing a joint Tiger Team with Lafayette and Superior to meet quarterly.		
Convened quasi-judicial review of DD property	Voted in favor of accepting a portion of DD as open space property		
Individual Accomplishments/Tiger Teams			
Weed Whackers	Organized 120 hours of open space weeding (Susan)		
OSAB 2026 Goals		City Council Work Plan	Budgeted in 2026

Past Ideas for Goals:

Implement a Mobile Education Trailer	
Advocate for 2C Permanent Renewal Vote in 2028	Dietrich Hoeffner is in favor of this idea. (Susan)
Obtain Water Rights to Enhance Coal Creek and Hecla Lake Environmental Health	Would require an outside consultant to analyze feasibility. (Graeme)
Restore Coal Creek Riparian Area	Delete here since repeats Tiger Team plan above?
Advocate for a Wildlife Plan	Advocate for a city ordinance protecting wildlife. (Michiko)
Work with RAB to Continue Program to Rewild Golf Course Roughs	
Open Space Management Plan	Will follow after PROS Plan is completed.
Warembourg Fishing Pond in the Budget process	