City of Louisville
COLORADO • SINCE 1878

Louisville Revitalization Commission

Agenda

Wednesday, January 14, 2026
City Hall, Council Chambers
749 Main Street
8:00 AM

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

- *You can call in to +1 646 876 9923 or 833 548 0282 (toll free)*
  Webinar ID #852 0147 8768
- *You can log in via your computer. Please visit the City's website here to link to the meeting: www.louisvilleco.gov/revitalizationcommission.*

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

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of December 10, 2025 Meeting Minutes
5. Public Comments on Items Not on the Agenda
6. Business Matters of Commission
   a. 2026 Open Government and Ethics Pamphlet
   b. Board and Commission Rules of Procedure
   c. Approval of 2026 Posting Locations for Public Meetings

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 GKline@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.

    d. Approval of 2026 LRC Meeting Dates
    e. Election of Officers for 2026
    f. Approval of Contract for Legal Services
    g. Façade Improvement Program Contract Update Approval
    h. 2026 Planning Discussion

7. Reports of Commission
    a. Staff Updates
    b. Development Updates
    c. Downtown Business Association Updates
    d. Chamber of Commerce Updates
8. Commissioners’ Comments
9. Adjourn

Louisville Revitalization Commission

Minutes

December 10, 2025
Regular Meeting
8:00 AM

Call to Order – Chair Williams called the meeting to order at 8:03 a.m.

Roll Call was taken and the following members were present:

Committee Members:	***Corrie Williams - Chair***
	Clif Harald – Vice Chair
	Councilmember Caleb Dickinson
	Jeff Lipton
	Alexis Alder
	Bob Tofte
Staff Present:	***Diana Langley, City Manager***
	Vanessa Zarate, Economic Vitality Manager
Others Present:	***LRC Counsel Corey Hoffman***
	Members of the public

APPROVAL OF AGENDA

Chair Williams called for approval of the agenda and there were no calls for changes. **Motion:** Commissioner Dickinson moved to approve the agenda. The motion was seconded by Councilmember Lipton. **Vote:** All in favor.

APPROVAL OF MINUTES

Chair Williams called for changes to the November 12, 2025 meeting minutes. Hearing none, Chair Williams asked for a motion to approve. **Motion:** Commissioner Dickinson moved to approve the minutes, the motion was seconded by Councilmember Lipton. **Vote:** All in favor.

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

None.

1100 PINE STREET FAÇADE IMPROVEMENT PROGRAM APPLICATION

Manager Zarate gave an overview of the request for façade improvement program funding for a project located at 1100 Pine Street. The request included upgrades to the façade to include stucco installment, new windows, replacement of the asphalt in the parking lot and a new courtyard installment. The applicant requested a total grant of $169,314.

Manager Zarate recommended approval of the project, without the courtyard, for a total reimbursement of $153,019. Manager Zarate did not recommend approval of the courtyard because this LRC has previously denied courtyard installments, in addition the total original request of the applicant was more than the available budget still remaining within the LRC budget year.

The applicant's representative, Mike Kranzdorf gave a brief update on the project and desire to upgrade the building for the tenant.

NOTE* part of the recording was not caught due to a technology glitch.

Councilmember Dickinson asked the applicant if they thought of opening up Pine Street to pedestrian access for those that might cut across the property to get from downtown to the Nature Lab or other places like Gravity. Discussion was had about safety around pedestrian and vehicular contact points as well as insurance needs for private property and pedestrian access.

Commissioner Lipton asked why the applicant amount on the original application and those in the staff report were different. Manager Zarate stated that the scope of the project has evolved since the original application was submitted, due to feedback at the staff level to update the policy. Discussion was had surrounding the application, presentation and public record needs.

Commissioner Lipton asked why stucco was decided upon versus other materials. Applicant stated it was between stucco and hardy board, and discussed the needs of contractors ability to install and energy code. Discussion was had surrounding the differences between stucco and hardy board for the building.

Commissioner Lipton asked if we fund the parking lot improvements, then the lot becomes available to the public. Manager Zarate has stated that historically she has told people "no" to just redo the parking lot, from a deferred maintenance standpoint. Counsel Hoffman stated that under urban renewal law, it does not have to be open to the public but the LRC could determine they wanted to make that a requirement if they choose to do so. Discussion was had surrounding the desire to make the lot open to the public in some form or fashion.

The applicant stated that people use the lot very regularly, even when not visiting the tenant. The parking lot is often used for events as well for those coming downtown. The applicant was asked how he would feel if there was a condition requiring parking for others. The applicant stated that he would have to have his insurance carrier review any conditions but that he did not want to commit on the fly.

Manager Zarate has stated that on the city side, there have been agreements that have allowed privately owned lots to be used for public parking but that has not been done through urban renewal.

Commissioner Lipton asked about the nature of the lease. Applicant stated it is a standard triple net lease that is intended to be renewed next year for another five years.

Commissioner Harald stated support for the courtyard and asked about precedent. Manager Zarate recommended denial based on previous LRC decisions to not fund other courtyard applicants in 2025. The other application had the courtyard in the back of the building, this is in the front but there is a thought that human behavior will not use the courtyard as a public space because it is attached to the building, so most people will assume it is for the use of the building. The applicant stated that he intends for the courtyard to be used by visitors to the center and use by others. Applicant further stated that the tenant tends to operate somewhat like a museum with people dropping in, events, and programming. He would however be hesitant to put in this agreement or with the tenant any language mandating parameters of opening to the public.

Commissioner Harald recommended inclusion of the courtyard.

Manager Zarate stated that there is not enough budget to fund the project in totality based on the request made by the applicant.

Chair Williams stated she also is in support of the courtyard and agrees with improvements to the facility as this is a gateway into our community and into our downtown and believes this project will compliment and Front and Center improvements.

Councilmember Dickinson stated that the visual improvement is what we are discussing with the Façade Improvement Program, and is in support of the courtyard. Stated he is more on board with the courtyard than the parking lot. Suggested the parking lot could be more better suited with infrastructure money. Manager Zarate stated that the public infrastructure line item is not funded and this is a private lot so wouldn’t technically be considered for public infrastructure funds.

Councilmember Dickinson recommended approval at a not-to-exceed of $164,987.

Commissioner Harald asked what was spent out of the Property Improvement Program. Manager Zarate stated that the program has used about $15,000 of their total budget but that the money could not be moved between line items or be re-allocated without amending their budget and also asking council to amend the budget.

Manager Zarate stated that she did not believe any of the project components would be eligible for inclusion under the Property Improvement Program.

Manager Zarate also stated that the applicant total request did include a 20% contingency, which is on the higher side for a rehab/redevelopment. That the true costs will most likely be lower, and we will only pay on the actual amounts paid.

Commissioner Lipton asked about program eligibility as parking lots are stated as those that are accessible to the general public and is asking for verification on the policy and intent for the investment in the parking lot. Manager Zarate explained current approach of not funding removable objects like bike racks or deferred maintenance like just the parking lot repavement alone. Counsel Hoffman stated that urban renewal law does not require the parking lot to be open and accessible to the public can be vague because there are no parameters on the list- but used for events and accessible could get you. Landscaping is visible to the public, but we are looking for sustainable blight remediation and not something that can be taken away.

Commissioner Lipton asked for some parameters to be written into the agreement. Commissioner Adler stated that she was conflicted as that requirement has not been enforced previously so it might make more sense to change the policy instead of writing it into the agreement template. Counselor Hoffman stated that each application should be considered on what it is offered to the program and urban renewal area, but current conversation is consistent with the program.

Commission discussed reviewing the application as the property, not the property owner. Manager Zarate stated that each agreement has maintenance standards on hwo long they have to maintain the improvements for.

Applicant stated that he would be more comfortable having any requirement align with the maintenance requirements in the agreement, because the parking lot may not be a parking lot into perpetuity.

Counselor Hoffman stated that he would have any requirement in the motion, as if it were to be included in the agreement it would need to be approved by the IGA stated three-part approval process between LRC and City Council.

There was no public comment.

Commissioner Lipton moved to approve the application for all components with a not to exceed of $164,987 and the owner make the parking lot available during non-business hours to the public. Seconded by Councilmember Dickinson. Motion was approved by all present.

DELO BOOM TIF THIRD PARTY REVIEW PRESENTATION

Manager Zarate introduced the third-party consultant, Andrew Arnold, with Pioneer Development Company. Andy gave an overview of his third-party review of the Delo BOOM housing project and the gap funding analysis findings.

Andy presented his gap funding analysis and walked the LRC through his review process to include the revenues, pro-formas, funding and underwriting dynamics such as returns, assumptions and costs. To review the gap, the third-party looked at what an investor or bank would need in order to move forward with the project and determine any potential gap in funding for the project to come to fruition. The review is market-benched to make sure costs and revenues are in alignment with market and bank needs.

Commissioners asked Andy questions on his approach and clarifications on the calculations and indicator calculations.

Andy stated that there will be an estimated $2,500,000-$3,000,000 in gap funding needed, the projected TIF value increase for the project will only be able to fill about $510,000 of that possible gap.

Chair Williams stated this is making her think about designation of new urban renewal areas. Manager Zarate stated she has started the conversation with LRC and City Council about potential new areas, as a tool for catalyst developments in this area but throughout the entire of the City of Louisville. Delo BOOM does not qualify for other LRC or City programs, such as historic preservation. There are City tools potentially available for assistance for Delo BOOM, such as fee waivers. But even with the current available city and urban renewal tools, they only close about half of the gap.

Counselor Hoffman stated that it would be City Council decisions to amend the old plan, and create a new plan. Both actions would require compliance with HB 1348 but is a City Council policy decision on how to move forward.

Commissioner Lipton stated that LRC is not the major solution to Delo BOOM but could be a role of LRC and City Council. Doesn’t believe three million dollars should be insurmountable, and City should consider things like density bonuses or use some of the affordable housing funding.

Manager Zarate stated that many applicants are involved with urban renewal and city programs. Manager stated that with the programs available today, we can not fill the gap and other approaches such as density bonuses are down the line after approval of the comprehensive plan.

Manager Zarate asked for some initial feedback on what direction the LRC might want to move forward with to try to close the gap.

Councilmember Dickinson asked about moving forward with the whole area being renewed instead of moving forward with smaller, cut out areas. Counselor Hoffman stated that would not be able to happen until the area actually is completed, because there is existing pledged debt within the current area. Hoffman also recommended looking at areas holistically across the city at what areas are blighted and what areas make sense for urban renewal areas, the trend is also more specific areas instead of these large overarching areas. Hoffman also stated that coming into compliance with HB 1348 is a heavy lift, and negotiations with all the taxing entities but will need to discuss how to move forward.

Andy Arnold stated that the trend of smaller, project specific areas is also being used to help support affordable housing projects and increase the amount of units in a project that might be labeled as affordable. Smaller areas might have less impact on the other taxing entities, but a clear outcome and benefit once the project is completed.

Manager Zarate stated that urban renewal areas can be considered across town, but not every project would be entitled to becoming a new area. Manager Zarate stated conversations are starting with both LRC and City Council on moving towards HB 1348 compliance and new plan areas, there is staff capacity to move new areas forward. Hoffman stated that it would be City Council that approves the blight study and the plan, but the LRC will negotiate the taxing entities per the IGA.

Chair Williams stated interest in creating a longer runway for capture for Delo BOOM so that the project has a better chance of coming to fruition.

Commissioner Harald asked about urgency of timing, and expressed concerns about timing of decision making at City Council and LRC. Manager Zarate stated they have been working with the applicant and they know that if moving forward with a new area, there would be at least a year before that was approved.

Andy stated that there is a world that the $500,000 reimbursement agreement plus City incentives and new tools at the City level that could close the gap and move forward within the next six months. Because we have the but-for analysis done, the impact report bulk is not done and the rest of the blight study and condition survey could be done relatively quickly. The long haul will be the revenue sharing agreements, there should be 120 days once we have the statutory documents.

Commissioner Lipton expressed hesitation on going too far down this conversation without additional economic and political considerations, and conversations with City Council. Lipton asked staff to have conversations with City Council and other leaders within town and exploring additional gap closure funding mechanism and bringing a recommendation back to LRC.

Hoffman stated that once the LRC is HB 1438 compliant, it is a new board with 4 additional individuals and that is the governing body for the entirety of the LRC and all project and plan areas.

Commissioner Adler stated support for moving forward with a TIF agreement for the $500,000.

City Manager Langley stated that the City Council has not had a review of this project and the funding gap identified. In addition, the City Council is looking at additional ways to support affordable housing. City Council needs additional time and discussion to explore ways to reduce the gap on the City side.

PUBLIC COMMENT
Mike Kranzdorf asked for clarification on valuation of the project based on the estimated cost of construction.

STAFF UPDATES

Manager Zarate gave an overview on staff updates and asked for questions.

DEVELOPMENT UPDATES

Manager Zarate gave an overview on the development updates and asked for questions.

DOWNTOWN BUSINESS ASSOCIATION UPDATES

No update.

CHAMBER OF COMMERCE UPDATES

The Chamber will not be merging with the Downtown Business Association but has great collaborations planned with them and other partners throughout the year. Stay tuned for their entire year calendar to be released early 2026. The new member website is also live, please input your news.

COMMISSIONER COMMENTS

Commissioner Adler asked about the January meeting. Manager Zarate stated it is set for the second Wednesday and at the January meeting would approved dates for 2026.

ADJOURN

Members adjourned at 9:49 a.m.

Corrie Williams, Chair

Vanessa Zarate, Economic Vitality Manager

City of Louisville

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.LousivilleCo.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

TABLE OF CONTENTS

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. <u>GENERAL RULES</u>

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. <u>MEETINGS</u>

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. <u>EXPECTATIONS OF STAFF LIAISON</u>

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.

LOUISVILLE REVITALIZATION COMMISSION

City of Louisville
COLORADO ▪ SINCE 1878

SUBJECT: APPROVAL OF 2026 POSTING LOCATIONS FOR PUBLIC MEETINGS

DATE: JANUARY 14, 2026

PRESENTED BY: VANESSA ZARATE, CECD, ECONOMIC VITALITY MANAGER

SUMMARY:
Section 24-6-402(2)(c) of the Colorado Open Meetings Law requires that all public bodies designate the public place or places for posting of notices of public meetings. The Louisville Revitalization Commission (LRC) must annually approve posting locations by either vote or resolution.

RECOMMENDATION:
All LRC meetings will be noticed by the posting of an agenda at the following locations:

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

City of Louisville
COLORADO • SINCE 1878

LOUISVILLE REVITALIZATION COMMISSION

SUBJECT: APPROVAL OF 2026 LRC MEETING DATES

DATE: JANUARY 14, 2026

PRESENTED BY: VANESSA ZARATE, CECD, ECONOMIC VITALITY MANAGER

SUMMARY:
The Louisville Revitalization Commission will meet regularly on the second Wednesday of each month from 8 AM – 9:30 AM. All meetings will be held in Council Chambers at Louisville City Hall (749 Main Street) unless otherwise noted.

RECOMMENDATION:
The proposed 2026 LRC meeting schedule is shown below. Meeting dates may be changed in the event that a quorum cannot be reached on the scheduled meeting date.

- January 14, 2026
- February 11, 2026
- March 11, 2026
- April 8, 2026
- May 13, 2026
- June 10, 2026
- July 8, 2026
- August 12, 2026
- September 9, 2026
- October 14, 2026
- November 11, 2026
- December 9, 2026

City of Louisville
COLORADO ▪ SINCE 1878

LOUISVILLE REVITALIZATION COMMISSION

SUBJECT: ELECTION OF OFFICERS FOR 2026

DATE: JANUARY 14, 2026

PRESENTED BY: VANESSA ZARATE, CECD, ECONOMIC VITALITY MANAGER

SUMMARY:
The Louisville Revitalization Commission elects officers for each year running January through December. The LRC must elect a Chair, a vice-chair and secretary

RECOMMENDATION:
The LRC vote and approve of officers for 2026

City of Louisville
COLORADO ▪ SINCE 1878

LOUISVILLE REVITALIZATION COMMISSION

SUBJECT: APPROVAL OF ATTORNEY SERVICES

DATE: JANUARY 14, 2026

PRESENTED BY: VANESSA ZARATE, CECD, ECONOMIC VITALITY MANAGER

SUMMARY:
The Louisville Revitalization Commission has an attorney that serves as general counsel. Louisville City Council approved a new legal contract, with new rates at their December 2, 2025 meeting. This new contract needs to be approved for continued legal services.

RECOMMENDATION:
Staff recommends the LRC review and approve the contract for attorney services.

CONTRACT FOR ATTORNEY SERVICES

This Contract between the LOUISVILLE REVITALIZATION COMMISSION, a body corporate and politic ("Commission") and the law firm of KELLY PC ("Attorney") is as follows:

WITNESSETH:

WHEREAS, the Commission is in need of an attorney to serve as its general counsel; and

WHEREAS, Kathleen Kelly and the other attorneys at Kelly PC are duly licensed attorneys in the State of Colorado, and Kelly PC is willing and able to serve as general counsel to the Commission;

THEREFORE, in consideration of the mutual covenants hereinafter contained, the parties hereby agree as follows:

1. Appointment. The Commission hereby appoints the Attorney as general counsel for the Commission and Attorney hereby accepts such appointment. It is understood that the work of the Attorney will be performed by attorney Corey Y. Hoffmann of the law firm of Hoffmann, Parker, Wilson and Carberry, P.C., pursuant to an agreement with Attorney, or other qualified attorneys designated and retained by Attorney.

2. Term. The services to be performed by the Attorney shall begin upon appointment and shall terminate on the Attorney's removal or resignation.

3. Removal or Resignation. Attorney shall serve at the pleasure of the Commission and may be removed from the position of general counsel at any time by affirmative vote of a majority of the membership of the Commission, the removal to take effect upon written notice to the Attorney. Attorney expressly waives any rights to a charge in writing or an opportunity for a hearing prior to removal.

Attorney may voluntarily resign as general counsel to the Commission by providing at least sixty (60) days' advance written notice to the Commission, unless a shorter notice period is agreed to by the Commission.

4. Services. The Attorney shall perform all duties of counsel to the Commission as may be required by Constitution, statute, or ordinance, and shall perform other legal services as requested by the Commission or by such Commission officers or employees as designated by the Commission.

5. Compensation. The Commission agrees to pay the Attorney for all services under this Contract at the rates set forth in the "Appendix A -- Fee Schedule," attached hereto and incorporated herein by this reference. The Attorney agrees to bill the Commission monthly, indicating the services performed, the time expended thereon, and the dates of service. Attorney's expenses for travel to and from Louisville shall not be billed separately to the Commission.

6. Outside Legal Counsel. The Commission may employ, at the Commission's expense, outside the terms of this Contract, other legal counsel determined to be necessary by the Commission.

7. Amendment. Any amendment to this Contract shall be in writing and agreed to by the parties.

IN WITNESS WHEREOF, the parties hereto have executed this Contract on the dates shown.

KELLY, PC

By:__________________________
Kathleen Kelly, President

____
Date

LOUISVILLE REVITALIZATION COMMISSION

By:__________________________
Chair

____
Date

ATTEST

By:__________________________
Secretary

____
Date

APPENDIX A – FEE SCHEDULE (EFFECTIVE JANUARY 1, 2026)

General Legal Services:

Attorney time	$280.00 per hour

Beginning January 1, 2027, the above rates may be adjusted to reflect 2026 inflation as determined by the Consumer Price Index, All Items (CPI-U) for Denver-Aurora-Lakewood, September 2026 Forecast, published by the State of Colorado Legislative Council Staff. Attorney shall notify the City Council in writing of 2027 rates by no later than November 30, 2026.

Expenses:

Travel: No mileage or attorney time charge for travel to and from Louisville

For other travel, travel time will be billed one-way and current IRS per mile

LOUISVILLE REVITALIZATION COMMISSION

City of Louisville
COLORADO • SINCE 1878

SUBJECT: FAÇADE IMPROVEMENT PROGRAM UPDATE

DATE: OCTOBER 15, 2025

PRESENTED BY: VANESSA ZARATE, CECD, ECONOMIC VITALITY MANAGER

SUMMARY:

The Louisville Revitalization Commission created the Façade Improvement Program in 2022, creating a new grant program for businesses and property owners in the Highway 42 Urban Renewal Area to utilize to make investment and improvements to the outside of their buildings and properties.

As part of the program adoption, the LRC and Louisville City Council adopted program parameters and a contract to be used between the LRC and approved recipients of the grant funding. The approved contract reimburses the applicant once all construction is complete and the project has received all sign offs and COs/CCs for the work completed. The contract pays in one lump sum all eligible improvements once the work is completed and the applicant provides proof of payment.

The LRC has expressed interest in allowing partial payment for improvements to be made throughout the construction process for eligible improvements. In order to do this, the LRC and the Louisville City Council must approve a new proposed contract that would allow for reimbursement on costs paid, for discrete components of the project.

As part of the proposed contract, staff would work with the applicant/recipient to outline what the discrete components of the project are and outline those in an exhibit of the contract. This would allow the recipient to receive payment for discrete components as they are completed, and proof of payment is submitted. By outlining discrete components, the LRC can ensure that the improvements are actually completed, and the full project comes to fruition, with final payment being held until all components are completed, COs/CCs awarded, and proof of payment is submitted. Applicants have expressed that this would assist them in continuing to invest in the property by using the reimbursement amount to complete the next phase of improvements.

This new contract would still reimburse based on eligible improvements and true costs paid for the work, there will be no upfront payments for any work to be completed. The ability to be paid in phases does not guarantee approval of phased work.

The LRC recommended approval to the City Council for the contract changes at their October 2025 meeting. City Council appro

RECOMMENDATION:

Staff recommends the LRC approve the new contract for the Façade Improvement Program.

ATTACHMENT(S):

1. Proposed Façade Improvement Program Contract

FAÇADE IMPROVEMENT GRANT AGREEMENT

THIS FAÇADE IMPROVEMENT GRANT AGREEMENT ("Agreement") is made and entered into this ___ day of ___ 2025 ("Effective Date"), by and between the **LOUISVILLE REVITALIZATION COMMISSION** (the "LRC") and the **XXX** ("Recipient"), the owner/tenant of the commercial building located at **ADDRESS** (sometimes referred to individually as "party" or collectively as "parties").

WHEREAS, the LRC is a public body corporate and politic authorized to transact business and exercise its powers as an urban renewal authority under and pursuant to the Colorado Urban Renewal Law, Part 1 of Article 25 of Title 31, C.R.S. (the "Act"); and

WHEREAS, the LRC has created a Façade Improvement Grant Program (the "Program") through which the LRC provides grant funding to offset certain eligible costs associated with projects undertaken by owners/tenants to improve the exterior façades of commercial properties within the Highway 42 Revitalization Area (the "Plan Area"), in furtherance of the Highway 42 Revitalization Area Urban Renewal Plan (the "Plan"); and

WHEREAS, the Program furthers the public purpose of addressing blight within the Plan Area by incentivizing improved façade aesthetics, with the goal of attracting customers to Downtown Louisville; and

WHEREAS, Recipient is the owner/tenant of the commercial building (the "Building") located at ADDRESS (the "Property"), which Building and Property are within the Plan Area; and

WHEREAS, Recipient has submitted to the LRC the Recipient's application (the "Application") for a grant to offset a portion of the eligible costs associated with the Recipient's proposed façade improvements to the Building (the "Project"), as more particularly described on ***Exhibit A***, attached hereto and incorporated herein by this reference ("Eligible Improvements");

WHEREAS, pursuant to the Colorado Urban Renewal Law, C.R.S. § 31-25-101, *et seq.*, and the Urban Renewal Plan, the LRC may finance undertakings pursuant to the Plan by any method authorized under the Act or any other applicable law, including without limitation issuance of notes, bonds and other obligations in an amount sufficient to finance all or part of the Plan; borrowing of funds and creation of indebtedness; advancement of reimbursement agreements; agreements with public or private entities; and loans, advances and grants from any other available sources; and the Plan authorizes the LRC to pay the principal and interest on any such indebtedness from property tax increment, or any other funds, revenues, assets or properties legally available to the LRC; and

WHEREAS, the LRC has approved the Application, and has offered to reimburse a portion of the costs associated with the Project, subject to and in accordance with the terms and conditions of this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein the LRC and the Recipient agree as follows:

A. Recipient Obligations. The Recipient shall fulfill each of the following obligations ("Recipient Obligations"):

1. Apply for and obtain all approvals and permits from the City as required pursuant to the City Code for the construction of the Project.

2. Complete the Project, including the Eligible Improvements, with Recipient's own funds, in accordance with applicable requirements of the City Code and City-adopted building and fire codes, and the terms and conditions of City-approved plans, permits, and approvals applicable to the Eligible Improvements.

3. No later than ten (10) days after the Project is completed, or discrete components of the Project are completed, request inspection by the City.

4. Obtain acceptance of the Project, including the Eligible Improvements from the City, or obtain acceptance of discrete components of the Eligible Improvements as mutually agreed upon by the Parties hereto. If the Eligible Improvements or a mutually agreed upon discrete component of the Eligible Improvements are satisfactory, the City shall grant acceptance and the LRC shall provide reimbursement as set forth in Section B of this Agreement. If the Eligible Improvements are unsatisfactory, the City shall provide written notice to Recipient of the repairs, replacements, construction or other work required to receive acceptance.

5. Recipient shall provide the LRC with certified statement of Eligible Improvement costs no later than thirty (30) days after Recipient obtains City acceptance of the Project completion, or completion of a discrete component of the Eligible Improvements as provided hereunder.

6. Recipient agrees that final payment shall not be made by the LRC until Recipient has obtained a Certificate of Occupancy or certificate of completion as applicable for the entire Project, including the completion of all Eligible Improvements

B. Reimbursement.

1. Subject to Section C, upon Recipient's fulfillment of the Recipient Obligations, the LRC will authorize the payment of the Reimbursement. For purposes of this Agreement, "Reimbursement" means one hundred percent (100%) of certified Eligible Improvement costs up to $15,000, and seventy-five percent (75%) of certified Eligible Improvement costs between $15,000.01 and $50,000. The total reimbursement pursuant to this Agreement shall not exceed $______ [insert reimbursement cap for the Agreement].

2. The LRC and Recipient may agree upon mutually acceptable discrete components of the Eligible Improvements for which Recipient may seek acceptance and reimbursement for eighty percent (80%) of the certified statement of Eligible Improvement costs for such discrete component, provided that the entirety of the discrete component of any such Eligible Improvement is completed and accepted by the City. Such discrete components shall be detailed in Exhibit B to this Agreement. Upon completion of all Eligible Improvements, and Recipients fulfillment of all Recipient

Obligations, the LRC shall authorize payment of the remainder of the reimbursements for the discrete components previously reimbursed.

C. Termination. The LRC and Recipient expressly agree that time is of the essence with regard to fulfilment of the Recipient Obligations and completion of the Eligible Improvements, and failure by Recipient to fulfill the Recipient Obligations and complete the Project including the Eligible Improvements shall relieve the LRC of any obligation under this Agreement without liability. In the event that Recipient fails to fulfill the Recipient Obligations by _________, this Agreement and the LRC's obligation to pay the Reimbursement shall immediately terminate. If the Recipient fails to complete the Project, including all Eligible Improvements, on or before the deadline set forth in this subsection, Recipient shall, within thirty (30) days following such deadline and without demand from the LRC, repay the LRC all amounts that have been received by the Recipient pursuant to this Agreement.

D. Recipient's Post-Reimbursement Obligations.

1. In consideration of the LRC's payment of the Reimbursement, the Recipient agrees that the Property shall not be redeveloped within three (3) years of the LRC's payment of the Reimbursement, unless otherwise approved in writing by the LRC.

2. For a Two (2) year period from the date of City acceptance of the Eligible Improvements, Recipient shall, at its own expense, take all actions necessary to maintain said improvements and make all needed repairs or replacements which, in the reasonable opinion of the City or LRC, shall become necessary. The Recipient and each successor owner of the Building shall be responsible for the maintenance obligations provided for herein.

3. This Section D shall survive termination of this Agreement.

E. Damages Waiver. Recipient shall not be entitled to any payment or compensation of any kind from the LRC or the City for lost profits; direct, indirect, or consequential damages; or costs or expenses of any kind, including but not limited to costs of extended overhead, arising because of delay, disruption, interference or hindrance from any cause whatsoever, whether such delay, disruption, interference be caused by the City or LRC, reasonable or unreasonable, foreseeable or unforeseeable, or avoidable or unavoidable.

F. Indemnification. To the fullest extent permitted by law, the Recipient agrees to indemnify and hold harmless the LRC, and its appointed officers and employees, and the City, and its elected and appointed officers and its employees, from and against all liability, claims, and demands, on account of any injury, loss, or damage, which arise out of or are connected with this Agreement or the construction of the Eligible Improvements, whether by Recipient or Recipient's contractor, if such injury, loss, or damage is caused by the negligent act, omission, or other fault of the Recipient or any contractor of the Recipient, or any officer, employee, or agent of the Recipient or Recipient's contractor, or any other person for whom Recipient is responsible. The Recipient shall further bear all other costs and expenses incurred by the City, the LRC, or the Recipient, which are related to any such liability, claims and demands, including but not limited to court costs, expert witness fees and attorneys' fees if a court determines that these incurred costs and expenses are related to such negligent acts, errors, and omissions or other fault of the Recipient or any person for whom Recipient is responsible. The City and LRC shall be entitled to costs and attorneys' fees incurred in any action to enforce the provisions of this Section F. The Recipient's indemnification obligation shall not be construed to extend to any injury, loss, or damage which is caused by the act, omission, or other fault of the City or the LRC. This Section F shall survive termination of this Agreement.

G. Miscellaneous.

1. This Agreement shall be governed and construed in accordance with the laws of the State of Colorado. The exclusive venue for any lawsuit concerning the subject matter of this Agreement shall be in the District Court for Boulder County, Colorado. The LRC shall have no obligation to make any payment hereunder during the pendency of any legal challenge concerning the subject matter of this Agreement. In any action brought to enforce the provisions of this Agreement, the prevailing party shall be entitled to recover its costs of litigation, including reasonable attorneys' fees.

2. Nothing in this Agreement is intended or shall be construed to create a joint venture between the Recipient and the LRC and the City, and neither the LRC nor the City shall never be liable or responsible for any debt or obligation of the Recipient.

3. This Agreement shall inure to the benefit of and shall be binding upon the LRC and Recipient and their respective successors.

4. This instrument shall constitute the entire agreement between the LRC and Recipient and supersedes any prior agreements between the parties and their agents or representatives, all of which are merged into and revoked by this Agreement with respect to its subject matter. Contact information is as follows:

Recipient:

XXX

LRC:

Louisville Revitalization Commission
Attn: Economic Vitality
749 Main Street
Louisville, CO 80027
303.335.4531
economicvitality@louisvilleco.gov

5. This Agreement is personal to Recipient and Recipient may not assign any of the obligations, benefits or provisions of the Agreement in whole or in any part without the expressed written authorization of the LRC. Any purported assignment,

transfer, pledge, or encumbrance made without such prior written authorization shall be voidable by the LRC.

6. Neither the LRC nor the City has legal rights to or ownership interest in the materials chosen by the recipient and as such disclaims all warranties, express, implied or statutory, regarding construction materials utilized in the eligible improvements, including the implied warranties of merchantability, accuracy, satisfactory quality, title, security, noninfringement, uninterrupted or error-free use, and fitness for a particular purpose, and any implied warranty arising from course of performance, course of dealing, usage or trade.

7. None of the provisions, terms and conditions contained in this Agreement may be added to, modified, superseded or otherwise altered, except by written instrument executed by the LRC and Recipient.

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

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

This Façade Improvement Reimbursement Agreement is effective on the date first above written.

RECIPIENT:

XXX

By: _______________________

Name:

Title:

LOUISVILLE REVITALIZATION COMMISSION

By: ________________________
Corrie Williams, Chair

ATTEST:

____
Barbie Iglesias, Secretary

Exhibit A:EXAMPLE

List of Proposed Improvements:

- Address deteriorating structures with rotten wood.
- Repair or replace broken, deteriorating steps to eliminate trip hazards.
- Restore crumbling stucco, particularly on the west side of the building.
- Remove inappropriate façade materials.
- Repair rotten window frames.
- Install new framing and a properly fitting primary door to enhance insulation and security.
- Add exterior lighting at the steps for safety, as no exterior light is currently in place.
- Restore and clean masonry elements, including brick, stone, and concrete.
- Hand-scrape all loose and peeling paint, sanding as necessary, to maintain the building's appearance.
- Apply exterior paint in neutral colors that complement surrounding buildings, avoiding paint over original brick surfaces.
- Perform exterior pressure washing to clean surfaces, ensuring methods are gentle to prevent damage.
- Caulk cracks and gaps to prevent water infiltration and improve energy efficiency.
- Repair signage and ensure compliance with current sign code requirements.
- Install lighting attached to the building that accentuates signage and other significant architectural details.
- Ensure all work adheres to state regulations and federal guidelines for lead-based paint, as outlined by the contractor, Built By Design.

Cost Estimate:

Item	Cost
General Demolition	$487.58
Doors	$700.49
Drywall	$1,421.00
Electrical	$293.61
Hazardous Material Remediation	$16.72
Light Fixtures	$134.91
Moisture Protection	$690.00
Painting	$16,428.00
Stairs	$557.68
Stucco and Exterior Plaster	$1,395.47
Subtotal	**$22,125.46**

EXHIBIT B: EXAMPLE

PHASE 1:

- Address deteriorating structures with rotten wood.
- Repair or replace broken, deteriorating steps to eliminate trip hazards.
- Restore crumbling stucco, particularly on the west side of the building.
- Remove inappropriate façade materials.
- Repair rotten window frames.
- Perform exterior pressure washing to clean surfaces, ensuring methods are gentle to prevent damage

PHASE 2:

- Install new framing and a properly fitting primary door to enhance insulation and security.
- Add exterior lighting at the steps for safety, as no exterior light is currently in place.
- Restore and clean masonry elements, including brick, stone, and concrete.
- Hand-scrape all loose and peeling paint, sanding as necessary, to maintain the building's appearance.
- Apply exterior paint in neutral colors that complement surrounding buildings, avoiding paint over original brick surfaces.

PHASE 3:

- Caulk cracks and gaps to prevent water infiltration and improve energy efficiency.
- Repair signage and ensure compliance with current sign code requirements.
- Install lighting attached to the building that accentuates signage and other significant architectural details.
- Ensure all work adheres to state regulations and federal guidelines for lead-based paint, as outlined by the contractor, Built By Design.

City of Louisville
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LOUISVILLE REVITALIZATION COMMISSION

SUBJECT: DISCUSSION OF 2026 WORK PLAN

DATE: JANUARY 14, 2026

PRESENTED BY: VANESSA ZARATE, CECD, ECONOMIC VITALITY MANAGER

SUMMARY:

In 2024, the Louisville Revitalization Commission approved a work plan aimed at guiding LRC investment and time and created the attached 2025-2026 workplan. This workplace is based on LRC goals, objectives and commissioner feedback. This work plan is intended to guide LRC's meetings, investment and budget over 2025-2026.

The work plan is attached for reference and to start

FISCAL IMPACT:

There is no direct fiscal impact to approving a work plan, the work plan could help inform budget decisions.

RECOMMENDATION:

Staff recommends that the LRC discuss the work plan and provide feedback.

ATTACHMENT(S):

1. 2025-2026 Work Plan

Louisville Revitalization Commission
2025 – 2026 Draft Work Plan

Project	Potential Steps	Timeline	Funding
Downtown Vision Plan – Design Development	• Finish Downtown Vision Plan design and construction documents • LRC Continue to support staff and consultant teams through final design • Continue to work with downtown stakeholders through final design process • LRC to identify which elements they are going to recommend for prioritized funding • Work with bond consultants and staff to issue bond	Q1-Q3	$1M
Downtown Vision Plan – Implementation	• Work with staff and consultants to take feedback through final design, to keep project on track to start construction in Q4 2025 • Support City Staff as they work through final design and construction plans • Support EV Staff and provide feedback as they create a construction impact plan and identify ways to support businesses through construction	Q4	$8M
Program Implementation and Support	• Continue to promote and support the existing LRC programs • Complete applications, promotional materials, eligibility and engagement for existing programs • Create new program collateral and website page • In December, evaluate program impact and eligibility to ensure alignment with goals and needs	Q1-Q4	$650,000
Marketing and Promotion	• Enhance marketing and promotion of the urban renewal area and LRC programs available • Monthly proactive and reactive promotion across platforms to include digital, verbal and print	Q1-Q4	$5,000
Gap Identification	• Identify opportunities in DELO and South Boulder Road, within the Highway 42 area, to support projects • Identify additional programs or supports to address vacancies within the urban renewal area		

Louisville Revitalization Commission
2025 – 2026 Draft Work Plan

Project	Potential Steps	Timeline	Funding
LRC Long Range Planning	• The Highway 42 Urban Renewal Area increment capture expires in 2032. Discussion of what happens to the area after that expiration • Identify additional areas throughout the City of Louisville that could benefit from urban renewal tools and explore creating new urban renewal areas • Address the future of the 550 S McCaslin Urban Renewal Area	Q1-Q4	
Partner Engagement and Collaboration	• Provide written letters of support where appropriate for projects, investments, policy and legislation • LRC members attend events and open houses to provide feedback as appropriate	Q1-Q4	

LOUISVILLE REVITALIZATION COMMISSION

City of Louisville
COLORADO ▪ SINCE 1878

SUBJECT: STAFF UPDATES

DATE: JANUARY 14, 2026

PRESENTED BY: VANESSA ZARATE, CECD, ECONOMIC VITALITY MANAGER

SUMMARY:
In the following, staff provides updates on recent activity related to economic vitality functions.

Enterprise Zone
The new Enterprise Zone boundaries, including the City of Louisville, went into effect January 1, 2026. Please share with businesses in Louisville and send them to Economic Vitality with any questions.

Front and Center Update
Staff is finishing the 30% design review for the Front and Center project. Once complete, the project team will provide an update to the LRC and is hoping to plan a site walk to review the current status of the project. Once the 30% design review is complete, the project team will also re-engage with the Focus Group to provide an update.

2026 Business Legislative Preview
The Denver Metro Chamber of Commerce and the Colorado Competitive Council will host the Colorado General assembly at their legislative preview. Each party will discuss plans, priorities and predictions for the year, with a focus on business policy. Follow the link to sign up.

Comprehensive Plan Open House
Join City staff for an information session to view the draft Comprehensive Plan. Light refreshments will be provided. The event will be held at The Simon, 957 Main Street from 5:30-7:30p.m. on Wednesday, January 28, 2026.

Greg Fields Sculpture
The sculpture done by Greg Fields was installed at The South Street Pedestrian Gateway location on December 15, 2025. Cultural Services partnered with the LRC to install the sculpture and is excited to have the project completed.

City of Louisville
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LOUISVILLE REVITALIZATION COMMISSION

SUBJECT: DEVELOPMENT HIGHLIGHTS

DATE: JANUARY 14, 2026

PRESENTED BY: VANESSA ZARATE, CECD, ECONOMIC VITALITY MANAGER

SUMMARY:

In the following, Staff provides updates on recent activity related to construction and development. These updates are for the most frequently asked about sites and not for every site in a review process or under construction. All updates and timeframes are subject to change.

Site	Update
800-804 Main Street (former Wildwood Guitars)	The building is under contract and they have submitted plans to the City for reuse of the building.
809 Main Street (old Waterloo)	Project has complete the core/shell for the building and continues to look for a new tenant for the space. Potential tenants continue to tour the building, but no signed tenant to date.
816 Main Street (former Empire)	Staff is working with ownership and interested parties towards a sale. Site has been relisted on line for sale. Staff is working with a temporary pop-up on site for the winter season.
833 Main Street (former Chase)	Staff is working with ownership to assist with reinvestment on site. The City's parking lot lease ended on December 31, 2025. Please remind people that the parking lot is private property and to no longer park on site.
1301 Courtesy Road (Delo Boom)	Delo Boom is working through City processes to construct 140 units of housing. The project will consist of studios through three-bedrooms and 13.5% affordable units.
950 Spruce Street	Construction has completed with the retail and office spaces currently being marketed for rent.
947 Pine Street (former gas station)	Birdie Bar is open to the public!

1303 Empire Road (Ironton)	Ironton has approved plans for a new distillery and event center. They have opened their temporary tasting room and are welcoming patrons.
540 County Road (Louisville Grain Elevator)	The Grain Elevator has new owners that have engaged the City to turn the building into an activated space. Their TIF review has been started with Pioneer Development Company.
Coal Creek Village (SWC South Boulder Road and HW 42)	A mixed use commercial and residential development, with 13,500 sf of commercial space and 186 dwelling units under review through our planning process.
1171 W Dillon Road (former Lowe's)	The New King Soopers Marketplace has started construction for the new store. They anticipate a mid-year 2026 opening.
1164 W Dillon Road (Cinebarre)	University of Colorado has purchased the site and is currently working on public engagement for their plans for the site.
550 McCaslin Boulevard (former Sam's Club)	Relish has opened to the public!
575 McCaslin Boulevard (former Carrabba's)	Staff is working with the broker representation to market and attract a new user to the building. No lease signed to date.

If you would like to add a site to these updates, please let me know.

ATTACHMENT(S):
None.