City of Louisville
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Historic Preservation Commission Agenda

Monday, January 26, 2026
City Hall, 2nd Floor Council Chambers
749 Main Street
6:30 PM

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

- *You can call in to +1 253 215 8782, Webinar ID # 831 7647 9579*
  Webinar ID #424734
- *You can log in via your computer. Please visit the City's website here to link to the meeting: www.louisvilleco.gov/hpc.*

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

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes (October, November & December 2025)
5. Public Comments on Items Not on the Agenda
6. 2026 Procedural Items
   a. Election of Officers for 2026
   b. Approval of Posting Locations for Agendas
   c. Approval of Expected 2026 Historic Preservation Commission Meeting Dates
7. Probable Cause: 524 Main Street
8. Probable Cause: 517 La Farge Avenue

Persons planning to attend the meeting who need sign language interpretation, translation services, assisted listening systems, Braille, taped material, or special transportation, should contact the City Clerk's Office at 303 335-4574 or ClerksOffice@LouisvilleCO.gov. A forty-eight-hour notice is requested.

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

9. Updates from Staff
10. Updates from Commission Members
11. Adjourn

Historic Preservation Commission

Meeting Minutes

October 20, 2025
City Hall, Council Chambers
749 Main Street
6:30 PM

Call to Order – **Chair Haley** called the meeting to order at 6:30 PM.

Roll Call was taken, and the following members were present:

Commission Members Present:	Lynda Haley, Chair Josh Anderson Marty Beauchamp Christine Burg Keith Keller Sloane Whidden Talbot Wilt
Commission Members Absent:	none
Staff Members Present:	Rob Zuccaro, Community Development Director Jess Daniels, Senior Planner

APPROVAL OF AGENDA

Motion to approve the agenda was moved by **Burg** seconded **Whidden** and adopted by voice vote.

APPROVAL OF MINUTES

Motion to approve minutes from 2024 was moved by **Whidden** seconded by **Beauchamp** and adopted by voice vote.

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

None were heard.

PUBLIC HEARING ITEMS – NEW BUSINESS

a. 1016 Main Street – Landmark Designation, Resolution 10, Series 2025 recommending to the Commission approval of Resolution 10, Series 2025

Staff Presentation:
Daniels introduced the presentation for the 1016 Main Street – Landmark Designation, Resolution 10, Series 2025 and a proposal to landmark 1016 Main Street, a rare Queen Anne–style home built around 1910 and listed on the National Register of Historic Places. She explained the city purchased it using preservation funds to protect and resell it, citing its strong architectural integrity and historic ties to Louisville's immigrant and mining heritage.

Staff Recommendation:
Staff recommended approval of Resolution 10, Series 2025.

Commissioner Questions of Staff:
Beauchamp asked how the landmark incentive timeline applies if 1016 Main Street doesn't sell right away—specifically, whether a future buyer would still be eligible for grant funding if the sale occurred after the usual 18-month window.

Daniels explained that the property is already under contract, and the sales agreement includes a provision giving the new owner a three-year window to apply for grants starting from the date of purchase, not from the original landmarking date.

Commissioner Questions of Applicant:
None were heard.

Public Comment:
None were heard.

Commissioner Discussion:
Wilt asked whether the Commission should discuss how grant incentives transfer from previous to new property owners now, since the next case involves that issue, or wait until the following agenda item.
Haley responded that the discussion should remain separate and be addressed during the next case.

Burg noted that landmarking the property is the natural next step, given that the city recently voted to purchase it specifically for preservation and landmarking.

Haley agreed, adding that the purchase was based on the property's clear eligibility and that it meets the required criteria for age, social history, and architectural integrity.

Beauchamp and Wilt concurred.

Motion to approve Resolution 10, Series 2025 was moved by **Wilt** and seconded by **Whidden**. The motion was adopted by a vote of 7 to 0.

b. 701 Lincoln Avenue – Grant Request

Staff Presentation:
Daniels presented a $35,095 grant request for 701 Lincoln Avenue, a landmarked property seeking funds for siding, porch, and window repairs. She explained that the home was landmarked in 2015, making it subject to a prior resolution allowing grants only within 18 months of designation. Since that window expired in 2016 and no extraordinary circumstances were found, staff recommended denial of the request due to ineligibility under the 2012–2019 funding rules.

Commissioner Questions of Staff:
Beauchamp asked to clarify the timeline, confirming that the property was landmarked in 2015, but the Historic Structure Assessment (HSA) wasn't completed until 2018.
Daniels confirmed this was correct and explained that at that time, properties could be landmarked first and complete an HSA later.

Whidden asked if the maximum grant available then was $5,000.
Daniels affirmed, adding that the request had to be made within 18 months of landmarking.
Zuccaro elaborated that when the grant resolution was updated in 2019, staff intentionally limited eligibility for older landmarks to ensure the program remained fiscally sustainable. He explained the grants were designed as incentives to landmark, not ongoing maintenance funds, and noted that an extraordinary circumstances clause was added for rare exceptions. He cautioned that expanding eligibility retroactively could confuse property owners and undermine consistent administration.
Haley confirmed that $5,000 was the total available at that time and reiterated that the grant request period would have expired in 2016.
Zuccaro confirmed.
Wilt asked what kinds of extraordinary circumstances might justify extending eligibility or transferring incentives to a new owner when the previous owner never used them. They suggested this could encourage preservation and counter public perception that landmarking deters buyers.

Zuccaro responded that such policy changes could be discussed during the upcoming grant resolution update, but under the 2019 resolution—which governs this application—property sales alone don't qualify as extraordinary. The standard focuses on unique architectural or physical conditions, not ownership changes.
Haley confirmed details of the timeline: the home was landmarked in 2015, sold in 2018, and restoration work began in 2024.
Daniels agreed and added that while HSAs are encouraged to guide preservation, they do not extend or reopen grant eligibility.
Beauchamp asked whether staff tracked how many landmarked properties had never used any grant funds.
Daniels replied that staff did not have that information available.

Applicant Presentation:
Weller described the restoration challenges at 701 Lincoln Avenue, explaining that he and his family bought the landmarked home in 2018, years after its grant eligibility expired. He detailed major, unexpected repairs—rotting porch supports, foundation gaps, and full siding replacement—that drove costs far beyond the original estimate. **Weller** emphasized that rising material costs, historic accuracy requirements, and conflicts with newer fire-hardening codes added further strain, and he urged the Commission to consider policy changes to better support new owners of older landmarked properties.

Commissioner Questions of Applicant:
Wilt asked the homeowner to clarify whether the previous owner had used any grant funds after completing the HSA in 2018.
Weller explained that, to his knowledge, no grant money had been used. He said he had checked with a previous city planner, who confirmed there was no record of a grant.
Daniels added the prior owner had received a $1,000 landmarking incentive, and the city paid $900 for the HSA.
Weller added that when he and his wife purchased the property in 2018, they mistakenly assumed they would still be eligible for grant funding and were disappointed to learn the window had already closed.

Haley then asked whether the siding, porch, and window work had gone through an alteration certificate process.
Weller confirmed that they had, noting there were three separate alteration certificates reviewed and approved in 2024 for the work, but no funding requests were submitted at that time.

Public Comments:

Gary Dunlap, a neighbor on Lincoln Avenue, spoke in support of allowing flexibility for the grant request. He noted the home's historic importance—one of several landmarked houses on the block—and explained that early participants in Louisville's preservation program often landmarked out of community pride, not for incentives. He said the property had long been in poor condition and praised the current owners for finally undertaking true restoration work.

Commissioner Discussion:
Wilt reflected on the challenge of continuing to incentivize preservation when a new owner inherits a landmark, but the original grant window has long expired. They asked whether any process exists for a second or reopened grant and suggested the commission explore creating one to help people facing high restoration costs.
Haley asked whether reopening eligibility would mean using the old rules or current ones and whether flexibility should apply retroactively or prospectively.
Wilt replied that if the commission truly aims to promote and incentivize preservation, it should be flexible and not let rigid timelines block people doing the right thing. They argued that inflation and quality-work costs make old grant limits unrealistic and urged allowing new owners to apply as if new applicants.

Haley asked how that flexibility could coexist with maintaining the fund's stability, since the city must plan for future grants.
Wilt agreed budgeting was important but said a re-application would not differ much from a brand-new applicant seeking funding for a similar project.
Anderson suggested that reopening past grants could create issues. He noted the property's condition was known at purchase and warned that retroactive eligibility could overwhelm the fund. He supported exploring limited flexibility but only under a defined cap—perhaps equal to the original $5,000 maximum or a small percentage of current limits.
Beauchamp voiced support for flexibility, emphasizing that the homeowner's work was true preservation, not maintenance. He proposed linking grants to the property rather than the owner and said the house's visibility and public prominence could justify finding extraordinary circumstances.
Zuccaro reminded the commission it must apply the 2019 resolution, under which "extraordinary circumstances" refer to building size, condition, architectural details, or other unique features. He explained that completed work isn't grant-eligible, though it can count as a credit toward future work.

Whidden wondered if the location of the house could quality it for extraordinary circumstances.
Burg posited that the house is on a main street so it could qualify based on visibility.

Haley wondered why the homeowner didn't apply during the alteration-certificate process.
Weller clarified he hadn't applied during the alteration-certificate process because staff told him the grant window was closed. Later, others encouraged him to apply anyway. He added that once the porch was opened up, structural decay made the repairs more urgent and foundational than cosmetic.
Zuccaro confirmed that the 2019 rules also bar funding for already-completed work, allowing only credit toward future restoration.
Haley summarized that unless the property clearly meets the extraordinary-circumstances criteria, the commission must follow the 2019 rules. They suggested that policy changes could come later to allow greater flexibility or transferable eligibility.
Whidden supported granting $5,000 as future matching funds, consistent with 2019 limits, acknowledging that it's a small gesture but at least recognizes the property's importance and visibility.
Zuccaro confirmed that the commission could recommend $5,000 for future eligible work based on extraordinary circumstances, but City Council would make the final decision, and the applicant could wait for new policy adoption before proceeding.

Burg wondered how the commission could approve without violating 2019 limits.

Haley added that possibly capping based on 2019 limits and then allowing the applicant to reapply based on the new resolution once approved might be best.

Anderson expressed concern around setting a precedent by approving the grant request and support for approving $5,000 for future eligible work.

Motion to approve $5,000 in future matching funds based on extraordinary circumstances of the prominence of the location was made by **Whidden** and seconded by **Anderson**. The motion was approved by a vote of 7 to 0.

GRANT PROGRAM UPDATE – DRAFT RESOLUTION

Staff Presentation:

Daniels presented an update on the Historic Preservation Grant Program and its proposed 2025 resolution, outlining major revisions to expand funding and improve flexibility. The new draft introduces higher grant limits—up to $136,000 for residential and $500,000 for commercial properties—with added tiers for structural work and a new "exceptional circumstances" category for rare, singularly unique projects. The definition of extraordinary circumstances was refined, and new caps were added ($22,300 for residential and $80,000 for commercial). Additional updates include an income-qualified waiver for households at or below the 120% Area Median Income (AMI), continued revolving loan and emergency reserve funds, and clear time limits of 36 months for grant applications and 60 months for reimbursements. Staff recommended that the Historic Preservation Commission approve Resolution 12, Series 2025 forwarding it to City Council for adoption in December.

Commissioner Discussion:
Commissioners reviewed the draft 2025 grant-program resolution, largely supporting higher tiered caps, clearer extraordinary/exceptional definitions, an income-qualified maintenance track, and maintaining the existing 36-/60-month timing. They discussed clarifying “good cause” standards under Section 12(C) (extensions), a decision on subcommittee vs. full commission authority, and guidance on retroactive cases where original grant windows expired. Staff reiterated that under the 2019 rules, grants are landmarking incentives, not maintenance; sales don’t create extraordinary circumstances; and completed work can only count as future match. Emerging ideas include courtesy pre-expiration notices, a limited re-open path for properties that never used funds (e.g., up to 25% of current caps), and adding an exceptional circumstance “gap-funding” requirement (prove funds are necessary for feasibility).

Action Items

The Commission will delay adoption of the new resolution until staff returns to the next meeting with the following requests:

1. Two options drafted for the new resolution:
    a. adding provision under Section 12 for staff to provide a 6-9 month courtesy notice to owners of landmarked properties for upcoming grant request timeline deadlines, and
    b. adding clarification under Section 12 (e) that properties landmarked prior to the resolution that have never received grants may request a grant for up to 25% of the current resolution incentive amounts, limited to Tier 1 funding (no exceptional/extraordinary circumstances),
2. Clarifying Section 12(c) that the timeline extension request process can only be for work not started or completed and requests under previous resolutions will be referred to the full commission for consideration at a public meeting.
3. Adding a new exceptional circumstances criteria for the applicant to demonstrate a gap in funding
4. Research on the number of landmarked properties that have not yet requested grant funds, separated per applicable resolution and corresponding incentive amounts (i.e. past and current)

5. Estimate of encumbered HPF funds counts to gauge impact.

WORK PLAN & SUBCOMMITTEE UPDATES

Grant Program Subcommittee
Staff confirmed they'll return next month with the revised grant program resolution and draft amendments based on the Commission's discussion (e.g., Section 12(C), exceptional-circumstances criteria).

Online Map Subcommittee (Anderson & Haley)
No new progress yet. Josh plans to schedule a meeting the first week of October to restart work and discuss approach. Staff noted that GIS mapping tools are back online and available for support.

Old Town Walking Tour Subcommittee (Haley & Whidden)
No new updates or actions since the last report.

Brochure & Flyer Subcommittee (Beauchamp & Whidden)
They met with city staff to align design and messaging with the city's branding standards. Discussion included coordinating updates with broader city outreach and the grant-program timing.
Staff are preparing a Certified Local Government (CLG) grant application—approximately $9,000—to fund the updated brochure and related outreach materials, with decisions expected early next year. Meanwhile, the subcommittee will refine content and examples for inclusion.

Events Subcommittee (Burg & Wilt)
No new events or activities; the year's event schedule is complete.

STAFF COMMENTS

- 1016 Main Street: property is under contract with a new owner.
- 1155 Pine Street: the landmark and grant application was withdrawn by the applicant; it will not proceed to City Council.
- Staff are also submitting the CLG grant mentioned above.
- Next regular HPC meeting: November 17 at 6:30 p.m.

PLANNING COMMISSION COMMENTS

None were heard.

ADJOURNMENT

Motion to adjourn was moved by **Anderson**, seconded by **Beauchamp**, and adopted by voice vote.
The Commission adjourned at 9:13 PM.

Planning Commission

Meeting Minutes

November 13, 2025
City Hall, Council Chambers
749 Main Street
6:30 PM

Call to Order – Chair **Brauneis** called the meeting to order at 6:30 PM.

Roll Call was taken, and the following members were present:

Commission Members Present:	Steve Brauneis, Chair Debra Baskett, Vice Chair Cullen Choi, Secretary Jennifer Hunt Jonathan Mihaly Jeff Moline
Commission Members Absent:	David Bangs
Staff Members Present:	Rob Zuccaro, Director of Community Development Emily Cline-Gibson, Planner II Iris Belensky, Arts & Special Events Program Manager

APPROVAL OF AGENDA

Motion to approve the agenda was moved by **Moline**, seconded by **Baskett**, and adopted by voice vote.

APPROVAL OF MEETING MINUTES

Meeting minutes for September 25, 2025 and October 9, 2025 were approved unanimously.

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

None were heard.

PUBLIC HEARING ITEMS – NEW BUSINESS

a. **Louisville Center for the Arts Sign** (CONTINUED FROM 10/9/25)– Resolution 16, Series 2025 with a recommendation to City Council for a PUD amendment to allow a new sign for the Louisville Center for the Arts located at 801 Grant Ave.

Staff Presentation:
Planner Emily Cline Gibson presented a request for Resolution 16, Series 2025, seeking approval of the first amendment to the Memory Square PUD to allow a new freestanding sign with an electronic message panel at the Louisville Center for the Arts at 801 Grant Avenue. The previous sign was destroyed in a 2024 storm, and the proposed replacement—approximately 5 feet tall and 7.7 feet wide with a 1.3-by-6-foot electronic panel—would display city-managed programming, hours, and emergency information. The sign would be installed near the prior location but moved back to meet the current 8-foot setback requirement, and it complies with all applicable sign code and PUD standards, including limits on illumination, transition types, dimming, malfunction controls, and residential lighting restrictions. Staff found the electronic panel well-integrated into the sign design, consistent with city signage, and capable of meeting all technical criteria through its software controls, and therefore recommended approval of the resolution with no conditions.

Staff Recommendation:
Staff recommended approval of Resolution 16, Series 2025 with a recommendation to City Council for a PUD amendment to allow a new sign for the Louisville Center for the Arts located at 801 Grant Ave.

Commissioner Questions of Staff:
Mihaly asked whether the proposed 0.3-foot-candle illumination level matches what is used on similar digital signs in town, especially those at schools, and whether the white text shown in the example could be changed to a less intense color such as red.
Staff explained that they do not know the illumination levels of school digital signs because schools are exempt from city zoning and their signs were installed without city oversight.

Hunt sought confirmation that the sign would comply with the requirement to turn off illumination after 11 p.m. or 30 minutes after building closure.
Staff confirmed that the sign would have to comply with those requirements.

Belensky added that the text color on the electronic panel can be changed to whatever Planning Commission or City Council recommends and noted that they would address operating hours further in their presentation.

Applicant Presentation:
Belensky explained that the Louisville Center for the Arts is a heavily used and culturally significant facility—booked for over 330 days this year and similarly busy next year—yet most of the diverse programming hosted by small local organizations is not visible to the public because those groups lack access to city communication channels. She described the proposed electronic sign as the most accessible, sustainable, and economical way to inform residents about daily activities, rental opportunities, and the breadth of cultural events occurring at the Art Center. Belensky emphasized that the sign's design is sensitive to the historic building and the calm nature of Memory Square Park, and she assured commissioners that it would operate conservatively: displaying only static text, using dimming controls, avoiding bright or abrasive colors, remaining off between roughly 8 p.m. and 8 a.m., and adhering to all sign code limits. She concluded that the sign would enhance public awareness without adding light pollution or disrupting the park's character.

Commissioner Questions of Applicant:
Baskett asked whether traffic or passerby counts exist for the area.
Belensky responded that no specific numbers are available but noted it is one of the most heavily used pedestrian areas downtown.

Mihaly asked if the dimming function is fully automated with no human control needed.
Belensky confirmed that the dimming is entirely automatic and responds to environmental conditions.

Choi asked about the display technology used for the sign.
Cline-Gibson said the software is Ignite OPX but did not have hardware details.
Belensky added that Artcraft Sign Company manufactures the city's signs.

Brauneis asked how many households or passersby might see the sign.
Belensky replied that only homes on the immediate block would have direct visibility and that no pedestrian or vehicle count data exists.

Hunt asked whether the sign is one-sided with an open back.
Belensky confirmed that it is one-sided.

Choi asked for more detailed hardware specifications.
Belensky said they can obtain those details from the sign company.

Choi asked about the visibility range and viewing angle of the display.
Belensky said visibility would be similar to BVSD school signs and that the color and temperature are fully tunable.
Moline asked about historic preservation review of the sign.
Cline-Gibson explained that the building is landmarked, but the site is not, so no HPC review was required.
Belensky added that HPC did approve the electrical connection needed for the sign.

Brauneis asked about annual electricity costs or carbon impact.
Belensky said they did not have numbers but noted the sign is considered energy-efficient by the manufacturer.

Mihaly asked how much time the digital sign saves compared to changing manual letterboard signs.
Belensky said the time savings would be significant because schedules can be pre-programmed and updates follow event schedules.

Choi asked whether the purpose of the digital sign is day-to-day adaptability rather than visual brightness.
Belensky confirmed this and said the intent is non-abrasive messaging that avoids conflicts with temporary signs.

Brauneis asked whether a designated bulletin board for organizations was considered.
Belensky said printing costs make that option less practical than a digital sign.
Zuccaro added that private organizations cannot legally post their own yard signs and that without a digital sign the city would not have capacity to display all daily programming.

Choi asked how emergency messages would be integrated.
Belensky explained that the sign is updated through an app and that staff would manually add any emergency messages .

Public Comment:
JR Ketlesen expressed support for the proposed electronic sign at the Center for the Arts, noting that although he was initially skeptical, he finds the design tasteful and effective for promoting events. He emphasized that many cultural programs at the Art Center lack visible signage today, leaving residents unaware of what is

happening, and said the new sign would help highlight ongoing performances, city events, and potentially even rental availability, which could boost revenue. Ketlesen added that the area receives significant foot traffic during summer programming and pool use, making the sign especially valuable, and concluded that the sign would be a positive addition for both the Art Center and the community.

Jim Hollestelle who has lived across from Memory Square Park for 23 years spoke in opposition to the proposed electronic sign, arguing that very few people would naturally see it because the surrounding streets carry limited traffic and the location sits on a small, lightly traveled intersection. He expressed concern that the city has not replaced the previous damaged sign for nearly a year, questioning the practicality of investing in a more complex sign that will require ongoing maintenance, power, and operational effort. He also felt the electronic sign would be aesthetically incompatible with the historic 19th-century Art Center and the character of the park, comparing its appearance to commercial signage and calling the proposal unnecessary, wasteful, and visually intrusive.

Conny Pontasch spoke strongly against the proposed electronic sign, arguing that it would detract from the historic 1894 schoolhouse building and clash with the residential character of the neighborhood. She described the sign as unattractive, non–era-appropriate, and unnecessary given that theater and arts organizations already maintain online information, and she praised the existing handmade placards on the rose trellises as more fitting, artistic, and minimally light-polluting. She questioned why an electronic sign should be placed in this location when similar signs are not used at other cultural facilities in town and emphasized that Grant and Spruce are not major thoroughfares, making the sign's impact minimal. She also expressed concern that the sign would be illuminated year-round and visible from many windows of her home and others nearby, concluding with clear opposition to its approval.

Keith Keller spoke in opposition to the electronic sign, stating that it would not be compatible with the historic character of the surrounding structures. He described the Arts Center as a prominent historic building and expressed a desire to preserve its existing appearance. While acknowledging the applicant's need to advertise events, he urged that it be done in a way that does not detract from the historic nature of the building or the neighborhood.

<u>*Applicant Response:*</u>
Belensky clarified that the previous sign had not been replaced for nearly a year because staff had been working through the design process, gathering quotes, and navigating scheduling delays—including a postponed Planning Commission

hearing—rather than intentionally leaving the sign unrepaired.

Staff Response:
Cline-Gibson clarified that the sign would not be illuminated 24 hours a day, noting that the city's sign code requires it to be turned off at minimum between 11 p.m. and 7 a.m.

Choi asked whether "illumination" referred to external lighting versus the sign emitting its own light.
Cline-Gibson confirmed that the electronic display itself would be shut off during required hours.
Zuccaro also added that while the sign code sets minimum illumination limits, the PUD could include additional restrictions to formally require the operating practices the applicant described, rather than relying solely on staff discretion.

Commissioner Discussion:
Hunt expressed appreciation for the presentations and said the sign's low light levels, automatic dimming, and similarity to school signs eased concerns. Supported adding PUD conditions such as an 8 p.m. shutoff or alternative text colors to minimize nighttime impact. Acknowledged historic sensitivity but noted the area already includes modern elements like the pool. Felt the sign would help inform the public about programming and stated they would vote yes with limitations.

Choi that the electronic panel would dynamically adjust brightness via photo cells to stay at or below 0.3 foot-candles above ambient, and shared context that exit signs are around 5 foot-candles and confirmed the PUD can include additional restrictions consistent with the applicant's stated operating intentions.

Brauneis questioned whether enough people would see the sign to make it effective and suggested such signage might make more sense at the rec center. Felt the neighborhood's residential character made this location less suitable.

Moline questioned whether effectiveness is within the commission's purview and said historic preservation hinges on successful reuse, and a sign might support that goal. They felt the design is consistent with other city signage and stated they were leaning toward support.

Hunt agreed with concerns about applying standards consistently and noted that for-profit applicants adjacent to neighborhoods would be treated differently, but that the Art Center is a public facility, which changes the context.

Mihaly said the Art Center is already a strong example of successful historic reuse. They personally opposed the sign but acknowledged it meets the technical criteria; argued there is a significant void in the code regarding electronic signs near historic buildings. Stated they would vote no for that reason.

Baskett said they would also vote no.

Brauneis also opposed the sign, feeling it does not enhance the city or neighborhood and that organizations have managed without it. Questioned whether it would achieve its intended goals.

Mihaly felt increased community awareness could be pursued through other, more effective venues. Emphasized concerns about placing a digital sign directly in a residential neighborhood.

Choi discussed the difference between personal dislike of the sign and the commission's responsibility to evaluate based on criteria rather than personal preference. Noted that even traditional lit signs could be more visually intrusive than the proposed 0.3-foot-candle electronic panel. Supported the value of emergency communications and leaned toward support but acknowledged difficulty.

Brauneis said that this application is different because the city—not a private business—is the applicant. Felt that distinction affects how to weigh the public benefit.

Hunt compared the proposal to school electronic signs, which exist in residential neighborhoods and are not perceived as intrusive. Questioned how this sign is substantively different.

Mihaly said they would vote no, stating that despite technical compliance, the code is inadequate for this situation and needs revision before such signs are approved.

Brauneis said they would vote no due to location, energy use concerns, and the broad availability of digital communication alternatives. Felt the downsides outweighed the benefits.

Choi said they would vote yes, viewing the sign as consistent with other modern updates to the park and emphasizing its potential value for emergency messaging and public safety.

Motion to approve Resolution 16, Series 2025 with a condition that the text color be matched to the most prevalent color temperature and formally restricted operating hours was moved by **Moline** and seconded by **Choi**. There was a 3 to 3 vote. Commissioner Bangs' vote will be required as the tie breaker. **Moline** moved to continue the issue to the next meeting, December 11, 2025, seconded by **Choi** and adopted by a voice vote.

b. Redtail Ridge Wastewater Lift Station – Resolution 17, Series 2025 with a recommendation to City Council for a Planned Unit Development (PUD) request to allow construction of a 1,031 square foot lift station to address wastewater for the future Redtail Ridge development.

Staff Presentation:
Cline-Gibson presented a proposal for a wastewater lift station at 1020 Rock Crest Drive, serving the entire Redtail Ridge development. The project includes a 1,031-square-foot equipment building, screened mechanical equipment, maintenance access, and adjacent trail connections. Two waivers are requested: allowing metal siding as a primary exterior material and permitting minor light spill (0.1–0.5 foot-candles) into the adjacent lot. Staff finds both waivers reasonable, notes the project meets all other commercial design and PUD standards.

Staff Recommendation:
Staff recommended approval of Resolution 17, Series 2025 with no conditions.

Commissioner Questions of Staff:
Moline asked the applicant to review landscaping and drainage to prevent stormwater runoff from creating maintenance issues or hazards on the trail.
Cline-Gibson said Public Works had approved the drainage plan but she would bring the concern back to them.

Choi asked about the generator's fuel tank type and whether it could be permitted in a severe non-attainment air quality zone.
Cline-Gibson said she did not have that information and would follow up but noted that the applicant would be able to address the generator question shortly.

Brauneis urged minimizing light spill and asked whether dark-sky-friendly lighting strategies—such as lighting from the outside inward—had been discussed.
Cline-Gibson said those strategies had not been discussed but she could ask the applicant about them.

Commissioner Questions of Applicant:
Franzen explained that the generator used a diesel belly tank sized for 24 hours of

operation and said he could provide the exact generator size later.

Choi asked for the generator's size, which the applicant did not know immediately.

Brauneis asked about options to reduce light spill, and the applicant said they could explore full cut-off fixtures aimed back toward the building and possibly mounting west-side lights on the screen wall. **Brauneis** further noted that minimizing spill would be best practice given the 12-foot encroachment and encouraged those adjustments.

Choi confirmed that the lift station and generator would be transferred to the City and that the generator would fall under the City's air emissions permit, which the applicant affirmed.

Public Comment:
None were heard.

Staff Response:
Staff had no additional response.

Applicant Response:
The applicant had no additional response.

Commissioner Discussion:
Moline said they supported the application and were nearly ready to make a motion.

Choi expressed strong support as well.

Brauneis supported the project but suggested adding a condition requiring Public Works to evaluate lighting with the goal of achieving zero light trespass.

Baskett voiced support and agreed with adding the light-spill condition.

Mihaly also supported the application and endorsed the lighting condition.

Hunt echoed the support, noted agreement with the condition, and remarked that the lift station design was impressively attractive given its visibility.

Motion to approve Resolution 17, Series 2025 with a condition that the lighting plan will be amended to remove light spill was made by **Moline** and seconded by

Baskett. The motion was adopted by a vote of 6 to 0.

c. Louisville Mill Site Redevelopment – Resolution 18, Series 2025 with a recommendation to City Council for a Planned Unit Development (PUD) Amendment request for an Outdoor Eating and Drinking Establishment and Mobile Food Court at 500-544 Front Street.

Choi recused himself from this resolution due to a conflict of interest.

Staff Presentation:
Zuccaro explained that the request is for a PUD amendment and special review use at the historic Louisville Mills grain elevator site to enable a first-phase activation focused on the elevator lot and front lot, including restoration of the grain elevator (with a small rear "boxcar" addition, reconstructed boardwalk and porte cochère), creation of an outdoor bar and mobile food court with three food truck pads, a stage, and associated outdoor seating and lighting, plus 24 on-site parking spaces and shared parking arrangements. He reviewed the long public-investment history in the property, prior but now-expired PUD approvals, and the existing conservation "no-build" easement intended to preserve public view corridors, noting staff's conclusion that the low, transparent food court improvements can fit within that easement while materially maintaining those views and helping make the challenging site viable. He stated the proposal complies with the Downtown Design Handbook (general, transition-area, and historic-building standards), downtown's reduced and flexible parking rules, and the criteria for both PUDs and special review uses, with hours, amplified-music cutoffs, and decorative-light shutoff times tailored to the surrounding neighborhoods. He summarized requested waivers from CB zoning standards (setbacks and lot coverage) as modest and supportable in context and recommended approval with two conditions: obtaining a Historic Preservation Commission alteration certificate and resolving remaining drainage comments before City Council, while dropping an earlier condition that would have required full civil construction plans prior to Council since those will instead be handled at building permit.

Staff Recommendation:
Staff recommended approval of Resolution 18, Series 2025 with two conditions. One condition being applicant obtainment of an Alteration Certificate from the Historic Preservation Commission and the other being applicant revision of PUD plans and Drainage Report to address outstanding Public Works comments related to drainage infrastructure.

Commissioner Questions of Staff:

Baskett asked whether the interior of the grain elevator would be used and what it would contain; **staff** confirmed it would be used as a bar and noted that interior floor plans are included in the packet, with more detail to come from the applicant.

Mihaly asked where the historic accessory building being relocated to the northwest corner was coming from; **staff** said it would be moved from the Warnberg Farm and that the applicant could provide additional details.

Mihaly also asked for clarification on how many food-truck pads were included, noting only two were clearly visible in one image; **staff** confirmed there are three pads and pointed out their locations on the SRU plan.

Applicant Presentation:
The applicant team—longtime Louisville and Boulder County residents and business owners—described their plan to "reactivate" the historic grain elevator site as the Grainyard, a locally run bar and outdoor gathering space anchored by the restored elevator. They explained that the interior of the elevator would house a bar while preserving and showcasing historic wood structure and equipment, with a small "boxcar" rear addition for restrooms and back-of-house functions, and a seasonal tap house created by relocating and restoring the historic Warberg granary. Outside, they proposed a landscaped courtyard with three electrically powered food-truck pads (no generators), a small low platform for ambient music rather than concert-level events, fire pits, and play space, emphasizing sensitivity to nearby homes, adherence to sound and lighting limits, and efforts to create a welcoming neighborhood hangout. They outlined a parking strategy that includes 24 new spaces on-site, shared parking with neighboring properties, existing nearby public and on-street parking, and hoped for collaboration with the city to add more spaces along the rail line, plus incentives for patrons who walk or bike. The original grain-elevator developer and a neighboring property owner recounted the long, costly history of stabilizing and preserving the building and expressed strong support for finally activating the site, while also raising concern about how required electrical upgrades and transformer requirements might affect costs and access for adjacent properties, asking the city and Xcel to work toward a fair solution.

Commissioner Questions of Applicant:
Mihaly asked whether the mobile food-truck pads required water, drainage, or gray-water connections in addition to electrical power.

Zuccaro responded that the pads require only electrical hookups and that food trucks are not required to be hard-plumbed.

Brauneis asked the applicant how the food trucks would operate, whether they would rotate and what the envisioned model was.

The applicant explained that the intention is to rotate trucks to provide ongoing variety and that operational ideas such as coordinating local delivery from nearby restaurants are also being explored.

Mihaly sought confirmation that the pads are strictly electric from an infrastructure standpoint.

The applicant confirmed this, adding that the seasonal tap house will have plumbing available for limited needs like filling water buckets, but the pads themselves will not have permanent plumbing.

<u>*Public Comment:*</u>
Caranci said he strongly supported activating the grain elevator and small business generally but was very concerned about unknown costs from Xcel's required electrical and transformer upgrades that could heavily impact his adjacent properties. He stated he was rescinding his previously signed support letters and asked that the project be put on hold until those costs were clarified, but after staff explained that nothing could advance without his future authorization, he agreed to let the hearing proceed while keeping his concerns on the record.

Horst said he was very excited about the proposal, noting that grain elevators are difficult to repurpose and this building has been unused for too long. He believed the project would boost all downtown businesses, help fill empty spaces, attract families, and urged the commission to approve it.

Baker explained that she lives directly across from the site and moved there for Louisville's downtown vibrancy, coming to the meeting mainly worried about lighting, noise, and hours. After hearing the proposal and comparing it to the considerate operations of nearby Crystal Springs, she said she supported the project despite some skepticism about food trucks and urged approval, saying downtown is struggling and needs this activation.

Muckle said he had been deeply involved in the original purchase and preservation of the grain elevator and considers it one of the most historic buildings in town. He argued that the best way to preserve historic structures is to give them an active, vibrant use, praised the project for doing exactly that, and encouraged approval.

Reed spoke as a business owner, Chamber of Commerce leader, and nearby resident, emphasizing that the commission's role is to apply the rules and that staff has recommended approval. He highlighted the addition of 24 on-site parking spaces, the benefit of activating a long-empty historic building, the value of outdoor “third spaces” for families, and the importance of supporting local investors who bring vibrancy to downtown, urging the commission not to miss this opportunity.

Ramos described his own recent, ultimately unsuccessful effort to create a historic rail-themed project nearby and said ventures like this grain elevator proposal, backed by local owners willing to take major risks, are rare and hard-fought. He argued that if the community doesn’t rally behind such locally driven projects, only large outside developers will shape Louisville’s future, and he strongly urged support for this project as a huge win for downtown and for preserving the city’s character and history.

Applicant Response:
The applicant expressed relief and gratitude that the project had finally reached this stage, saying it had been a long time coming. He stated confidence that the team could resolve the outstanding electrical and transformer issues with Randy and Xcel, and that they would be able to move the project forward to City Council as planned. He thanked the commission for hearing the proposal and said he looked forward to their deliberation.

Staff Response:
Staff had no additional response.

Commissioner Discussion:
Mihaly said he strongly supported the project, found the setbacks and lot-coverage waivers reasonable, and especially appreciated the addition of 24 parking spaces that were not required but significantly strengthened the proposal.

Hunt thanked staff and the applicants for their thorough work, praised the historical context and local involvement, and said the proposal felt like an authentic, community-driven project that she was excited to support.

Baskett called it a great project, emphasizing that local ownership and investment would ensure it is carried through successfully, and stated she would vote in favor.

Moline praised the collaborative effort among applicants, neighbors, and the city, reflected on having seen the site come before the commission in the past, and said community testimony demonstrated how important the grain elevator is. He expressed strong enthusiasm for moving the project forward.

Brauneis also voiced full support, noting the site has awaited activation for decades and commending past city leaders for preserving the structure rather than demolishing it, saying the community is fortunate to still have it and to now see a viable plan for its reuse.

Motion to approve Resolution 18, Series 2025 with the two conditions as amended was made by **Baskett** and seconded by **Mihaly**. The motion was adopted by a vote of 6 to 0.

PLANNING COMMISSION COMMENTS

None were heard.

STAFF COMMENTS

Zuccaro mentioned that there may need to be an overflow meeting in December and dates will be polled around that.

Zuccaro additionally reminded staff that the comprehensive plan discussion would happen during the December 11 meeting.

ADJOURNMENT

Motion to adjourn was moved by **Moline**, seconded by **Brauneis**, and adopted by voice vote.
The Commission adjourned at 9:42PM.

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Historic Preservation Commission

Meeting Minutes

December 15, 2025
City Hall, Council Chambers
749 Main Street
6:30 PM

Call to Order – **Chair Haley** called the meeting to order at 6:30 PM.

Roll Call was taken, and the following members were present:

Commission Members Present:	Lynda Haley, Chair Josh Anderson Christine Burg Keith Keller Sloane Whidden Talbot Wilt
Commission Members Absent:	Marty Beauchamp
Staff Members Present:	Jess Daniels, Senior Planner

APPROVAL OF AGENDA

Motion to approve the agenda was moved by **Burg**, seconded by **Whidden**, and adopted by voice vote.

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

None were heard.

PROBABLE CAUSE

a. Probable Cause: 936 Parkview Street

Staff Presentation

Staff presented the request for a finding of probable cause for landmark designation for the property located at 936 Parkview Street, in order to allow eligibility for reimbursement of a Historic Structure Assessment (HSA) grant in an amount not to exceed $7,500. Staff explained that a finding of probable cause is used solely for the purpose of approving funding for an HSA and is not binding on any future landmark designation decision.

b.

Staff reviewed the historical background of the property, noting that the house was constructed circa 1920 and relocated from the Centennial Mine to its current location in 1935. Staff stated that the property is identified in the PaleoWest inventories as eligible for the National and Colorado Registers of Historic Places and is one of three documented historic working-class homes in Louisville that were moved from mine sites. Staff summarized that the property meets the age requirement and demonstrates social, architectural, and physical integrity significance under the landmark criteria.

Staff Recommendation:
Staff recommended that the Commission find probable cause and approve a grant of up to $7,500 for a Historic Structure Assessment.

Commissioner Questions of Staff:
None were heard.

Public Comment:
None were heard.

Commissioner Discussion:
Commissioners expressed support for the request, noting the strong documentation of the property’s relocation history, its association with Louisville’s mining and immigrant history, and the value of conducting a Historic Structure Assessment for a relocated structure. Commissioners stated that the property appears to be a good candidate for further evaluation and that an HSA would be beneficial in confirming its structural condition and historic integrity.

Motion to approve probable cause was moved by **Burg** and seconded by **Whidden**. The motion was adopted by a vote of 6 to 0.

WORK PLAN & SUBCOMMITTEE UPDATES

Grant Program Update
Staff reported that the Historic Preservation Fund grant program update was considered by the Commission at the previous meeting and is scheduled for adoption by City Council on the consent agenda. Staff stated that, if approved, the updated grant limits would be implemented in the new year.

Online Historic Resources Map
Commissioners provided an update on the historic resources online map project, reporting on recent coordination with City GIS staff. Commissioners explained that the existing map platform is outdated and will no longer be supported, and that a new interactive map is being developed to replace it.

Commissioners described a proposed layered map structure that could include designated landmarks, eligible and potential historic resources, neighborhood overlays, and documentation such as social histories and photographs. Commissioners discussed the value of the map as a tool for Commission reference, public outreach, and education, and noted that the project is being designed to allow content to be added incrementally over time. City staff will lead technical development, with Commission members assisting with content and review as needed.

Old Town Walking Tour
Staff and Commissioners discussed the Old Town walking tour project and noted that this effort may be incorporated into or coordinated with the new online historic resources map. Staff reported coordination with the Louisville Historical Museum, which is transitioning walking tour content to a new platform. Commissioners discussed the opportunity to align walking tour content with broader outreach and mapping efforts.

Updated Brochure/Flyer
Future work on an updated brochure or flyer will focus on simplifying and prioritizing outreach content for the public. Staff noted that a Certified Local Government (CLG) grant application has been submitted to support outreach materials and professional design services, with award notifications anticipated in early January.

Events
Events planned for 2025 have been completed. Planning for events in 2026 will begin in the new year.

STAFF COMMENTS

Staff provided several updates to the Commission.

Staff reminded that the Saving Places Conference will be held in Denver from February 11–13, 2026. Staff reported that the City was awarded a Certified Local Government (CLG) grant to support attendance for two Commissioners and noted that additional Commissioners may attend using the Commission’s training budget. Staff indicated that registration will occur in the new year.

Staff reported that the proposed purchase of the property at 1016 Main Street did not proceed and that the property is now back on the market. As a result, staff stated that the unencumbered budget balance around $2.1 million.

Staff informed the Commission that the regularly scheduled January meeting falls on Martin Luther King Jr. Day and will need to be rescheduled. Staff indicated that alternative dates will be coordinated and communicated to the Commission.

Staff also noted that draft meeting minutes from October and November will be provided to the Commission for approval in January and stated that staffing changes should prevent future delays in minutes preparation.

COMMISSION COMMENTS

Commission members discussed upcoming leadership needs related to the January meeting, noting that the meeting will require the appointment of a temporary Chair. Staff confirmed that staff will facilitate the meeting and that the selection of a Chair will be the first item on the January agenda.

Commission members offered remarks reflecting on their service to the Commission. Commissioners thanked fellow members and staff for their collaboration and support, expressed appreciation for the Commission's work and mission, and encouraged continued stewardship of the historic preservation program and the community.

ADJOURNMENT

Motion to adjourn was moved by **Keller**, seconded by **Whidden**, and adopted by voice vote.
The Commission adjourned at 6:55 PM.

Historic Preservation Commission

2026 Public Posting Locations for Agendas

Louisville City Hall, 749 Main Street

Louisville Public Library, 951 Spruce Street

Louisville Police Department, 992 West Via Appia Way

Louisville Recreation Center, 900 West Via Appia Way

City of Louisville Website: www.louisvilleco.gov

City of Louisville
Community Development
749 Main Street   Louisville CO 80027
303.335.4592 (phone) www.louisvilleco.gov

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Historic Preservation Commission

2026 Planned Meeting Dates

The following are the planned dates for Historic Preservation Commission meetings in 2026 on the third Monday of each month at 6:30 p.m. The Historic Preservation Commission chair may make modifications to these dates or call special meetings.

January 26

February 23

March 16

April 20

May 18

June 15

July 20

August 17

September 21

October 19

November 16

December 21

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.

Table of Contents

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. MEETINGS

A. REGULAR MEETINGS: Each Board shall set a regular meeting schedule at the first meeting of each year identifying the date, time, and location of meetings.

B. COMMITTEE MEETINGS: A committee meeting may be called if it can be properly noticed a minimum of 72 hours in advance. Committee meetings must meet all the same rules as a regular meeting.

C. EXECUTIVE SESSIONS: A board may hold an executive session only for pending litigation and only with the City Attorney present.

D. RESCHEDULING: A Board may reschedule meetings for dates and times outside its annual meeting schedule to avoid holidays, elections, and other matters, to achieve a quorum, or to allow for additional time for a meeting. To reschedule such meetings, the Board first must provide notice and approve of the proposal to reschedule.

E. CANCELLATION: Any scheduled meeting may be cancelled by members or the Staff Liaison in the event there are no items for the board to discuss or in the event unforeseen emergent conditions exist which make conduct of the meeting impractical (for example, in the case of power outage) or travel to the meeting unduly hazardous (for example, in the case of blizzard conditions).

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

  1. All meetings that have a remote attendance option will note that on the agenda and include information on the agenda about how to join the meeting electronically.

  2. Board members and members of the public attending electronically shall participate in the meeting under the same rules as those in the room.

  3. Public hearings on quasi-judicial matters may be taken during a meeting with Electronic Participation.

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

VI. CHAIR AND VICE-CHAIR

A. Each Board will elect a Chair and Vice-Chair at the first meeting of the year. The City recommends the Chair and Vice-Chair be rotated among Board members each year.

B. The Chair shall preside over meetings of the Board when present and able to perform these responsibilities. The Chair shall have the same voting powers as any Board member.

C. The Vice-Chair shall assume the duties of Chair when the Chair is absent or otherwise unable to perform the responsibilities of Chair.

D. In the absence of the Chair and Vice-Chair, Board members will appoint one member to act as Chair for that meeting.

VII. MEETING PROCEDURE

A. PREAMBLE

1. A bedrock principle of a representative democracy is notice of impending governmental action and an opportunity for members of the public and their representatives to be heard. Principles of good government include deep respect for citizens; prudent stewardship of public resources, including the time of its citizens, staff members and appointed officials; direction that is clear and decisive; and decision making that is reasonably consistent, equitable, flexible, and transparent.

2. Through the application of these Rules, the City intends to ensure that it balances the principles described in the previous section in a way that ensures robust debate and accountability of City government to its residents. To that end, these procedures are not meant to be employed for the purpose of unreasonable rigidity, surprise, suppression of competing views, or needless prolonging of action.

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

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

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

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

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

2. Each board will have a section on its agenda for “Public Comments on Items Not on the Agenda.” Each speaker shall be limited to three (3) minutes.

3. Each Board will permit public comment on any item at the time such item is being discussed by the Board. Each speaker shall be limited to three (3) minutes.

4. Multiple citizens may designate someone to speak for them and aggregate their three-minute limit time up to a maximum of six (6) minutes of speaking time for their designated spokesperson. Those pooling their time must be physically present, identify themselves, and designate their spokesperson. A designated spokesperson may not speak for more than one group.

5. The Chair, the Staff Liaison, or a designated board member shall enforce compliance with the time limits, and time shall be kept on a public comment clock.

E. WRITTEN COMMUNICATIONS: Interested parties, or their authorized representatives, may address the Board by submitting written communication concerning any matter on the Board agenda. Such a written communication may be submitted by electronic mail or by addressing the communication to the Staff Liaison who will distribute copies to the Board. The communication will be entered into the record without the necessity of reading. A copy of the communication shall be posted at the meeting for the public to review. Anonymous written communications will not be accepted into the record.

F. VOTING: For a motion to pass it requires the affirmative vote of a majority of the members of the Board present.

VIII. EXPECTATIONS OF STAFF LIAISON

A. COMMUNICATION:

1. The Staff Liaison will provide Board members with direct, open, and transparent communication about city priorities, projects, and budget.

2. The Staff Liaison will act as the conduit of information from the Board to City Council and from City Council to the board.

3. The Staff Liaison will respond to emails, phone calls, and text messages from Board members within two (2) business days and will

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

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

C. MEETINGS:

1. The Staff Liaison with input from the Board chair will create and publish meeting agendas and packets in accordance with bylaws, rules, and schedule established by the City Clerk's Office.

2. The Staff Liaison will work with the Chair to ensure meetings are concise and do not run exceedingly long and to ensure the discussion is limited to those items on the agenda.

3. The Staff Liaison will attend all meetings, to the best of their ability. If the Staff Liaison cannot attend a Board meeting, an alternate staff liaison will be appointed and the Chair will be notified in advance.

D. COLLABORATION:

1. The Staff Liaison will include Board members, when appropriate, in relevant projects and planning processes.

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

IX. EXPECTATIONS OF BOARD MEMBERS

A. COMMUNICATION:

1. There will be open and consistent communication between Board members and the Staff Liaison.

2. Board members will not speak on behalf of the Board unless specifically appointed to do so by the Board. Board members will include the Staff Liaison on all communications with outside organizations.

3. The Staff Liaison is the point of contact for all City operations related to the Board. The Staff Liaison will bring in any additional City staff as necessary for Board projects.

4. The Staff Liaison or the City's Communications Division will create all memos, marketing, and outreach materials for the Board. Board members shall not use City logos or letterhead without City approval.

5. Board members shall not create social media accounts on behalf of the Board or speak on social media on behalf of the Board or City.

6. Board members will only contact their Staff Liaison through a dedicated City email address, office phone, or cell phone (including texting) and will not contact the Staff Liaison through their personal emails, social media, or personal cell phones.

B. ADVOCACY:

1. Board members will go through proper channels when advocating for Board projects.

2. Board members will adhere to all regulations of the Fair Campaign Practices Act as they relate to City elections.

C. MEETINGS:

1. Board members will attend all meetings, to the best of their ability. If a Board member cannot attend a meeting, the member will send communication via email to the Staff Liaison with as much advance notice as possible.

2. If a Board member would like an item on an agenda, the member will reach out in advance to the Staff Liaison and the Chair. Topics not included on the agenda may not be discussed at a meeting per the City Charter.

3. Board members will meet all packet deadlines as established by the Staff Liaison and the City Clerk's Office. Items that are late may be postponed to a later meeting.

X. QUASI-JUDICIAL ACTIONS

A. PROCESS:

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

2. Legally reversible decisions are almost always based on a lack of due process or procedural irregularities

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

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

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

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

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

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

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

F. MAKING THE DECISION

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

2. A Board members shall not participate in the decision if they did not participate in the entire hearing.

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

3. Board members should ask for staff advice if they are unsure of the decision they are being asked to make or if they are unsure of the applicable legal criteria.

4. If appropriate, a Board may make a tentative decision and direct staff to prepare a draft written decision.

XI. PARLIAMENTARY PROCEDURE

A. POINTS OF ORDER: The Chair shall determine all points of order, subject to the rights of any member of the Board to appeal to the Board, in which case the point of order shall be resolved by vote of a majority of the members of Board present.

B. RIGHT OF THE FLOOR: Any member of the Board desiring to speak shall be recognized by the Chair.

C. MOTIONS: Motions may be made by any member of the Board, including the Chair, provided that before the Chair offers a motion, the opportunity for making a motion should be offered to other members of the Board. Any member of the Board, other than the person offering the motion, may second a motion.

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

   1. Before a motion can be considered or debated it must be seconded; however, no action taken shall be invalidated simply because a motion was not properly made, seconded or recorded.

   2. Once the matter has been discussed and the Chair calls for a vote, no further discussion will be allowed; provided, however, that members of the Board may be allowed to explain their votes.

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

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

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

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

XII. <u>REMOVAL FROM BOARD</u>

(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.

City of Louisville
COLORADO • SINCE 1878

Historic Preservation Commission
Staff Report
January 26, 2026

ITEM: 524 Main Street Probable Cause Determination

APPLICANT: Ryan Costner
881 Lilac Place
Lafayette, CO 80026

OWNER: Chris and Edward Brynn
3549 Breezy Point Drive,
Okemos, MI 48864

PROJECT INFORMATION:
ADDRESS: 524 Main Street
LEGAL DESCRIPTION: Lots 11-12 Lou D Parbois Tracts & N 12 1/2 Ft Lot 1 Blk 1 Acme Terrace Id 19873 Combined Here Per Owner Request 5/18/89
DATE OF CONSTRUCTION: ca.1911-1925

REQUEST: A request to find probable cause for a landmark designation to allow for funding of a historic structure assessment for 524 Main Street.

VICINITY MAP:

SUMMARY:
The applicant requests finding probable cause for landmark designation to allow for funding of a historic structure assessment for 524 Main Street. Under Resolution No. 17, Series 2019, a property may be eligible for reimbursement for a historic structure assessment (HSA) from the Historic Preservation Fund (HPF) if the Historic Preservation Commission finds "*probable cause to believe the building may be eligible for landmarking under the criteria in section 15.36.050 of the Louisville Municipal Code*." Further, "*a finding of probable cause under this Section is solely for the purposes of action on the pre-landmarking building assessment grant request, and such finding shall not be binding upon the HPC, City Council or other party to a landmarking hearing*."

HISTORICAL BACKGROUND:
Information from Gigi Yang, Louisville Historical Museum

The history of 524 Main contributes to our understanding of Louisville's early coal mining history, French and Italian immigrants, and development around the Acme Mine and Frenchtown. The Geitz family is notable for their residence and property ownership for 40 years and their connection with the development of the Parbois Tract and Acme Terrace Additions. Multiple generations of the Vinson family also illustrate small business ownership and how business owners contributed to the community in the 1960s-1990s.

Nicholas and Mary Geitz Ownership, 1913-1957
John Qualla sold Lots 11 & 12 to Nicholas Geitz (1883-1952) in 1913. Nicholas Geitz was born in Italy in 1883. He came to the U.S. in 1902 at age nineteen and began working as a coal miner in Louisville. He met Mary (Marie) Staffieri (1898-1978) who was born in France and came to Louisville as a young girl in 1904. Mary Geitz appears to have been extremely industrious and actively engaged in the social and civic life of Louisville throughout the 1920s into the 1950s. She was elected as a delegate to the Democratic Assembly for multiple years in 1928, 1936, 1940, and 1942. In the 1930s, she played on the Hi-Way Mine women's softball team and was the team manager in 1933-34. During the Depression, she taught classes for obtaining US Citizenship, was active in the WPA Home Economics Meeting and was the Supervisor in charge of sewing, canning, housekeeping, nursing and weaving. In 1942, she completed First aid training courses taught by Dr. Cassidy and L.C. Graves and also completed a Motor Mechanic class to make automobile repairs and drive for the Boulder Red Cross. After WWII, she was an officer and active member of the VFW in Louisville. Nick and Mary's daughter, Elinor (1916-2004) grew up in Louisville and distinguished herself as a talented violinist and trained to become a nurse in 1943. She was noted in the *Louisville Times* as the first Louisville woman sent for overseas service during the war. Elinor Geitz served with the Army for 17 months in England and returned to the US in 1945. While in England, she married Ellswork Cross and after returning to the US, they had one son. In 1939, when Dominic Staffieri platted the Acme Terrace Addition, he sold the first Lots 1&2 of Block 1 to his grand-daughter, Elinor. He had previously transferred

tract 718 to Elinor in 1938 which extended the Geitz property at 524 Main so that it was partially in the Parbois Tract and in Acme Terrace. Elinor continued to work as a nurse at least until 1946. She later moved to California.

William J and Wilma Jean Kimmett Family Ownership, 1957-1960
William and Wilma Jean Kimmett purchased the property from Mary Geitz and her daughter Elinor in 1957. The Kimmetts previously lived in Arvada and moved to Louisville around 1955 with their three children. Bill Kimmett coached the Louisville Little League baseball team and later ran for City Council in 1977.

James W. Vinson Ownership, 1960-2012
The Kimmett family moved to a new house in Louisville in 1960 and sold 524 Main to James William Vinson and Joyce Ann Vinson. JW Vinson (1937-2022) grew up in Louisville and joined the Navy in 1956. James Vinson Jr. worked as a coal miner until about 1947 when he and his wife Ruth Grass started Vinson Concrete andFrom the 1950s to the 1990s, the Vinson family installed gutters, curbs, and sidewalks throughout Louisville, including the Frenchtown neighborhood where the family lived. They were members of the Elks Lodge and participated in numerous civic projects, often donating materials and labor to improve parks and other small community projects. Contractors. The family business would employ three generations of Vinsons.

In 2012, James Vinson sold the property to Edward Brynn who is the current owner.

Please see the attached Social History Report for a more detailed history.

Photo of 524 Main Street, Boulder County Assessor Card from 1948.

This undated photo taken from the top of the Acme Mine dump shows Main Street (Second Street) heading north. The house in the bottom right corner appears to be the location of 524 Main today. Photo is likely c. 1911-1928.

Present day photo of 524 Main Street.

Present day photo of 524 Main Street.

ARCHITECTURAL INTEGRITY:
524 Main Street is not included in the PaleoWest "100 Architectural Inventories for the City of Louisville" (2023). "Stories in Places: Putting Louisville's Residential Development in Context" (2018) identifies 524 Main Street as a National Folk House Architectural Type constructed in 1908. No further analysis is included on the building. The National Folk House Architectural Type is described as:

> *National folk house forms were associated with railroads and worker housing in general (McAlester 2017:134–147). They were popular from the 1870s to 1930s and are the dominant residential type in Louisville from that time. Housing forms and styles were strongly influenced by the presence of railroads, in that railroads facilitated the transport of construction materials. Balloon frame construction used standardized lumber sizes and wire nails that could be ordered and then shipped in large quantities to towns located adjacent to rail lines, including Louisville…The most basic and common forms are gable-front, gable-front-and-wing, and side-gabled. National houses are generally simple, although builders and owners sometimes applied Victorian, Greek Revival, Craftsman, or other stylistic elements for decoration…The gabled roofs of standard National houses are usually relatively lower-pitched in comparison with those of Folk Victorian houses, with which they could potentially be confused….*

The structure appears to have maintained much of the original building footprint since the Boulder County Assessor Card from 1948. Prior building permit records include a re-roof.

HISTORICAL SIGNIFICANCE ANALYSIS AND CRITERIA FOR FINDING PROBABLE CAUSE FOR LISTING AS LOCAL LANDMARK:
Under Resolution No. 17, Series 2019, a property may be eligible for reimbursement for a historic structure assessment (HSA) from the Historic Preservation Fund (HPF) if the Historic Preservation Commission finds "*Probable cause to believe the building may be eligible for landmarking under the criteria in* section 15.36.050 of the Louisville Municipal Code." Further, "*A finding of probable cause under this Section is solely for the purposes of action on the pre-landmarking building assessment grant request, and such finding shall not be binding upon the HPC, City Council or other party to a landmarking hearing*."

Staff analysis of the criteria is as follows:

CRITERIA	*FINDINGS*
Landmarks must be at least 50 years old	524 Main Street was constructed ca.1908 making it approximately 118 years old. **Staff find the age of the structure meets the criteria.**
Landmarks must meet one or more of the criteria for architectural, social or geographic/environmental significance	Social Significance - *Exemplifies cultural, political, economic, or social heritage of the community.* The social history of 524 Main Street includes association with: • Housing for community members that contributed to Louisville through mining, social, and cultural activities, including participation in City Council, etc. Staff find that the structure **meets** the cultural and social heritage of the community and **there is probable cause** to meet the criterion for social significance. Architectural Significance – *Represents a built environment of a group of people in an era of history that is culturally significant to Louisville.* • Reflects the mining history and immigrant community at the time. Staff find that the location of the structure **does** have probable cause to meet the criteria for architectural significance in its current form.

Landmarks should meet one or more criteria for physical integrity	Physical Integrity - *Shows character, interest or value as part of the development, heritage or cultural characteristics of the community, region, state, or nation.* • Interesting building character shaped by its social history. *Remains in its original location, has the same historic context after having been moved, or was moved more than 50 years ago.* • 524 Main Street appears to have maintained its historic footprint from 1948, possibly earlier. Staff **find** probable cause that the structure meets the criteria for physical integrity.

PRESERVATION MASTER PLAN:

The Preservation Master Plan was adopted in 2015 and includes goals and objectives for the historic preservation program. A finding of probable cause would meet the following goals and objectives:

Goal #3: Encourage voluntary preservation of significant archaeological, historical, and architectural resources

Objective 3.3 - Encourage voluntary designation of eligible resources

Objective 3.4 - Promote alternatives to demolition of historic buildings

Goal #5: Continue leadership in preservation incentives and enhance customer service

Objective 5.1 - Promote availability of Historic Preservation Fund grants and other incentives

FISCAL IMPACT:

The finding of probable cause allows for a grant of up to $7,500 for a Historic Structure Assessment (HSA) from the Historic Preservation Fund.

RECOMMENDATION:

Staff recommends a finding of Probable Cause under the criteria in section 15.36.050 of the LMC, making the properties eligible for the cost of a historic structure assessment. The current maximum amount available for an HSA is $7,500. Staff recommend HPC approve a grant not to exceed $7,500 to reimburse the costs of a historic structure assessment.

ATTACHMENTS:

1. 524 Main Street - Social History

Gigi Yang
Louisville Historical Museum
Department of Cultural Services
City of Louisville, Colorado
January 2026

City of Louisville
COLORADO • SINCE 1878

524 Main St. History

Legal Description: LOTS 11-12 LOU D PARBOIS TRACTS & N 12 1/2 FT LOT 1 BLK 1 ACME TERRACE ID 19873 COMBINED HERE PER OWNER REQUEST 5/18/89

Year of Construction: circa 1911-1925

Summary: The history of 524 Main contributes to our understanding of Louisville's early coal mining history, French and Italian immigrants, and development around the Acme Mine and Frenchtown. The Geitz family is notable for their residence and property ownership for 40 years and their connection with the development of the Parbois Tract and Acme Terrace Additions. Multiple generations of the Vinson family also illustrate small business ownership and how business owners contributed to the community in the 1960s-1990s.

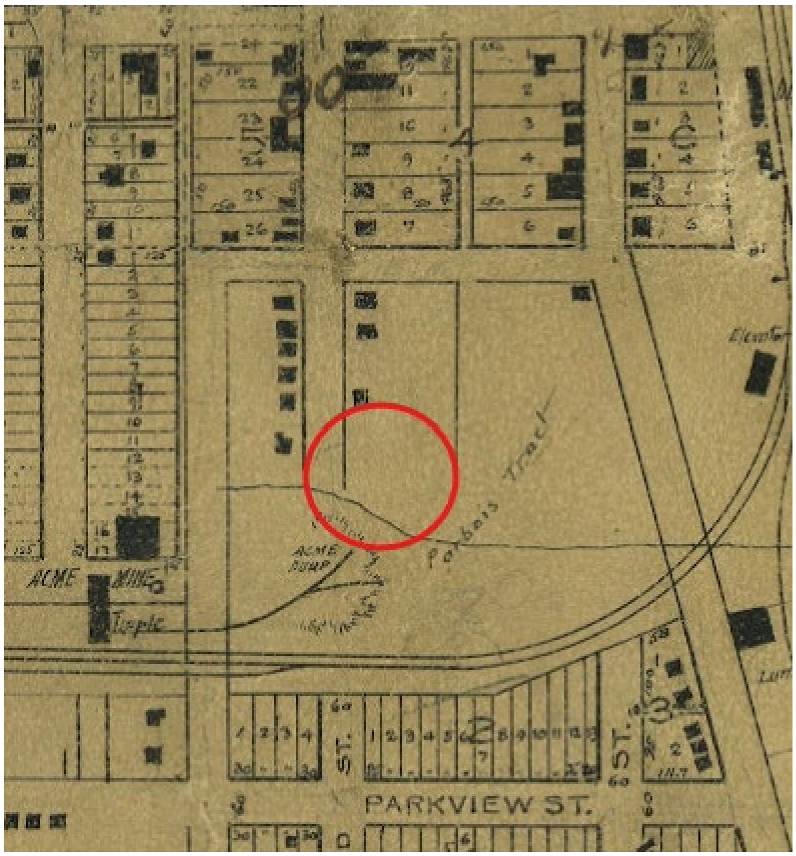
Development of the Parbois Addition, Parbois Tract, and Acme Terrace Addition

Several properties on South Main Street make up what is called the Parbois Addition and the Parbois Tract. Desire Parbois (1861-1933) was born in France and came to the U.S. in 1888. He was a coal miner and farmer. He and his wife, Josephine (who was also from France) had several children who married into other Louisville families. In the early 1900s, according to County records, Parbois sold numerous properties on South Main Street and these properties are what make up the Parbois Addition. These properties were very near to the Acme Mine and particularly its mine dump, which was at the end of Main Street by what is now the Elks Lodge parking lot. The Parbois Tract is identified on some maps as the unplatted area south and east of the Parbois Addition.

The Acme Terrace Addition was first platted in 1939 by Domenico (Dominic) Staffieri (1869-1945) who owned property south of the Parbois Tract. The Acme Mine was in operation from 1895-1928 and much of the Acme Terrace location was covered by the mine dump. It wasn't until 1933 that the dump was dispersed, opening up the land for development.

Early Property Ownership

In 1910, Desire Parbois sold Lots 11 and 12 of the Parbois Tract to John Quella for $150. This southernmost lot of the Parbois Addition extends into the northern edge of the Acme Terrace Addition. It is unclear whether Quella built a house on the property before selling the lots to Nicholas Geitz in 1913. Boulder County records note the date of construction for 524 Main as 1911; however, this date cannot be confirmed and other documentation and records appear to be contradictory. A review of county assessor cards for neighboring houses shows that almost all of the homes in the Parbois Addition were built around 1908 and they are shown on the Drumm's Map of 1909.



The current location of 524 Main is indicated with the red circle, showing the proximity to the Acme Mine dump and with no building at that location on the 1909 Drumm's Map.

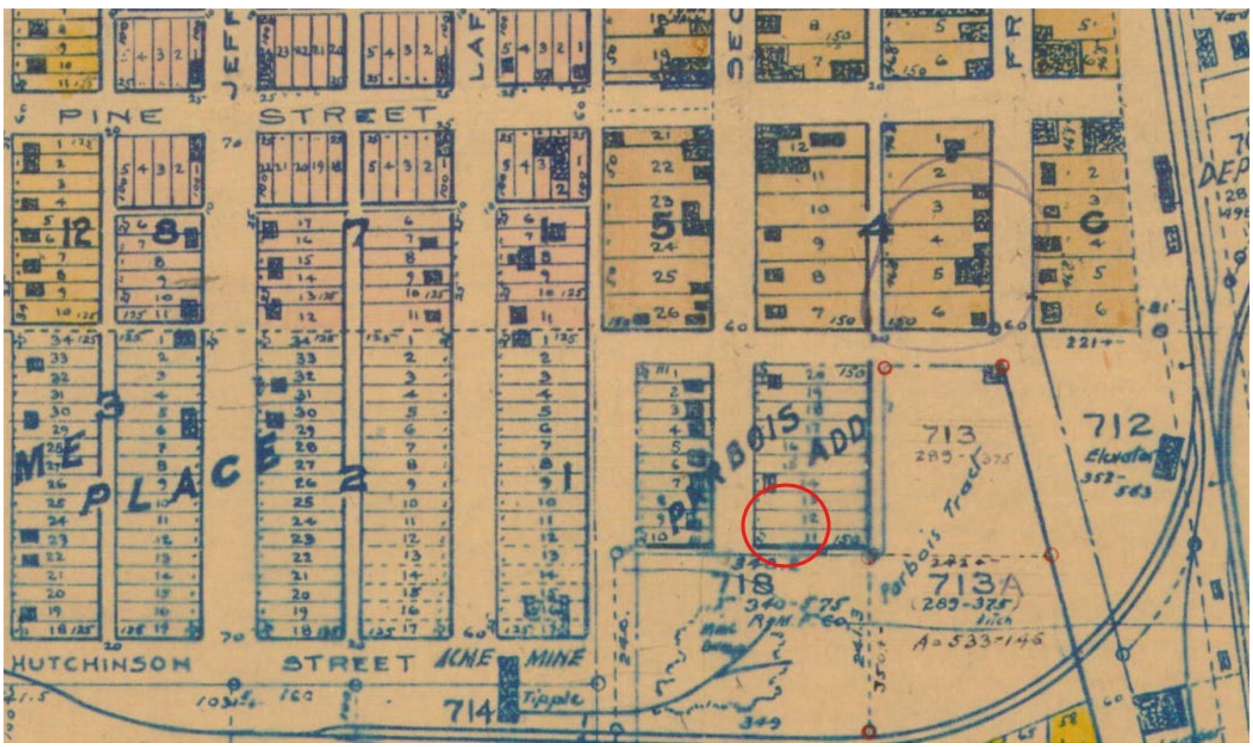
Nicholas and Mary Geitz Ownership, 1913-1957

John Qualla sold Lots 11 & 12 to Nicholas Geitz (1883-1952) in 1913. The original deed is for Nick Gezze and over the years, variations in the spelling of his last name include Gizzi, Gitz, Gietz, and Geitz. Geitz appears to be the most frequent spelling and is the name on his gravestone in Boulder.

Nicholas Geitz was born in Italy in 1883. He came to the U.S. in 1902 at age nineteen and began working as a coal miner in Louisville. He met Mary (Marie) Staffieri (1898-1978) who was born in France and came to Louisville as a young girl in 1904. Mary's father, Dominic Staffieri was Italian but worked as a chef in France before coming to Louisville with his wife Cecilia and daughters, Mary and Annie. Mary's mother, Cecilia, was French. Dominic worked in the coal mines and the family likely gravitated towards the community of French immigrants living near the Acme Mine in the neighborhood that became known as Frenchtown. Mary's two younger siblings, Celia, and Joseph Staffieri were born in Colorado.

Nick Geitz and Mary Staffieri married in 1915 and their only child, Elinor, was born in 1916. It is unclear where the Geitz's were living in the early years of their marriage. Directory listings from 1916 and 1918 show them living at 532 Second St. which prior to changes in house numbering would appear to be at the north end of Main Street. In the 1918 directory, they are living with Mary's father, Dominic in north Louisville.

The earliest listing for the Geitz's living near the Acme Mine is the 1920 census and the 1921 Directory which lists them at 21 Second St. which would have been at the south end of Main. A Drumm's Map from 1925 still shows no building at the location of 524 Main. However, a United Methodist parish map c. 1920-1925 and an early but undated photo of Main St. show a house that appears to be on Lots 11 & 12 in the Parbois Addition.



1925 Drumm's Map of Louisville that still shows no development on Lots 11 & 12.

United Methodist Parish Map c. 1920-25.

This undated photo taken from the top of the Acme Mine dump shows Main Street (Second Street) heading north. The house in the bottom right corner appears to be the location of 524 Main today. Photo is likely c. 1911-1928.

Despite discrepancies between maps and directories, the construction of the house at 524 Main can be estimated to be c. 1911-1925 with 1911 being the earliest date of construction recorded on the Boulder County Assessor card from 1948, and 1925 being the estimated latest date for the United Methodist parish map which shows a building at that location. From the 1928 City Directory on, Nicholas and Mary Geitz are shown living at 15 Main which is an early house number that became 524 Main in 1940.

Little is known about Nick Geitz other than that he worked as a coal miner for 48 years, including as a loader at the Centennial Mine. The 1940 census shows him still working as a coal miner at age 53 and making $700 per year. Nick Geitz died from a stroke in 1952 at age 69.

Mary Geitz appears to have been extremely industrious and actively engaged in the social and civic life of Louisville throughout the 1920s into the 1950s. She was elected as a delegate to the Democratic Assembly for multiple years in 1928, 1936, 1940, and 1942. In the 1930s, she played on the Hi-Way Mine women's softball team and was the team manager in 1933-34. During the Depression, she taught classes for obtaining US Citizenship, was active in the WPA Home Economics Meeting and was the Supervisor in charge of sewing, canning, housekeeping, nursing and weaving. In 1942, she completed First aid training courses taught by Dr. Cassidy and L.C. Graves and also completed a Motor Mechanic class to make automobile repairs and drive for the Boulder Red Cross. After WWII, she was an officer and active member of the VFW in Louisville.

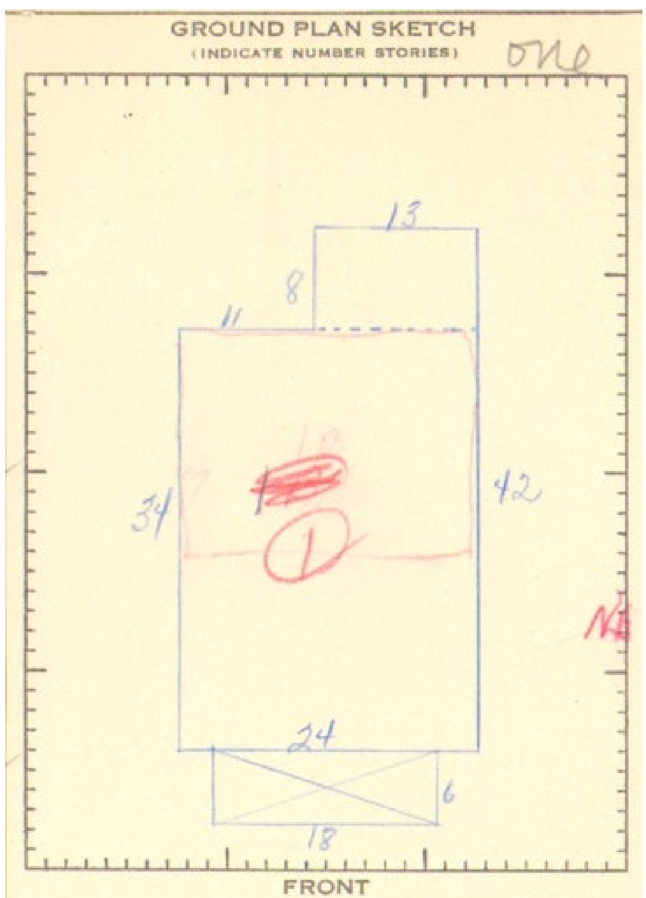
Elinor Geitz as a young woman.

Nick and Mary's daughter, Elinor (1916-2004) grew up in Louisville and distinguished herself as a talented violinist and trained to become a nurse in 1943. She was noted in the *Louisville Times* as the first Louisville woman sent for overseas service during the war. Elinor Geitz served with the Army for 17 months in England and returned to the US in 1945. While in England, she married Ellswork Cross and after returning to the US, they had one son.

In 1939, when Dominic Staffieri platted the Acme Terrace Addition, he sold the first Lots 1&2 of Block 1 to his grand-daughter, Elinor. He had previously transferred tract 718 to Elinor in 1938 which extended the Geitz property at 524 Main so that it was partially in the Parbois Tract and in Acme Terrace. Elinor continued to work as a nurse at least until 1946. She later moved to California.

Following Nick Geitz's death in 1952, Mary Geitz soon moved to California to be near her daughter. She rented the house in 1955 to Frank Zaitz, a Louisville High School football and basketball coach. The Zaitz family moved to Westminster in 1957 after Frank Zaitz resigned after accusations of drinking and gambling.

1948 Boulder County Assessor photo and floorplan of 524 Main.



William J and Wilma Jean Kimmett Family Ownership, 1957-1960

William and Wilma Jean Kimmett purchased the property from Mary Geitz and her daughter Elinor in 1957. The Kimmetts previously lived in Arvada and moved to Louisville around 1955 with their three children. Bill Kimmett coached the Louisville Little League baseball team and later ran for City Council in 1977.

James W. Vinson Ownership, 1960-2012

The Kimmett family moved to a new house in Louisville in 1960 and sold 524 Main to James William Vinson and Joyce Ann Vinson. JW Vinson (1937-2022) grew up in Louisville and joined the Navy in 1956. After he was discharged in 1960, he married Joyce Ann Taylor and they began their married life at 524 Main. James W. Vinson was also known as "JW" since his grandfather and father were also named James Vinson. His grandfather lived in Illinois and died at a young age in 1920. His grandmother, Maggie Africh, remarried and moved to Colorado where she raised her four children – James Jr. (1912-1996), Ida (1915-1999), Josephine (b.1918), and Clifford (b. 1920).

James Vinson Jr. worked as a coal miner until about 1947 when he and his wife Ruth Grass started Vinson Concrete and Contractors. The family business would employ three generations of Vinsons, including his son, JW Vinson and grandson, James W. Vinson Jr. (b. 1961).

From the 1950s to the 1990s, the Vinson family installed gutters, curbs, and sidewalks throughout Louisville, including the Frenchtown neighborhood where the family lived. They were members of the Elks Lodge and participated in numerous civic projects, often donating materials and labor to improve parks and other small community projects.

Just call him an old smoothie

JIM VINSON JR. smooths down a new sidewalk poured recently adjacent to the newly-remodeled Steinbaugh Hardware Store. The work was done by Jim Vinson Concrete Contractors, Inc., of Louisville.

Photo of James Vinson, Jr. from the Oct. 12, 1988 edition of The Louisville Times.

In 2012, James Vinson sold the property to Edward Brynn who is the current owner.

Current Boulder County Assessor image of 524 Main.

The preceding research is based on a review of relevant and available online County property records, census records, oral history interviews, Louisville directories, and Louisville Historical Museum maps, files, and obituary records.

ITEM:	517 La Farge Avenue Probable Cause Determination
APPLICANT:	Andy Johnson DAJ Design 992A Main Street Louisville, CO 80027
OWNER:	Lauren Gifford 517 La Farge Avenue Louisville, CO 80027
PROJECT INFORMATION:	
ADDRESS:	517 La Farge Avenue
LEGAL DESCRIPTION:	Surf Lots 12 & 13 Blk 2 Acme Place
DATE OF CONSTRUCTION:	ca.1950
REQUEST:	A request to find probable cause for a landmark designation to allow for funding of a historic structure assessment for 517 La Farge Avenue.

VICINITY MAP:

SUMMARY:

The applicant requests finding probable cause for landmark designation to allow for funding of a historic structure assessment for 517 La Farge Avenue. Under Resolution No. 17, Series 2019, a property may be eligible for reimbursement for a historic structure assessment (HSA) from the Historic Preservation Fund (HPF) if the Historic Preservation Commission finds "*probable cause to believe the building may be eligible for landmarking under the criteria in section 15.36.050 of the Louisville Municipal Code*." Further, "*a finding of probable cause under this Section is solely for the purposes of action on the pre-landmarking building assessment grant request, and such finding shall not be binding upon the HPC, City Council or other party to a landmarking hearing*."

HISTORICAL BACKGROUND:

Information from Gigi Yang, Louisville Historical Museum

The history of 517 La Farge contributes to our understanding of residential development around the Acme Mine, the fluidity of work and residency between Marshall, Superior and Louisville, and the growth of Louisville in the 1950s. The LeComte-Helart family ownership illustrates family relationships in Louisville's early French community and generational land ownership. Both the Helart and King family histories demonstrate the role of small businesses and how they strengthen local connections to Louisville over decades.

August P. LeComte and Nellie Bodhaine Helart LeComte Ownership, 1946-1950

The earliest deed for the sale of Lots 12 & 13, Block 2 of Acme Place was from the Rocky Mountain Fuel Company to August P. LeComte and Nellie Bodhaine LeComte in 1946. August worked at the Centennial Mine as a track layer until he retired in 1948. From 1909 through the 1930s, August LeComte purchased and sold other Louisville properties that were adjacent to other members of the LeComte family and all within the vicinity of the Frenchtown neighborhood. The LeComte, Bodhaine, and Helart families were numerous and prominent members of Louisville's early French community.

Arthur Helart and Louise McKee Helart Ownership, 1950-1964

Arthur Helart (1910-1989) grew up in Superior with his sister Martha Helart and stepsister Alice LeComte. After acquiring Lots 12 & 13, Block 2 in 1950, Arthur Helart built the house that is currently located at 517 La Farge. The Boulder County Assessor lists the date of construction as a new build in 1951. Louise was active in the Baptist Church, organized projects making clothing for different missions and visited a mission in Brazil. They raised their two children, Keith and Gloria at 517 La Farge. In the 1960s-70s, Keith Helart joined the newly formed Parks and Recreation Board and was instrumental in the formation of numerous parks and the Memory Square Pool. Keith Helart Park was named after him in 1982 and he was awarded the Pioneer Award in 2020. The Helarts lived at 517 La Farge until 1964 when they sold it to Gerald and Julie King.

In 1998, Gerald and Julie King sold the property to Eric and Patricia Tussey. The Tusseys lived there until 2019 then they sold 517 LaFarge to David Roche and Lauren Gifford who are the current owners.

Please see the attached Social History Report for a more detailed history.

Photo of 517 La Farge Avenue from the Boulder County Assessor card from 1952.

Present day image of 517 La Farge Avenue.


Present day image of 517 La Farge Avenue.

ARCHITECTURAL INTEGRITY:
517 La Farge Avenue is not included in the PaleoWest "100 Architectural Inventories for the City of Louisville" (2023). "Stories in Places: Putting Louisville's Residential Development in Context" (2018) identifies 517 La Farge Avenue as a Ranch Architectural Type constructed in 1951. No further analysis is included on the building. The Ranch Architectural Type is described as:

> *Ranch Form (1950–1970) The Ranch form was developed from by Spanish Colonial forms in the American Southwest and inspired by the Craftsman and Prairie styles. Although it originated in California in the 1930s, it did not become popular elsewhere until the post-WWII housing boom in the late 1940s. This was the primary house form in the 1950s and 1960s. Ranch houses are one story and often feature a garage or carport attached to one end, such as at 1101 Front Street (Figure 128), reflecting the importance of the automobile in post-WWII American culture. Many Ranch houses are constructed of brick and have decorative wrought iron porch supports and non-functional shutters although their porches are usually very small, as the residential focus shifted to the backyard.*
>
> *Defining characteristics seen on Ranch houses in Louisville include the following (Colorado Historical Society 2008):*
> - *One story with a low, horizontal orientation*
> - *Long, asymmetrical façade*
> - *Side-gabled, low-pitched roof*
> - *Wide overhanging eaves*
> - *Small front porch with decorative, wrought iron porch supports*
> - *Picture window in façade*
> - *Decorative, non-functional shutters*

- *Low chimney*
- *Attached garage or carport*

The structure appears to have maintained much of the original building footprint since the Boulder County Assessor Card from 1952. Building permit records include a re-roof in 2018.

HISTORICAL SIGNIFICANCE ANALYSIS AND CRITERIA FOR FINDING PROBABLE CAUSE FOR LISTING AS LOCAL LANDMARK:
Under Resolution No. 17, Series 2019, a property may be eligible for reimbursement for a historic structure assessment (HSA) from the Historic Preservation Fund (HPF) if the Historic Preservation Commission finds "*Probable cause to believe the building may be eligible for landmarking under the criteria in* <u>section 15.36.050 of the Louisville Municipal Code</u>." Further, "*A finding of probable cause under this Section is solely for the purposes of action on the pre-landmarking building assessment grant request, and such finding shall not be binding upon the HPC, City Council or other party to a landmarking hearing*."

Staff analysis of the criteria is as follows:

CRITERIA	*FINDINGS*
Landmarks must be at least 50 years old	517 La Farge Avenue was constructed ca.1950 making it approximately 76 years old. **Staff find the age of the structure meets the criteria.**

Landmarks must meet one or more of the criteria for architectural, social or geographic/environmental significance	<u>Social Significance</u> - *Exemplifies cultural, political, economic, or social heritage of the community.* The social history of 517 La Farge Avenue includes association with: • Housing for community members that contributed to Louisville through mining, social, and cultural activities, including development of City amenities. Staff find that the structure **meets** the cultural and social heritage of the community and **there is probable cause** to meet the criterion for social significance. <u>Architectural Significance</u> – *Represents a built environment of a group of people in an era of history that is culturally significant to Louisville.* • Reflects the mining history and immigrant community at the time. Staff find that the location of the structure **does** have probable cause to meet the criteria for architectural significance in its current form.
Landmarks should meet one or more criteria for physical integrity	Physical Integrity - *Shows character, interest or value as part of the development, heritage or cultural characteristics of the community, region, state, or nation.* • Interesting building character shaped by its social history. *Remains in its original location, has the same historic context after having been moved, or was moved more than 50 years ago.* • 517 La Farge Avenue appears to have maintained its historic footprint from 1952, possibly earlier. Staff **find** probable cause that the structure meets the criteria for physical integrity.

PRESERVATION MASTER PLAN:
The Preservation Master Plan was adopted in 2015 and includes goals and objectives for the historic preservation program. A finding of probable cause would meet the following goals and objectives:

Goal #3: Encourage voluntary preservation of significant archaeological, historical, and architectural resources

Objective 3.3 - Encourage voluntary designation of eligible resources
Objective 3.4 - Promote alternatives to demolition of historic buildings

Goal #5: Continue leadership in preservation incentives and enhance customer service

Objective 5.1 - Promote availability of Historic Preservation Fund grants and other incentives

FISCAL IMPACT:
The finding of probable cause allows for a grant of up to $7,500 for a Historic Structure Assessment (HSA) from the Historic Preservation Fund.

RECOMMENDATION:
Staff recommends a finding of Probable Cause under the criteria in section 15.36.050 of the LMC, making the properties eligible for the cost of a historic structure assessment. The current maximum amount available for an HSA is $7,500. Staff recommend HPC approve a grant not to exceed $7,500 to reimburse the costs of a Historic Structure Assessment (HSA).

ATTACHMENTS:

1. 517 La Farge Avenue - Social History

Gigi Yang
Louisville Historical Museum
Department of Cultural Services
City of Louisville, Colorado
January 2026

City of Louisville
COLORADO • SINCE 1878

517 La Farge History

Legal Description: SURF LOTS 12 & 13 BLK 2 ACME PLACE

Year of Construction: 1951

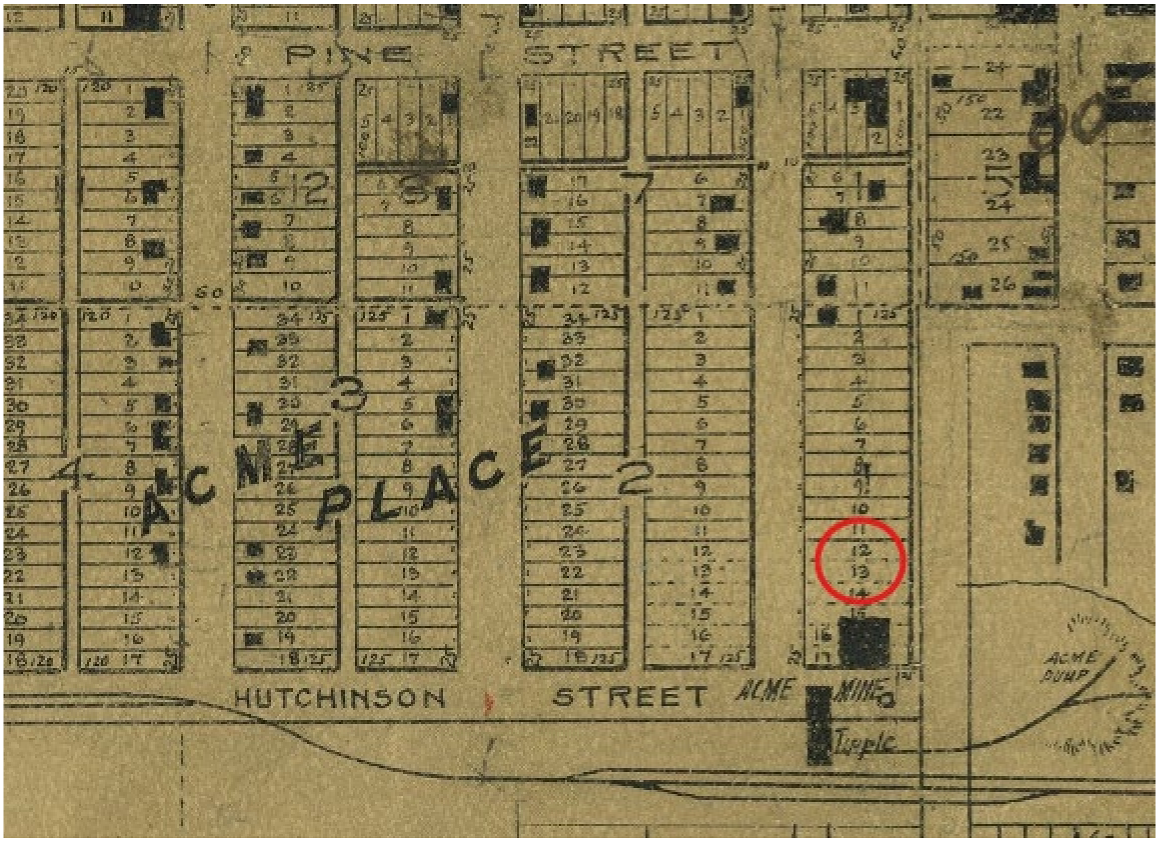
Summary: The history of 517 La Farge contributes to our understanding of residential development around the Acme Mine, the fluidity of work and residency between Marshall, Superior and Louisville, and the growth of Louisville in the 1950s. The LeComte-Helart family ownership illustrates family relationships in Louisville's early French community and generational land ownership. Both the Helart and King family histories demonstrate the role of small businesses and how they strengthen local connections to Louisville over decades.

Development of the Acme Place Subdivision

The Acme Place subdivision was the fourth addition to Original Louisville. John Connell platted it and recorded it with Boulder County in 1893. The area of Acme Place can best be described as covering what are now the 500 blocks of Lincoln, Grant, Jefferson, and La Farge Avenues.

Acme Place was developed due to its proximity to the Acme Mine that was started in 1888 near what is now the corner of Roosevelt and Hutchinson. With the success of the Acme Mine, John Connell developed Acme Place in 1893, which extended Louisville's boundaries farther to the west than it had ever been. Boulder County Property records indicate that the land that Connell used to establish Acme Place had been acquired directly from the Acme Coal Mining Company.

The Acme Mine was in operation from 1888-1928. By the time of its closure, it was one of numerous local mines owned by the Rocky Mountain Fuel Company led by Josephine Roche. Due to changes in demand for coal, Rocky Mountain Fuel went bankrupt in 1940, and Josephine Roche began disbanding property from the different mine sites. It is probable that due to this activity, the lots in the Acme Place subdivision that had previously been within the boundaries of the Acme Mine site became available for sale.



1909 Drumm's Map of Louisville shows the proximity of Lots 12 & 13, Block 2 to the Acme Mine.

August P. LeComte and Nellie Bodhaine Helart LeComte Ownership, 1946-1950

The earliest deed for the sale of Lots 12 & 13, Block 2 of Acme Place was from the Rocky Mountain Fuel Company to August P. LeComte and Nellie Bodhaine LeComte in 1946. The LeComtes had previously purchased the neighboring Lots 14 & 15 and in 1943 were living at what is today 509 La Farge in a house they had moved from Superior.

August Paul LeComte (1886-1951) was born in France and came to the U.S. in 1888 when he was two-years old with his parents, August L. LeComte (1859-1923) and Louisa Helart (1859-1912), and two sisters, Fannie and Louisa. The family settled in Marshall where the elder August LeComte worked as a coal miner. The LeComtes had four more children, Julia, Flora, Leah, and Victor. Growing up, August moved with his family between Marshall, Louisville, and Superior. He attended school at least through age 14 and was working as a coal miner by 1910. He eventually settled in Superior after marrying Nellie Bodhaine Helart in 1918.

Nellie Bodhaine (1888-1962) was born in Marshall, the youngest child of Frank Bodhaine (1848-1910) and Evodie Bodhaine (1856-1908) and the only one of their children born in Colorado. Frank and Evodie were both born in France and married in 1878. They had five children before coming to the U.S. in 1887. Nellie grew up in Marshall and in 1909 married Emile Helart. They had two children – Arthur and Martha before Emile died in 1915 at age 32. Three years later in 1918, Nellie married August LeComte and they had their only child, Alice Lecomte in 1919.

August and Nellie LeComte lived in Superior until 1942 when they purchased property in Acme Place in Louisville. August worked at the Centennial Mine as a track layer until he retired in 1948. From 1909 through the 1930s, August LeComte purchased and sold other Louisville properties that were adjacent to other members of the LeComte family and all within the vicinity of the Frenchtown neighborhood. The LeComte, Bodhaine, and Helart families were numerous and prominent members of Louisville's early French community. Descendents of the LeComte and Helart family recall that August LeComte and Louisa Helart never spoke English and also that all of the French families celebrated New Years Day with special foods and a tradition of visiting relatives and giving children quarters. It is not surprising that a few years after moving to Louisville, August and Nellie purchased Lots 12 & 13 next to their home and transferred ownership to their son Arthur Helart in 1950.

While living on LaFarge, August and Nellie LeComte were active members of the Apostolic Church located a few blocks away on LaFarge and Walnut. August contributed to the construction and labor of the new church building in 1950-51. He passed away in 1951 and his was the first funeral held in the new building.

Arthur Helart and Louise McKee Helart Ownership, 1950-1964

Arthur Helart (1910-1989) grew up in Superior with his sister Martha Helart and stepsister Alice LeComte. Like his father, he became a coal miner and was working at the Industrial Mine in 1934 when a rock fall broke his leg in three places. He recovered and was working as a miner in Longmont in 1935 when he married Louise McKee.

Louise McKee (1914-2005) lived in Alabama and Illinois before coming to Longmont in 1930 where her father, William McKee worked as a coal miner. She graduated from Longmont High School in 1932. After marrying Arthur Helart, they lived in Longmont and their son, Keith, was born in 1936. By 1939, they are listed as living on a ranch in southeast Louisville with Arthur's sister Martha. Indicative of the small population of Louisville and the close-knit community, Martha Helart and her stepsister Alice LeComte married two brothers – Aaron Morrison and William Morrison. The Morrison brothers were miners who then became carpenters. At around this time, Arthur Helart also began working as a carpenter.

Shortly after Arthur's parents (August and Nellie LeComte) moved to Louisville in 1946, Arthur and Louise moved to a house on Rex St. in Louisville. Advertisements in the Louisville Times starting in 1948 show that Arthur had gone into the construction business with Elmer Hilton and Frank Varley.

After acquiring Lots 12 & 13, Block 2 in 1950, Arthur Helart built the house that is currently located at 517 La Farge. The Boulder County Assessor lists the date of construction as a new build in 1951.

The above photo is from the Boulder County Assessor card from 1952. The newly constructed house had 3 bedrooms, kitchen, living room, and bathroom and a basement apartment with a separate bathroom.

In the 1950s, Arthur continued working in the construction business and also worked at Dow Chemical (Rocky Flats Plant) as a janitor. Louise was active in the Baptist Church, organized projects making clothing for different missions and visited a mission in Brazil. They raised their two children, Keith and Gloria at 517 La Farge. In the 1960s-70s, Keith Helart joined the newly formed Parks and Recreation Board and was instrumental in the formation of numerous parks and the Memory Square Pool. Keith Helart Park was named after him in 1982 and he was awarded the Pioneer Award in 2020.

The Helarts lived at 517 La Farge until 1964 when they sold it to Gerald and Julie King. The Helarts moved to Boulder but maintained their close ties to Louisville. Arthur Helart continued to work on various construction projects in and for the City of Louisville throughout the 1970s. In 1987, over 130 members of the Warembourg, LeComte, and Helart families held a family reunion in Louisville.

Oldest living relatives

THE SENIOR MEMBERS of the Warembourg-LeComte-Helart family pose for a photo outside the St. Louis Church last Sunday. All pictured are siblings or first cousins and are of the same generation. Front: Arthur Warembourg, Klubert Warembourg, Emeline Kersey, Euval Wattelet, Olga Schreiter, Alice Morrison and Arthur Helart. Rear: Albert Warembourg, Edward Warembourg and Orpha Bernardon. Arthur Warembourg, Klubert Warembourg and Olga Schreiter all live in Louisville.

Gerald W. King and Julie Dhieux King Ownership, 1964-1998

Prior to purchasing 517 LaFarge from the Helart family, Gerald and Julie King lived next door at 509 La Farge (the old home of August and Nellie LeComte). Gerald "Jerry" W. King (1938-2015) lived in Illinois and Wisconsin before moving to Louisville in 1950 at age twelve with his parents, James and Helen King and his four siblings Michael, Judy, James, and Daniel. Julie Dhieux grew up in Louisville; her parents Henry Dhieux (1915-2006) and Juliene Michel Dhieux (1920-1991) having moved to Louisville in 1930. The Dhieux family was also well established in the French community and the establishment of Frenchtown.

Both Jerry King and Julie Dhieux graduated from Louisville High School in 1957. After high school, Julie briefly worked as a stenographer for the FBI in Washington DC and Jerry worked for the telephone company. They married in 1958 and had three children. Jerry soon took up work as a barber and eventually owned several hair salons including Jerry's Place at 912 Main, The Hair Factory at 811 Walnut, and Village Square Barbers at 591 South Boulder Road. He partially retired in 1981 when he sold Jerry's Place and The Hair Factory but then returned to work at the Village Barber until officially retiring in 2006.

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LOUISVILLE TIMES, LAFAYETTE NEWS, ERIE REVIEW, SUPERIOR OBSERVER • MAY 24-30, 2006

Cutting it short

After nearly 50 years, Louisville barber to retire

By Leslie Wilber
Colorado Hometown Newspapers

The chair, in some ways, resembles the man who stands behind it eight hours a day.

Both are older, but age appears not to have weakened them.

They have a hefty bulk. They remain sturdy.

"You don't find chairs like this anymore," said Jerry King, sitting in his barber chair and bouncing his palms against the armrest.

The same could be said of 68-year-old King: There aren't that many old-fashioned barbers anymore.

"Everyone goes to cosmetology school," King said on Tuesday, May 23, at Village Hair Care in Louisville. King

It's not just age and gender that separates them, King said, the technique is different.

One of the women cuts King's hair.

It's not how he would do it himself.

"I want it shorter," he said.

King and his chair each have an unexpected story as to how they came to the South Boulder Road shop.

King found the chair only eight years ago, about 40 years into his career.

"I found it metal detecting, that's a hobby of mine," King said. "I have to explain it."

The explanation, is not, as

$2,500," King said.

King, for his part, came to the profession in 1959.

In high school, he broke some of the bones in his back playing football.

He tried working for the phone company, but the labor turned out to be too back-breaking.

He had no college education, and with a pregnant wife, a lot of pressure to find a job.

He went to barber school.

"I struggled in barber college," he said. "I was a construction worker. I had heavy hands. There was no finesse in my hands."

In the beginning, King was

Jerry King puts a hot towel on Jerry Burneson's neck after shaving. King will retire for the barber business this week.

By Leslie Wilber
Colorado Hometown Newspapers

Current Ownership

In 1998, Gerald and Julie King sold the property to Eric and Patricia Tussey. The Tusseys lived there until 2019 then they sold 517 LaFarge to David Roche and Lauren Gifford who are the current owners.

Current Boulder County Assessor photo of 517 La Farge.

The preceding research is based on a review of relevant and available online County property records, census records, oral history interviews, Louisville directories, and Louisville Historical Museum maps, files, and obituary records.