



City of Littleton

Littleton Center
2255 West Berry Avenue
Littleton, CO 80120

Meeting Agenda

City Council

Tuesday, February 7, 2017

6:30 PM

Council Chamber

Regular Meeting

1. Roll Call

2. Pledge of Allegiance

3. Approval of Agenda

4. Public Comment

Public Comment on Consent Agenda and General Business items

5. Consent Agenda Items

Consent agenda items can be adopted by simple motion. All ordinances must be read by title prior to a vote on the motion. Any consent agenda item may be removed at the request of a Council Member.

- a) [Resolution 04-2017](#) Adoption of a resolution of support for the High Line Canal Vision and Action Plan

Attachments:

[Resolution No. 04-2017](#)

[HLCWG Statement of Purpose signed with EXHIBIT A](#)

[Vision and Action Plan Summary](#)

[HLC Vision and Action Plan Content DRAFT 20161108 EX SUMMARY](#)

- b) [ID# 17-23](#) Certification of the January 17, 2017 regular meeting minutes

Attachments:

[CC Minutes 01-17-2017](#)

6. Ordinances for Second Reading and Public Hearing

7. General Business

- a) [ID# 17-33](#) City Manager Recruitment Update

- b) [Ordinance 02-2017](#) An ordinance on first reading amending section 1-3-2 of the city code to add a new definition for 'minutes'
Attachments: [Ordinance No 02-2017](#)
- c) [ID# 17-21](#) Motion to amend city council's Protocols and Standards of Conduct
Attachments: [Council Protocols 2016](#)
- d) [ID# 17-27](#) Motion to amend city council's Legislative Rules
Attachments: [Legislative Rules](#)
- e) [ID# 17-32](#) Littleton Crossing Project - council discussion and consideration of future public meeting

8. Public Comment

9. Comments / Reports

- a) City Manager
- b) Council Members
- c) Mayor

10. Adjournment

The public is invited to attend all regular meetings or study sessions of the City Council or any City Board or Commission. Please call 303-795-3780 at least forty-eight (48) hours prior to the meeting if you believe you will need special assistance or any reasonable accommodation in order to be in attendance at or participate in any such meeting. For any additional information concerning City meetings, please call the above referenced number.

FIRST PUBLIC COMMENT

CONSENT AGENDA AND GENERAL BUSINESS ITEMS

3 MINUTE LIMIT PER SPEAKER

Tuesday February 7, 2017

PLEASE PRINT YOUR NAME AND ADDRESS CLEARLY	EMAIL ADDRESS	ITEM # / SUBJECT
1. Lindsay Moery ✓	Lindsay@highlinecanal.org	High Line Canal
2. PATRICK FITZGERALD ✓ 759 E PHILLIPS DR. S	EAGLEYE@CENTRAL.COM	HIGHLINE
3. Susan Stein ✓ 5590 S. CURTICE	susanstew@msn.com	LITTLETON CROSSING
4. Carol Brzezzele ✓	mcbreeze@comcast.net	Ltn Xing
5. Deanna Cook ✓ 5592 S. Nevada St.	deannakaye@mac.com	LITTLETON CROSSING
6. Cathy Hartgraves ✓ 6031 So Sterne PK	cathyhartg@comcast.net	LITTLETON CROSSING
7. Alicia Minaretz ✓ Did not speak	Minjaalicia@gmail.com	LITTLETON CROSSING
8. Jessica Alizadeh ✓	jalizadeh@fuku.com	Lit. Crsg.
9. Paul Hedqvist. ✓		Ltn Crossing
10. Steve Progg ✓		Ltn Crossing
11. Karen Witt ✓		Common Ltn Crossing
12. John Sauer ✓		Ltn Crossing
13. Jose Trujillo ✓		Ltn Crossing

FIRST PUBLIC COMMENT

CONSENT AGENDA AND GENERAL BUSINESS ITEMS

3 MINUTE LIMIT PER SPEAKER

Tuesday February 7, 2017

PLEASE PRINT YOUR NAME AND ADDRESS CLEARLY	EMAIL ADDRESS	ITEM # / SUBJECT
1. Pam Chabhorn		Cresong A. Zong
2. Anna Galcher		Cresong.
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		



Colleen Norton <cnorton@littletongov.org>

Fwd: I OPPOSE LITTLETON CROSSING HOUSING PROJECT!

1 message

Wendy Heffner <wheffner@littletongov.org>
To: Colleen Norton <cnorton@littletongov.org>

Mon, Feb 6, 2017 at 9:40 PM

----- Forwarded message -----

From: "Peggy Cole" <pcole@littletongov.org>
Date: Feb 6, 2017 8:11 PM
Subject: Fwd: I OPPOSE LITTLETON CROSSING HOUSING PROJECT!
To: "Wendy Heffner" <wheffner@littletongov.org>
Cc: "phil"

City Clerk Heffner,

Please include Mr. Schleager's email in the record of citizens comments for the February 7th meeting.

Peggy Cole
City Council Member at Large

On Wed, Feb 1, 2017 at 2:26 PM, phil

wrote:

Dear Mr. Mayor,

I worked for the City of Littleton back in the late 1970's. I worked in the finance department for Marvin Thrasher, Gale Cristy was the City Manager back then, and we were in the process of moving City Hall from main street to its current location. I have lived in the Littleton area ever since. I now live on Bemis Street just east of St. Mary's church. My wife Mary and I do volunteer work on Prince Street for the charity, The Friends of Man, which has been at its current location at Powers and Prince since 1995. The charity has just celebrated it's 35th year of helping people in need, all across the United States. Our only office is in Littleton. We have become increasingly aware of the growing parking problem in that part of town. People cannot find a place to park! This continual effort to build high density housing in downtown Littleton has got to stop! The Grove is an eyesore and should be torn down! We certainly can put the blame on Michael Penny for starting this craziness, but he has been justifiably fired from the City. It is time to do whatever is necessary to put an end to this development mania that has stricken our city council. It is time to bring into the light of the sunshine, the fact that the citizens do not want to lose the small town character that we all love, and that is why we live here. The people that oppose this mindset are like cockroaches that thrive in the darkness, and carry out their nefarious activities, in concealment from the light of day. If in the search for a new city manager, a candidate is repulsed by the mandate of the people to have an open and transparent city government, then that candidate should do us all a favor and look elsewhere for a position. Please, stop this development madness and greed. Please follow the mandate of the voters of the City of Littleton who have in good faith, elected you. Please do what is right for the good of the People!!

Respectfully Yours

Phil Schleager

Sender and receiver should be mindful that all my incoming and outgoing emails may be subject to the Colorado Open Records Act, S 24-72-100.1, et seq.

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Staff Communication

File #: Resolution 04-2017, **Version:** 2

Agenda Date: 02/07/2017

Subject:

Adoption of a resolution of support for the High Line Canal Vision and Action Plan

Presented By: Mike Braaten, Deputy City Manager

POLICY QUESTION:

Does city council approve the resolution supporting the High Line Canal Conservancy's (HLCC) Vision and Action Plan?

BACKGROUND:

The HLCC's mission is to preserve, protect and enhance the 71-mile legacy canal in partnership with the public. HLCC is responsible for the recent planning efforts for the High Line Canal. This work began in early 2016 with the hiring of a planning firm to lead the planning process and included numerous public meetings and events in communities along the Canal. The planning effort culminates with a Vision and Action Plan that seeks to capture the residents' and users' vision for the canal (in defined individual segments), with specific strategies to address how to move forward to preserve and enhance this resource.

Mayor Beckman is one of the HLCC Council of Advisors, which also includes current and former local elected officials and others who have interests in the High Line Canal.

The HLCC uses the High Line Canal Working Group (HLCWG) as a conduit and sounding board for its activities. The city's representatives to the HLCWG are Mayor Beckman as the elected official, and Deputy City Manager Mike Braaten.

A representative of the HLCC made a presentation at council's January 10 study session to provide an overview of the organization, the planning process and a formal request for the resolution. At that time, council gave its consent to moving the draft resolution forward for formal council action.

STAFF ANALYSIS:

The HLCC's Vision states: "71- meandering miles preserved and enhanced as a cherished greenway that connects us to nature and binds together varied communities from the foothills to the plains."

The Guiding Principles of the plan are: Natural, Connected & Continuous, Varied, Managed, and Enhanced. The Guiding Principles are further defined with objectives for each (found in the attached summary document).

The Action Plan includes the following strategies:

1. Create a roadmap for the canal's future physical form
2. Build awareness & understanding of the canal
3. Align the canal's governance & funding structure with the vision

4. Harness the community's passion to promote stewardship of the canal
5. Capitalize on existing momentum to take action now

Similar to the Guiding Principles, each of the Strategies in the Action Plan is further defined with multiple supporting actions. For example, under strategy number 3, a supporting action includes, "continue to coordinate with local jurisdictions, districts, and other governing entities."

Staff finds the plan is consistent with the Citywide Plan, touching upon policies found in Goal 2: An Outdoor Littleton, Goal 3: A Connected Littleton, and Goal 4: A Distinctive Littleton. The High Line Canal is specifically called out in Policy 2.6: "In addition to the river and its tributaries, identify, safeguard, and enrich the city's other outdoor resources, including the High Line Canal."

Additionally, the Action Plan includes supporting actions that are similar to objectives found in the council-adopted Parks, Recreation, and Trails Master Plan from May of 2016. Shared action items include signage and wayfinding, development of improved public communication, grow volunteer opportunities, address connections, crossings and improvements where appropriate, among others.

FISCAL IMPACTS:

None.

STAFF RECOMMENDATION:

Staff recommends support.

PROPOSED MOTION:

I move to approve the resolution supporting the High Line Canal Conservancy's Vision and Action Plan.

CITY OF LITTLETON, COLORADO

Resolution No. 4

Series, 2017

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
LITTLETON, COLORADO, IN SUPPORT OF THE HIGH LINE CANAL
VISION AND ACTION PLAN**

WHEREAS, the historic High Line Canal (the “Canal”) has always faced challenges as an irrigation delivery system due in part to its water right low priority and high rate of seepage; and

WHEREAS, despite its challenges as an irrigation delivery system, the Canal is a cherished part of the lives of millions of people of all ages and backgrounds, serving as a natural respite from the urban experience: the Canal's 71 meandering miles are vitally important to the region's citizens; and

WHEREAS, data indicates that more than 350,000 residents reside within one mile of the Canal, and more than 500,000 people use the Canal each year; and in 2010, the High Line Canal Working Group, a collaborative effort initiated by Arapahoe County to secure funding for, and implement, projects that help enhance and protect the unique recreational experience along the High Line Canal, entered into the High Line Canal Working Group Statement of Purpose (attached as Exhibit A); and

WHEREAS, the High Line Canal Core Management Team was established in 2012 and includes Denver Water, Arapahoe County, the City of Aurora, the City and County of Denver, and Douglas County. As explained in the Core Team Memorandum of Understanding, the Core Team’s focus is to coordinate and catalyze the many different processes that are needed to develop and implement a future vision for the Canal. The Core Team’s primary objective is to achieve maximum possible beneficial public use/s for the Canal; and

WHEREAS, as the Canal owners, Denver Water has supported the region's recreational use of the Canal Trail for over 40 years and has partnered in creating this transformational long-term vision for the Canal's future, while continuing to meet its water delivery obligations; and

WHEREAS, in 2016, Douglas County, Highlands Ranch Metropolitan District, the City of Littleton, the City of Centennial, Arapahoe County, South Suburban Parks and Recreation District, the City of Greenwood Village, the City of Cherry Hills Village, the City and County of Denver, the City of Aurora, which are all of the counties, cities and districts along the Canal, joined together with Denver Water and the High Line Canal Conservancy to support an *extraordinary and diverse public outreach* process that

reached over 100,000 citizens, and engaged over 3,500 residents across the Denver metro region through public meetings, more than 25 community events, and two online surveys; and

WHEREAS, through this unprecedented public input process, the High Line Canal Conservancy, in partnership with the counties, cities and districts along the Canal and with support from Denver Water, developed the High Line Canal Vision and Action Plan (the “Vision Plan”); and

WHEREAS, the Vision Plan recognizes that each of the jurisdictions along the Canal previously have adopted local management and planning strategies that address uses and activities of the Canal within their jurisdictions, and these differences are acknowledged and respected by the Vision Plan.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LITTLETON, COLORADO, THAT:

The city of Littleton supports the High Line Canal Vision, as stated below:

The High Line Canal’s 71 meandering miles will be preserved and enhanced as a cherished greenway that connects people to nature and binds varied communities together from the foothills to the plains.

BE IT FURTHER RESOLVED, THAT:

The undersigned supports these guiding principles for the future of the Canal. These guiding principles are:

Natural: To preserve the natural character of the Canal, ensuring it continues to be a natural refuge for the region’s population and wildlife. The Canal’s natural, scenic beauty is integral to its identity;

Connected & Continuous: To maintain and increase the connectivity of the Canal along all 71 miles, preserving and enhancing the Canal’s use as an important continuous resource and regional environmental and trail network;

Varied: To respect the variety of communities and experiences along the Canal and to preserve its various physical characteristics through the course of its 71 miles;

Managed: To work together in order to preserve and support a long-term, sustainable future for generations to come. Our Canal is a critical, cherished asset for the region;

Enhanced: To enhance the enjoyment and use of the Canal in keeping with its natural and varied character.

BE IT FURTHER RESOLVED, THAT:

The undersigned affirm the “High Line Canal Working Group Statement of Purpose” to reinforce their continuing collaborative efforts (Exhibit A).

INTRODUCED AS A BILL at a regularly scheduled meeting of the City Council

of the City of Littleton on the 7th day of February, 2017, passed on first reading by a vote of ____
FOR and ____ AGAINST; and ordered published by posting at Littleton Center, Bemis Library,
the Municipal Courthouse and on the City of Littleton Website.

PUBLIC HEARING on the Ordinance to take place on the 21st day of February,
2017, in the Council Chamber, Littleton Center, 2255 West Berry Avenue, Littleton, Colorado,
at the hour of 6:30 p.m., or as soon thereafter as it may be heard.

PASSED on second and final reading, following public hearing, by a vote of _____FOR
and _____ AGAINST on the 21st day of February, 2017, and ordered published by posting at
Littleton Center, Bemis Library, the Municipal Courthouse and on the City of Littleton

ATTEST:

Wendy Heffner
CITY CLERK

Bruce O. Beckman
MAYOR

APPROVED AS TO FORM:

Kenneth S. Fellman
ACTING CITY ATTORNEY

HIGH LINE CANAL WORKING GROUP STATEMENT OF PURPOSE

PURPOSE

The High Line Canal Working Group is a collaborative effort to secure funding for - and implement - projects that will help enhance and protect the unique recreation experience along the High Line Canal.

VISION

The High Line Corridor be protected forever as an intimate treasure and continuous recreation experience along a historic, naturally scenic Canal.

MEMBERS

Arapahoe County
City of Aurora
City of Centennial
City of Cherry Hills Village
City and County of Denver
Douglas County
City of Greenwood Village
Highlands Ranch Metropolitan District
City of Littleton
South Suburban Park and Recreation District

PARTICIPATING ENTITIES

Adams County
Arapahoe County Open Space and Trails Advisory Board
Cherry Hills Land Preserve
Colorado Division of Wildlife
Colorado State Parks
Denver Parks and Recreation
Denver Water
High Line Canal Preservation Association
Sand Creek Regional Greenway
South Metro Land Conservancy
South Suburban Park Foundation
The Trust for Public Land

GOALS

- To identify and pursue open space properties near the High Line Canal that enhance conservation values.
- To identify and work with relevant agencies to design and construct safety improvements at roadway and railway crossings.
- To identify and improve connectivity along the trail and to other corridors near the Canal.
- To preserve and enhance the overall trail experience.
- To enhance the trail user's experience through consistent and improved signage and mileage markers.

CONSERVATION VALUES

- The preservation of views and vistas.
- The enhancement of the public's sense of place.
- The preservation and enhancement of recreational opportunities for all citizens.
- The protection of adjacent and complementary open space properties to open up the existing character of the Canal that spans multiple jurisdictions.
- The preservation and enhancement of wildlife habitat and migration routes.
- The preservation, replacement and enhancement of the historic canopy that defines the Canal

PROCESS

- To evaluate each proposed project on its own merits as it contributes to the whole, acknowledging that landowner participation is voluntary and funding is subject to approval by participating boards and elected officials.
- All projects and proposals will fully respect the operational integrity of the Canal.

COMMITMENT

- To the vision and to the corridor as a whole;
- To agree to collaborate as we are more effective together than individually; and
- To a long-term effort that ensures a legacy for future generations.

Susan Beckman
Arapahoe County

Ronald J. Rahowaty
City of Greenwood Village

Richard A. Owens
Highlands Ranch Metropolitan District

Edward J. Pauer
City of Aurora

Don Clark
City of Littleton

Katherine C. Gestner
South Suburban Park and Recreation District

Cathy A. Noon
City of Centennial

Jim L. Repella
Douglas County

Mrs. S. McNeil
In partnership with Denver Water

Michael J. Wojniak
City of Cherry Hills Village

Julianne J. Vela
City and County of Denver

ADOPTED IN 2011



VISION

Our Vision for the High Line Canal: 71 meandering miles preserved and enhanced as a cherished greenway that connects us to nature and binds together varied communities from the foothills to the plains.

GUIDING PRINCIPLES

OBJECTIVES



Natural

The Canal's natural, scenic beauty is integral to its identity. We will preserve the natural character of the Canal, ensuring it continues to be an urban refuge for the region's population and wildlife.



Connected & Continuous

We will maintain and increase the connectivity of the Canal along all 71 miles, preserving and enhancing the Canal's use as an important resource and regional network. We support the various physical characteristics of the Canal and will maintain the diversity of uses across the Canal's different character zones, ensuring all of the Canal's users can continue to enjoy its use where they can today.



Varied

Through the course of its 71 miles, our Canal passes through many different communities and ecosystems. We value the variety of experiences this creates and will preserve the "varied" character of the Canal.



Managed

Our Canal is a critical, cherished asset for the region. We will work together to preserve and support a long-term, sustainable future for generations to come.



Enhanced

We will enhance the enjoyment and use of the Canal in keeping with its natural and varied character.

Maintain the peaceful character of the Canal , so it continues to be a place for the region to connect with nature, from the foothills to the plains	Identify sustainable, responsible water sources for the continued nourishment of the Canal's trees and vegetation, and transition to tree species that require less water to thrive	Protect and improve wildlife habitat and environmental health of the Canal	Preserve and enhance open space along the Canal, including identifying opportunities to protect adjacent open spaces to create larger habitat areas	Employ environmentally sustainable practices in landscape management and Canal maintenance to assure overall health and public safety		
Improve connectivity along the Canal by closing gaps and upgrading crossings through safety and signage	Improve connections from the Canal to other trail networks, further strengthening the regional trail network	Enable safe connectivity for all types of users: walkers, bikers, equestrians, joggers, dog-walkers, and more	Strengthen safe access to and from local neighborhoods, schools, parks, and other amenities	Minimize future interruptions of the Canal experience such as new crossings	Maintain a continuous wildlife and ecological corridor	
Acknowledge that there exists diverse communities, trail character zones, & ecosystems along the Canal: • The wild canyon (Waterton Canyon) • The rolling foothills (Douglas County & Highlands Ranch)	• A wooded village (Cherry Hills Village, Greenwood Village, Littleton, Centennial) • An urban refuge (Denver & unincorporated Arapahoe County) • A meandering natural retreat in the prairie (Aurora & Denver's Green Valley Ranch)	As change happens, support enhancement and protection of unique characteristics of each character zone to best suit each zone's needs	Provide equity of experience and opportunities along the length of the Canal for the varied communities Promote appropriate habitat caretaking in the Canal's different ecosystems	Encourage and promote continued public engagement & local leadership involvement throughout the many Canal-adjacent jurisdictions		
"MANAGEMENT" IS BOTH OPERATIONAL AND PHYSICAL						
Operational Establish a clear model for governance and a sustainable funding source (both monetary and in-kind) Strengthen regional, county, municipal, and community partnerships Provide a role for citizen input and stewardship	Increase use, safety, and awareness of the Canal in underused areas, including coordination with law enforcement Promote a unified brand with common themes and approaches to management along the Canal (i.e., mile markers, maps, signage, etc.)		Physical Model responsible water management practices and consider the Canal for stormwater management where feasible Plant drought-tolerant species that require less water and explore alternative irrigation methods	Provide appropriate maintenance of the Canal's vegetation for safety and beauty while exploring options for fewer or different trees Provide on-going maintenance for physical improvements such as trailheads, signs, furnishings, etc. Provide an overall wildlife management plan consistent with regional and state authority plans		
Provide enhancements that are consistent with the Canal's vision	Increase awareness about the Canal and its story	Acknowledge and enhance views, landmarks, and special moments	Celebrate the Canal's history through education, historic preservation, and documentation	Improve connections and awareness where appropriate from the Canal to nearby amenities while protecting the Canal from commercialization	Coordinate with new development to encourage design that supports the character of the Canal	Provide basic infrastructure and facilities along the Canal where appropriate (i.e., trash cans)

DRAFT ACTION PLAN

The action steps to implement and sustain the vision in coordination with local entities



STRATEGY 1

Create a Roadmap for the Canal's Future Physical Form

SUPPORTING ACTIONS

1. Framework Plan

2. Character Zone Plans

3. Crossing Study 2.0

4. Stormwater Study 2.0

5. Historic Resources Study
6. Branding, Wayfinding, and Signage Design

7. Landscape Design Guidelines

8. Trail and Landscape Maintenance Standards



STRATEGY 2

Build Awareness & Understanding of the Canal

SUPPORTING ACTIONS

1. Celebrate and share this Vision & Action Plan and report on progress

2. Develop a Communications Strategy

3. Implement signage and wayfinding improvements along the Canal
4. Create supportive materials to make exploring the Canal easier

5. Expand educational programs

6. Tell the story of the Canal's history



STRATEGY 3

Align the Canal's Governance & Funding Structure with the Vision

SUPPORTING ACTIONS

1. Study and develop a long-term coordinated governance model for the Canal

2. Continue to coordinate with local jurisdictions, districts, and other governing entities

3. Evaluate existing expenditures on the HLC
4. Explore and identify funding sources (Funding Strategy)

5. Evaluate National Register Listing

6. Continue to coordinate with developers



STRATEGY 4

Harness the Community's Passion to Promote Stewardship of the Canal

SUPPORTING ACTIONS

1. Grow volunteer opportunities

2. Provide exciting donation opportunities

3. Continue to develop strategic partnerships with other cultural and community organizations
4. Continue to encourage community involvement and grow a network of local champions

5. Develop the next generation of High Line Canal stewards



STRATEGY 5

Capitalize on Existing Momentum to Take Action Now

SUPPORTING ACTIONS

1. Pursue grant funding that aligns with quick win projects

2. Provide tours and programming to increase familiarity with the Canal

3. Initiate additional stormwater demonstration projects
4. Continue to improve crossings

5. Continue to complete connections to other trail systems

6. Continue upgrading and replacing pedestrian bridges

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I. Executive Summary

<formatted version of executive summary will include more photos of the Canal>

The Community's Vision for the High Line Canal

The High Line Canal Conservancy and Denver Water, in close collaboration with a host of regional partners, facilitated a community outreach process throughout the course of 2016 to write the story of the future of the High Line Canal. Dubbed “Adventure on the Canal: Charting our course for the next century,” the process asked the public to consider how they view the long-term purpose of the Canal and its natural and recreational resources. Bringing together thousands of residents from all over the region, this initiative asked participants to “think big” about their vision for the Canal’s future.

As is the case with the more worthwhile journeys in life, “Adventure on the High Line Canal” began with establishing the context of the scene (the Canal) and featured characters (its wildlife and communities). Along the way, it offered various choices, bends and forks. Ultimately, it concluded with a satisfying resolution - a Vision that captures the community’s hopes and dreams for the future. This Vision is codified in the Vision Statement and Guiding Principles that follow:

Vision Statement

Our Vision for the High Line Canal: 71 meandering mile preserved and enhanced as a cherished greenway that connects us to nature and binds together varied communities from the foothills to the plains.

Guiding Principles

Natural: The Canal’s natural, scenic beauty is integral to its identity. We will preserve the natural character of the Canal, ensuring it continues to be an urban refuge for the region’s population and wildlife.

Connected & Continuous: We will maintain and increase the connectivity of the Canal along all 71 miles, preserving and enhancing the Canal’s use as an important resource and regional network. We support the various physical characteristics of the Canal and will maintain the diversity of uses across the Canal’s different character zones, ensuring all of the Canal’s users can continue to enjoy its use where they can today.

Varied: Through the course of its 71 miles, our Canal passes through many different communities and ecosystems. We value the variety of experiences this creates and will preserve the “varied” character of the Canal.

Managed: Our Canal is a critical, cherished asset for the region. We will work together to preserve and support a long-term, sustainable future for generations to come.

Enhanced: We will enhance the enjoyment and use of the Canal in keeping with its natural and varied character.

Sidebar: High Line Canal Quick Facts

[will be synthesized & formatted as infographic page for the final executive summary]

- Date of origination: 1880s
- Length: **71 miles**
- Total area: **860 acres**, slightly larger than New York's Central Park
- Owner: The Canal is currently managed by Denver Water
- Jurisdictions: The Canal passes through **11 distinct jurisdictions**, which are: Adams County, Arapahoe County, City and County of Denver, Douglas County, Highlands Ranch Metro District, Littleton, Centennial, Greenwood Village, Cherry Hills Village, and Aurora
- Number of street crossings: **80**
- Residents within one mile: well **over 350,000** residents
- Annual number of people who use the Canal recreationally: **More than 500,000**
- Adjacent to **73** different Green Spaces ranging from pocket parks to state parks with a total sum of **8070 acres**.
- **199** species of birds, **28** mammals, and **15** reptiles call the Canal home.
- **23,760** trees with trunks greater than 6" in diameter*

* Source: Tree Inventory (preliminary data)

Five BIG Reasons to Support the High Line Canal Vision

The Canal's leaky nature means it's no longer a responsible way to deliver water in an era focused on water conservation. Yet, as the Vision's Guiding Principles articulate, the Canal's natural beauty, environmental benefits and recreational value make it a treasured resource. As the Denver region experiences unprecedented growth in numbers and in diversity, and as water is increasingly viewed as a precious resource, the High Line Canal is a prime example of how we must look at the future differently than the past.



The High Line Canal is a nationally significant example of infrastructure reuse, stewardship, and connectivity

Just as every great story is a journey that sparks imagination and excites the mind, the community's Vision for the High Line Canal illuminates a series of powerful ideas about the future of this great resource that directly address some of the opportunities and challenges the region is experiencing. Here are five BIG reasons to support this Vision:

An Experience Like No Other

The High Line Canal extends from the foothills of the great Rocky Mountains to the expansive prairie stretching to the distance horizon. Along the way, this connective thread weaves through diverse ecosystems and communities. Now, and in the future, the canal offers residents and visitors the unique experience of exploring the incredible mosaic of people, places and wildlife of the region.

An Impressive Reach ... #71 Miles!

The High Line Canal stretches 71 miles, all the way from Waterton Canyon to just shy of the Denver International Airport. Comprising nearly 860 acres of land area (larger than Central Park in New York City!), the Canal system connects more than 8,000 acres of other open spaces and passes through 11 different jurisdictions including cities, counties, and special districts, touching many parts of the Denver metro area!

A New Life for a Regional Legacy

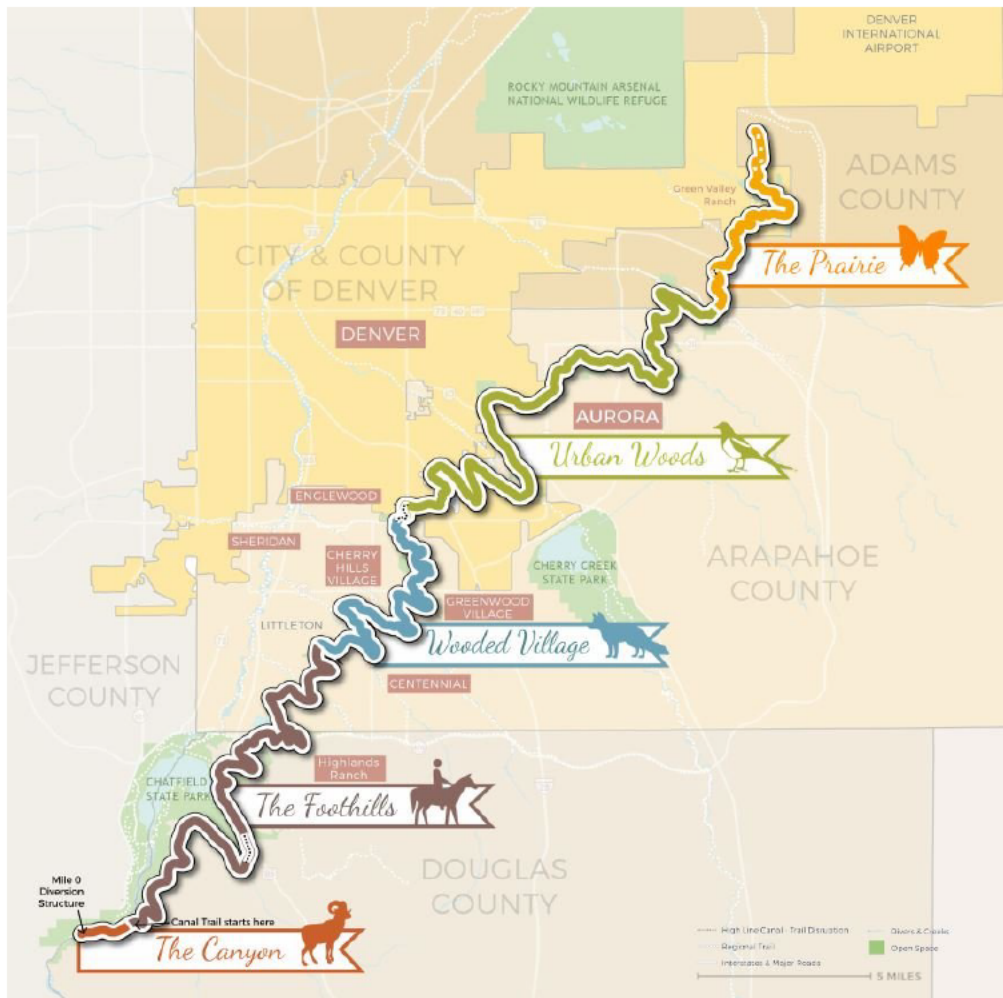
Communities across the country and around the world are creatively repurposing obsolete and abandoned infrastructure for broader benefits. The High Line Canal's diverse attributes - its rich history, cultural significance, unique ecology, and recreational potential - make it an unprecedented and multi-beneficial opportunity for the Denver region.

Communities Working Together

Tackling the challenges of a growing region requires different ways of thinking, increased collaboration and new kinds of partnerships. The High Line Canal Vision represents a model of regional cooperation - led by an effective new partnership between the newly formed High Line Canal Conservancy and Denver Water, and supported with representatives from every jurisdiction actively and eagerly "at the table"!

An Inclusive and Passionate Conversation

Literally thousands of community members actively participated in the writing of the High Line Canal Vision. They came to open houses, filled in online surveys, participated in community events, engaged along the Canal itself, and welcomed focused discussions in their meeting rooms and neighborhoods. The process promoted awareness of the Canal as a resource and created a shared understanding of its future.



The Canal as a connected, yet varied resource with five distinct character zones.

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Inset Quote:

"The High Line Canal is unlike other waterways. It was engineered to manipulate the gravitational energy of water. As it meanders along the contours of the landscape ... it turns back on itself again and again... As the user approaches and passes through each vanishing point, revealing the corridor beyond, they experience the tiniest little miracle of surprise, and because this is the historically significant, exceptionally unique High Line Canal...there are seventy miles of miracles."

Mike Holweger, High Line Canal Preservation and Enhancement Study (2012)

The Community's Voice in Shaping the Vision

<Grid of Outreach Images>



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Today, more than 350,000 residents reside within one mile of the Canal, and recent data indicates that annually more than 500,000 people use the canal as a recreational asset. To establish a vision for the Canal's next one hundred years, this process engaged a broad range of canal users - walkers, equestrians, families, nature-lovers, bicyclists, and others who use the Canal every day - and explored a wide array of opportunities.

"Adventure on the High Line Canal" - branded to express a spirit of journey and an ambition to write a powerful forward-looking story - was a diverse, fun series of forums for public engagement and meaningful input. The

planning team structured a community outreach process that involved multiple tactics: community Open Houses, online surveys, Strategic Input Sessions with key stakeholders, City as Play events, and attending existing community events. Thousands of community members and stakeholders participated in the following ways:

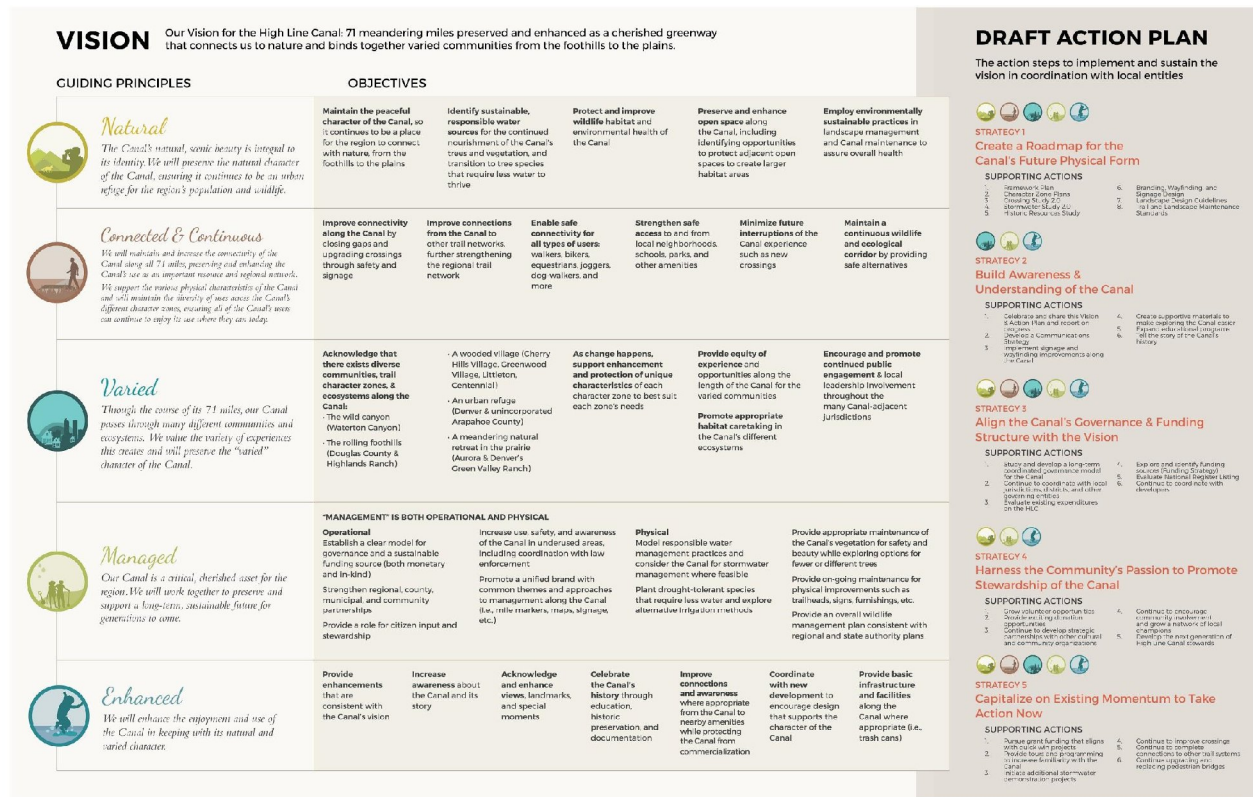
Adventure on the High Line Canal: A Summer of Outreach Opportunities <i>[will be synthesized & formatted as infographic page for the final executive summary]</i>			
Launched the High Line Canal Conservancy's "Learn + Connect" Campaign to introduce the Conservancy and reached over 500 people			
Developed a network of over 900 community leaders ranging from elected officials, issue groups, and neighborhood organizations to help distribute Conservancy news			
Established an E-newsletter list with nearly 2,400 recipients			
Participated at over 20 community events to share news and generate excitement about the process			
Partnered with Denver Water to send an informational flyer about upcoming public forums to over 300,000 accounts.			
Direct mailings to over 10,000 households			
"One big resource' for the metro area"- a front-page article in Denver Post, with a weekly readership of more than a million ¹			
Walk2Connect led by Chris Englert, EatWalkLearn - 55 community members along the Canal, 7 of whom walked all 71 miles			
12 public forums	Over 1,200 attendees	Chapter 1 Open Houses	32 handouts completed 1,810 stickers placed 275+ open-ended comments
		Chapter 2 Open Houses	348 handouts completed 565 stickers placed
		Chapter 3 Open Houses	47 handouts completed 525+ open-ended comments
		Chapter 4 Open Houses	350+ open-ended comments
2 Online surveys	Nearly 600 responses	OurHighLineCanal online survey	464 responses
		CrowdGauge online survey	163 responses
8 Strategic Input Sessions	Over 40 leaders	Engaged local leaders and experts in fields including education, health and wellness, economic development, environment and wildlife, developers, water, recreation, and youth engagement	
2 City as Play Events	Over 50 children	Aurora Global Fest Booth & Friendly VillageEvent	

In addition to gathering and synthesizing community feedback into a compelling Vision, the process also served to increase awareness of the Canal and share more about the Canal's special story. This range of outreach opportunities was developed to reach the broadest possible range of community members, including both current trail users and others who were previously unaware of the Canal.

¹ The Denver Post has 1,016,547 Weekly Print & Online Readers. Source: <http://www.dpmedia.co/>

Translating the Vision into Action

Where the Vision is a community-driven, forward-looking story of what the Canal can be in the future, the Action Plan outlines a series of strategies to implement the Vision. Importantly, the Action Plan considers many opportunities for continuing to preserve, protect, and enhance the Canal in support of the Vision - and creates both short and long-term actions to help guide prioritization of implementation. The Action Plan recognizes the authority of the jurisdictions along the Canal and balances the need for additional planning studies and practical “on the ground” projects. The following visualizes how the Action Plan and its strategies begin to chart a roadmap to achieve the ambitious Vision, its guiding principles and associated objectives.



Summary of Vision & Action Plan (see separate PDF to see this content full-size)

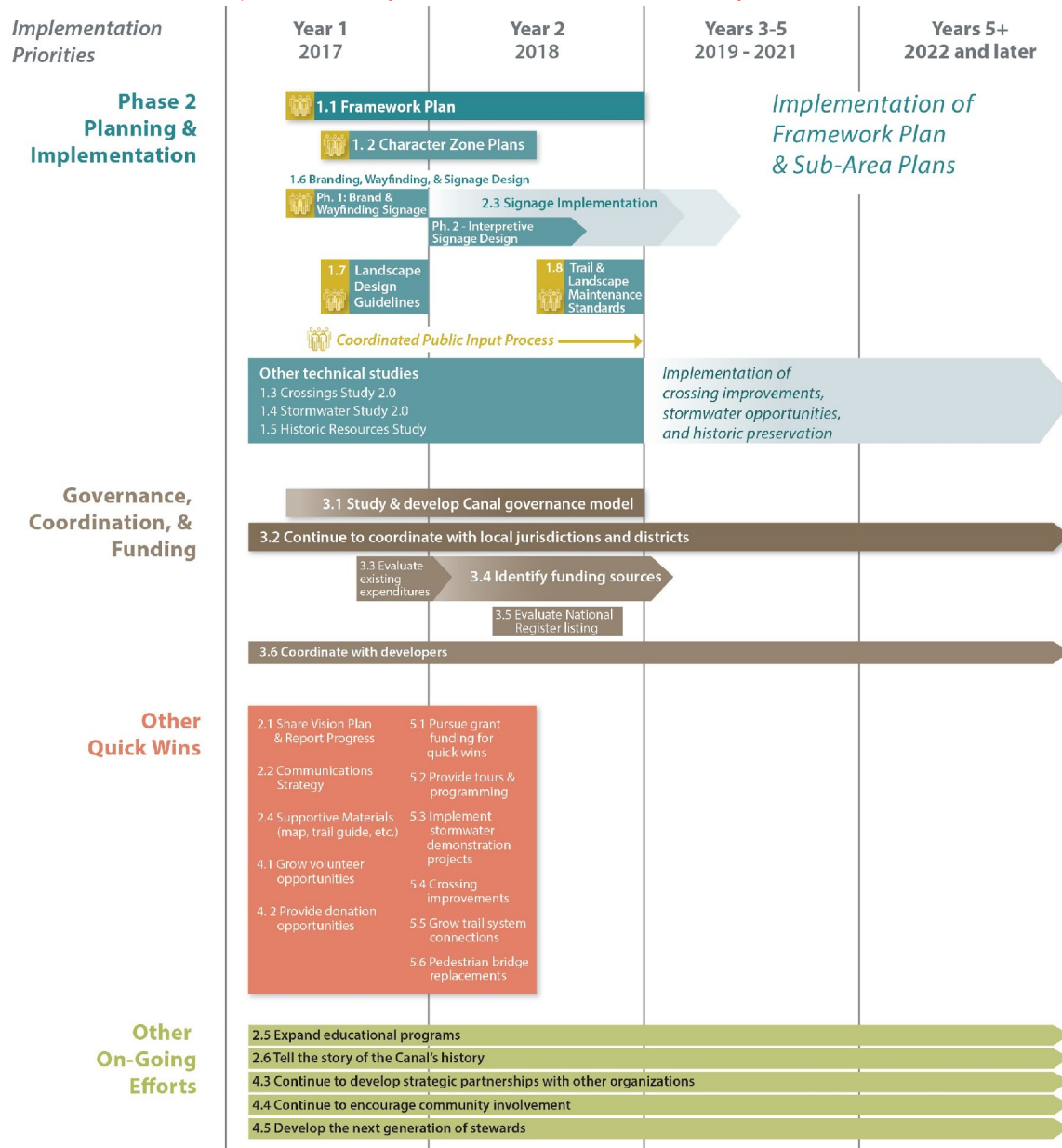
Notes for layout: G:\56341.00\3.0_Working\3.6_Graphics\Indesign\20160929_ActionPlan\Action Plan_update_FINAL.pdf

What to Expect Next

The community's Vision for the Canal is now written and a comprehensive collection of strategic actions have been established to move the Canal into an exciting new future. The following planning and implementation timeline shows the immediate action steps that are recommended. These include additional planning efforts and technical studies needed, processes related to clarifying future governance, coordination and funding opportunities, a series of "quick wins" (or short-term implementation potentials), and other ongoing efforts to be integrated.

Central to all of these initiatives moving forward is the sense that the community and its voice will continue to be welcomed and heard. To achieve the incredible Vision established by the community will take many years of hard work, cooperation and creativity. It is a journey that will shape an incredible new legacy for the region - one that will inspire, connect and nurture generations to come.

[Timeline below will be simplified for the layout version of the Executive Summary]





Staff Communication

File #: ID# 17-23, **Version:** 1

Agenda Date: 02/07/2017

Subject:

Certification of the January 17, 2017 regular meeting minutes

Presented By: Colleen Norton, Deputy City Clerk

RECORDING SECRETARY'S CERTIFICATION:

I hereby certify that I have reviewed the video recording for the January 17, 2017 regular meeting of the Littleton City Council and that the video recording is a full, complete, and accurate record of the proceedings and there were no malfunctions in the video or audio functions of the recording

PROPOSED MOTION:

I move to approve, based on the city clerk's certification, the January 17, 2017 video as the minutes for the January 17, 2017 regular meeting of the City Council.



City of Littleton

Littleton Center
2255 West Berry Avenue
Littleton, CO 80120

Meeting Minutes

City Council

Tuesday, January 17, 2017

6:30 PM

Council Chamber

Regular Meeting

1. Roll Call

Council Member Clark arrived at 6:33 p.m.

Present: 6 - Mayor Pro-Tem Brinkman, Council Member Cernanec, Mayor Beckman, Council Member Clark, Council Member Cole and Council Member Hopping

Absent: 1 - Council Member Valdes

2. Pledge of Allegiance

3. Approval of Agenda

4. Public Comment

Public Comment on Consent Agenda and General Business items

No public comment

5. Consent Agenda Items

Council Member Cernanec moved and Council Member Cole seconded to approve consent agenda items 5(a), 5(b), 5(c), 5 (d) and 5(e). The motion carried 6-0.

- a) [Resolution 01-2017](#) A resolution specifying the location where notices of public meetings are to be posted and the newspaper where notices and other information required to be published will be printed for 2017.
approved
- b) [Resolution 02-2017](#) A resolution to endorse an application for funds to Arapahoe County Open Spaces Grant Program for improvements at Bowles Grove Park
approved
- c) [ID# 17-03](#) Motion recommending appointment of Victim Assistance Coordinator Linda Suttle to the Arapahoe County Community Corrections Board
approved

- d) [ID# 17-16](#) Motion to reappoint Ethan Feldman as municipal court judge for a two-year term and to provide a compensation adjustment based on his 2016 performance evaluation.
approved
- e) [ID# 17-17](#) Approval of the appointment of Tiffany Hooten as Finance Director
approved

Approval of the Consent Agenda

A motion was made by Council Member Cernanec, seconded by Council Member Cole, to approve the consent agenda. The motion carried by the following vote:

Aye: 6 - Mayor Pro Tem Brinkman, Council Member Cernanec, Mayor Beckman, Council Member Clark, Council Member Cole and Council Member Hopping

Absent: 1 - Council Member Valdes

Items Removed from the Consent Agenda Items

- f) [ID# 17-06](#) Certification of the December 20, 2016 regular meeting minutes

Item 5(f) was removed from the consent agenda by Council Member Clark

Mayor Pro Tem Brinkman moved and Council Member Cole seconded to approve, based on the city clerk's certification, the December 20, 2016 video as the minutes for the December 20, 2016 regular meeting of the city council. The vote is 5-1 with Council Member Clark voting no. The motion carries.

Aye: 5 - Mayor Pro Tem Brinkman, Council Member Cernanec, Mayor Beckman, Council Member Cole and Council Member Hopping

Nay: 1 - Council Member Clark

Absent: 1 - Council Member Valdes

6. Ordinances for Second Reading and Public Hearing

7. General Business

- a) [Ordinance 03-2017](#) An ordinance on first reading approving an Interceptor Transfer Agreement between the city and the Roxborough Water and Sanitation District regarding ownership of a gravity interceptor sewer, terminating easements to Roxborough Water and Sanitation District and granting an access easement to Roxborough Water and Sanitation District
- Council Member Clark moved and Council Member Cole seconded to approve the ordinance on first reading authorizing the Interceptor Transfer Agreement between the City of Littleton and the Roxborough Water and Sanitation District, terminating two easements by the City of Littleton in South Platte Park and north of West Bowles Avenue, and granting an access easement to Roxborough Water and Sanitation District by the City of Littleton and schedule a public hearing for February 21, 2017. The vote is 6-0. The motion carries unanimously.**

Aye: 6 - Mayor Pro Tem Brinkman, Council Member Cernanec, Mayor Beckman, Council Member Clark, Council Member Cole and Council Member Hopping

Absent: 1 - Council Member Valdes

8. Public Comment

Don Bruns - Righting wrong to HPB, its Public Servants and Citizens

Pam Chadbourne - Comments made from the dias on December 6, 2016 regarding B-2

9. Comments / Reports

- a) City Manager
- b) Council Members
- c) Mayor

10. Adjournment

Mayor Beckman adjourned the January 17, 2017 regular city council meeting at 7:44 p.m.

The public is invited to attend all regular meetings or study sessions of the City Council or any City Board or Commission. Please call 303-795-3780 at least forty-eight (48) hours prior to the meeting if you believe you will need special assistance or any reasonable accommodation in order to be in attendance at or participate in any such meeting. For any additional information concerning City meetings, please call the above referenced number.



City of Littleton

Littleton Center
2255 West Berry Avenue
Littleton, CO 80120

Staff Communication

File #: ID# 17-33, **Version:** 1

Agenda Date: 02/07/2017

Subject:
City Manager Recruitment Update

Presented By: Bruce Beckman, Mayor



Staff Communication

File #: Ordinance 02-2017, **Version:** 1

Agenda Date: 02/07/2017

Subject:

An ordinance on first reading amending section 1-3-2 of the city code to add a new definition for 'minutes'

Presented By: Colleen Norton, Deputy City Clerk

POLICY QUESTION:

Does city council support amending the city code to add a new definition for 'minutes'?

BACKGROUND:

On March 18, 2014, the city council approved an ordinance amending the city code that stated "...the term 'minutes' shall mean the video record of the meeting of the city council or any of its boards or commissions.". On December 13, 2016, city council directed staff to prepare an ordinance amending the definition of minutes to state "...the minutes of records will be written action minutes. Action minutes shall mean: motions, the vote of any motion, and the name of any citizens speaking under public comment and/or public hearings and their stance."

STAFF RECOMMENDATION:

Staff recommends approval of Ordinance 2, Series 2017.

PROPOSED MOTION:

I move to approve on first reading Ordinance 2, Series 2017 which amends section 1-3-2 of the city code to add a new definition for minutes and to set a public hearing and second reading for February 21, 2017 at 6:30 p.m. in the Littleton Center Council Chamber.

1 **CITY OF LITTLETON, COLORADO**

2
3 **ORDINANCE NO. 02**

4
5 **Series, 2017**

6
7 **INTRODUCED BY COUNCILMEMBERS:**

8
9 **AN ORDINANCE OF THE CITY OF LITTLETON,**
10 **COLORADO,**

11
12 **WHEREAS,** the city council has directed staff to prepare action minutes for
13 regular city council meeting;

14
15 **WHEREAS,** all authorities, boards and commissions will follow the same
16 procedure;

17
18 **NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF**
19 **THE CITY OF LITTLETON, COLORADO, THAT:**

20
21 **Section 1:** Section 1-3-2 of the city code is hereby amended with the addition of a
22 new definition for “minutes”;

23
24 **MINUTES:** For purposes of the charter, this code, or state law, the term minutes shall mean
25 action minutes of the meeting of the city council or any of its authorities, boards or commissions.
26 Action minutes shall mean motions, the vote of any motion, and the name of any citizens
27 speaking under public comment and/or public hearings and their stance.

28
29 **Section 2:** Severability. If any part, section, subsection, sentence, clause or
30 phrase of this ordinance is for any reason held to be invalid, such invalidity shall not affect the
31 validity of the remaining sections of this ordinance. The City Council hereby declares that it
32 would have passed this ordinance, including each part, section, subsection, sentence, clause or
33 phrase hereof, irrespective of the fact that one or more parts, sections, subsections, sentences,
34 clauses or phrases may be declared invalid.

35
36 **Section 3:** Repealer. All ordinances or resolutions, or parts thereof, in
37 conflict with this ordinance are hereby repealed, provided that this repealer shall not repeal the
38 repealer clauses of such ordinance nor revive any ordinance thereby.

39
40
41 **INTRODUCED AS A BILL** at a regularly scheduled meeting of the City Council
42 of the City of Littleton on the 7th day of February, 2017, passed on first reading by a vote of ____
43 **FOR** and ____ **AGAINST**; and ordered published by posting at Littleton Center, Bemis Library,
44 the Municipal Courthouse and on the City of Littleton Website.

45 **PUBLIC HEARING** on the Ordinance to take place on the 21st day of February,

2017, in the Council Chamber, Littleton Center, 2255 West Berry Avenue, Littleton, Colorado,
at the hour of 6:30 p.m., or as soon thereafter as it may be heard.

PASSED on second and final reading, following public hearing, by a vote of _____ FOR
and _____ AGAINST on the 21st day of February, 2017 and ordered published by posting at
Littleton Center, Bemis Library, the Municipal Courthouse and on the City of Littleton Website.

ATTEST:

Wendy Heffner
CITY CLERK

Bruce O. Beckman
MAYOR

APPROVED AS TO FORM:

Kenneth S. Fellman
ACTING CITY ATTORNEY



Staff Communication

File #: ID# 17-21, **Version:** 1

Agenda Date: 02/07/2017

Subject:

Motion to amend city council's Protocols and Standards of Conduct

Presented By: Mike Braaten, Deputy City Manager

POLICY QUESTION:

Does city council support amending its protocols to address items discussed at the December 13 study session?

BACKGROUND:

Issues pertaining to decorum at city council meetings were discussed at the December 13, 2016 study session and council directed staff to bring forward amendments to its protocols (see Protocols and Standards of Conduct 2.B.).

The suggested amendments are highlighted in the attached document. For clarification: struck language is proposed to be removed and capitalized language is proposed to be added.

STAFF ANALYSIS:

The Protocols and Standards of Conduct are governing documents adopted by city council by simple motion and can be amended by simple motion with a majority of a quorum voting in favor of the motion.

STAFF RECOMMENDATION:

Support.

PROPOSED MOTION:

I move to approve the amendments to city council's Protocols and Standards of Conduct.



PROTOCOLS AND STANDARDS OF CONDUCT

Adopted 02/02/2016; Proposed Amendment 02/07/2017

I. Purpose and Intent

The Charter of the City of Littleton provides the founding document for all issues concerning protocols and standards of conduct as a primary reference, and the City of Littleton is committed to maintaining high ethical standards. The City operates in a representative democracy to serve the citizens of Littleton and ensure the community's needs are met. Public servants have a special responsibility to carry out their duties with integrity. In order to preserve the confidence and trust of the public, the Protocol and Standards of Conduct provides uniform rules to guide the conduct of the City's Council and board and commission members, hereinafter referred to as Boards.

Non-substantive changes to this document may be made and then distributed to Council.

II. Meeting Protocols

A. Public input and observation are an important part of the democratic process. Council/Boards should make the public feel welcome and should refrain from showing any sign of partiality, prejudice or disrespect toward an individual participating in or attending a public forum. Members of City Council/Boards should be made to be fair and impartial in listening to public testimony. City Council will be accepted any written comments if they include the name and address of the sender. Comments to be included in City Council's packets will be sent to the City Clerk no later than 1:00 p.m. on the Thursday before the Tuesday meeting. If there are issues that need to be addressed after packets are distributed, the correspondence received by the City Clerk by noon on the Monday before a public hearing and disseminated to City Council via email and will be collated; any documents received after the 12:00 p.m. on the day of a Council meeting will be disseminated the night of the City Council meeting.

B. Council expects civility among and between Council, Boards, and members of the public while in meetings. Disrespectful, DISRUPTIVE OR INTIMIDATING behavior will not be tolerated. SHOULD THIS BEHAVIOR OCCUR, THE MAYOR MAY STOP THE MEETING TO ADDRESS THE BEHAVIOR AND MAY REQUEST STAFF ASSISTANCE IF WARRANTED. Any person who makes offensive, insulting, threatening, insolent, slanderous or obscene remarks or becomes boisterous or who makes threats against any person or against public order and security while in the Council Chamber shall be removed at the direction of the Mayor from the meeting, unless permission to remain is granted by the majority vote of the Council members present.

- C. Council/Boards should show respect for each other at all times. Disagreement and debate are constructive and expected. An effective Council/Board is composed of members who are able to agree to disagree without personalizing issues.
- D. Members of the Council/Boards and the public are expected to refrain from sidebar conversations to the greatest extent possible so as not to detract from the speaker who has the floor.
- E. Because scheduled meetings are the intended forum for public debate and dialog, Council expects all Council/Board members to keep an open mind without prejudgment, to work collaboratively to identify promising options, to openly discuss and evaluate options, and to listen to the concerns of other Council/Boards prior to making a decision. Additionally, it should be understood that acknowledgement of individual opinions and ideas, especially those that differ from one's own, is what allows the best discussion and decision for the community.
- F. Council/Boards are expected to attend meetings having reviewed all the materials and to be prepared to ask questions, make comments, and discuss all issues.
- G. To attain efficiency, Council/Boards should simply state, "I agree" rather than restating a point.
- H. Council/Boards should ask the Mayor/Chair to intervene if discussion on agenda becomes repetitive.
- I. Council/Boards should consider the best interests of the City and the ramifications to all the citizens and businesses while considering issues.
- J. Council/Boards should refrain from undermining the Council/Board as a whole or undermining an individual member. Members should feel comfortable communicating the reasoning for their voting decision. However, after the decision has been made, the member should support the decision of the body and move forward.
- K. It is improper during roll call for any Council/Board members to state or attempt to state the vote or sentiments of any absent Council/Board member.
- L. Any Council/Board member who is unable to attend a scheduled meeting shall notify the Mayor/Chair or City Manager at least 24 hours in advance of said meeting, if possible.
- M. Council/Boards agree to bring non-substantive changes to items on the agenda to staff outside of a public meeting and retain substantive items for public discussion with Council/Board.
- N. The City Council is responsible for making policy. The City staff is responsible for implementing policy. Council members and staff should understand the difference between creating policy and implementing policy and be respectful and supportive of each

role. In the development of policy recommendations to the City Council, alternatives should be evaluated and addressed by staff.

- O. The City Council desires to have all City Council, Planning Board, Historic Preservation Board, Board of Adjustment, Board of Appeals, and Licensing Authority regular, special, and study meetings televised and recorded. When creating any working groups or committees, the City Council shall determine whether the purpose of the committee warrants its meetings being recorded and televised.

III. Confidential Information

Confidential information shall not be disclosed to anyone other than City Council, Boards or City staff whose official duties are related to the subject matter of the confidential information. This protocol shall not be construed as prohibiting the City Manager and City Attorney from distributing confidential information to the extent reasonably necessary to implement Council direction.

IV. Making Public Statements

- A. When giving a written or oral personal public opinion concerning issues facing or involving the City, all Council, Board or Commission members shall refrain from making statements on behalf of the City or the body upon which he or she serves, unless such person has explicitly been authorized by the respective body. When acting as, or perceived as acting as, a representative of the official body he or she represents, an individual must always uphold the approved Council, Board or Commission point of view.
- B. Any comments made by a Council/Board member at a meeting of another board should be assumed to be the Council/Board member's personal views or opinions and not the official position of the Council/Board unless stated otherwise.
- C. Council reports are intended to communicate to other Council members about meetings and information that are of value and beneficial to the body as a whole.

V. Council/Boards and City Employee Communications

- A. To foster open communication and the public policy-decision making process, it is the desire of Council to ensure an evenness of communication between Council/Boards and staff as well as between Council/Board members. This means all Council/Board members expect to receive information that is relevant to the Council/Board's policymaking authority and deliberations as well as to the education and knowledge of individual members.

- B. All City Council and Board and Commission members shall use city email for email communication on any city issues.
- C. Council/Boards should seek direction from the City Manager if there is any doubt regarding the appropriate level of contact with City employees.
- D. Council/Boards should make reasonable attempts to notify the appropriate City staff members in advance of public meetings about key questions and discussion points that they would like addressed during the public meeting.
- E. For routine questions or requests (e.g., code complaints, questions regarding agenda items), Council/Boards should contact the City Manager's Office or the appropriate City department director with information about the request. These requests can be made at any time rather than waiting for a formal referral at a Council/Board meeting. It is the responsibility of staff to ensure an evenness of information when questions are asked of staff that relate to an issue that might come before the Council/board and disseminate information accordingly. Legal questions should be initiated through the Deputy City Attorney whenever possible and appropriate.
- F. Requests for additional information or reports that staff determines would take a significant amount of staff time/resources shall be referred to the City Manager for review and possible consideration by the Council/Boards as a whole and agreed upon as something that merits an investment of City resources.
- G. Critical comments about specific City employees' performance should only be made to the City Council appointees that include the City Manager, the City Attorney and the municipal judge through correspondence or conversation outside the public setting.
- H. All Boards shall be given sufficient and reasonable advance notice of a Council meeting for which the Board either will be the subject of an agenda item or is being requested to participate in the Council meeting agenda, allowing for scheduling and preparation.

VI. Involvement in Administrative Functions

- A. Members of Council/Boards shall refrain from influencing the recommendations made by staff or the information provided by staff to the Council/Board as a whole.
- B. Members of Council/Boards should have the same information for decision-making purposes. The Council/Boards may expect staff to provide each member with identical information on items scheduled for deliberation, even when requested by only one member.

VII. Council Conduct with Boards and Commissions

- A. The City Council has established several Boards and Commissions as a means of gathering more community input. Citizens who serve on most Boards or Commissions are advisors to the City Council. They are a valuable resource to the City's leadership and should be treated with appreciation and respect. Council members should refrain from having any ex parte communications with Boards concerning issues and/or applications before any quasi-judicial body. Council communication with Boards shall be solely through a joint work session or through Council liaisons as set forth below.
- B. Since the attendance of three or more Council members constitutes a legal Council meeting, Council members should advise the City Clerk at least 24 hours in advance of their planned attendance, or at another function where discussion of City business is anticipated so that appropriate and timely public notification can be prepared and posted.

VIII. Council Meetings with Boards and Commissions

- A. To elevate the communication between individual Boards and Council and to even the flow of information, the Council may meet with the Council-appointed Boards at a Study Session at least yearly, or on an as-needed basis as requested by the Board/Commission or the City Council.
- B. To facilitate positive relations between the Boards and the Council, the Mayor may appoint a Council liaison to the Fine Arts Board, Library Board, and Museum Board. The Council may, at its sole discretion, choose to appoint liaisons to other Boards and Commissions as it deems appropriate. The role of the liaison shall be to convey current and relevant information on Council activities to the individual Board or Commission; to provide input as requested; and generally provide a conduit of Council activity and actions.

IX. Council/Board and Commission Conduct With the Public

- A. Council/Boards should be cordial, welcoming, and respectful to the public in all situations.
- B. Council/Boards should be welcoming and respectful to speakers without exception.
- C. If necessary, public comments received during a public meeting will be followed up by staff at a later time or as directed by the Council/Board. It is not anticipated nor expected for staff to respond during that meeting unless specifically requested by the Council/Board.
- D. Questions from the Council/Board to speakers should seek to clarify or expand information. Members should avoid challenging or criticizing speakers. If a speaker is off the topic or exhibits behavior or language that is disruptive or disrespectful, the Mayor

or Chair should interrupt, focus the speaker, and reestablish the order and decorum of the meeting.

X. Personal Expectations

A. Responsibility.

1. I understand that the community expects me to serve with dignity and respect and be an agent of the democratic process.
2. I avoid actions that might cause the public to question my independent judgment.
3. I do not use my office or the resources of the City for personal or political gain.
4. I am a prudent steward of public resources and actively consider the impact of my decisions on the financial and social stability of the City and its citizens.

B. Fairness.

1. I promote consistency, equity and non-discrimination in public agency decision-making.
2. I make decisions based on the merits of an issue, including research and facts.
3. I encourage diverse public engagement in decision-making processes and support the right of the public to have access to public information concerning the conduct of the City's business.

C. Respect.

1. I treat my fellow City officials, staff, commission members and the public with patience, courtesy, civility, and respect, even when we disagree on what is best for the community and its citizens.

D. Integrity.

1. I am honest with all elected officials, staff, commission members, boards, and the public.
2. I am prepared to make decisions for the best interest of the public whether those decisions are popular or not.
3. I take responsibility for my actions even when it is uncomfortable to do so.



Staff Communication

File #: ID# 17-27, **Version:** 1

Agenda Date: 02/07/2017

Subject:

Motion to amend city council's Legislative Rules

Presented By: Mike Braaten, Deputy City Manager

POLICY QUESTION:

Does city council support amending its Legislative Rules to address items discussed at the December 13 study session?

BACKGROUND:

The decorum at city council meetings was discussed at the December 13, 2016 study session and council directed staff to bring forward an amendment to the order of the agenda (see Legislative Rules II.h.)

Council also discussed video minutes and directed staff to bring forward an ordinance changing the definition of minutes. This proposed ordinance requires the city clerk/recording secretary to produce action minutes for council/board approval (see Legislative Rules II.j.).

The proposed language is highlighted in the attached document. For clarification: struck language is deleted and capitalized language is added.

STAFF ANALYSIS:

The Legislative Rules are governing documents adopted by city council by simple motion and can be amended by simple motion with a majority of a quorum voting in favor of the motion.

STAFF RECOMMENDATION:

Support.

PROPOSED MOTION:

I move to approve the amendments to city council's Legislative Rules.



LEGISLATIVE RULES

Adopted 02/16/2016;

Proposed Amendment 02/07/2017

I. Rules of Order and Business Adopted; Purpose

- a. These rules shall govern all meetings and proceedings of the City Council, Boards, Commissions, and Authorities and the order of business, and the conduct of the Mayor, City Council and Board and Commission members and persons in attendance at such meetings.
- b. All City Commissions, Boards, and Authorities shall adhere to these rules and procedures to the extent that these rules and procedures are not inconsistent with the public business to be conducted by such bodies. Where applicable throughout this document, references to City Council will be interchangeable with Boards, Commissions, and Authorities, and references to Mayor or Mayor Pro tem will be interchangeable with Chair, Vice Chair or other Presiding Officer of any Board, Commission or Authority.
- c. These rules are simple. Strict technical rules may impede rather than advance the legislative process. Reason, common sense, and cooperation must prevail in the conduct of City business. Dissent and debate are essential and beneficial elements of our system of free and open government. No action of the City shall be deemed invalid because of failure to follow any rule of order or business provided herein.
- d. The Council may hold joint meetings with Boards, Commissions, or Authorities in addition to other meetings.
- e. Non-substantive changes may be made to this document and then distributed to Council.

II. Council Meetings

- a. Regular Meetings. The City Council shall conduct regular meetings generally on the first and third Tuesdays of each month. All regular meetings shall begin promptly at 6:30 p.m. Meetings shall be held at the City Hall unless otherwise posted in accordance with state law. The time, date, and location of any meeting can be changed by majority vote of Council and posted in accordance with state law.
- b. Special Meetings. Special meetings shall be called by the Mayor at the request of a

majority of Council, in action taken at a publicly noticed Council meeting, or may be noticed by the City Clerk upon the request of the Mayor or two or more members of the City Council. Generally, special meetings shall start at 6:30 p.m. Notice of special meetings of Council shall be given to the members not less than 24 hours before the time fixed for the meeting.

- c. Emergency Meetings. In the event an emergency has been declared by the City Manager, notice of emergency meetings shall be given by the most expedient mechanism available in such event; emergency meetings may be called by the Mayor or the City Manager. Notice of the date, time, and place of any emergency meeting shall be given to the Council members and the public not less than one hour prior to the time fixed for the meeting.
- d. Study Sessions. The City Council may conduct study sessions generally on the second and fourth Tuesday of each month. The City Council may hold study sessions on such dates and at such times as called by City Council or the City Manager. Generally, study sessions shall begin at 6:30 p.m. Such study sessions may coincide with regular or special meetings of City Council. The purpose of the study session is to discuss and study items. Council may vote or take a consensus to give direction to staff. Study sessions shall not be a forum for public hearings.
- e. Meeting Cancellation. Except for those cancellations necessitated by Acts of God, notice of cancelling a meeting of City Council shall be posted and given to the members not less than 24 hours before the time fixed for the meeting.
- f. Meeting Duration. Regular and Special meetings of the City Council shall end at approximately 10:00 p.m. unless formal action is taking by the Council to extend the meeting duration.
- g. Agenda. The agenda for meetings of City Council shall be prepared by the City Manager and posted by the City Clerk in the manner required by law.
- h. Order of Agenda. The agenda, for regular and special meetings, may be organized as follows: call to order, roll call, Pledge of Allegiance, first public comment for consent agenda and general business items, consent agenda, GENERAL BUSINESS, public hearing and second reading of ordinances, general business, second public comment, reports, and adjournment.
- i. Review and Approval of Minutes. At each regular meeting of non-quasi-judicial Board, Commission or Authority that is not recorded, the draft minutes of the preceding meetings shall be reviewed, amended if appropriate, and approved.
- j. Approval OF ACTION MINUTES. ~~Of Video Certification.~~ For City Council, quasi-judicial boards and authorities: At each regular meeting of the City Council or quasi-judicial board or authority, ACTION MINUTES of the video will be presented by the city clerk/recording secretary to be approved by City Council, Board or Authority.

III. Council Proceedings

- a. Roll Call. The Mayor shall call the meeting to order and the City Clerk shall call roll. In the absence of a quorum at the time appointed for a meeting, the members present may, by a majority vote, take a recess or recesses, and direct the City Clerk to procure the attendance of absent members.
- b. Temporary Chair. In both the absence of the Mayor and Mayor Pro Tem, the City Clerk shall call the Council to order and call the roll of the members. If a quorum is found to be present, the Council shall proceed to elect, by a majority vote of those present, a chair of the meeting, to act until the Mayor or Mayor Pro Tem of the Council appears.
- c. Decorum. During the meeting, the Mayor shall preserve order and decorum and decide all questions of order, decide who is allowed to speak, and in what order, be it either a Council member or a member of the audience.
- d. Appeals from Decisions of the Chair. The Mayor shall preserve decorum and decide all questions of order, subject to appeal to Council. In case of an appeal by a Council member of a ruling of the Mayor, the question shall be: "Shall the decision of the Mayor stand as the decision of the Council?" The Council shall vote either to affirm or reverse the decision of the Mayor. If a member transgresses the rules of Council, the Mayor shall call him or her to order.

IV. Parliamentary Rules

As a guiding principle, the following rules of procedure will be observed at regular and special meetings.

- a. Addressing Presiding Officer. Every member speaking to a question or making a motion shall address the presiding officer, who shall thereupon state the nature of the question under debate.
- b. Debate Limitation. No member shall be allowed to speak more than once to a motion before all members have had an opportunity to speak.
- c. Questions to Contain One Subject. All questions (motions) submitted for a vote shall contain only one subject.
- d. Discussion. Discussion on an agenda item may be held prior to a motion.
- e. Main Motion. A subject is introduced by a main motion. Once seconded, no other topics should be taken up until after the motion is disposed of.

- f. Motion to Amend. This motion is used when the intention is to change, add, or omit some part of a main motion. This motion is debatable and requires a majority vote of the members present for passage. A motion to amend is not amendable. First, a vote is held on the motion to amend. If that vote is affirmative, the second vote is held on the main motion as amended. Only one amendment to a motion may be on the floor at any one particular time. Any motion to amend shall consist of but one amendment. An amendment once rejected may not be moved again in the same form.
- g. Motion to Table or Postpone to a Date Certain. This motion requires that consideration of the main motion be delayed until a certain, stated time for, among other reasons, obtaining more information. A future date certain shall be set when the subject is considered. This motion is debatable and requires a majority vote of the members present for passage.
- h. Motion to Table Indefinitely. This motion postpones consideration of the main motion in such a way that the issue being discussed may be taken up at an unspecified, later date when a majority of the members present vote to “call it from the table.” This motion is not debatable and requires a majority vote of the members present for passage.
- i. Motion to Call the Question. This motion is made to end discussion that has become lengthy or repetitious. When the motion is seconded, the Mayor immediately calls the vote on the question of closing the discussion. This motion is not debatable and requires a 2/3 vote of the members present for passage.
- j. Motion to Reconsider. The Council may reconsider a vote during the same meeting on the motion by a member who voted on the prevailing (winning) side of the issue. If that vote is affirmative, a second vote is held on the issue to be reconsidered. A motion to reconsider a proposal that has been acted upon must be made prior to adjournment of the meeting. A majority vote, of members present, of the Council, Board or Commission shall be sufficient for reconsideration of a vote.
- k. Vote. The Mayor shall call for a vote by requesting the ayes in favor of the motion and nays opposed to the motion be reflected on the vote board. If there is no vote board, the members shall cast their vote by voice.
- l. Show of Hands. The Mayor or any other member may request a show of hands at any time. No member may vote by proxy.
- m. Point of Order, Questions, and Inquiries. A point of order may be raised at any time and supersedes any issue being discussed at the time. The Mayor shall rule on the point of order before proceeding. If a member disagrees with the ruling by the Mayor, such member may appeal such ruling by stating “Shall the decision of the Mayor be sustained?” A majority

vote in the negative is required to overturn the Mayor's ruling. The appeal is debatable and the Mayor may participate in the debate without giving up the chair.

- n. Procedures. Whenever necessary, advice may be asked as to correct procedures or facts may be requested. The Mayor shall respond to the question or refer it to the proper person.
- o. Withdrawal of Motions. When a motion is made and seconded, it shall be stated by the Chair before debate. A motion may not be withdrawn by the mover without the consent of the member seconding it and the approval of a majority of Council.
- p. Motion to Adjourn or Recess. A motion to adjourn or recess is not debatable and shall be in order at any time, except as follows:
 - 1. When repeated without intervening business or discussion;
 - 2. When made as an interruption of a member while speaking;
 - 3. When the previous questions have been ordered;
 - 4. While a vote is being taken.
- q. Motion to Adjourn. At the conclusion of business, the Mayor may declare the meeting adjourned without waiting for a motion or a member may move to adjourn. A motion to adjourn by a member is not debatable and a majority vote of the members present is required for passage. When the meeting is adjourned, the meeting is immediately halted.
- r. Suspension. Unless otherwise provided by Charter or ordinance, any rule except such as required by a two-thirds (2/3) vote may be suspended by the vote of a majority of the members of Council present without debate. A rule requiring a 2/3 vote may be suspended upon a vote of 2/3 of the members, of the Council present.
- s. Committees/Liaisons. The Mayor shall appoint Board and Commission liaisons and the chair of any special Committee and such appointments shall be ratified by Council. The Mayor may appoint special committees of Council members or citizens, which shall be ratified by Council, to assist in the study of items before the Council and the committee so appointed shall serve until the matter is disposed of by the Council.
- t. Election of Mayor. The Mayor and Mayor Pro Tem shall be elected by Council. Nominations will be accepted at the meeting by the City Clerk and each Council member will cast a public vote for their selected candidates. Council members may be allowed questions of the candidates prior to voting.
- v. "Robert's Rules of Order Newly Revised." Robert's Rules of Order may be considered persuasive authority in deciding any questions arising on points of order not covered by these parliamentary rules.

V. Changes/Additions

Changes and additions to these rules and procedures may be made at any regular or special meeting of the City Council for which the proposed changes have been publicly posted at the same time the agenda for the meeting is posted by an affirmative vote of at least four members of the entire Council. Changes and/or additions shall be effective at the next regular or special meeting.



Staff Communication

File #: ID# 17-32, **Version:** 1

Agenda Date: 02/07/2017

Subject:

Littleton Crossing Project - council discussion and consideration of future public meeting

Presented By: Mark Relph, Acting City Manager

POLICY QUESTION:

Does city council support any future action with the proposed Littleton Crossing development project?

BACKGROUND:

In 2013, Littleton City Council approved the rezoning of 5591 South Nevada Street from R-5/PDO to PD-R increasing the density to allow the development of 72 multi-family residential units. Previously, the property was zoned for density up to 37 units per a Planned Development Overlay (PDO). The property was the former site of St. Mary's School which was broken into an east parcel (5592 South Nevada), and west parcel (5591 South Nevada) by Camelback Development, who purchased the property from St. Mary's. In 2007, Camelback obtained PDO approval to develop both parcels into three-story multifamily residential buildings. Phase I (the east parcel) was developed with 31 units. Phase II (the west parcel) was never completed.

In 2012, Camelback sought to rezone the remaining property to allow for higher density. Camelback requested a rezoning to allow for 72 multiple family one-bedroom units which it planned to market to "young professionals." The Planning Board (the "Board") reviewed the proposed rezoning and planned development plan and voted 5-2 to recommend council deny the project. The Board cited concerns related to parking and lack of two-bedroom units as reasons for the unfavorable recommendation.

In contrast, Planning Staff recommended approval of the rezoning stating that "[the] proposal will provide housing for a younger population who desire smaller housing units and closer proximity to transit." Staff asserted that the rezoning supported a diverse mix of housing options for residents of all ages, incomes, and family structures, and the size and density of the project was consistent with "the desired character of the Mixed-Use District." Staff recommended as a condition of approval that the developer conduct a parking study to evaluate the project's impact on "on-street parking in the R-5 zoned area" before a building permit could be granted. Under that condition, the City of Littleton will be required to implement a residential permit parking district if the impact on the "Old Downtown Neighborhood" exceeds 30 additional cars during the peak parking period. In 2013, council approved the rezoning 6-1 with the condition recommended by staff.

The west parcel was never developed, but recently Summit Housing LLC, purchased the land from Camelback to develop the parcel. The proposed Littleton Crossing project meets all of the zoning criteria from the 2013 rezoning. Only two aspects of the Project have changed from the 2013 presentation to council: the addition of two bedroom units and the targeted demographic is now mixed income with some units eligible for Section 8 housing vouchers.

With formal council approval in 2013, the development moves to an administrative process for the Site Development Plan (SDP) and the building permit. Per city code, the city is required to approve the SDP and the building permit once all of the conditions are met. Once approved, the project could proceed to construction.

During this administrative process, the city received considerable public comment questioning several aspects of the project. Council also raised questions; most notably in the January 24, 2017 council study session when the 2013 council action was questioned relative to the parcel meeting minimum size requirements for a rezone.

Staff has taken this opportunity to make a technical review of the 2013 process and identified three issues. These include the minimum lot size required to proceed with a rezone, what types of space are included in the calculation of "Open Space," and the number of parking spaces required per residential unit.

The city's development code requires a minimum lot size of four acres when considering a rezone request, but allows surrounding areas to be included in that calculation depending upon zoning classifications. It is staff's interpretation today that 5591 South Nevada Street, now the Littleton Crossing Project, did not meet that requirement for rezoning and therefore, could be considered non-compliant with the code.

It is important to note the staff today was not with the city in 2013 and therefore, recreating the record from past documentation has been incomplete. Today's staff does not have a thorough understanding of the 2013 methodology that used when the rezoning went forward. This is important because that prior methodology was apparently used in multiple locations throughout the city over the course of several years. Staff are in the process of creating an inventory of such properties, and attempting to seek additional information from former staff that may shed more light on the prior analyses of rezoning applications during that time period.

The second issue involves the calculation of open space that is required for this Project. It appears the 2013 approval allowed the square footage of each unit's deck to be included in the required calculation. The previously developed east parcel was also allowed to include individual unit deck area as part of its open space calculation. It is staff's interpretation today that despite previously being allowed for both the Littleton Crossing project and the already developed east parcel, a better interpretation of the code will not allow such inclusion on applications in the future.

The third issue has to do with the required amount of on-site parking for the Project. It is staff's interpretation of the code applicable to a rezone requires the number parking spaces be calculated based upon a ratio of 1.5 spaces per unit. However, in 2013 Council approved PD-R that explicitly allows for a ratio of 1.07 spaces per Unit. The project as proposed complies with this aspect of the approved PD-R. As stated with the other two issues, the rationale for approving such an approach is not apparent in the written record.

Council has received a large amount of correspondence from the public, many suggesting, among other recommendations, that the council not act based upon threats of litigation. It should be noted that to date, the only threats of litigation have come from an attorney claiming to represent some citizens (yet unnamed) that are opposed to the project. The council is receiving a separate, confidential and privileged memo from the Acting City Attorney, which outlines a variety of potential legal claims and liability exposure to the city based upon various actions that might be taken. While the substance of that legal advice is privileged, it can be stated that in cordial communications with the owner's attorney, there have been discussions about possible legal actions that might be taken if the city takes action that interferes with staff's administrative obligations with respect to the project at this point in time. Council has also recently received a letter from an attorney who claims to represent unnamed citizens and business persons which likewise expresses these unnamed clients exploring

potential actions that may be taken against the city if the project is not halted. The city may be subject to legal action regardless of how it proceeds, and the confidential memo will address these legal issues in more detail.

STAFF ANALYSIS:

The staff has proposed at a minimum three options for council consideration and action. Those options include;

- 1) Allow the project to proceed as originally approved by city council in 2013
- 2) Consider immediate action to address any or all of the identified code issues appearing to be non-compliant with today's interpretation of the city code
- 3) Direct staff to engage in negotiations with the developer in an effort to achieve an outcome that addresses the 2013 code issues; set a public meeting allowing for public comment, sets a date certain for a council decision on possible actions.

FISCAL IMPACTS:

See the Acting City Attorney's confidential memo to council.

STAFF RECOMMENDATION:

It is staff's recommendation to proceed with option three and set a date for March 7, 2017 for council to provide final direction. This allows for some level of negotiation regarding the three identified issues and other possible options. Under this option, the SDP process would pause until at least the March 7 council meeting, at which time staff could present the outcome of the negotiation.

Setting a March 7th council meeting for the purpose of providing direction to staff would also allow more time for staff to complete three tasks; 1) provide a more thorough review of the 2013 council action and how that contrasts with staff's current interpretation of the code, 2) complete an inventory of other rezoning actions that may also have been taken pursuant to a an interpretation of the code different from that held by the staff today, 3) prepare additional legal analysis based upon the results of 1 and 2, plus the outcome of the negotiations.

Staff is also recommending a public meeting prior to the March 7 council direction, to provide input on this topic. While the public meeting could occur at the March 7 council meeting, it is staff's recommendation to hold the meeting one week prior to March 7 (TBD) for several reasons. This public meeting would have an evening dedicated for public comment on this topic. The meeting would be advertised, recorded and televised. It would be staff's intention to invite the developer to the meeting.

The record of the public comment prior to council providing direction on March 7 would allow a more thorough staff review (i.e. technical and legal). The record of the meeting would be included in the formal agenda for March 7 and would be accessible to the public.

PROPOSED MOTION:

I move to direct staff to attempt negotiations with Summit Housing in an effort to seek resolution of outstanding issues, set a date certain of March 7, 2017 for council direction on possible actions, and direct the city manager to conduct a public meeting approximately one week prior to March 7 to obtain public comment on the Littleton Crossing project.

SECOND PUBLIC COMMENT

3 MINUTE LIMIT PER SPEAKER

Page 1

Tuesday February 7, 2017

PLEASE PRINT YOUR NAME AND ADDRESS CLEARLY	EMAIL ADDRESS	TOPIC
1. JIM SCHEFFLER ✓ 2748 W ROWLAND AVE LITTLETON		RECYCLING Littleton Crossing
2. PAUL TEDQUIST ✓	phedquist@gmail.com	HTB
3. Pam Charbonne ✓ 5102 S Nevada St		Cy. Bi items minutes
4. Brezick, Carol		Compliments
5. Jessica L. <u>atty to Crossing.</u>		Crossing
6. Patrick Fitzgerald		Crossing
7. Cathy Hartgrover		
8. Stephen Droque		
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