City of Littleton

Littleton Center
2255 West Berry Avenue
Littleton, CO 80120

Meeting Agenda - Final

City Council

Tuesday, April 21, 2026 | **6:30 PM** | **Council Chamber**

Regular Meeting

1. Roll Call

2. Pledge of Allegiance

3. Approval of Agenda

4. Scheduled Appearances and Presentations - None

5. Proclamations

a) ID# 26-077 Mayoral Proclamations

Attachments:
1. Earth Day
2. Arbor Day
3. National Library Week
4. Administrative Assistants Day
5. National Crime Victims' Rights Week

6. Public Comment

If you wish to address city council under Public Comment, please sign-in on the public speaker form before the call to order for this meeting. Public Comment is an opportunity to express opinions regarding issues that are not part of public hearings on tonight's agenda; a separate opportunity will be provided for comment for any public hearing. Each speaker is limited to three (3) minutes. We expect comments to be civil. Disrespectful or disruptive behavior will not be tolerated. The city council is not authorized under the Colorado Open Meetings Law to discuss, comment, or take action at this meeting on any issue raised by public comment that is not part of tonight's agenda. The Mayor may refer the matter to the city manager and/or city attorney for immediate comment after Public Comment, or to staff to obtain additional information and report back to council as appropriate.

7. Comments / Reports

a) Council Members

b) Mayor

c) City Manager

d) City Attorney

8. Consent Agenda Items

Consent agenda items can be adopted by a 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) ID# 26-068 — Motion to approve a contract (Engagement Letter) with Plante Moran for the 2025 Fiscal Year Audit

Attachments: 1. Plante Moran Engagement Letter 2025 Audit

b) Ordinance 11-2026 — Ordinance 11-2026: An ordinance on first reading amending Title 10, the Unified Land Use Code, Chapter 9, Administration, Section 4, Code and Zoning Amendments

Attachments: 1. Ordinance No. 11-2026

c) ID# 26-081 — Motion to approve minutes of the April 7, 2026, regular meeting of Littleton City Council

Attachments: 1. 04-07-2026 CC Minutes_DRAFT

9. General Business

a) ID# 26-075 — Belleview Service Center Basis of Design discussion

Attachments: 1. Presentation_Belleview Service Center

b) ID# 26-074 — Environmental Sustainability Program Update

Attachments: 1. Greenhouse Gas Inventory
2. ESB Action Plan 2024
3. Presentation_Environmental Sustainability Update

c) Resolution 16-2026 — Resolution 16-2026: Approving a subaward with Denver Regional Council of Governments (DRCOG) for building decarbonization policy work

Attachments: 1. Resolution No. 16-2026
2. Contract with DRCOG for Subaward
3. Environmental Stewardship Action Plan 2024
4. Presentation_DRCOG-Decarbonization Policy

10. Ordinances on Second Reading and Public Hearings

Speakers wishing to address council as part of a public hearing will be limited to three (3) minutes and will be called upon when the mayor opens the public comment portion of the hearing.

a) Ordinance 07-2026 — Ordinance 07-2026: An ordinance on second reading approving a code text amendment to Title 10, the Unified Land Use Code (ULUC) regarding fuel sales (Retail)

Attachments: 1. Ordinance No. 07-2026

2. Presentation_Ord 07-2026_ULUC re Fuel Stations

b) Ordinance 08-2026: Ordinance 08-2026: An ordinance on second reading amending the Unified Land Use Code (ULUC) regarding Electric Vehicle (EV) charging stations

Attachments: 1. Ordinance No. 08-2026

2. Presentation_Ord 08-2026_ULUC re EV Charging Stations

c) Ordinance 06-2026: Ordinance 06-2026: An ordinance on second reading vacating public right-of-way at 5400 S. Delaware Street for the Thompson Thrift multi-family project

Attachments: 1. Ordinance No. 06-2026

2. Aerial Exhibit

3. Staff Report

4. Presentation_Ord. 06-2026_Vacating Public ROW

d) Ordinance 10-2026: Ordinance 10-2026: An ordinance on second reading amending Ordinance No. 23, Series of 2025, Appropriating Funds for the 2026 Annual Budget for all municipal purposes of the City of Littleton, Counties of Arapahoe, Douglas, and Jefferson, State of Colorado and amending budgets for the Enterprise Funds of the City of Littleton for the fiscal year beginning January 1, 2026, and ending December 31, 2026

Attachments: 1. Ordinance No. 10-2026

2. 2025 Budget Carry Forward and Other Adjustments

3. Presentation_Ord. 10-2026_Budget Amendment

11. Adjournment

The public is invited to attend all regular meetings or study sessions of the city council or any city board, commission, or committee. Please call 303-795-3780 at least 48 hours prior to the meeting if you believe you will need special assistance or any reasonable accommodation in order to attend, or participate in, any such meeting. For any additional information concerning city meetings, please call the city clerk's office at the above referenced number.

Staff Communication

File #: ID# 26-077, **Version:** 1

Agenda Date: 04/21/2026

Subject:
Mayoral Proclamations

Prepared By: Colleen L. Norton, City Clerk

PURPOSE:
Mayor Schlachter will introduce five (5) Mayoral Proclamations:

a) Earth Day
b) Arbor Day
c) National Library Week
d) National Administrative Professionals' Day
e) National Crime Victims' Rights Week

PRESENTATIONS:

Staff Presenter(s): Kyle Schlachter, Mayor
Additional Presenter(s): N/A

Littleton

PROCLAMATION
City of Littleton, Colorado
Proclaiming April 22nd, 2026
"EARTH DAY"
in the City of Littleton

***WHEREAS**, this year marks the 56th anniversary of the Earth Day movement and serves as a valuable opportunity to renew our commitment to preserving and protecting our Earth; and,*

***WHEREAS**, the global community still faces challenges including climate change, environmental destruction, loss of biodiversity, deforestation, air and water pollution; and,*

***WHEREAS**, all people, regardless of race, gender, income, or geography, have a right to a healthy, sustainable environment with economic growth and opportunity; and,*

***WHEREAS**, it is understood that sustainability will only be achieved by meeting the needs of the present without compromising the needs of future generations and,*

***WHEREAS**, at a community level, we can adapt systems to enhance climate and environmental literacy, advocate for climate action, and volunteer at local environmental organizations; and,*

***WHEREAS**, the Environmental Stewardship Board is a voluntary resident advisory board who shares a passion for protecting the environment and is engaged in advancing sustainability within the organization; and,*

***WHEREAS**, the City of Littleton commits to this global movement for the second year in a row and strives to push the needle at the local level to make an impact globally; and,*

***WHEREAS**, on Earth Day, we should take time to appreciate the planet we live on, recognize the many environmental issues we are facing, and recommit ourselves to doing our part.*

***NOW, THEREFORE**, I, Kyle Schlachter, Mayor of the City of Littleton, do hereby proclaim April 22nd, 2026, as "EARTH DAY" and encourage all businesses, institutions, and individuals to celebrate the Earth and commit to caring for the planet and promote the protection of our species.*

***IN WITNESS WHEREOF**, I have hereunto set my hand and caused the official seal of the City of Littleton to be affixed this 21st day of April 2026.*

CITY OF LITTLETON, COLORADO
SEAL
INCORPORATED
1890

Kyle Schlachter, Mayor

Colleen L. Norton, City Clerk

Littleton

PROCLAMATION
City of Littleton, Colorado
Proclaiming April 24, 2026
"ARBOR DAY"
in the City of Littleton

***WHEREAS**, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and*

***WHEREAS**, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and*

***WHEREAS**, Arbor Day is now observed throughout the nation and the world; and*

***WHEREAS**, trees in our city increase property values, enhance the economic vitality of business areas and beautify our community; and*

***WHEREAS**, the City of Littleton is celebrating its 39th year of being recognized as a Tree City USA by the National Arbor Day Foundation and desires to continue its tree-planting ways.*

***NOW, THEREFORE**, I, Kyle Schlachter, Mayor of the City of Littleton, do hereby proclaim April 24, 2026, as "ARBOR DAY" in the City of Littleton and urge all citizens to reaffirm to support and protect our trees and woodlands and to support our city's urban forestry program. Further, I urge all citizens to plant trees to gladden the hearts and promote the well-being of present and future generations.*

***IN WITNESS WHEREOF**, I have hereunto set my hand and caused the official seal of the City of Littleton to be affixed this 21st day of April 2026.*

CITY OF LITTLETON, COLORADO
A MODERN CITY IN THE WESTERN TRADITION
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Kyle Schlachter, Mayor

Colleen L. Norton, City Clerk

Littleton

PROCLAMATION
Proclaiming April 19 – April 25, 2026
"NATIONAL LIBRARY WEEK"
in the City of Littleton

WHEREAS, *libraries spark creativity and fuel imagination by inviting people of all ages to explore new ideas and possibilities; and*

WHEREAS, *libraries serve as vibrant community hubs, fostering civic engagement, critical thinking, and lifelong learning; and*

WHEREAS, *libraries provide free and equitable access to knowledge, culture, and technology so that all individuals—regardless of background—have the support they need to learn, connect, and thrive; and*

WHEREAS, *libraries partner with schools, businesses, and community organizations to maximize resources, increase efficiency, and expand access to essential services, strengthening the entire community; and*

WHEREAS, *libraries empower job seekers, entrepreneurs, and lifelong learners by providing access to resources, training, and opportunities that support career growth and economic success; and*

WHEREAS, *libraries protect the right to read, think, and explore without censorship, standing as champions of intellectual freedom and free expression; and*

WHEREAS, *dedicated librarians and library workers provide welcoming spaces that inspire discovery, collaboration, and creativity for all; and*

WHEREAS, *the Bemis Public Library has served the City of Littleton and surrounding communities in these ways and more for over a century; and*

WHEREAS, *libraries, librarians, and library workers across the country are joining together to celebrate National Library Week.*

NOW, THEREFORE, *I, Kyle Schlachter, Mayor of the City of Littleton, do hereby proclaim April 19 through April 25, 2026, as "NATIONAL LIBRARY WEEK" in the City of Littleton and encourage all residents to visit their local library, explore its resources, and celebrate all the ways that the library draws us together as a community.*

IN WITNESS WHEREOF, *I have hereunto set my hand and caused the official seal of the City of Littleton to be affixed this 21st day of April 2026.*

Kyle Schlachter, Mayor

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Colleen L. Norton, City Clerk

Littleton

PROCLAMATION
City of Littleton, Colorado
Proclaiming April 22, 2026
"ADMINISTRATIVE PROFESSIONALS DAY"
in the City of Littleton

***WHEREAS**, Administrative Professionals Day is sponsored by the International Association of Administrative Professionals and is celebrated worldwide, bringing together millions of people for various community events, educational seminars and individual corporate activities; and*

***WHEREAS**, the contributions made by all administrative professionals is celebrated on Wednesday in the last full month of April as "Administrative Professionals Day"; and*

***WHEREAS**, Administrative professionals make vital contributions to today's team-oriented work environment and are key frontline public relations ambassadors for their organizations; and*

***WHEREAS**, Administrative professionals serve as vital information hubs in the modern office, managing information, organizing the office and mastering office technology; and*

***WHEREAS**, the City of Littleton relies on the professionalism and broad expertise of these roles to provide a wide range of responsibilities, from the necessary day-to-day tasks and those higher functions that guarantee information is coordinated, disseminated, and maintained in support of a highly efficient organizational environment; and*

***WHEREAS**, recognition and praise for these fundamental individuals, represented by more than 22 million in the U.S. alone, should not only be reserved for one day a year.*

***NOW, THEREFORE**, I, Kyle Schlachter, Mayor of the City of Littleton, do hereby proclaim April 22, 2026, as "ADMINISTRATIVE PROFESSIONALS DAY" in the City of Littleton and further extend appreciation to all who serve this organization, this city and its constituents for the services they perform and their exemplary dedication to the community, and invite everyone to recognize, appreciate, and celebrate the contributions of all administrative professionals.*

***IN WITNESS WHEREOF**, I have hereunto set my hand and caused the official seal of the City of Littleton to be affixed this 21st day of April 2026.*

CITY OF LITTLETON, COLORADO
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Kyle Schlachter, Mayor

Colleen L. Norton, City Clerk

Littleton

PROCLAMATION
City of Littleton, Colorado
Proclaiming April 19 - 25, 2026
"NATIONAL CRIME VICTIMS' RIGHTS WEEK"
in the City of Littleton

***WHEREAS**, the City of Littleton is committed to supporting victims of crime and ensuring they are treated with fairness, dignity, and respect throughout the criminal justice process; and*

***WHEREAS**, National Crime Victims' Rights Week serves as an opportunity to honor the strength and resilience of victims and survivors, while raising awareness of victims' rights and the services available to assist them; and*

***WHEREAS**, crime victims and their families often face emotional, physical, and financial challenges, and it is essential that communities come together to provide support, resources, and a path toward healing; and*

***WHEREAS**, the City of Littleton recognizes the dedicated efforts of law enforcement, victim advocates, prosecutors, and community organizations who work tirelessly to ensure victims are heard, supported, and empowered; and*

***WHEREAS**, fostering a community that prioritizes victim rights and services strengthens public safety, trust, and the overall well-being of all residents.*

***NOW, THEREFORE**, I, Kyle Schlachter, Mayor of the City of Littleton, and all members of City Council, do hereby proclaim April 19–25, 2026, as National Crime Victims' Rights Week in the City of Littleton and encourage all residents to recognize this observance and support victims of crime in our community.*

***IN WITNESS WHEREOF**, I have hereunto set my hand and caused the official seal of the City of Littleton to be affixed this 21st day of April 2026.*

CITY OF LITTLETON, COLORADO
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Kyle Schlachter, Mayor

Colleen L. Norton, City Clerk

Staff Communication

File #: ID# 26-068, **Version:** 1

Agenda Date: 04/21/2025

Subject:
Motion to approve a contract (Engagement Letter) with Plante Moran for the 2025 Fiscal Year Audit

From:	James L. Becklenberg, City Manager
Prepared by:	Laurie Matta, Finance Director
Presentations:	N/A

PURPOSE:
Per Littleton's City Charter Section 33, the city is required to engage with council in the selection of certified public accountants to conduct an annual audit every five years. This motion is to approve a contract with Plante Moran for the 2025 Fiscal Year audit.

LONG-TERM OUTCOME(S) SERVED:
High-Quality Governance

DISCUSSION:
Per city charter Section 33, the city council selects certified public accountants to conduct an annual audit. The same accountants shall not serve more than five consecutive years. Plante Moran was selected through a competitive procurement process in 2023 to be the City's auditing firm. The master agreement with Plante Moran anticipates the firm's services on the annual audit for five years, 2023 through 2028, and requires that on an annual basis, staff will request council reaffirm the audit contract (engagement letter) with Plante Moran.

BACKGROUND:
Per city charter Section 33, the city council selects certified public accountants to conduct an annual audit. The same accountants shall not serve more than five consecutive years. In 2023, the city issued a Request for Proposals (RFP) for the selection of a new auditing firm, and Mayor Schlachter and then Mayor Pro Tem Barr assisted staff in reviewing the RFPs and the interview process. Plante Moran was recommended by the review committee.

Prior Actions or Discussions
N/A

FISCAL IMPACTS:
Plante Moran's fees for the 2023 audit was $109,000 (which includes a single audit with two programs), and the fees for the 2024 audit were $113,400. The fees for 2025 are planned to be $117,900 which includes the single audit. It is anticipated that the audit fee will increase by approximately 4% annually over the next 4 years.

STAFF RECOMMENDATION:
Staff recommends approving the contract (Engagement Letter) with Plante Moran for the 2025 Fiscal Year Audit.

ALTERNATIVES:
A new auditor must be selected as stated in Section 33 of the Littleton Charter:
"An independent audit shall be made annually of all city accounts and more frequent audits may be made if deemed necessary by the council. Such audits shall be made by public, registered or certified public accountants selected by the council, provided the same accountants shall not serve more than five consecutive years."

PROPOSED MOTION:
I move to approve a contract (Engagement Letter) with Plante Moran for the 2025 Fiscal Year audit.

plante moran

Plante & Moran, PLLC
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Detroit, MI 48226-1906
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plantemoran.com

January 29, 2026

Mayor, Members of City Council and Management
City of Littleton, Colorado
2255 W. Berry Avenue
Littleton, CO 80120

Dear Mayor Schlachter:

Thank you for selecting Plante & Moran, PLLC ("PM") to assist you. We are sending this letter and the accompanying Professional Services Agreement, the terms of which are incorporated into this engagement letter, to confirm the nature, limitations, and terms of the services we will provide to City of Littleton, Colorado ("Client").

Scope of Services

We will audit Client's financial statements as of and for the year ended December 31, 2025 and Client's compliance with certain federal award requirements during the year ended December 31, 2025, for those programs identified as "major programs". In addition, the supplemental information accompanying the financial statements, consisting of the Schedule of Expenditures of Federal Awards ("SEFA") combining and individual fund statements and schedules, and certain budgetary comparison schedules, will be subjected to the auditing procedures applied in our audit of the financial statements. In connection with our audit engagement, we will assist you in drafting the Data Collection Form ("DCF"). This assistance is considered a non-audit service; you agree to the contemporaneous provision of these audit and non-audit services.

At the conclusion of the engagement, we will upload the reporting package (including financial statements, SEFA, summary schedule of prior audit findings, auditor's reports, and corrective action plan), complete the appropriate sections of the DCF that summarize our audit findings, and coordinate with you our electronic certification. It is Client's responsibility to timely review, approve and electronically submit the DCF (including the reporting package) to the Federal Audit Clearinghouse.

With respect to other information included in the annual comprehensive financial report, we will read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements or whether the other information otherwise appears to be misstated. Professional standards require that we perform these procedures regardless of whether the annual comprehensive financial report (ACFR) is prepared before or after the audit report date. We will request management provide a written representation that the final version of the documents will be provided to us when available, and prior to the issuance by Client, in order for us to complete necessary procedures.

William Brickey, CPA is the engagement partner for the services specified in this letter and is responsible for supervising PM's services performed as part of this engagement.

If you determine that you need additional services, including accounting, consulting, or tax assistance, PM may be available to provide them under the terms of separate engagement letters and for additional fees.

PRAXITY
Empowering Business Globally

Timing of Services

We expect to begin fieldwork for this engagement in April. We anticipate that our report will be issued in June. Completion of our procedures and issuance of our report will be dependent upon our ability to obtain sufficient appropriate information from your staff.

Fees and Payment Terms

Our fee for this engagement will be based on the value of the services provided, which is primarily a function of the time that PM staff expend at our current hourly rates. We estimate that our fee for this engagement will be $117,900, plus all reasonable and necessary out-of-pocket costs incurred (if any). Our fee is as follows:

ACFR audit	$101,700
Audit of Federal Awards	$16,200*

*Fees include one major program for the audit of federal awards. Each additional program will be $10,000.

**Fees are based on our proposal date September 28, 2023

Any fee estimate for the engagement does not include time related to any additional services that may be required as a result of issues related to the implementation of GASB 101 *Compensated Absences* or any additional assistance requested by management in connection with the implementation of this new accounting standard. Our fee for any such services will be based on the value of the services provided, which is primarily a function of the time that PM staff expend at our current hourly rates. However, we will discuss in advance with you any fees in this regard prior to incurring additional charges.

Thank you for the opportunity to serve you.

Very truly yours,

Plante & Moran, PLLC

William Brickey, CPA
Partner

Agreed and Accepted

We accept this engagement letter and the accompanying Professional Services Agreement (collectively, "Agreement"), which set forth the entire agreement between City of Littleton, Colorado

and Plante & Moran, PLLC with respect to the services specified in the Scope of Services section of this engagement letter.

City of Littleton, Colorado

Mayor Kyle Schlachter

Date

Title

Professional Services Agreement – Audit Services
Addendum to Plante & Moran, PLLC Engagement Letter

The terms of this Professional Services Agreement are incorporated into the accompanying engagement letter, (collectively, the Professional Services Agreement and the accompanying engagement letter are referred to herein as "Agreement") for audit services dated January 12, 2026 between Plante & Moran, PLLC (referred to herein and in such letter as "PM") and City of Littleton, Colorado (referred to as "Client"). Any work performed in connection with the engagement before the date of this letter will also be governed by the terms and conditions of this Agreement.

1. **Financial Statements** – The financial statements of Client being audited by PM are to be presented in accordance with accounting principles generally accepted in the United States of America (GAAP).

   PM has determined, based on representations Client has made to PM, that the applicable independence rules for the services contemplated hereunder are those specified by the American Institute of Public Accountants (AICPA) Code of Professional Conduct as well as those specified by the Government Accountability Office within the Government Auditing Standards. Client represents and warrants that it agrees with that determination.

2. **Management Responsibilities** – Client management is responsible for the preparation and fair presentation of these financial statements, in accordance with the applicable financial reporting framework, including compliance with the requirements of accounting principles generally accepted in the United States of America and the completeness and accuracy of the information presented and disclosed therein. Management is responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for preparation of the Schedule of Expenditures of Federal Awards (including notes and noncash assistance received) in conformity with Single Audit Act Amendments of 1996 and Title 2 *U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* ("Uniform Guidance"). Management is also responsible for the capability and integrity of Client personnel responsible for Client's underlying accounting and financial records.

   Client personnel will provide PM, in a timely and orderly manner, with access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements, the Schedule of Expenditures of Federal Awards, and the data collection form, such as records, documentation, and other matters and additional information that PM may request from management for the purpose of the audit.

   This includes providing assistance and information PM requests during the course of its audit, including retrieval of records and preparation of schedules, analyses of accounts, and confirmations. A written request for information to be provided will be submitted under separate cover and supplemented by additional written and oral requests as necessary during the course of PM's audit. In addition, Client will provide PM with all information in its possession that has a material impact on any material transaction and that information will be complete, truthful, and accurate. Client will allow PM unrestricted access to personnel within Client from whom PM determines it necessary to obtain audit evidence.

   Client represents and warrants that any and all information that it transmits, or otherwise makes available, to PM will be done so in full compliance with all applicable federal, state, local and foreign privacy and data protection laws, as well as all other applicable regulations and directives, as may be amended from time to time (collectively, "Data Privacy Laws"). Client shall not disclose personal data of data subjects ("Personal Data") who are entitled to certain rights and protections afforded by Data Privacy Laws to PM without prior notification to PM. Client shall make reasonable efforts to limit the disclosure of Personal Data to PM to the minimum necessary to accomplish the intended purpose of the disclosure to PM.

   Management is responsible for making all management decisions and performing all management functions relating to the financial statements, supplementary financial information, related notes, Schedule of Expenditures of Federal Awards, and the data collection form. Management accepts full responsibility for such decisions, even if PM provides advice as to the application of accounting principles or assists in drafting the financial statements, supplementary financial information, related notes, Schedule of Expenditures of Federal Awards, or data collection form. Management is also responsible for the submission of the data collection form to the Federal Audit Clearinghouse. Client has designated Laurie Matta to oversee financial statement and compliance related services PM provides. Management will be required to acknowledge in the management representation letter that it has reviewed and approved the financial statements, Schedule of Expenditures of Federal Awards, data collection form, supplementary financial information, and related notes prior to their issuance and have accepted responsibility for their adequacy, as well as representations regarding compliance with applicable compliance requirements.

   Management is responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing PM about all known or suspected fraud affecting Client involving (a) management, (b) employees who have significant roles in internal control, and (c) others where the fraud could have a material effect

on the financial statements. Management's responsibilities include informing PM of its knowledge of any allegations of fraud or suspected fraud affecting Client received in communications from employees, former employees, regulators, or others. In addition, management is responsible for identifying and ensuring that the entity complies with applicable laws and regulations.

Management is responsible for the design and implementation of effective controls that provide reasonable assurance that Client administers federal awards programs in compliance with compliance requirements. Additionally, management is responsible for evaluating and monitoring compliance with compliance requirements, taking corrective action when instances of noncompliance are identified including noncompliance identified in audit findings, preparing a summary of prior audit findings and a separate corrective action plan, and for informing PM about known or suspected noncompliance that could have a material effect on its major federal awards programs ("major programs").

Management is responsible for providing PM with complete, accurate, and timely information that could bear on PM's independence under applicable professional standards, including, but not limited to, information and representations regarding affiliates of Client, business or personal relationships between Client and PM, and business, personal and employment relationships between those in a financial reporting oversight role, including members of governance, and PM (collectively, Independence Information). Client represents and warrants (a) that it has provided PM any and all Independence Information existing as of the date of this Agreement; (b) that such Independence Information is accurate and complete as of the date of this Agreement; (c) that it will notify PM of any changes to Independence Information that has been provided as of the date of this Agreement; and (d) that, after the date of this Agreement, it will provide any new Independence Information to PM as soon as it becomes known to Client.

3. **Objective of an Audit of Financial Statements** – The objective of PM's audit is the expression of an opinion on the Client's financial statements specified in the accompanying engagement letter, and express an opinion and report at the level specified in the Uniform Guidance about whether Client complied in all material respects with applicable compliance requirements identified by the Office of Management and Budget as subject to audit with respect to its major programs or, if not identified by the Office of Management and Budget, applicable direct and material compliance requirements identified in conjunction with the audit ("compliance requirements subject to audit").

   PM offers no guarantee, express or implied, that its opinions will be unmodified or that it will be able to form an opinion about these financial statements or on compliance in the event that Client's internal controls or accounting, financial or other relevant records prove to be unreliable or otherwise not auditable. If PM's opinion is to be modified, PM will discuss the reasons with Client management in advance of the issuance of its audit report. If, for any reason, PM is prevented from completing its audit or is unable to form an opinion on these financial statements or the report on compliance, PM may terminate the engagement and decline to issue a report.

4. **Supplementary Information** – In any document that contains supplementary information to the financial statements that indicates that the auditor has reported on such supplementary information, management agrees to include the auditor's report on that supplementary information. In addition, management agrees to present the supplementary information with the audited financial statements or to make the audited financial statements readily available no later than the date of issuance by Client of the supplementary information and the auditor's report thereon.

5. **Internal Controls** – Client is responsible for the design, implementation, and maintenance of internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including controls established for the purpose of preventing or detecting errors in financial reporting, preventing fraud or misappropriation of assets, and identifying and complying with applicable laws and regulations, including those applicable to federal awards, and with the provisions of contracts and grant agreements. PM, in making its risk assessments, will consider internal control relevant to Client's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances.

   PM will make assessments of Client's compliance with the compliance requirements subject to audit, as defined above. While those assessments will not be sufficient to identify all noncompliance with applicable laws, regulations, and contract provisions, PM will communicate noncompliance conditions that come to PM's attention in accordance with Uniform Guidance and/or *Generally Accepted Government Auditing Standards*. PM will also perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that PM considers relevant to preventing or detecting material noncompliance with compliance requirements applicable to each of Client's major programs. However, PM's tests will be less in scope than would be necessary to render an opinion on those controls and accordingly, no opinion will be expressed in PM's report on internal control issued pursuant to the Uniform Guidance.

PM's audit will not be designed to provide assurance on the design or operating effectiveness of Client's internal controls or to identify all conditions that represent significant deficiencies in those internal controls. PM will communicate all significant deficiencies and material weaknesses in internal controls relevant to the audit of the financial statements, instances of fraud, or misappropriation of assets that come to PM's attention, and related matters required to be communicated under the Uniform Guidance.

6. **Audit Procedures and Limitations** – PM's audit will be conducted in accordance with auditing standards generally accepted in the United States of America (GAAS) and *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include examination, on a test basis, of evidence supporting the amounts and disclosures in the Client financial statements specified in this engagement letter. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. An audit in accordance with GAAS involves judgment about the number of transactions to be tested and the overall approach to testing in each area. As a result, PM's audit can only be designed to provide reasonable rather than absolute assurance that these financial statements are free from material misstatement and that noncompliance which could have a direct and material effect on the major programs is detected and reported. In addition, an audit in accordance with GAAS is not designed to detect errors, fraud, or noncompliance that are immaterial to the financial statements or federal programs. Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements or noncompliance may not be detected always exists, even in an audit properly planned and performed in accordance with GAAS. In recognition of these limitations, Client acknowledges that PM's audit cannot guarantee that all instances of error, fraud, or noncompliance will be identified.

7. **Auditor Communications** – PM is obligated to communicate certain matters related to the audit to those responsible for governance of Client, including instances of error or fraud and significant deficiencies and material weaknesses in internal control that PM identifies during its audit. PM will communicate these matters to the members of Client's governing board, and Client acknowledges and agrees that communication in this manner is sufficient for Client's purposes.

   Under *Government Auditing Standards* PM is obligated to communicate instances of fraud, noncompliance or abuse that is material to the financial statements to those responsible for governance of Client. In certain situations, *Government Auditing Standards* require disclosure of instances of known or likely fraud, noncompliance, or abuse directly to applicable governmental agencies. If such acts are detected during PM's audit, PM will make required disclosures regarding these acts to applicable government agencies.

   In accordance with *Government Auditing Standards*, a copy of PM's most recent peer review report is included as an attachment to this Agreement.

8. **Communication to Group Auditor** – In instances where PM has been engaged as a component auditor for the purposes of a Group Audit, the terms of the engagement may include communication of certain matters related to the audit to the Group Auditor. Client permits such communication. PM will discuss matters being communicated with those responsible for governance of Client.

9. **Accounting, Financial and Compliance Records** – Client agrees that it is responsible for providing PM with accounting and financial records that are closed, complete, accurate, and in conformity with the requirements of GAAP, for providing schedules and analyses of accounts that PM requests, and for making all Client financial and compliance records and related information available to PM for purposes of PM's audit, whether obtained from within or outside of the general ledger and subsidiary ledgers. Where PM has provided estimates of the timing of its work and completion of PM's engagement and issuance of PM's report, those estimates are dependent on Client providing PM with all such accounting, financial and compliance records, schedules, and analyses on the date PM's work commences. PM will assess the condition of Client's accounting, financial and compliance records, schedules, and analyses of accounts prior to commencing its work. In the event that such records, schedules, and analyses are not closed, complete, accurate, or in conformity with GAAP, PM may have to reschedule its work, including the dates on which PM expects to complete its on-site procedures and issue its audit report.

   In any circumstance where PM's work is rescheduled due to Client's failure to provide information as described in the preceding paragraph, PM offers no guarantee, express or implied, that PM will be able to meet any previously established deadlines related to the completion of the audit work or issuance of its audit report. Because rescheduling audit work imposes additional costs on PM, in any circumstance where PM has provided estimated fees, those estimated fees may be adjusted for the additional time PM incurs as a result of rescheduling its work. These fee adjustments will be determined in accordance with the Fee Adjustments provision of this Agreement.

10. **Audit Adjustments** – PM will recommend adjustments to Client's accounting records that PM believes are appropriate. Client management is responsible for adjusting Client accounting records and financial statements to correct material misstatements and for affirming to PM in writing that the effects of any unrecorded adjustments

identified during PM's audit are immaterial, both individually and in the aggregate, to the Client's financial statements specified in this Agreement.

11. **Management Representations** – Client is responsible for the financial statements being audited and the implicit and explicit representations and assertions regarding the recognition, measurement, presentation, and disclosure of information therein. Client is also responsible for compliance with applicable compliance requirements of federal awards programs and the implicit and explicit representations and assertions regarding compliance. During the course of the audit, PM will request information and explanations from Client officers, management, and other personnel regarding accounting, financial, and compliance matters, including information regarding internal controls, operations, future plans, and the nature and purpose of specific transactions. PM will also require that management make certain representations to PM in writing as a precondition to issuance of PM's report.

    PM's audit procedures will be significantly affected by the representations and assertions PM receives from management and, accordingly, false representations could cause material error, fraud, or noncompliance to go undetected by PM's procedures. Accordingly, Client acknowledges and agrees that it will instruct each person providing information, explanations, or representations to an auditor to provide true and complete information, to the best of his or her knowledge and belief. It is also agreed that any deliberate misrepresentation by any director, officer, or member of management, or any other person acting under the direction thereof ("Client Personnel"), intended to influence, coerce, manipulate, or mislead PM in the conduct of its audit will be considered a material breach of this Agreement.

12. **Use of Report** – PM's report on the financial statements must be associated only with the financial statements that were the subject of PM's audit engagement. Client may make copies of the audit report, but only if the entire financial statements (including related footnotes and supplemental information, as appropriate) are reproduced and distributed with that report. Client agrees not to reproduce or associate PM's audit report with any other financial statements, or portions thereof, that are not the subject of this engagement.

    If PM's report on the financial statements being audited is to be published in any manner or if Client intends to make reference to PM in a publication of any type, Client agrees to submit proofs of the publication to PM for review prior to such publication and cooperate with PM in PM's performance of any additional audit procedures PM deems necessary in the circumstances, the nature and extent of which will be at PM's sole discretion. Client acknowledges and agrees that additional fees for such work will be determined in accordance with the Fee Adjustments provision of this Agreement. With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on Client's Internet website, Client understands that electronic sites are a means to distribute information and, therefore, PM is not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

13. **Securities Offerings** – PM's audit does not contemplate, and does not include, any services in connection with any offering of securities, whether registered or exempt from registration. In the event Client elects to incorporate or make reference to PM's report in connection with any offering of debt or equity securities and requests PM's consent to such incorporation or reference, Client understands that additional procedures will need to be performed. In the event PM agrees in writing to perform such additional procedures, the nature and extent of which will be at PM's sole discretion, it is agreed and acknowledged that PM's performance of such additional procedures will be subject to all of the terms and conditions of this Agreement. Additional fees for such work will be determined based on the actual time that PM staff expend at current hourly rates, plus all reasonable and necessary travel and out-of-pocket costs incurred, and that payment for all such additional fees will be made in accordance with the payment terms provided in this Agreement.

    If Client incorporates or makes reference to PM's report in connection with any offering of debt or equity securities without obtaining consent from PM as described above, Client agrees to include the following provision in the offering document:

    > Plante & Moran, PLLC, our independent auditor, has not performed or been engaged to perform any services in connection with the offering of securities. Nor has Plante & Moran, PLLC performed or been engaged to perform any procedures on the financial statements of Client since the date of the Plante & Moran, PLLC report included herein. Plante & Moran, PLLC also has not performed any procedures relating to this offering document.

14. **Tax Return Preparation** – This engagement does not include preparation of any tax returns or filings. If Client requires tax services, including tax consulting or preparation of tax returns, those services will be detailed in a separate engagement letter.

15. **Confidentiality, Ownership, and Retention of Workpapers** – During the course of this engagement, PM and PM staff may have access to Client's confidential, proprietary information, including, but not limited to, information regarding general ledger balances, financial transactions, trade secrets, business methods, plans, or projects. PM

acknowledges that such information, regardless of its form, is confidential and proprietary to Client. PM will comply with all applicable ethical standards, laws, and regulations as to the retention, protection, use and distribution of such confidential client information. Except to the extent set forth herein, PM will not disclose such information to any third party without the prior written consent of Client.

In the interest of facilitating PM's services to Client, PM may communicate or exchange data by internet, e-mail, facsimile transmission, or other electronic methods. While PM will use its best efforts to keep such communications and transmissions secure in accordance with PM's obligations under applicable laws and professional standards, Client recognizes and accepts that PM has no control over the unauthorized interception of these communications or transmissions once they have been sent, and consents to PM's use of these electronic devices during this engagement.

Professional standards require that PM create and retain certain workpapers for engagements of this nature. All workpapers created in the course of this engagement are and shall remain the property of PM. PM will maintain the confidentiality of all such workpapers as long as they remain in PM's possession.

Both Client and PM acknowledge, however, that PM may be required to make its workpapers available to regulatory authorities or by court order or subpoena in a legal, administrative, arbitration, or similar proceeding in which PM is not a party. Further, in compliance with *Government Auditing Standards* and the Uniform Guidance. PM's working papers will be made available to federal award program representatives at PM offices during normal business hours during the audit and for a period of three years after the issuance of the report. Disclosure of confidential information in accordance with requirements of regulatory authorities or pursuant to court order or subpoena shall not constitute a breach of the provisions of this Agreement. In the event that a request for any confidential information or workpapers covered by this Agreement is made by regulatory authorities or pursuant to a court order or subpoena, PM agrees to inform Client in a timely manner of such request and to cooperate with Client should Client attempt, at Client's cost, to limit such access. This provision will survive the termination of this Agreement. PM's efforts in complying with such requests will be deemed billable to Client as a separate engagement. PM shall be entitled to compensation for its time and reasonable reimbursement of its expenses (including legal fees) in complying with the request.

PM reserves the right to destroy, and it is understood that PM will destroy, workpapers created in the course of this engagement in accordance with PM's record retention and destruction policies, which are designed to meet all relevant regulatory requirements for retention of workpapers. PM has no obligation to maintain workpapers other than for its own purposes or to meet those regulatory requirements.

Upon Client's written request, PM may, at its sole discretion, allow others to view any workpapers remaining in its possession if there is a specific business purpose for such a review. PM will evaluate each written request independently. Client acknowledges and agrees that PM will have no obligation to provide such access or to provide copies of PM's workpapers, without regard to whether access had been granted with respect to any prior requests.

16. **Data Access Management and Consent** – PM has operations both in and outside the United States and may, from time to time and at its reasonable discretion, use third-party service providers both in and outside the United States in support of its operations and the services for Client (individually and collectively "Third-Party Provider(s)"). Third-Party Providers may include, for example and without limitation, PM's international affiliates that support PM's domestic operations, cloud service providers that support PM's infrastructure in general, or independent contractors that serve to supplement a particular engagement team's services for specific engagements. In such circumstances, PM will be solely responsible for the provision of any services by such Third-Party Providers and, where such Third-Party Providers' services involve the accessing or processing of Client data, PM will require Third-Party Providers to maintain the confidentiality of any such data and not use such data for any purpose unrelated to assisting with PM's services for Client. In turn, Client, by its duly authorized signature on the accompanying engagement letter, consents to PM disclosing or otherwise allowing access to Client's data to such Third-Party Providers for such purposes. Client further acknowledges that, from time to time, PM representatives may have occasion to access Client data from outside the United States, for example and without limitation, when such PM representative(s) reside in or travel to another country. In such instances, PM agrees to use data access and storage protocols designed to reasonably safeguard data and Client consents to PM accessing Client data from outside of the United States under such circumstances.

17. **Fee Quotes** – In any circumstance where PM has provided estimated fees, fixed fees, or not-to-exceed fees ("Fee Quotes"), these Fee Quotes are based on information provided by Client regarding the nature and condition of its accounting, financial, and tax records; the nature and character of transactions reflected in those records; and the design and operating effectiveness of its internal controls. Client acknowledges that the following circumstances may result in an increase in fees:

- Client's failure to prepare for the audit as evidenced by accounts and records that have not been subject to normal year-end closing and reconciliation procedures;
- Client's failure to complete the audit preparation work by the applicable due dates;
- Significant unanticipated or undisclosed transactions, audit issues, or other such unforeseeable circumstances;
- Delays by Client causing scheduling changes or disruption of fieldwork;
- After audit or post fieldwork circumstances requiring revisions to work previously completed or delays in resolution of issues that extend the period of time necessary to complete the audit;
- Issues with the prior audit firm, prior year account balances, or report disclosures that impact the current year engagement;
- An excessive number of audit adjustments.

PM will use best efforts to advise Client in the event these circumstances occur; however, it is acknowledged that the exact impact on the Fee Quotes may not be determinable until the conclusion of the engagement. Such fee adjustments will be determined in accordance with the Fee Adjustments provision of this Agreement.

18. **Payment Terms** – PM's invoices for professional services are due upon receipt unless otherwise specified in the engagement letter. In the event any of PM's invoices are not paid in accordance with the terms of this Agreement, PM may elect, at PM's sole discretion, to suspend work until PM receives payment in full for all amounts due or terminate this engagement. In the event that work is suspended, for nonpayment or other reasons, and subsequently resumed, PM offers no guarantee, express or implied, that PM will be able to meet any previously established deadlines related to the completion of PM's services or issuance of PM's report upon resumption of PM's work, whether imposed by agreement or by law. Client agrees that in the event PM stops work or terminates this Agreement as a result of Client's failure to pay fees on a timely basis for services rendered by PM as provided in this Agreement, or if PM terminates this Agreement for any other reason, PM shall not be liable for any damages that occur as a result of PM ceasing to render services.

19. **Fee Adjustments** – Any fee adjustments for reasons described in this Agreement will be determined based on the actual time expended by PM staff at PM's current hourly rates, plus all reasonable and necessary travel and out-of-pocket costs incurred, and included as an adjustment to PM's invoices related to this engagement. Client acknowledges and agrees that payment for all such fee adjustments will be made in accordance with the payment terms provided in this Agreement.

20. **Conditions of PM Visit to Client Facilities** – Client agrees that some or all of PM's services may be provided remotely. In order to facilitate the provision of services remotely, Client agrees to provide documentation and other information reasonably required by PM for PM's performance of the engaged services electronically to the extent possible throughout the course of the engagement. In the event in-person visits to Client's facility(ies) are requested by Client or otherwise determined by PM to be necessary for the performance of the engaged services, Client agrees, upon PM's request, to provide to PM Client's policies and procedures that Client has implemented relating to workplace safety and the prevention of the transmission of disease at its facility(ies). In addition, Client affirms that it is in compliance with applicable Centers for Disease Control and Prevention and OSHA guidance pertaining to the prevention of the transmission of disease (collectively, "Applicable Preventative Guidance") and agrees that it shall continue to comply with Applicable Preventative Guidance throughout any in-person visits by PM to Client's facility(ies). Notwithstanding the foregoing, PM reserves the right to suspend or refrain from any in-person visit by PM to Client's facility(ies) or impose further conditions on any such in-person visit if and as PM deems necessary. Client agrees and acknowledges that any determination by PM to visit Client's facility(ies) is not and shall not be construed to be or relied on by Client as a determination by PM of Client's compliance with Applicable Preventative Guidance.

21. **Release for Biological Agent Liability** – Client acknowledges that there is an inherent risk of exposure to infectious diseases associated with any in-person interaction or in-person visit to property. Accordingly, Client, for itself and its successors and assigns, hereby releases PM and each of PM's officers, directors, partners, members, managers, employees, affiliated, parent or subsidiary entities, and approved third-party service providers (collectively, "PM Persons") from any and all claims or causes of action that the Client has, or hereafter may or shall have, against any of them in connection with, related to, or arising out of infectious diseases or the transmission thereof associated with a visit by one or more of the PM Persons to any Client facility(ies) or other in-person interaction with Client personnel.

22. **Exclusion of Certain Damages** – In no event shall either party be liable to the other, whether a claim be in tort, contract, or otherwise, for any indirect, consequential, punitive, exemplary, lost profits, or similar damages in claims relating to PM's services provided under this engagement.

23. **Receipt of Legal Process** – In the event PM is required to respond to a subpoena, court order, or other legal process (in a matter involving Client but not PM) for the production of documents and/or testimony relative to information PM obtained and/or prepared during the course of this engagement, Client agrees to compensate PM for the affected PM staff's time at such staff's current hourly rates, and to reimburse PM for all of PM's out-of-pocket costs incurred associated with PM's response unless otherwise reimbursed by a third party.

24. **Subsequent Discovery of Facts** – After the date of PM's report on the financial statements, PM has no obligation to make any further or continuing inquiry or perform any other auditing procedures with respect to the audited financial statements or major programs covered by PM's report, unless new information that may affect the report comes to PM's attention. If PM becomes aware of information that relates to these financial statements or major programs but was not known to PM at the date of its report, and that is of such a nature and from such a source that PM would have investigated it had it come to PM's attention during the course of the audit, PM will, as soon as practicable, undertake to determine whether the information is reliable and whether the facts existed at the date of PM's report. In this connection, PM will discuss the matter with Client and request cooperation in whatever investigation and modification of the financial statements or schedules that may be necessary. Additional fees for such work will be determined based on the actual time that PM staff expend at PM's current hourly rates, plus all reasonable and necessary travel and out-of-pocket costs incurred, and Client acknowledges and agrees that payment for all such additional fees will be made in accordance with the payment terms provided in this Agreement.

25. **Termination of Engagement** – This engagement may be terminated by either party upon written notice. Upon notification of termination of this engagement, PM will cease providing services under the engagement. Client shall compensate PM for all time expended and reimburse PM for all out-of-pocket expenditures incurred by PM through the date of termination of this engagement.

26. **Entire Agreement** – This Agreement is contractual in nature and includes all of the relevant terms that will govern the engagement for which it has been prepared. The terms of this Agreement supersede any prior oral or written representations or commitments by or between the parties regarding the subject matter hereof. Any material changes or additions to the terms set forth in this Agreement will only become effective if evidenced by a written amendment to this Agreement, signed by all of the parties.

27. **Severability** – If any provision of this Agreement (in whole or part) is held to be invalid or otherwise unenforceable, the other provisions shall remain in full force and effect.

28. **Force Majeure** – Neither party shall be deemed to be in breach of this Agreement as a result of any delays or nonperformance directly or indirectly resulting from circumstances or causes beyond its reasonable control, including, without limitation, fire or other casualty, acts of God, war, other violence, epidemic, pandemic or other public health emergency or government mandated shut down (each individually a "Force Majeure Event"). A Force Majeure Event shall not excuse any payment obligation relating to fees or costs incurred prior to any such Force Majeure Event.

29. **Electronic Signatures** – The parties intend that any electronic signature shall be given full legal effect as if it were a handwritten signature.

30. **Governing Law** – This Agreement shall be governed by and construed in accordance with the laws of the State of Colorado, and jurisdiction over any action to enforce this Agreement, or any dispute arising from or relating to this Agreement shall reside exclusively within the State of Colorado.

End of Professional Services Agreement – Audit Services

EISNERAMPER

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Report on the Firm's System of Quality Control

November 3, 2025

To the Partners of Plante & Moran, PLLC
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Plante & Moran, PLLC (the firm) applicable to engagements not subject to PCAOB permanent inspection, in effect for the year ended May 31, 2025. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a system review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported on in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing and complying with a system of quality control to provide the firm with reasonable assurance of performing and reporting in conformity with the requirements of applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with the requirements of applicable professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of and compliance with the firm's system of quality control based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act; audits of employee benefit plans; audits performed under FDICIA; and examinations of service organizations (SOC 1 and SOC 2 engagements).

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Plante & Moran, PLLC applicable to engagements not subject to PCAOB permanent inspection, in effect for the year ended May 31, 2025, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Plante & Moran, PLLC has received a peer review rating of *pass*.

EisnerAmper LLP

EISNERAMPER LLP
Baton Rouge, Louisiana

"EisnerAmper" is the brand name under which EisnerAmper LLP and Eisner Advisory Group LLC and its subsidiary entities provide professional services. EisnerAmper LLP and Eisner Advisory Group LLC are independently owned firms that practice in an alternative practice structure in accordance with the AICPA Code of Professional Conduct and applicable law, regulations and professional standards. EisnerAmper LLP is a licensed CPA firm that provides attest services, and Eisner Advisory Group LLC and its subsidiary entities provide tax and business consulting services. Eisner Advisory Group LLC and its subsidiary entities are not licensed CPA firms.

Staff Communication

File #: Ordinance 11-2026, **Version:** 1

Agenda Date: 04/21/2026

Subject:
Ordinance 11-2026: An ordinance on first reading amending Title 10, the Unified Land Use Code, Chapter 9, Administration, Section 4, Code and Zoning Amendments

From:	James L. Becklenberg, City Manager
Prepared by:	Reid Betzing, City Attorney
Presentations:	Reid Betzing, City Attorney

PURPOSE:
To approve code changes related to notifications for comprehensive rezoning and text amendments that add, remove or change the types of residential uses that are allowed in SLR, MLR, LLR, and ACR zoning districts to be consistent with recent charter amendment.

LONG-TERM OUTCOME(S) SERVED:
High-Quality Governance

DISCUSSION:
On January 7, 2025, City Council considered making changes to some of the zoning districts in the City of Littleton to allow for different types of residential units such as duplexes to be allowed uses. After consideration, City Council decided to postpone the ordinance indefinitely, which essentially had the effect of killing the ordinance.

In an effort to address some of those concerns regarding notification, City Council directed that an ordinance be prepared to increase the notification required for any city-initiated comprehensive rezoning changes including additions and removals to the types of residential uses allowed in the SLR, MLR, LLR, and ACR zoning districts.

On September 2, 2025, City Council approved Ordinance 17-2025 which expanded notification requirements for comprehensive rezoning to be done by mailings to all affected property owners by United States Postal Service.

On November 4, 2025, Littleton voters approved ballot measure 3A which added Charter Provision 65.5 to the City's Charter. Within 65.5 contained language that stated: "Furthermore any action by Council to initiate any comprehensive rezoning and official zoning map amendments, including text changes, shall first require notification to all affected property owners by First Class mail delivered by the United State Postal Service."

The City's adopted version did not have "first class" as the designated delivery mechanism as it had previously relied upon bulk rate mailing options from the USPS for purposes of cost and efficiency.

Prior Actions or Discussions
On April 7, 2026, Council provided direction to bring forward an ordinance amending our ULUC to comply with the charter amendment, Sec. 65.5.

FISCAL IMPACTS:
The costs, in the event that the City ever intends to initiate comprehensive rezoning, are approximately $22,000 per item.

STAFF RECOMMENDATION:
Staff supports changes to the code to be consistent with charter requirements.

ALTERNATIVES:
Council can choose not to adopt any changes to its current process for comprehensive rezonings.

PROPOSED MOTION:
I move to approve Ordinance 11-2026 on first reading amending Title 10, the Unified Land Use Code, Chapter 9, Administration, Section 4, Code and Zoning Amendments, and to set the second reading and public hearing for May 5, 2026.

CITY OF LITTLETON, COLORADO

ORDINANCE NO. 11

Series, 2026

AN ORDINANCE OF THE CITY OF LITTLETON, COLORADO, AMENDING TITLE 10 UNIFIED LAND USE CODE, CHAPTER 9, ADMINISTRATION, SECTION 4 CODE AND ZONING AMENDMENTS

WHEREAS, City Council finds that notification of zoning changes is essential to due process; and

WHEREAS, City Council wishes to expand the current notification process to try and ensure that all property owners are aware of proposed additions, removals, or changes to the types of uses that are available for various zoning districts; and

WHEREAS, on November 4, 2025, voters approved Charter Amendment 65.5 which requires first class mailings for comprehensive rezoning and zoning map amendments along with code text amendments; and

WHEREAS, City Council wishes to amend our notification process for city-initiated comprehensive rezoning and zoning map amendments and code text amendments to reflect that the mailing will be done by "first class" mailings through the United States Postal Service.

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

Section 1: Littleton City Code, 10-9-4.1(D)(2)(a) is hereby amended as follows:

Section 10-9-4.1 Rezoning / Zoning Map Amendment

D. Procedures.

2. *Council Action.*

a. *Required Notice.* Notice pertaining to any contemplated action by the Council on comprehensive rezonings and official zoning map amendments shall be that applicable to the adoption of an ordinance pursuant to the City Code and City Charter. Notice of public hearing before the Commission shall be in accordance with the requirements of Section 10-9-3.5, Public Notice. IN ADDITION, FOR ANY COMPREHENSIVE REZONING, ZONING MAP AMENDMENT, OR TEXT AMENDMENT THAT CHANGES, ADDS, OR REMOVES THE TYPES OF RESIDENTIAL LAND USES ALLOWED WITHIN THE SLR, MLR, LLR, AND ACR ZONING DISTRICTS, MAILED NOTIFICATION SHALL BE PROVIDED BY FIRST CLASS MAIL THROUGH THE UNITED STATES POSTAL SERVICES (USPS) ~~SHALL BE REQUIRED~~ TO THOSE PROPERTY OWNERS, OCCUPANTS, AND ADDRESSES WITHIN THE APPLICABLE ZONING

DISTRICTS NO LATER THAN 14 CALENDAR DAYS PRIOR TO THE PUBLIC HEARING DATE.

Section 2: Littleton City Code, 10-9-4.3(D)(1) is hereby amended as follows:

Section 10-9-4.3 Code Text Amendment

D. Procedures.

1. Public Hearings and Recommendation. A public hearing shall be held by the Planning Commission. The Commission shall make a recommendation to the Council, who shall subsequently conduct a public hearing. Such public notice and hearing shall be conducted in conformance with the procedures set out in Section 10-9-3.6, Public Meetings and Hearings. IN ADDITION, FOR ANY TEXT AMENDMENT THAT CHANGES, ADDS, OR REMOVES THE TYPES OF RESIDENTIAL LAND USES ALLOWED WITHIN THE SLR, MLR, LLR, AND ACR ZONING DISTRICTS, MAILED NOTIFICATION SHALL BE PROVIDED BY FIRST CLASS MAIL THROUGH THE UNITED STATES POSTAL SERVICES (USPS) TO THOSE PROPERTY OWNERS WITHIN THE APPLICABLE ZONING DISTRICTS NO LATER THAN 14 CALENDAR DAYS PRIOR TO THE PUBLIC HEARING DATE.

Section 3: Severability. If any part, section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be invalid, such invalidity shall not affect the validity of the remaining sections of this ordinance. The City Council hereby declares that it would have passed this ordinance, including each part, section, subsection, sentence, clause or phrase hereof, irrespective of the fact that one or more parts, sections, subsections, sentences, clauses or phrases may be declared invalid.

Section 4: Repealer. All ordinances or resolutions, or parts thereof, in conflict with this ordinance are hereby repealed, provided that this repealer shall not repeal the repealer clauses of such ordinance nor revive any ordinance thereby.

INTRODUCED AS A BILL at a regularly scheduled meeting of the City Council of the City of Littleton on the 21st day of April, 2026, 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 5th day of May, 2026, 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 5th day of May, 2026, and ordered published by posting at Littleton Center, Bemis Library, the Municipal Courthouse and on the City of Littleton Website.

ATTEST:

_____
Colleen L. Norton
CITY CLERK

_____
Kyle Schlachter
MAYOR

APPROVED AS TO FORM:

_____
Reid Betzing
CITY ATTORNEY

Staff Communication

File #: ID# 26-081, **Version:** 1

Agenda Date: 04/21/26

Subject:
Motion to approve minutes of the April 7, 2026, regular meeting of Littleton City Council

Prepared by:	Wendy J. Shea-Tamag, Deputy City Clerk

RECORDING SECRETARY'S CERTIFICATION:
I hereby certify that the attached minutes are an accurate representation of motions made, and action taken at the April 7, 2026, regular meeting of City Council. I have also reviewed the video recording for the March 17, 2026, special meeting of the Littleton City Council and certify that the video recording is a full, complete, and accurate record of the proceedings and there were no malfunctions in the video.

PROPOSED MOTION:
I move to approve the minutes for the April 7, 2026, regular meeting of City Council.

City of Littleton

Littleton Center
2255 West Berry Avenue
Littleton, CO 80120

Meeting Minutes - Draft

City Council

Tuesday, April 7, 2026 | **6:30 PM** | **Council Chamber**

Regular Meeting

1. Roll Call

Present: 7 - Mayor Schlachter, Mayor Pro-Tem Peters, Council Member Grove, Council Member Henderson, Council Member Reichardt, Council Member Stillwell and Council Member Zink

2. Pledge of Allegiance

3. Approval of Agenda

4. Scheduled Appearances and Presentations - None

5. Proclamations

a) ID# 26-066 Mayoral Proclamations

6. Public Comment

Candice Rutledge, Littleton Resident - Mobility; Landscape; issues

Cory Palmeiro, Dist. 4 – Affordable Housing

Miriam Dunnan, Centennial – Homelessness in Littleton

Greg Sullivan, Dist. 4 – Costco gas pumps

Pam Chadbourne, Dist. 1 – Thanked the Mayor for the proclamation (National Public Safety Telecommunicators Week); functional outcomes; fuel sales

Frank Atwood, Dist. 4 – John Marchetti trail proposal/rental tipping point/Approval Voting/Potato Party

Comments/Reports

a) Council Members

Council Member Stillwell – Thanked the public for showing up to the meeting. Expressed concern about the safety issues related to the Gables development, as well as safety at Windermere and Ridge Road; will continue to listen and advocate. Attended an event at the Colorado Center for the Blind. Recognized Korri Lundock for her work with the Littleton Business Chamber.

Council Member Grove – Was part of a delegation that went to Bega, Australia, Littleton's sister city. The delegation was provided a great welcome which included many activities. Stayed with host families and had the opportunity to see their communities. Learned that Australia has mandatory (compulsory) voting; those who don't vote are fined. The Bega delegation will be visiting Littleton in 2028, usually in conjunction with Western Welcome Week.

Council Member Zink - He and Council Member Henderson toured South Platte Renew. Attended Littleton State of the Arts event.

Council Member Henderson - Wished her mother a Happy Birthday. Office hours at Bemis are back on Fridays and encouraged people to come speak with her or Mayor Pro Tem Peters. New members on boards & commissions kick off this month with their new appointments. Encouraged people to see The Wiz at Town Hall Arts Center. Attended events at Colorado Center for the Blind and South Platte Renew. Spoke about "Lift Up Littleton", and organization that puts different non-profits together; it's a great opportunity to volunteer and get involved.

Council Member Reichardt - Attended the same events as other council members as well as Chief Stephens' retirement party. Grateful for all of the events in the community.

Mayor Pro Tem Peters - Thanked the Peninsula Neighborhood in her district for coming through on stocking a food bank at two locations. Was at National League of Cities in Washington D.C. and enjoyed the conference.

b) Mayor

Attended Chief Stephens' retirement. Chaired the Metro Mayors Caucus meeting with a presentation from AgeWise Colorado, an organization who works with seniors and their families, connecting them with resources that allow them to age in place in Colorado. Also discussed the new RTD bill, SB26-150; the Caucus did not come to consensus on a position. Senator Michael Bennett was there to do a Q&A; all gubernatorial candidates were invited. Spoke at a political science class yesterday.

c) City Manager

Announced the City of Littleton won an award for Downtown Excellence in Partnership, which recognized the Open Rewards program for shopping in Littleton.

d) City Attorney

Continue to monitor the state legislature regarding upcoming bills. SB26-1308, which is the lot splitting bill which allows for property owners to subdivide their parcels, provides challenges, one of which for municipalities is this is an administrative process. A bill regarding Entertainment Districts, which allow for drinking in common areas. The bill in Colorado addressed a reduction in the required square footage and, with a vote of 32-31, failed; In Colorado, a bill needs 33 votes to pass. HB26-1318 regarding traffic safety near schools. The purpose was to standardize school zones to a thousand feet. His office will continue to monitor. There's a Peep's Act which prohibits governmental agencies from obtaining a database that reveals an individual's location. It is currently stuck in senate appropriations. A similar bill, 26-071 is also stuck in committee. SB26-035 regarding an increase in traffic violations penalties would target repeat offenders and result in increasing penalties.

8. Consent Agenda Items

a) Resolution 18-2026

Resolution 18-2026: Approving the second amendment to the Intergovernmental Agreement with the Colorado Department of Transportation for reimbursement of costs associated with the Santa Fe Drive and Mineral Avenue Operational Improvements Project

approved

b) Resolution 19-2026

Resolution 19-2026: Authorizing an Intergovernmental Agreement with the Colorado Department of Transportation for maintenance of the infrastructure constructed as part of the Santa Fe Drive & Mineral Avenue Operational Improvements Project

approved

c) **Ordinance 07-2026**

Ordinance 07-2026: An ordinance on second reading approving a code text amendment to Title 10, the Unified Land Use Code (ULUC) regarding fuel sales (retail)

approved on first reading

d) **Ordinance 08-2026**

Ordinance 08-2026: An ordinance on second reading amending the Unified Land Use Code (ULUC) regarding Electric Vehicle (EV) charging stations

approved on first reading

e) **Ordinance 10-2026**

Ordinance 10-2026: An ordinance on second reading amending Ordinance No. 23, Series of 2025, Appropriating Funds for the 2026 Annual Budget for all municipal purposes of the City of Littleton, Counties of Arapahoe, Douglas, and Jefferson, State of Colorado and amending budgets for the Enterprise Funds of the City of Littleton for the fiscal year beginning January 1, 2026, and ending December 31, 2026

approved on first reading

f) **Ordinance 06-2026**

Ordinance 06-2026: An ordinance on second reading vacating public right-of-way at 5400 S. Delaware Street for the Thompson Thrift multi-family project

approved on first reading

g) Resolution 20-2026

Resolution 20-2026: Approving an Intergovernmental Agreement between the Littleton Police Department and the Arapahoe Community College Police Department for the provision of law enforcement services on and around ACC campuses

approved

h) ID# 26-065 Motion to approve minutes of the March 17, 2026 special meeting of Littleton City Council

approved

Approval of the Consent Agenda

Mayor Pro Tem Peters moved and Council Member Reichardt seconded to approve the consent agenda, items a through h. The vote is 7-0. The motion carries unanimously.

Aye: 7 - Mayor Schlachter, Mayor Pro-Tem Peters, Council Member Grove, Council Member Henderson, Council Member Reichardt, Council Member Stillwell and Council Member Zink

9. General Business

a) ID# 26-067 Charter Sec. 65.5, Regarding Comprehensive Rezoning in Residential Districts, Implementation Update

b) ID# 26-059 2026 Council Retreat Workplan Discussion Continuation

10. Ordinances on Second Reading and Public Hearings - None

11. Adjournment

Mayor Schlachter adjourned the meeting at 8:31p.m.

Staff Communication

File #: ID# 26-075, **Version:** 1

Agenda Date: 04/21/2026

Subject:
Belleview Service Center Basis of Design discussion

From:	James L. Becklenberg, City Manager
Prepared by:	Adrienne Burton, Director of Major Projects
Presentations:	Adrienne Burton, Director of Major Projects
	Julie Rotter, Facilities Manager
	Brent Soderlin, Director of Public Works & Utilities

PURPOSE:
The purpose of this session is to provide City Council with an overview of the Basis of Design (BOD) process for the future replacement of Buildings 2 and 3 at the Belleview Service Center and to confirm alignment on how this effort will inform future capital planning and decision-making. This discussion introduces the BOD as a foundational planning phase that defines operational requirements, site considerations, and technical criteria for a new facility. The BOD translates current operational realities and future service needs into a structured framework that will guide subsequent design, cost estimation, and capital investment decisions.

This study session is intended to:

- Provide clarity on what the Basis of Design is-and *is not*-and its role in project development.
- Present initial findings from stakeholder engagement, including operational challenges, opportunities, and emerging design drivers.
- Illustrate how facility layout, circulation, and site considerations impact safety, efficiency, and service delivery.
- Frame key considerations and tradeoffs that will influence future decisions related to scope, cost, and level of service.
- Outline next steps and how this effort connects to the City's Capital Improvement Program (CIP) and future funding discussions.

This is an informational discussion. No decisions regarding final design, project scope, or funding are being requested at this time.

DISCUSSION:
Project Background & Context
The Belleview Service Center serves as a critical operational hub for the City's Public Works Department, supporting essential services such as fleet operations, street maintenance, snow removal, and materials management.

Buildings 2 and 3, originally constructed in 1948 and 1961, have exceeded their useful life and no longer

support modern operational needs. These facilities present ongoing challenges related to:

- Inefficient layouts and constrained circulation
- Incompatibility with modern vehicles and equipment
- Deferred maintenance and aging building systems
- Safety, accessibility, and code compliance limitations

Replacement of these buildings is necessary to ensure the City can continue to deliver reliable, safe, and efficient public services while supporting current and future operational demands.

What is the Basis of Design (BOD)?
The Basis of Design is a strategic planning document that establishes the framework for future facility design and capital investment.

The BOD includes:

- Space programming and operational requirements
- Site planning considerations and constraints
- Architectural and engineering design criteria
- Preliminary cost and schedule frameworks
- Regulatory and code considerations

The BOD does not:

- Represent final design or architectural drawings
- Establish a guaranteed project cost or construction schedule
- Authorize construction or funding

Instead, the BOD serves as the bridge between identifying facility needs and advancing into design, ensuring that future decisions are informed by validated requirements, operational priorities, and realistic assumptions.

Process & Council Role
The BOD process is structured to incorporate technical analysis, stakeholder input, and operational validation prior to advancing into design.

Key elements of the process include:

- Site assessment and evaluation of existing conditions
- Stakeholder engagement with operational teams
- Development of space programming and functional relationships
- Establishment of design criteria and site planning options
- Preparation of cost and schedule frameworks

City Council's role in this phase is to:

- Provide policy-level guidance and feedback
- Confirm alignment with service expectations and long-term priorities
- Inform future decisions related to scope, investment, and implementation

Future Council actions will occur as design advances, cost information is refined, and funding strategies are developed.

What We've Heard So Far

The project team has conducted two in-depth working sessions, with several additional sessions planned, engaging operational staff who currently work in-or will directly interact with-the future facility. This engagement is a critical component of the Basis of Design process, ensuring that the facility is shaped by the individuals who rely on it daily to deliver essential services.

Input from operational staff has provided valuable, experience-based insight into how the existing facilities function today, including where workflows are constrained, where inefficiencies occur, and where safety or operational challenges exist. This feedback is not only informing the identification of current deficiencies, but is directly shaping the definition of space needs, functional relationships, and circulation requirements for the new facility.

By grounding the Basis of Design in real-world operational experience, the City is ensuring that the future facility is not only technically sound, but also practical, efficient, and aligned with the needs of the workforce it is intended to support.

Key themes include:

- Operational Reality Today
  - Facilities are constrained, inefficient, and difficult to navigate
  - Circulation conflicts impact safety and daily operations
  - Space limitations affect workflow and equipment storage
  - What's Working
  - Centralized location supports coordinated operations
  - Existing site provides functional access to the community
- Key Challenges
  - Poor internal and site circulation
  - Inadequate space for modern fleet and equipment
  - Limited staff support spaces and amenities
  - Operational inefficiencies due to outdated layouts
- Opportunities
  - Improve safety through better separation of vehicles, equipment, and staff
  - Increase efficiency through optimized layouts and adjacencies
  - Enhance working conditions and staff support facilities
  - Plan for future growth and flexibility
- Emerging Design Drivers
  - Clear and efficient circulation patterns
  - Accommodation of modern fleet and equipment needs
  - Functional adjacencies between operations
  - Flexibility for evolving service demands
  - Improved safety and accessibility

Circulation & Operational Flow

Circulation is a critical factor influencing both safety and efficiency at the Service Center.
Current conditions create conflicts between:

- Vehicle and equipment movement
- Staff and pedestrian access

- Material storage and operational workflows

The BOD process is evaluating how improved circulation can:
- Reduce safety risks
- Improve operational efficiency
- Support faster and more reliable service delivery

Future facility planning will prioritize clear, intuitive circulation patterns that align with daily operational needs.

Key Considerations & Tradeoffs
As the project advances, several key considerations will shape future decisions:
- Cost vs. Level of Service: Balancing operational needs with financial capacity
- Site Constraints vs. Optimal Layout: Working within existing site limitations
- Phasing & Operational Continuity: Maintaining service delivery during construction
- Sustainability & Resiliency: Integrating energy efficiency and long-term performance

Understanding these tradeoffs early ensures that future decisions are informed, transparent, and aligned with City priorities.

Next Steps
The next phase of work will focus on advancing the Basis of Design through continued analysis and refinement.

Upcoming efforts include:
- Continued stakeholder engagement and validation of operational needs
- Development of conceptual layouts and site planning options
- Preparation of preliminary cost estimates and schedule frameworks
- Compilation of the draft Basis of Design report

City Council will be engaged at key milestones to:
- Review findings and recommendations
- Provide feedback on priorities and tradeoffs
- Inform future decisions related to scope, funding, and implementation

This work will directly inform future Capital Improvement Program (CIP) planning and broader discussions regarding long-term capital investment and funding strategies.

BACKGROUND:
The City of Littleton continues to face increasing demands on its infrastructure and facilities due to aging assets, evolving service expectations, and rising construction costs. The replacement of Buildings 2 and 3 at the Belleview Service Center represents a critical investment in maintaining the City's ability to deliver essential public services.

This project is not an isolated effort, but rather the first step in addressing a broader portfolio of facility needs across the organization. Many of the City's core facilities have reached or exceeded their useful life, with an average age of approximately 75 years. These conditions present ongoing challenges related to functionality, efficiency, safety, and long-term maintenance.

In parallel, the City has initiated a Request for Proposals (RFP) for a comprehensive Facilities Master Plan to evaluate system-wide needs, prioritize investments, and establish a long-term roadmap for facility improvements. The Basis of Design work for the Belleview Service Center will both inform-and be informed by-that broader planning effort, ensuring alignment between near-term project development and long-term strategic planning.

Together, these efforts reflect a clear and intentional direction: to proactively address aging facilities through thoughtful, phased investment grounded in operational needs, technical requirements, and fiscal stewardship. The Basis of Design process ensures that this initial investment establishes a strong foundation for future projects, positioning the City to advance facility improvements in a coordinated, strategic, and sustainable manner.

Prior Actions or Discussions
City Council Retreat - March 2025
Council Retreat Update - May 2025
City Council Study Session - September 2025

FISCAL IMPACT:
The Basis of Design phase does not establish a final project cost or authorize construction.
This phase supports future financial decision-making by:

- Providing a high-level opinion of probable construction costs
- Identifying key cost drivers and risks
- Establishing a preliminary project schedule

Future cost estimates, funding strategies, and potential debt implications will be presented to City Council at later stages as design progresses and assumptions are refined.

STAFF RECOMMENDATION:
Staff requests City Council feedback on the following:

- Does the Basis of Design process provide sufficient clarity on operational needs and project direction?
- Does this approach support informed future decision-making related to scope, cost, and funding?

Council feedback will help guide refinement of the Basis of Design and inform subsequent phases of project development.

ALTERNATIVES:
N/A



Belleview Service Center Building 2 & 3 Basis of Design Report

AGENDA

01 – Introduction
02 – Who we are
03 – How we Collaborate
04 – Goals & Integration
05 – Tasks & Schedule
06 – Progress-to-date
07 – Next steps

BASIS OF DESIGN TEAM

Littleton

DAVIS PARTNERSHIP ARCHITECTS



Joe Lear, AIA

PRINCIPAL-IN-CHARGE

Drives the project vision, strategy and success, from start to finish



Lupe Cantu, AIA

PROJECT MANAGER

Coordinates people and drives progress for a flawless delivery



Olivia Moore, AIA

PROJECT ARCHITECT

Leads detailed design and documentation to turn ideas into reality

SSR



Harry King

CIVIL / MEP / BUILDING ENVELOPE / STRUCTURAL / SUSTAINABILITY

Integrates systems and performance to deliver an efficient building

CUMMING GROUP



Lucas Stover

COST ESTIMATOR LEAD

Turns design into dollars, delivering accurate budgets and financial clarity

BASIS OF DESIGN – Team

Davis Firm Overview

ROLE
Architecture, Interior Design, FF&E, Signage / Way-finding, and Cost Estimate Validation.

- **57** **Years in Business**
- **750 M** **in Construction Cost Completed Annually**
- **91%** **Repeat Clients**
- **7** **Integrated Services**
  - Programming
  - Master Planning
  - Architecture
  - Landscape Architecture
  - Interior Design
  - Lighting Design
  - Signage + Experiential Design
- **145** **Professional Staff**
- **50+** **LEED Projects**
- **250+** **Education Projects**





SSR Firm Overview

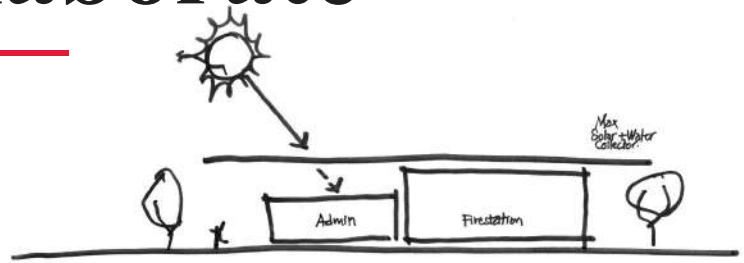
- 57 Years in Business
- 18 Offices
- 600+ Employee-Owners
- 100% Employee-Owned
- 10 Integrated Services
  - MEP Engineering
  - Structural Engineering
  - Civil Engineering
  - Technology
  - Equipment Planning
  - New Building Commissioning
  - Building Enclosure
  - Building Optimization and Sustainability
  - Transportation
  - Industrial
- Top 24 Engineering Firms in U.S. (*Building Design + Construction*)

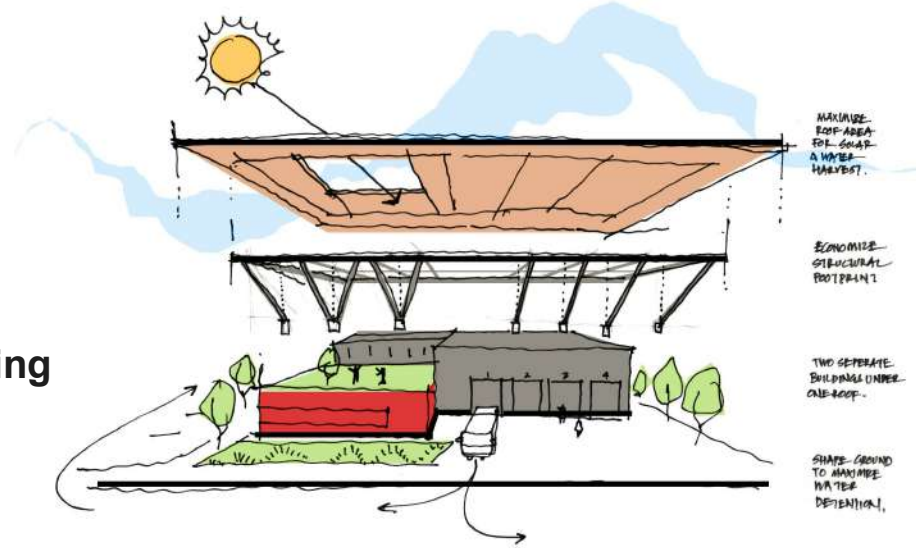
Cumming Group Firm Overview

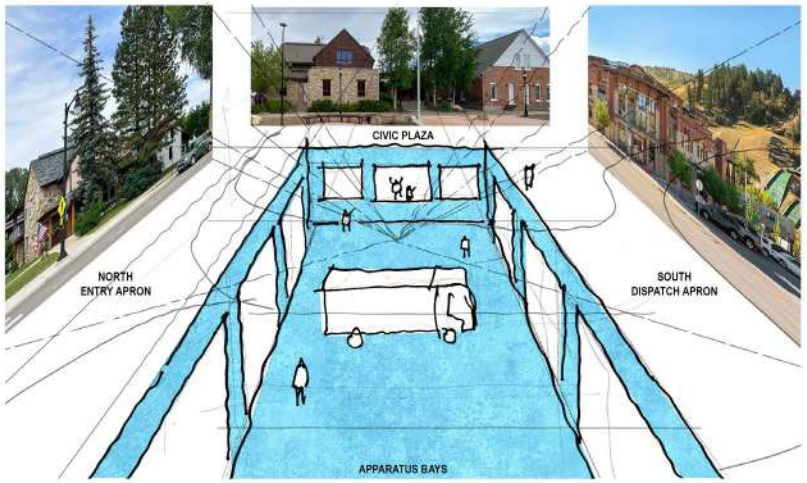
- 29 Years in Business
- #1 Pure Play Firm in the U.S.
- #8 ENR 100 PM/CM Firms
- 3,000+ Team Members Worldwide
- 40+ Team Members in Colorado
- 270+ Cost Team Members in the U.S.

How We Collaborate

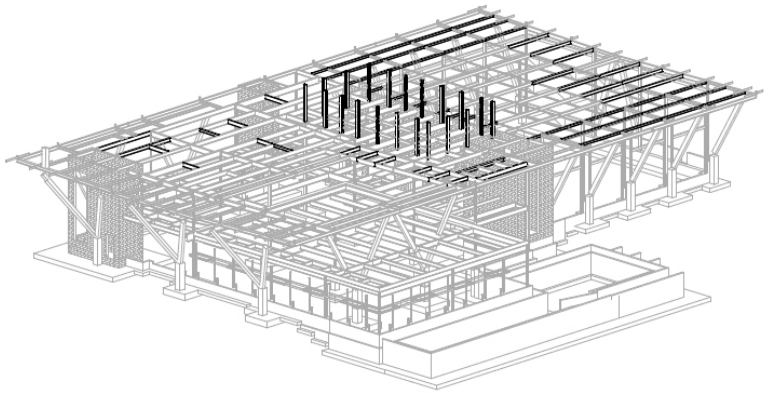
- **Integrated weekly technical coordination**
- **Shared digital workspace for drawings, notes and cost tracking**
- **3D modeling and clash detection software to reduce conflict in design**
- **Rigorous Decision Logging**



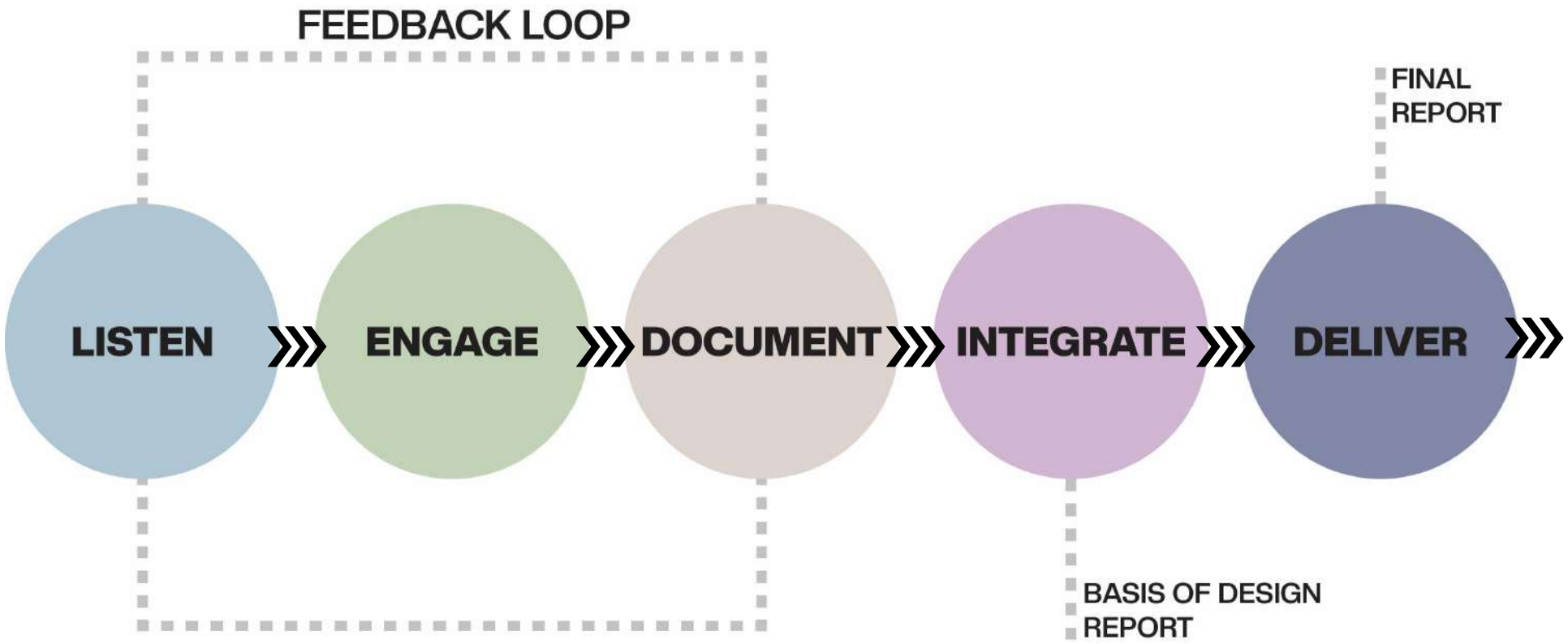




CONTEXT DIAGRAM OF APPARATUS BAY



Engagement Strategy



WHAT IS A BASIS OF DESIGN?

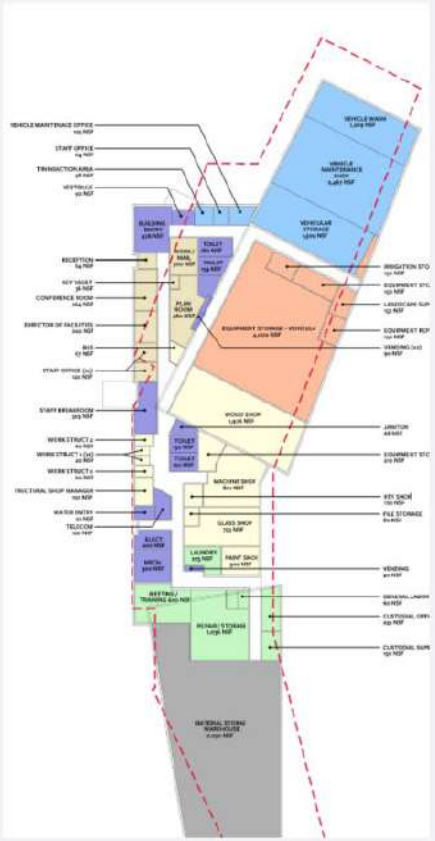
Basis of Design is a technical narrative + decision record with the goal of establishing:

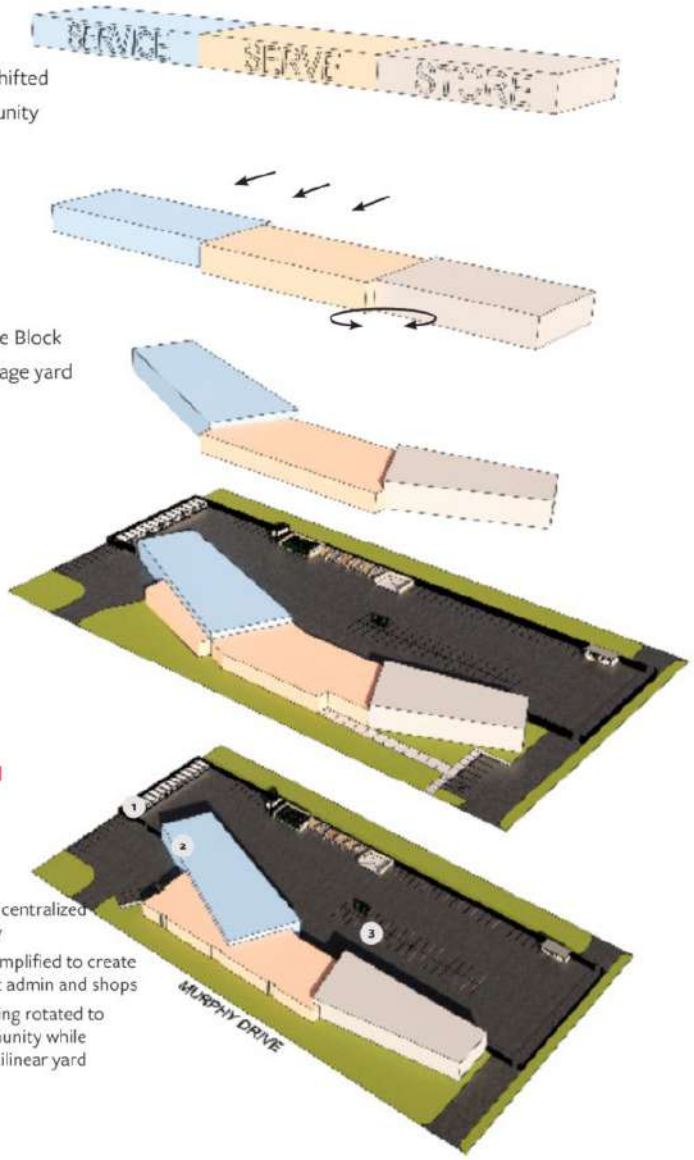
+ The design intent

+ The assumptions and criteria used

+ The systems and strategies selected

Basis of design is the bridge between vision and execution—it ensures everyone understands *why* the building is being designed a certain way.





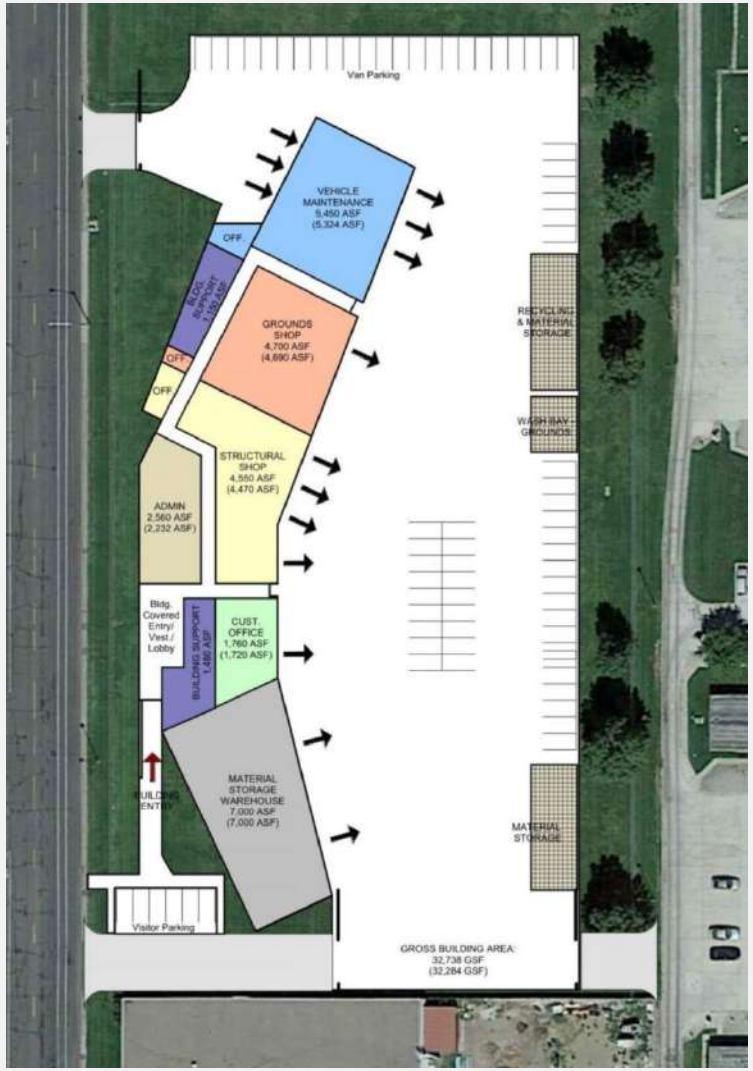
WHAT ARE THE GOALS OF A BASIS OF DESIGN?

Littleton

+ Aligning Design with end user / client vision
translate end user goals into spatial and functional design

+ Provide clarity and transparency
Clearly communicate design reasoning to stakeholders

+ To reduce risk and misinterpretation
Prevent scope gaps, conflicting assumptions and redesign



Site and Building Construction		Square Feet	Cost/GSF	Direct Cost
1	**Foundation**		17.84	$ 604,083
a	standard foundations	33,867	7.29	$ 246,950
b	slab on grade	33,867	10.55	$ 357,133
2	**Basement Constructon**			$ -
a	not applicable	0	-	$ -
3	**Superstructure**		39.00	$ 1,320,871
a	floor construction	33,867	0.00	$ -
b	Roof Construction	33,867	39.00	$ 1,320,871
c	Pre-engineered Metal Building	21,087		$ 841,371
4	**Exterior Closure**		18.25	$ 618,214
a	exterior walls	33,867	4.36	$ 147,646
b	exterior windows	33,867	6.13	$ 207,553
c	exterior doors	33,867	7.77	$ 263,015
5	**Roofing**		10.21	$ 345,713
a	roof covering	33,867	10.21	$ 345,713
6	**Interior Construction**		24.56	$ 831,788
a	interior partitions	33,867	10.55	$ 357,433
b	interior doors & windows	33,867	6.85	$ 232,152
c	interior fittings	33,867	7.15	$ 242,204
7	**Staircaces**			$ -
a	not applicable	0	-	$ -
8	**Interior Finishes**		11.43	$ 387,201
a	interior partitions	33,867	4.48	$ 151,824
b	floor finishes	33,867	4.35	$ 147,340
c	ceiling finishes	33,867	2.60	$ 88,037
9	**Conveying Systems**			$ -
a	not applicable	0	-	$ -
10	**Mechanical Systems**			$ 1,787,430
a	plumbing	33,867	12.95	$ 438,577
b	b HVAC	33,867	34.43	$ 1,165,971
c	fire protection	33,867	5.40	$ 182,882
11	**Electrical Systems**			$ 1,360,732
a	service and distribution	33,867	5.95	$ 201,462
b	miscellaneous power	33,867	3.58	$ 121,201
c	Eghting and controls	33,867	13.10	$ 443,658
d	fire alarm	33,867	4.25	$ 143,935
e	IT/ telecom	33,867	5.83	$ 197,535
f	av infrastructure	33,867	2.84	$ 96,121
g	access control	33,867	4.63	$ 156,821
12	**Equipment and Furnishings**			$ 22,200
a	Equipment and Furnishings	33,867	0.66	$ 22,200
b	furnishings	33,867	0.00	$ -
13	**Site Work**			$ 1,784,993
a	site improvements			$ 612,640
b	utilities			$ 1,172,353
TOTAL CONSTRUCTION DIRECT COSTS		**33,867**	$ 267.61	$ 9,063,226
	Gen. Conditions/Overhead and Profit		18%	$ 1,631,381
	Estimating Contingency		10%	$ 906,323
	TOTAL ESTIMATED CONSTRUCTION COST			$ 11,600,929

BASIS OF DESIGN

Integrated Basis of Design

Council Input

Policy Priorities, budget

Technical Input

Design team technical expertise

Staff & Crew Needs

Space, workflow, equipment, adjacencies, operational priorities

Site Conditions

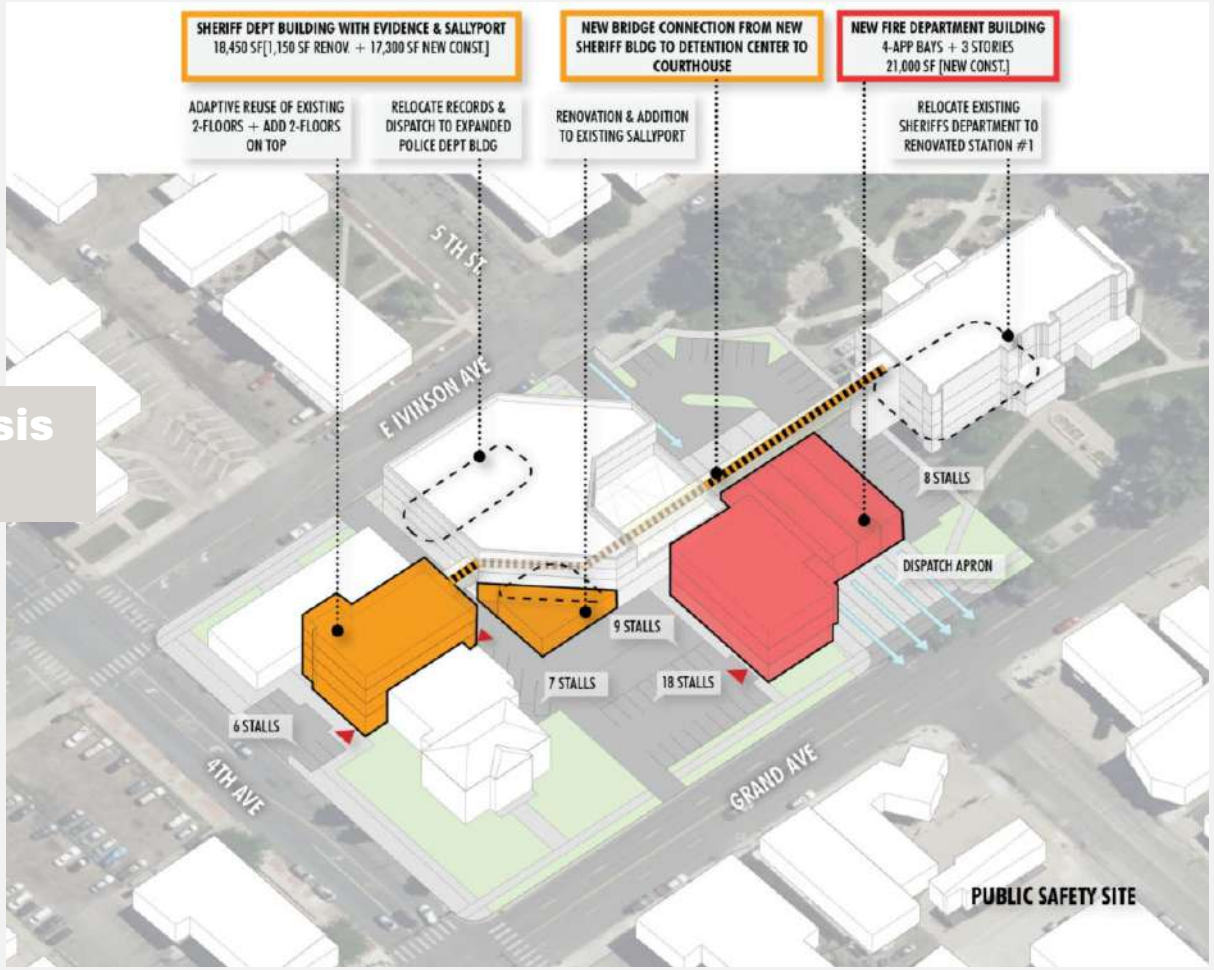
Utilities, access, limitations, opportunities

Cost Insights

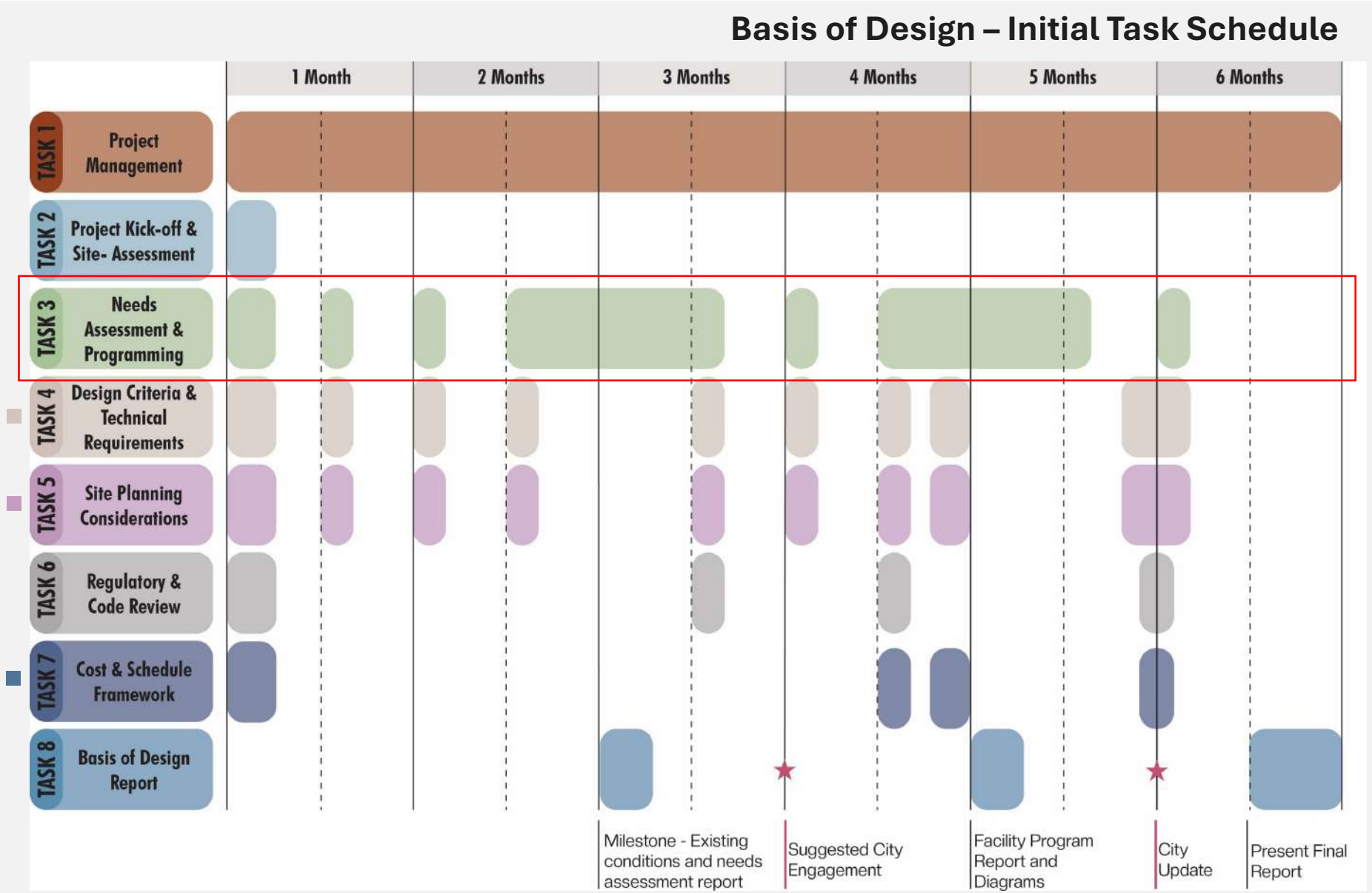
Order-of magnitude & scenario costs

Integrated Basis of Design

Functional criteria
Economy of Systems
Design drivers
Program scenarios
Performance goals



BASIS OF DESIGN – TASK SCHEDULE



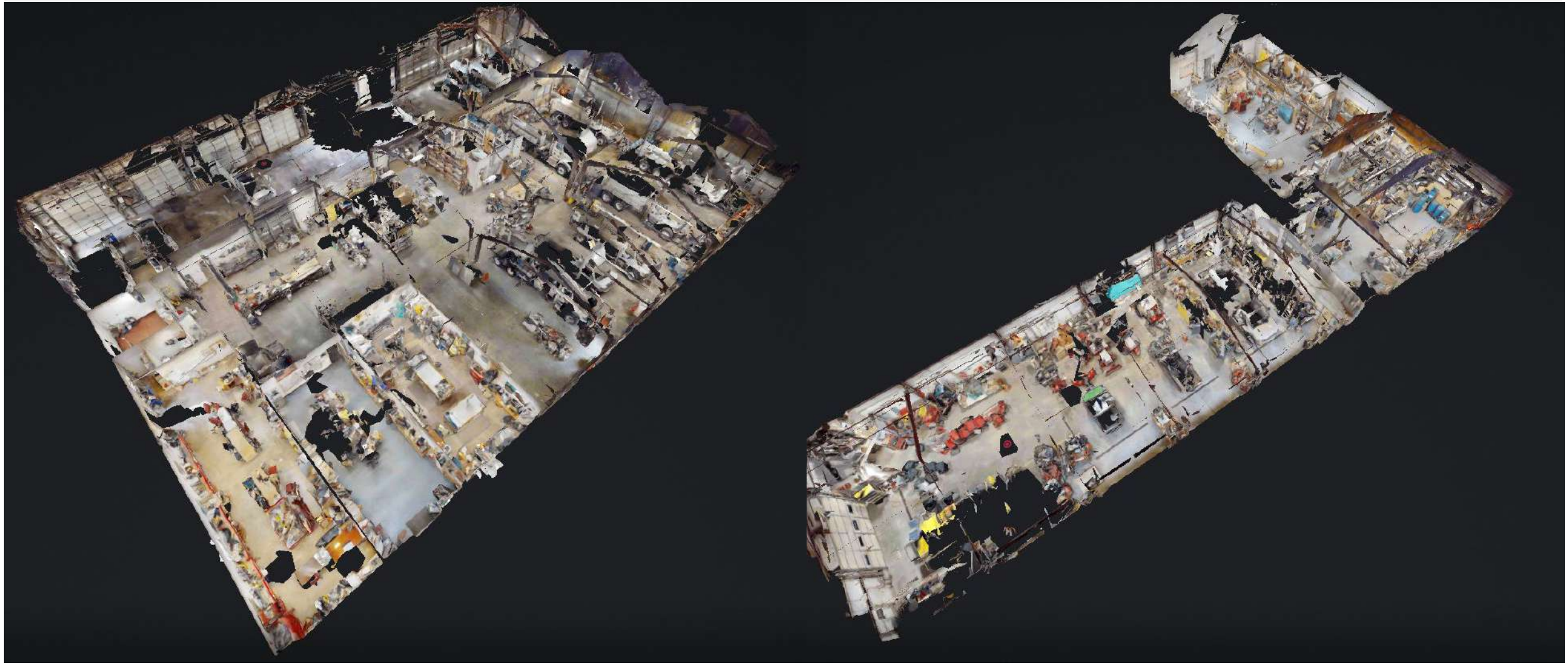
The successful creation of a Basis of Design Report is dependent on timely owner decision-making to maintain feedback throughout concept iterations. At Project Kick-off we will review and refine our suggested schedule (see below) according to the eight (8) tasks noted within the RFP and align milestones and expectations throughout the iterative development of the Basis of Design Report. More importantly, this Master Schedule will provide an opportunity for both Design and Client teams to monitor progress against the schedule.

- MEP, Structural and Architecture teams are engaged and evaluating with technical expertise.
- Civil Team is Engaged to evaluate site conditions and planning
- Cumming Group is engaged to provide costing analysis updates.

BASIS OF DESIGN IN PROGRESS

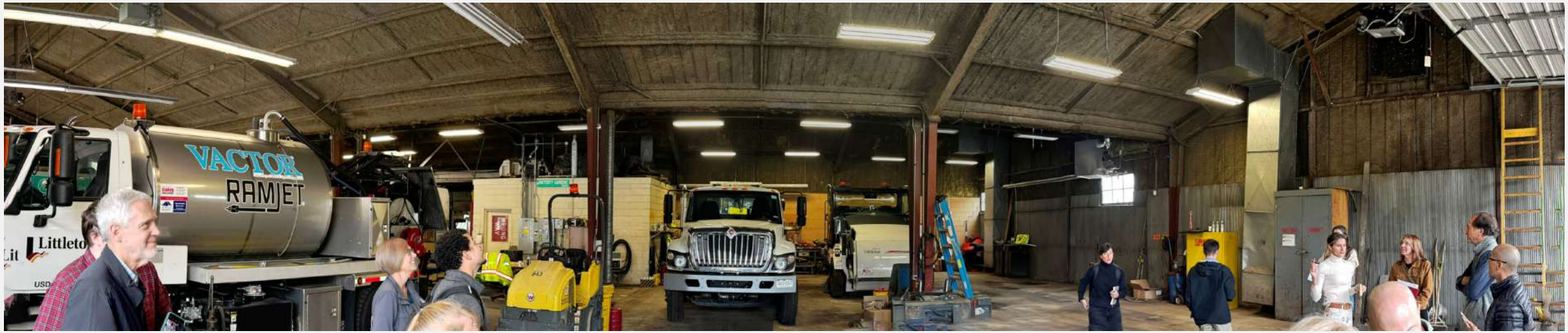
Littleton

Matterport Buildings 2 & 3



BASIS OF DESIGN IN PROGRESS

Site Visits





BASIS OF DESIGN IN PROGRESS

Staff Charrette #1

The DPA + SSR team have hosted 2 stakeholder charrette sessions to date with participation from representatives from all departments. These sessions are framed around gathering the necessary information for understanding current use and identify areas of improvements, problems and successes.



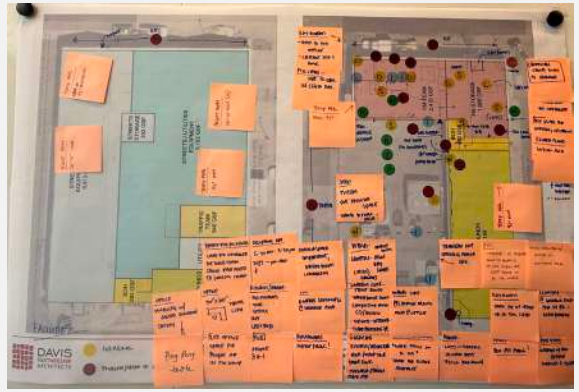




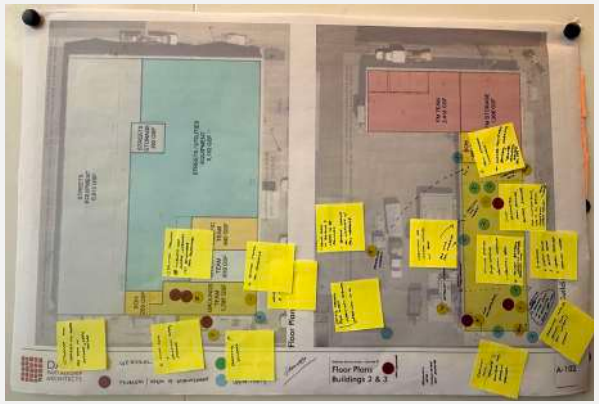
BASIS OF DESIGN IN PROGRESS

Staff Charrette #1

















BASIS OF DESIGN IN PROGRESS

Littleton

SITE PLAN ASSESSMENT

General
Problems / Areas of improvement
Works well
Opportunity
Problem Circulation
Good Circulation



AREAS OF IMPROVEMENT

Key information + Takeaways

ZONE 1
- The entry point from the east ramp on site is a safety hazard
- Building one has poor proximity for access, dispute daily use of the building - a safe path should be provided
- The gas tank located in the parking lot is a hazard
- Some staff have to move between their respective building and building 1. There is not enough space to meet
- Overnight parking is not consistently in one location
- Building 1 has minimal lockable storage
- The fueling station is uncovered and lacks all fuel needs on campus

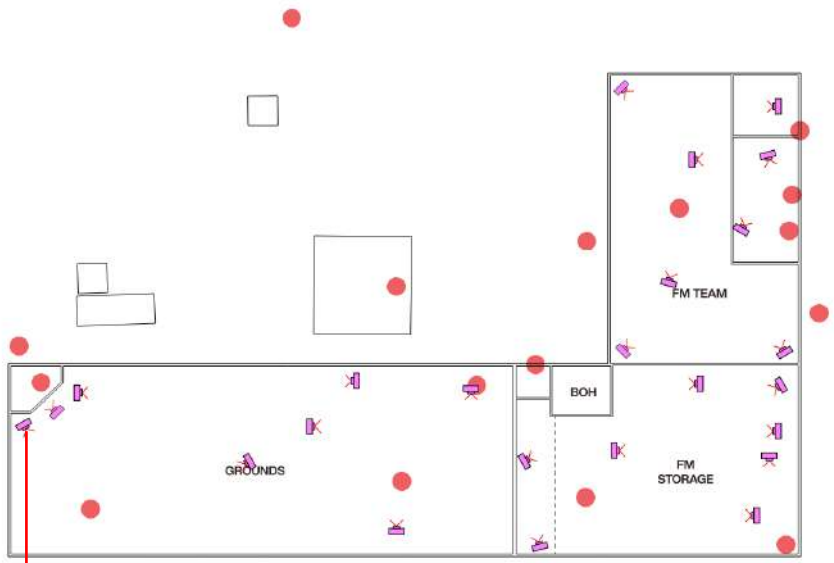
ZONE 2
- There is ice build up on the northern sides of the buildings that presents as a hazard to staff
- There are no protective bollards in front of the buildings
- The wash pit behind building 3 is in a poor location and experiences frequent freezing
- The was pit is too small and the access is very difficult
- Operationally the bay entry on the back of building 2 is hazardous
- The areas in front of the buildings can get congested
- The train track edge is where materials tend to pile up
- The parking between and around these buildings is not adequate or safe
- The circulation around these buildings are not adequate or safe
- Chemical wash locations are non existent

ZONE 3
- Storage tends to build up along the boarders of these zones
- The entry to the south 40 is a pinch point and hazard
- Grounds storage area is messy and has narrowed access; mixing of dissimilar materials

ZONE 4
- The southern 40 has many purposes but is not well defined as a designated space for storage or staging

SPACE PLANNING ASSESSMENT
BUILDING 3

General
Problems / Areas of improvement
Works well
Opportunity
Problem Circulation
Good Circulation



AREAS OF IMPROVEMENT

Key information + Takeaways

FM TEAM
- The office spaces generally are not suitable and need to be improved
- There is no designated meeting space
- The workshop space is unsafe and needs to be better outfitted for emergencies
- There is not chemical wash down area for staff protection
- There is not sufficient access through the side of the building
- The area of storage above the offices is not usable and has become a hazard
- There is not direct line of site from the offices to the workspace
- This area has poor electrical layouts and can make working in this space inconvenient

FM TEAM STORAGE
- The air compressor is very noisy and has no noise protection
- The locked storage area is a temporary solution and needs to be more secure

GROUNDS
- The compressor located in the closet is loud and needs noise protection
- There is not chemical wash down area for staff protection
- This area has poor electrical layouts and can make working in this space inconvenient

OTHER
- The restroom space is ill maintained and needs to be larger to better suit the building needs
- This building is close to the train tracks and needs proper noise protection
- The shed on the exterior of the building is for filters etc. and is not large enough. It would be best for this to be indoors
- There is ice build up on the north side of the building
- The fire hydrant is what is accessed to use the wash down pit and this connection should be adjusted to avoid this need
- The building has poor air quality and air quality control
- This building has poor temperature control



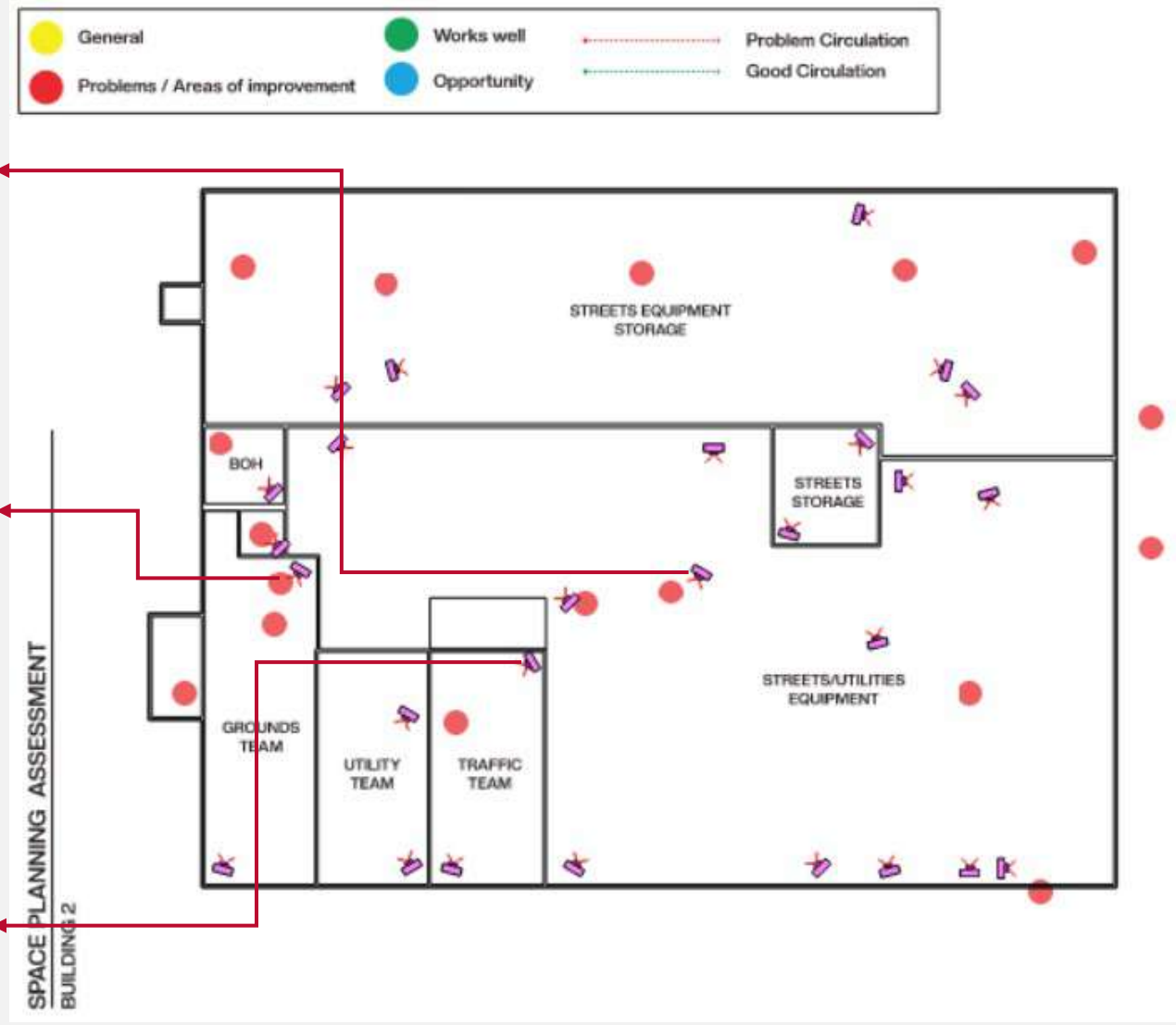


BASIS OF DESIGN IN PROGRESS









AREAS OF IMPROVEMENT

Key information + Takeaways

STREETS EQUIPMENT STORAGE
- The entire ares was identified as a problem area
- There is not enough room for vehicles
- It its very difficult to maneuver into this pace from the exterior
- The floor is not sloped properly
- There is materials stored in circulation paths

STREETS STORAGE
- Nothing was identified in this room as an issue

STREETS AND UTILITIES EQUIPMENT
- This space is not large enough for the equipment it houses
- This room has air/temperature and traffic issues
- The circulation path is interrupted with materials storage
- The bays are not equipped to maintenance vehicles
- There is no safe way to service vehicles
- There is not proper floor draining / water pools

TRAFFIC TEAM
- The sign print shop and office are combined, this is a crammed space

UTILITY TEAM
- Nothing was identified in this room as an issue

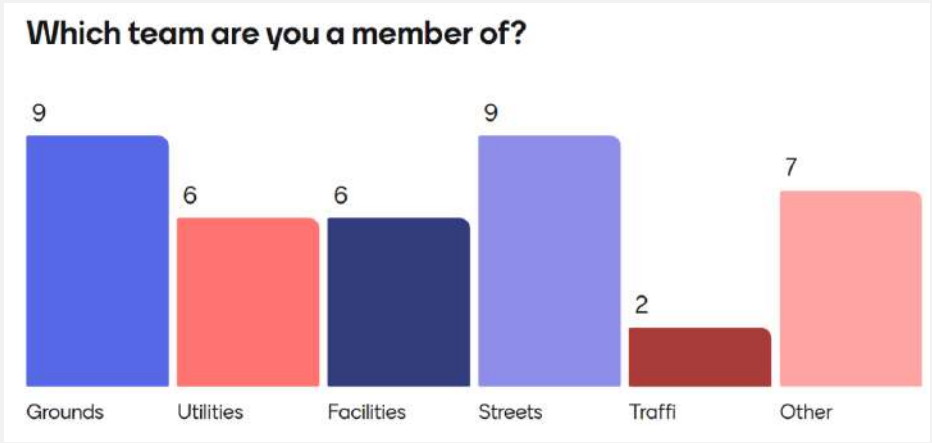
GROUNDS TEAM
- This space is used as office and storage and this is limiting to efficiency

OTHER
- The restrooms are not adequate and flood
- The small area on the west side of the plan is not accessible unless accessed from the exterior
- There is ice building up on the east side of the plan that is a hazard to entry into this space
- This entire building has poor air quality
- This entire building has poor thermal control
- This entire building has limit electrical control /capacity/accessibility
- This entire building has limited safety measures accommodated for

BASIS OF DESIGN IN PROGRESS







Staff Charrette #2

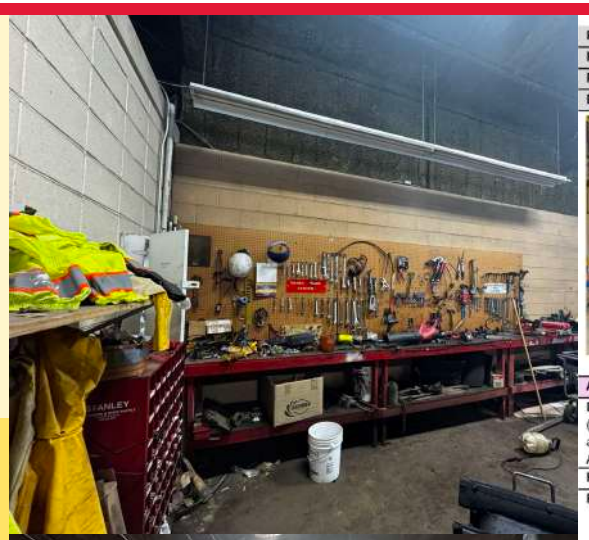
The DPA + SSR team have hosted 2 stakeholder charrette sessions to date with participation from representatives from all departments. These sessions are framed around gathering the necessary information for understanding current use and identify areas of improvements, problems and successes.

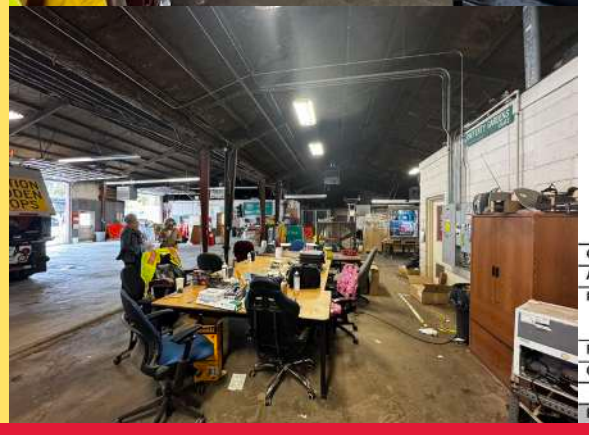
BASIS OF DESIGN PROGRESS

A **facilities assessment** comprehensive evaluation of an existing building and its site to understand current conditions, operational performance, deficiencies, and opportunities for improvement. It establishes a factual, data-driven baseline that informs all planning, programming, cost estimating, and design decisions that follow.

Methodology

1. Planning and Preparation
2. On-Site Assessment and Data Collection
3. Analysis and Reporting





Project Name	**Steamboat Springs Station 1**
Project Location	**Steamboat Springs, CO**
Project Type	**Fire Station**
Building Occupancy	**B, R-2, S-2**



Apparatus Bay

Design Intent
(3) Drive through, Double deep, Aerial Truck accommodating, EV ready, Cab Inspection Accommodating, Apparatus bays

Room Type	Apparatus Parking
Function & Activities	Accommodate about 5 vehicles

- **One Aerial Platform Truck**- (226) 2018 Pierce Velocity (32390) Pierce (32390) Ascendant 110' rear-mount aerial platform 1250 GPM pump, 300 gallon water tank and 20 gallon foam cell (Husky).
- **One or Two Medic Trucks shared between Mountain Station**- (222) 2015 Ram 4500 4×4 / Braun Northwest North Star (2126-1)
  OR
  2021 Ram 4500 4×4 SLT / Braun Northwest North Star (3275-1) 154" Module.
- **One ladder trucks**- (218) 2009 Spartan Metro Star / Rosenbauer / General Safety 1250 GPM pump, 750 gallon water tank and 30 gallon foam cell.
- **One Brush Truck**- (212) 2008 Ford F-550 4×4 Super Duty / OJ Watson.

Quantity	(3) App Bays
Area (NSF)	115
Plan Dimensions	65' x 80' Apparatus Bays 52'Deep Exit Apron 25' Deep Entry Apron
Floor Height	24'-0"
Ceiling Height	22'-0" & 19'-4" at Primary Beams

Environmental Comfort

Heat/Cool	72 deg to 80 deg +/-
Acoustics	NA
Pressure Zone	Red/Hot

HVAC
Mechanically ventilated
Hydronic Radiant floor indoor
Hydronic Snow melt on Aprons
Plymovent vehicle exhaust system at each bay
OS-4 Control & CO/NO2 Gas detectors
Greenheck High Volume, Low speed Ceiling fan

Lighting & Controls
App bay High lights and Static red pendants integrated with Manual/Automatic Lighting control system and Station Alerting System

Special Considerations
Negatively pressured zone to remove contaminants in air. Lighting control to dim at sunset to follow neighborhood light pollution ordinances

Materials

Floor
Sealed Concrete floor; Painted guide lanes for safety.

Walls
Prefinished corrugated metal cladding & sealed concrete walls.

Ceiling
Open to Structure. Painted black.

Wall Base
Rubber base at drywall

Door, Windows & Hardware

Doors
521 Series 14' x 14' Overhead Alum Sectional Doors; Side mount operator; manual latch;
HM door panel & frame general access doors.

Windows
Alum Framed Storefront Fixed window system

Window Coverings
Rough in provided for future roller shades

Hardware
Classroom Lockset

Access Control
Key-in/ Card Key

FF&E

Furniture	NA

Light Fixtures
High bay with Red light pendant

Equipment

BASIS OF DESIGN – NEXT STEPS

Next steps :

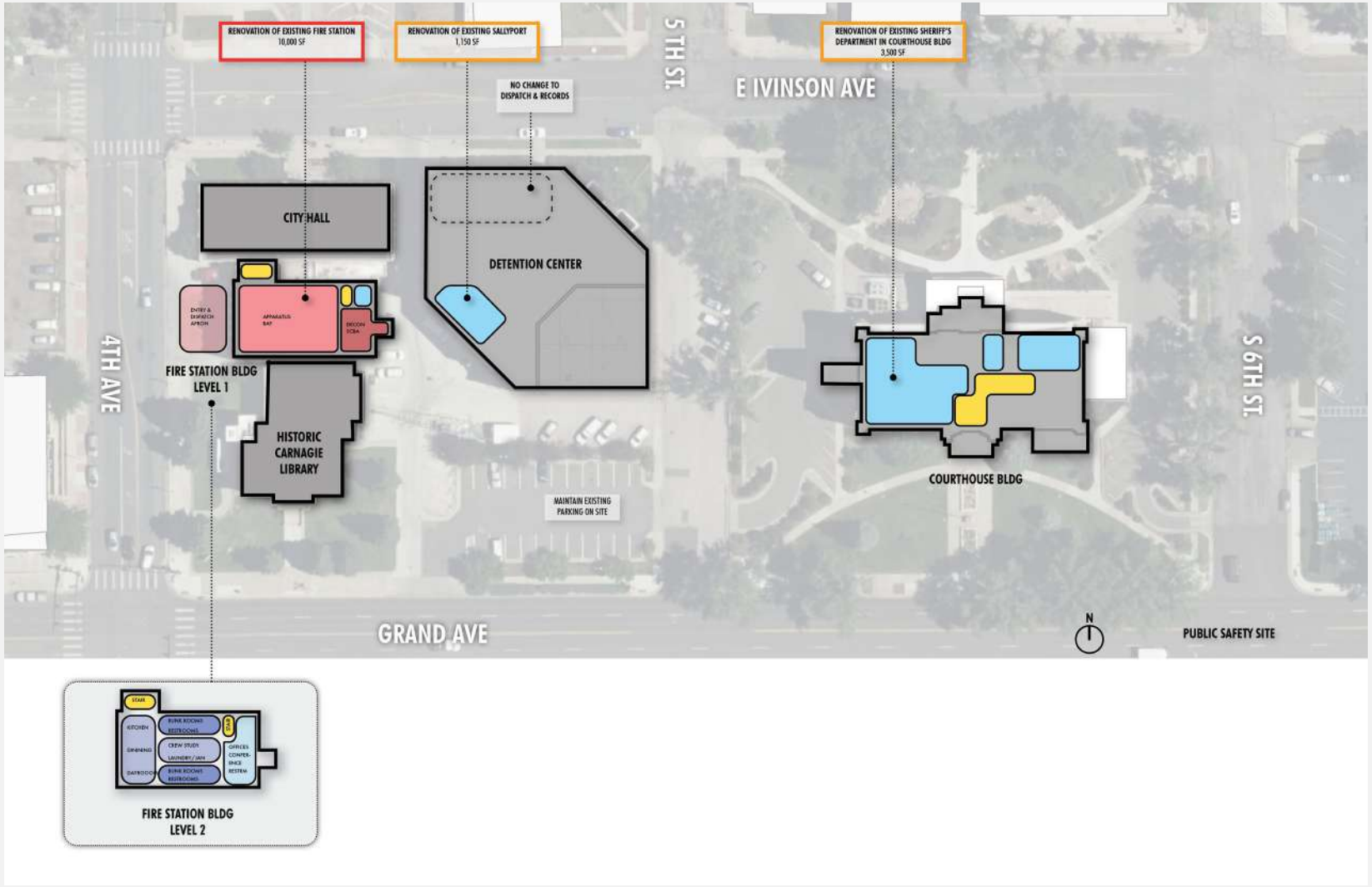
+Site Walk with City Council

+Programming + Analysis

+Stakeholder Charrette #3

+Programming review and feedback

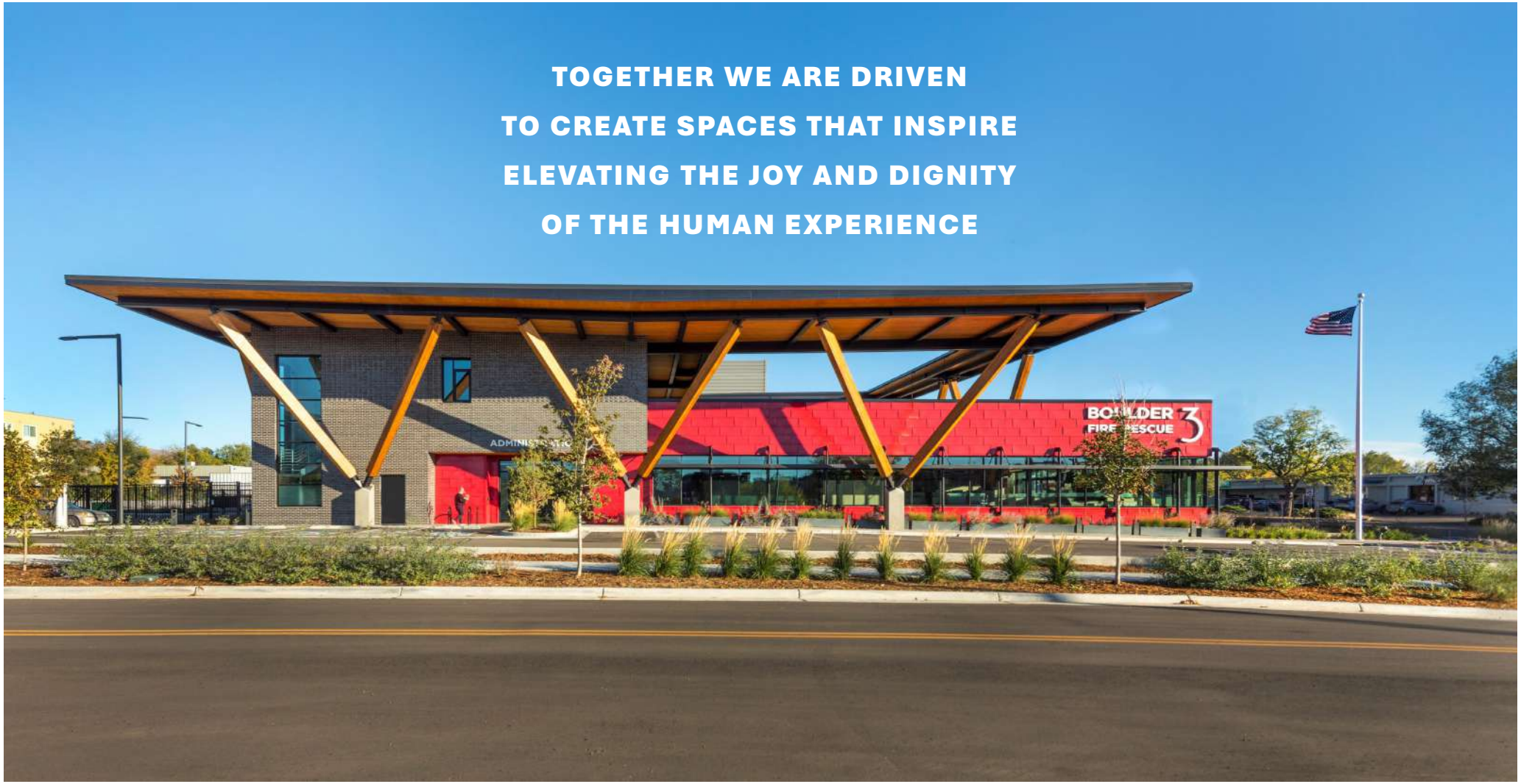
+Ongoing Documentation for final reporting



Example Programming Graphic

BASIS OF DESIGN – THANK YOU

Littleton



SSR DAVIS PARTNERSHIP ARCHITECTS CUMMING GROUP

Staff Communication

File #: ID# 26-074, **Version:** 1

Agenda Date: 04/21/2026

Subject:
Environmental Sustainability Program Update

From:	James L. Becklenberg, City Manager
Prepared by:	Brent Soderlin, Director of Public Works & Utilities
	Laura Rosenbaum, Sustainability Coordinator
Presentation:	Laura Rosenbaum, Sustainability Coordinator

PURPOSE:
Present updates to City Council on initiatives related to sustainability and the environment.

LONG-TERM OUTCOME(S) SERVED:
Sustainable Community with Natural Beauty

DISCUSSION:
Since October 2024, the City of Littleton has been working on numerous initiatives related to environmental sustainability, many of which are key milestones of the city's adopted Environmental Stewardship Action Plan. This update will go into detail about the city's climate planning journey, internal and external operations, and waste diversion.

BACKGROUND:
The presentation delves into three primary areas: climate planning, internal and external operations, and waste diversion. Climate planning is a four-phase process that is currently underway. The first phase was the Greenhouse Gas Inventory, which was presented to council in Fall 2025. Since then, Local Governments for Sustainability (ICLEI) has conducted greenhouse gas goals & climate modeling. Currently, that modeling process is going through a feasibility analysis. The Climate Risk and Vulnerability Assessment was launched in February 2026. An update regarding that assessment will be brought to council study session in the coming weeks, by the Sustainability Coordinator and the external consulting team. Looking ahead to 2028, the intent is to take all these phases and combine them into a tangible and actionable Resilience and Adaptation Plan.

The Sustainability Coordinator, alongside the Tri-Cities Green Business Coordinator, has started the process of forming an internal "Green Team" at the City of Littleton. This first-of-its-kind volunteer group will have a representative from each city department to better coordinate environmental sustainability within Littleton city operations. The group is set to have its first meeting in the next 4-6 weeks.

The Sustainability Coordinator and Director of Public Works & Utilities are the staff liaisons for the Environmental Stewardship Board (ESB). New board members, appointed by council a few weeks ago, were onboarded at the April 1, 2026, meeting. There is renewed enthusiasm for waste diversion outreach and

education, overseeing city plans and projects across departments, and overall excitement to participate in efforts such as the Littleton Boulevard Subarea Plan and upcoming Transportation Master Plan.

Waste Diversion efforts are well underway with updates on the city's Equal Space Ordinance, Hauler Licensing program, and outreach and education.

The City of Littleton, in conjunction with the City of Centennial, is going back through the state technical assistance program called "STEPS" or "Strategic Technical Expertise for the Public Sector." Through the Colorado Department of Public Health and the Environment (CDPHE)'s Colorado Circular Communities Enterprise (C3), the cities will work with an external consultant on hauler outreach and engagement as the program is co-implemented and developed.

Internally, Public Works and Finance are creating a draft hauler licensing program to bring to council for consideration. This could be included in the November fee schedule following proper vetting through city council.

The Sustainability Coordinator, alongside Community Development and the City Attorney's Office, will be creating a draft equal space ordinance to bring before council for consideration in the coming months.

Furthermore, the Sustainability Coordinator and the Communications Department have been working together to create a comprehensive community engagement plan as it relates to these waste diversion efforts and to increase both recycling and composting in the city. The Sustainability Coordinator has submitted an application as part of the Extended Producer Responsibility (EPR) Program through Circular Action Alliance (CAA) to receive additional funds for outreach and education support, which are set to roll out in June 2026 and will go through November 2027.

Prior Actions or Discussions

- April 23, 2024, council study session, ESB presented their finalized Environmental Stewardship Action Plan.
- June 4, 2024, council study session, council supported and endorsed the Horizon 2027 Strategic Plan, which includes implementing ESB's Environmental Stewardship Action Plan. A key milestone identified in the plan was for the city to complete a baseline greenhouse gas inventory, which is now completed. July 22, 2025, council study session, council heard a presentation on the South Metro Waste Diversion preliminary draft final plan.
- October 21, 2025, council meeting, council adopted the South Metro Waste Diversion Plan by resolution, and in doing so, allowed staff to explore an equal space ordinance, hauler licensing, and outreach and education efforts moving into 2026.
- October 21, 2025, council meeting, council heard a report on the completed Greenhouse Gas Inventory and was able to ask questions related to that data, research, and final written analysis.

FISCAL IMPACTS:
N/A

STAFF RECOMMENDATION:
N/A

ALTERNATIVES:

N/A



City of Littleton

2023 Inventory of Community and Government Operations Greenhouse Gas Emissions

JUNE 2025

Produced by the City of Littleton with Assistance from ICLEI – Local Governments for Sustainability USA

Credits and Acknowledgements

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ICLEI-Local Governments for Sustainability USA

This template was updated by ICLEI in 2023

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Executive Summary

The City of Littleton ("Littleton") recognizes that greenhouse gas (GHG) emissions from human activity are catalyzing profound climate change, the consequences of which pose substantial risks to the future health, well-being, and prosperity of our community. In 2024, Littleton adopted its first ever Environmental Stewardship Action Plan. This plan contains six key focus areas: air quality/emissions, built environment, consumption and waste diversion, natural environment, water, and community. Step one to tracking the reduction of emissions is to first know where we are starting from. Step two would then be to create reduction targets for the community of Littleton to work towards.

This report provides estimates of greenhouse gas emissions resulting from activities in Littleton as a whole in 2023, as well as emissions specifically from the city's government operations. This report only accounts for the actual incorporated Littleton city limits of 13.75 square miles. The data found within this report is meant to equip city decision makers as well as residents with the knowledge they need to take the best steps forward. Steps taken to reduce the city's GHG emissions will also help accomplish other city goals, such as increasing urban tree canopy, as outlined in Littleton's 2023 Urban Forestry Management Plan.

Seeing the reductions needed will be a community effort. This inventory marks the completion of Milestone One of the Five ICLEI Climate Mitigation Milestones. The next steps are to forecast emissions, set an emissions-reduction target, and build upon the existing Environmental Stewardship Action Plan with a more robust resilience and adaptation plan that identifies specific, quantified strategies that can cumulatively meet that target. To keep engaged with sustainability work within the city, please reference the Sustainability pages on Littletonco.gov, where you can learn more about sustainability programs, policies, and efforts you'd like to see here in Littleton.

Key Findings

Figure 1 shows community-wide emissions by sector. The largest contributor is Commercial Energy with 33.05% of emissions. The next largest contributors are Transportation & Mobile Sources (31.84%) and Residential Energy (27.35%). Actions to reduce emissions in all of these sectors will be a key part of a resilience and adaptation plan. Solid Waste, Water & Wastewater, and Process & Fugitive Emissions were responsible for the remaining (less than 7.74%) emissions.

Figure 2 shows local government operations emissions. The Water & Wastewater Treatment Facilities sector accounts for a vast majority (81.06%) of these emissions. The next largest contributor is Building & Facilities (10.71%), followed by Vehicle Fleet (4.52%). Actions to reduce emissions from these sectors will be a key part of any future resilience and adaptation plan developed by Littleton. Employee Commute, Solid Waste Facilities, Street Lights & Traffic Signals, and Transit Fleet were responsible for the remainder (less than 3.71%) of local government operations emissions.

The Inventory Results section of this report provides a detailed profile of emissions sources within Littleton; information that is key to guiding local reduction efforts. These data will also provide a baseline against which the city will be able to compare future performance and demonstrate progress in reducing emissions.

Figure 1: Community-wide Emissions

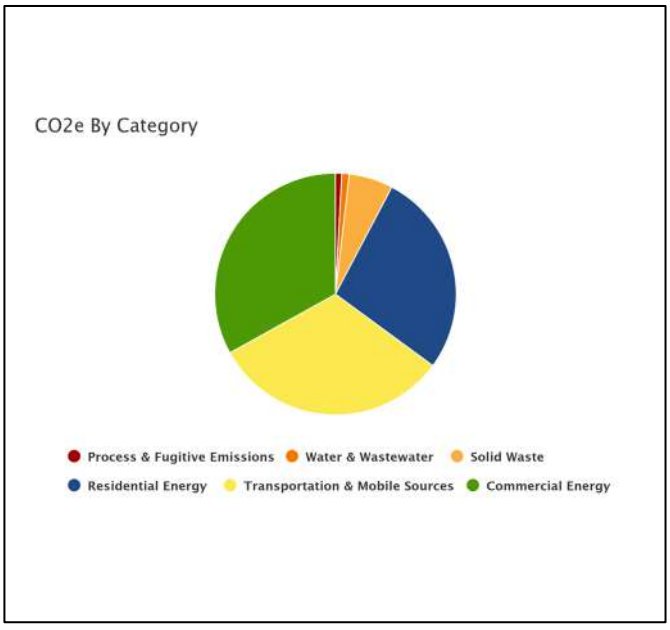
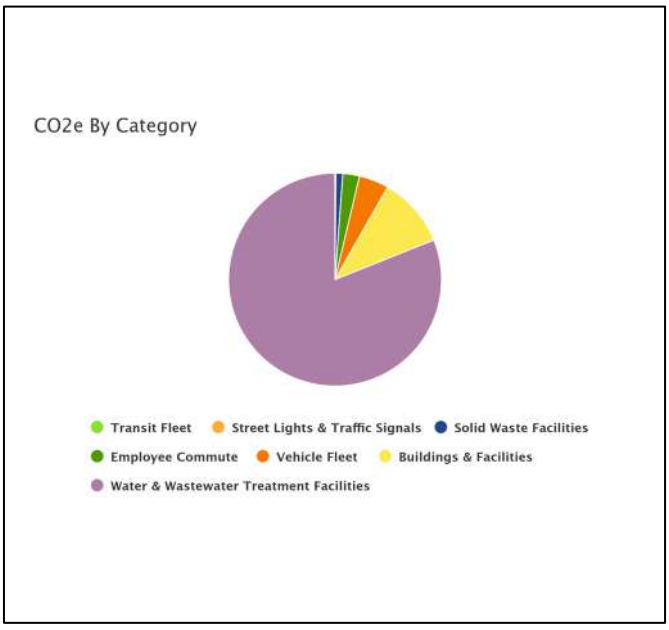


Figure 2: Local Government Operations Emissions



Introduction to Climate Change

Naturally occurring gases dispersed in the atmosphere determine the Earth's climate by trapping solar radiation, a phenomenon known as the greenhouse effect. Overwhelming evidence shows that human activities are increasing the concentration of greenhouse gases and changing the global climate. The most significant contributor is the burning of fossil fuels for transportation, electricity generation and other purposes, which introduces large amounts of carbon dioxide and other greenhouse gases into the atmosphere. Collectively, these gases intensify the natural greenhouse effect, causing global average surface and lower atmospheric temperatures to rise, threatening the safety, quality of life, and economic prosperity of global communities. Although the natural greenhouse effect is needed to keep the earth warm, a human enhanced greenhouse effect with the rapid accumulation of GHG in the atmosphere leads to too much heat and radiation being trapped. The Intergovernmental Panel on Climate Change (IPCC) Sixth Assessment Report confirms that human activities have unequivocally caused an increase in carbon emissions[1]. Many regions are already experiencing the consequences of global climate change, and Littleton is no exception.

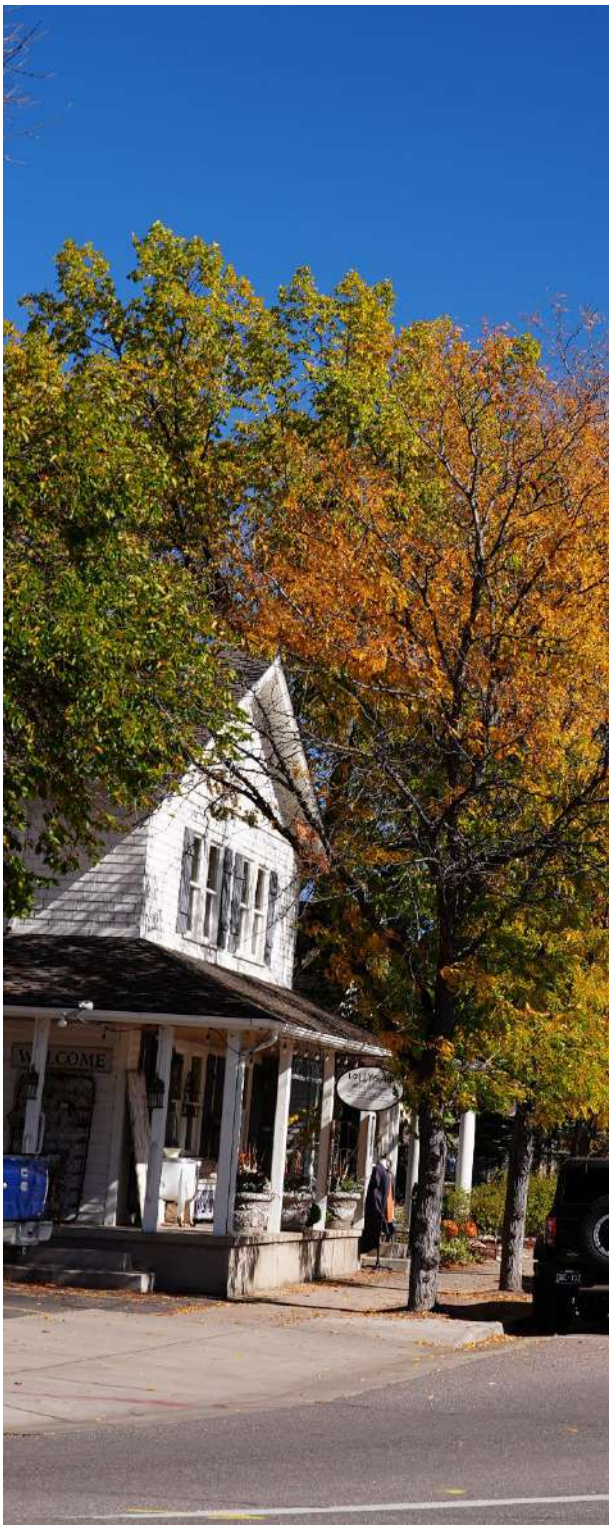
Human activities are estimated to have caused approximately 1.0°C of global warming above pre-industrial levels, with a likely range of 0.8°C to 1.2°C. Global warming is likely to reach 1.5°C between 2030 and 2052 if it continues to increase at the current rate. (high confidence) Warming from anthropogenic emissions from the pre-industrial period to the present will persist for centuries to millennia and will continue to cause further long-term changes in the climate system, such as sea level rise, with associated impacts (high confidence), but these emissions alone are unlikely to cause global warming of 1.5°C (medium confidence). Climate-related risks for natural and human systems are higher for global warming of 1.5°C than at present, but lower than at 2°C (high confidence). These risks depend on the magnitude and rate of warming, geographic location, levels of development and vulnerability, and on the choices and implementation of adaptation and mitigation options (high confidence)[2].

[1]IPCC, 2021: Summary for Policymakers. In: Climate Change 2021: The Physical Science Basis. Contribution of Working Group I to the Sixth Assessment Report of the Intergovernmental Panel on Climate Change [MassonDelmotte, V., P. Zhai, A. Pirani, S. L. Connors, C. Péan, S. Berger, N. Caud, Y. Chen, L. Goldfarb, M. I. Gomis, M. Huang, K. Leitzell, E. Lonnoy, J. B. R. Matthews, T. K. Maycock, T. Waterfield, O. Yelekçi, R. Yu and B. Zhou (eds.)]. Cambridge University Press. In Press.

[2]IPCC, 2018: Summary for Policymakers. In: Global Warming of 1.5°C. An IPCC Special Report on the impacts of global warming of 1.5°C above pre-industrial levels and related global greenhouse gas emission pathways, in the context of strengthening the global response to the threat of climate change, sustainable development, and efforts to eradicate poverty [Masson-Delmotte, V., P. Zhai, H.-O. Pörtner, D. Roberts, J. Skea, P.R. Shukla, A. Pirani, W. Moufouma-Okia, C. Péan, R. Pidcock, S. Connors, J.B.R. Matthews, Y. Chen, X. Zhou, M.I. Gomis, E. Lonnoy, T. Maycock, M. Tignor, and T. Waterfield (eds.)]. World Meteorological Organization, Geneva, Switzerland, 32 pp.

According to the 2023 National Climate Assessment, the effects of climate change are many, including (but not limited to) increased wildfires, drought, extreme heat, air pollution, and more. In Colorado, climate change has already led to reductions in seasonal maximum snowpack, resulting in less available surface water for irrigation downstream and, consequently, crop production losses and food security risks. To learn more about how climate change will directly impact communities within the Southwest specifically, visit https://nca2023.globalchange.gov/chapter/28/[3].

Many communities in the United States have started to take responsibility for addressing climate change at the local level. Reducing fossil fuel use in the community can have many benefits in addition to reducing greenhouse gas emissions. More efficient use of energy decreases utility and transportation costs for residents and businesses. Retrofitting homes and businesses to be more efficient creates local jobs. In addition, when residents save on energy costs, they are more likely to spend at local businesses and add to the local economy. Reducing fossil fuel use improves air quality and increasing opportunities for walking and bicycling improve residents' health.



[3] White, D.D., E.H. Elias, K.A. Thomas, C.E. Bradatan, M.W. Brunson, A.M. Chischilly, C.A.F. Enquist, L.R. Fisher, H.E. Froehlich, E.A. Koebele, M. Méndez, S.M. Ostoja, C. Steele, and J.K. Vanos, 2023: Ch. 28. Southwest. In: Fifth National Climate Assessment. Crimmins, A.R., C.W. Avery, D.R. Easterling, K.E. Kunkel, B.C. Stewart, and T.K. Maycock, Eds. U.S. Global Change Research Program, Washington, DC, USA. https://doi.org/10.7930/NCA5.2023.CH28.

Greenhouse Gas Inventory as a Step Toward Carbon Neutrality

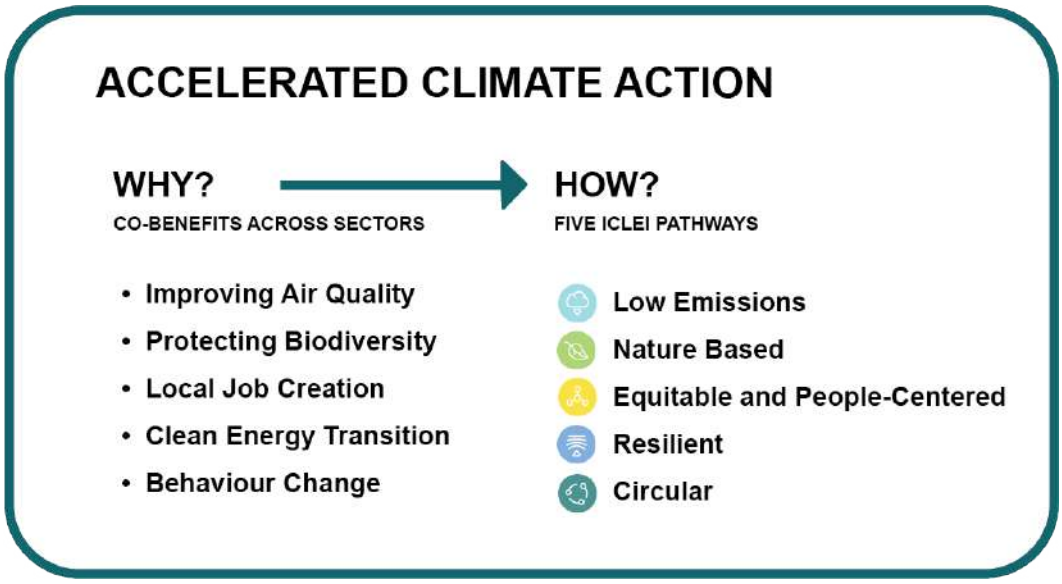
Facing the climate crisis requires the concerted efforts of local governments and their partners, those that are close to the communities directly dealing with the impacts of climate change.

Cities, towns, and counties are well placed to develop coherent and inclusive plans that address integrated climate action — climate change adaptation, resilience, and mitigation. Existing targets and plans need to be reviewed to bring in the necessary level of ambition and outline how to achieve net-zero emissions by 2050 at the latest. Creating a roadmap for climate neutrality requires Littleton to identify priority sectors for action, while considering climate justice, inclusiveness, local job creation, and other benefits of sustainable development.

To complete this inventory, Littleton utilized tools and guidelines from ICLEI - Local Governments for Sustainability (ICLEI), which provides authoritative direction for greenhouse gas emissions accounting and defines climate neutrality as follows:

> The targeted reduction of greenhouse gas (GHG) emissions and GHG avoidance in government operations and across the community in all sectors to an absolute net-zero emission level at the latest by 2050. In parallel, it is critical to adapt to climate change and enhance climate resilience across all sectors, in all systems and processes.

To achieve ambitious emissions reduction and move toward climate neutrality, Littleton will need to set a clear goal and act rapidly following a holistic and integrated approach. Climate action presents an opportunity for our community to experience a wide range of co-benefits, such as creating socio-economic opportunities, reducing poverty and inequality, and improving the health of both people and nature.



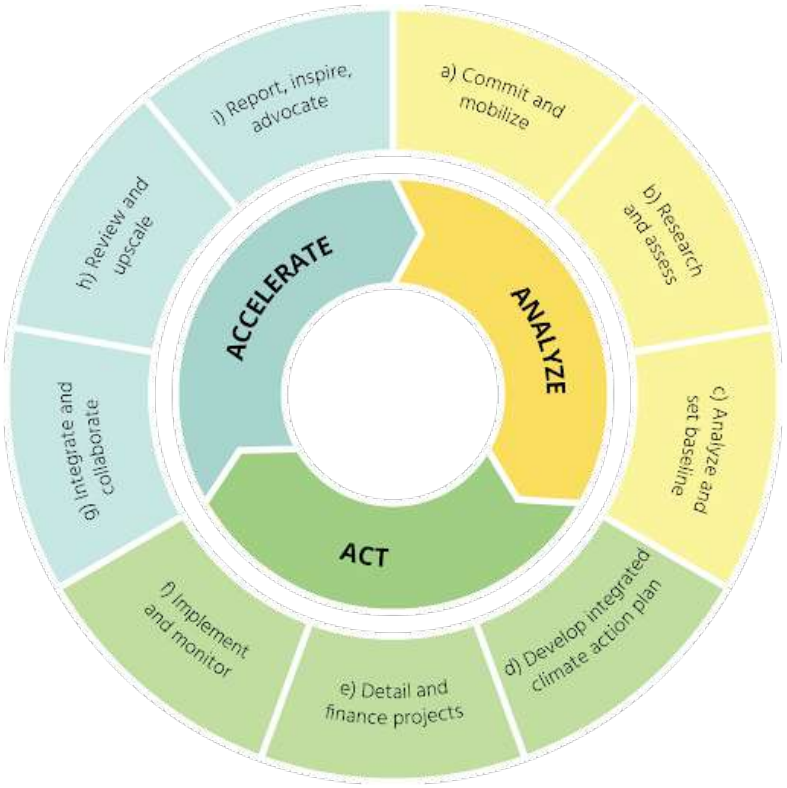
ICLEI GreenClimateCities Framework

For this inventory, Littleton's process is informed by ICLEI's GreenClimateCities Framework for integrated climate action. Littleton follows the stepwise approach shown below in Figure 3, which involves collecting and analyzing climate data, action, implementation, leadership, and collaboration, always with an equity lens.

The Framework is organized into three phases: Analyze, Act, and Accelerate, designed for communities pursuing integrated climate action. The Framework incorporates greenhouse gas emissions reductions, climate adaptation actions, and equitable, inclusive decision-making. Littleton's inventory has Science-Based Targets[4] and falls under Step C- Analyze and set a baseline.

Over 600 U.S. communities have followed this basic Framework, previously known as ICLEI's Five Milestones for Emissions Management, and today, it is represented through the streamlined Analyze-Act-Accelerate model shown below.

Figure 3: ICLEI GreenClimateCities Framework



[4] Science-Based Targets are calculated climate goals, in line with the latest climate science, that represent your community's fair share of the ambition necessary to meet the Paris Agreement commitment of keeping warming below 1.5°C. To achieve this goal, the Intergovernmental Panel on Climate Change (IPCC) states that we must reduce global emissions by 50% by 2030 and achieve climate neutrality by 2050. Equitably reducing global emissions by 50% requires that high-emitting, wealthy nations reduce their emissions by more than 50%.

Inventory Methodology

Understanding a Greenhouse Gas Emissions Inventory

The first step toward achieving tangible GHG emission reductions requires identifying baseline emissions levels and sources, as well as activities generating emissions in the community. This report presents emissions from both the Littleton community and from the operations of Littleton's government. The government operations inventory is a subset of the community inventory, as shown to the right in *Figure 4: Relationship of Community and Government Operations Inventories*. For example, data on commercial energy use by the community includes energy consumed by municipal buildings, and community vehicle-miles-traveled estimates include miles driven by municipal fleet vehicles.



As local governments continue to join the climate movement, the need for a standardized approach to quantify GHG emissions has proven essential. This inventory uses the approach and methods provided by the U.S. Community Protocol for Accounting and Reporting Greenhouse Gas Emissions (Community Protocol) and the Local Government Operations Protocol for Accounting and Reporting Greenhouse Gas Emissions (LGO Protocol), both of which are described below. This inventory includes three greenhouse gases: carbon dioxide (CO2), methane (CH4), and nitrous oxide (N2O). Many of the charts in this report represent emissions in "carbon dioxide equivalent" (CO2e) values, calculated using the Global Warming Potentials (GWP) for methane and nitrous oxide from the IPCC 6th Assessment (100-Year Values) Report[5].

Table 1: Global Warming Potential Values (IPCC, 2023)

Greenhouse Gas	Global Warming Potential
Carbon Dioxide (CO2)	1
Methane (CH4)	29.8
Nitrous Oxide (N2O)	273

[5] Forster, P., T. Storelvmo, K. Armour, W. Collins, J.-L. Dufresne, D. Frame, D.J. Lunt, T. Mauritsen, M.D. Palmer, M. Watanabe, M. Wild, and H. Zhang, 2021: The Earth's Energy Budget, Climate Feedbacks, and Climate Sensitivity. In *Climate Change 2021: The Physical Science Basis. Contribution of Working Group I to the Sixth Assessment Report of the Intergovernmental Panel on Climate Change* [Masson-Delmotte, V., P. Zhai, A. Pirani, S.L. Connors, C. Péan, S. Berger, N. Caud, Y. Chen, L. Goldfarb, M.I. Gomis, M. Huang, K. Leitzell, E. Lonnoy, J.B.R. Matthews, T.K. Maycock, T. Waterfield, O. Yelekçi, R. Yu, and B. Zhou (eds.)]. Cambridge University Press, Cambridge, United Kingdom and New York, NY, USA, pp. 923–1054, doi: 10.1017/9781009157896.009.

Community Emissions Protocol

Version 1.2 of the U.S. Community Protocol for Accounting and Reporting GHG Emissions[6] was released by ICLEI in 2019 and represents a national standard for guidance to help U.S. local governments develop effective community GHG emissions inventories. It establishes reporting requirements for all community GHG emissions inventories, provides detailed accounting guidance for quantifying GHG emissions associated with a range of emission sources and community activities, and offers several optional reporting frameworks to help local governments customize their community GHG emissions inventory reports based on their local goals and capacities.

The community inventory in this report includes emissions from the five Basic Emissions Generating Activities required by the Community Protocol. These activities are:

- Use of electricity by the community
- Use of fuel in residential and commercial stationary combustion equipment
- On-road passenger and freight motor vehicle travel
- Use of energy in potable water and wastewater treatment and distribution
- Generation of solid waste by the community

The community inventory also includes the following activities:

- Wastewater processing
- Fugitive emissions from natural gas leakage

Local Government Operations (LGO) Protocol

In 2010, ICLEI, the California Air Resources Board (CARB), and the California Climate Action Registry (CCAR) released Version 1.1 of the LGO Protocol[7]. The LGO Protocol serves as the national standard for quantifying and reporting GHG emissions from local government operations. The purpose of the LGO Protocol is to provide the principles, approach, methodology, and procedures needed to develop a local government operations GHG emissions inventory.

The following activities are included in the LGO inventory:

- Energy and natural gas consumption from buildings & facilities
- Wastewater treatment processes
- On-road transportation from employee commute and vehicle fleet

[6] ICLEI. 2012. US Community Protocol for Accounting and Reporting Greenhouse Gas Emissions. Retrieved from http://www.icleiusa.org/tools/ghg-protocol/community-protocol

[7] ICLEI. 2008. Local Government Operations Protocol for Accounting and Reporting Greenhouse Gas Emissions. Retrieved from http://www.icleiusa.org/programs/climate/ghg-protocol/ghg-protocol

Quantifying Greenhouse Gas Emissions

Sources and Activities

Communities contribute to GHG emissions in many ways. Two central categorizations of emissions are used in the community inventory: 1) GHG emissions that are produced by "sources" located within the community boundary, and 2) GHG emissions produced as a consequence of community "activities".

Source	Activity
Any physical process inside the jurisdictional boundary that releases GHG emissions into the atmosphere.	The use of energy, materials, and/or services by members of the community that result in the creation of GHG emissions.

By reporting on both GHG emissions sources and activities, local governments can develop and promote a deeper understanding of GHG emissions associated with their communities. A purely source-based emissions inventory could be summed to estimate total emissions released within the community's jurisdictional boundary. In contrast, a purely activity-based emissions inventory could provide perspective on the efficiency of the community, even when the associated emissions occur outside the jurisdictional boundary. The division of emissions into sources and activities replaces the scopes framework that is used in government operations inventories, but that does not have a clear definition for application to community inventories.

Base Year

The inventory process requires the selection of a base year with which to compare current emissions. Littleton's community GHG emissions inventory utilizes 2023 as its baseline year, because it is the most recent year for which the necessary data are available.

Quantification Methods

Greenhouse gas emissions can be quantified in two ways:

- Measurement-based methodologies refer to the direct measurement of greenhouse gas emissions (from a monitoring system) emitted from a flue of a power plant, wastewater treatment plant, landfill, or industrial facility.
- Calculation-based methodologies calculate emissions using activity data and emission factors. To calculate emissions accordingly, the basic equation below is used:

$$\textit{Activity Data} \times \textit{Emission Factor} = \textit{Emissions}$$

Most emission sources in this inventory are quantified using calculation-based methodologies. Activity data refer to the relevant measurement of energy use or other greenhouse gas-generating processes,

such as fuel consumption by fuel type, metered annual electricity consumption, and annual vehicle miles traveled. Please see the appendices for a detailed listing of the activity data used in composing this inventory.

Known emission factors are used to convert energy usage or other activity data into associated quantities of emissions. Emission factors are usually expressed in terms of emissions per unit of activity data (e.g., lbs CO2/kWh of electricity). For this inventory, calculations were made using ICLEI's ClearPath tool.



Community Emissions Inventory Results

The total community-wide emissions for the 2023 inventory are shown in Table 2 and Figure 5.

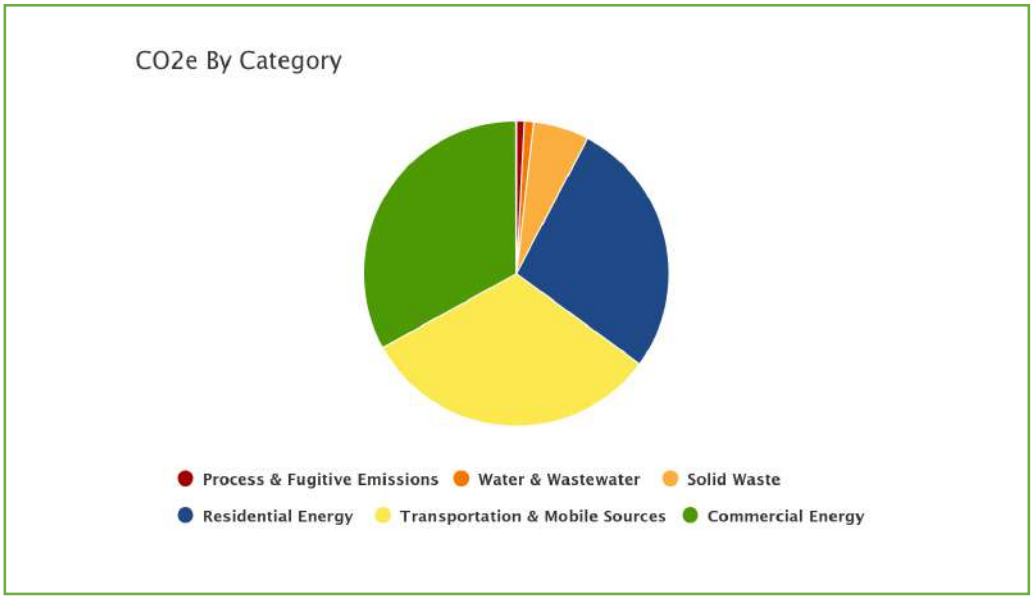
Table 2: Community-wide Emissions Inventory

Sector	Fuel or source	2023 Usage	Usage unit	2023 Emissions ($MTCO_2e$)
Residential energy	Electricity	142,566,433	kWh	61,121
	Natural Gas	12,258,258	Therms	65,193
	Propane (HGL)	11,244.32	MMBtu	698
	Wood	7,496.34	MMBtu	73.03
Residential energy total				**127,085.03**
Commercial energy	Electricity	210,369,406	kWh	90,190
	Natural gas	8,938,775	Therms	47,539
	Motor Gasoline	102,004	MMBtu	7,216.1
	Distillate Fuel Oil	63,268	MMBtu	4,710.5
	Propane (HGL)	58,104	MMBtu	3,605.9
	Wood and Wood Residuals	28,406	MMBtu	276.73
	Kerosene	646	MMBtu	48.91
Commercial energy total				**153,587.14**
On-road transportation	Gasoline (passenger vehicles)	264,726,324.85	Annual VMT	103,222
	Diesel (freight trucks)	31,628,947.82	Annual VMT	41,362
Transit – Bus	Diesel	229,347.3	Annual VMT	458.98
RTD Light Rail	Electricity	6,837,883.42	kWh	2,931.5
Transportation & mobile sources total				**147,974.48**
Solid Waste	Waste Generated	45,429	Tons	27,384
Solid waste total				**27,384**
Water and wastewater	Supply of Potable Water – Electricity	1,512,904	kWh	755.31
	Supply of Potable Water – Natural Gas	20,062	Therms	
	Wastewater Treatment Energy Usage – Electricity	3,636,361	kWh	1,912.2
	Wastewater Treatment Energy Usage – Natural Gas	66,413	Therms	
	Fossil Fuel Derived Methanol (Anaerobic Digestion)	2.3	MT CH3OH / day	1,035.8
	Process N2O Emissions	1.25	Decimal	716.63

	Process N2O from Effluent Discharge to river	145	kg N / day	113.5
	Flaring of Digester Gas – Digester Gas Produced	47,100	Cubic Feet / Day	105.2
	Flaring of Digester Gas – Fraction of CH4 in Digester Gas	0.6	Decimal	
	Flaring of Digester Gas – Destruction Efficiency	0.98	Decimal	
	Combustion of Digester Gas – Gas Production	210,000	scf / day	19.79
	Combustion of Digester Gas – Heat Content	996	Btu / scf	
Water and wastewater total				**4,658.43**
Process & Fugitive Emissions	Fugitive Emissions from Natural Gas Distribution	21,197,033	Therms	3,913.9
Process & Fugitive total				**3,913.9**
Total community-wide emissions				**464,602.98**

Figure 5 shows the distribution of community-wide emissions by sector. Commercial Energy is the largest contributor, followed by Transportation & Mobile Sources and Residential Energy.

Figure 5: Community-wide Emissions by Sector



Next Steps:

The inventory should be used to focus and prioritize actions to reduce emissions. Based on the inventory results, the following areas have the greatest potential for emissions reduction:

- Commercial Energy
- Transportation & Mobile Sources
- Residential Energy

Completion of another GHG inventory in two to five years is recommended to assess progress resulting from any actions implemented. The detailed methodology section of this report, as well as notes and attached data files in the ClearPath tool and a master data Excel file provided to Littleton, will be helpful to complete a future inventory consistent with this one.

Government Operations Emissions Inventory Results

Government operations emissions for 2023 are shown in Table 3 and Figure 6.

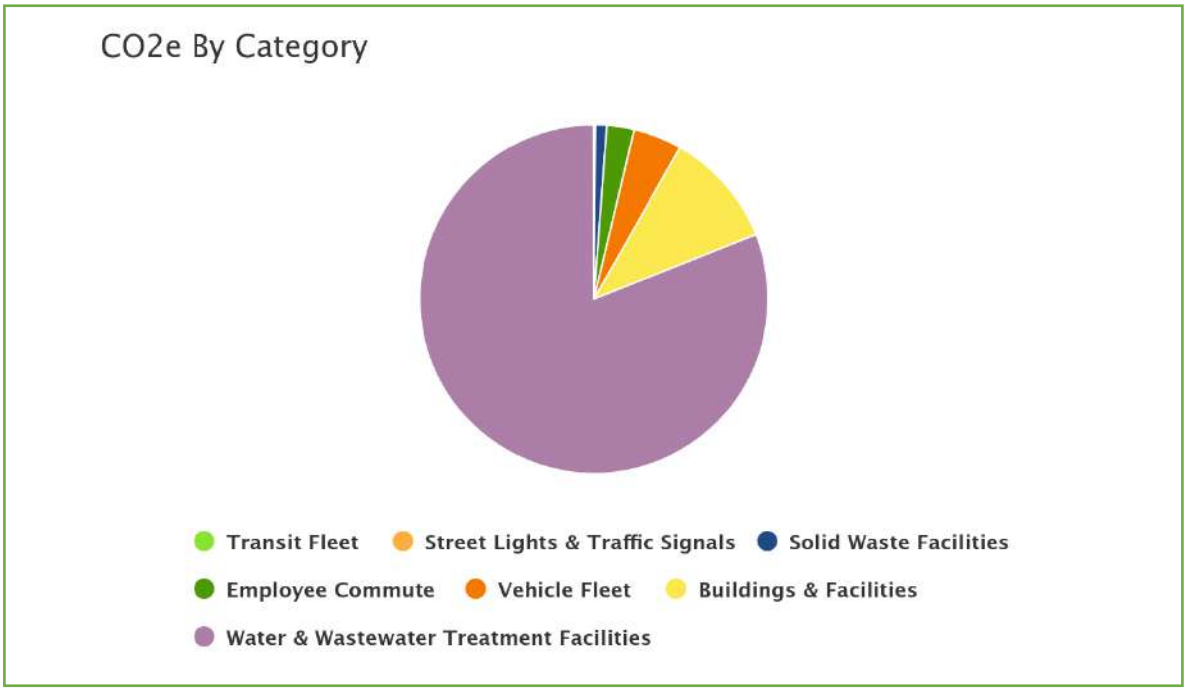
Table 3: Local Government Operations Inventory

Sector	Fuel or source	2023 Usage	Usage unit	2023 Emissions ($MTCO_2e$)
Buildings & Facilities	Electricity	3,622,696	kWh	1,553.1
	Natural Gas	81,481	Therms	433.34
Buildings & Facilities total				**1,986.44**
Street Lights & Traffic Signals	Electricity	37,404	kWh	16.04
Street Lights & Traffic Signals total				**16.04**
Vehicle Fleet	Gasoline (off-road) – Small Utility	117.73	Gallons	1.04
	Gasoline (off-road) – Construction	84.1	Gallons	0.75
	Diesel (off-road) – Large Utility	2,388.47	Gallons	24.59
	Gasoline (on-road)	73,566.06	Gallons	647.55
	Diesel (on-road)	16,030.56	Gallons	164.34
Vehicle Fleet total				**838.27**
	Gasoline – Paratransit Bus	1,192.9	Gallons	10.5
Transit Fleet total				**10.5**
Employee Commute	Gasoline	1,168,642.45	Annual VMT	462.57
	Diesel	8,189.25	Annual VMT	4.67
	Electric	8,189.25	Annual VMT	1.3
Employee Commute Total				**468.54**
Solid Waste	Waste Generation	123	Tons	195.12
Solid waste total				**195.12**
Water and wastewater	Wastewater Treatment Energy Usage – Electricity	24,793,371	kWh	10,629
	Wastewater Treatment Energy Usage – Natural Gas	452,817	Therms	2,408.2
	Fossil Fuel Derived Methanol (Anaerobic Digestion)	2.3	Metric Tons CH3OH / day	1,035.8
	Process N2O Emissions	1.25	Decimal	716.63
	Process N2O from Effluent Discharge to river	145	kg N / day	113.5

	Flaring of Digester Gas – Digester Gas Produced	47,100	Cubic Feet / Day	105.2
	Flaring of Digester Gas – Fraction of CH4 in Digester Gas	0.6	Decimal	
	Flaring of Digester Gas – Destruction Efficiency	0.98	Decimal	
	Combustion of Digester Gas – Gas Production	210,000	scf / day	19.79
	Combustion of Digester Gas – Heat Content	996	Btu / scf	
	Combustion of Digester Gas – Gas Composition	98.6	Percent CH4	
Water and wastewater total				**15,028.12**
Total government emissions				**18,542.03**

Figure 6 shows the distribution of emissions among the sectors included in the inventory. Water and wastewater represent the majority of emissions, followed by Buildings and Facilities, and Vehicle Fleet. Street Lights & Traffic Signals, Transit Fleet, Employee Commute, and Solid Waste account for a small portion of emissions.

Figure 6: Local Government Operations Emissions by Sector

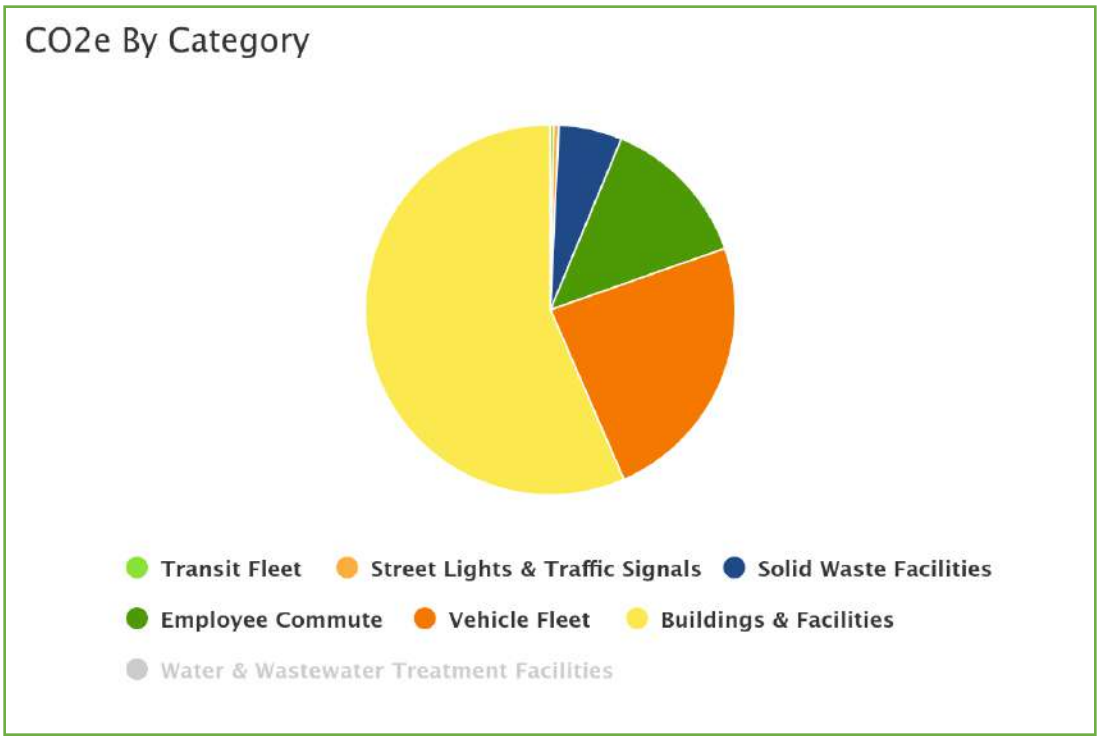


Understanding the Data:

Littleton owns and operates a wastewater treatment plant, South Platte Renew (SPR), which is a joint venture with the City of Englewood. SPR serves a population of 300,000 in the south metro area. The facility is located within the City of Englewood's city boundaries. For the community-wide emissions inventory, this makes water and wastewater treatment Scope 3, or emissions that occur outside the city boundary as a result of activities taking place within the city boundary.

However, for the local government operations inventory, since Littleton has operational and financial control over SPR, it is considered Scope 1 emissions. While water and wastewater emissions are the largest portions of Littleton's municipal greenhouse gas emissions, if you reference Littleton's community-wide inventory, water and wastewater emissions make up an exceedingly small amount comparatively. SPR has shown incredible leadership in sustainability, being the first to implement a Renewable Natural Gas (RNG) pipeline injection project in the state. The RNG facility offsets an annual 3,500 Metric Tons (MT) of Carbon Dioxide Equivalent (CO2eq) relative to flaring biogas, the standard disposal method of anaerobic digester biogas; however, given the purchaser of the renewable credits uses the carbon credits, the official carbon footprint only includes carbon emissions from electricity and natural gas usage. If you converted that 3,500 MT of CO2e saved to vehicle miles driven, it would be 8.7 million. To better address municipal greenhouse gas emissions, refer to Figure 7, which depicts the local government operations inventory with water and wastewater excluded.

Figure 7: Local Government Operations Emissions by Sector Without Water and Wastewater



Based on the adjusted inventory, the largest contributor is Building & Facilities (56.5%), followed by Vehicle Fleet (23.9%), and Employee Commute (13.3%). Solid Waste Facilities, Street Lights & Traffic Signals, and Transit Fleet Emissions were responsible for the remaining (less than 6.3%) emissions.

Next Steps:

Based on the adjusted inventory results, the following areas have the greatest potential for emissions reduction:

- City Buildings & Facilities
- Vehicle Fleet
- Employee Commute

Conclusion

This inventory marks the completion of Milestone One of the Five ICLEI Climate Mitigation Milestones. The next steps are to forecast emissions, set an emissions-reduction target, and build upon the existing Environmental Stewardship Action Plan with a more robust resilience and adaptation plan that identifies specific, quantifiable strategies that can cumulatively meet that target.

The Intergovernmental Panel on Climate Change (IPCC) states that to meet the Paris Agreement commitment of keeping warming below 1.5°C, we must reduce global emissions by 50% by 2030 and reach climate neutrality by 2050. Equitably decreasing global emissions by 50% requires that high-emitting, wealthy nations reduce their emissions by more than 50%. More than ever, it is imperative that countries, regions, and local governments set targets that are ambitious enough to slash carbon emissions between now and mid-century.

Science-Based Targets are calculated climate goals, in line with the latest climate science, that represent a community's fair share of the global ambition necessary to meet the Paris Agreement commitment. To achieve a science-based target, community education, involvement, and partnerships will be instrumental.

Additionally, Littleton will continue to monitor key energy use and emissions indicators on an ongoing basis. It is recommended that communities update their inventories regularly, especially as plans are implemented, to ensure measurement and verification of impacts. Regular inventories also allow for "rolling averages" to provide insight into sustained changes and can help reduce the chance of an anomalous year being incorrectly interpreted. This inventory shows that Commercial & Residential Energy, as well as community-wide transportation patterns, will be fundamental to focus on. Through these efforts and others, Littleton can achieve environmental, economic, and social benefits beyond reducing emissions.

Appendix: Methodology Details

Energy

The following tables show each activity, related data sources, and notes on data gaps.

Table 4: Energy Data Sources

Activity	Data Source	Data Gaps/Assumptions
Community-wide		
Residential and commercial electricity consumption	Xcel Energy 2023 Community Energy Reports[8]	N/A
Residential and commercial natural gas consumption	Xcel Energy 2023 Community Energy Reports[9]	N/A
Residential and commercial HGL (propane) consumption	State Energy Data System[10]	Residential usage is downscaled based on the number of households. Commercial usage is downscaled based on the number of commercial jobs.
Residential and commercial wood consumption	State Energy Data System[11]	The same data gaps exist from "Residential and commercial HGL (propane) consumption".

[8] https://www.xcelenergy.com/community_energy_reports
[9] https://www.xcelenergy.com/community_energy_reports
[10] https://www.eia.gov/state/seds/seds-data-complete.php?sid=US
[11] https://www.eia.gov/state/seds/seds-data-complete.php?sid=US

Commercial distillate fuel oil no. 2 consumption	State Energy Data System[12]	The same data gaps exist from "Residential and commercial HGL (propane) consumption".
Commercial kerosene consumption	State Energy Data System[13]	The same data gaps exist from "Residential and commercial HGL (propane) consumption".
Commercial gasoline consumption	State Energy Data System[14]	The same data gaps exist from "Residential and commercial HGL (propane) consumption".
Local Government Operations		
Electricity consumption	Xcel Energy	N/A
Natural gas consumption	Xcel Energy	N/A

Table 5: Emissions Factors for Electricity Consumption[i]

Year	CO_2 (lbs./MWh)	CH_4 (lbs./GWh)	N_2O (lbs./GWh)
2023	1036.02	90	13

Transportation

Table 6: Transportation Data Sources

Activity	Data Source	Data Gaps/Assumptions
Community-wide		
Vehicle miles travelled (VMT)	Google Environmental Insights Explorer for	To learn more about how Google extrapolates this data, go here.

[12] https://www.eia.gov/state/seds/seds-data-complete.php?sid=US
[13] https://www.eia.gov/state/seds/seds-data-complete.php?sid=US
[14] https://www.eia.gov/state/seds/seds-data-complete.php?sid=US

	the City of Littleton[15]	
Transit ridership	RTD	N/A
Local Government Operations		
Government vehicle fleet	City of Littleton Fleet Department	N/A
Employee commute	City of Littleton Employees	The survey was conducted in 2025 but used total employee numbers from 2023. Current employees filled out the survey to reflect their current driving habits.

For vehicle transportation, it is necessary to apply average miles per gallon and emissions factors for CH4 and N2O to each vehicle type. The factors used are shown in Table 6.

Table 7: MPG and Emissions Factors by Vehicle Type

Fuel	Vehicle type	MPG	CH_4 g/mile	N_2O g/mile
Gasoline	Passenger car	24.7	0.0073	0.0054
Gasoline	Light truck	17.9	0.0104	0.0062
Gasoline	Heavy truck	7.1	0.032	0.0041
Gasoline	Motorcycle	44	0.0073	0.0054
Diesel	Passenger car	24.7	0.0302	0.0192
Diesel	Light truck	17.9	0.029	0.0214
Diesel	Heavy truck	7.1	0.0095	0.0431

Wastewater

Table 8: Wastewater Data Sources

Activity	Data Source	Data Gaps/Assumptions
Community-wide & Local Government Operations		
Nitrogen Discharge	South Platte Renew (SPR)	N/A
Digester Gas Combustion/Flaring		

[15] https://insights.sustainability.google/places/ChIJKzvi-z98a4cRwDzWrumXBQc?ty=2023&hl=en-US

Fossil Fuel Derived Methanol		
Effluent Discharge to river		
Energy used in wastewater facilities	South Platte Renew (SPR)	N/A

Potable Water

Table 9: Potable Water Data Sources

Activity	Data Source	Data Gaps/Assumptions
Community-wide		
Supply of Potable Water, Electricity Consumption	Denver Water	The data provided by Denver Water was downscaled based on the population of the City of Littleton.
Supply of Potable Water, Natural Gas Consumption	Denver Water	The data provided by Denver Water was downscaled based on the population of the City of Littleton.

Solid Waste

Table 10: Solid Waste Data Sources

Activity	Data Source	Data Gaps/Assumptions
Community-wide		
Waste Generated (Tonnage)	South Metro Waste Diversion Study through RRS and the Colorado Department of Public Health and the Environment[16]	The data for tonnage is projected data from CDPHE[17] and the US Census Bureau[18]. Utilized the total Municipal Solid Waste (MSW) number and took out the diversion (recycling and composting) for the City of Littleton.
Local Government Operations		

[16] https://static1.squarespace.com/static/65f83de9a4a67c5e34d4abdb/t/679a6897747005426c6db006/1738172570512/Activity+7+South+Metro+Generation+Modeling+Memo+Final.pdf

[17] https://cdphe.colorado.gov/hm/colorado-recycling-totals

[18] https://www.census.gov/quickfacts/fact/table/centennialcitycolorado,sheridancitycolorado,littletoncitycolorado,englewoodcitycolorado/PST045223

Waste Generated (Tonnage)	Republic Services and Waste Management	Tonnage from two companies required assumptions for waste generated[ii].

Process & Fugitive Emissions

Table 11: Fugitive Emissions Data Sources

Activity	Data Source	Data Gaps/Assumptions
Community-wide		
Natural Gas Utilized	Xcel Energy 2023 Community Energy Reports[19]	N/A

Inventory Calculations

The 2023 inventory was calculated following the US Community Protocol and ICLEI's ClearPath software. As discussed in the Inventory Methodology, the IPCC 6th Assessment Report was used to determine global warming potential (GWP) values, which were then used to convert methane and nitrous oxide into CO2 equivalent units. ClearPath's inventory calculators allow for input of the sector activity (i.e., kWh or VMT) and emission factor to calculate the final CO2e emissions.

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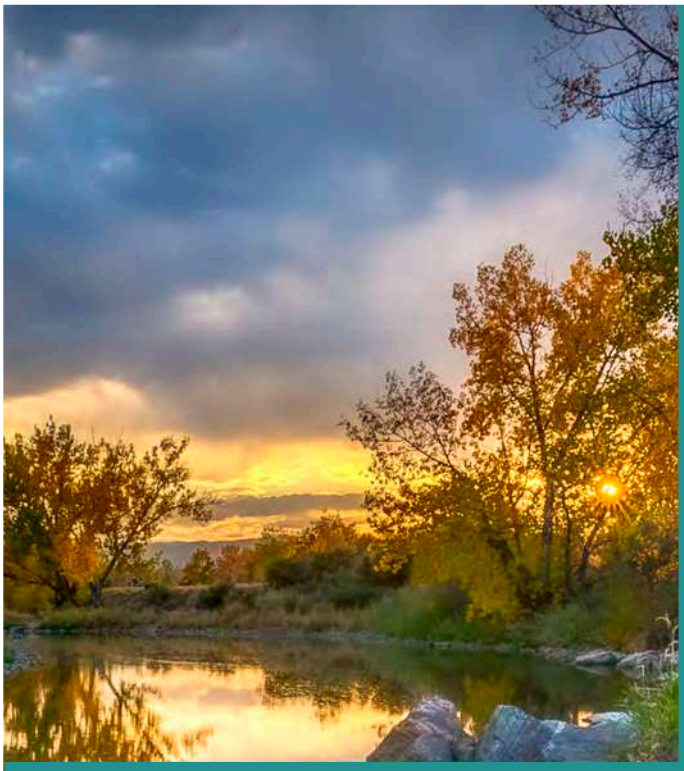
[i] CO2 lbs/MWh data from Xcel Annual Community Littleton Profile in 2023. Original data was provided in metric tons CO2/MWh and that number was 0.426. Converted to lbs/MWh to match the above units. Xcel does not provide CH4 and N2O so those numbers are from WECC Rockies (RMPA) eGRID 2023 (updated in January 2025).

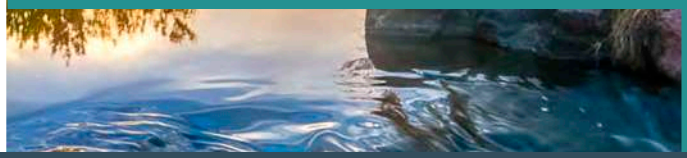
[ii] 110 tons reported by Waste Management, 8 billing accounts in total (for ~5-7 facilities)
oMissing 1 facility's tonnage data, which is serviced by Republic Services (Geneva Lodge/Village)
oRepublic Services reports that it is a 1 small container, which could be anywhere from 2-8 yards
oAssuming we are conservative in the estimate, let's say it is an 8-yard container
oHow much trash does an 8 yard container hold? 8 Yard Trash & Recycling Commercial Dumpster | WM
~1800 pounds, which is ~1 ton (rounding up)
Assume the container is ¼ full every week because Geneva Village only services 1 resident, and Geneva lodge is relatively small
¼ ton/week with 52 weeks in a year puts the estimate at 13 tons/year
Total tonnage from the 2 companies would then be 123 tons/year attributed to "local government operations" alone

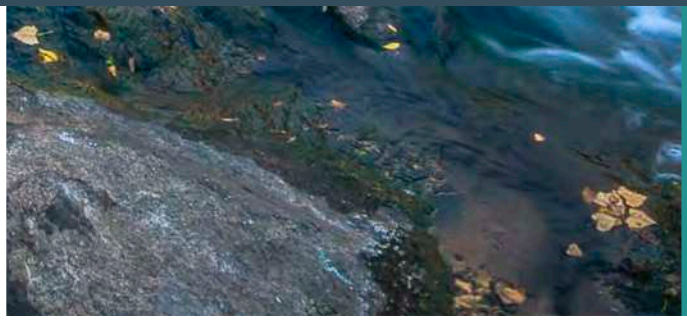
[19] https://www.xcelenergy.com/community_energy_reports

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ESB

ENVIRONMENTAL STEWARDSHIP BOARD

ENVIRONMENTAL STEWARDSHIP ACTION PLAN

CITY OF LITTLETON

Environmental Stewardship Action Plan

APRIL 2024

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Introduction and Core Values

On December 20, 2022, Littleton City Council, by unanimous resolution, created the Littleton Environmental Stewardship Board and tasked it with creating this Environmental Stewardship Action Plan. In compiling this Plan, the ESB has considered a number of existing city initiatives. The impact and effort meters for each item reflect the collective intuition of the ESB. For now, budgetary considerations have been left out, but the ESB plans to return to that in detail in the future. The Plan's recommendations are divided into existing initiatives, quick wins, and long-term/other.

The Littleton Environmental Stewardship Board (ESB) believes in addressing climate change and other threats to the ecology consistent with the following core values:

- **Thoughtful Urgency:** Reversing climate change must happen now, and not at the expense of high-quality decision making
- **Equity:** Defined as fair access and lack of race, gender, age, ability, and other hierarchies in all stewardship efforts
- **Good Governance:** Including measurable outcomes, transparency, and robust public input
- **Uniqueness:** Littleton is a unique community with a strong history and set of values around creative stewardship (e.g., creating South Platte Park). Stewardship will continue to be creative and tailored to our unique, remarkable community
- **Collaboration:** City departments must continue communicating with one another, and Littleton must leverage local, regional, state, national, and global partnerships
- **Re-Wilding:** Conservation is not enough; built and managed environments must enhance, not frustrate, natural processes; and wild places must be set aside and enlarged (no matter how small they are today)
- **Thoughtful Consumption:** Stewardship requires avoiding unnecessary resource use and diverting waste
- **Generational Fairness:** We will leave Littleton's environment better than we found it
- **Optimism:** In the face of significant challenges, we embrace solutions and maintain faith in a better future
- **Sacredness:** Nature is sacred, and close community with healthy, intact ecology is necessary for human thriving

Guided by these values, the ESB recommends that City Council take the actions listed below. Our highest priorities are for the city to:

- Complete a GHG inventory and create a climate action plan
- Hire a sustainability coordinator
- Allow the ESB to act as an accountability body for the city's relationship with South Suburban Parks and Recreation Department
- Educate and inform the public about environmental efforts
- Get people out of cars
- Electrify the built environment, transportation, and lawn and garden equipment
- Incentivize water conservation
- Provide every building with recycling and composting options
- Implement community-supported agriculture (e.g. at the Littleton Museum)

Acronyms

ACC . . . . . Arapahoe Community College

CO2 . . . . . Carbon Dioxide

CO2e . . . . . Carbon Dioxide Equivalent

CSU . . . . . Colorado State University

DDA . . . . . Downtown Development Authority

EPA . . . . . Environmental Protection Agency

EV . . . . . Electric Vehicle

GHG . . . . . Greenhouse Gas

GPDP . . . . . General Planned Development Plan

HDLM . . . Historic Downtown Littleton Merchants

LBC . . . . . Littleton Business Chamber

LEDS . . . . . Littleton Engineering Design Standards

LPS . . . . . Littleton Public Schools

MEETS . . . . . The Metered Energy Efficiency Transaction Structure

SPLASH . . . . . Stormwater Permittees for Local Awareness of Stream Health

SSPRD . . . . . .South Suburban Parks and Recreation Department

ULUC . . . . . Unified Land Use Code

UFMP . . . . . Urban Forestry Management Plan

Guide for Interpreting the Impact and Effort Meters

Impact Meter	
	High Impact
	Medium Impact
	Low Impact
Effort Meter	
	Low Effort
	Medium Effort
	High Effort

FOR EXAMPLE: An action item that is considered high impact and low effort will appear with two green gauges.

Impact



Effort



1.0 Air Quality/Emissions



Given that 91% of net U.S. greenhouse gas (GHG) emissions are energy-related, our biggest opportunities for decreasing emissions lie in reducing the use of fossil fuels which drive the energy, transportation, industrial, commercial, and residential sectors. Electrification is the largest opportunity for both emissions and air pollution reductions. Despite this, electrification faces friction as fossil fuels have been set up as the default option. The city has numerous avenues it can take to decrease the costs of electrification and support it as the default choice to sustain a more stable climate and reduce health costs related to air pollution.

This section also addresses outdoor and indoor air pollution beyond GHG emissions such as ozone, nitrous oxide, carbon monoxide, and more. Like GHG emissions, most air pollutants come from burning fossil fuels. Therefore, eliminating burning fossil fuels through electrification addresses indoor and outdoor air quality issues which affect community health.

1.1 Existing Initiatives

ITEM	ACTION	RECOMMENDATIONS	IMPACT	EFFORT
1.1.1	Arapahoe County EV Action Plan	Continue partnering with Arapahoe County on implementing the EV Action Plan.		
1.1.2	The Spring Tree Program and Urban Forestry Master Plan	Trees absorb both CO2 and air pollutants. Maintaining our tree canopy is also a meaningful adaptation measure to climate change as it reduces ambient air temperatures in warm summer months.		
1.1.3	Colorado Plastic Pollution Reduction Act (CPPRA)	Plastics generate GHG emissions at every stage of their lifecycle. Support compliance with CPPRA.		
1.1.4	Transportation Master Plan	Transportation emits more GHGs than other sectors. The multi-modal transportation opportunities in the Transportation Master Plan represent low or no-carbon alternatives to fossil-fueled transportation. Additionally, the Transportation Master Plan should be updated to consider EV charging infrastructure.		
1.1.5	Solar-ready building codes	Continue implementation of the already-adopted solar-ready provisions of the 2021 International Energy Conservation Code.		

1.2 Quick Wins

ITEM	ACTION	RECOMMENDATIONS	IMPACT	EFFORT
1.2.1	Greenhouse Gas Inventory	Conduct an audit of sources of GHG emissions. We expect the majority of emissions will come from residential and commercial sources, but it should also measure additional categories outside of energy-related emissions, including biomass burning, non-energy related agriculture emissions, waste emissions, and non-energy related industrial emissions.		
1.2.2	Air Quality Monitoring and Assessment Program	Add air quality monitors within the city to assess baseline pollution levels and sources.		
1.2.3	Climate and Air Quality Action Plan	Building upon the results of the GHG Inventory and air quality monitoring programs, establish a Littleton-specific climate action plan for incrementally reducing, and eventually eliminating, climate emissions and air pollutants. Rewiring America's Pace of Progress tool[1] may help identify interim goals prior to undertaking a climate action plan.		
1.2.4	Electrification Education Program	Train electrification volunteers (e.g. Go Electric Colorado) to educate the public on opportunities and challenges of electrification. Encourage homeowners and landlords to get energy audits and develop electrification plans.		
1.2.5	Xcel Partners in Energy Update	Update the existing Partners in Energy Plan and leverage resources from Xcel to identify opportunities for energy efficiency and electrification.		
1.2.6	Solar Group Buys	Facilitate the purchase and install of solar equipment via combined contracts which reduce costs of equipment and installation through organizations such as Solar United Neighbors.		
1.2.7	City-Sponsored Composting	Bio waste in landfills emits methane. Composting this waste reduces GHG emissions.		
1.2.8	Electrification permitting fast tracking	Reduce time to permit for electrification projects to incentivize use.		
1.2.9	Air sealing and insulation standards for city buildings	Improving air sealing and insulation in existing buildings reduces operating costs in the short-term and reduces the cost of electrification retrofits in the future due to reduced heating/cooling load requirements.		
1.2.10	Electrification trade programs in Littleton Public Schools	Prepare our younger generations for the future with heat pump, solar, electrical, and other training programs which will lead to stable, well-paying careers. See also 2.2.3.		

[1] https://pop.rewiringamerica.org/?id=0845255

1.2.11	Remove subsidies for natural gas hookups	The cost of hooking up new homes to natural gas pipelines are subsidized by all users, causing increases to everyone's bills. Remove these subsidies to balance the upfront costs of electric and fossil-fueled building construction projects.		
1.2.12	Adopt the Electric Ready codes by the Colorado Energy Code Board	Enable new home buyers' choice between gas and electric by adopting Electric Ready Building Codes[2] which give the option to easily opt-in to electric. Supporting electric-ready is far cheaper than retrofitting later.		
1.2.13	Lawn and Garden Equipment Emissions Standards	Establish emissions standards for all equipment sold in Littleton. In 2020, lawn and garden equipment in the U.S. emitted more than 21,800 tons of fine particulates – an equivalent amount to the pollution from 234 million typical cars. Most electric lawn and garden equipment is already cost competitive and more reliable than gasoline equipment.		
1.2.14	All-electric city landscaping equipment	Transition all city lawn and garden equipment to electric.		

1.3 Long-Term/Other

ITEM	ACTION	RECOMMENDATIONS	IMPACT	EFFORT
1.3.1	Consider adopting Colorado Model Low Energy and Carbon code	Consider adopting the model low energy and carbon code which will be developed by a board created by the Colorado Energy Office. This code is expected to be created no later than July 1, 2025.		
1.3.2	Expedite all-electric new building permitting	Faster, easier, and less costly permitting for electric appliances, EV charging, rooftop solar, and all-electric new home builds (which is conducive to the lower impact they have on the community than fossil-fuel equivalents).		
1.3.3	Electrification Appliance Rebate Program	Provide rebates for the installation of electric appliances (e.g. heat pumps, heat pump water heaters). Similar to Denver, this could be funded by a small sales tax increase.		
1.3.4	Multi-modal infrastructure	Transportation is the largest sector of GHG emissions in the country. While EVs can reduce emissions in this sector, it is far more cost effective to support a community which does not require car ownership to participate in daily life. Support multi-modal infrastructure, mixed-use zoning, and a walkable community which has a lower environmental footprint and creates strong communities and sales tax bases. Keep this in mind during the 2025 Transportation Master Plan update.		
1.3.5	Electric School Buses	Upgrade school buses to electric. School buses represent a unique opportunity for fleet electrification as they can be a significant stabilizer to electrical grids during off hours.		

[2] https://www.energycodes.gov/sites/default/files/2021-10/Residential_Electrification.pdf

1.3.6	Decommission aging gas infrastructure with electric appliances	Target aging natural gas infrastructure for decommissioning rather than replacement as replacement costs are passed to all customers causing natural gas bills to increase. Support homeowners with financing, group purchasing contracts, and incentives to transition to electric homes. This keeps energy bills stable for customers who remain on natural gas and allows for a paced transition to electric over time. Households may choose to remain on gas when natural gas infrastructure is decommissioned, but they would need to purchase a propane system and fuel to do so.		
1.3.7	The Metered Energy Efficiency Transaction Structure (MEETS)	Energy efficiency is often not prioritized in commercial buildings because long-term gains cannot be realized in a market where ownership changes often. Model a program after MEETS, which incentivizes all parties towards energy efficiency. Additional provisions could be added to support electrification.		
1.3.8	All-electric city fleet	Electric vehicles cost more upfront but have a lower total cost of ownership than their fossil-fueled equivalents. The city can save money by replacing aging city vehicles with electric equivalents.		
1.3.9	All-electric city buildings	Retrofit existing buildings to be all-electric.		
1.3.10	Public EV charging infrastructure	Create more public EV charging infrastructure in the city. Most homeowners will charge their vehicles at home, but many individuals in multi-family units do not have access to home charging. A robust public charging infrastructure allows all to benefit from the electric vehicle transition.		



2.0 Built Environment



The built environment (BE) includes buildings, distribution systems, and transportation infrastructure. In addition to the built structures and systems, the BE also includes land uses and land use planning. One of the main controls any municipality has over its future is through its land use decisions.

2.1 Existing Initiatives

ITEM	ACTION	RECOMMENDATIONS	IMPACT	EFFORT
2.1.1	Follow through with existing planning	Littleton has done extensive past planning that, if carried out, would benefit local environmental sustainability. For example: Comprehensive Plan Sections ENV 4 regarding expanding recycling and composting and ENV 8 regarding stormwater management.		
2.1.2	Enforce Building Codes	Increase enforcement of current and future environmentally friendly building codes.		
2.1.3	Transportation Planning	Continue to implement the Transportation Master Plan with an emphasis on multi-modal forms of transportation.		
2.1.4	Infrastructure Upgrades	Continue upgrades to infrastructure such as stormwater sewers, especially where their failure impacts transportation.		
2.1.5	Land Use Planning	Ensure compliance with stated environmental guidelines within the ULUC. This is particularly important regarding parcels currently undergoing a review process. As the ULUC is revisited, make environmental stewardship a more explicit value of the plan.		

2.2 Quick Wins

ITEM	ACTION	RECOMMENDATIONS	IMPACT	EFFORT
2.2.1	Building Code Review	Adopt environmentally friendly building codes including Electric Ready and Colorado Model Low Energy and Carbon Code (see Section 1 - Air Quality and Emissions). Example: Reduce required roof setback for solar panels to encourage implementation of solar installations.		
2.2.2	Pedestrian and Bicycle infrastructure around schools	Plan and implement transportation safety initiatives around schools and other high-pedestrian areas.		
2.2.3	Expand workforce and trades for	Work with educational institutions such as LPS and ACC to train a workforce knowledgeable in environmental		

	renewable energy and electrification	stewardship programs (e.g. linespeople, HVAC installers, electricians, etc.).		
2.2.4	Improve stormwater infrastructure upgrades	Upgrading stormwater infrastructure provides opportunities for expanding green infrastructure. Examples exist at Eco Park in Centennial and 39th Avenue Greenway in Denver.		
2.2.5	Sustainability Coordinator	Hire one. Include representatives from the ESC on interview panels. Empower them with resources and strategic partnerships to take action and make measurable impacts. Part of this position will be to directly connect residents and businesses to sustainability resources.		
2.2.6	Adopt Dark Skies Initiative	Adopt Dark Skies standards in city codes to meet needs to see at night, conserve energy, avoid harmful effects on wildlife, and protect views of the night sky. Ensure city models Dark Skies best practices by updating city-controlled lighting infrastructure.		

2.3 Long-Term/Other

ITEM	ACTION	RECOMMENDATIONS	IMPACT	EFFORT
2.3.1	Get people out of cars and support multi-modal transportation	Land use decisions should encourage walkability, density, and community character.		
2.3.2	Electrify transportation infrastructure	Ensure adequate charging stations and provide resources to assist homeowners in upgrading residential electrical systems to accommodate EV charging. Support implementation of Arapahoe County EV action plan. Refer to item 1.3.10.		
2.3.3	Storm sewer	Complete location maps. Use Denver's green infrastructure guidelines as appropriate.		
2.3.4	Develop programs and resources to retrofit houses	Invest in the city's housing stock to ensure equity in the transition to greener options. Identify grants and strategic partnerships.		
2.3.5	Wildlife Corridors	Work with CDOT to incorporate wildlife corridors on Santa Fe and other highway upgrades.		



3.0 Consumption and Waste Diversion

Colorado's waste diversion rates (recycling and composting) rank significantly below those of other states. The city should measure its existing waste diversion rates and make significant efforts to increase those rates to reduce waste bound for landfills. A significant component of that process should include efforts to reduce consumption of items on the front end that typically end up in landfills. All residents should have access to affordable recycling and composting services.



3.1 Existing Initiatives

ITEM	ACTION	RECOMMENDATIONS	IMPACT	EFFORT
3.1.1	Leaf recycling services	Continue seasonal drop off for leaf recycling for several weeks in the fall.		
3.1.2	Christmas tree recycling	Continue free seasonal drop-off for Christmas trees to be turned to mulch.		
3.1.3	Front Range Waste Diversion Grant Program	Follow recommendations in the upcoming waste characterization study.		
3.1.4	Colorado Plastic Pollution Reduction Act (CPPRA)	Support compliance with CPPRA. See also 1.1.3.		
3.1.5	Producer Responsibility Program for Statewide Recycling (PRPSR)	Support compliance with PRPSR.		
3.1.6	Household HazMat Roundup and Electronics Recycling Event	Continue existing program and increase frequency of events. Expand program to include other hard-to-recycle items. Consider public/private partnership (e.g. Ridwell) or incorporating into city services.		

3.2 Quick Wins

ITEM	ACTION	RECOMMENDATIONS	IMPACT	EFFORT
3.2.1	Study baseline waste, recycling, and composting rates	Determine existing landfill, recycling, and composting rates to set ambitious waste reduction and diversion targets. See also 3.1.3.		
3.2.2	Promote and educate on at-home composting	Partner with organizations (e.g. Colorado State University (CSU) Extension or Eco-Cycle) on seminars and resources to promote and increase the rate of at-home composting for yard waste and food waste.		
3.2.3	Leaf recycling program	Educate community on benefits of mulching in place over disposal and the importance of proper disposal.		

3.3 Long-Term/Other

ITEM	ACTION	RECOMMENDATIONS	IMPACT	EFFORT
3.3.1	Offer a curbside appliance and mattress recycling program	Work with haulers and the city to implement a curbside appliance, mattress, and other large-item recycling program.		
3.3.2	Study and evaluate potential for "Pay as You Throw" waste program	Evaluate "Pay as You Throw" waste fees to encourage residents to generate less waste.		
3.3.3	Offer an opt-in compost pickup service	Contract with existing waste haulers or compost services (e.g. Compost Colorado) for compost pickups at favorable rates. Fold leaf recycling program into composting program.		
3.3.4	Study, evaluate, and gather bids from waste haulers for a contracted consolidated waste hauling system	Engage a working group to evaluate the feasibility of a consolidated waste hauling program contracted by the city. Ensure inclusion of landfill, recycling, and compost. Potentially partner with Englewood and/or Sheridan to offer regional consolidated contracted hauling options and economies of scale, similar to Denver.		
3.3.5	Require residents and businesses to recycle	Amend the city code to require recycling in addition to waste hauling. Carefully consider the equities associated with the change.		

4.0 Natural Environment

Littleton is largely a built-out community, but also has significant amounts of open and natural spaces. Maximizing these areas for habitat, carbon sequestration, natural air filtration, natural water storage and filtration, aesthetic enjoyment, and recreation is necessary for a sustainable Littleton.

4.1 Existing Initiatives

ITEM	ACTION	RECOMMENDATIONS	IMPACT	EFFORT
4.1.1	Urban Forestry Management Plan	Implement and follow the Urban Forestry Master Plan (UFMP).		
4.1.2	Arborist Licensing	Require all tree companies to be licensed and insured to work within the city. Increases safety and standards.		
4.1.3	Emerald Ash Borer Outreach	Treat and/or replace city-maintained trees. Increase community outreach and education. Partnering with neighboring municipalities and Colorado State University (CSU) extension.		

4.2 Quick Wins

ITEM	ACTION	RECOMMENDATIONS	IMPACT	EFFORT
4.2.1	Re-wilding	Leave certain places alone, including leaving dead plant matter such as tree branches (honor the life cycle of the environment/forest). Be creative on limited city-managed open spaces.		
4.2.2	Regionally sustainable plantings in city medians	Design, fund, and landscape, considering the changing climate to allow for long-term vitality.		
4.2.3	Fees and fines to be allocated to “Tree Fund” for equity programs	Target areas, work with finance, training Forestry staff to enforce/receive safe payments. This money comes from the “save the tree/pay for the tree” program.		
4.2.4	Implement turf conversion program for homeowners	Allocate funding and partner with other organizations to offer reduced-cost turf conversion.		

4.3 Long-Term/Other

ITEM	ACTION	RECOMMENDATIONS	IMPACT	EFFORT
4.3.1	Expand the Ketring Park Natural Area	Reduce turf, increase tree canopy, and improve the health of existing open space.		
4.3.2	Train and establish Tree Ambassadors	Establish trust and relationships with target neighborhoods and partner with existing successful training/apprentice programs. Dedicate staff support and funding.		
4.3.3	Tree Equity Subsidy Program	Provide funding and community education. With all things tree, recognize the importance of public/private partnership. Funding to come from pre-existing fees and fines.		
4.3.4	Urban tree canopy assessment goals	The city's Existing Conditions Survey is complete. Recommendations include training tree ambassadors, funding, sourcing, and planting regional species, obtaining contractor support, and providing community education. Equitable canopy distribution to be met in partnership with the Tree Subsidy Program.		
4.3.5	Add development processes (save the tree/pay for the tree) to the Unified Land Use Code (ULUC)	Adopt policy including an appropriate payment-in-lieu alternative.		
4.3.6	Tree survey in (re)development process	Implement tree surveys early in the (re)development process.		
4.3.7	Relationship with South Suburban Parks and Recreation Department (SSPRD)	Insist on equity and environmental sustainability in all SSPRD activities in the city. Allow the Environmental Stewardship Board to act as an accountability body for the city's relationship with SSPRD.		



5.0 Water

Littleton is semi-arid, there will be less water in the future, and it is becoming more expensive to keep water clean. Denver Water controls all of Littleton's potable water. The city controls its stormwater, wastewater, and groundwater systems.



5.1 Existing Initiatives

ITEM	ACTION	RECOMMENDATIONS	IMPACT	EFFORT
5.1.1	Support city stormwater activities	Maintain the city's stormwater permit and expand the city's stormwater efforts, including: • Provide compostable pet waste bags • Offer year-round leaf composting • Mark storm drains to note that "water drains to stream" • Offer year-round motor oil recycling • Expand and record street sweeps (miles swept) • Collaborate with Stormwater Permittees for Local Awareness of Stream Health (SPLASH) • Ensure that city staff inspects construction sites to protect stormwater quality • All city-initiated construction should model appropriate stormwater quality protection • SSPRD does not have a stormwater permit. The city should inspect all construction activities on SSPRD-managed areas. • Petition Colorado Department of Public Health and Environment (CDPHE) to require that SSPRD obtain a stormwater permit.		
5.1.2	Conduct and/or re-conduct water audit of city practices	The 2009 Environmental Action Plan noted several ways the city could reduce water use. Follow up and evaluate those activities.		
5.1.3	Incorporate water considerations into the renovations at Ketring and Gallup Parks	The city plans to renovate Ketring and Gallup Parks. Ketring Lake doesn't have enough water. Its only water source is pumping groundwater. The city should halt all groundwater pumping as soon as possible. Cisterns built under the parking lots could store rainwater for the lake. Consider reducing the size of the lake and increasing the wetlands.		
5.1.4	Green roofs on city buildings	This is an action item from the 2009 Environmental Action Plan. Evaluate the practicality of installing green roofs on city buildings.		

5.2 Quick Wins

ITEM	ACTION	RECOMMENDATIONS	IMPACT	EFFORT
5.2.1	Explore potential of 'water credit'	Pursue the option of earning 'water credits' with Denver Water by measuring water saved.		
5.2.2	Increase permit compliance to ensure clean stormwater	ACC and LPS have stormwater permits that are often out of compliance. The city should partner with them to ensure stormwater permit compliance. Again, and unbelievably, SSPRD does not have a stormwater permit. They should be required to obtain a stormwater permit as part of our contract.		
5.2.3	Pursue a permit to treat Ketring and other city lakes with aluminum sulfate (alum)	Water quality in virtually all city lakes is poor due to high concentrations of phosphorus and nitrogen. Alum removes phosphorus, sealing it in the sediments. South Platte Renew should be able to assist.		
5.2.4	Get estimates for cistern construction	Cisterns store rainwater and could address flooding and stormwater quality issues. Get estimates for building cisterns on city property.		
5.2.5	Metro Basin Roundtable Updates	The Metro Basin Roundtable is part of a statewide effort to manage water resources. Get South Platte Renew to provide annual updates to city council and the ESC on the Metro Basin Roundtable.		

5.3 Long-Term/Other

ITEM	ACTION	RECOMMENDATIONS	IMPACT	EFFORT
5.3.1	Encourage residents to save water	Denver Water has programs to encourage water conservation. If Littleton aggressively expands those programs measures the water savings, a 'water credit' may be created. The programs could include: • Garden in a Box – encourage Denver Water to provide a discount like other water providers do • Rain barrels • Subsidized sales of xeric plants • Irrigation audits • Subsidized tree evaluations for proper maintenance		
5.3.2	Enhance city stormwater activities	Expand street sweeping which improves water and air quality. Expand composting to make it year-round and accept all garden waste and motor oil. Engage LPS students to help mark storm drains.		

5.3.3	Expand outreach and education around water and stormwater issues	Consider collaborating with SSPRD, South Platte Renew, and the City of Englewood to conduct bike tours along the South Platte River and other local waterways, noting water quality, environmental, and recreational activities.		
5.3.4	Enhance collaboration with South Platte Renew	Increase council briefings on upcoming regulations South Platte Renew is expecting. Participate in the legislative process, where appropriate, to help establish 'how clean is clean' and what we can afford. Collaborate with South Platte Renew's outreach and education program as appropriate. See bike tours.		
5.3.5	Use state-of-the-art green stormwater infrastructure	Maximize the opportunity to control stormwater and minimize flooding impacts while realizing additional benefits of habitat protection. Use this opportunity of our aging stormwater infrastructure and the need to rehabilitate it by maximizing the use of green stormwater infrastructure.		
5.3.6	Stop pumping groundwater and close all wells.	Adopt a city policy of protecting and preserving groundwater under the city. Close all groundwater wells and try to ensure that the city's groundwater rights are protected by conservation easements, if possible. Substitute stormwater collected in cisterns to replace groundwater. Consider deeding the groundwater rights to a conservation group.		
5.3.7	Address issues in the Integrated Water Resources Plan	The integrated water resources plan identified issues with the sustainability of several lakes in the city. For Ketring Lake, consider reducing the size of the lake, expanding the wetlands, and constructing a second filter under the wetlands. For Ridgeview and Geneva Lakes, there is an excellent opportunity to create a stormwater feature at the sites using examples from places like the Eco Park along Cherry Creek and the 39th Avenue Greenway in Denver. At Geneva Lake, there may be an opportunity to construct a cistern under Town Hall's parking lot and use that water to maintain the lake. A cistern may provide some flood control as well.		



6.0 Community

An informed, involved, and knowledgeable community is a critical component of the successful implementation of environmental initiatives. Education, outreach, and the promotion of a strong sense of community will help the city advance and secure its goals of creating a greener, more sustainable, and climate-resilient Littleton.



6.1 Existing Initiatives

ITEM	ACTION	RECOMMENDATIONS	IMPACT	EFFORT
6.1.1	Community building with downtown partners	Maximize partnership with the Littleton Downtown Development Authority (LDDA), Historic Downtown Littleton Merchants (HDLM), Littleton Business Chamber (LBC), and others to foster a greater sense of community and environmental awareness in the downtown area.		
6.1.2	Community building through downtown redevelopment	Ensure that the redevelopment vision for downtown fosters community building, environmental awareness, and a sense of belonging for all.		

6.2 Quick Wins

ITEM	ACTION	RECOMMENDATIONS	IMPACT	EFFORT
6.2.1	Community cleanups	Engage with SSPRD and other partners to establish neighborhood cleanups of residential neighborhoods, trails, waterways, public lands, etc.		
6.2.2	Board meeting recordings	Ensure public has access to live and recorded broadcasts from Environmental Stewardship Board meetings so people feel more informed and more comfortable attending/contributing to meetings.		
6.2.3	Public engagement regarding the potential for a contracted consolidated waste hauling system	Ensure the public has access to information regarding waste disposal and hauling impacts and options.		
6.2.4	Re-wilding education	Educate the public about the importance of re-wilding so that they understand its value to the community.		
6.2.5	Environmental stewardship newsletter/insert	Develop a newsletter or insert from the Environmental Stewardship Board. This could go out to all residents via the Littleton Report. This could be a vehicle to inform the public about what the city is doing, why the city is doing it, why it's important, and what they can do to help/contribute.		

6.2.6	Resource clearinghouse	Create a page on the city website with links to available grants, solar energy resources, composting, Environmental Stewardship Board agendas and meetings, electrification resources, etc.		
6.2.7	Support and promote existing community initiatives related to sustainability	E.g. Littleton Social Cycle, Littleton Community Retreat, etc.		

6.3 Long-Term/Other

ITEM	ACTION	RECOMMENDATIONS	IMPACT	EFFORT
6.3.1	Create lip sync challenge	Explore the possibility of creating a lip sync challenge[3] with an environmental theme, to encourage an enhanced sense of community in the city.		
6.3.2	Community meal	Community meal with foraged food, community supported agriculture (CSA), and local businesses to foster an enhanced sense of community.		
6.3.3	Littleton Museum CSA	There is an opportunity at the Littleton Museum to expand community engagement through the development of a CSA. This could use the current irrigation system and involve the expansion of existing programs at the museum. This would invite a new constituency that the museum needs.		
6.3.4	Food, regional native, and low-water gardens	Work with Denver Water, Denver Botanic Gardens, and other partners to make affordable and easy pre-planned gardens widely available.		
6.3.5	Tree Equity Subsidy Program	Establish a Tree Equity Subsidy Program. Engage volunteers to be trained as tree ambassadors. See also 4.5.3.		
6.3.6	Promotion of year-round recycling and composting	Promote and advertise year-round location and facility for recycling of organics, electronics, hard-to-recycle items, etc. See also 3.1.1.		
6.3.7	Environmentally focused public art fund	Establish a fund for environmentally focused public art in partnership with the Littleton Arts and Culture Board.		
6.3.8	Environmentally friendly investment options for city employees	Ensure city employees have access to environmentally friendly investment options for their retirement funds.		

[3] Example: https://www.youtube.com/watch?v=ZPjjZCO67WI)

Environmental Sustainability Program Updates

Laura Rosenbaum,
Sustainability Coordinator

April 21, 2026

Littleton Colorado



Agenda

- Progress with the Environmental Stewardship Action Plan
- Climate Planning
- Accountability: Internal and External Updates
- Waste Diversion

Littleton

Progress on Environmental Stewardship Action Plan

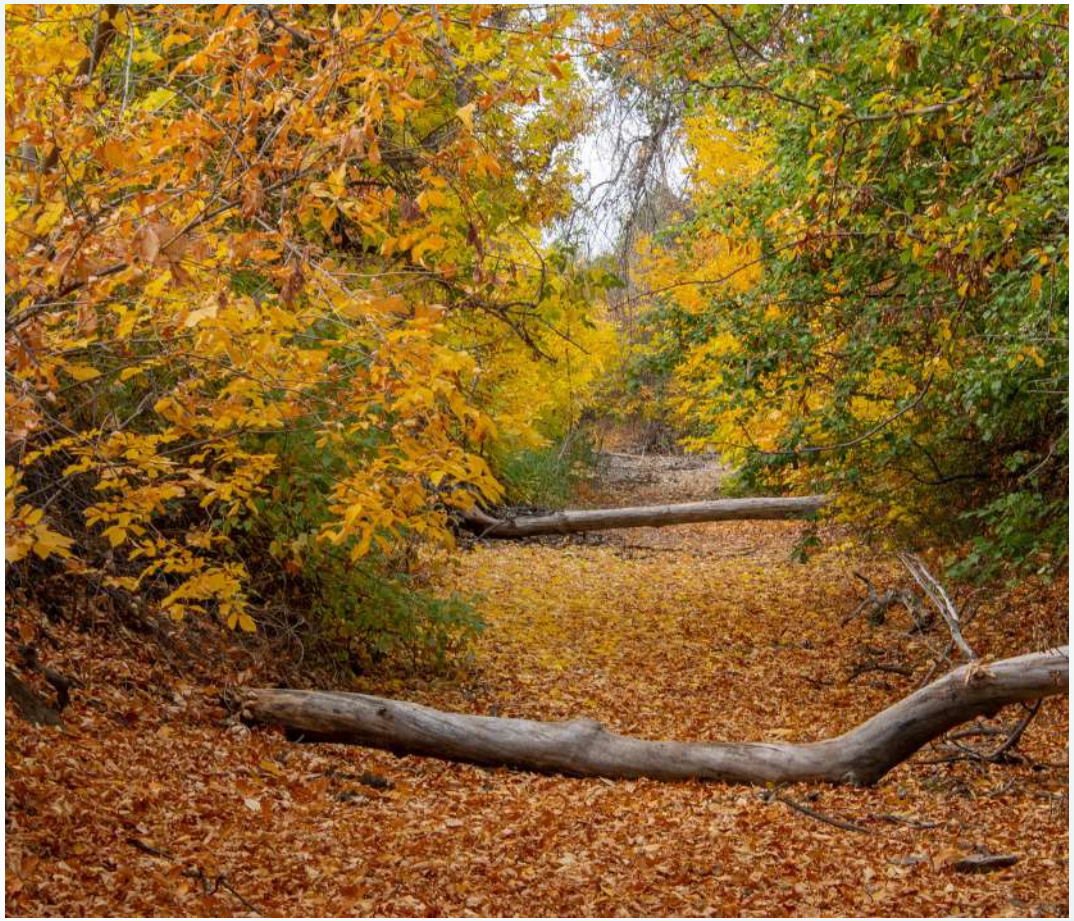
Top 9 Initiatives:

☑ Complete ⬇ In Progress ⊗ Not started

1. ⬇ Complete a Greenhouse Gas (GHG) inventory and create a climate action plan
2. ☑ Hire a sustainability coordinator
3. ☑ Allow the ESB to act as an accountability body for the city's relationship with South Suburban Parks and Recreation District (SSPRD)
4. ⬇ Educate and inform the public about environmental efforts
5. ⬇ Get people out of cars
6. ⬇ Electrify the built environment, transportation, and lawn and garden equipment
7. ⬇ Incentivize water conservation
8. ⬇ Provide every building with recycling and composting options
9. ⊗ Implement community-supported agriculture (e.g., at the Littleton Museum)

Littleton

Climate Planning



4-phase process:

1. Greenhouse Gas Inventory (DONE)
2. Greenhouse Gas Goals/Climate Modeling **(in progress)**
3. Climate Risk and Vulnerability Assessment **(in progress)**
4. Resilience and Adaptation Plan (planned and final step)

Littleton

Greenhouse Gas (GHG) Goals/Climate Modeling

What?

- Greenhouse Gas Goals = Climate Modeling = Wedge Analysis
- Informs pathways for Littleton to achieve and set 2050 community-scale GHG emission reduction targets

Why?

- Sector-specific targets to inform how the city will prioritize actions based on localized data
- Includes alignment with current state and federal policies

Littleton

Climate Risk & Vulnerability Assessment (CRVA)

- An assessment of the ways in which a community or region is susceptible to the impacts of climate change
- Positions Littleton to be a resilient, prepared, and adapted community



Resilience and Adaptation Plan



- Connects the dots from all the previous phases
- Integrates South Metro Waste Diversion Plan and Building Decarbonization work
- Cross-references the Transportation Master Plan
- Actionable, tangible guiding plan for Littleton to adapt to the changing climate through extensive community input and best practices

Littleton

Climate Planning Timeline

Phases	2024	2025	Q1-Q2 26	Q2-Q4 26	Q1-Q2 27	Q3-Q4 27	2028	2029	2030
1. Greenhouse Gas Inventory									
2. Greenhouse Gas Goals/Climate Modeling									
3. Climate Risk and Vulnerability Assessment (CRVA)									
4. Resilience and Adaptation Plan									

Littleton

Littleton Green Team



- A Green Team is a cross-departmental group of City staff who collaborate to advance sustainability goals within municipal operations
- The first-ever group of its kind for Littleton will launch in the next 4-6 weeks

Littleton

Environmental Stewardship Board (ESB)

- Establishing shared initiatives with the newly appointed board
  - Waste Diversion
  - Input into city plans and projects across multiple departments
  - Delving into the progress on the 2024 Environmental Stewardship Action Plan





Equal Space Ordinance



- Equal Space Ordinances require new commercial buildings or significant remodels to provide the same amount of space for recycling infrastructure as for trash, ensuring future developments support recycling access
- Modeling ordinances from Superior, Broomfield, and Fort Collins to present the best option that fits Littleton

Littleton

Hauler Licensing

Updates

- Utilizing state resources for technical assistance under the Colorado Circular Communities (C3) Program
- Littleton and Centennial are partnering on this specific initiative

Timeline

- Hauler engagement over the next few months through the program
- Development of licensing requirements happening in tandem
- Aiming for November fee schedule adoption with study sessions and other presentations as deemed fit
- Should go into effect January 2027

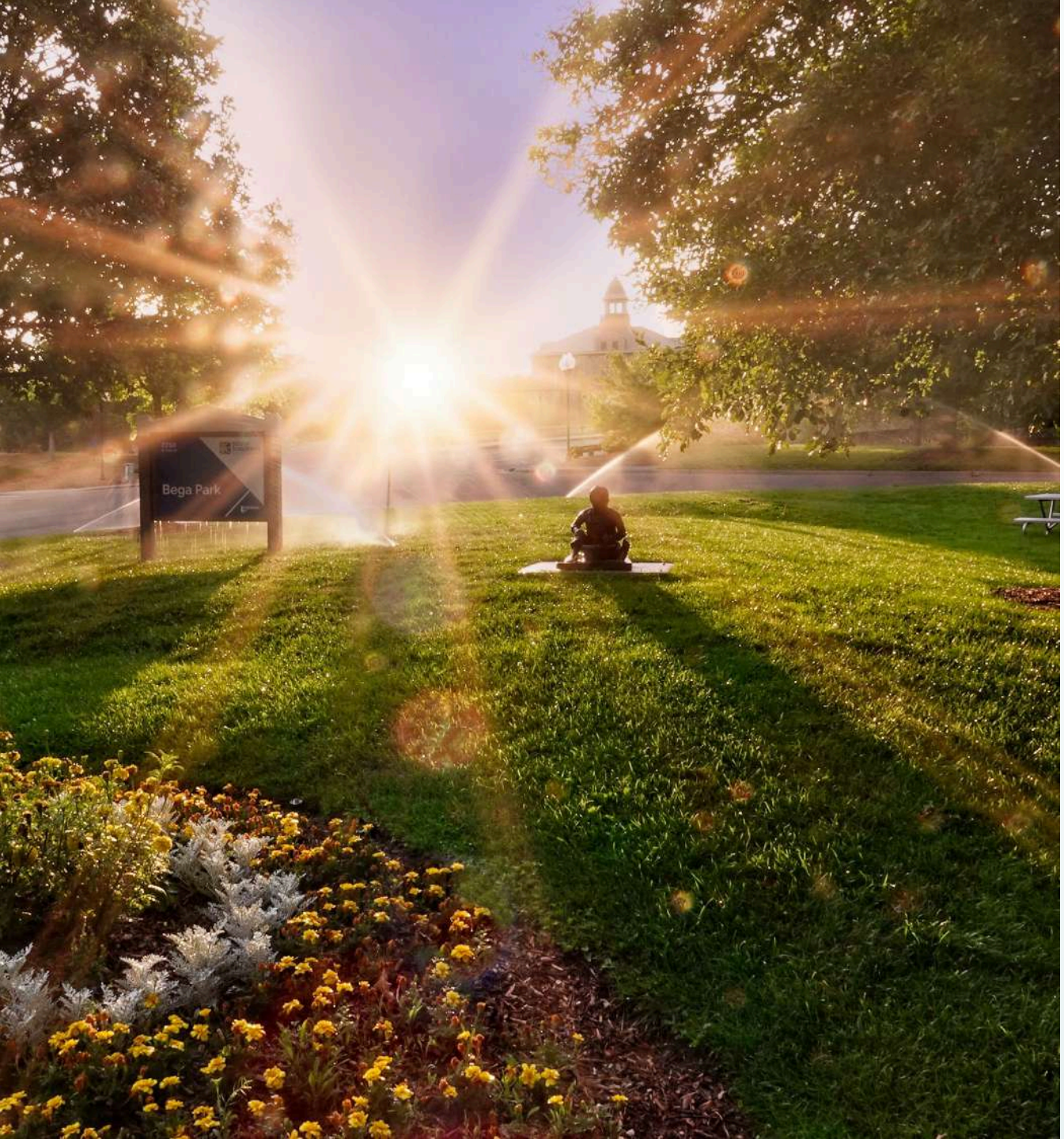
Littleton

Outreach and Education

- Implementing communications plan
- Extended Producer Responsibility (EPR) funds through Circular Action Alliance (CAA) will be provided to municipalities during Round 1 from June 2026 to November 2027
    - Littleton is set to receive the first round of funding to help boost outreach and education







Questions and Comments

Littleton

Staff Communication

File #: Resolution 16-2026, **Version:** 1

Agenda Date: 04/21/2026

Subject:
Resolution 16-2026: Approving a subaward with Denver Regional Council of Governments (DRCOG) for building decarbonization policy work

From:	James L. Becklenberg, City Manager
Prepared by:	Brent Soderlin, Director of Public Works & Utilities
	Laura Rosenbaum, Sustainability Coordinator
Presentations:	N/A

PURPOSE:
To seek council approval of a subaward agreement with Denver Regional Council of Governments (DRCOG) to advance energy efficiency and sustainability goals by utilizing funds for technical assistance to conduct critical evaluations, develop tailored strategies, and draft policies.

LONG-TERM OUTCOME(S) SERVED:
Sustainable Community with Natural Beauty

DISCUSSION:
In this project, Littleton will engage with highly qualified consultants who possess the specialized knowledge required to assess energy performance, evaluate building codes, and provide input on ordinances to drive meaningful change. These experts will work closely with the city to provide critical policy recommendations, technical research, and data-driven strategies to ensure that the city's efforts to reduce energy consumption, improve building performance, and reduce greenhouse gas (GHG) emissions are grounded in data and best practices. Littleton will work toward the following goals from this project: Align climate models and goals with preliminary models and work in tandem with Littleton plans as they are finalized; Adopting, with possible exceedance, Colorado's Low Energy and Carbon Code; Exploration of embodied carbon city ordinance; Baseline energy performance evaluation for existing residential structures, determining what percentage of Littleton's residential housing stock needs retrofits to reach as close to net-zero by 2050 across all sectors.

BACKGROUND:
The Denver Regional Council of Governments (DRCOG) received a $199.7 million Climate Pollution Reduction Grant from the Environmental Protection Agency (EPA) to develop a Building Decarbonization Program focused on reducing climate pollution from the building sector. Within this larger program lies the Building Policy Collaborative (BPC), a subprogram designed to support jurisdictions across the region in implementing new, above state minimum building energy codes and performance standards, permitting reform, and other building policies.

As part of this support, the BPC allocated $34.8 million as formula subawards across all jurisdictions in the

DRCOG region. The subawards support local jurisdictions by providing funding for staff capacity, training and professional development related to decarbonization policies, enhancements to permitting processes, technical assistance on policy development and adoption, community engagement support, and any other activities designed to reduce climate pollution from the building sector.

Prior Actions or Discussions

April 23, 2024, council study session: ESB presented their finalized version of the Environmental Stewardship Action Plan.

June 4, 2024, council study session: Council supported and endorsed the Horizon 2027 Strategic Plan, which includes implementing ESB's Environmental Stewardship Action Plan. Section 1.0 of the Environmental Stewardship Action Plan focuses on "Air Quality/Emissions." The following sub-items from Section 1.0 directly relate to the scope of work for this subaward: 1.2.9, 1.3.1, 1.3.2, 1.3.3, 1.3.7, and 1.3.9. Section 2.0 of the Environmental Stewardship Action Plan focuses on "Built Environment." The following sub-items in the plan directly relate to the scope of work for this subaward: 2.1.2, 2.1.5, 2.2.1, and 2.3.4. The Environmental Stewardship Action Plan is attached for reference.

FISCAL IMPACTS:

This $900,000 subaward requires no matching funds from the City. Also to note, as part of an annual evaluation of the subaward project conducted by DRCOG, the City may submit modifications to its scope of work or budget, or do so at the request of DRCOG.

STAFF RECOMMENDATION:

Staff recommends approval of the subaward agreement with DRCOG.

ALTERNATIVES:

Council may decide to delay or deny approval of this subaward for additional changes or discussions. If this subaward agreement is not approved, the City of Littleton will lose this funding opportunity. It will be reallocated to other Front Range jurisdictions seeking to do this groundbreaking work.

PROPOSED MOTION:

I move to approve Resolution 16-2026 approving a subaward with the Denver Regional Council of Governments (DRCOG) for building decarbonization policy work.

CITY OF LITTLETON, COLORADO

Resolution No. 16

Series, 2026

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LITTLETON, COLORADO, APPROVING A SUBAWARD WITH DENVER REGIONAL COUNCIL OF GOVERNMENTS (DRCOG) FOR BUILDING DECARBONIZATION POLICY WORK

WHEREAS pursuant to Section 1-15-62 of the Littleton Municipal Code, City Council approval is a condition precedent to the approval of an amendment of an agreement in which the total value of the agreement is over five-hundred thousand dollars and 00/100 cents ($500,000.00); and

WHEREAS the City will work with outside contractors to provide critical policy recommendations, technical research, and data-driven strategies to ensure that Littleton's efforts to reduce energy consumption, improve building performance, and reduce greenhouse gas (GHG) emissions are grounded in evidence and best practices; and

WHEREAS this subaward requires no matching funds from the City of Littleton; and

WHEREAS the scope of work will assess energy performance, evaluate building codes, and provide input on ordinances to drive meaningful change in; and

WHEREAS this work directly relates to adopted council initiatives in Horizon 2027 to implement the Environmental Stewardship Action Plan.

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

Section 1. The Littleton City Council hereby approves the subaward agreement with Denver Regional Council of Governments (DRCOG) to advance energy efficiency and sustainability goals by utilizing funds for technical assistance to conduct critical evaluations, develop tailored strategies, and draft policies, in substantially the same form as Exhibit "A," attached hereto.

Section 2 The Resolution shall take effect upon its approval by the Littleton City Council.

INTRODUCED, READ, AND ADOPTED at a regularly scheduled meeting of the City Council of the City of Littleton, Colorado, on the 21st day of April 2026, at 6:30 p.m. at the

Littleton Center, 2255 West Berry Avenue, Littleton, Colorado.

ATTEST:

_____
Colleen L. Norton
CITY CLERK

_____
Kyle Schlachter
MAYOR

APPROVED AS TO FORM:

_____
Reid Betzing
CITY ATTORNEY

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SUBAWARD AGREEMENT
BY AND BETWEEN THE

DENVER REGIONAL COUNCIL OF GOVERNMENTS
1001 17th Street, Suite 700
Denver, Colorado 80202
("DRCOG")

and

CITY OF LITTLETON
2255 West Berry Avenue
Littleton, Colorado 80120
("Subrecipient/Contractor")

Project Number: 705025 Agreement Number: EX26019

Subrecipient's Unique Entity Identifier in SAM: CLQJKXAMYNL5
Federal Award Identification Number: 00I18200
CFDA Number: 66.046 – Climate Pollution Reduction Grant
EPA Award Date: 10/10/2024

This Agreement ("Agreement") is made by and between the Denver Regional Council of Governments ("DRCOG") and City of Littleton ("Subrecipient").

RECITALS

A. Subrecipient is also identified as "Contractor" in this Agreement which has been funded with an award of Federal funds from the Climate Pollution Reduction Grant from the Environmental Protection Agency (EPA) to design and implement greenhouse gas (GHG) reduction programs, policies, projects, and measures identified in a Prior Climate Action Plan (PCAP) through four main objectives: implementation of ambitious measures that will achieve significant cumulative GHG reductions by 2030 and beyond; pursuit of measures that will achieve substantial community benefits, particularly in low-income and disadvantaged communities; complementing other funding sources to maximize these GHG reductions and community benefits; and pursuit of innovative policies and programs that are replicable and can be scaled up across multiple jurisdictions (the "Project").

B. DRCOG desires to engage the Subrecipient for the purpose of providing services related to the Project as further described herein (the "Services").

C. The Subrecipient represents that it has the special expertise, qualifications and the background necessary to complete the Services.

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TERMS

1. Scope of Services

The Subrecipient agrees to provide the specific Services and to perform the specific tasks, duties and responsibilities set forth in Scope of Services attached hereto as **Exhibit A** and incorporated herein by reference. Subrecipient shall furnish all tools, labor and supplies in such quantities and of the proper quality as are necessary to professionally and timely perform the Services. In its sole discretion, DRCOG may contract with other subrecipients to provide the same or similar services during the term of this Agreement.

2. Term

The term of this Agreement shall commence upon execution and shall end September 30, 2029. No work shall commence and no costs shall be incurred prior to the execution of this Agreement, as reflected by the execution date herein.

This Agreement may be terminated as follows:

2.1 Termination of Agreement for Cause

If through any cause, the Subrecipient shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or if the Subrecipient shall violate any of the covenants, agreements, or stipulations of this Agreement, DRCOG shall thereupon have the right to terminate this Agreement by giving written notice to the Subrecipient of such termination. This notice will: (1) specify in reasonable detail the nature of the breach; (2) provide the Subrecipient with an opportunity to cure, which must be requested in writing no less than 14 days from the date of the Termination Notice; and (3) shall specify the effective date of termination in the event the Subrecipient fails to correct the breach. In that event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports or other materials prepared by the Subrecipient under this Agreement shall, at the option of DRCOG, become its property, and subject to DRCOG's right of setoff, the Subrecipient shall be entitled to receive compensation for any satisfactory work completed on such documents or other materials which were completed to the satisfaction of DRCOG. Notwithstanding the above, the Subrecipient shall not be relieved of liability to DRCOG for any damages sustained by DRCOG by virtue of any breach of the Agreement by the Subrecipient, and DRCOG may withhold all payments to the Subrecipient for the purpose of setoff for damages due DRCOG.

2.2 Termination for Convenience of DRCOG

DRCOG and Subrecipient may terminate this Agreement at any time by giving 30 days written notice to the Subrecipient of such termination. If the Agreement is terminated by DRCOG as provided herein, the Subrecipient will be paid for services satisfactorily rendered through the date of termination in accordance with the tasks and rates set forth in **Exhibit B**.

2.3 Termination Due to Loss of Funding

The parties hereto expressly recognize that the Subrecipient is to be paid, reimbursed, or otherwise compensated with funds provided to DRCOG for the purpose of contracting

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for the services provided for herein. Therefore, the Subrecipient expressly understands and agrees that all its rights, demands, and claims to compensation arising under this Agreement are contingent upon receipt of such funds by DRCOG. In the event that such funds or any part thereof are not received by DRCOG, DRCOG may immediately terminate this Agreement without liability, including costs for termination.

3. Payment.

3.1 Payment Amount

The total cost of the Agreement shall not exceed Nine Hundred Thousand Dollars ($900,000.00). The foregoing amounts of compensation shall be inclusive of all costs of whatsoever nature associated with the Subrecipient's efforts, including but not limited to salaries, benefits, overhead, administration, profits, and expenses. Services cannot commence prior to an executed contract.

3.2 Invoices and Payment

a. DRCOG shall pay the Subrecipient in the amounts and in accordance with the project budget attached hereto as Exhibit B and incorporated herein by reference.
b. Reimbursement Requests. Contractor shall submit a reimbursement request in a form prescribed by DRCOG. Such report and request shall be filed on or before the fifteenth day of the month following the month in which services are provided, throughout the term of the Contract. If the fifteenth of the month falls on a holiday or weekend, then submissions shall be due the business day prior to the fifteenth. Failure to submit the monthly reimbursement request by the fifteenth day of the following month will delay processing of payments until the next calendar month. Final billing on the Agreement must be received within 30 days after the end of the Agreement term. Contractor is responsible for the timely filing, completeness and accuracy of all reimbursement requests. All payments are subject to verification by DRCOG. DRCOG agrees to reimburse Contractor via Electronic Funds Transfer (EFT) (Attachment B) into the bank account designated by Contractor upon approval of reimbursement request during regularly scheduled payment cycles.
c. DRCOG pays on a Net 30 following receipt of invoices, so long as the amount invoiced correctly represents Work completed by Subrecipient and is approved by DRCOG's Program Manager. If it is determined that the amount of any invoice is not correct, then Subrecipient shall make all changes necessary to correct the invoice. The acceptance of an invoice shall not constitute acceptance of any Work performed or Deliverables provided under this Agreement.
d. DRCOG agrees to pay Subrecipient each month into the bank account designated by Subrecipient via Electronic Funds Transfer (EFT) upon approval of invoices during regularly scheduled payment cycles (5th and the 20th).

4. Allowable Costs

Subrecipient shall only be reimbursed for costs incurred for the performance of this Agreement which are determined by DRCOG to be allowable, allocable, and reasonable in accordance with the following Federal cost principles, as from time to time amended:

1. The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 C.F.R. Parts 200 and 1500.

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2. 2 CFR 200.216 concerning the prohibition on certain telecommunications and video surveillance service equipment or services.

3. Expenses shall not exceed U.S. General Services Administration ("GSA") per diem rates available at: http://www.gsa.gov/portal/content/104877.

4. Air travel must be pre-approved by DRCOG. All air travel must be at the lowest, reasonably available coach fare. First class or business class travel is not authorized

5. Use of Funds

Subrecipient shall use funds only for eligible costs identified herein and/or in the project budget **(Exhibit B).** Subrecipient may adjust budgeted expenditure amounts up to 10% between line items of said Budget without approval of DRCOG. Budget line item adjustments exceeding 10% must be submitted in advance of actual expenditure and receive written approval by **DRCOG's Chief Operating Officer**. Approval may be transmitted informally by email or such other means that does not rise to the level of an amendment to this Agreement. Budget adjustments shall not increase DRCOG's total consideration beyond the maximum amounts designated in Section 3 without an amendment to this Agreement.

6. Assurances.

In addition to all other obligations contained herein, Subrecipient agrees: (a) to proceed with diligence and promptness and to perform the Services in accordance with the prevailing standard of practice normally exercised in the performance of services of a similar nature in the Denver metropolitan area; and (b) to comply, at its own expense, with the provisions of all state, local and federal laws, regulations, ordinances, requirements and codes which are applicable to the performance of the Services hereunder or to Subrecipient as an employer.

7. Inspection and Audit.

DRCOG and its duly authorized representatives shall have access to any books, documents, papers, and records of the Subrecipient that are related to this Agreement for the purpose of making audits, examinations, excerpts, and transcriptions.

8. Colorado Governmental Immunity Act.

If the Subrecipient is a "public entity" within the meaning of the Colorado Governmental Immunity Act, CRS 24-72-200.1, et seq., as amended ("Act"), Subrecipient assumes responsibility for the actions and omissions of its agents and its employees in the performance or failure to perform under this Agreement. By agreeing to this provision, Subrecipient does not waive or intend to waive the limitations on liability which are provided to the Subrecipient under the Act.

9. Insurance.

A. Subrecipient shall procure and maintain and shall cause each subrecipient hired by Subrecipient to perform services under this Agreement to procure and maintain, the minimum insurance coverages listed below. All coverages shall be continuously

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maintained to cover all liability, claims, demands, and other obligations assumed by Subrecipient pursuant to this Agreement. In the case of any claims-made policy, the necessary retroactive dates and extended reporting periods shall be procured by Subrecipient to maintain such continuous coverage:

1. Workers' Compensation in statutory limits.
2. Employer's Liability Insurance: $100,000/ each accident, $500,000/ disease - policy limit, and $100,000/ disease - each employee.
3. Comprehensive General Liability Insurance: $1,000,000/Occurrence
4. Automobile Liability or Hired & Non-Owned Vehicle Liability Insurance: $1,000,000/each accident.
5. Professional Liability Insurance: $1,000,000/Claim.
6. Security & Privacy Liability or Cyber Risk insurance: $1,000,000/Occurrence

B. DRCOG, its officers and employees are to be named as additional insured for both the Subrecipient's General and Automobile Liability policies under sections Certificate Holder and Description of Operations. In addition, the term of said Agreement and the Agreement number must be outlined under the Description of Operations.

C. All coverages shall be continuously maintained from the date of commencement of Services hereunder, and in the case of any claims-made policy, the necessary retroactive dates and extended reporting periods shall be procured by the Subrecipient so as to maintain such continuous coverage. The Subrecipient shall not be relieved of any liability, claims, demands, or other obligations assumed pursuant to this Agreement by reason of its failure to procure or maintain insurance, or by reason of its failure to procure or maintain insurance in sufficient amounts, durations, or types. All insurance policies required hereunder shall include clauses stating that each carrier shall waive all rights of recovery, under subrogation or otherwise, against DRCOG, its agencies, institutions, organizations, officers, agents, employees and volunteers.

D. The insurance company shall endeavor to notify DRCOG of any cancellation of the insurance policy with 30 days' notice.

E. The Subrecipient shall provide certificates showing adequate insurance coverage, as required above to DRCOG with the signed Agreement. Subrecipient shall deliver to DRCOG certificates of insurance evidencing renewals thereof. Upon request by DRCOG at any other time during the term of this Agreement, Subrecipient, shall, within 10 days of such request supply to DRCOG evidence satisfactory to DRCOG of compliance with the provisions of this Section.

F. If the Subrecipient is a "public entity" within the meaning of the Colorado Governmental Immunity Act, CRS 24-72-200.1, et seq., as amended ("Act"), the Subrecipient shall at all times during the term of this Agreement maintain such liability insurance, by commercial policy or self-insurance, as is necessary to meet its liabilities under the Act.

10. Assignment.

This Agreement shall not be assigned by Subrecipient without the prior written consent of DRCOG.

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11. Rights In Data, Documents, and Computer Software.

11.1 Deliverables.

Subrecipient agrees to provide to DRCOG a royalty-free, non-exclusive and irrevocable license to reproduce publish or otherwise use and to authorize others to use any software, research, reports, studies, estimates, data, photographs, negatives or other documents, plans, drawings, memoranda, computation sheets or materials prepared by the Subrecipient in the performance of its obligations under this contract (the "Deliverables"), for the purpose of DRCOG. The Subrecipient shall deliver all Deliverables to DRCOG at no further expense to DRCOG upon completion, termination, or cancellation of this contract.

11.2 Exclusive Property of DRCOG.

Any software (including source code), research, reports, proposals, studies, estimates, data, photographs, negatives or other documents, plans, drawings, memoranda, ideas, concepts, know-how, computation sheets or materials, and information provided by or on behalf of DRCOG to the Subrecipient (collectively "DRCOG Materials") are the exclusive property of DRCOG and all such materials shall be delivered by the Subrecipient to DRCOG at no further expense to DRCOG upon completion, termination, or cancellation of this contract. Subrecipient shall not use, willingly allow, cause or permit DRCOG Materials to be used for any purpose other than the performance of Subrecipient's obligations under this contract without the prior written consent of DRCOG.

11.3 Exclusive Property of Subrecipient.

Subrecipient retains the exclusive rights, title, and ownership to any and all pre-existing materials owned or licensed to Subrecipient including, but not limited to, all pre-existing software, licensed products, associated source code, machine code, text images, audio and/or video, and third-party materials, delivered by Subrecipient under this contract, whether incorporated in a Deliverable or necessary to use a Deliverable (collectively, "Subrecipient Property"). Subrecipient Property shall be licensed to DRCOG as set forth in subsection 12.1, above, or by separate license agreement: (i) entered into as an exhibit to this Agreement, (ii) obtained by DRCOG from the applicable third-party vendor, or (iii) in the case of open-source software, the license terms set forth in the applicable open-source license agreement.

11.4 Intellectual Property Indemnification.

To the extent permitted by law, Subrecipient agrees to indemnify, save, and hold harmless DRCOG against any and all costs, expenses, claims, damages, liabilities, and other amounts (including attorney fees and costs) incurred by DRCOG in relation to any claim that any Service, Deliverable, or software provided by Subrecipient under this Agreement, or the use thereof, infringes a patent, copyright, trademark, trade secret, or any other intellectual property right. If any Service, Deliverable, or software is held to infringe and the use thereof is enjoined or restrained or, if as a result of a settlement or compromise, such use is materially adversely restricted, Subrecipient shall, at its own expense, either: (i) procure for DRCOG the right to continue to use the Service, Deliverable, or software; (ii) modify the Service, Deliverable, or software to make it non-infringing, provided that such modification does not materially adversely affect DRCOG's authorized use of the Service, Deliverable, or software; (iii) replace the Service,

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Deliverable, or software with a functionally equivalent non-infringing program at no additional charge to DRCOG; or (iv) if none of the foregoing alternatives is reasonably available to Subrecipient, either party may terminate this Agreement. Any reference to the "DRCOG" in this Subsection shall be deemed to include officers and employees of the DRCOG.

No term or condition of this Contract shall be construed or interpreted as a waiver, express or implied, of any of the immunities, rights, benefits, protection, or other provisions for the Contractor of the Colorado Governmental Immunity Act, C.R.S. § 24-10-101 *et seq*. or the Federal Tort Claims Act, 28 U.S.C. § 2671 *et seq*. as applicable, as now or hereafter amended. The Contractor, by execution of this Contract containing this indemnification clause does not waive the operation of any law concerning the Contractor's ability to indemnify.

12. Performance Reports.

Subrecipient agrees to submit quarterly performance progress reports in accordance with the Subrecipient's Scope of Work to their designated project manager within 30 days following quarter end. Subrecipient also agrees to submit a semi-annual report by the 15th of the month following the 6-month reporting period (i.e. October-March reporting would be due by April 15 and April-September reporting would be due by October 15). DRCOG will include a reporting template. Reporting could include reporting on appliable areas, which may include without limitation: (1) comparison of actual technical progress and milestones achieved during the reporting period to outputs/outcomes and performance measures identified in the Scope of Services; (2) budget update; (3) if necessary, the reasons why any timelines/milestones were missed; (4) community engagement activities conducted in low-income and disadvantaged communities; (5) strategies for mitigating environmental risks; (6) climate resiliency planning, siting, design, and operation; (7) updates to key contacts and/or changes to the roles and responsibilities of key contacts; (8) as applicable, updates regarding which organizations have the authority to implement each measure and the reason(s) for the change(s); (9) as applicable, updates regarding changes to contracts, subgrants, and participant support costs; (10) progress on generating high-quality jobs with a diverse, highly skilled workplace; and (11) summary of anticipated activities for the next period. The deadlines for and forms of such reports shall be determined by DRCOG. Notwithstanding the foregoing, Subrecipient agrees to report adverse conditions that will materially impair Subrecipient's ability to meet the output/outcomes specified in its Scope of Services. Subrecipient agrees to inform DRCOG immediately rather than waiting until the next performance report is due.

13. Annual Evaluation

The subaward project is subject to review by DRCOG at least annually. For the evaluation, DRCOG shall review project performance against contract terms and project objectives together with any proposed revisions to project plan and budget details as described in Exhibit A. Any changes to the project scope, deliverables, timeline, or budget shall not be implemented without a formal amendment to this Agreement.

Subrecipient shall satisfactorily resolve any findings or issues identified as part of the evaluation. Furthermore, any unspent funds may be subject to forfeiture by subrecipient and, at DRCOG's discretion, reallocated to other subawards.

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14. Quality Assurance (QA) Requirements.

If Subrecipient's service(s) involve the collection, evaluation, or use of environmental data, such activities must comply with DRCOG's Quality Assurance (QA) program as outlined in its Quality Management Plan. Additional details are outlined in **Exhibit D** attached hereto and incorporated herein by this reference.

15. Accessibility.

If the Services include developing or furnishing software, digital content, or electronic and information technology for DRCOG, the Subrecipient agrees that it shall comply with C.R.S. §24-85-101, et seq., the Accessibility Standards for Individuals with a Disability as established by the Office of Information Technology (codified at 8 CCR 1501-11), and Sections 504 and 508 of the Rehabilitation Act (codified at 36 CFR Part 1194).

16. Notice.

Any notice required or permitted by this Agreement shall be in writing and shall be sufficiently given for all purposes if sent by: (a) personal delivery; (b) certified mail or registered mail, postage and fees prepaid, to the address set forth on the first page of this Agreement; or (c) email with read receipt requested to the email address, if any, set forth on the first page of this Agreement. Personally delivered notices are effective upon delivery; mailed notices are effective three (3) business days after mailing; and emailed notices are effective once sent and received. Either party may change their contact information by providing notice to the other party without a formal amendment to this Agreement.

17. Waiver.

A waiver by any party to this Agreement of the breach of any term or provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach by either party.

18. Governing Law; Venue

This Agreement shall be governed by the laws of the State of Colorado. Venue for any action relating to this Agreement shall be in the City and County of Denver, Colorado and federal district courts for the State of Colorado. Nothing herein shall preclude the parties from mutually agreeing to submit to arbitration or mediation to resolve a dispute arising hereunder.

19. Binding Effect

This Agreement shall inure to the benefit of, and be binding upon, the parties, their respective legal representatives, successors, heirs, and assigns; provided, however, that nothing in this paragraph shall be construed to permit the assignment of this Agreement except as otherwise expressly authorized herein.

20. Subcontractors/Subrecipients

Subrecipient may utilize subcontractors/subrecipients to assist with non-specialized works as necessary to complete projects provided that it first submits any proposed

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subcontractors/subrecipients and the description of their services to DRCOG for approval. DRCOG will not work directly with the subcontractors/subrecipients.

21. Independent Contractor

The Subrecipient is an independent contractor and not an employee of DRCOG. As an independent contractor, Contractor and its employees are not entitled to workers' compensation benefits except as may be provided by the Contractor nor to unemployment insurance benefits unless unemployment compensation coverage is provided by the Contractor or some other entity. The Contractor is obligated to pay all federal and state income tax on any moneys earned or paid pursuant to this contract relationship. The parties agree that the Contractor is free from the direction and control of DRCOG except such control as may be required by any state or federal statute or regulation, and that DRCOG does not require the Contractor to work exclusively for DRCOG; does not provide tools, training or benefits to the Contractor, and does not dictate the time of performance by the Contractor, except through a completion schedule. Contractor shall not create any indebtedness on behalf of DRCOG.

22. No Third-Party Beneficiaries

It is expressly understood and agreed that enforcement of the terms and conditions of this Agreement, and all rights of action relating to such enforcement, shall be strictly reserved to DRCOG and Subrecipient, and nothing contained in this Agreement shall give or allow any such claim or right of action by any other

23. Entire Agreement

This Agreement represents the entire agreement between the parties and there are no oral or collateral agreements or understandings. This Agreement may be amended only by an instrument in writing signed by the parties. If any other provision of this Agreement is held invalid or unenforceable, no other provision shall be affected by such holding, and all of the remaining provisions of this Agreement shall continue in full force and effect.

24. Debarment, Suspension

By signing this Agreement, the Subrecipient represents that its organization and its principals are not suspended or debarred per federal requirements, including but not limited to 2 C.F.R. Part 180.

25. Unique entity ID

System for Award Management (SAM) and Unique Entity ID Requirements: Contractor must obtain a unique entity identifier (UEI), but is not required to fully register in Sam.gov. Contractor shall provide its Unique Entity ID to DRCOG, and shall update Contractor's information at http://www.sam.gov at least annually after the initial registration, and more frequently if required by changes in Contractor's information Start here to request a new UEI in SAM.gov .

26. Certificate of good standing

Proof of Registration with Colorado Secretary of State: Contractor shall furnish a Certificate of Good Standing from the Colorado Secretary of State's Office, as proof that it is properly registered to do business in the State of Colorado. Such Certificate shall be provided with

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the signed Agreement; **provided however, the foregoing shall not apply to the State, its agencies, municipalities, counties, political subdivisions, special districts, or other public entities.**

27. CORA Disclosure.

To the extent not prohibited by federal law, this Contract and the performance measures and standards under CRS § 24-103.5-101, if any, are subject to public release through the Colorado Open Records Act, CRS § 24-72-200.1, et seq., as may updated.

28. Federal Requirements.

Subrecipient shall at all times during the term of this Agreement strictly adhere to, and comply with, all applicable federal and state laws, and their implementing regulations, as they currently exist and may hereafter be amended, including but not limited to the Federal Award Requirements set forth in Exhibit C, attached hereto and incorporated herein by this reference. Subrecipient shall also require compliance with these statutes and regulations in subcontract/subaward agreements associated with this Agreement. Should any new laws, regulations, certifications or assurances, or other guidance documents be issued by the Federal government which are applicable to this Agreement and which contain language to which the Subrecipient cannot comply, this Agreement may be terminated in accordance with Section 2.2.

29. Certification for Federal-Aid Awards.

This section applies if the amount of this Agreement exceeds $100,000. Subrecipient, by signing this Agreement, certifies to the best of its knowledge and belief:

A. No Federal Funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
B. If any funds other than Federal Funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.
C. Subrecipient shall require that the language of this certification be included in any subcontract exceeding $100,000 at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.
D. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

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30. Provisions

The parties agree that this Agreement is also subject to the provisions set forth in the Exhibits and Attachments of this Agreement, attached hereto and incorporated herein.

31. Authority

The undersigned signatories of Subrecipient represent that they have been duly authorized to execute this Agreement and have full power and authority to bind Subrecipient to the terms and conditions hereof, and certify that their signatures below, whether handwritten, electronic, or digital or submitted by facsimile or electronic mail are their own. Subrecipient further understands and agrees that no further certification authority or third-party verification is necessary to validate any signature hereto and that the lack of such certification or verification will not in any way affect the enforceability of the Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement on the _____ day of _____, 20___ and acknowledge that electronic or digital signatures hereto are the legally binding equivalent to handwritten signatures.

DENVER REGIONAL COUNCIL OF GOVERNMENTS

By: _____
Douglas W. Rex, Executive Director

ATTEST:

By: _____
Title: _____

CITY OF LITTLETON

By: _____
Title: _____

ATTEST:

By: _____
Title: _____

APPROVED AS TO FORM FOR LITTLETON

_____
Reid Betzing, City Attorney

The City of Littleton, Colorado is a home-rule municipality and is not required to register with the Colorado Secretary of State.

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Exhibit A
Scope of Services

Background

The Denver Regional Council of Governments (DRCOG) received a $199.7 million Climate Pollution Reduction Grant from the Environmental Protection Agency (EPA) to develop a Building Decarbonization Program focused on reducing climate pollution from the building sector. Within this larger program lies the Building Policy Collaborative (BPC), a subprogram designed to support jurisdictions across the region in implementing new, above state minimum building energy codes and performance standards, permitting reform and other building policies.

As a part of this support, the BPC allocated $34.8 million as formula subawards across all jurisdictions in the DRCOG region. The subawards support local jurisdictions by providing funding for new staff capacity, training and professional development related to decarbonization policies, enhancements to permitting processes, technical assistance on policy development and adoption, community engagement support, and any other activities designed to reduce climate pollution from the building sector.

This subaward is being awarded between DRCOG and the City of Littleton (hereafter referred to as “Littleton”) because it meets the requirements and eligible uses, as required by DRCOG and EPA, and will advance Power Ahead Colorado’s goals of reducing greenhouse gases from the built environment within our region. This scope of work (SOW) outlines the activities, processes, and deliverables related to the work that will be performed with this subaward.

Project Summary

In this project, Littleton will advance its energy efficiency and sustainability goals by providing the technical assistance necessary to conduct critical evaluations, develop tailored strategies, and draft policies that will have a lasting impact. With expert guidance, Littleton will be positioned to improve the energy performance of its residential housing stock, adopt and exceed the state's energy code, and explore new avenues for reducing embodied carbon in the construction sector. The success of these initiatives will contribute to a more sustainable, resilient Littleton that is better prepared to meet the challenges of climate change while providing a model for other cities to follow.

Project Goals

Littleton will work toward the following goals from this project:

- Baseline energy performance evaluation for existing residential structures, determining what percentage of Littleton’s residential housing stock needs retrofits to reach as close to net-zero by 2050 across all sectors.
- Align climate models and goals with preliminary models and work in tandem with Littleton plans as they are finalized.
- Adopting, with possible exceedance, Colorado’s Low Energy and Carbon Code.
- Exploration of embodied carbon city ordinance

Project Description & Deliverables

Due to limited capacity within Littleton, particularly with respect to managing full-time staff dedicated to these specific areas of work, hiring consultants is the most efficient way to achieve Littleton's goals. In this project, Littleton will engage with highly qualified consultants who possess the specialized knowledge required to assess energy performance, evaluate building codes, and provide input on ordinances that will drive meaningful change. Consultants will be engaged to complete the tasks outlined in this scope, either a single consultant for all tasks or

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separate consultants for individual tasks, and the budget will be updated once bids are received. These experts will work closely with Littleton leadership to provide critical policy recommendations, technical research, and data-driven strategies to ensure that Littleton's efforts to reduce energy consumption, improve building performance, and reduce greenhouse gas (GHG) emissions are grounded in evidence and best practices.

Using DRCOG subaward funding, Littleton will accomplish the following tasks:

Task 1. Project administration, reporting, and management:

Work associated with this task will be performed primarily by the project manager with input and participation from the project team and will carry over from year to year of the subaward period on a regular cadence in agreement with DRCOG. Activities will include essential project management, tracking staff time and preparing invoices for reimbursement from DRCOG, preparing project updates and attending update meetings with DRCOG.

Task 2. Policy Adoption:

This task will include the adoption of the newly established Colorado Low Energy and Carbon Code, as well as the exploration of exceeding the state's energy code standards. The low energy and carbon code consultant will assist Littleton in conducting a specific audit of existing codes and green building incentives to determine whether Littleton should adopt more stringent measures that exceed the state's requirements. The consultant will help Littleton develop a comprehensive list of decarbonization opportunities and propose a set of metrics that can be used to evaluate the effectiveness of these strategies over time. Additionally, the consultant will help develop a compliance plan that integrates energy code requirements into Littleton's existing practices and outlines recommendations for Littleton to build capacity to keep up with future changes to building codes. Additionally, the consultant will assist in drafting ordinance language that will effectively address embodied carbon in building materials and construction practices. They will also help identify metrics for success and develop a monitoring and compliance plan to ensure that the ordinance is successfully implemented.

Task 3. Technical Assistance:

In this task, Littleton will assess the current energy performance of single-family homes and develop realistic, tailored strategies to reduce energy demand. Littleton will begin by conducting a baseline energy analysis to quantify current energy usage in these homes. This will provide the critical data needed to identify areas of inefficiency and set informed, measurable energy reduction targets. The goal is to utilize this data to develop a comprehensive, long-term strategy that enhances energy performance citywide. By leveraging this baseline information, Littleton can craft policies, such as residential point of sale requirements, that target the most impactful areas for energy reduction, thereby helping Littleton take meaningful steps toward reducing its GHG emissions and improving overall energy efficiency.

Additionally, this task will explore the role of embodied carbon in Littleton's building sector and assess the potential for creating a local ordinance to reduce construction & demolition (C&D) waste. A hired consultant will review and provide Littleton with insights into best practices and opportunities for implementing similar policies in Littleton. The consultant will work with Littleton to integrate embodied carbon considerations into the

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South Metro Waste Diversion Plan, ensuring that Littleton's waste reduction strategies align with efforts to mitigate carbon emissions from the building sector.

Note: *As may be directed by DRCOG, develop a Quality Assurance Project Plan (QAPP) and/or Sampling Analysis Plan (SAP) describing quality assurance measures for project activities involving environmental data collection, analysis and reporting. Plan templates shall be provided by DRCOG. DRCOG and EPA must approve the QAPP and/or SAP before any such technical activities may begin.*

Annual Evaluation
As part of an annual evaluation of the subaward project conducted by DRCOG, the jurisdiction may submit modifications to its scope of work or budget or do so at the request of DRCOG. The jurisdiction shall propose in writing any adjustments to task activities, costs, deliverables, or delivery dates in the remaining term period. Changes may only be implemented upon written approval of DRCOG or, if any are deemed material by DRCOG, following an executed amendment.

Deliverable Table
Deliverables are subject to change and may be updated over time, subject to DRCOG approval. Please note that DRCOG reserves the right to deny reimbursement for costs that do not comply with subaward policies or fall outside the scope of eligible and approved uses. Furthermore, the timeline for some deliverables is dependent upon variables beyond staff control and may need to shift accordingly. During quarterly reporting with DRCOG, jurisdictional staff will address any task timelines that need to be adjusted.

Task	Deliverable	Anticipated Timeline
Ongoing across budget periods		
Task 1. Project Administration, Reporting & Management	Submit cost reporting and backup documentation	Monthly; due by the 15th for prior month costs
Task 1. Project Administration, Reporting & Management	Submit project narrative and meet with DRCOG to provide project updates	Quarterly: January 30, April 15, July 30, October 15
Task 1. Project Administration, Reporting & Management	Submit Annual QAPP Report	Annually
Budget Period 1: April 1, 2026 – December 31, 2026		
Task 1. Project Administration, Reporting & Management	Draft of QAPP to DRCOG and EPA	Aug-26
Task 1. Project Administration, Reporting & Management	Finalized QAPP based on DRCOG and EPA feedback submitted	Nov-26
Task 3. Policy Adoption	Provide contract and scope of work with residential energy analysis consultant	May-26
Task 3. Technical Assistance	Provide draft RFP for work with embodied carbon consultant	Aug-26
Task 4. Community	Provide contract and scope of work with	Oct-26

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Task	Deliverable	Anticipated Timeline
Engagement	embodied carbon consultant	
Task 1. Project Administration, Reporting & Management	Submit 2027 Scope update, including updates tasks, deliverables, timeline, and budget plan	Oct-26
Budget Period 2: January 1, 2027 – December 31, 2027		
Task 1. Project Administration, Reporting & Management	Submit 2028 Scope update, including updates tasks, deliverables, timeline, and budget plan	Oct-27
Budget Period 3: January 1, 2028 – December 31, 2028		
Task 1. Project Administration, Reporting & Management	Submit 2029 Scope update, including updates tasks, deliverables, timeline, and budget plan	Oct-28
Budget Period 4: January 1, 2029 – September 30, 2029		
Task 1. Project Administration, Reporting & Management	Submit Subaward project final report	Sep-29

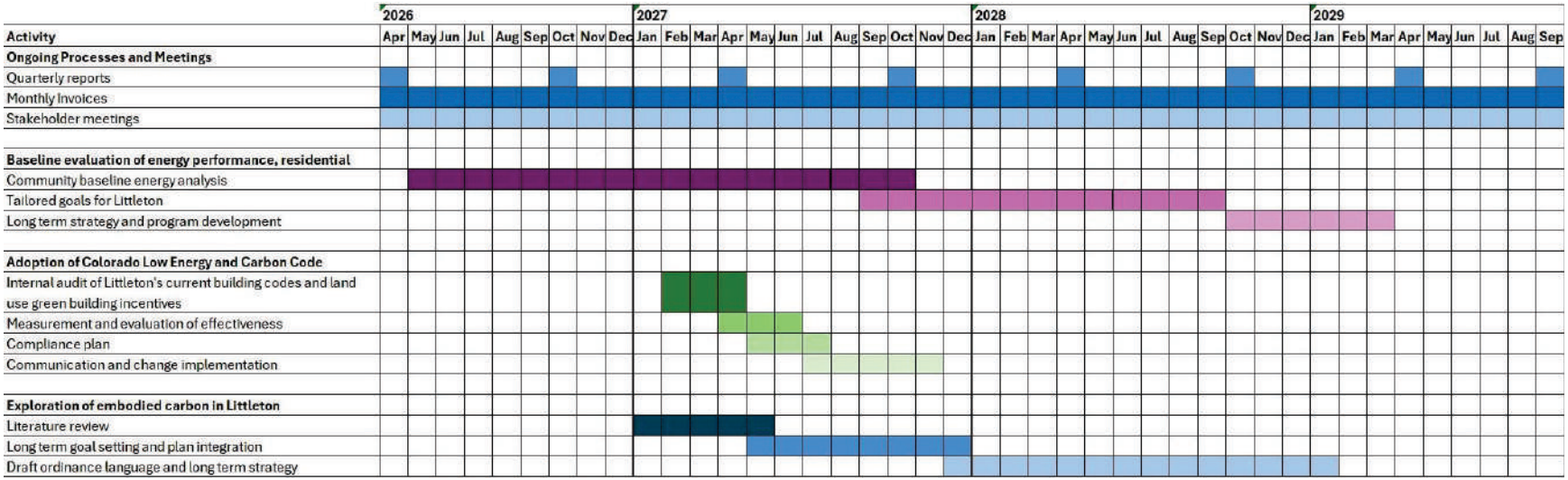
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Exhibit B
Project Budget

	Quantity	Unit	Rate	Year 1 (2026)	Year 2	Year 3	Year 4	Total	Budget Notes
Personnel									
Position A		hours	$100.00	$0.00	$0.00	$0.00	$0.00	**$0.00**	
Position B		hours	$100.00	$0.00	$0.00	$0.00	$0.00	**$0.00**	
				$0.00	$0.00	$0.00	$0.00	**$0.00**	
				$0.00	$0.00	$0.00	$0.00	**$0.00**	
			Total, Personnel	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	
Fringe									
Position A		hours	$25.00	$0.00	$0.00	$0.00	$0.00	**$0.00**	
Position B		hours	$25.00	$0.00	$0.00	$0.00	$0.00	**$0.00**	
				$0.00	$0.00	$0.00	$0.00	**$0.00**	
				$0.00	$0.00	$0.00	$0.00	**$0.00**	
			Total, Fringe	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	
Travel									
Airfare		each		$0.00	$0.00	$0.00	$0.00	**$0.00**	
Lodging		night	$215.00	$0.00	$0.00	$0.00	$0.00	**$0.00**	
Per diem		day	$92.00	$0.00	$0.00	$0.00	$0.00	**$0.00**	
Mileage		mile	$0.70	$0.00	$0.00	$0.00	$0.00	**$0.00**	
			Total, Travel	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	
Supplies									
				$0.00	$0.00	$0.00	$0.00	**$0.00**	
				$0.00	$0.00	$0.00	$0.00	**$0.00**	
				$0.00	$0.00	$0.00	$0.00	**$0.00**	
				$0.00	$0.00	$0.00	$0.00	**$0.00**	
			Total, Supplies	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	
Contractual									We are estimating hours based on past experiences with consultants. Once Littleton has contractor bids, we will update DRCOG accordingly. As noted in the narrative, Littleton plans to add a specific community engagement element to all of the contracts below.
Consultant to conduct baseline residential energy analysis -- year 1	462	hours	$200.00	$92,400.00				**$92,400.00**	Baseline evaluation of energy performance, residential
Consultant to conduct baseline residential energy analysis -- year 2	650	hours	$200.00		$130,000.00			**$130,000.00**	Baseline evaluation of energy performance, residential
Consultant to conduct baseline residential energy analysis -- year 3	450	hours	$200.00			$90,000.00		**$90,000.00**	Baseline evaluation of energy performance, residential
Consultant to conduct baseline residential energy analysis -- year 4	450	hours	$200.00				$90,000.00	**$90,000.00**	Baseline evaluation of energy performance, residential
Consultant to help adopt of Colorado Low Energy and Carbon Code in Year 2	605	hours	$200.00		$121,000.00			**$121,000.00**	Adoption of Colorado Low Energy and Carbon Code

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Overall program development for future planning purposes beyond subaward -- only required in year 1	800	hours	$200.00	$160,000.00				**$160,000.00**	Putting it all together and planning for the future for this work
Consultant to conduct research for exploration of embodied carbon in Littleton -- work starting in year 2	783	hours	$200.00		$156,600.00			**$156,600.00**	Exploration of embodied carbon in Littleton
Consultant to conduct research for exploration of embodied carbon in Littleton -- year 3	250	hours	$200.00			$50,000.00		**$50,000.00**	Exploration of embodied carbon in Littleton
Consultant to conduct research for exploration of embodied carbon in Littleton -- year 4	50	hours	$200.00				$10,000.00	**$10,000.00**	Exploration of embodied carbon in Littleton
			Total, Contractual	**$252,400.00**	**$407,600.00**	**$140,000.00**	**$100,000.00**	**$900,000.00**	
Other Costs									
IT/Software				$0.00	$0.00	$0.00	$0.00	**$0.00**	
Printing				$0.00	$0.00	$0.00	$0.00	**$0.00**	
				$0.00	$0.00	$0.00	$0.00	**$0.00**	
				$0.00	$0.00	$0.00	$0.00	**$0.00**	
			Total, Other Costs	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	
Indirects									
Indirect cost rate agreement				$0.00	$0.00	$0.00	$0.00	**$0.00**	
De minimis				$0.00	$0.00	$0.00	$0.00	**$0.00**	
				$0.00	$0.00	$0.00	$0.00	**$0.00**	
				$0.00	$0.00	$0.00	$0.00	**$0.00**	
			Total, Indirects	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	
				$252,400.00	**$407,600.00**	**$140,000.00**	**$100,000.00**	**$900,000.00**	



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Exhibit C
Federal Award Requirements

The Subrecipient shall comply with the following terms and conditions to the extent applicable. These terms and conditions are in addition to the assurances and certifications made as a part of the Agreement and the terms, conditions, or restrictions cited throughout the Agreement.

1. **Grant Agreement.** The Grant Agreement by and between Denver Regional Council of Governments and the US Environmental Protection Agency, Grant Number (FAIN): 00I18200, dated October 10, 2024, a copy of which is available from DRCOG.

2. **EPA Terms and Conditions.** The most recent version of EPA General Terms and Conditions available at: https://www.epa.gov/grants/grant-terms-and-conditions#general. For purposes of this Agreement, EPA is the Federal awarding agency, DRCOG is the "pass-through entity" or "recipient," and Subrecipient is the subrecipient.

Non-Discrimination Laws and Social Policies

3. **Non-Discrimination Laws.** Title VI of the Civil Rights Act, Title VI of the Civil Rights Act of 1964, Section 13 of the Federal Water Pollution Control Act Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, The Age Discrimination Act of 1975. These four laws prohibit discrimination in the provision of services or benefits, on the basis of race, color, national origin, sex, disability or age, in programs or activities receiving federal financial assistance.
4. **Executive Order 13798**. Executive Order 13798 established a policy of promoting free speech and religious liberty. It reinforces the requirement that religious organizations be allowed to participate in Federal financial assistance programs on an equal footing with other organizations without being required to alter their religious character. States or other public grantees may not condition subawards in a manner that would disadvantage grant applicants based on their religious character.
5. **Disadvantaged Business Enterprises.** EPA regulations at 40 CFR Part 33, "Participation by Disadvantaged Business Enterprises in U.S. Environmental Protection Agency Programs" set forth requirements for making good faith efforts to ensure that Disadvantaged Business Enterprises, including Minority Business Enterprises and Women's Business Enterprises receive a fair share of contracts awarded with funds provided by EPA financial assistance agreements. These requirements apply to subrecipients in accordance with 40 CFR 33.102 and the definition of "Recipient" in 40 CFR 33.103.
6. **Clean Air Act and Clean Water Act**. Section 306 of the Clean Air Act (CAA) and section 508 of the Clean Water Act (CWA), as implemented by Executive Order 11738 (1973), prohibit performance of Federal assistance agreements at facilities disqualified due to certain violations of the CAA or CWA. Disqualified facilities are listed in the System for Award Management. Pass-through entities must ensure that subrecipients are not disqualified and that they are aware of the requirement to check SAM, to determine if facilities that will be used to perform contracts or subawards are listed in SAM.

Financial Management Policies

7. **Federal Funding Accountability and Transparency Act.** As set forth in the General Condition of the pass-through entity's agreement with EPA entitled "Reporting Subawards and Executive Compensation" the pass-through entity must ensure that

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subrecipients comply with Federal Funding Accountability and Transparency Act (FFATA) reporting requirements. Unless a first-tier subrecipient is exempt, the recipient must report the executive total compensation of each of the subrecipient's five most highly compensated executives for the subrecipient's preceding completed fiscal year, if: (a) The total federal funding authorized to date under the subaward equals or exceeds $30,000; and in the subrecipient's preceding fiscal year, the subrecipient received: (i) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal awards subject to the Transparency Act; and (ii) $25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal awards (and subawards) subject to the Transparency Act; and (3) the public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986 after receiving this subaward. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at: http:// www.sec.gov/answers/execomp.htm. Subrecipients must report their executive total compensation to the recipient. The recipient is required to submit this information to FSRS at http:///www.fsrs.gov no later than the end of the month following the month in which the subaward was made. (For example, if a subaward was made on any date during the month of October of a given year, the subaward must be reported no later than November 30 of that year).

8. **Suspension and Debarment.** Subrecipient shall fully comply with Subpart C of 2 C.F.R. Part 180 entitled, "Responsibilities of Participants Regarding Transactions Doing Business With Other Persons," as implemented and supplemented by 2 C.F.R. Part 1532. Subrecipient is responsible for ensuring that any lower tier covered transaction, as described in Subpart B of 2 C.F.R. Part 180, entitled "Covered Transactions," and 2 C.F.R. § 1532.220, includes a term or condition requiring compliance with 2 C.F.R. Part 180, Subpart C. Subrecipients may access the SAM.gov exclusion list at https://sam.gov/SAM/ to determine whether an entity or individual is presently excluded or disqualified.
9. **Limits on Fees Charged by Individual Consultants – Consultant Cap.** EPA participation in the salary rate (excluding overhead) paid to individual consultants retained by recipients or by a recipient's contractors or subrecipients shall be limited to the maximum daily rate for a Level IV of the Executive Schedule, available at: https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/, to be adjusted annually. This limit applies to consultation services of designated individuals with specialized skills who are paid at a daily or hourly rate. This rate does not include transportation and subsistence costs for travel performed (the recipient will pay these in accordance with their normal travel reimbursement practices). Information on how to calculate the maximum daily rate and the daily pay limitation is available at the Office of Personnel Management's Fact Sheet: How to Compute Rates of Pay and Fact Sheet: Expert and Consultant Pay. Specifically, to determine the maximum daily rate, follow these steps: (a) Divide the Level IV salary by 2087 to determine the hourly rate. Rates must be rounded to the nearest cent, counting one-half cent and over as the next higher cent (e.g., round $18.845 to $18.85); (b) Multiply the hourly rate by 8 hours. The product is the maximum daily rate. Contracts and subcontracts with firms for services that are awarded using the procurement requirements in Subpart D of 2 CFR Part 200 are not affected by this limitation unless the terms of the contract provide the recipient with responsibility for the selection, direction and control of the individuals who will be

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providing services under the contract at an hourly or daily rate of compensation. See 2 CFR 1500.10.

10. **Management Fees.** Management fees or similar charges in excess of the direct costs and approved indirect rates are not allowable. The term "management fees or similar charges" refers to expenses added to the direct costs in order to accumulate and reserve funds for ongoing business expenses; unforeseen liabilities; or for other similar costs which are not allowable under this assistance agreement. Management fees or similar charges may not be used to improve or expand the project funded under this agreement, except to the extent authorized as a direct cost of carrying out the scope of work.
11. **New Restrictions on Lobbying, 40 CFR Part 34**. All recipients of EPA funds, including subrecipients, are subject to the requirements in 40 CFR Part 34.
12. **Uniform Grant Guidance Requirements (UGG).** Subrecipients must comply with 2 CFR Part 200 requirements including, but not limited to, when they award procurement contracts, make subawards, and incur other costs borne by EPA financial assistance including domestic preferences for procurement.
13. **Build America, Buy America Act.** Subrecipients shall comply with the Buy America sourcing requirements under the Build America, Buy America (BABA) provisions of the Infrastructure Investment and Jobs Act (IIJA) (P.L. 117-58, §§70911-70917). The BABA requirements apply to expenditures for projects for which funds have been obligated on or after May 14, 2022 under a Federal financial assistance program for infrastructure, unless the expenditures are subject to an EPA-approved waiver. The BABA provisions require that all of the iron, steel, manufactured products, and construction materials used in these projects be produced in the United States. The BABA sourcing requirements apply to an entire infrastructure project, even if it is funded by both Federal and non-federal funds under one or more awards. Pass-through entities and subrecipients must implement these requirements in their procurements, and these requirements must be included in the terms of all subawards and contracts at any tier. For descriptions of general applicability waivers, legal definitions and sourcing requirements, pass-through entities and subrecipients must consult EPA's BABA website.
14. **Davis-Bacon and Related Acts (DBRA).** Davis-Bacon and Related Acts (DBRA) (https://www.dol.gov/agencies/whd/governmentcontracts/construction) is a collection of labor standards provisions administered by the Department of Labor, that are applicable to grants involving construction. These labor standards include the: (a) Davis-Bacon Act, which requires payment of prevailing wage rates for laborers and mechanics on construction contracts of $2,000 or more; (b) Copeland "Anti-Kickback" Act, which prohibits a contractor or subcontractor from inducing an employee into giving up any part of the compensation to which he or she is entitled; and (c) Contract Work Hours and Safety Standards Act, which requires overtime wages to be paid for over 40 hours of work per week, under contracts in excess of $100,000. By accepting this contract, the contractor acknowledges and agrees to the terms provided in the DBRA Requirements for Contractors and Subcontractors Under EPA Grants (https://www.epa.gov/grants/contract-provisions-davis-bacon-and-related-acts).
15. **Reporting Waste, Fraud and Abuse.** Consistent with 2 CFR 200.113, the recipient and any subrecipients of this award must promptly report in writing whenever there is credible evidence of the commission of a violation of Federal criminal law involving fraud, conflict of interest, bribery, or gratuity violations found in Title 18 of the United States Code or a violation of the civil False Claims Act (31 U.S.C. 3729-3733) to the EPA Project Officer, the pass-through entity (if applicable), and the EPA Office of Inspector General (OIG). The methods to contact the EPA OIG are (1) online submission

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via the EPA OIG Hotline Complaint Form; (2) email to OIG_Hotline@epa.gov; (3) phone 1-888-546-8740; or (4) mail directed to Environmental Protection Agency, Office of Inspector General, 1200 Pennsylvania Avenue, N.W. (2410T), Washington, DC 20460. To support awareness of the OIG hotline, recipients and/or subrecipients receiving an EPA award or subaward of $1,000,000 or more must display EPA OIG Hotline posters in facilities where the work is performed under the grant. EPA OIG Hotline posters may be downloaded or printed or may be obtained by contacting the OIG at 1- 888-546-8740. Recipients and subrecipients need not comply with this requirement if they have established a mechanism, such as a hotline, by which employees may report suspected instances of improper conduct and have provided instructions that encourage employees to make such reports.

16. **Whistleblower Protections.** This award is subject to whistleblower protections, including the protections established at 41 U.S.C. 4712 and 2 CFR 200.217 providing that an employee of the recipient or subrecipient may not be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing to a person or body described in paragraph (a)(2) of 41 U.S.C. 4712 information that the employee reasonably believes is evidence of gross mismanagement of a Federal contract or grant, a gross waste of Federal funds, an abuse of authority relating to a Federal contract, grant, or subaward, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a Federal contract (including the competition for or negotiation of a contract), grant. Consistent with 41 U.S.C. 4712(d), the recipient and subrecipients must inform their employees in writing, in the predominant language of the workforce or organization, of employee whistleblower rights and protections under 41 U.S.C. 4712. Additional information about whistleblower protections, including protections for such employees may be found at the EPA Office of Inspector General's Whistleblower Protection page.
17. **Participant Support Costs.** Participant support costs include rebates, subsidies, stipends, or other payments to program beneficiaries. The recipient agrees to the following eligibility, restrictions, timelines, and other programmatic requirements on participant support costs: (1) Participant support costs must be reasonable, incurred within the project period and otherwise allocable to the EPA assistance agreement. Participant support costs for rebates must be supported by guidelines issued by the recipient and approved by the EPA's Award Official or Grants Management Officer, defining the rules, restrictions, timelines, programmatic requirements, reporting and transaction documentation requirements, eligibility, and funding levels that rebate beneficiaries must follow. (2) Recipient must abide by EPA Participant Support Cost regulation(s) and guidelines including but not limited to "Interim EPA Guidance on Participant Support Costs" (https://www.epa.gov/grants/rain-2018-g05-r1). "The EPA Guidance on Participant Support Costs" specifies requirements for rebate program approval by Authorized EPA Officials. (3) Recipient must enter into a written agreement with the program beneficiary that receives participant support costs. Such agreement should not be structured as a subaward agreement, and the administrative grant regulations under 2 CFR Part 200 and 2 CFR Part 1500, as well as the EPA's general terms and conditions do not flow down to program beneficiaries receiving participant support costs. Such written agreement is also required if a subrecipient or contractor intends to issue participant support costs to a program beneficiary. The written agreement must: a. describe the activities that will be supported by rebates, stipends, subsidies or other payments; b. specify the amount of the rebate, subsidy, stipend, or other payment; c. identify which party will have title to equipment (if any) purchased with a rebate or subsidy or other payment; d. specify any reporting required by the program beneficiary and the length of time for such reporting; e. establish source documentation

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requirements (e.g., invoices) for accounting records; and f. describe purchasing controls to ensure that the amount of the participant support cost is determined in a commercially reasonable manner as required by 2 CFR 200.404. (4) Recipient must obtain prior written approval from the EPA's Award Official if recipient wants to transfer funds budgeted for participant support costs to other budget categories. If the recipient's request would result in undermining the integrity of the competition this grant or cooperative agreement was awarded under, the EPA will not approve the request.

Environmental Authorities

18. **National Environmental Policy Act.** Where applicable, the National Environmental Policy Act (NEPA) requires federal agencies to conduct an environmental review of their proposed actions, with a view toward ensuring informed decision-making and public input. EPA's NEPA regulations are at 40 CFR Part 6, and note that certain EPA actions are exempt from NEPA. Passthrough entities and subrecipients may be required to assist EPA with NEPA compliance, where appropriate.
19. **National Historic Preservation Act.** Section 106 of the NHPA requires federal agencies to take into account the effects of their undertakings on historic properties and to provide the Advisory Council on Historic Preservation (ACHP) a reasonable opportunity to comment on such undertakings. Under the ACHP's regulations, consultations generally occur in the first instance with state and/or tribal historic preservation officials, with direct ACHP involvement in certain 6 cases. EPA funded projects with the potential to affect historic properties – i.e., properties listed in or eligible for listing in the National Register of Historic Places – may implicate this statute. This may include, for instance, EPA-funded projects that involve alteration of structures (e.g., asbestos abatement) that are historic properties or construction/remediation on culturally sensitive lands.
20. **Archeological and Historic Preservation Act.** This law applies if archeologically significant artifacts or similar items are discovered after an EPA funded construction project has begun, and compliance may be coordinated with the NHPA, discussed above. The AHPA requires federal agencies to identify relics, specimens, and other forms of scientific, prehistorical, historical, or archaeologic data that may be lost during the construction of federally sponsored projects to ensure that these resources are not inadvertently transferred, sold, demolished or substantially altered, or allowed to deteriorate significantly. Pass-through entities must ensure that subrecipients performing construction projects are aware of this requirement and pass-through entities must notify EPA if the AHPA is triggered.
21. **Protection of Wetlands, Executive Order 11990 (1973), as amended.** EPA funded projects involving new construction in wetlands may implicate this Executive Order. The terms and conditions of the EPA assistance agreement may require passthrough entities to ensure that subrecipients assist EPA in determining whether a proposed project will be located in (or affect) a wetland, and if so, evaluating practicable alternative locations for the project or other mitigation.
22. **Flood Plain Management, Executive Order 11988 (1977), as amended, and Executive Order 13690 (2015)**. EPA funded projects that are in or will affect a flood plain are covered by these Executive Orders and Water Resources Council guidance. EPA assistance agreement terms and conditions may require pass-through entities to ensure that subrecipients work with EPA to evaluate practicable alternatives or other mitigation to reduce flood risks and protect flood plains.
23. **Farmland Protection Policy Act.** This statute requires EPA to use criteria developed by the Natural Resources Conservation Service (NRCS) to identify the potential adverse effects of Federal programs on farmland and its conversion to nonagricultural uses, to

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mitigate these effects, and to ensure that programs are carried out in a manner that is compatible with the farmland preservation policies of state and local governments, and private organizations. Pass-through entities and their subrecipients may need to work with EPA or NRCS, as appropriate, to ensure compliance.

24. **Wild and Scenic Rivers Act**. This statute prohibits federal assistance for water resource projects that would have direct and adverse effects on, invade, or unreasonably diminish, the special values of a congressionally designated wild and scenic river. Pass-through entities and subrecipients should consult with appropriate state or federal (National Park Service or Bureau of Land Management) agency to determine whether the project or any alternatives under consideration may affect a designated river.
25. **Endangered Species Act (ESA).** This statute requires Federal agencies to ensure that their activities are not likely to jeopardize endangered species, adversely modify designated critical habitats, or incidentally take (injure or kill) endangered animals without authorization, in consultation with the appropriate federal wildlife agency (the U.S. Fish and Wildlife Service or National Marine Fisheries Service) as described in 50 CFR Part 402. The ESA consultation process is triggered when an action “may affect” ESA-protected species or critical habitat. Pass-through entities and subrecipients should coordinate with EPA to ensure consultation occurs where appropriate.”
26. **Magnuson-Stevens Fisheries Conservation and Management Act.** Magnuson-Stevens Fisheries Conservation and Management Act as amended by The Sustainable Fisheries Act of 1996 is intended to manage and conserve Essential Fish Habitats (EFH). The National Marine Fisheries Service (NMFS) administers the Act. Pass-through entities and subrecipients must coordinate with NMFS to determine whether a proposed project may adversely affect an EFH. If an action may adversely affect an EFH, the subrecipient must complete an EFH consultation with NMFS.
27. **Clean Air Conformity Act**. This statute prohibits any Federal assistance for an activity within a non- attainment or maintenance area that fails to conform to an applicable State Implementation Plan. Passthrough entities and subrecipients should first consult with their state air program’s website to determine if an EPA funded activity is in a non-attainment or maintenance area. If the EPA funded activity is within a non-attainment or maintenance area the pass-through entity and subrecipient should consult with the state air program to determine conformity. Note that EPA regulations at 40 CFR 93.153(c) exempt a number of activities including planning, studies, technical assistance and remediation under the Comprehensive Environmental Response, Liability and Compensation Act (CERCLA).
28. **Safe Drinking Water Act.** Precludes the use of EPA financial assistance for projects that would contaminate sole source aquifers. Pass-through entities and subrecipients must contact state officials to determine whether a sole source aquifer is in the vicinity of the proposed project. If a sole source aquifer is in the project planning area, then the assistance recipient, in consultation with state ground water officials, must conduct investigations to determine if the aquifer could be contaminated by the project. If the project could potentially affect ground water supplies, the assistance recipient, in consultation with ground water officials, must elect an alternative site or devise adequate mitigating measures.
29. **Resource Conservation and Recovery Act.** Consistent with section 6002 of RCRA (42 U.S.C. 6962) and 2 CFR 200.323, the recipient or subrecipient that is a State agency or agency of a political subdivision of a State and its contractors are required to purchase certain items made from recycled materials, as identified in 40 CFR Part 247, when the purchase price exceeds $10,000 during the course of a fiscal year or where the quantity of such items acquired in the course of the preceding fiscal year was $10,000 or more.

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Pursuant to 40 CFR 247.2(d), the recipient or subrecipient may decide not to procure such items if they are not reasonably available in a reasonable period of time; fail to meet reasonable performance standards; or are only available at an unreasonable price. The subrecipient should, to the greatest extent practicable and consistent with law, purchase, acquire, or use products and services that can be reused, refurbished, or recycled; contain recycled content, are biobased, or are energy and water efficient; and are sustainable. This may include purchasing compostable items and other products and services that reduce the use of single-use plastic products per Executive Order 14057, section 101, Policy.

National Defense

30. **Prohibition using Federal funds for certain telecommunications and video surveillance services or equipment (Section 889 of P.L. 115-232).** This statute prohibits using Federal funds to procure equipment, systems, or services, including equipment, systems, or services produced or provided by entities identified as subject to the section 889. These entities are recorded in the System for Award Management exclusion list. Section 889 is implemented in 2 CFR 200.216 and the general terms and conditions of EPA assistance agreements. EPA recipients, subrecipients, and borrowers under EPA funded revolving loan fund programs are prohibited from obligating or expending loan or grant funds to procure or obtain; extend or renew a contract to procure or obtain; or enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services produced by entities subject to section 889 as a substantial or essential of any system, or as critical technology as part of any system.

Other

31. **Disclosing Conflicts of Interest.** As required by 2 CFR 200.112, EPA has established a policy (COI Policy) for disclosure of conflicts of interest (COI) that may affect EPA financial assistance awards. EPA's COI Policy is posted at https://www.epa.gov/grants/epas-financial-assistance-conflict-interest-policy. EPA's COI Policy requires that subrecipients have systems in place to address, resolve and disclose COI's described in section 4.0(b)(c) and (d) of the COI Policy regardless of the amount of the transaction. Subrecipients being considered for or receiving subawards shall disclose COI to the pass-through entities in a manner that, at a minimum, is in accordance with sections 5.0(d) and 7.0(c) of EPA's COI Policy
32. **Copyrighted Material and Data.** In accordance with 2 CFR 200.315, EPA has the right to reproduce, publish, use and authorize others to reproduce, publish and use copyrighted works or other data developed under this assistance agreement for Federal purposes. This includes the right to require recipients and subrecipients to make such works available through agency-designated public access repositories.
33. **Use of Logos.** If the EPA logo is appearing along with logos from other participating entities on websites, outreach materials, or reports, it must not be prominently displayed to imply that any of the recipient or subrecipient's activities are being conducted by the EPA. Instead, the EPA logo should be accompanied with a statement indicating that Denver Regional Council of Governments received financial support from the EPA under an Assistance Agreement. More information is available at: https://www.epa.gov/stylebook/using-epa-seal-and-logo#policy.
34. **Acknowledgement Requirements.** Any reports, documents, publications, or other materials developed for public distribution supported by this assistance agreement shall contain the following statement: "This project has been funded wholly or in part by the United States Environmental Protection Agency under assistance agreement (number)

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to (recipient). The contents of this document do not necessarily reflect the views and policies of the Environmental Protection Agency, nor does the Environmental Protection Agency endorse trade names or recommend the use of commercial products mentioned in this document, as well as any images, video, text, or other content created by generative artificial intelligence tools, nor does any such content necessarily reflect the views and policies of the Environmental Protection Agency."

35. **Required Certifications and Consequences of Fraud.** As outlined in 2 CFR 200.415(b), subrecipients of all tiers under the Federal award must certify to the pass-through entity whenever applying for funds, requesting payment, and submitting financial reports as follows: "I certify to the best of my knowledge and belief that the information provided herein is true, complete, and accurate. I am aware that the provision of false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative consequences including, but not limited to violations of U.S. Code Title 18, Sections 2, 1001, 1343 and Title 31, Sections 3729-3730 and 3801-3812." The certifications must be maintained in accordance with the record retention requirements at 2 CFR 200.334.
36. **Access to Records.** In accordance with 2 CFR 200.337, EPA, the pass-through entity, the EPA Office of Inspector General (OIG), and the Comptroller General of the United States have the right to access any records of the recipient and subrecipient pertinent to this award, to perform audits, execute site visits, or for any other official use. This right of access also includes timely and reasonable access to the recipient and subrecipient's personnel for the purpose of interview and discussion related to such documents or the Federal award in general. This right of access shall continue as long as the records are retained. Examples of records include but are not limited to subrecipient financial statements and reports, performance reports including information on environmental results and audits.
37. **Records Retention/Required Documentation.** Subrecipient shall retain all Federal award records, including but not limited to, financial records, supporting documents, and statistical records for at least three years from the completion of the Services. The records must be retained until all litigation, claims, or audit findings have been resolved and final action has been taken if any litigation, claim, or audit is started before the expiration of the three-year period.
38. **Cybersecurity Grant Condition.** The EPA must ensure that any connections between the recipient's network or information system and EPA networks used by the subrecipient to transfer data under this agreement, are secure. For purposes of this Section, a connection is defined as a dedicated persistent interface between an Agency IT system and an external IT system for the purpose of transferring information. Transitory, user-controlled connections such as website browsing are excluded from this definition. If the subrecipient's connections as defined above do not go through the Environmental Information Exchange Network or the EPA's Central Data Exchange, the subrecipient agrees to contact EPA no later than 90 days after the date of this award and work with the designated Regional/Headquarters Information Security Officer to ensure that the connections meet EPA security requirements, including entering into Interconnection Service Agreements as appropriate. This condition does not apply to manual entry of data by the recipient into systems operated and used by the EPA's regulatory programs for the submission of reporting and/or compliance data.
39. **Competency of Organizations Generating Environmental Measurement Data.** In accordance with Agency Policy Directive Number FEM-2012-02, Policy to Assure the Competency of Organizations Generating Environmental Measurement Data under Agency-Funded Assistance Agreements, Subrecipient agrees, by entering into this agreement, that it has demonstrated competency prior to award, or alternatively, where

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a pre-award demonstration of competency is not practicable, Subrecipient agrees to demonstrate competency prior to carrying out any activities under the award involving environmental information operations (i.e., the collection, production, evaluation, or use of environmental information and/or the design, construction, operation, or application of environmental technology). The subrecipient shall maintain competency for the duration of the agreements period of performance, and this will be documented during the annual reporting process. To access the Policy and other information about the Policy, visit https://www.epa.gov/measurements-modeling/documents-aboutmeasurement-competency-under-assistance-agreements.

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Exhibit D
Quality Assurance Requirements

To the extent that Contractor's scope of service(s) may involve the collection, evaluation, or use of environmental data, such activities must comply with DRCOG's Quality Assurance (QA) program as outlined in its Quality Management Plan. Environmental data includes data and information that describe environmental processes or conditions (e.g. from the use of models, or compiled or obtained from databases, software applications, decision support tools, websites, existing literature, and other sources). Compliance with DRCOG's QA program helps to ensure that environmental information operations, products and services are of known and documented quality for their intended use(s). To that end, Contractor agrees to the following:

1. *Compliance with DRCOG Quality Assurance Policies.* The Contractor must adhere to QA requirements outlined in DRCOG's Quality Management Plan, ensuring that all personnel, subcontractors and vendors are informed of QA requirements as applicable to their respective duties and responsibilities.

2. *QA Program Implementation*. If instructed by DRCOG, the Contractor shall contribute to the development and implementation of a Quality Assurance Project Plan (QAPP). Contractor may not start any environmental data collection until notified by DRCOG that the underlying QAPP has been approved by the Region 8 U.S. Environmental Protection Agency. The QAPP shall outline, at a minimum, objectives, sampling methods, data management, and error handling procedures.

3. *Data Quality and Integrity*. The Contractor is responsible for ensuring the accuracy and integrity of the environmental data.

4. *Quality Assurance Reviews and Audits*. DRCOG may conduct periodic reviews and audits of the Contractor's work, including reviewing and approving QA documents. If issues are identified, the Contractor must develop and implement a corrective plan, detailing the problem, root cause, and steps for resolution, which must be approved by DRCOG.

5. *Reporting Requirements*. The Contractor must include QA-related updates in its required progress reports to DRCOG including updates on QA activities, audits, and any issues encountered. Notwithstanding, any issues that may materially impact the Contractor's ability to uphold QA requirements must be reported immediately to DRCOG.

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Attachment B
ACH Payment Request Form

drcog DENVER REGIONAL COUNCIL OF GOVERNMENTS

***Email request to: Accountspayable@drcog.org**

Section 1 Your Company Information:

Company Name: _____ FED ID: _____

Requested by: _____ Telephone Number: _____

Email address(s) (this is for payment notifications): _____

_____

Section 2 Bank Information*:

Name of Financial Institution: _____

Routing Number: _____

Account Number: _____

ACH Information: By submitting this form, you authorize DRCOG to initiate ACH transactions to the account noted above.

***Please include a voided check or official bank letter with this form.**

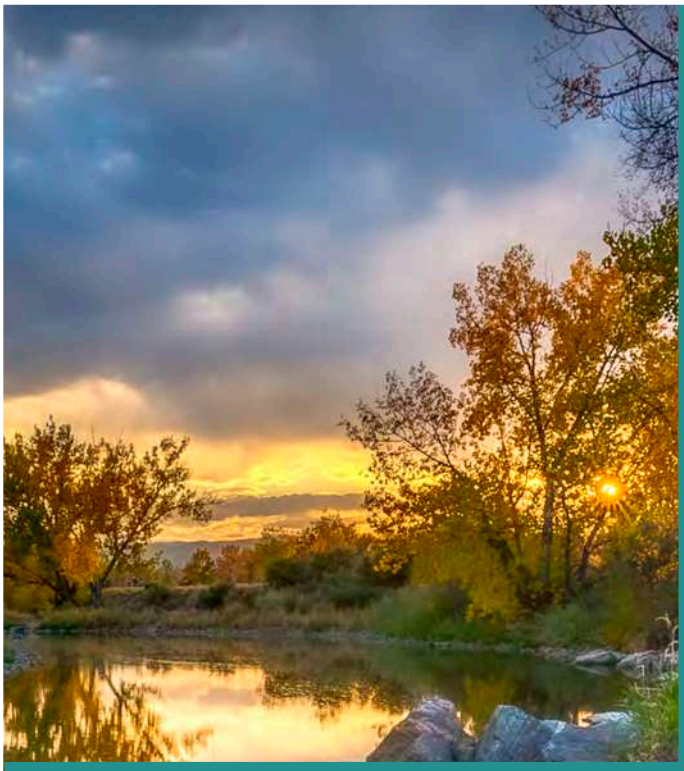
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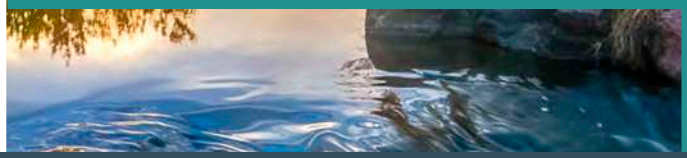
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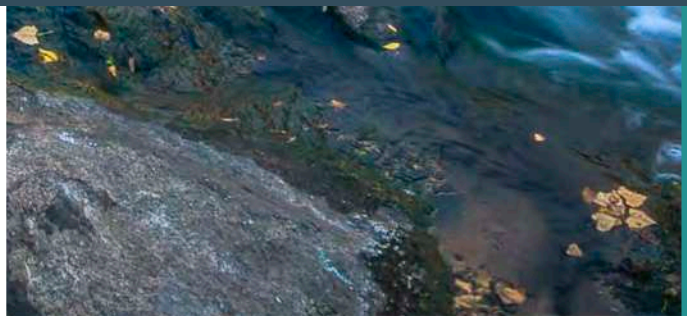
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Littleton
Colorado

2255 W. Berry Ave.
Littleton, CO 80120
LittletonCO.gov







ESB

ENVIRONMENTAL STEWARDSHIP BOARD

ENVIRONMENTAL STEWARDSHIP ACTION PLAN

CITY OF LITTLETON

Environmental Stewardship Action Plan

APRIL 2024

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Introduction and Core Values

On December 20, 2022, Littleton City Council, by unanimous resolution, created the Littleton Environmental Stewardship Board and tasked it with creating this Environmental Stewardship Action Plan. In compiling this Plan, the ESB has considered a number of existing city initiatives. The impact and effort meters for each item reflect the collective intuition of the ESB. For now, budgetary considerations have been left out, but the ESB plans to return to that in detail in the future. The Plan's recommendations are divided into existing initiatives, quick wins, and long-term/other.

The Littleton Environmental Stewardship Board (ESB) believes in addressing climate change and other threats to the ecology consistent with the following core values:

- **Thoughtful Urgency:** Reversing climate change must happen now, and not at the expense of high-quality decision making
- **Equity:** Defined as fair access and lack of race, gender, age, ability, and other hierarchies in all stewardship efforts
- **Good Governance:** Including measurable outcomes, transparency, and robust public input
- **Uniqueness:** Littleton is a unique community with a strong history and set of values around creative stewardship (e.g., creating South Platte Park). Stewardship will continue to be creative and tailored to our unique, remarkable community
- **Collaboration:** City departments must continue communicating with one another, and Littleton must leverage local, regional, state, national, and global partnerships
- **Re-Wilding:** Conservation is not enough; built and managed environments must enhance, not frustrate, natural processes; and wild places must be set aside and enlarged (no matter how small they are today)
- **Thoughtful Consumption:** Stewardship requires avoiding unnecessary resource use and diverting waste
- **Generational Fairness:** We will leave Littleton's environment better than we found it
- **Optimism:** In the face of significant challenges, we embrace solutions and maintain faith in a better future
- **Sacredness:** Nature is sacred, and close community with healthy, intact ecology is necessary for human thriving

Guided by these values, the ESB recommends that City Council take the actions listed below. Our highest priorities are for the city to:

- Complete a GHG inventory and create a climate action plan
- Hire a sustainability coordinator
- Allow the ESB to act as an accountability body for the city's relationship with South Suburban Parks and Recreation Department
- Educate and inform the public about environmental efforts
- Get people out of cars
- Electrify the built environment, transportation, and lawn and garden equipment
- Incentivize water conservation
- Provide every building with recycling and composting options
- Implement community-supported agriculture (e.g. at the Littleton Museum)

Acronyms

ACC . . . . . Arapahoe Community College

CO2 . . . . . Carbon Dioxide

CO2e . . . . . Carbon Dioxide Equivalent

CSU . . . . . Colorado State University

DDA . . . . . Downtown Development Authority

EPA . . . . . Environmental Protection Agency

EV . . . . . Electric Vehicle

GHG . . . . . Greenhouse Gas

GPDP . . . . . General Planned Development Plan

HDLM . . . Historic Downtown Littleton Merchants

LBC . . . . . Littleton Business Chamber

LEDS . . . . . Littleton Engineering Design Standards

LPS . . . . . Littleton Public Schools

MEETS . . . . . The Metered Energy Efficiency Transaction Structure

SPLASH . . . . . Stormwater Permittees for Local Awareness of Stream Health

SSPRD . . . . . .South Suburban Parks and Recreation Department

ULUC . . . . . Unified Land Use Code

UFMP . . . . . Urban Forestry Management Plan

Guide for Interpreting the Impact and Effort Meters

Impact Meter	
	High Impact
	Medium Impact
	Low Impact
Effort Meter	
	Low Effort
	Medium Effort
	High Effort

FOR EXAMPLE: An action item that is considered high impact and low effort will appear with two green gauges.

Impact



Effort



1.0 Air Quality/Emissions



Given that 91% of net U.S. greenhouse gas (GHG) emissions are energy-related, our biggest opportunities for decreasing emissions lie in reducing the use of fossil fuels which drive the energy, transportation, industrial, commercial, and residential sectors. Electrification is the largest opportunity for both emissions and air pollution reductions. Despite this, electrification faces friction as fossil fuels have been set up as the default option. The city has numerous avenues it can take to decrease the costs of electrification and support it as the default choice to sustain a more stable climate and reduce health costs related to air pollution.

This section also addresses outdoor and indoor air pollution beyond GHG emissions such as ozone, nitrous oxide, carbon monoxide, and more. Like GHG emissions, most air pollutants come from burning fossil fuels. Therefore, eliminating burning fossil fuels through electrification addresses indoor and outdoor air quality issues which affect community health.

1.1 Existing Initiatives

ITEM	ACTION	RECOMMENDATIONS	IMPACT	EFFORT
1.1.1	Arapahoe County EV Action Plan	Continue partnering with Arapahoe County on implementing the EV Action Plan.		
1.1.2	The Spring Tree Program and Urban Forestry Master Plan	Trees absorb both CO2 and air pollutants. Maintaining our tree canopy is also a meaningful adaptation measure to climate change as it reduces ambient air temperatures in warm summer months.		
1.1.3	Colorado Plastic Pollution Reduction Act (CPPRA)	Plastics generate GHG emissions at every stage of their lifecycle. Support compliance with CPPRA.		
1.1.4	Transportation Master Plan	Transportation emits more GHGs than other sectors. The multi-modal transportation opportunities in the Transportation Master Plan represent low or no-carbon alternatives to fossil-fueled transportation. Additionally, the Transportation Master Plan should be updated to consider EV charging infrastructure.		
1.1.5	Solar-ready building codes	Continue implementation of the already-adopted solar-ready provisions of the 2021 International Energy Conservation Code.		

1.2 Quick Wins

ITEM	ACTION	RECOMMENDATIONS	IMPACT	EFFORT
1.2.1	Greenhouse Gas Inventory	Conduct an audit of sources of GHG emissions. We expect the majority of emissions will come from residential and commercial sources, but it should also measure additional categories outside of energy-related emissions, including biomass burning, non-energy related agriculture emissions, waste emissions, and non-energy related industrial emissions.		
1.2.2	Air Quality Monitoring and Assessment Program	Add air quality monitors within the city to assess baseline pollution levels and sources.		
1.2.3	Climate and Air Quality Action Plan	Building upon the results of the GHG Inventory and air quality monitoring programs, establish a Littleton-specific climate action plan for incrementally reducing, and eventually eliminating, climate emissions and air pollutants. Rewiring America's Pace of Progress tool[1] may help identify interim goals prior to undertaking a climate action plan.		
1.2.4	Electrification Education Program	Train electrification volunteers (e.g. Go Electric Colorado) to educate the public on opportunities and challenges of electrification. Encourage homeowners and landlords to get energy audits and develop electrification plans.		
1.2.5	Xcel Partners in Energy Update	Update the existing Partners in Energy Plan and leverage resources from Xcel to identify opportunities for energy efficiency and electrification.		
1.2.6	Solar Group Buys	Facilitate the purchase and install of solar equipment via combined contracts which reduce costs of equipment and installation through organizations such as Solar United Neighbors.		
1.2.7	City-Sponsored Composting	Bio waste in landfills emits methane. Composting this waste reduces GHG emissions.		
1.2.8	Electrification permitting fast tracking	Reduce time to permit for electrification projects to incentivize use.		
1.2.9	Air sealing and insulation standards for city buildings	Improving air sealing and insulation in existing buildings reduces operating costs in the short-term and reduces the cost of electrification retrofits in the future due to reduced heating/cooling load requirements.		
1.2.10	Electrification trade programs in Littleton Public Schools	Prepare our younger generations for the future with heat pump, solar, electrical, and other training programs which will lead to stable, well-paying careers. See also 2.2.3.		

[1] https://pop.rewiringamerica.org/?id=0845255

1.2.11	Remove subsidies for natural gas hookups	The cost of hooking up new homes to natural gas pipelines are subsidized by all users, causing increases to everyone's bills. Remove these subsidies to balance the upfront costs of electric and fossil-fueled building construction projects.		
1.2.12	Adopt the Electric Ready codes by the Colorado Energy Code Board	Enable new home buyers' choice between gas and electric by adopting Electric Ready Building Codes[2] which give the option to easily opt-in to electric. Supporting electric-ready is far cheaper than retrofitting later.		
1.2.13	Lawn and Garden Equipment Emissions Standards	Establish emissions standards for all equipment sold in Littleton. In 2020, lawn and garden equipment in the U.S. emitted more than 21,800 tons of fine particulates – an equivalent amount to the pollution from 234 million typical cars. Most electric lawn and garden equipment is already cost competitive and more reliable than gasoline equipment.		
1.2.14	All-electric city landscaping equipment	Transition all city lawn and garden equipment to electric.		

1.3 Long-Term/Other

ITEM	ACTION	RECOMMENDATIONS	IMPACT	EFFORT
1.3.1	Consider adopting Colorado Model Low Energy and Carbon code	Consider adopting the model low energy and carbon code which will be developed by a board created by the Colorado Energy Office. This code is expected to be created no later than July 1, 2025.		
1.3.2	Expedite all-electric new building permitting	Faster, easier, and less costly permitting for electric appliances, EV charging, rooftop solar, and all-electric new home builds (which is conducive to the lower impact they have on the community than fossil-fuel equivalents).		
1.3.3	Electrification Appliance Rebate Program	Provide rebates for the installation of electric appliances (e.g. heat pumps, heat pump water heaters). Similar to Denver, this could be funded by a small sales tax increase.		
1.3.4	Multi-modal infrastructure	Transportation is the largest sector of GHG emissions in the country. While EVs can reduce emissions in this sector, it is far more cost effective to support a community which does not require car ownership to participate in daily life. Support multi-modal infrastructure, mixed-use zoning, and a walkable community which has a lower environmental footprint and creates strong communities and sales tax bases. Keep this in mind during the 2025 Transportation Master Plan update.		
1.3.5	Electric School Buses	Upgrade school buses to electric. School buses represent a unique opportunity for fleet electrification as they can be a significant stabilizer to electrical grids during off hours.		

[2] https://www.energycodes.gov/sites/default/files/2021-10/Residential_Electrification.pdf

1.3.6	Decommission aging gas infrastructure with electric appliances	Target aging natural gas infrastructure for decommissioning rather than replacement as replacement costs are passed to all customers causing natural gas bills to increase. Support homeowners with financing, group purchasing contracts, and incentives to transition to electric homes. This keeps energy bills stable for customers who remain on natural gas and allows for a paced transition to electric over time. Households may choose to remain on gas when natural gas infrastructure is decommissioned, but they would need to purchase a propane system and fuel to do so.		
1.3.7	The Metered Energy Efficiency Transaction Structure (MEETS)	Energy efficiency is often not prioritized in commercial buildings because long-term gains cannot be realized in a market where ownership changes often. Model a program after MEETS, which incentivizes all parties towards energy efficiency. Additional provisions could be added to support electrification.		
1.3.8	All-electric city fleet	Electric vehicles cost more upfront but have a lower total cost of ownership than their fossil-fueled equivalents. The city can save money by replacing aging city vehicles with electric equivalents.		
1.3.9	All-electric city buildings	Retrofit existing buildings to be all-electric.		
1.3.10	Public EV charging infrastructure	Create more public EV charging infrastructure in the city. Most homeowners will charge their vehicles at home, but many individuals in multi-family units do not have access to home charging. A robust public charging infrastructure allows all to benefit from the electric vehicle transition.		



2.0 Built Environment



The built environment (BE) includes buildings, distribution systems, and transportation infrastructure. In addition to the built structures and systems, the BE also includes land uses and land use planning. One of the main controls any municipality has over its future is through its land use decisions.

2.1 Existing Initiatives

ITEM	ACTION	RECOMMENDATIONS	IMPACT	EFFORT
2.1.1	Follow through with existing planning	Littleton has done extensive past planning that, if carried out, would benefit local environmental sustainability. For example: Comprehensive Plan Sections ENV 4 regarding expanding recycling and composting and ENV 8 regarding stormwater management.		
2.1.2	Enforce Building Codes	Increase enforcement of current and future environmentally friendly building codes.		
2.1.3	Transportation Planning	Continue to implement the Transportation Master Plan with an emphasis on multi-modal forms of transportation.		
2.1.4	Infrastructure Upgrades	Continue upgrades to infrastructure such as stormwater sewers, especially where their failure impacts transportation.		
2.1.5	Land Use Planning	Ensure compliance with stated environmental guidelines within the ULUC. This is particularly important regarding parcels currently undergoing a review process. As the ULUC is revisited, make environmental stewardship a more explicit value of the plan.		

2.2 Quick Wins

ITEM	ACTION	RECOMMENDATIONS	IMPACT	EFFORT
2.2.1	Building Code Review	Adopt environmentally friendly building codes including Electric Ready and Colorado Model Low Energy and Carbon Code (see Section 1 - Air Quality and Emissions). Example: Reduce required roof setback for solar panels to encourage implementation of solar installations.		
2.2.2	Pedestrian and Bicycle infrastructure around schools	Plan and implement transportation safety initiatives around schools and other high-pedestrian areas.		
2.2.3	Expand workforce and trades for	Work with educational institutions such as LPS and ACC to train a workforce knowledgeable in environmental		

	renewable energy and electrification	stewardship programs (e.g. linespeople, HVAC installers, electricians, etc.).		
2.2.4	Improve stormwater infrastructure upgrades	Upgrading stormwater infrastructure provides opportunities for expanding green infrastructure. Examples exist at Eco Park in Centennial and 39th Avenue Greenway in Denver.		
2.2.5	Sustainability Coordinator	Hire one. Include representatives from the ESC on interview panels. Empower them with resources and strategic partnerships to take action and make measurable impacts. Part of this position will be to directly connect residents and businesses to sustainability resources.		
2.2.6	Adopt Dark Skies Initiative	Adopt Dark Skies standards in city codes to meet needs to see at night, conserve energy, avoid harmful effects on wildlife, and protect views of the night sky. Ensure city models Dark Skies best practices by updating city-controlled lighting infrastructure.		

2.3 Long-Term/Other

ITEM	ACTION	RECOMMENDATIONS	IMPACT	EFFORT
2.3.1	Get people out of cars and support multi-modal transportation	Land use decisions should encourage walkability, density, and community character.		
2.3.2	Electrify transportation infrastructure	Ensure adequate charging stations and provide resources to assist homeowners in upgrading residential electrical systems to accommodate EV charging. Support implementation of Arapahoe County EV action plan. Refer to item 1.3.10.		
2.3.3	Storm sewer	Complete location maps. Use Denver's green infrastructure guidelines as appropriate.		
2.3.4	Develop programs and resources to retrofit houses	Invest in the city's housing stock to ensure equity in the transition to greener options. Identify grants and strategic partnerships.		
2.3.5	Wildlife Corridors	Work with CDOT to incorporate wildlife corridors on Santa Fe and other highway upgrades.		



3.0 Consumption and Waste Diversion

Colorado's waste diversion rates (recycling and composting) rank significantly below those of other states. The city should measure its existing waste diversion rates and make significant efforts to increase those rates to reduce waste bound for landfills. A significant component of that process should include efforts to reduce consumption of items on the front end that typically end up in landfills. All residents should have access to affordable recycling and composting services.



3.1 Existing Initiatives

ITEM	ACTION	RECOMMENDATIONS	IMPACT	EFFORT
3.1.1	Leaf recycling services	Continue seasonal drop off for leaf recycling for several weeks in the fall.		
3.1.2	Christmas tree recycling	Continue free seasonal drop-off for Christmas trees to be turned to mulch.		
3.1.3	Front Range Waste Diversion Grant Program	Follow recommendations in the upcoming waste characterization study.		
3.1.4	Colorado Plastic Pollution Reduction Act (CPPRA)	Support compliance with CPPRA. See also 1.1.3.		
3.1.5	Producer Responsibility Program for Statewide Recycling (PRPSR)	Support compliance with PRPSR.		
3.1.6	Household HazMat Roundup and Electronics Recycling Event	Continue existing program and increase frequency of events. Expand program to include other hard-to-recycle items. Consider public/private partnership (e.g. Ridwell) or incorporating into city services.		

3.2 Quick Wins

ITEM	ACTION	RECOMMENDATIONS	IMPACT	EFFORT
3.2.1	Study baseline waste, recycling, and composting rates	Determine existing landfill, recycling, and composting rates to set ambitious waste reduction and diversion targets. See also 3.1.3.		
3.2.2	Promote and educate on at-home composting	Partner with organizations (e.g. Colorado State University (CSU) Extension or Eco-Cycle) on seminars and resources to promote and increase the rate of at-home composting for yard waste and food waste.		
3.2.3	Leaf recycling program	Educate community on benefits of mulching in place over disposal and the importance of proper disposal.		

3.3 Long-Term/Other

ITEM	ACTION	RECOMMENDATIONS	IMPACT	EFFORT
3.3.1	Offer a curbside appliance and mattress recycling program	Work with haulers and the city to implement a curbside appliance, mattress, and other large-item recycling program.		
3.3.2	Study and evaluate potential for "Pay as You Throw" waste program	Evaluate "Pay as You Throw" waste fees to encourage residents to generate less waste.		
3.3.3	Offer an opt-in compost pickup service	Contract with existing waste haulers or compost services (e.g. Compost Colorado) for compost pickups at favorable rates. Fold leaf recycling program into composting program.		
3.3.4	Study, evaluate, and gather bids from waste haulers for a contracted consolidated waste hauling system	Engage a working group to evaluate the feasibility of a consolidated waste hauling program contracted by the city. Ensure inclusion of landfill, recycling, and compost. Potentially partner with Englewood and/or Sheridan to offer regional consolidated contracted hauling options and economies of scale, similar to Denver.		
3.3.5	Require residents and businesses to recycle	Amend the city code to require recycling in addition to waste hauling. Carefully consider the equities associated with the change.		

4.0 Natural Environment

Littleton is largely a built-out community, but also has significant amounts of open and natural spaces. Maximizing these areas for habitat, carbon sequestration, natural air filtration, natural water storage and filtration, aesthetic enjoyment, and recreation is necessary for a sustainable Littleton.

4.1 Existing Initiatives

ITEM	ACTION	RECOMMENDATIONS	IMPACT	EFFORT
4.1.1	Urban Forestry Management Plan	Implement and follow the Urban Forestry Master Plan (UFMP).		
4.1.2	Arborist Licensing	Require all tree companies to be licensed and insured to work within the city. Increases safety and standards.		
4.1.3	Emerald Ash Borer Outreach	Treat and/or replace city-maintained trees. Increase community outreach and education. Partnering with neighboring municipalities and Colorado State University (CSU) extension.		

4.2 Quick Wins

ITEM	ACTION	RECOMMENDATIONS	IMPACT	EFFORT
4.2.1	Re-wilding	Leave certain places alone, including leaving dead plant matter such as tree branches (honor the life cycle of the environment/forest). Be creative on limited city-managed open spaces.		
4.2.2	Regionally sustainable plantings in city medians	Design, fund, and landscape, considering the changing climate to allow for long-term vitality.		
4.2.3	Fees and fines to be allocated to “Tree Fund” for equity programs	Target areas, work with finance, training Forestry staff to enforce/receive safe payments. This money comes from the “save the tree/pay for the tree” program.		
4.2.4	Implement turf conversion program for homeowners	Allocate funding and partner with other organizations to offer reduced-cost turf conversion.		

4.3 Long-Term/Other

ITEM	ACTION	RECOMMENDATIONS	IMPACT	EFFORT
4.3.1	Expand the Ketring Park Natural Area	Reduce turf, increase tree canopy, and improve the health of existing open space.		
4.3.2	Train and establish Tree Ambassadors	Establish trust and relationships with target neighborhoods and partner with existing successful training/apprentice programs. Dedicate staff support and funding.		
4.3.3	Tree Equity Subsidy Program	Provide funding and community education. With all things tree, recognize the importance of public/private partnership. Funding to come from pre-existing fees and fines.		
4.3.4	Urban tree canopy assessment goals	The city's Existing Conditions Survey is complete. Recommendations include training tree ambassadors, funding, sourcing, and planting regional species, obtaining contractor support, and providing community education. Equitable canopy distribution to be met in partnership with the Tree Subsidy Program.		
4.3.5	Add development processes (save the tree/pay for the tree) to the Unified Land Use Code (ULUC)	Adopt policy including an appropriate payment-in-lieu alternative.		
4.3.6	Tree survey in (re)development process	Implement tree surveys early in the (re)development process.		
4.3.7	Relationship with South Suburban Parks and Recreation Department (SSPRD)	Insist on equity and environmental sustainability in all SSPRD activities in the city. Allow the Environmental Stewardship Board to act as an accountability body for the city's relationship with SSPRD.		



5.0 Water

Littleton is semi-arid, there will be less water in the future, and it is becoming more expensive to keep water clean. Denver Water controls all of Littleton's potable water. The city controls its stormwater, wastewater, and groundwater systems.



5.1 Existing Initiatives

ITEM	ACTION	RECOMMENDATIONS	IMPACT	EFFORT
5.1.1	Support city stormwater activities	Maintain the city's stormwater permit and expand the city's stormwater efforts, including: • Provide compostable pet waste bags • Offer year-round leaf composting • Mark storm drains to note that "water drains to stream" • Offer year-round motor oil recycling • Expand and record street sweeps (miles swept) • Collaborate with Stormwater Permittees for Local Awareness of Stream Health (SPLASH) • Ensure that city staff inspects construction sites to protect stormwater quality • All city-initiated construction should model appropriate stormwater quality protection • SSPRD does not have a stormwater permit. The city should inspect all construction activities on SSPRD-managed areas. • Petition Colorado Department of Public Health and Environment (CDPHE) to require that SSPRD obtain a stormwater permit.		
5.1.2	Conduct and/or re-conduct water audit of city practices	The 2009 Environmental Action Plan noted several ways the city could reduce water use. Follow up and evaluate those activities.		
5.1.3	Incorporate water considerations into the renovations at Ketring and Gallup Parks	The city plans to renovate Ketring and Gallup Parks. Ketring Lake doesn't have enough water. Its only water source is pumping groundwater. The city should halt all groundwater pumping as soon as possible. Cisterns built under the parking lots could store rainwater for the lake. Consider reducing the size of the lake and increasing the wetlands.		
5.1.4	Green roofs on city buildings	This is an action item from the 2009 Environmental Action Plan. Evaluate the practicality of installing green roofs on city buildings.		

5.2 Quick Wins

ITEM	ACTION	RECOMMENDATIONS	IMPACT	EFFORT
5.2.1	Explore potential of 'water credit'	Pursue the option of earning 'water credits' with Denver Water by measuring water saved.		
5.2.2	Increase permit compliance to ensure clean stormwater	ACC and LPS have stormwater permits that are often out of compliance. The city should partner with them to ensure stormwater permit compliance. Again, and unbelievably, SSPRD does not have a stormwater permit. They should be required to obtain a stormwater permit as part of our contract.		
5.2.3	Pursue a permit to treat Ketring and other city lakes with aluminum sulfate (alum)	Water quality in virtually all city lakes is poor due to high concentrations of phosphorus and nitrogen. Alum removes phosphorus, sealing it in the sediments. South Platte Renew should be able to assist.		
5.2.4	Get estimates for cistern construction	Cisterns store rainwater and could address flooding and stormwater quality issues. Get estimates for building cisterns on city property.		
5.2.5	Metro Basin Roundtable Updates	The Metro Basin Roundtable is part of a statewide effort to manage water resources. Get South Platte Renew to provide annual updates to city council and the ESC on the Metro Basin Roundtable.		

5.3 Long-Term/Other

ITEM	ACTION	RECOMMENDATIONS	IMPACT	EFFORT
5.3.1	Encourage residents to save water	Denver Water has programs to encourage water conservation. If Littleton aggressively expands those programs measures the water savings, a 'water credit' may be created. The programs could include: • Garden in a Box – encourage Denver Water to provide a discount like other water providers do • Rain barrels • Subsidized sales of xeric plants • Irrigation audits • Subsidized tree evaluations for proper maintenance		
5.3.2	Enhance city stormwater activities	Expand street sweeping which improves water and air quality. Expand composting to make it year-round and accept all garden waste and motor oil. Engage LPS students to help mark storm drains.		

5.3.3	Expand outreach and education around water and stormwater issues	Consider collaborating with SSPRD, South Platte Renew, and the City of Englewood to conduct bike tours along the South Platte River and other local waterways, noting water quality, environmental, and recreational activities.		
5.3.4	Enhance collaboration with South Platte Renew	Increase council briefings on upcoming regulations South Platte Renew is expecting. Participate in the legislative process, where appropriate, to help establish 'how clean is clean' and what we can afford. Collaborate with South Platte Renew's outreach and education program as appropriate. See bike tours.		
5.3.5	Use state-of-the-art green stormwater infrastructure	Maximize the opportunity to control stormwater and minimize flooding impacts while realizing additional benefits of habitat protection. Use this opportunity of our aging stormwater infrastructure and the need to rehabilitate it by maximizing the use of green stormwater infrastructure.		
5.3.6	Stop pumping groundwater and close all wells.	Adopt a city policy of protecting and preserving groundwater under the city. Close all groundwater wells and try to ensure that the city's groundwater rights are protected by conservation easements, if possible. Substitute stormwater collected in cisterns to replace groundwater. Consider deeding the groundwater rights to a conservation group.		
5.3.7	Address issues in the Integrated Water Resources Plan	The integrated water resources plan identified issues with the sustainability of several lakes in the city. For Ketring Lake, consider reducing the size of the lake, expanding the wetlands, and constructing a second filter under the wetlands. For Ridgeview and Geneva Lakes, there is an excellent opportunity to create a stormwater feature at the sites using examples from places like the Eco Park along Cherry Creek and the 39th Avenue Greenway in Denver. At Geneva Lake, there may be an opportunity to construct a cistern under Town Hall's parking lot and use that water to maintain the lake. A cistern may provide some flood control as well.		



6.0 Community

An informed, involved, and knowledgeable community is a critical component of the successful implementation of environmental initiatives. Education, outreach, and the promotion of a strong sense of community will help the city advance and secure its goals of creating a greener, more sustainable, and climate-resilient Littleton.



6.1 Existing Initiatives

ITEM	ACTION	RECOMMENDATIONS	IMPACT	EFFORT
6.1.1	Community building with downtown partners	Maximize partnership with the Littleton Downtown Development Authority (LDDA), Historic Downtown Littleton Merchants (HDLM), Littleton Business Chamber (LBC), and others to foster a greater sense of community and environmental awareness in the downtown area.		
6.1.2	Community building through downtown redevelopment	Ensure that the redevelopment vision for downtown fosters community building, environmental awareness, and a sense of belonging for all.		

6.2 Quick Wins

ITEM	ACTION	RECOMMENDATIONS	IMPACT	EFFORT
6.2.1	Community cleanups	Engage with SSPRD and other partners to establish neighborhood cleanups of residential neighborhoods, trails, waterways, public lands, etc.		
6.2.2	Board meeting recordings	Ensure public has access to live and recorded broadcasts from Environmental Stewardship Board meetings so people feel more informed and more comfortable attending/contributing to meetings.		
6.2.3	Public engagement regarding the potential for a contracted consolidated waste hauling system	Ensure the public has access to information regarding waste disposal and hauling impacts and options.		
6.2.4	Re-wilding education	Educate the public about the importance of re-wilding so that they understand its value to the community.		
6.2.5	Environmental stewardship newsletter/insert	Develop a newsletter or insert from the Environmental Stewardship Board. This could go out to all residents via the Littleton Report. This could be a vehicle to inform the public about what the city is doing, why the city is doing it, why it's important, and what they can do to help/contribute.		

6.2.6	Resource clearinghouse	Create a page on the city website with links to available grants, solar energy resources, composting, Environmental Stewardship Board agendas and meetings, electrification resources, etc.		
6.2.7	Support and promote existing community initiatives related to sustainability	E.g. Littleton Social Cycle, Littleton Community Retreat, etc.		

6.3 Long-Term/Other

ITEM	ACTION	RECOMMENDATIONS	IMPACT	EFFORT
6.3.1	Create lip sync challenge	Explore the possibility of creating a lip sync challenge[3] with an environmental theme, to encourage an enhanced sense of community in the city.		
6.3.2	Community meal	Community meal with foraged food, community supported agriculture (CSA), and local businesses to foster an enhanced sense of community.		
6.3.3	Littleton Museum CSA	There is an opportunity at the Littleton Museum to expand community engagement through the development of a CSA. This could use the current irrigation system and involve the expansion of existing programs at the museum. This would invite a new constituency that the museum needs.		
6.3.4	Food, regional native, and low-water gardens	Work with Denver Water, Denver Botanic Gardens, and other partners to make affordable and easy pre-planned gardens widely available.		
6.3.5	Tree Equity Subsidy Program	Establish a Tree Equity Subsidy Program. Engage volunteers to be trained as tree ambassadors. See also 4.5.3.		
6.3.6	Promotion of year-round recycling and composting	Promote and advertise year-round location and facility for recycling of organics, electronics, hard-to-recycle items, etc. See also 3.1.1.		
6.3.7	Environmentally focused public art fund	Establish a fund for environmentally focused public art in partnership with the Littleton Arts and Culture Board.		
6.3.8	Environmentally friendly investment options for city employees	Ensure city employees have access to environmentally friendly investment options for their retirement funds.		

[3] Example: https://www.youtube.com/watch?v=ZPjjZCO67WI)



Building Decarbonization Subaward

Laura Rosenbaum,
Sustainability Coordinator

April 21, 2026

Littleton Colorado

Littleton

Agenda

- **Subaward Background**
- **Building decarbonization and why it matters**
- **Subaward Goals**
- **Subaward Timeline**
- **Questions**

Littleton

Subaward Background





Littleton Colorado

- 2024: Denver Regional Council of Governments (DRCOG) awarded $199.7m grant from US EPA
  - In that grant, there is a $39m policy component to support pollution reduction
  - Building Policy Collaborative (BPC)
  - BPC includes capacity-building subawards for formula-funded member jurisdictions
- September 2025: draft completed and presented to Littleton leadership
- October 2025: Submitted application for Littleton to receive subaward funds
- March 2026: Littleton awarded **$900,000** in NON-MATCHING dollars for this work

Littleton

What is “Building Decarbonization”?

- **Building decarbonization** = the goal of ending our dependence on oil and gas as power sources to reduce greenhouse gas emissions

  Examples:
  - Electrifying heating, cooling, appliances, etc.
  - Efficient envelopes, lighting, HVAC, etc.
  - Diversion of construction waste from landfills
  - On-site renewable energy resources
  - Enhanced controls and building automation
  - Long-term building energy monitoring and measurement

Littleton

Why Does Building Decarbonization Matter?

1

Public health: air quality impacts of gas appliances

2

Saving money: reduced energy bills create long-term affordability due to increased efficiency

3

Climate change: address GHG emissions from buildings and meet regional and state climate goals

Littleton



Goal 1: Exploration of Embodied Carbon

- Construction & demolition (C&D) waste
- Develop a comprehensive literature review
- Integrate this work into the South Metro Waste Diversion Plan
- Draft ordinance language for reducing C&D waste

Littleton

Goal 2: Colorado Low Energy and Carbon Code

- Internal audit of existing codes
- Measurement and evaluation of effectiveness
- Compliance plan
- Future council decision point from the evaluation of possible exceedance of state minimum codes



Goal 3: Residential Baseline Energy Assessment

- Quantitative assessment of current energy usage in single-family homes in Littleton through volunteers participating in the study
- Develop realistic and tailored goals aimed at demand energy reduction
- Build out long-term strategy and programming to achieve greenhouse gas reduction goals

Littleton

Subaward Timeline

Phases	Q3-Q4 26	Q1-Q2 27	Q3-Q4 27	Q1-Q2 28	Q3-Q4 28	Q1-Q2 29	Q3-Q4 29
1. Exploration of Embodied Carbon							
2. Colorado Low Energy and Carbon Code							
3. Residential Baseline Energy Assessment							

Littleton



Questions and Comments

Littleton

Staff Communication

File #: Ordinance 07-2026, **Version:** 2

Agenda Date: 04/21/2026

Subject:
Ordinance 07-2026: An ordinance on second reading approving a code text amendment to Title 10, the Unified Land Use Code (ULUC) regarding fuel sales (Retail)

From:	James L. Becklenberg, City Manager
Prepared by:	Rachel Vigil, Planner I
	Jerad Chipman, Planning Manager
Presentations:	Rachel Vigil, Planner I
	Jerad Chipman, Planning Manager

PURPOSE:
To consider adoption of amendments to the Unified Land Use Code (ULUC) regarding an update to the Land Use Matrix and Standards for Fuel Stations (Retail).

LONG-TERM OUTCOME(S) SERVED:
Sustainable Community with Natural Beauty; Environmental Stewardship; High-Quality Governance

DISCUSSION:
Staff will provide a presentation at second reading to discuss the proposed amendments to Fuel Sales (Retail) in Title 10, Chapter 1, Article 1.3, *Land Use Matrix,* and Title 10, Chapter 1, Article 1.4. *Commercial and Office Land Uses*. Staff will put forth an ordinance for recommendation on the locations and standards of Fuel Sales (Retail)

BACKGROUND:
In April of 2025, City Council held a study session to discuss and hear an overview of Fuel Sales (Retail) in the City of Littleton. This study was provided in response to community concerns regarding the number of gas stations within the city. In May of 2025, Council passed Ordinance 08-2025, placing a moratorium on new applications for fueling stations within the city. This moratorium was extended in November of 2025 and will expire in May of 2026. The moratorium was put into place to give city staff time to evaluate current zoning regulations for fueling stations, and to propose a text amendment to address community concerns about fueling stations and their future development within the City.

On January 26, 2026, Community Development Staff held a study session with the Planning Commission to discuss potential options for the code text amendment to the standards for Fuel Sales (Retail). On March 9, 2026, the Planning Commission recommended approval of Ordinance 07-2026 with an amendment to include a half mile buffer between stations. The recommendation passed 5-0.

Staff will be presenting the proposed amendments to Title 10, Chapter 1, Article 1.3, *Land Use Matrix,*

modifying Fuel Sales (Retail) from a permitted use in BC and IP to a conditional use, and Title 10, Chapter 1, Article 1.4. *Commercial and Office Land Uses*, adding buffers to the standards for Fuel Sales (Retail) at the second reading before City Council.

Prior Actions or Discussions

May 6, 2025:	Council approved a moratorium on new fuel station applications for 180 days.
November 18, 2025:	Council extended the moratorium for a subsequent 180 days.
September 16, 2025:	Staff provided an update to Council as part of General Business about research conducted by staff and Economic & Planning Systems, Inc. (EPS), pertaining to the zoning and economics of fuel sales (retail) within the City of Littleton
January 7, 2026:	Staff requested input from the Environmental Stewardship Board (ESB) regarding development standards for new fuel stations.
March 9, 2026:	Planning Commission recommended approval, with amendments, of Ordinance 07-2026.
April 7, 2026:	City Council approved this ordinance on first reading.

FISCAL IMPACTS:
N/A

STAFF RECOMMENDATION:
Staff recommends approval of the proposed amendments to Title 10, Chapter 1, Article 1 as outlined in Ordinance 07-2026.

ALTERNATIVES:
City Council may approve, approve with amendments, or deny the code text amendments.

PROPOSED MOTION:
I move to approve Ordinance 07-2026 on second reading amending the Unified Land Use Code (ULUC) regarding land use related to fuel stations.

CITY OF LITTLETON, COLORADO

ORDINANCE NO. 07

Series, 2026

AN ORDINANCE OF THE CITY OF LITTLETON, COLORADO, APPROVING A CODE TEXT AMENDMENT TO TITLE 10, THE UNIFIED LAND USE CODE, REGARDING FUEL SALES (RETAIL)

WHEREAS the City of Littleton ("City") is a Colorado home rule municipality with all the powers and authority vested under Colorado law; and

WHEREAS the City of Littleton has the ability to regulate the use of land within the city in order to best protect and promote the health safety and welfare of current and future residents of the city by guiding future growth, development, and distribution of land uses within the city; and

WHEREAS on March 9th, 2026, the planning commission held a public hearing to consider PC Resolution 03-2026, a recommendation to the Littleton City Council on the adoption of the code text amendment, which passed 5 to 0.

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

Section 1: Littleton City Code, Title 10, Table 10-1-1.3.1 Land Use Matrix is hereby amended to read as follows, by adding capitalized material and striking through deleted material, as follows. In this section, ellipses indicate material not reproduced as the Littleton City Council intends to leave that material in effect, as it now reads.

Commercial and Office Uses, Vehicle Sales and Services, Electric Vehicle (EV) Charging Station

Category	Specific Use	DNR	DTA	DMS	DMU	NC	CM	ACR	LLR	MLR	SLR	MFR	BC	IP	OS	Standards
Vehicle sales and services	FUEL SALES (RETAIL)	-	-	-	-	CS	CS	-	-	-	-	-	~~P~~ CS	~~P~~ CS	-	10-1-1.4.D

Section 2: Littleton City Code, Title 10, Table 10-1-1.4.D Commercial and Office Land Uses is hereby amended to read as follows, by adding capitalized material and striking through deleted material, as follows. In this section, ellipses indicate material not reproduced as the Littleton City Council intends to leave that material in effect, as it now reads.

Section 10-1-1.4 Land Use Standards …

Subsec. 10-1-1.4.D Commercial and Office Land Uses

A. Brewery, Distillery, and Winery …

…

E. Fuel Sales

1. *LOCATION* THE USE SHALL NOT BE LOCATED WITHIN ½ MILE OF ANY OTHER FUEL SALES (RETAIL) UNLESS THE PROPOSED USE IS INCLUDED IN THE SAME APPROVED SITE DEVELOPMENT PLAN WITH AT LEAST ONE FOOD MARKET OR GROCERY STORE WITH A GROSS FLOOR AREA OF 25,000 SF OR GREATER.
2. *Discontinued Use or Abandonment*. In the event the use is discontinued or abandoned:
    A. The use shall comply with the Fire Code and all other applicable regulations concerning the abandonment of underground gasoline tanks; and
    B. Gasoline pumps and underground storage tanks shall be removed upon abandonment or discontinuance of the use.
3. *Car Wash Vehicle Circulation and Stacking*. Circulation for a car wash shall be separate from the rest of the site and stacking shall comply with Subsection 10-1-3.7.C, *Parking and Loading Design*.
4. *Canopy Design*. Canopies over service islands shall be integral to the building design in terms of color, cladding, and roofing material.
5. *Wrecked and Inoperable Vehicles.* Wrecked and inoperable vehicles are prohibited on the property.
6. *Parking Lot*. All vehicles on the premises, other than those at the pumps or waiting for ancillary facilities, e.g., car wash, vacuum station, air pump, etc., shall be stored in a parking lot with an improved hard surface and screened as set out in Subsection 10-1-3.6.D, *Landscape Requirements*.
7. *Overnight Storage*. No overnight storage of material, merchandise, or equipment shall be permitted except within the principal building.
8. *Automobile Repair.* Only minor automobile repairs shall be performed within the principal building. No repair may be conducted within an accessory building.

Section 3: Severability. If any part, section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be invalid, such invalidity shall not affect the validity of the remaining sections of this ordinance. The City Council hereby declares that it would have passed this ordinance, including each part, section, subsection, sentence, clause or phrase hereof, irrespective of the fact that one or more parts, sections, subsections, sentences, clauses or phrases may be declared invalid.

Section 4: Repealer. All ordinances or resolutions, or parts thereof, in conflict with this ordinance are hereby repealed, provided that this repealer shall not repeal the repealer clauses of such ordinance nor revive any ordinance thereby.

INTRODUCED AS A BILL at a regularly scheduled meeting of the City Council of the City of Littleton on the 7th day of April, 2026, passed on first reading by a vote of 7 FOR and 0 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 April, 2026, 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 April, 2026 and ordered published by posting at Littleton Center, Bemis Library, the Municipal Courthouse and on the City of Littleton Website.

ATTEST:

_____	_____
Colleen L. Norton	Kyle Schlachter
CITY CLERK	MAYOR

APPROVED AS TO FORM:

_____
Reid Betzing
CITY ATTORNEY

FUEL SALES (RETAIL) CODE TEXT AMENDMENT

Rachel Vigil
Planner 1

Jerad Chipman, AICP
Planning Manager

APRIL 21, 2026

Littleton Colorado



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- Background
- Littleton's Existing Code and Conditions
- Proposed Code Amendments
  - Conditional Use in Business Center/Industrial Park
  - Standards
- Potential Actions

Littleton

BACKGROUND

- **April 8, 2025:** Council met during a study session to receive an overview of fuel stations within the city of Littleton and nearby areas
- **May 6, 2025:** Council approves Ordinance 08-2025 on second reading and held a public hearing approving a moratorium on new fuel station applications
- **September 16, 2025:** Council received an update on the fuel station moratorium and gave Community Development Staff the following direction:
  - Change Fuel Stations (Retail) from a permitted use in BC and IP to a conditional use.
  - Add additional development standards for Fuel Sales (Retail) to the land use code.

Littleton

BACKGROUND (CONT.)

- **November 18, 2025:** Council approves an extension on Ordinance 08-2025 for an additional 180 days
- **January 7, 2026:** Moratorium and EV Chargers are presented to the Environmental Stewardship Board (ESB)
- **March 9, 2026:** Planning Commission approved Resolution 03-2026, recommending the approval of Ordinance 07-2026

Littleton

LITTLETON'S EXISTING CODE

Fuel sales are a *permitted* use in Business Corridor and Industrial Park zoned districts

- Gas stations may be built through an administratively approved site plan process in these areas

Fuel sales are a *conditional* use in Neighborhood Commercial and Corridor Mixed zoned districts

- Gas stations require a public hearing and approval from the planning commission to be built in these areas
- There are no additional provisions that restrict gas station size or location, or that require additional amenities be provided by a station



Newly constructed QuikTrip off Belleview and Santa Fe

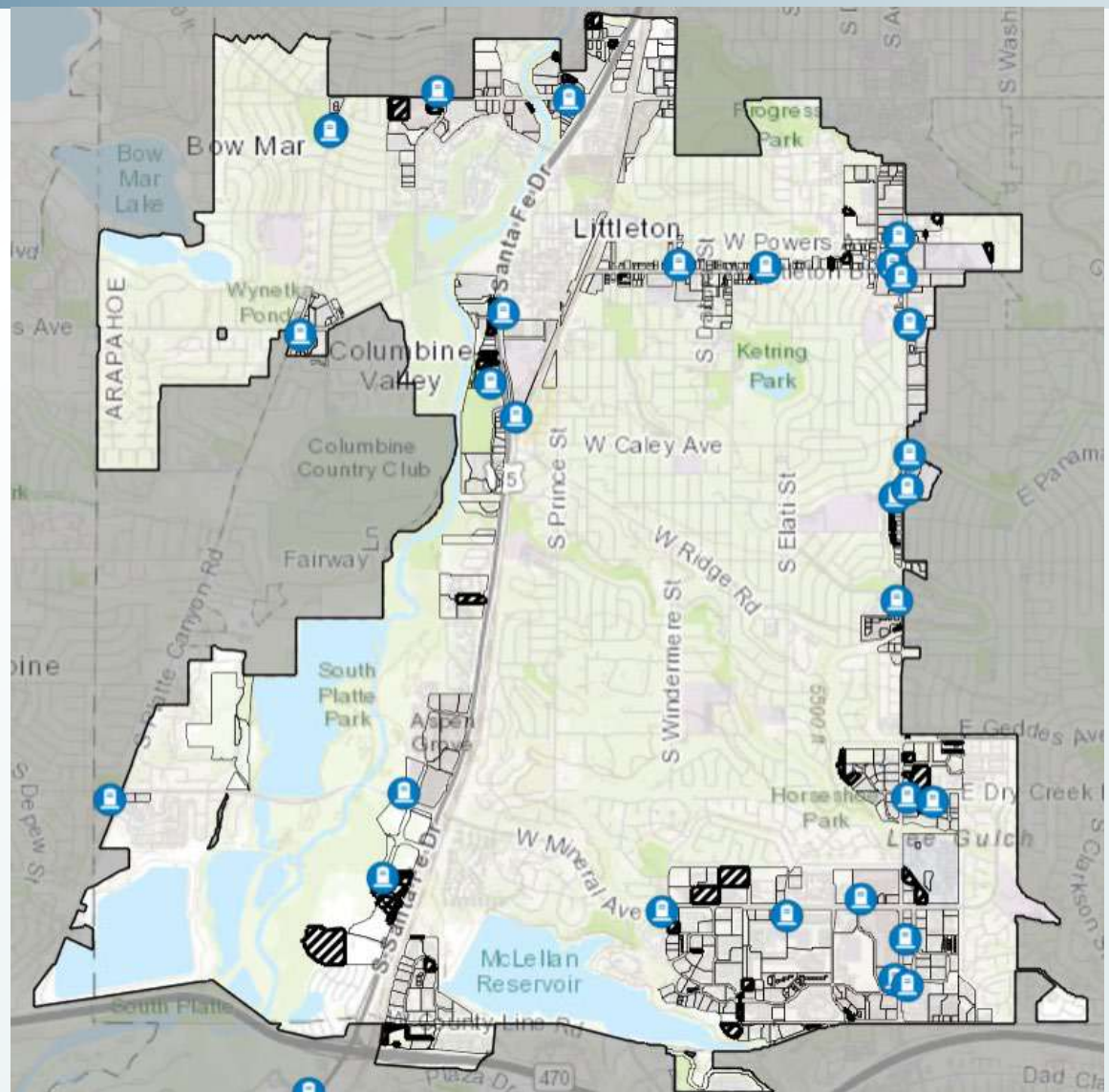
Table 10-1-1.3.1
Land Use Matrix

Category	Specific Use	Downtown (DT)				Corridor Mixed-Use (CM)		Neighborhood (NB)					Business and Industry (BI)		Open Space (OS)	Standards
		DNR	DTA	DMS	DMU	NC	CM	ACR	LLR	MLR	SLR	MFR	BC	IP	OS	
Vehicle Sales and Service	Fuel Sales (Retail)	--	--	--	--	CS	CS	--	--	--	--	--	P	P	--	10-1-1.4.D
	Vehicle Accessories and Parts Sales	--	--	--	--	--	P	--	--	--	--	--	--	P	--	--
	Vehicle Sales, Rental, and Leasing	--	--	--	--	--	C	--	--	--	--	--	--	P	--	--

Littleton

LITTLETON'S EXISTING CONDITIONS

There are twenty-four gas stations within the City of Littleton, and twenty gas stations within 1.5 miles of the city's corporate limits.



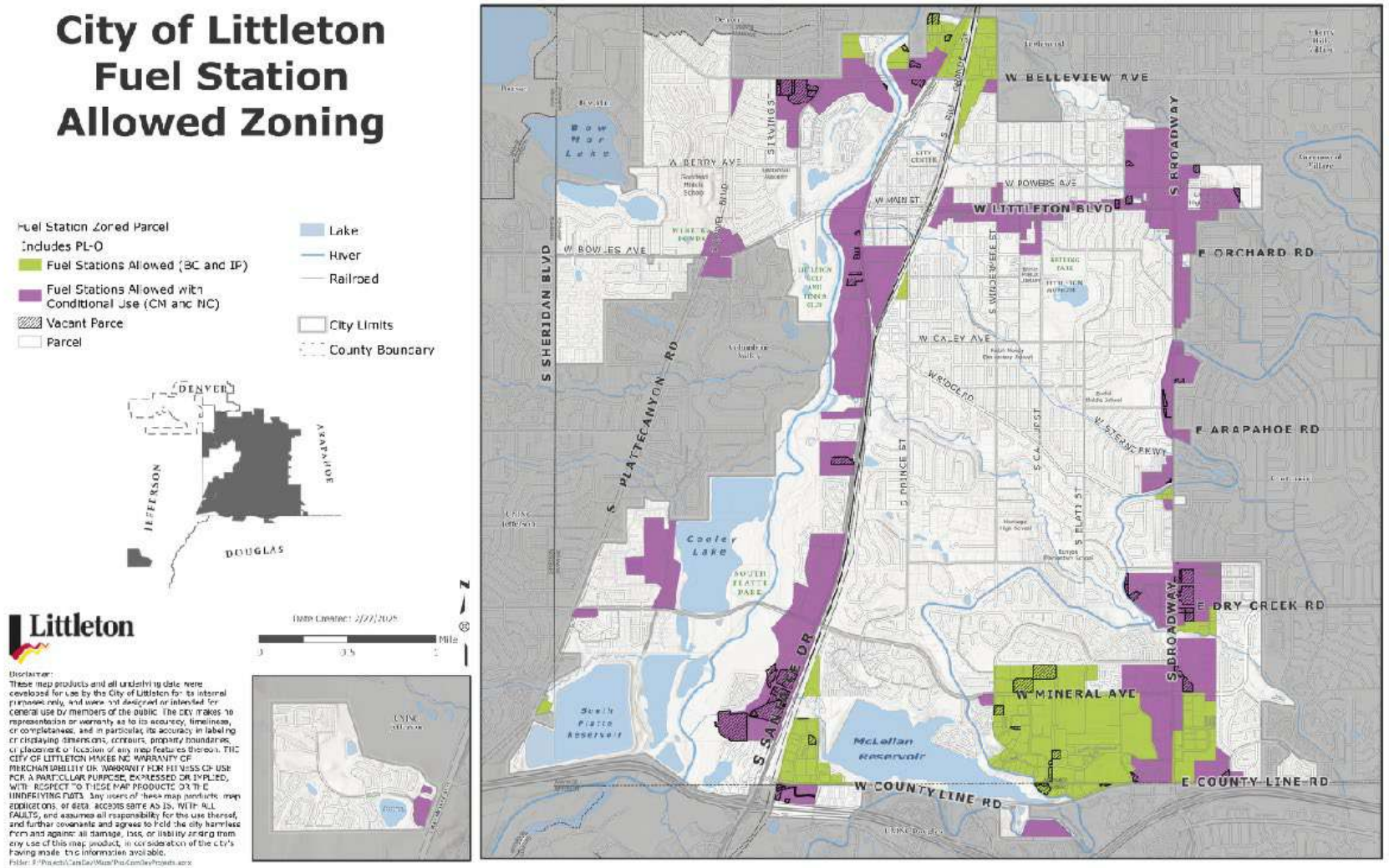
Littleton

LITTLETON'S EXISTING CONDITIONS CONTINUED

Green areas allow fuel sales.

Purple areas allow fuel sales with a conditional use (with standards).

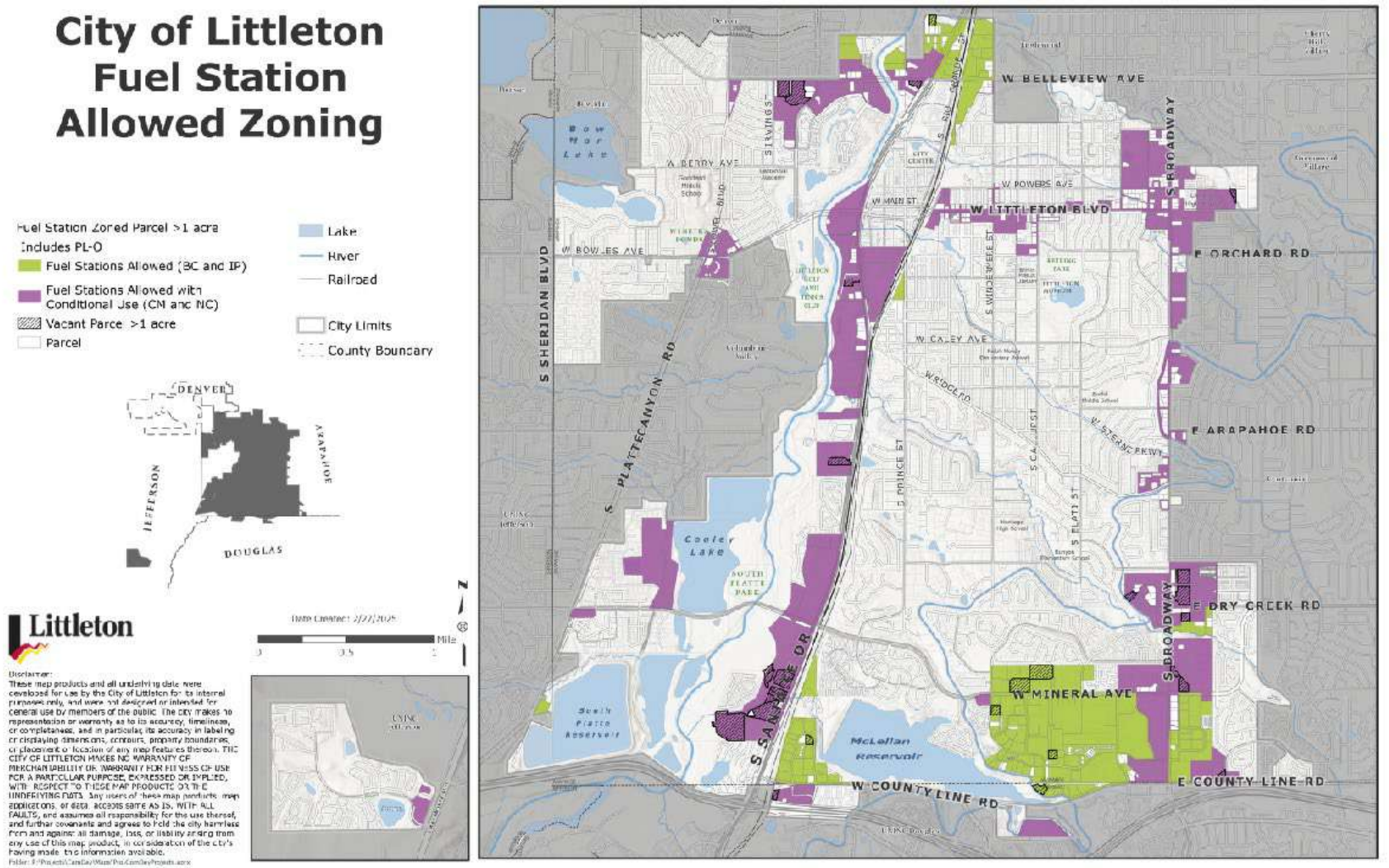
Some existing Planned Developments (PL-Os) allow or restrict fuel sales.



LITTLETON'S EXISTING CONDITIONS CONTINUED

Modern fuel sales stations require approximately an acre of land to develop.

The map to the right indicates the parcels over an acre in the applicable zone districts.



COMPARING LITTLETON TO COLORADO AND THE NATION

Littleton:

- Population (2020 Census) – 45,652 residents
- 24 fuel stations within city limits
    - **1 Station per 1,902 residents**

Colorado:

- Population (2020 Census) –5,773,714 residents
- 26 fuel station per 100,000 residents
    - **1 Station per 3,846 residents**

    - **Rural areas have fewer stations per capita than suburban locations resulting in a higher station per resident ratio.**



Gas station in Evergreen, Colorado

Littleton

PROPOSED CODE TEXT AMENDMENTS

Littleton

CONDITIONAL USE IN BC/IP

Littleton allows for gas stations in most commercial and all industrial districts

- Stations only require special approval in Corridor-Mixed Use districts. With this text amendment, this requirement will be extended to stations in the Business and Industry Use districts.

Table 10-1-1.3.1
Land Use Matrix

Category	Specific Use	Downtown (DT)				Corridor Mixed-Use (CM)		Neighborhood (NB)					Business and Industry (BI)		Open Space (OS)	Standards
		DNR	DTA	DMS	DMU	NC	CM	ACR	LLR	MLR	SLR	MFR	BC	IP	OS	
Vehicle Sales and Service	Car Wash	--	--	--	--	C	P	--	--	--	--	--	P	P	--	--
	Equipment and Machinery Sales and Rental	--	--	--	--	--	C	--	--	--	--	--	--	P	--	--
	Fuel Sales (Retail)	--	--	--	--	CS	CS	--	--	--	--	--	~~P~~ CS	~~P~~ CS	--	10-1-1.4.D
	Vehicle Accessories and Parts Sales	--	--	--	--	--	P	--	--	--	--	--	--	P	--	--
	Vehicle Sales, Rental, and Leasing	--	--	--	--	--	C	--	--	--	--	--	--	P	--	--

Littleton

MODIFYING FUEL SALE STANDARDS

Littleton allows for gas stations to be built next to existing gas stations with no buffer

- Staff proposes a text amendment to add a ½ mile buffer between existing gas stations and new development. This buffer is modelled after similar buffers in place in neighboring jurisdictions such as Lakewood and Denver. The buffer is bigger than the one in both Lakewood and Denver.

Proposed new text (in red):

E. Fuel Sales.

1. *Location* The use shall not be located within 1/2 mile of any other Fuel Sales (Retail) unless the proposed use is included in the same approved Site Development Plan with at least one Food Market or Grocery Store with a gross floor area of 25,000 sf or greater.

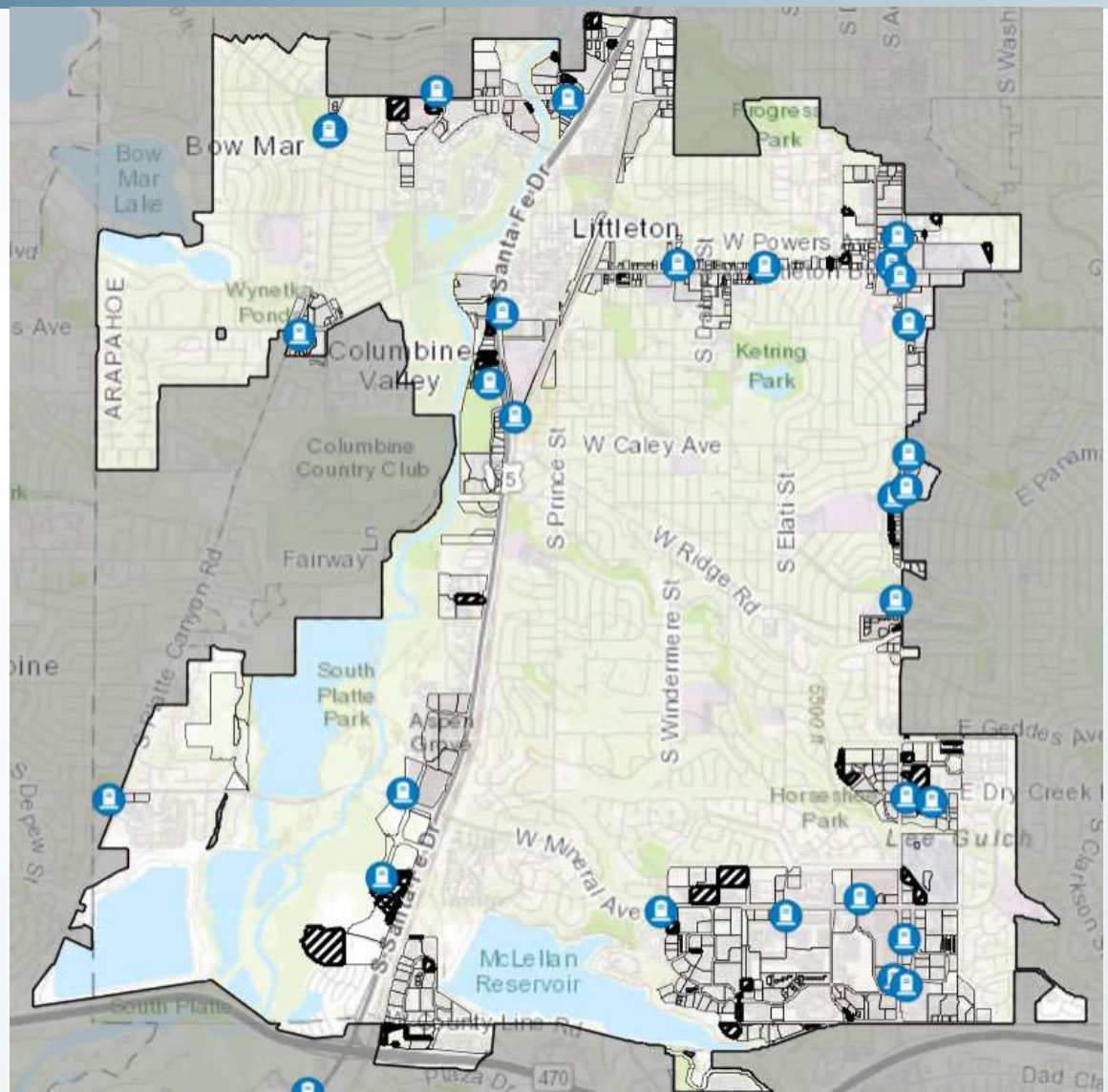
Littleton

MODIFYING FUEL SALE STANDARDS

Existing Zoning

Outlined parcels allow fuel sales.

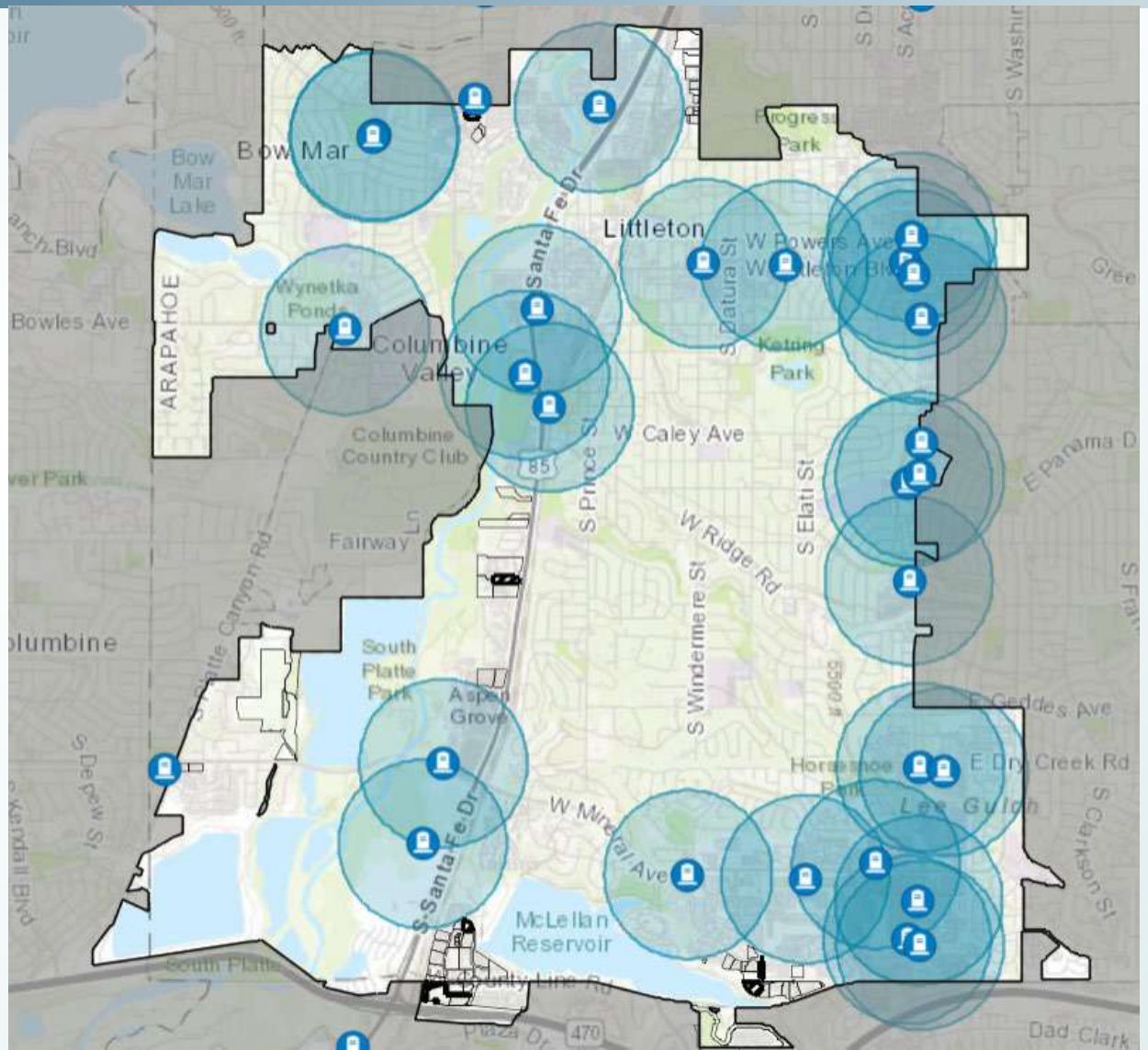
Blue icons are fueling stations



Littleton

MODIFYING FUEL SALE STANDARDS

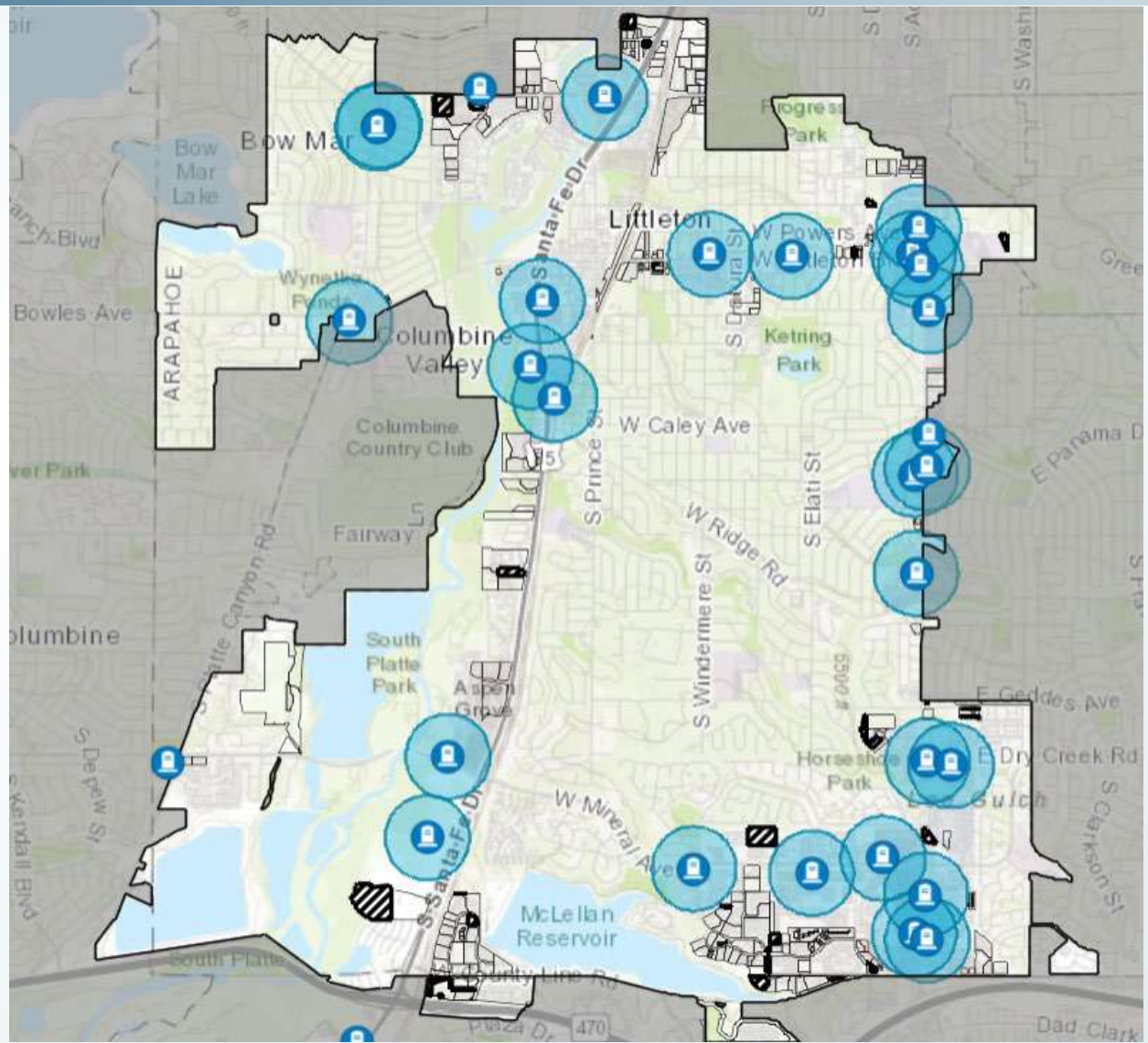
Allowed Parcels Fuel Sales (Retail) with ½ Mile Zoning Buffer



Littleton

MODIFYING FUEL SALE STANDARDS

Allowed Parcels Fuel Sales (Retail) with ¼ Mile Zoning Buffer



Littleton

MODIFYING FUEL SALE STANDARDS

Comparing ¼ mile and ½ mile buffers for gas stations

	Number of Fuel Site Parcels	>1 Acre Only (All Uses	Vacant Only (All Sizes)	>1 Acre AND Vacant
Entire City	1,104	344	73	27
Outside ¼ Mile	557	160	38	14
Outside ½ Mile	101	61	16	6

Fuel Station Allowed Zoning Map

This buffer is larger than the city of Denver's buffer (which is a ¼ mile) and the city of Lakewood's buffer (which is 1000 ft, a ½ mile is 2640 ft).

Littleton

MODIFYING FUEL SALE STANDARDS

Staff also proposes the following exemption to this buffer:

E. Fuel Sales.

1. ***Location*** The use shall not be located within 1/2 mile of any other Fuel Sales (Retail) unless the proposed use is included in the same approved Site Development Plan with at least one Food Market or Grocery Store with a gross floor area of 25,000 sf or greater.

- This is modelled after similar exemptions in jurisdictions such as Louisville, Denver, and Arvada.
- This was added to give a pathway for the development of grocery stores within the City of Littleton.

Littleton

POTENTIAL ACTIONS

STAFF RECOMMENDATION:

Staff recommends approval of Ordinance 07-2026.

ALTERNATIVES:

City Council may request revisions to the proposed ordinance, deny the proposed ordinance, or continue the hearing on the ordinance to a later date.

Littleton

Staff Communication

File #: Ordinance 08-2026, **Version:** 2

Agenda Date: 04/21/2026

Subject:
Ordinance 08-2026: An ordinance on second reading amending the Unified Land Use Code (ULUC) regarding Electric Vehicle (EV) charging stations

From:	James L. Becklenberg, City Manager
Prepared by:	Jerad Chipman, Planning Manager
Presentations:	Jerad Chipman, Planning Manager

PURPOSE:
To consider adoption of amendments to the Unified Land Use Code (ULUC) regarding electric vehicle charging.

LONG-TERM OUTCOME(S) SERVED:
Sustainable Community with Natural Beauty; Environmental Stewardship; High-Quality Governance

DISCUSSION:
Staff will provide a presentation at second reading to discuss the proposed amendments to the Unified Land Use Code (ULUC) regarding electric vehicle charging.

BACKGROUND:
Colorado House Bill 24-1173 mandated the creation of a model land use code for electric vehicle charging. That legislation resulted in the creation of the "Colorado Electric Vehicle Charging Model Land Use Code & Guidance" document, in March of 2025 by the Colorado Energy Office. The 2024 legislation required implementation of certain revisions by January 1, 2026. An extension has been provided to that timeline to allow additional time for municipalities to comply with the model code. Over the past six months staff have been communicating with the State and their consultants regarding draft ULUC text amendment language. The attached draft ordinance described as Exhibit A in the resolution, has been vetted by the State's consultant and has been preliminarily approved.

At the March 9, 2026 planning commission meeting, the planning commission recommended approval of the proposed text amendment to the ULUC by a vote of 5-0. There were two amendments that were passed prior to the final recommendation. The first amendment was a clerical item to add an "S" to all of the lines within the table pertaining to Electric Vehicle (EV) Charging, Accessory Use. This change results in that line of the table reading "AS" which is an abbreviation of Accessory with Standards. The second amendment was to a development standard for Electric Vehicle (EV) Charging, Principal Use. The planning commission amended the ordinance to allow convenience stores be allowed on Electric Vehicle (EV) Charging, Principal Use sites with a conditional use process in the NC, CM, BC, and IP zone districts.

After the Planning Commission meeting, the State's consultant submitted one final comment regarding the screening requirements in Subsection 10-1-1.6.A.D.9.C.3 and 4. Staff has since updated the ordinance language to reflect this feedback.
The previous and proposed versions are shown below:

Previous language:

3. EV CHARGING STATIONS ARE EXEMPT FROM SCREENING REQUIREMENTS UNLESS DEVELOPED IN CONJUNCTION WITH A PRINCIPAL USE OR ADDED AS AN ACCESSORY USE TO AN EXISTING SITE. IN SUCH INSTANCES, THE DEVELOPMENT SHALL COMPLY WITH THE SCREENING AND PRINCIPAL USE STANDARDS APPLICABLE TO THE UNDERLYING ZONE DISTRICT.
4. SITE CONFORMANCE: WHEN ACCESSORY USE EV CHARGING IS DEVELOPED IN CONJUNCTION WITH A PRINCIPAL USE, THE SCREENING AND PRINCIPAL USE REQUIREMENTS APPLICABLE TO THE UNDERLYING ZONE DISTRICT MUST BE MET. WHEN EV CHARGING IS ADDED AS AN ACCESSORY USE TO AN EXISTING SITE, THE SCREENING AND PRINCIPAL USE REQUIREMENTS APPLICABLE TO THE UNDERLYING ZONE DISTRICT MUST BE MAINTAINED TO THE DEGREE THEY ARE CURRENTLY MET.

Proposed language:

3. WHEN ACCESSORY USE EV CHARGING IS DEVELOPED IN CONJUNCTION WITH A PRINCIPAL USE, THE SCREENING AND PRINCIPAL USE REQUIREMENTS APPLICABLE TO THE UNDERLYING ZONE DISTRICT MUST BE MET. WHEN EV CHARGING IS ADDED AS AN ACCESSORY USE TO AN EXISTING SITE, THE SCREENING AND PRINCIPAL USE REQUIREMENTS APPLICABLE TO THE UNDERLYING ZONE DISTRICT MUST BE MAINTAINED TO THE DEGREE THEY ARE CURRENTLY MET.
4. SITE CONFORMANCE IMPROVEMENTS ARE NOT REQUIRED FOR EV CHARGING STATIONS AND EV CHARGING UTILITY EQUIPMENT THAT MAINTAIN THE EXISTING CONFIGURATION OF LOTS AND STRUCTURES.

The following is a synopsis of the proposed changes that will be discussed in the attached presentation:

Table 10-1-1.3.1 *Land Use Matrix*

Adding Electric Vehicle (EV) Charging as a separate principal use in the DTA, DMU, NC, CM, BC, and IP districts. Adding Principal EV Charging as a conditional use in the MFR district.

Altering the Electric Vehicle (EV) Charging, Accessory to allow the use in all districts.

Subsection 10-1-1.4.D *Commercial and Office Land Uses*

Adding use standards pertaining to principal EV Charging Stations regarding Applicability, Zoning Standards, Location of Station Equipment, Canopy Design, Car Wash, Convenience Store, and Process.

Subsection 10-1-1.6.A *Accessory Uses*

Updating existing standards pertaining to accessory EV Charging Station regarding Building Permit Required, Exemptions, and Non-Conforming Lots.

Table 10-1-3.4.1 *Sustainability Incentives*

Amending the sustainability incentive to account for the recently adopted building code

provisions.

Table 10-1-3.7.A.1 *Required Off-Street Parking*

Amending the parking calculations in the parking table to comply with the recently adopted building code provisions.

Subsection 10-1-3.7.C.C *Parking and Loading Design*

Removing the EV section of this subsection.

Subsection 10-12-2.1

Adding and amending definitions for Electric Vehicle, Electric Vehicle (EV) Charging: Accessory Use, Electric Vehicle (EV) Charging: Principal Use, EV Charging Station, EV Charging Electrical Utility Equipment, Fuel Sales (Retail), and Convenience Store.

Prior Actions or Discussions

January 7, 2026:	Environmental Stewardship Board (ESB) discussed potential development standards for electric vehicle (EV) charging.
January 26, 2026:	Planning Commission held a study session to discuss development standards for electric vehicle (EV) charging.
March 9, 2026:	Planning Commission recommended approval, with amendments, of Ordinance 08-2026 to council.
April 7, 2026:	City Council passed this ordinance on first reading.

FISCAL IMPACTS:
N/A

STAFF RECOMMENDATION:
Staff recommend approval of the proposed amendments to Title 10 as outlined in the attached Ordinance 08-2026.

ALTERNATIVES:
City Council may approve, approve with amendments, or deny the text amendment ordinance.

PROPOSED MOTION:
I move to approve Ordinance 08-2026 on second reading amending the Unified Land Use Code (ULUC) regarding Electric Vehicle (EV) charging stations.

CITY OF LITTLETON, COLORADO

ORDINANCE NO. 08

Series, 2026

AN ORDINANCE OF THE CITY OF LITTLETON, COLORADO, APPROVING A CODE TEXT AMENDMENT TO TITLE 10 UNIFIED LAND USE CODE REGARDING 2024 LEGISLATIVE UPDATES ON ELECTRIC VEHICLE CHARGING

WHEREAS the General Assembly of the State of Colorado passed HB24-1173 requiring municipalities, with a population over 10,000, to adopt an ordinance incorporating the same, or less restrictive, standards and a permitting process as those adopted within the Colorado Energy Office's EV Charger Permitting Model Code ("Model Code"); and

WHEREAS on March 9th, 2026, the planning commission held a public hearing to consider PC Resolution 02-2026, a recommendation to the Littleton City Council on the adoption of the code text amendment, which passed 5 to 0.

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

Section 1: Littleton City Code, Title 10, Table 10-1-1.3.1 Land Use Matrix is hereby amended to read as follows, by adding capitalized material and striking through deleted material, as follows. In this section, ellipses indicate material not reproduced as the Littleton City Council intends to leave that material in effect, as it now reads.

C. Land Use Standards. …

Table 10-1-1.3.1
Land Use Matrix

Category	Specific Use	Downtown (DT)				Corridor Mixed-Use (CM)		Neighborhood (NB)					Business and Industry (BI)		Open Space (OS)	Standards
		DNR	DTA	DMS	DMU	NC	CM	ACR	LLR	MLR	SLR	MFR	BC	IP	OS	
Vehicle sales and services	ELECTRIC VEHICLE (EV) CHARGING, PRINCI	-	P	-	P	P	P	-	-	-	-	CS	P	P	-	10-1-1.4.D

	PAL USE[1]															
Commercial Accessory Uses	Electric Vehicle (EV) Charging, Accessories	AS	~~AS~~ AS	~~AS~~ AS	~~AS~~ AS	~~AS~~ AS	~~AS~~ AS	AS	AS	AS	AS	~~AS~~ AS	~~AS~~ AS	~~AS~~ AS	~~AS~~ AS	10-1-1.6.A

Table Notes:

1. ~~Reserved.~~ STANDARDS FOR ELECTRIC VEHICLE (EV) CHARGING ACCESSORY USE SHALL BE FOUND IN SUBSEC. 10-1-1.6.A ACCESSORY USES.
2. A tiny home community may occupy up to 10 percent of a development subject to Master Development Plan approval.
3. Duplex or twin home dwellings are not permitted in the SLR district south of W. Caley Avenue.

Section 2: Littleton City Code, Title 10, Table 10-1-1.4.D Commercial and Office Land Uses, is hereby amended to read as follows, by adding capitalized material and striking through deleted material, as follows. In this section, ellipses indicate material not reproduced as the Littleton City Council intends to leave that material in effect, as it now reads.

Section 10-1-1.4 Land Use Standards …

Subsec. 10-1-1.4.D Commercial and Office Land Uses

A. Brewery, Distillery, and Winery …

…

F. ELECTRIC VEHICLE (EV) CHARGING, PRINCIPAL USE.

1. *APPLICABILITY.* THE FOLLOWING DEVELOPMENT STANDARDS PERTAIN TO EV CHARGING, PRINCIPAL USES. STANDARDS FOR EV CHARGING, ACCESSORY USE MAY BE FOUND IN SUBSEC. 10-1-1.6.A ACCESSORY USES.
2. *ZONING STANDARDS.* ADDITIONAL ZONING PROVISIONS SHALL BE ADHERED TO PER DISTRICT EXCEPT FOR APPLICABLE SCREENING WITHIN TITLE 10.
3. EV CHARGING, PRINCIPAL USE, SHALL BE SUBJECT TO THE FOLLOWING:
   - A. *LOCATION OF EV CHARGING STATIONS AND EV CHARGING ELECTRICAL UTILITY EQUIPMENT.* THE CHARGING STATION AND UTILITY EQUIPMENT MAY BE LOCATED WITHIN THE SETBACK.
   - B. *CANOPY DESIGN.* CANOPIES OVER SERVICE ISLANDS SHALL BE INTEGRAL TO THE BUILDING DESIGN IN TERMS OF COLOR, CLADDING, AND ROOFING MATERIAL.
   - C. *CAR WASH VEHICLE CIRCULATION AND STACKING.* CIRCULATION FOR A CAR WASH SHALL BE SEPARATE FROM THE REST OF THE SITE AND

STACKING SHALL COMPLY WITH SUBSECTION 10-1-3.7.C, *PARKING AND LOADING DESIGN.*

D. THE DESIGN OF EV CHARGING STATIONS SHALL ENSURE UNOBSTRUCTED SAFETY AND ACCESS CLEARANCES FOR ASSOCIATED ELECTRICAL UTILITY EQUIPMENT, PER THE NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) STANDARDS AND NATIONAL ELECTRIC SAFETY CODE (NESC), INCLUDING FEATURES SUCH AS LANDSCAPING OR FENCE

E. *CONVENIENCE STORE*. A CONVENIENCE STORE MAY BE LOCATED ON THE SITE AND SHALL ONLY BE PERMITTED AS A CONDITIONAL USE IN THE FOLLOWING ZONE DISTRICTS: NC, CM, BC, AND IP.

F. *PROCESS.* A SITE PLAN PROCESS IS REQUIRED TO ENTITLE AN EV CHARGING STATION, PRINCIPAL

Section 3: Littleton City Code, Title 10, Article 10-1-1.6.A *Accessory Uses*, Subsection D is hereby amended to read as follows, by adding capitalized material and striking through deleted material, as follows. In this section, ellipses indicate material not reproduced as the Littleton City Council intends to leave that material in effect, as it now reads.

D. Standards Applicable to Specific Accessory Uses.

1. *Accessory Dwelling Units (ADUs)* …

…

9. ~~*Electric Vehicle (EV) Charging Station.*~~ EV CHARGING, ACCESSORY USE

A. *WHERE PERMITTED.* ELECTRIC VEHICLE CHARGING AS AN ACCESSORY USE SHALL BE ALLOWED IN ANY ZONE DISTRICT.

~~A.~~B. *BUILDING Permit Required.* IT SHALL BE UNLAWFUL FOR ANY PERSON TO INSTALL, OPERATE, OR MAINTAIN ONE OR MORE EV CHARGING STATIONS WITHOUT OBTAINING A BUILDING PERMIT. NO OTHER SITE PLAN OR LAND USE PERMIT IS REQUIRED WHEN EV CHARGING IS PROPOSED AS A STANDALONE ADDITION TO AN EXISTING SITE.

~~It shall be unlawful for any person to install, operate, or maintain an electric vehicle charging station in an MFR, NC, CM, DTA, DMS, DMU, BC or IP district without:~~

~~1. A permit for such work, which shall be secured from the Chief Building Official by the electric vehicle charging station's owner or the owner's agent; and~~

~~Submittal of a written statement from the electric utility provider that the installation will not negatively affect the electrical distribution system~~

C. ELECTRIC VEHICLE CHARGING, ACCESSORY USE SHALL BE SUBJECT TO THE FOLLOWING:

1. THE DESIGN OF EV CHARGING STATIONS SHALL ENSURE UNOBSTRUCTED SAFETY AND ACCESS CLEARANCES FOR EV CHARGING ELECTRICAL UTILITY EQUIPMENT, PER THE NATIONAL

FIRE PROTECTION ASSOCIATION (NFPA) STANDARDS AND NATIONAL ELECTRIC SAFETY CODE (NESC), INCLUDING FEATURES SUCH AS LANDSCAPING OR FENCES.

2. EV CHARGING STATIONS AND EV CHARGING ELECTRICAL UTILITY EQUIPMENT SHALL BE EXEMPT FROM THE FOLLOWING:
   a. SETBACK REQUIREMENTS; AND
   b. BUFFERYARD REQUIREMENTS.
3. WHEN ACCESSORY USE EV CHARGING IS DEVELOPED IN CONJUNCTION WITH A PRINCIPAL USE, THE SCREENING AND PRINCIPAL USE REQUIREMENTS APPLICABLE TO THE UNDERLYING ZONE DISTRICT MUST BE MET. WHEN EV CHARGING IS ADDED AS AN ACCESSORY USE TO AN EXISTING SITE, THE SCREENING AND PRINCIPAL USE REQUIREMENTS APPLICABLE TO THE UNDERLYING ZONE DISTRICT MUST BE MAINTAINED TO THE DEGREE THEY ARE CURRENTLY MET.
4. SITE CONFORMANCE IMPROVEMENTS ARE NOT REQUIRED FOR EV CHARGING STATIONS AND EV CHARGING UTILITY EQUIPMENT THAT MAINTAIN THE EXISTING CONFIGURATION OF LOTS AND STRUCTURES.

~~**B.** *Compliance.* All electric vehicle charging stations erected, constructed, installed, altered, replaced, or to which additions are made shall comply with .all of the provisions of all applicable health and safety standards and requirements of federal, state, and local law and the electrical utility provider.~~

~~**C.** *Prohibited Uses.* If the owner of a plug-in electric motor vehicle charging station installs a sign that identifies the station, a person is prohibited from:~~

~~1. Parking in the space if the vehicle is not an electric vehicle; and~~
~~Using a dedicated charging station for parking if the electric vehicle is not charging.~~

Section 4: Littleton City Code, Title 10, Article 10-1-3.4, Table 10-1-3.4.1 Sustainability Incentives is hereby amended as follows, by adding capitalized material and striking through deleted material, as follows. In this section, ellipses indicate material not reproduced as the Littleton City Council intends to leave that material in effect, as it now reads.

Schedule	Type of Practice	Documentation of Compliance
B	Electric vehicle charging STATIONS TOTALING 5% OR GREATER THAN THE MINIMUM REQUIRED, PER BUILDING CODE~~are provided for at least five percent of all required parking~~	Indication on Site Plan or Master Development Plan

Section 5: Littleton City Code, Title 10, Article 10-1-3.7.A, Table 10-1-3.7.A.1 Required Off-Street Parking is hereby amended as follows, by adding capitalized material and striking through deleted material, as follows. In this section, ellipses indicate material not reproduced as the Littleton City Council intends to leave that material in effect, as it now reads.

Category	Specific Use	Minimum[3]	Maximum
Commercial Accessory Uses	Electric vehicle charging station[4, 5, 6]	~~2/station~~AS REQUIRED PER BUILDING CODE.	NONE

Table Notes:
1. …
3. …
4. EV CHARGING STATION. WHEN EV CHARGING IS PROVIDED, ACCESSIBLE EV CHARGING PARKING REQUIREMENTS SHALL FOLLOW THE SAME STANDARDS AS OUTLINED IN THE AMERICANS WITH DISABILITIES ACT (ADA) FOR REGULAR PARKING.
5. EV CHARGING. ANY PARKING SPACE SERVED BY AN EV CHARGING STATION OR ANY SPACE USED TO SITE EV CHARGING STATIONS AND/OR SUPPORTIVE ELECTRICAL UTILITY EQUIPMENT SHALL BE COUNTED TOWARDS THE APPLICABLE PARKING MINIMUM REQUIREMENTS OUTLINED IN THIS SECTION.
6. REDUCTIONS. ANY VAN -ACCESSIBLE ADA PARKING SPACE THAT IS SERVED BY AN EV CHARGING STATION SHALL BE COUNTED AS TWO STANDARD PARKING SPACES TOWARDS THE APPLICABLE MINIMUM PARKING REQUIREMENTS OUTLINED IN THIS SECTION. PROVIDING EV CHARGING SPACES WITH VAN-ACCESSIBLE DESIGN THAT ARE OPEN TO ANY USER, REGARDLESS OF DISABILITY STATUS, IS ENCOURAGED, WHILE SPECIFIC REQUIREMENTS FOR RESERVED ACCESSIBLE PARKING SPACES MUST BE MAINTAINED PER THE AMERICANS WITH DISABILITIES ACT.

Section 6: Littleton City Code, Title 10, Article 10-1-3.7.C.C Parking and Loading Design is hereby deleted in its entirety, as follows:~~.~~

C. [RESERVED]~~Electric and Alternative Fuel Vehicles.~~

~~1. *Where Required*. Preferential parking for electric and alternative fuel vehicles shall be provided for all new or redeveloped non-residential and mixed-use parking areas containing 50 or more spaces.~~

~~2. *Location of Parking Spaces*. Electric and alternative fuel parking spaces shall be located in near proximity to the primary entrance.~~

~~3. *Signage*. Each parking space shall be marked with a post designating the spaces for "Alternative Fuel Vehicles".~~

~~4.~~1. ~~*Existing Vehicle Recharging Stations.* Existing parking spaces with vehicle recharging stations may be used to meet the requirements of this Subsection.~~

Section 7: Littleton City Code, Title 10, Article 10-12-2.1, Subsection 10-12-2.1 General Definitions is hereby amended to read as follows by adding capitalized material and striking through deleted material, as follows. In this section, ellipses indicate material not reproduced as the Littleton City Council intends to leave that material in effect, as it now reads.

E

…

Electric vehicle means any vehicle that operates, either partially or exclusively, on electrical energy from the grid, or an off-board source, that is stored on-board for motive purpose. "Electric vehicle" includes the following:

- "Battery electric vehicle (BEV)" means any vehicle that operates exclusively on electrical energy from an off-board source that is stored in the vehicle's batteries; and produces zero tailpipe emissions or pollution when stationary or operating.
- "Plug-in hybrid electric vehicle (PHEV)" means an electric vehicle that:
  - contains an internal combustion engine and also allows power to be delivered to drive wheels by an electric motor;
  - charges its battery primarily by connecting to the grid or other off-board electrical source;
  - may additionally be able to sustain battery charge using an on-board internal-combustion-driven generator; and
  - has the ability to travel powered by electricity.
- "Neighborhood electric vehicle" means a self-propelled, electrically powered four-wheeled motor vehicle whose speed attainable in one mile is more than twenty miles per hour and not more than twenty-five miles per hour and conforms to federal regulations under Title 49 C.F.R. Part 571.500.
- "Medium-speed electric vehicle" means a self-propelled, electrically powered four-wheeled motor vehicle equipped with a roll cage or crush proof body design, whose speed attainable in one mile is more than twenty-five miles per hour but not more than thirty-five miles per hour and otherwise meets or exceeds the federal regulations set forth in 49 C.F.R. Sec. 571.500.

Effective on: 10/28/2021

~~**Electric Vehicle Charging Station** means a public or private parking space that is served by battery charging station equipment that has as its primary purpose the transfer of electric energy (by conductive or inductive means) to a battery or other energy storage device in an electric vehicle. An electric vehicle charging station equipped with Level 1 or Level 2 charging equipment is permitted outright as an accessory use to any principal use.~~

~~Effective on: 10/28/2021~~

ELECTRIC VEHICLE (EV) CHARGING, ACCESSORY USE: ONE OR MORE PUBLIC OR PRIVATE PARKING SPACES THAT IS SERVED BY AN EV CHARGING STATION AND IS SUBORDINATE TO THE PRINCIPAL USE ON THE PROPERTY.

ELECTRIC VEHICLE (EV) CHARGING, PRINCIPAL USE: A COLLECTION OF PUBLIC USE DIRECT CURRENT FAST CHARGING (DCFC) EV CHARGING STATIONS THAT SERVE AS THE PRIMARY FUNCTION AND LAND USE ON A PROPERTY, PROVIDING HIGH-SPEED CHARGING FOR ELECTRIC VEHICLES ADJACENT TO DEDICATED SPACES FOR THE VEHICLES WHILE THEY CHARGE.

EV CHARGING STATION: BATTERY CHARGING STATION THAT HAS AS ITS PRIMARY PURPOSE THE TRANSFER OF ELECTRIC ENERGY (BY CONDUCTIVE OR INDUCTIVE MEANS) TO A BATTERY OR OTHER ENERGY STORAGE DEVICE IN AN ELECTRIC VEHICLE.

EV CHARGING ELECTRICAL UTILITY EQUIPMENT: ALL EQUIPMENT NECESSARY TO PROVIDE ELECTRICAL CURRENT CHARGING FOR ELECTRIC VEHICLES, EXCEPT FOR THE EV CHARGING STATION ITSELF. THIS MAY INCLUDE POWER CONVERSION EQUIPMENT, ELECTRICAL DISTRIBUTION EQUIPMENT SUCH AS TRANSFORMERS, SWITCHGEAR BOXES, AND DISTRIBUTION LINES, AND OTHER SUPPORTIVE EQUIPMENT.

~~Electric Vehicle Charging Station means a public or private parking space that is served by battery charging station equipment that has as its primary purpose the transfer of electric energy (by conductive or inductive means) to a battery or other energy storage device in an electric vehicle. An electric vehicle charging station equipped with Level 1 or Level 2 charging equipment is permitted outright as an accessory use to any principal use.~~

Fuel Sales (Retail) means a place where vehicular fuel, stored only in underground tanks, is offered for sale to the public. ~~or where electric vehicle charging stations are made available for the charging of vehicles~~.

Convenience Store means any retail establishment offering for sale any combination of fuels, automotive products, prepared or prepackaged food products, household items, and other goods commonly associated with this use. Convenience stores may also include fueling stations AND ELECTRIC VEHICLE (EV) CHARGING, PRINCIPAL USE.

Section 8: Severability. If any part, section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be invalid, such invalidity shall not affect the validity of the remaining sections of this ordinance. The City Council hereby declares that it would have passed this ordinance, including each part, section, subsection, sentence, clause or phrase hereof, irrespective of the fact that one or more parts, sections, subsections, sentences, clauses or phrases may be declared invalid.

Section 9: Repealer. All ordinances or resolutions, or parts thereof, in conflict with this ordinance are hereby repealed, provided that this repealer shall not repeal the repealer clauses of such ordinance nor revive any ordinance thereby.

INTRODUCED AS A BILL at a regularly scheduled meeting of the City Council of the City of Littleton on the 7th day of April, 2026, passed on first reading by a vote of 7 FOR and 0 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 April, 2026, 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 April, 2026 and ordered published by posting at Littleton Center, Bemis Library, the Municipal Courthouse and on the City of Littleton Website.

ATTEST:

_____
Colleen L. Norton
CITY CLERK

_____
Kyle Schlachter
MAYOR

APPROVED AS TO FORM:

_____
Reid Betzing
CITY ATTORNEY

CITY OF LITTLETON, COLORADO
SEAL
INCORPORATED
1890

ELECTRIC VEHICLE CHARGING STATION RECOMMENDATION ON ORDINANCE 08-2026

Jerad Chipman, AICP
Planning Manager

APRIL 21, 2026

Littleton Colorado



AGENDA

Introduction

Electric Vehicle (EV) Charging Code Update

Summary

Recommendation

Littleton

INTRODUCTION

January 7, 2026: Environmental Stewardship Board (ESB) discussed potential development standards for electric vehicle (EV) charging.

January 26, 2026: Planning Commission held a study session to discuss development standards for electric vehicle (EV) charging.

March 9, 2026: Planning Commission recommended approval, with amendments, of Ordinance 08-2026 to council.

April 7, 2026: City Council Passes this ordinance on first reading

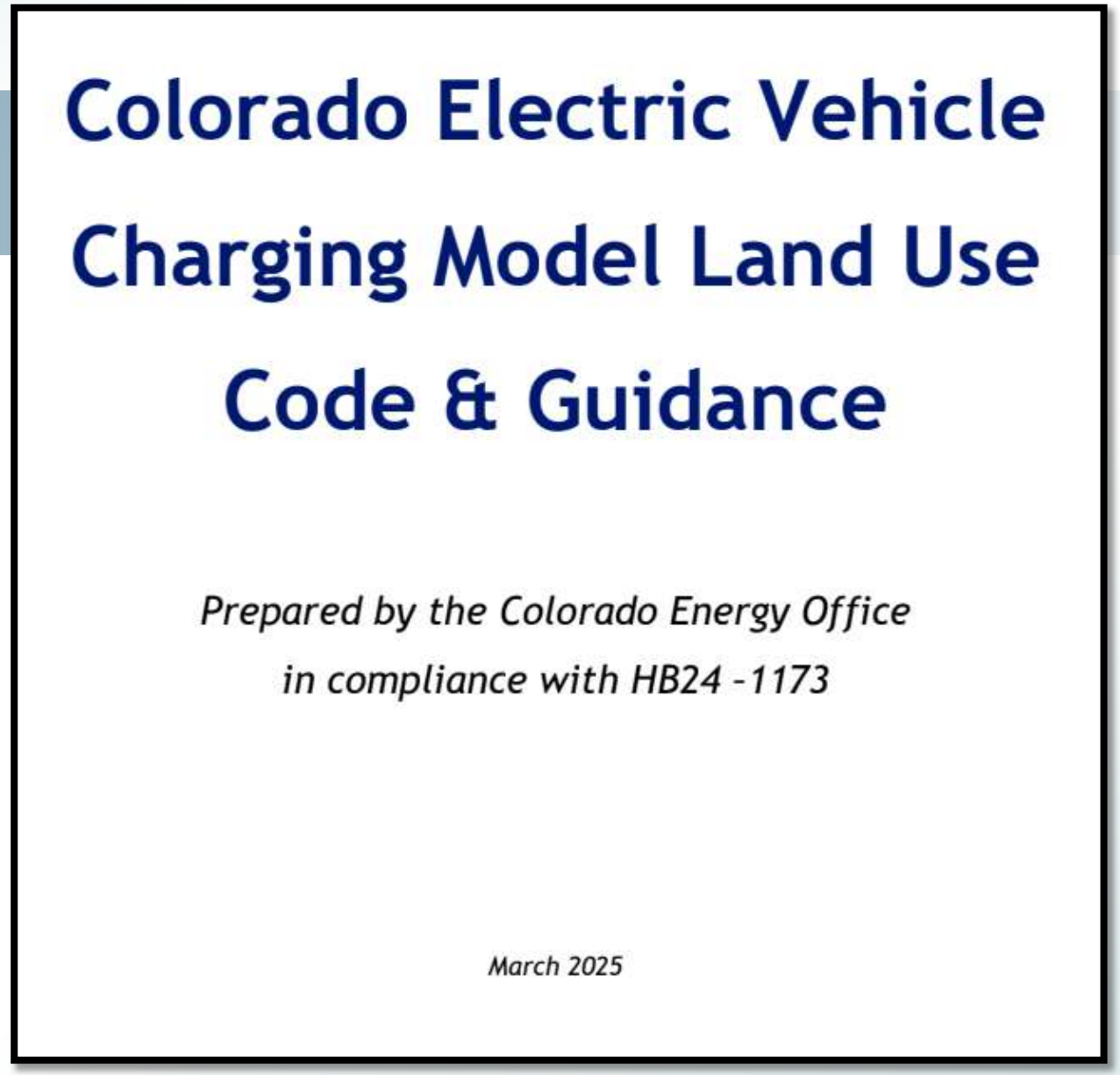
Littleton

INTRODUCTION

2024 State Legislation Action

Generation of the Colorado EV Charging Model Land Use Code and Guidance.

Unified Land Use Code update to comply with the Model Code



Littleton

EV CHARGING CODE UPDATE

Principal Use Standards:

- Allowed in DTA, DMU, NC, CM, BC, and IP zoning districts
- Conditional Use in the MFR zoning district.
- Abide by the bulk standards for the zoning district that it is located
- Canopies and car washes allowed on-site
- Convenience stores allowed as a conditional use to Principal EV Charging in NC, CM, BC, and IP
- Approval Process – Site Plan

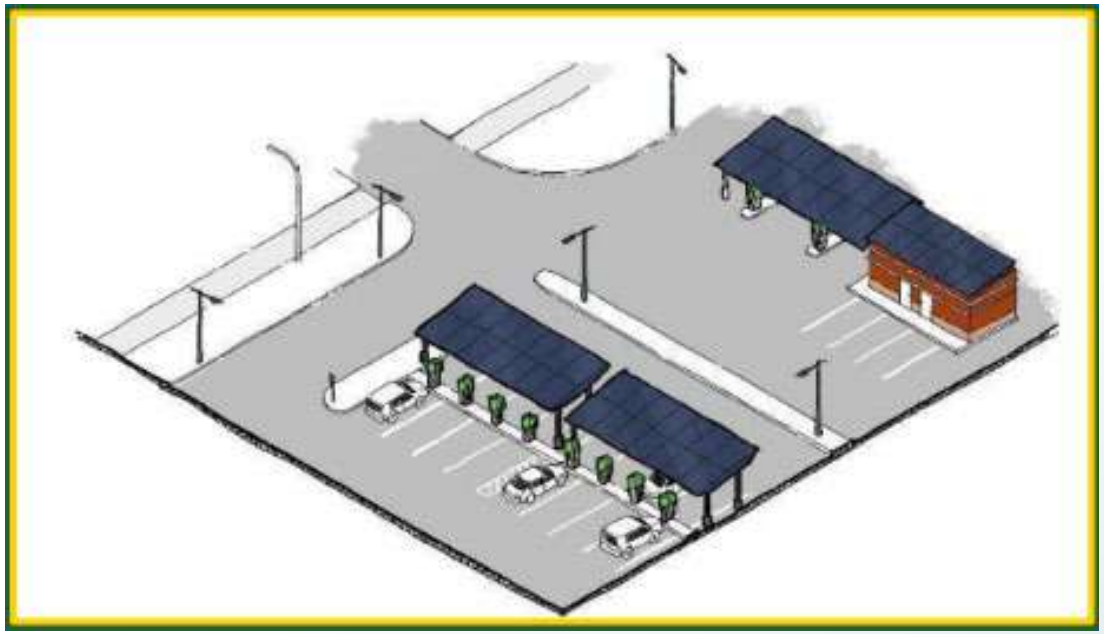


Image courtesy of the Colorado EV Model Land Use Code

Littleton

EV CHARGING CODE UPDATE

Accessory Use Standards:

- Expand Accessory Use EV Charging to all zone districts
- Approval Process – Building Permit

Table 10-1-1.3.1
Land Use Matrix

Category	Specific Use	Downtown (DT)				Corridor Mixed-Use (CM)		Neighborhood (NB)					Business and Industry (BI)		Open Space (OS)	Standards
		DNR	DTA	DMS	DMU	NC	CM	ACR	LLR	MLR	SLR	MFR	BC	IP	OS	
Commercial Accessory Uses	Dispenser and Vending Kiosk	--	A	--	A	--	A	--	--	--	--	--	A	--	--	10-1-1.6.A
	Eating and Drinking Places (Outdoor Seating, Sidewalk Café and Sidewalk Display)	--	A	A	A	A	A	--	--	--	--	--	A	--	CS	10-1-1.6.A
	Electric Vehicle (EV) Charging Station	AS	AS	AS	AS	AS	AS	AS	AS	AS	AS	AS	AS	AS	AS	10-1-1.6.A

Littleton

EV CHARGING CODE UPDATE

Accessory Use Standards Continued:

- Exempt from:
  - Setbacks
  - Bufferyards
  - Screening Requirements – with exceptions
- Adjustments to non-conformance provisions

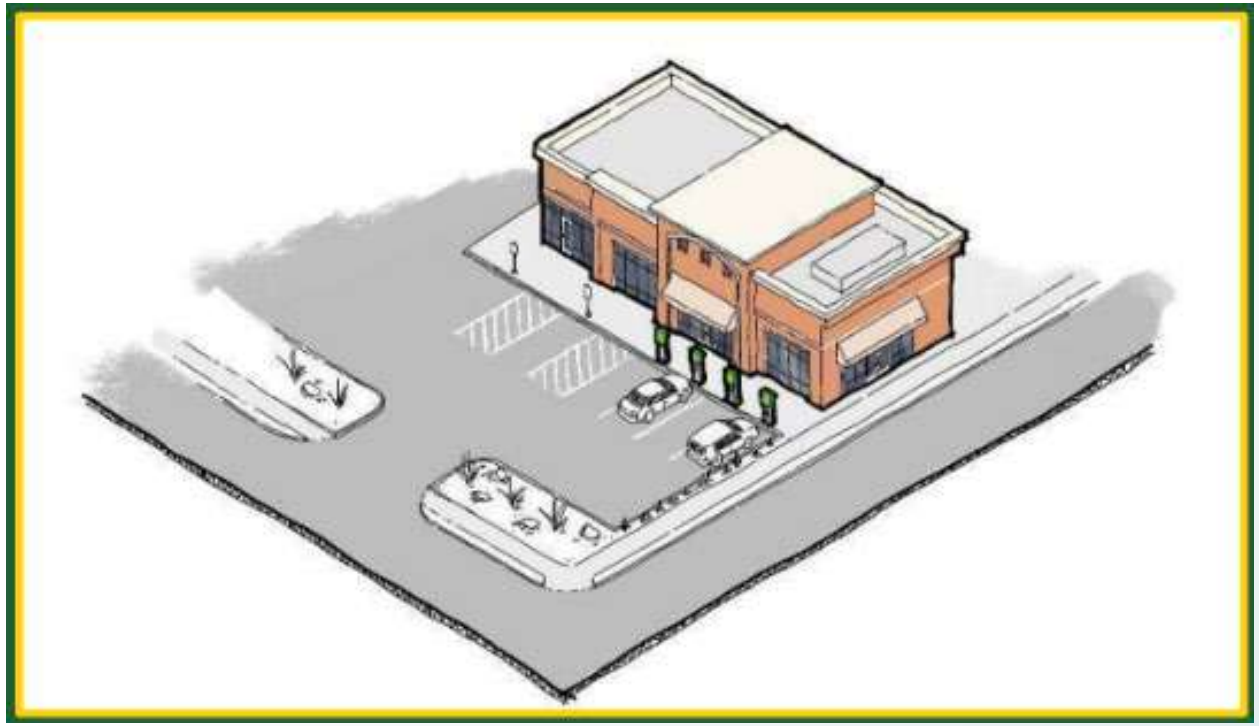
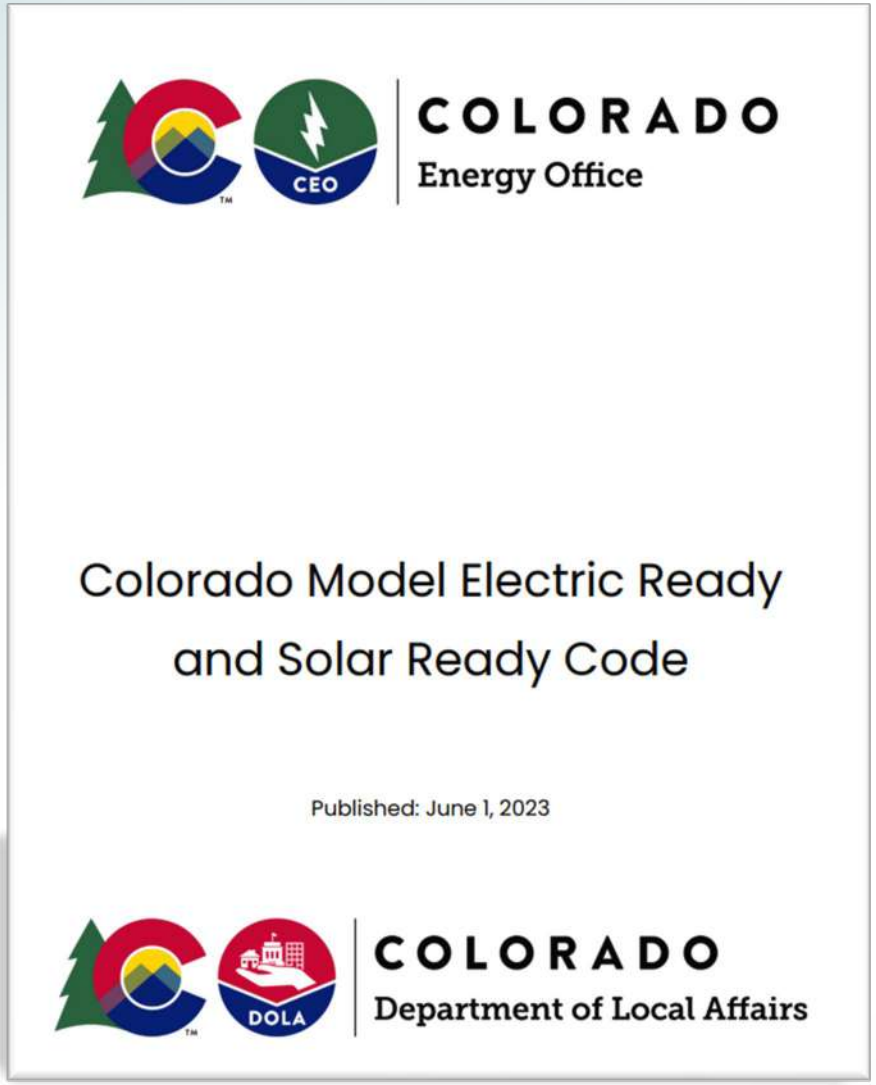


Image courtesy of the Colorado EV Model Land Use Code

Littleton

EV CHARGING CODE UPDATE



Sustainability Incentives Adjustment:

- Amending the Sustainability Incentives to build on the requirements of the Model Electric Ready Code

Table CV502.1: EV Power Transfer Infrastructure Requirements

Building Type / Space Type	EVSE Installed Space	EV Ready Space	EV Capable Space	EV Capable Light Space

Littleton

EV CHARGING CODE UPDATE

Table CV502.1: EV Power Transfer Infrastructure Requirements

Building Type / Space Type	*EVSE Installed Space*	*EV Ready Space*	*EV Capable Space*	*EV Capable Light Space*
All *commercial buildings*, except for R-2 occupancies, with 10 or less parking spaces.	0	2 spaces	0	0
***Commercial buildings*, except for R-2 occupancies, with greater than 10 parking spaces.**	2% of spaces	8% of spaces	10% of spaces	10% of spaces
R-2 occupancies with 10 or less parking spaces	0	15% of spaces	10% of spaces	10% of spaces
R-2 occupancies with greater than 10 parking spaces.	5% of spaces	15% of spaces	10% of spaces	30% of spaces

Required Off-Street Parking Adjustment:

- Defaulting to the requirements of the Model Electric Ready Code
- Removing some provisions that are addressed in new code language

Littleton

EV CHARGING CODE UPDATE

Adding and Adjusting Definitions:

- Electric Vehicle (EV) Charging, Accessory Use – Added
- Electric Vehicle (EV) Charging, Principal Use – Added
- EV Charging Station – Added
- EV Charging Electrical Utility Equipment – Added
- Fuel Sales (Retail) – Adjusted
- Convenience Store – Adjusted
- Electric Vehicle- Existing

Littleton

SUMMARY

The proposed text amendment complies with HB24-1173.

Allows EV charging in additional zoning districts

Updates development and parking standards for EV uses.

A slight modification has been made to the final ordinance from the Planning Commission's recommended draft per the State's consultant regarding accessory EV screening provisions.

Littleton

RECOMMENDATIONS

The Planning Commission recommends approval of Ordinance 08-2026 amending the Unified land Use Code regarding Electric Vehicle Charging Stations.

Littleton

QUESTIONS

Littleton

Staff Communication

File #: Ordinance 06-2026, **Version:** 2

Agenda Date: 04/21/2026

Subject:
Ordinance 06-2026: An ordinance on second reading vacating public right-of-way at 5400 S. Delaware Street for the Thompson Thrift multi-family project

From:	James L. Becklenberg, City Manager
Prepared by:	Nathan Enck, Development Review Engineer III
Presentations:	Nathan Enck, Development Review Engineer III
	Tyler Curtis, Civil Engineer II Russell Lee, Ripley Design

PURPOSE:
The applicant is requesting to vacate a portion of the right-of-way (ROW), located at 5400 S. Bannock Street. This request seeks to vacate specific ROW along the western frontage of S. Bannock Street to align with the Powers Place Subdivision and establish a consistent 56-foot section throughout the corridor. Pursuant to Section 10-9-7.6 of the Unified Land Use Code (the "ULUC"), a public hearing is being held to determine if the proposed ROW Vacation meets the applicable review criteria

LONG-TERM OUTCOME(S) SERVED:
High-Quality Governance

DISCUSSION:
This request seeks to vacate specific ROW along the western frontage of S. Bannock Street to align with the Powers Place Subdivision and establish a consistent 56-foot section throughout the corridor. Staff have found the following review criteria are met for the vacation of this ROW:

1. *Utility Notification*. The applicant has provided evidence of notification of all public and private utilities that may have interest in the area to be vacated;
2. *Owner Signatures*. Where required by the Director, the applicant has obtained the notarized signatures of property owners abutting affected portions of the street or easement(s) proposed for vacation, indicating support or objection for the application, if the Director believes that access to any such property may be compromised by the vacation request;
3. *No Public Purpose and in Public Interest.* The public street no longer serves a public purpose, and the vacation of the public street is in the public interest, which shall be based on a consideration of the following:
   a. Whether the public benefits from the use of the subject public street as part of the city street system;
   b. Whether the proposed action is consistent with the Comprehensive Plan;
   c. Whether the proposed vacation is consistent with the minimum block size requirements and other applicable street connectivity standards of this Code;
   d. Whether the proposed action would deny access to private property;
   e. The effect of the proposed action upon public safety;

f. The effect of the proposed action upon the safety of pedestrians and vehicular traffic;
g. The effect of the proposed action upon the provision of services including, but not limited to, emergency service and waste removal;
h. The necessity to relocate public and private utilities; and
i. The effect of the proposed action on the design and character of the area; and

4. *Streets.* The Council shall not vacate a public street except if the following additional criteria are met:
a. The loss of the street will not foreclose reasonably foreseeable future bicycle/pedestrian use;
b. The loss of the street will not foreclose non-motorized access to adjacent land uses or transit stops;
c. The loss of the street is necessary for the construction of a high-density, mixed-use project containing both residential and non-residential uses or creating close proximity of residential and non-residential uses; and
d. There is no reasonably foreseeable need for any type of transportation corridor for the area.

BACKGROUND:
The subdivision adjacent to the proposed ROW vacation was initially platted in 1911 (Interurban Addition) with Replats and Vacations in 1915 (Weber's Resubdivision), 1917, 1919 (Vacation of Part of Interurban Addition), 1957 (Resolution), and 1958 (Royal Gardens Addition).

In 1962, a 25-foot right-of-way was dedicated via Warranty Deed (Book 1385, Page 525); however, this dedication encroaches 19 feet further into the adjacent property than the standards set by the Littleton Transportation Master Plan (TMP) <https://www.littletonco.gov/Government/Departments/Public-Works-Engineering/Public-Works-Projects/Bicycle-and-Pedestrian-Master-Plan> and the Powers Place Subdivision. The existing S. Bannock Street ROW was predominantly 50' in width from W. Rafferty Gardens Avenue to W. Powers Avenue, and an additional six feet (6') ROW was dedicated to the city through the Powers Place Subdivision. It is the City's position that a uniform 25-foot ROW dedication was intended for the length of Bannock Street to Powers Avenue.

The applicant has worked closely with all outside agencies on any outstanding comments and has addressed all the comments or the agencies have conditionally approved the application.

Prior Actions or Discussions
The applicant has completed the following steps in the entitlement process, per the ULUC:

Preapplication Meeting:	September 25, 2025
Application Submitted:	October 23, 2025
Neighborhood Meeting:	December 5, 2025
City Council Meeting:	April 7, 2026; passed on first reading.

FISCAL IMPACTS:
N/A

STAFF RECOMMENDATION:
Based on staff analysis, the proposed Street and Easement Vacation is in compliance with the approval criteria in Littleton City Code section 10-9-7.6, as detailed in the staff report. Therefore, staff recommends approval of Ordinance 6, Series 2026.

ALTERNATIVES:

Council may approve, approve with conditions, or deny the request to vacate the right-of-way along South Bannock Street

PROPOSED MOTION:
I move to approve Ordinance 06-2026 on second reading vacating public right-of-way at 5400 S. Delaware Street for the Thompson Thrift multi-family project.

CITY OF LITTLETON, COLORADO

ORDINANCE NO. 06

Series, 2026

AN ORDINANCE OF THE CITY OF LITTLETON, COLORADO, VACATING PUBLIC RIGHT-OF-WAY AT 5400 S. DELAWARE STREET FOR THE THOMPSON THRIFT MULTI-FAMILY PROJECT

WHEREAS, Pursuant to Colorado Revised Statutes ("C.R.S") Section 43-2-303(1)(a), the City Council of the City of Littleton ("City Council") may vacate any roadway or part thereof within city limits, subject to the provisions of the City's charter and municipal code; and

WHEREAS, Littleton City Code, Title 10, Unified Land Use Code, Section 10-9-7.6 *Vacation of Streets and Easements*, provides that the City Council of the City of Littleton, Colorado may vacate a right of-way upon a finding that the right-of-way being considered for vacation meets certain stated criteria; and

WHEREAS, Thompson Thrift, the Applicant, applied for vacation of a portion of the right-of-way along S. Bannock Street, more fully and legally described on Exhibit "A," which is attached hereto and fully incorporated by this reference.

WHEREAS, City Council conducted a public hearing on April 21, 2026, to consider the Applicant's request to vacate a portion of S. Bannock Street, as stated in Exhibit A.

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

Section 1: Following the hearing, and based on the evidence presented at the hearing, City Council finds, in fact:

1. The application submitted by Thompson Thrift was complete through the city's review process; and

2. Proper notice for the public hearing was provided in accordance with Section 10-9-3.5 and Table 10-9-3.9.1 of the Unified Land Use Code; and

3. Notification has been provided to the impacted public and private utilities that may have an interest in the area to be vacated, as required by Section 10-9-7.6(C)(1); and

4. The proposed vacation of a portion of the public street no longer serves a public purpose and the vacation is in the public interest, based on the consideration of the criteria listed in Section 10-9-7.6(C)(3); and

5. The proposed vacation i) shall not foreclose reasonably foreseeable future bicycle/pedestrian use; ii) shall not foreclose non-motorized access to adjacent land uses or transit stops; iii) is necessary for the development of the adjacent site; and iv) there is no reasonably foreseeable need for any type of transportation corridor for the proposed vacation of a portion of right-of-way along S. Bannock Avenue.

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

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

INTRODUCED AS A BILL at a regularly scheduled meeting of the City Council of the City of Littleton on the 7th day of April, 2026, passed on first reading by a vote of 7 FOR and 0 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 April, 2026, 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 April, 2026 and ordered published by posting at Littleton Center, Bemis Library, the Municipal Courthouse and on the City of Littleton Website.

ATTEST:

_____
Colleen L. Norton
CITY CLERK

_____
Kyle Schlachter
MAYOR

APPROVED AS TO FORM:

_____
Reid Betzing
CITY ATTORNEY

EXHIBIT A

PARCEL DESCRIPTION

A PARCEL OF LAND BEING A PORTION OF THAT PROPERTY DESCRIBED IN DEED DATED JUNE 29, 1962, RECORDED IN BOOK 1385, PAGE 525, IN THE RECORDS OF THE ARAPAHOE COUNTY CLERK AND RECORDER'S OFFICE, SITUATED IN THE NORTHWEST QUARTER OF SECTION 15, TOWNSHIP 5 SOUTH, RANGE 68 WEST OF THE SIXTH PRINCIPAL MERIDIAN, CITY OF LITTLETON, COUNTY OF ARAPAHOE, STATE OF COLORADO, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BASIS OF BEARINGS: BEARINGS ARE BASED UPON THE EASTERN MOST NORTH LINE OF POWERS PLACE SUBDIVISION, RECORDED AT RECEPTION NO. E4066669, IN SAID RECORDS, ASSUMING TO BEAR NORTH 89°57'45" EAST, A DISTANCE OF 459.75 FEET, AS MONUMENTED ON THE EAST END BY A NO. 5 REBAR WITH 1.25" YELLOW PLASTIC CAP STAMPED, "PLS 38281" AND ON THE WEST END BY A NO. 5 REBAR WITH 1.25" YELLOW PLASTIC CAP STAMPED, "PLS 37933".

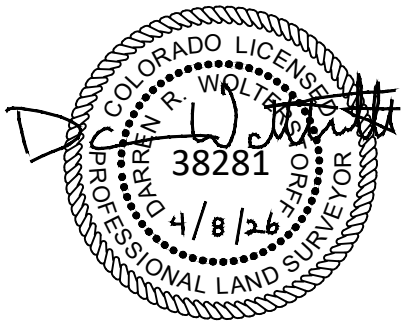
COMMENCING AT THE WEST END OF SAID EASTERN MOST NORTH LINE OF SAID SUBDIVISION;
THENCE COINCIDENT WITH THE NORTH LINE OF SAID SUBDIVISION, NORTH 89°57'45" EAST, A DISTANCE OF 434.75 FEET TO THE WEST LINE OF SAID DEED, ALSO BEING THE **POINT OF BEGINNING**;
THENCE COINCIDENT WITH SAID WEST LINE AND THE NORTH OF SAID DEED THE FOLLOWING TWO (2) COURSES:

1) NORTH 00°02'15" WEST, A DISTANCE OF 870.43 FEET;
2) NORTH 89°57'45" EAST, A DISTANCE OF 19.00 FEET;

THENCE SOUTH 00°02'15" EAST, A DISTANCE OF 870.43 FEET TO THE NORTH LINE OF SAID SUBDIVISION;
THENCE COINCIDENT WITH LAST SAID NORTH LINE, SOUTH 89°57'45" WEST, A DISTANCE OF 19.00 FEET TO THE **POINT OF BEGINNING**.

CONTAINING 16,538 SQUARE FEET OR 0.3797 ACRES.

I, DARREN R. WOLTERSTORFF, BEING A PROFESSIONAL LAND SURVEYOR IN THE STATE OF COLORADO, DO HEREBY STATE THAT THIS EXHIBIT WAS PREPARED BY ME OR UNDER MY RESPONSIBLE CHARGE, IS IN ACCORDANCE WITH APPLICABLE STANDARDS OF PRACTICE, IS ACCURATE TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF, AND IS NOT A GUARANTY OR WARRANTY, EITHER EXPRESSED OR IMPLIED.

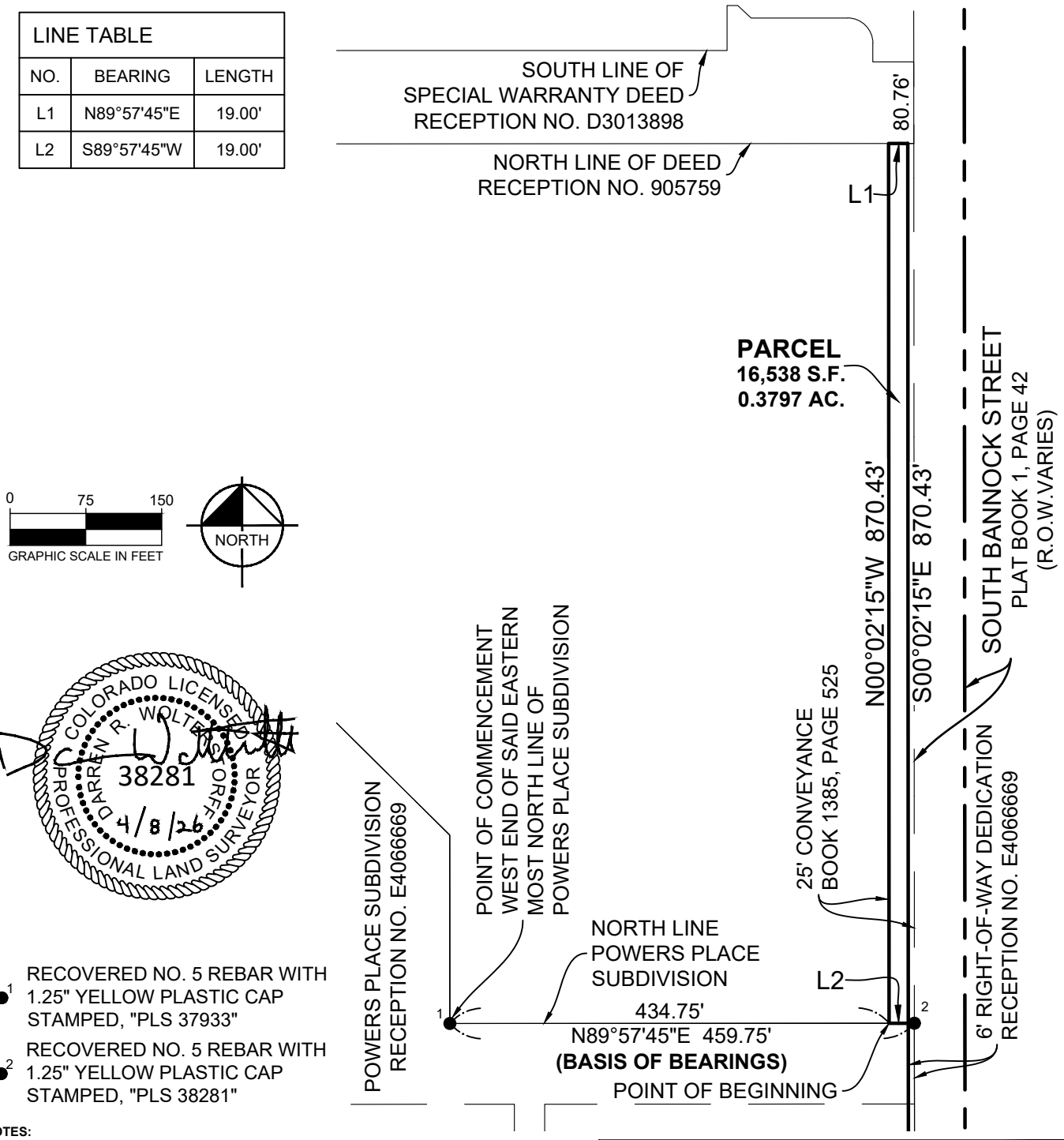


DARREN R. WOLTERSTORFF, PLS 38281
FOR AND ON BEHALF OF KIMLEY-HORN AND ASSOCIATES, INC.

EXHIBIT A

A PORTION OF BANNOCK STREET (BOOK 1385, PAGE 525)
LOCATED IN THE NORTHWEST QUARTER OF SECTION 15,
TOWNSHIP 5 SOUTH, RANGE 68 WEST OF THE 6TH P.M.
CITY OF LITTLETON, COUNTY OF ARAPAHOE, STATE OF COLORADO

LINE TABLE		
NO.	BEARING	LENGTH
L1	N89°57'45"E	19.00'
L2	S89°57'45"W	19.00'



COLORADO LICENSED
DARREN R. WOLTERS
38281
4/8/26
PROFESSIONAL LAND SURVEYOR

- ● 1 RECOVERED NO. 5 REBAR WITH 1.25" YELLOW PLASTIC CAP STAMPED, "PLS 37933"
- ● 2 RECOVERED NO. 5 REBAR WITH 1.25" YELLOW PLASTIC CAP STAMPED, "PLS 38281"

NOTES:

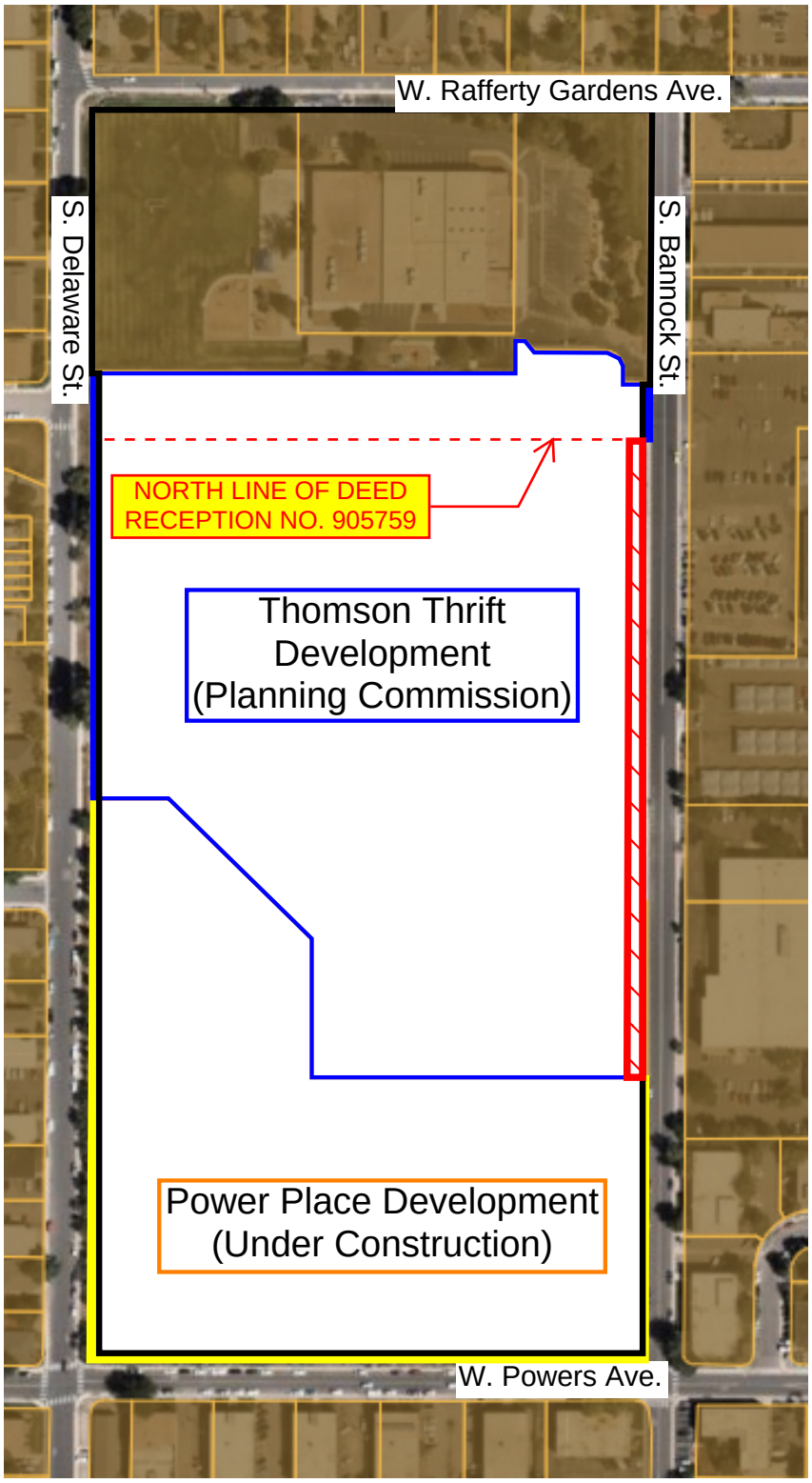
1. ACCORDING TO COLORADO LAW YOU MUST COMMENCE ANY LEGAL ACTION BASED UPON ANY DEFECT IN THIS SURVEY WITHIN THREE YEARS AFTER YOU FIRST DISCOVER SUCH DEFECT. IN NO EVENT MAY ANY ACTION BASED UPON ANY DEFECT IN THIS SURVEY BE COMMENCED MORE THAN TEN YEARS FROM THE DATE OF THE CERTIFICATION SHOWN HEREON.

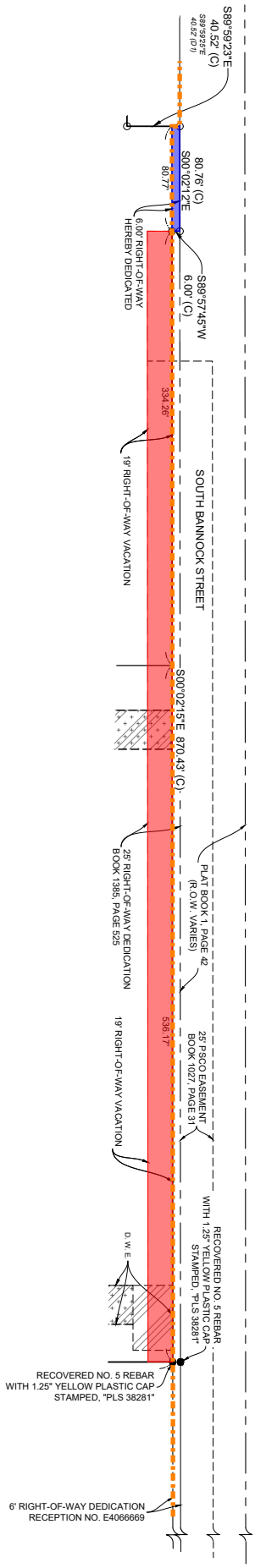
2. THIS DOCUMENT IS NOT A LAND SURVEY PLAT OR AN IMPROVEMENT SURVEY PLAT AND DOES NOT REPRESENT A MONUMENTED LAND SURVEY. IT IS INTENDED TO DEPICT THE ATTACHED PARCEL DESCRIPTION ONLY.

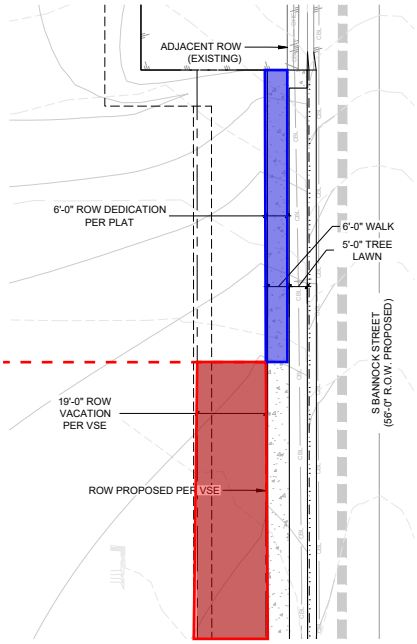
Kimley»Horn
6200 SOUTH SYRACUSE WAY, #300
GREENWOOD VILLAGE, CO 80111
Tel. No. (303) 228-2300
www.kimley-horn.com

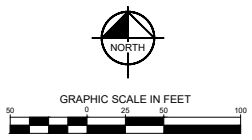
Scale	Drawn by	Checked by	Date	Project No.	Sheet No.
1" = 150'	JAF	DRW	2026-0408	096302021	2 OF 2

AERIAL EXHIBIT









ULTIMATE ROW SECTION

FUTURE DEVELOPMENT ROW DEDICATION

DEVELOPMENT ROW VACATION

PREVIOUS DEVELOPMENT ROW DEDICATION

Staff Report

Meeting Date: April 21, 2025

Engineer: Tyler Curtis

APPLICATION SUMMARY:

Project Name:	Vacation of a Portion of S. Bannock Avenue
Case Numbers:	**VP25-0001**
Application type:	Right-of-Way Vacation Request
Location:	S. Bannock Street Right-of-Way along the frontage of 5400 S. Delaware Street
Size of Property:	Vacation of 19' of Right-of-Way of S. Bannock Avenue
Zoning:	
Applicant:	Kimley-Horn & Associations, Inc.
Applicant's Representative:	Eric McDaniel, PE
Owner(s):	Thompson Thrift Development, Inc.
Applicant Request:	Vacation of 19' Right-of-Way portion of S. Bannock Avenue

LOCATION:

The proposed development is located adjacent to 5400 S. Delaware St. in Littleton, Colorado.

Vicinity Map



PUBLIC NOTICE REQUIREMENTS AND PROCESS:

Pursuant to Section 10-9-3.5 of the Unified Land Use Code (the "ULUC"), notice of public hearings shall be given in accordance with Table 10-9-3.9.1. Section 10-9-3.5 of the ULUC requires that any notice provided by mail, shall be provided through the United States Postal Service to all addresses, units, and property owners located within 700 feet of the property at least ten (10) days in advance of the public hearing. Pursuant to Section 10-9-4.1 of the ULUC, for any comprehensive rezoning, zoning map amendment, or text amendment within the SLR, MLR, LLR, or ACR zoning districts, mailed notification shall be sent at least fourteen (14) days in advance of the public hearing. If there are any homeowner's or other owner associations within 700 feet of the property, then notification need only be sent to the association's designee.

In total, staff sent 956 notification cards to property owners and residents within the notification boundary and within the prescribed time period.

Neighborhood meetings were held on the following dates: December 5, 2025. As the applicant is providing affordable residential units, per the Inclusionary Housing Ordinance, only one neighborhood meeting was required.

BACKGROUND; APPLICATION DETAILS:

The subdivision adjacent to the proposed right-of-way vacation was initially platted in 1911 (Interurban Addition) with Replats and Vacations in 1915 (Weber's Resubdivision), 1917, 1919 (Vacation of Part of Interurban Addition), 1957 (Resolution), and 1958 (Royal Gardens Addition). A brief history is provided below:

Interurban Addition – 1911
Created the Plots and ROW for the general area.

Weber's Resubdivision – 1915
Realigned W. Rafferty Gardens Ave. (Formally First Ave.)

Vacation of Part of Interurban Addition – 1917, 1919
Vacated the eastern 25' of S. Bannock St. (formally Doan) from W. Powers Ave. (formally Third Ave.) to W. Rafferty Gardens Ave. (formally First Ave.)
Vacated Second Ave from S. Bannock St. to S. Broadway Ave

Resolution – 1957
Vacated Second Ave. between S. Delaware (formally Prescott Ave.) and S. Bannock St. (formally Doan)
Vacated all roads and alleys between W. Powers Ave. (formally Third Ave.) to W. Rafferty Gardens Ave. (formally First Ave.) and S. Delaware (formally Prescott Ave.) and S. Bannock St. (formally Doan)

Royal Gardens Addition – 1958
Rededicated eastern 25' of S. Bannock along frontage

In 1962, a 25-foot right-of-way was dedicated via Warranty Deed (Book 1385, Page 525); however, this dedication encroaches 19 feet further into the adjacent property than the standards set by the Littleton Transportation Master Plan (TMP) and the Powers Place Subdivision. Further, certain previous vacations are not reflected in the 2017 ALTA/ACSM Survey or the 2017 Richardson Subdivision Exemption. In 2024, the City approved the Powers Place Subdivision, which dedicated right-of-way along S. Bannock St., W. Powers Ave., and S. Delaware St (Rec. No. E4066669). The existing S. Bannock Street rights-of-way was predominantly 50' in width from W. Rafferty Gardens Avenue to W. Powers Avenue, and an additional six feet (6') rights-of-way was dedicated to the City through the Powers Place Subdivision.

It is the City's position that a uniform 25-foot right-of-way dedication was intended for the length of S. Bannock Street to W. Powers Avenue. Due to historical data gaps and survey discrepancies, this right-of-way is currently inconsistent.

This request seeks to vacate specific rights-of-way along the western frontage of S. Bannock Street to align with the Powers Place Subdivision and establish a consistent 56-foot section throughout the corridor.

The applicant has worked closely with all outside agencies on any outstanding comments and has addressed all of the comments or the agencies have conditionally approved the application.

Decision Criteria and Analysis:
Pursuant to Section 10-9-7.6(B), *Vacation of Streets and Easements*, of the ULUC, vacation of streets, the purpose being public vehicular travel or access, shall require approval by City Council. The Council may approve, approve with conditions, or deny the application for the vacation of a street based on the following Decision Criteria as outlined in Section 10-9-7.6(C) of the ULUC.

1. *Utility Notification*: The applicant has provided evidence of notification of all public and private utilities that may have interest in the area to be vacated.

   Staff Analysis: There are no known public or private utilities within the 19' portion of the right-of-way vacation request. All overhead and underground utilities adjacent to property appear to be located within the 50' right-of-way width. This criterion has been met.

2. *Owner Signatures*: Where required by the Director, the applicant has obtained the notarized signatures of property owners abutting affected portions of the street or easement(s) proposed for vacation, indicating support or objection for the application, if the Director believes that access to any such property may be compromised by the vacation request;

   Staff Analysis: The owner of 5400 S. Delaware is the only property owner adjacent to the impacted portions of the right-of-way street vacation request and are in support of the application. This criterion has been met.

3. *No Public Purpose and in Public Interest*: The public street no longer serves a public purpose and the vacation of the public street is in the public interest, which shall be based on a consideration of the following:

a. Whether the public benefits from the use of the subject public street as part of the city street system;
b. Whether the proposed action is consistent with the Comprehensive Plan;
c. Whether the proposed vacation is consistent with the minimum block size requirements and other applicable street connectivity standards of this Code;
d. Whether the proposed action would deny access to private property;
e. The effect of the proposed action upon public safety;
f. The effect of the proposed action upon the safety of pedestrians and vehicular traffic;
g. The effect of the proposed action upon the provision of services including, but not limited to, emergency service and waste removal;
h. The necessity to relocate public and private utilities; and
i. The effect of the proposed action on the design and character of the area; and

Staff Analysis: The existing built condition operates as if the 50' right-of-way width is maintained along the Site frontage, and the extra 25' width currently operates as private property. Therefore, no negative impacts to the public use, utility access, or traffic operations would be created by the right-of- way vacation approval. The subject parcel would still conform to zoning standards per the City Code. Additionally, the Littleton Transportation Master Plan identifies this section of S. Bannock Street as a Mixed Use / Downtown Connector Street type with an ultimate 62' right-of-way width, which further supports the vacation request of this additional 19' right-of-way section on the west side of S. Bannock Street. This criterion has been met.

4. *Streets*: The Council shall not vacate a public street except if the following additional criteria are met:
    a. The loss of the street will not foreclose reasonably foreseeable future bicycle/pedestrian use;
    b. The loss of the street will not foreclose non-motorized access to adjacent land uses or transit stops;
    c. The loss of the street is necessary for the construction of a high-density, mixed-use project containing both residential and non-residential uses or creating close proximity of residential and non-residential uses; and
    d. There is no reasonably foreseeable need for any type of transportation corridor for the area.

    Staff Analysis: Vacating the additional 19-foot ROW on the west side of S. Bannock Street will have no adverse effects on traffic, utilities, or public access, as the area already functions as private land within a 50-foot operational width. The vacation will allow for future high-density residential development of the Site adjacent to the commercial uses to the east. Further, the future development would dedicate a 6' right-of-way section along the Site frontage to support the ultimate 62' public right-of-way width per the Littleton Transportation Master Plan. The rights-of-way vacation along this portion of S. Bannock Avenue will create a consistent rights-of-way width along much of the street section between W. Powers Avenue and W. Rafferty Gardens Avenue. The proposed street section aligns with the Transportation Master Plan and future development will provide the ultimate improvements along the frontage. In conjunction with the rights-of-way vacation the fronting property will also dedicate a six-foot (6') rights-of-way area along portions of the property to match the

ultimate rights-of-way cross-section for S. Bannock Avenue.

STAFF RECOMMENDATION:

Staff recommends the following: Move to approve the ordinance vacating a portion of S. Bannock Avenue as depicted within Exhibit A to the Ordinance 06-2026.

BANNOCK RIGHTS-OF-WAY VACATION

VP25-0001

Tyler Curtis

Development Engineering

APRIL 21, 2026



Littleton Colorado

AGENDA

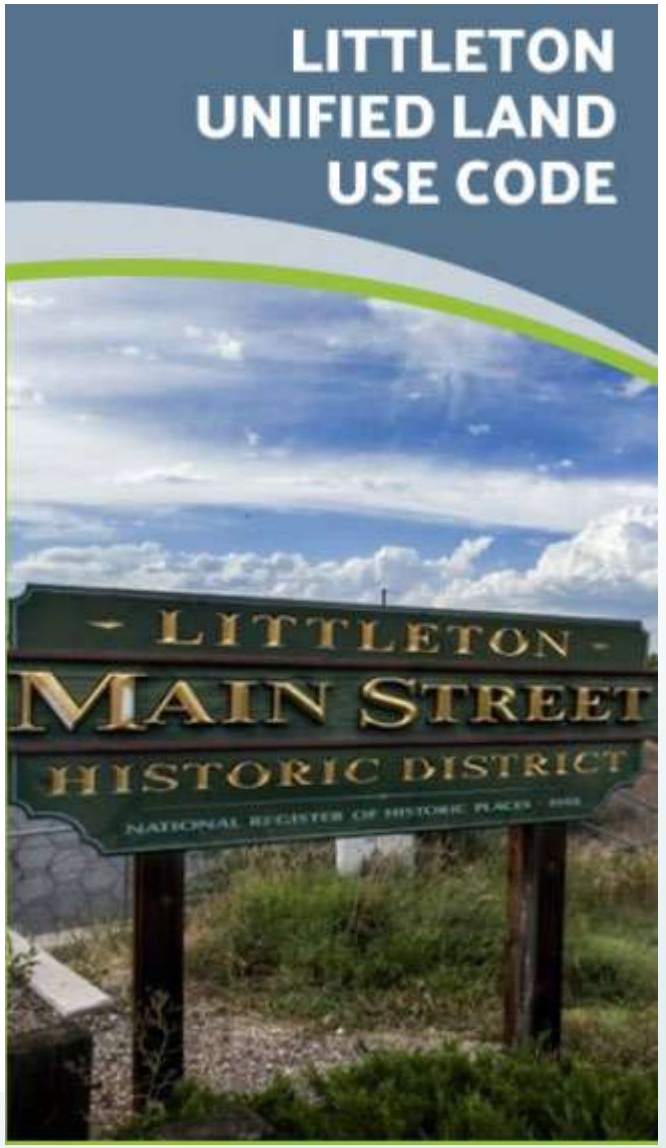
- Requested Action
- Application Details
- Aerial
- Decision Criteria and Analysis
- Staff Recommendation

Littleton Colorado

ENGINEERING DESIGN
STANDARDS AND SPECIFICATIONS

Envision LITTLETON
Our Community. Our Future.

TRANSPORTATION MASTER PLAN



Littleton

REQUESTED ACTION

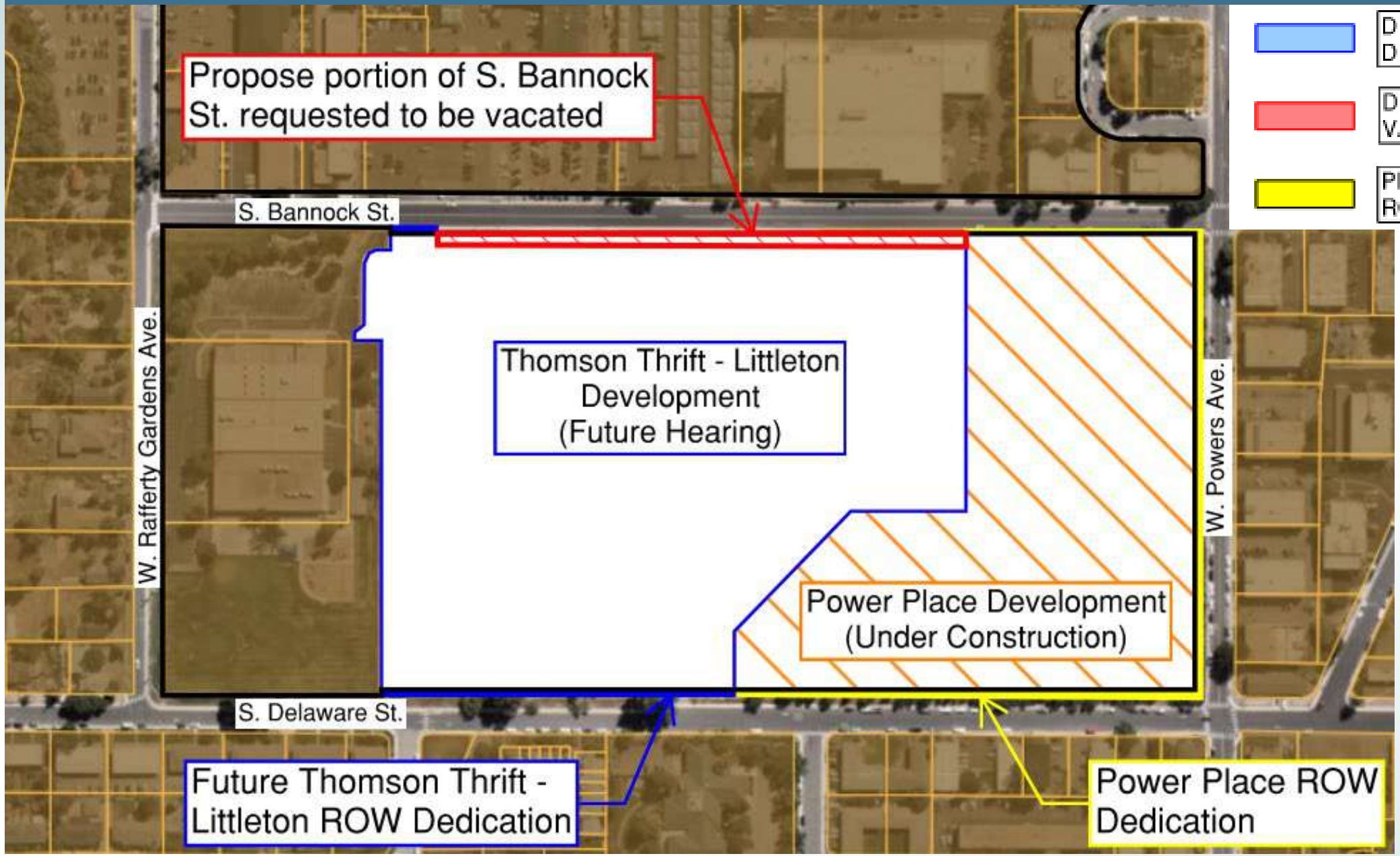
- Council approval of vacation of a portions of City Rights-of-Way (ROW) along S. Bannock St.

REASON FOR REQUESTED ACTION

- Aligns ROW with Ultimate Street Section as guided by the Transportation Master Plan (TMP).
- Reverses encumbering historical ROW dedications with no foreseeable use or benefit to public.
- Accommodates future development of adjacent property.

Littleton

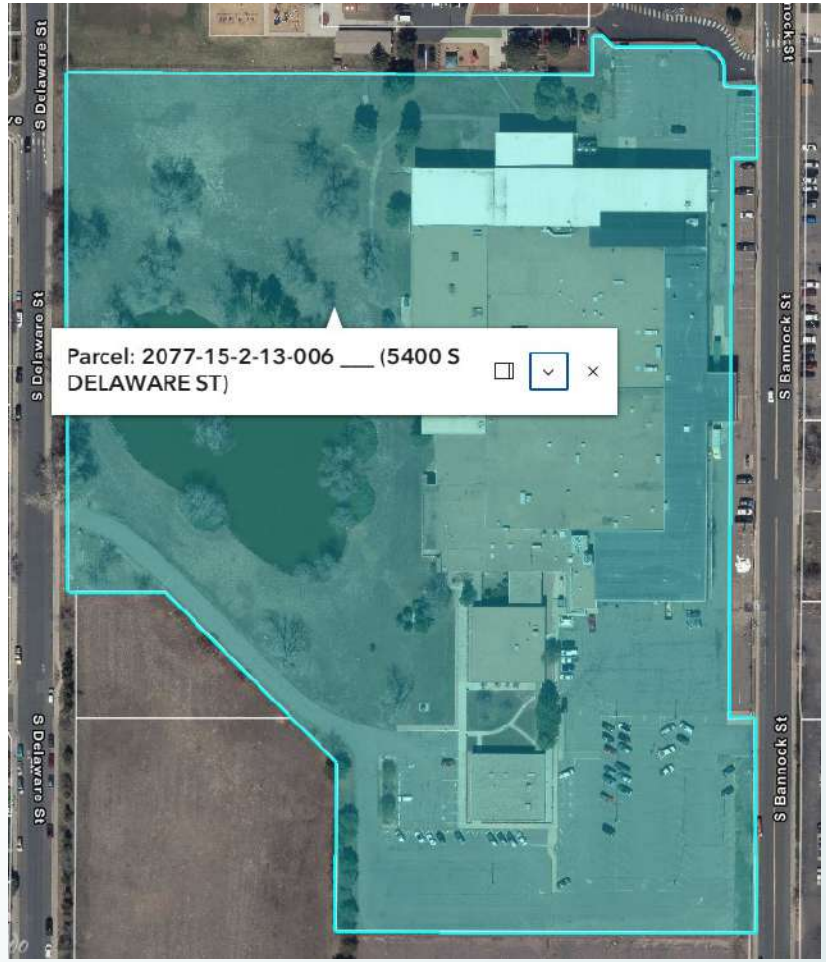
AERIAL



Littleton

APPLICATION DETAILS

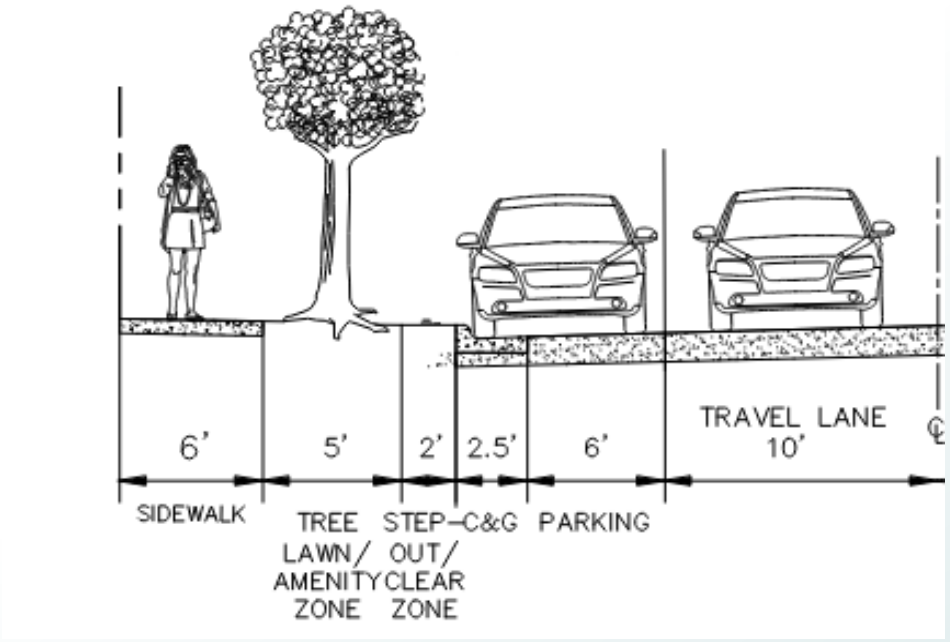
- 19-foot portion of S. Bannock St. between W. Powers Ave. And W. Rafferty Gardens Ave.
- Approx. 0.38-acre ROW vacation.
- Future development will dedicate ROW along Delaware and Bannock to align with ultimate street section.



Littleton

TRANSPORTATION MASTER PLAN

- Proposed ROW consistent with utlimate street section.
- Pedestrian connectivity
- Private usage along street



Littleton

NEIGHBORHOOD OUTREACH & PUBLIC NOTICING

- Pre-Application Meeting
  - September 25, 2025 (PREAPP25-0041)
- One Neighborhood Meeting (Per IHO)
  - December 5, 2025
- Public hearing noticed per ULUC requirements
  - 956 notification postcards – within 700 ft. of subject site
  - Newspaper notice
  - Notice signs posted on site
  - City postings

Littleton

DECISION CRITERIA: (10-9-7.6) - VACATION OF STREETS AND EASEMENTS

Decision Criteria	Analysis
Utility Notification	Private utility approvals have been provided and Vacation Request does not impact exisitng or future public infrastructure.
Owner Signatures	There are no property owners abutting the portion of the Vacation Request, besides the requesting property owner.
No Public Purpose and in Public Interest	The subject portion of Rights-of-Way no longer serves a public purpose, and the vacation is in the public interest, based on the decision criteria.
Streets	With the Vacation Request for this portion of the existing Rights-of-way, the ultimate cross section is being preserved along this portion of S. Bannock St., as guided by the Transportation Master Plan (TMP).

The application **meets** the criteria for Vacation of Streets and Easements (Section 10-9-7.6).

Littleton

STAFF RECOMMENDATION

- Staff recommends the following: Move to approve the ordinance vacating a portion of S. Bannock St. as depicted within Exhibit A to the Ordinance No. 06-2026.

Littleton

QUESTIONS

Littleton

Staff Communication

File #: Ordinance 10-2026, **Version:** 3

Agenda Date: 04/21/2026

Subject:
Ordinance 10-2026: An ordinance on second reading amending Ordinance No. 23, Series of 2025, Appropriating Funds for the 2026 Annual Budget for all municipal purposes of the City of Littleton, Counties of Arapahoe, Douglas, and Jefferson, State of Colorado and amending budgets for the Enterprise Funds of the City of Littleton for the fiscal year beginning January 1, 2026, and ending December 31, 2026

From:	James L. Becklenberg, City Manager
Prepared by:	Laurie Matta, Finance Director
	Kevin Orton, Budget Manager
Presentations:	Kevin Orton, Budget Manager

PURPOSE:
Council consideration of a 2026 budget amendment for carryover encumbrances.

LONG-TERM OUTCOME(S) SERVED:
High-Quality Governance

DISCUSSION:
This ordinance will amend the 2026 Adopted Budget in the amount of $35,024,134. This budget amendment will carry forward 2025 unspent budget into 2026 to include

- 2025 open purchase orders/encumbrances - $2,207,603
- 2025 remaining capital project and grant balances - $32,240,531
- Other 2026 funding needs - $576,000

Funding for all carry forwards is available from unspent 2025 budgeted funds.

2025 Open Purchase Orders/Encumbrances and other adjustments - $2,207,603
During the year, departments encumber funds by issuing purchase orders for goods or services. The City's Principles of Sound Financial Policies last amended by City Council in April 2023 says, "Purchase orders remaining open at the end of the fiscal year will be considered for reappropriation in the subsequent fiscal year through a supplemental budget appropriation in the respective fund."

This budget amendment includes appropriating additional funds to the 2025 Budget for encumbrances in the amount of $2,207,603.

Capital Project and Grant Balance Rollover - $32,240,531
In addition to open purchases order, this ordinance includes carrying forward previously approved 2025 capital and other restricted fund project and grant fund balances.

- Capital Project and other restricted fund project balances: $23,322,025
- Grant fund balances: $8,918,506

These amounts reflect previously approved projects within the 2025 budget.

Other Operating and Capital Adjustments - $576,000
The ordinance also includes additional operating or capital adjustments.

- $19,000 - Additional city funded community grants awarded in 2025 (General Fund)
- $57,000 - Replacement of The Shepperd Gardens (2171 W. Shepperd Avenue) fence (Conservation Trust Fund)
- $500,000 - Due to a FEMA reimbursement from 2023 emergency projects, the Storm Water Operating Fund is able to increase the 2026 capital project budget from $1.5 million to $2.0 million to help address projects such as Elati and Ridge. (Stormwater Enterprise Utility Fund)

BACKGROUND:
The City has historically amended the Adopted Budget in the first quarter of the year to account for encumbrances, capital project and grant rollovers, and other small adjustments as needed.

This ordinance will amend the 2026 Adopted Budget in the amount of $35,024,134. This budget amendment will carry forward 2025 unspent budget into 2026 to include

- 2025 open purchase orders/encumbrances - $2,207,603
- 2025 remaining capital project and grant balances - $32,240,531
- Other 2026 funding needs - $576,000

A complete list of the adjustments for all funds is attached.

Prior Actions or Discussions
This is an annual process that occurs in the first quarter of each year for the previous year.

This ordinance passed on first reading on April 7, 2026.

FISCAL IMPACTS:
This ordinance amendments the FY 2026 Budget in the amount of $35,024,134. The adjustment by fund is detailed below.

Fund	Adopted Budget	Amendment	Revised Budget
General Fund	$66,059,828	$1,209,865	$67,269,693
Conservation Trust	495,725	388,285	884,010
Grants	14,290,078	8,499,552	22,789,630
Grants - ARPA	486,942	431,352	918,294

Open Space	2,667,602	1,092,141	3,759,743
Impact Fees	4,855,548	3,036,632	7,892,180
Capital Projects	8,610,223	8,014,313	16,624,536
Capital Improvement Sales Tax	18,983,351	10,889,879	29,873,230
Fleet Maintenance	3,454,449	270,062	3,724,511
Sewer Utility Enterprise	26,166,673	617,443	26,784,116
Storm Drainage Enterprise	3,398,713	568,154	3,966,867
Geneva Village Enterprise	54,599	6,456	61,055
Total	**$149,523,731**	**$35,024,134**	**$184,547,865**

Funding for all carry forwards is available from unspent 2025 budgeted funds.

STAFF RECOMMENDATION:
Staff recommends approval of the amendment to the 2026 budget.

ALTERNATIVES:
1. Approve the amendment to the 2026 budget amendment as presented.
2. Amend the recommended budget amendment by amounts higher or lower than presented.
3. Do not approve the amendment. Not approving the amendment may impede or delay completion of capital projects already in progress.

PROPOSED MOTION:
I move to approve Ordinance 10-2026 on second reading amending Ordinance No. 23, Series of 2025, Appropriating Funds for the 2025 Annual Budget for all municipal purposes of the City of Littleton, Counties of Arapahoe, Douglas, and Jefferson, State of Colorado and amending budgets for the Enterprise Funds of the City of Littleton for the fiscal year beginning January 1, 2026, and ending December 31, 2026.

CITY OF LITTLETON, COLORADO

ORDINANCE NO. 10

Series, 2026

AN ORDINANCE ON FIRST READING OF THE CITY OF LITTLETON, COLORADO, APPROPRIATING FUNDS FOR THE 2026 ANNUAL BUDGET FOR ALL MUNICIPAL PURPOSES OF THE CITY OF LITTLETON, COUNTIES OF ARAPAHOE, DOUGLAS, AND JEFFERSON, STATE OF COLORADO AND AMENDING BUDGETS FOR THE ENTERPRISE FUNDS OF THE CITY OF LITTLETON FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2026 AND ENDING DECEMBER 31, 2026

WHEREAS, Ordinance No. 18, Series of 2025 established the annual appropriation for municipal purposes for the City of Littleton, Colorado: and

WHEREAS, Ordinance No. 18, Series of 2025 established the budgeted expenditures for the Sewer Utility Enterprise and Storm Drainage Enterprise Funds for the City of Littleton, Colorado: and

WHEREAS, appropriations have theretofore been made for the expenditures of monies pursuant to said budget: and

WHEREAS, the necessity of receiving and expending additional monies from the general funds could not have been reasonably anticipated during the time of the adoption of the budget and appropriation of funds in accordance therewith.

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

Section 1: The budget of the City of Littleton, Colorado, for the fiscal year beginning January 1, 2026, and ending December 31, 2026, is hereby amended by the following additions:

FUND	**EXPENDITURES**
General Fund	$1,209,865
Conservation Trust	388,285
Grants	8,499,552
Grants - ARPA	431,352
Open Space	1,092,141
Impact Fees	3,036,632
Capital Projects	8,014,313
Capital Improvement Sales Tax	10,889,879

Fleet Maintenance	270,062
Sewer Utility Enterprise	617,443
Storm Drainage Enterprise	568,154
Geneva Village Enterprise	6,456
Total	**$33,838,537**

Section 3: The budgeted expenditures for the City of Littleton, Colorado, Sewer Utility Enterprise and Storm Drainage Enterprise Fund for the period of January 1, 2026 to December 31, 2026, is hereby amended by the following additions.:

FUND	**EXPENSES**
Sewer Utility Enterprise	617,443
Storm Drainage Enterprise	568,154
Total	**$ 1,185,597**

Section 4: The total budgeted expenditures for the funds listed above for the City of Littleton, Colorado, for the period of January 1, 2026, to December 31, 2026 shall be amended to $184,547,865.

Section 5: Severability. If any part, section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be invalid, such invalidity shall not affect the validity of the remaining sections of this ordinance. The City Council hereby declares that it would have passed this ordinance, including each part, section, subsection, sentence, clause or phrase hereof, irrespective of the fact that one or more parts, sections, subsections, sentences, clauses or phrases may be declared invalid.

Section 6: Repealer. All ordinances or resolutions, or parts thereof, in conflict with this ordinance are hereby repealed, provided that this repealer shall not repeal the repealer clauses of such ordinance nor revive any ordinance thereby.

INTRODUCED AS A BILL at a regularly scheduled meeting of the City Council of the City of Littleton on the 7th of April, 2026, passed on first reading by a vote of 7 FOR and 0 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 April, 2026, 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 April, 2026 and ordered published by posting at Littleton Center, Bemis Library, the Municipal Courthouse and on the City of Littleton Website.

ATTEST:

_____	_____
Colleen L. Norton	Kyle Schlachter
CITY CLERK	MAYOR

APPROVED AS TO FORM:

_____
Reid Betzing
CITY ATTORNEY

City of Littleton

2025 Carry Forwards and Other Adjustments

2025 Purchase Orders for goods and services that remained open after 12/31/2025

Fund	Budget Amendment
General Fund	$ 1,190,865
Grants Fund	$ 12,398
Capital Projects Fund	$ 42,225
Sewer Utility Fund	$ 617,443
Storm Drainage Fund	$ 68,154
Geneva Village Fund	$ 6,456
Fleet Maintenance Fund	$ 270,062
2025 Purchase Orders open after 12/31/2025 Total	**$ 2,207,603**

Other Adjustments

Fund	Adjustments	Budget Amendment
General Fund	City funded community grants awarded in 2025	$ 19,000
Conservation Trust Fund	Shepperd Garden Fence Replacement	$ 57,000
Storm Drainage Fund	Additional funding for capital projects due to FEMA reimbursement of 2023 storm projects	$ 500,000
	Total Other Carry Forward	**$ 576,000**

Capital Project Carry Forward

Fund	Project Category	Budget Amendment
Conservation Trust Fund	Public Buildings	$ 175,000
Conservation Trust Fund	Equipment	$ 156,285
Open Space Fund	Parks Development & Renewal	$ 440,000
Open Space Fund	Trails & Trail Connections	$ 652,141
Museum Impact Fees	Museum Impact Fees	$ 885,375
Library Impact Fees	Library Impact Fees	$ 200,000
Facilities Impact Fees	Facilities Impact Fees	$ 500,000
Transportation Impact Fees	Transportation Impact Fees	$ 1,383,042
Multimodal Impact Fees	Multimodal Impact Fees	$ 68,215
Capital Projects Fund	Streets & Infrastructure	$ 888,136
Capital Projects Fund	Equipment	$ 347,415
Capital Projects Fund	Building Maintenance Proj	$ 100,000
Capital Projects Fund	Contributed Capital	$ 6,636,537
Capital Improvement Sales Tax Fund	Transportation & Bridges	$ 7,294,605

City of Littleton

2025 Carry Forwards and Other Adjustments

Capital Improvement Sales Tax Fund	Pavement Management	$	367,939
Capital Improvement Sales Tax Fund	SaferStreets	$	1,265,973
Capital Improvement Sales Tax Fund	Conservation & Grounds	$	155,170
Capital Improvement Sales Tax Fund	Facilities Capital Maintenance	$	215,086
Capital Improvement Sales Tax Fund	Building Construction/Upgrades	$	68,709
Capital Improvement Sales Tax Fund	Sustainability	$	120,412
Capital Improvement Sales Tax Fund	Major Projects	$	1,401,985
	Total Capital Projects Carry Forward	**$**	**23,322,025**

Grant Adjustments

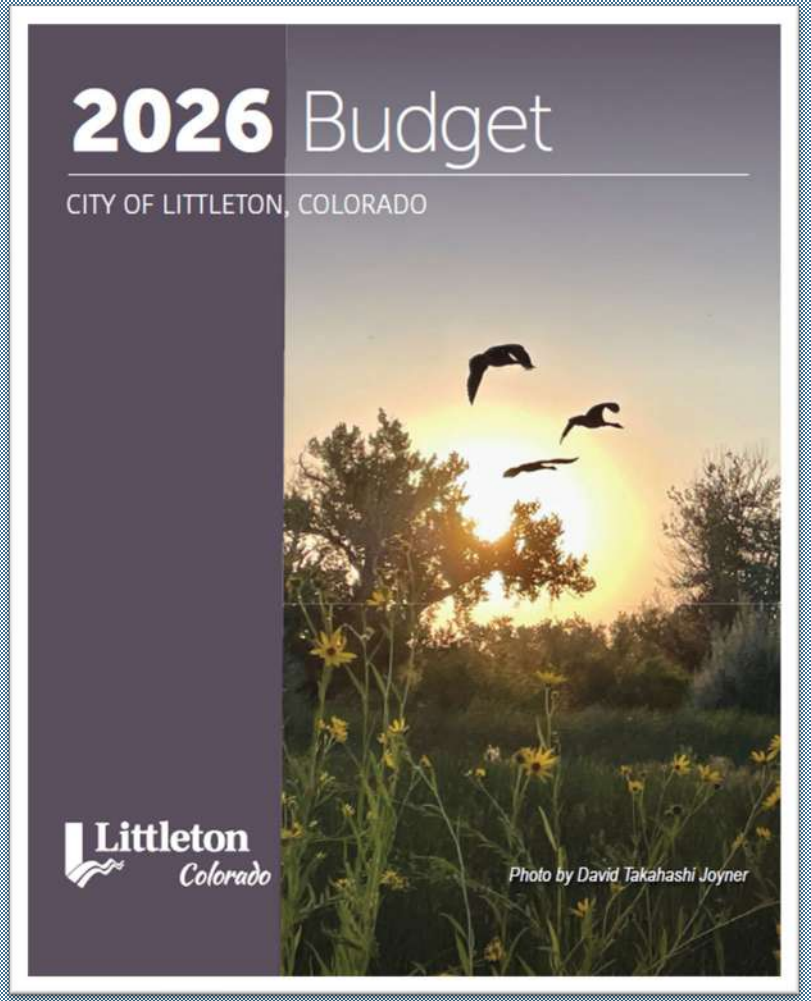
Fund	Grant	Budget Amendment	
Grant Fund	CDOT Broadway/Littleton Intersection Improvements	$	353,086
Grant Fund	CDOT Mineral Stn E Mobility		511,015
Grant Fund	CDOT Platte Canyon at Bowles & at Mineral		972,588
Grant Fund	FastTracks Light Rail & CDOT Mineral Stn E Mobility		830,076
Grant Fund	Geneva Lodge Exterior Historical Restoration		70,389
Grant Fund	TIP - Santa Fe & Mineral		4,800,000
Grant Fund	Reynolds Landing (GOCO)		550,000
Grant Fund	Broadway Signal Interconnect Phase 2		400,000
ARPA Fund	Remaining Committed ARPA Funds		431,352
	Total Grant Funds Adjustment	**$**	**8,918,506**
	All Funds Total Budget Amendment	**$**	**35,024,134**

2026 BUDGET AMENDMENT #1

Kevin Orton, Budget Manager

APRIL 21, 2026

Littleton Colorado



AGENDA

- Budget Amendment Details

Littleton

ORDINANCE

- **Ordinance 10-2026**: An ordinance on first reading amending Ordinance No. 23, Series of 2025, Appropriating Funds for the 2026 Annual Budget for all municipal purposes of the City of Littleton, Counties of Arapahoe, Douglas, and Jefferson, State of Colorado and amending budgets for the Enterprise Funds of the City of Littleton for the fiscal year beginning January 1, 2026, and ending December 31, 2026

Littleton

2026 BUDGET AMENDMENT DETAILS

BUDGET AMENDMENT SUMMARY

- Annual action taken by City Council
- Projects already approved by City Council
  - 2025 Purchase Orders carry forward to 2026
  - Capital project balances from 2025 rolling over to 2026
  - Grant balances from 2025 rolling over to 2026
- Additional adjustments from 2025 close out

Littleton

2025 PURCHASE ORDERS

Purchase Orders

- City issues purchase orders to encumber funds for specific goods or services
- Funds not spent or completed by end of the fiscal year result in an open purchase order
- Purchase Orders related to capital projects are included in the Capital Project balance rollover
- City Financial Policy, last amended in 2023, states that purchase orders remaining open will be considered for reappropriation through supplemental budget ordinance

Fund	Amount
General Fund	$1,190,865
Grants Fund	12,398
Capital Projects Fund	42,225
Sewer Utility Fund	617,443
Storm Drainage Fund	68,154
Geneva Village Fund	6,456
Fleet Maintenance Fund	270,062
Total 2025 Purchase Orders	**$2,207,603**

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CAPITAL PROJECTS ADJUSTMENTS

Capital Project Balances

- Multi-year project balances carry forward from 2025 appropriations
- No adjustments to capital project related funds five year plan as presented in 2026 Budget
- Adjustments to capital project balances will be included as part of a future budget ordinance
- Details included as attachment to ordinance

Fund	Amount
Conservation Trust	$331,285
Open Space Fund	1,092,141
Impact Fees	3,036,632
Capital Projects Fund	7,972,088
Capital Sales Tax Fund	10,889,879
Total Capital Project Adj.	**$23,322,025**

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GRANT FUND ADJUSTMENT

Adjustments to Grant Funds

- American Rescue Plan Act (ARPA) – carrying forward remaining grant funds for council approved purposes
  - All funds required to be expensed by December 31, 2026
- Updated timeline of grant reimbursements and grant funded capital projects

Fund	Amount
ARPA	$431,352
Other Grants	8,487,154
Total Grant Adj.	**$8,918,506**

Littleton

ADDITIONAL ADJUSTMENTS

Additional Budget Adjustments

- Budget adjustments that aren't on a Purchase Order, Capital Project, or Grant Adjustment
- City funded community grants awarded in 2025
  - Part of annual rollover each year due to timing of award
- The Shepperd Gardens (2171 W. Shepperd Avenue) fence replacement project
  - Funding identified in Conservation Trust Fund for project
- Additional funding for Storm Drainage Capital Projects
  - FEMA reimbursement from 2023 projects received
  - Increase Storm Drainage capital projects from $1.5 million to $2.0 million

Fund	Amount
General Fund	$19,000
Conservation Trust Fund	57,000
Storm Drainage Fund	500,000
Total Additional Adjustments	**$576,000**

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STAFF RECOMMENDATION

- Approve budget amendments as presented

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QUESTIONS?