

**CITY OF LITTLETON BOARDS AND COMMISSIONS
SEMI-ANNUAL REPORT TO CITY COUNCIL
OCTOBER 2024**

ARTS & CULTURE BOARD

The Arts & Culture Board (ACB) is tasked with developing and sustaining a framework to support the arts and culture in Littleton. The board is composed of 11 members appointed by City Council. Currently all seats are filled and there are no vacancies. The board has 3 standing subcommittees (Museum, Library, and Public Art) and others can be added at the discretion of the chair. ACB meets monthly on the second Thursday at 6:30pm in the Littleton Museum Lecture Hall. Museum Director Tim Nimz is the lead staff liaison for the board, with support from Library Director Dennis Quinn, Museum Deputy Director Becky Kosma, and Public Art Administrator Anna Dyste.

During the first half of the year, ACB made revisions to the Lodgers Tax Policy for the 2025 grant cycle; held the 3rd annual State of the Arts in Littleton event and presented the inaugural Littleton Arts & Culture Award to Sonja Ellingboe; commissioned a mural for the Littleton Academy of Fine Arts; and held 3 meetings of the Culture and Arts Partners, a stakeholder group of 100+ Littleton organizations. In May and July, the board reviewed 67 funding requests from the lodgers tax revenue and made recommendations to City Council for 37 grants totaling \$750K to be awarded in 2025. In June, ACB retained Keen Independent Research to conduct the first-ever arts and culture master plan for the City; the report will be delivered in December.

In 2025, ACB will continue to refine the lodgers tax policy using the experience gained from the first 2 grant cycles and build connections within the arts and culture community. Additionally, they plan to revisit with City Council the concept of a percent for public art program and begin researching the possibility of a seat tax for Littleton arts and culture venues for future discussion with City Council.

ENVIRONMENTAL STEWARDSHIP BOARD

The Environmental Stewardship Board (ESB) provides input to city council and staff on natural environmental stewardship priorities for the community. The board is composed of 7 members appointed by City Council. Currently six seats are filled with one vacancy, due to an early resignation. ESB meets monthly on the first Wednesday at 6:30pm in the Littleton Center Community Room. Deputy City Manager Mike Gent and Sustainability Coordinator Laura Rosenbaum are staff liaisons for the board, with Mayor Pro Tem Stephen Barr serving as City Council liaison. ESB board member Scott Melin continues to serve as chair, with board member Hannah Kight serving as vice chair. New board members Kelsea Dombrovski and Andrew Toth filled the positions vacated by Nick Stevens and Seetaram Motupalli.

During the first part of the year, ESB finalized and delivered the Environmental Stewardship Action Plan (ESAP) to City Council. Since May, the ESB has been learning about and positioning itself to understand sustainability practices and opportunities with the city's

partnership with South Suburban Parks and Recreation District (SSPRD). Anticipating, the ESB will deliver recommendations to City Council in 2025 regarding sustainability elements the city should strive to include in an updated operating agreement with SSPRD. The ESB met with and welcomed the newly hired sustainable coordinator, which hiring was one of the highest priorities described in the ESAP. The ESB also met with SSPRD's Executive Director, Regional Air Quality Council's programs coordinator, and the tri-cities green business program coordinator. These discussions were all consistent with the ESB's stated values of thoughtful urgency, collaboration, and optimism.

NEXT GENERATION ADVISORY BOARD

The Next Generation Advisory Board (NGAB) is tasked to provide City Council with various recommendations, suggestions, and feedback on matters of City policy that directly impact the attraction and retention of residents between the ages of 16 and 36. The board is comprised of 7 members appointed by City Council who fall within this age demographic. Currently, all of the Board's allotted member positions are filled. The Board currently has no standing subcommittees but has maintained 4 temporary subcommittees (Public Event Planning, Public Event Communication, Public Event Survey Development, and Kroger-Albertsons Merger) since the beginning of the term. Additional subcommittees may be added at the discretion of the Chair as needed. The NGAB meets on the first Thursday of every month at 6:30pm in the Littleton City Center Community Room. City staff currently supporting the board's operations include City Clerk Colleen Norton, Staff Liaison Chris Nelson, and Library Director Dennis Quinn, who has provided additional support when necessary.

During the first half of this term, the NGAB has prioritized the issues of affordability, housing, street safety, transportation, and government engagement within the City of Littleton. It has done so by hearing presentations from and engaging in discussions with representatives of the following groups: Littleton Business Chamber, Littleton Department of Economic Development, Vibrant Littleton, Safer Streets Littleton, and the City Manager's Office. Additionally, the Board has been planning a public engagement event for City residents within the relevant age demographic to gather feedback on the specific items and issues that impact the demographic, and to educate the public about the role of the NGAB in general. However, due to permitting and scheduling issues, this event has been postponed until early 2025. Also of note, in early September, the Board made a formal recommendation to City Council in support of the current outstanding lawsuits by the Colorado Attorney General, opposing a potential merger between Kroger and Albertsons.

In the near future, the NGAB will continue to work on the aforementioned topics with a renewed focus on housing diversity and affordability in the City of Littleton, aiming to clarify the impact of the issue on younger citizens of the City, and make suitable recommendations to City Council, therefore.

TRANSPORTATION MOBILITY BOARD

Progress highlights this year by the TMB focus on the broad theme of transportation safety. Much of our time has been spent addressing the subject of multimodal safety. We started the year examining crash data in Littleton. We then explored the Vision Zero program to advise Council whether to adopt this in Littleton. We had background presentations at our March TMB meeting and then asked each TMB member to contact one or two other cities that had used Vision Zero. These included Denver, San Antonio TX, Watsonville CA, Albuquerque NM, and others. Our conclusion was that there was nothing magic in the program but rather reducing transportation injuries and deaths requires consistent safety focus, design improvements, communication and enforcement. We concluded that the Safer Streets Littleton program moniker was better able to incorporate the goals of Vision Zero while being based upon local conditions. Its a local focus designed for Littleton, by folks in Littleton.

We presented our conclusions to City Council in the study session on August 13th. The summary of that meeting concluded that to successfully eliminate serious injuries and fatalities in Littleton we must commit to an improved safety focus for all transportation modes. This requires sustained funding and a commitment across all departments to take action on improvement systems like better crosswalks, safe bike networks, protected bike lanes and signal timing. It requires persuasive communication to win the support of the community to embrace a culture of transportation safety. It will include increased traffic enforcement with a continued priority on school and pedestrian zones. Better coordination between the schools and the city is required. Finally, data driven feedback closes the loop to allow us to continually assess and improve the results. Accountability to our community demonstrates the sincerity of our effort.

We changed the membership of the TMB in April with the departure of Kent Bagley and the addition of new member Derrik Mills. Tom Grant continues to chair the board along with vice chair Geoff Seltzer. The addition of Robert Reichert as Council liaison has greatly improved our connection to the Council's priorities. His active participation has made for improved understanding of the TMB's role in achieving city goals.

As we move into the fall, the TMB looks forward to the October bus tour of transportation projects on Saturday, October 5th. Here we get a chance to see firsthand how projects are progressing. We will look at traffic calming, intersection redesign, resurfacing, and potential protected bicycle lanes. This on-site activity gives us a chance to hear the city's traffic engineers and planners explain how the process works. We look forward to providing advice to Council on what we see as the most beneficial transportation projects the city should pursue. Completing trail connectivity for existing bike and pedestrian routes remains a high return on investment focus. We also applaud the frequent use of grant funding to multiply the resources available to improve our transportation infrastructure.

APPEALS AND ADJUSTMENT COMMISSION

The Appeals and Adjustment Commission (AAC) is a newly formed commission that was created in April through the merger of duties of the Building Board of Appeals and the Board of Adjustments. AAC is tasked with reviewing quasi-judicial variance requests, adopting ICC Building Codes, appeals to the Unified Land Use Code (ULUC), and appeals to the adopted ICC Building Codes. The commission is composed of five (5) members appointed by City Council. Currently all seats are filled and there are no vacancies. The AAC meets the third Wednesday of the month at 6:30 P.M. in the Council Chambers of the Littleton Center. Planning Manager Jerad Chipman and Chief Building Official Tim Steinwinder are the lead staff liaisons with the support of the planning and building divisions of the community development department.

Since their formation in April, AAC had acted on one (1) sign variance and three (3) fence variances. In 2025, AAC will continue their quasi-judicial variance review role, and potentially review building code updates.

HISTORICAL PRESERVATION COMMISSION

The Historical Preservation Commission is tasked broadly with protecting and preserving Littleton's historic resources. This is done primarily through the regulatory framework of local designations and subsequent review of exterior modifications to those properties. Additionally, the HPC serve as advocates and educators on the importance of historic preservation and the celebration of the city's tangible and intangible history. The HPC is comprised of seven regular members and one alternate; all seats of the HPC are currently filled. The HPC meets monthly on the third Monday at 6:30pm in Council Chambers. Senior Planner Sara Dusenberry is the lead staff liaison, with support from Planning Manager Jerad Chipman and Planner II Jesse Sheets.

To date, the HPC has reviewed three applications for Certificates of Appropriateness (COA). Two of which have been approved and the third is expected to have a final public hearing in October. Additionally, the HPC has reviewed and approved two applications for residential preservation tax credits provided by the state. Both properties are located in the Arapaho Hills Historic District. Staff and the HPC will also be reviewing any applications for the Downtown Historic District Grant Program. The application window closes September 23, 2024, with award letters to be issued by the end of October.

Staff began working with the HPC in June to develop a five-year strategic plan with a one-year work program. The strategic plan process identified three goal areas: Preservation, Connectedness and Outreach, and Internal Development. The plan includes a series of measurable objectives for each goal that will then be prioritized into a one-year work program, on an annual basis. The strategic plan is a living document and may be updated or amended in response to community needs and priorities. The strategic plan and work program are expected to be completed by the October HPC meeting.

In 2025, HPC will continue to review applications for local designation, COAs, and residential preservation tax credits. With the strategic plan and work program in place, the HPC and staff will strive to complete all prioritized projects. Staff expects two major projects in 2025 to be participation in the Littleton Boulevard Subarea Plan process and historic resource survey work. The HPC received a Littleton Arts and Culture Grant and is looking to possibly update current surveys and add new properties that may be eligible.

PLANNING COMMISSION

The Planning Commission (PC) is tasked with reviewing quasi-judicial development activities, Unified Land Use Code (ULUC) updates and long-range planning efforts. The commission is composed of eight (8) members appointed by City Council, seven (7) acting members and one (1) alternate. Currently all seats are filled and there are no vacancies. The Planning Commission meets twice a month on the second and fourth Mondays at 6:30 P.M. in the Council Chambers of the Littleton Center. Planning Manager Jerad Chipman is the lead staff liaison for the commission with the support of the planning and development engineering divisions of the community development department.

During the first half of the year, PC reviewed several development requests, made recommendations on ULUC updates, and provided input on the scope of the proposed Littleton Boulevard Sub-Area Plan. Quasi-judicial development requests heard include a Conceptual Master Development Plan for Columbine Square, a Preliminary Plat for Powers Place, a Detailed Master Development Plan for Embrey Mineral, a Preliminary Plat for Little Raven Elementary School. PC provided a recommendation to a text amendment to the ULUC pertaining to the sales of dogs and cats in the city. Study session topics included a legislative update and input on the scope of the proposed Littleton Boulevard Sub-Area Plan.

In 2025, PC will continue their quasi-judicial development review, engaged in ULUC updates, and participate in long-range planning efforts. In specific, PC will work on the Neighborhood Housing Opportunities code update and additional code updates focused on a Master Sign Plan, legislative updates, and tree-preservation requirements. Long-range planning involvement will focus on the proposed Littleton Boulevard Sub-Area Plan.