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**CITY OF LITTLETON, COLORADO**

**Resolution No. 39**

**Series, 2025**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LITTLETON,  
COLORADO, APPROVING THE CREATION OF A CHARTER REVIEW  
COMMITTEE**

**WHEREAS**, the Littleton City Charter is the foundational document for city governance; and

**WHEREAS**, the city charter was adopted in 1959 and has been amended on occasion through the ballot measure/election process; and

**WHEREAS**, the last comprehensive review of the city charter was conducted in 2013/2014; and

**WHEREAS**, a municipal government should reflect the needs, aspirations, and values of its citizens, and works best when utilizing the diverse resources of its citizens; and

**WHEREAS**, the council desires to have representatives of its citizenry participate in a newly formed Charter Review Committee to conduct a comprehensive review of the Littleton City Charter.

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

**Section 1.** Establishing the Charter Review Committee (CRC): the 2025/2026 CRC is hereby established.

**Section 2.** Purpose of the Committee: The CRC shall serve as an advisory board to the council and shall be tasked with reviewing the entirety of the Littleton City Charter, making recommendations for amendments thereto.

**Section 3.** Scope, Charge, and Timetable:

- a) To conduct a comprehensive review of all sections of the charter and to consider whether the charter meets the current needs of the city and, if not, which sections of the charter need to be amended to meet the city's current and future needs.
- b) To make regular progress reports to council during its tenure, but not-less-than one report in each of the months of August 2025 and November 2025.
- c) To provide a written report of preliminary recommendations of possible amendments to council during the month of December 2025.

- 47 d) To present a written report of final recommendations to council in the month of  
48 February 2026.  
49

50 **Section 4. Composition and Appointment of the CRC:**  
51

- 52 a) Membership shall be broadly constituted to reflect the diversity of the citizens  
53 of the city. All members of the CRC must be qualified electors of the City of  
54 Littleton.  
55 b) The CRC shall be comprised of fourteen members, w/each council member  
56 submitting the names of two citizens to serve.  
57 c) Council members may not appoint themselves, other seated council members,  
58 nor candidates for the 2025 run for council seats.  
59 d) The names of council's recommended appointees shall be announced, and  
60 action taken on, at a regular meeting scheduled on May 6, 2025.  
61 e) At the first convened meeting of the CRC, voting members shall elect chair and  
62 vice chair.  
63 f) All other provisions of a city board or commission, as outlined in Section 53 of  
64 the city charter and/or applicable sections of Title 2, Chapter 2 of the city code  
65 are in full effect.  
66 g) Any vacancies which may occur on the CRC shall be filled in the same manner  
67 as the original appointment, i.e., the council member who made the original  
68 recommendation for appointment. If appointed by a council member no longer  
69 seated, the recommendation to fill the appointment shall be made by the council  
70 member who now holds that seat.  
71 h) A quorum of the CRC shall be nine (9) voting members.  
72 i) The CRC shall be staffed by not-less-than three (3) city employees: the city  
73 attorney, city manager, and city clerk, or their respective representatives. These  
74 city offices may provide additional support as necessary and appropriate.  
75

76 **Section 5. General Provisions:**  
77

- 78 a) Employees from other city departments may be asked to participate in meetings  
79 of the CRC to provide input, when necessary and appropriate.  
80 b) The city charter will be reviewed in its entirety, with recommendations on all  
81 sections, as applicable, included in the final report to council.  
82 c) Each final recommendation in the CRC's final report shall be approved by an  
83 affirmative vote of at least eleven committee members. All other actions of the  
84 CRC shall be by a majority vote of all members present, providing that a  
85 quorum is met.  
86 d) The CRC is charged with developing policy recommendations, not proposed  
87 charter language.  
88 e) The CRC, with city staff, shall adopt a meeting schedule as necessary to achieve  
89 the purpose of the body, providing that the body shall meet not-less-than once  
90 per calendar month prior to February 2026. All meetings of the CRC shall be  
91 open to the public, with an opportunity for citizen input as appropriate and at

- 92 the discretion of the board chair.  
93 f) Commencement: The first meeting of the CRC shall be convened in the month  
94 of May, following affirmative appointment of board members on May 6, 2025.  
95 g) Sunset: The CRC shall sunset and be disbanded following final written report  
96 of recommendations to council in February 2026.  
97  
98

99 INTRODUCED, READ, AND ADOPTED at a regularly scheduled meeting of the  
100 City Council of the City of Littleton, Colorado, on the 15<sup>th</sup> day of April 2025, at 6:30 p.m. at the  
101 Littleton Center, 2255 West Berry Avenue, Littleton, Colorado.

102  
103 ATTEST:

104 \_\_\_\_\_  
105  
106 Colleen L. Norton  
107 CITY CLERK

\_\_\_\_\_  
Kyle Schlachter  
MAYOR

108  
109 APPROVED AS TO FORM:  
110 \_\_\_\_\_  
111  
112 Reid Betzing  
113 CITY ATTORNEY

