



FORMING LOCAL MAINTENANCE DISTRICTS (LMDs)

Local Maintenance Districts:

Every year the District Management Office considers numerous proposed Local Maintenance District requests, recommendations, and petitions. These districts call for the continuing care, operation, security, repair, maintenance and replacement of public improvements within designated pedestrian and/or transit malls.

Local Maintenance Districts, in many cases, are an outward sign of Denver's high standard of living and its continuing effort to address and remedy environmental concerns. Most districts are formed in older, more established business neighborhoods, but they can involve newer redeveloped areas as well.

In each case, the proposed district would call for services that might benefit certain property owners. The limits of the district indicate these properties. The property owners within the limits of the Local Maintenance District generally pay for the services if the district is approved.

Normally a citizen requests the services proposed in the Local Maintenance District. While the City does have the authority to request a Local Maintenance District, it does so only occasionally.

There may be some citizens who are "for" a Local Maintenance District and others who are "against" it. The process described here was established to give citizens an opportunity to voice their opinions. The technical procedure for the creation of a Local Maintenance District and assessment of the annual costs to the benefiting properties is specifically outlined in the Denver City Charter.

Did You Know?

The operation, repair, maintenance and replacement of streetscape improvements such as sidewalks, pedestrian lights, and trees located behind the curb and gutter is generally the responsibility of the adjacent property owner.

In some instances, the Manager of Public Works can order the formation of a Local Maintenance District, even though majority consent of the assessable ownerships is not obtained.

To initiate a proposed Local Maintenance District, citizens can call 720/913-8823 to discuss the proposed district with engineering staff and obtain a petition.

How is a Local Maintenance District Created?

Proposing a Project

Maintenance Districts can be initiated by property owner petition or by an administrative recommendation from City staff.

- Petitions

The purpose of the "Petition for Local Maintenance District" is to initiate the study and estimate of district services, which will then be presented to the Manager of Public Works for consideration at a Public Hearing.

The petition requires signatures of 35% of the assessable owners to go forward to the Manager of Public Works to authorize the Engineering Division to begin work on the proposed district.

- Administrative Recommendation

The Manager of Public Works may administratively recommend a Local Maintenance District project. Typically, administratively recommended Local Maintenance District projects are needed for the health, safety, and welfare of the public or are necessary in conjunction with other funded public improvement projects or maintenance concerns.

The Public Hearing

Once a project has been proposed for inclusion in a Local Maintenance District, the following progression of events takes place:

1. Maintenance District projects are scheduled for preliminary review by either the City Engineering Staff or contracted through a private consulting engineering firm. Preliminary review includes:
 - Benefited Area
 - Included Improvements
 - Included Services
 - Method of Assessment
2. Detailed individual estimated costs and notices are prepared and mailed to the assessable owners. Included in the mailing are the following:
 - Individual estimated assessment
 - Notice of proposal (newspaper publication)
 - Public Hearing Notification (date, time, place)
 - Objection blank (for complaint, opposition or protest)
3. Estimated costs are tabulated and objection blank responses returned are presented for consideration by the Manager of Public Works. Each project is brought up for discussion in the Public Hearing. Upon consideration of the information provided, the Manager of Public Works determines which local maintenance projects are to be included in the Local Maintenance District Program.

Financing

Local Maintenance Districts are financed by annual assessments paid by the owners of the benefited properties.

Maintenance District Assessment

- Annual Costs
Each year a District Board submits its annual budget for the services to be provided within the Local Maintenance District for the following year. From that, individual annual assessments are prepared.

Annual costs are mailed to the property owners. Included is payment information and notification of the Board of Equalization.
- Board of Equalization
A Board of Equalization is held to discuss annual costs. At this time City Council may authorize the final annual assessments and assess the costs.
- Payment
Property owners are billed by the Denver County Treasurer's office similar to taxes and are due February 28 of each year.