



Town of Frederick  
Board of Trustees Agenda  
Frederick Town Hall  
Board Chambers  
401 Locust Street  
Tuesday, February 25, 2020

**6:00 P.M.**

**Call to Order – Roll Call:**

**Pledge of Allegiance:**

**Approval of Agenda:**

For discussion of a personnel matter under C.R.S. Section 24-6-402(2)(f) and not involving: any specific employees who have requested discussion of the matter in open session; any member of this body or any elected official; the appointment of any person to fill an office of this body or of an elected official; or personnel policies that do not require the discussion of matters personal to particular employees; regarding the Town Clerk Annual Evaluation.

**7:00 P.M.**  
**Regular Meeting**

**Special Presentations:**

Carbon Valley Half Marathon Community Funding Request – Mike Sindelar

**Public Comment:** This portion of the Agenda is provided to allow members of the audience to provide comments to the Town Board. Please sign in and the Mayor will call you. If your comments or concerns require an action, that item(s) will need to be placed on a later Agenda. Please limit the time of your comments to three (3) minutes.

**Staff Reports:**

- A. Administrative Report – Bryan Ostler, Town Manager
- B. Town Clerk’s Report – Meghan Martinez, Town Clerk
- C. Town Attorney’s Report – Rick Samson, Town Attorney

**Consent Agenda:** Consent Agenda items are considered to be routine and will be enacted by one motion and vote. There will be no separate discussion of Consent Agenda Items unless a Board member so requests, in which case the item may be removed from the Consent Agenda and

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considered at the end of the Consent Agenda.

- D. January 28, 2020 Minutes – Meghan Martinez, Town Clerk
- E. List of Bills – Jason Leslie, Finance Director
- F. Ordinance 1335 Revising Chapter 10, Article XII, Section 10-245, of the Frederick Municipal Code Entitled “Curfew-Parks” – Jennifer Simmons, Planning Director

**Action Agenda:**

- G. Resolution 20-R-12 Approving a Sign Design Program for Guardian Storage – Maureen Welsh, Planner
- H. Resolution 20-R-13 Approving a Conditional Use for a Ziggi’s Drive-Through Restaurant in Carriage Hills Market Place – Ali van Deutekom, Planner

**Discussion Agenda:**

- I. In-house Town Attorney – Tony Carey, Mayor

**Mayor and Trustee Reports:**

**Executive Session:** For the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators under C.R.S. Section 24-6-402(4)(e)(1) regarding water and economic development

**Action Agenda (continued):**

- J. Action Resulting from Executive Sessions

**Work Session:** General Discussion



401 LOCUST STREET • P.O. BOX 435 • FREDERICK, CO 80530-0435

PHONE: (720) 382-5500 • FAX: (720) 382-5520

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## **TOWN OF FREDERICK COMMUNITY GRANTS CRITERIA AND GUIDELINES**

The Town of Frederick is pleased to sponsor community organizations and community-minded individuals offering programming for the benefit of the community.

The Town wishes to provide assistance for programs, events or projects that contribute to the positive image of Frederick and provide opportunities for informal education, community building and family entertainment. The entity must demonstrate a financial need and exhibit how the event connects to the Frederick Community.

The Town is able to provide both direct financial support and some types of in-kind support (i.e. police, public works assistance, etc.) to which a monetary value is assigned. Grants are awarded by the Town Board of Trustees based on the applicant meeting the requirements of the application and on the merits of the project as described in the application.

The Town strongly encourages applicants to speak with the Town Clerk, who processes the applications for the Board, before completing and submitting applications. The Town Clerk is able to answer questions and help ensure the application is complete and appropriate for Board review.

Everyone receiving funds will be required to submit a follow-up report on the event/project and the use of funds. The report must be provided to the Town Board within 60 days following the completion date of the project, event, etc. Failure to submit a report could impact future grant awards from the Town.

# TOWN OF FREDERICK COMMUNITY GRANTS

## SUBMISSION GUIDELINES

### **Who can apply?**

- Non-profit organizations registered with the Colorado Secretary of State as such.
- A qualified 501(c)(3) tax-exempt organization as recognized by the Internal Revenue Service.
- Taxing authorities may not apply; however, groups such as PTOs, booster clubs and athletic teams may apply under the umbrella of their respective schools.

### **What do I need to include in my application?**

- Complete Application including all required attachments.
- A copy of your organization's Certificate of Good Standing from the Secretary of State indicating your non-profit status.
- A copy of the IRS Determination Letter.
- A list of your organization's Board of Directors or other body of officers.

### **What restrictions are there?**

- Donated funds must be used in connection with the request and may not be utilized for administrative costs.
- Requests may not exceed \$500; however, organizations may request additional funding by demonstrating a financial need. If you are requesting funding exceeding \$500 please complete the additional funding form.

### **What do I need to include in my follow-up report?**

- Brief explanation of the event/program and its' impact and benefit to the Town of Frederick including a breakdown of the use of funds provided by the Town of Frederick.

### **How do I submit my materials?**

- Please provide a completed application with any additional page attachments either hard copy or email to [mmartinez@frederickco.gov](mailto:mmartinez@frederickco.gov)

## ORGANIZATION SUMMARY

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Organization Name: Carbon Valley Half Marathon Inc.

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Mailing Address: 6456 Saddleback Ave, Firststone, CO 80504

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Contact Person:

Brenda Ridgley

Race Director

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Name

Title

720-331-4678

---

Phone Number

Fax Number

brenda.b.ridgley@gmail.com

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Email Address

Federal Tax ID: 46-1942454

State Tax ID: 20131034483

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Please describe your project and the reason for your request:

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Since 2013 the Carbon Valley Half Marathon & 5K has brought thousands of people to Frederic and Firestone to show off our exceptional community and rais funds & awareness for Autism. Autism is a silent epidemic affecting thousands of families in Carbon Valley and throughout the United States. With the help of our participants and generous supporters we have raised over \$117,000.00 for Autism research and programs since 2013. This year we hope to add another \$25,000.00. As citizens of the Carbon Valley community, we are so proud to showcase Frederick's historic and trendy downtown area as well as our beautiful Milevac lake. For our citizens, I was moved to hear several times last year "This race has become a Family Tradition!" We love our towns and appreciate their generous support of this community event. We are asking that the Town of Frederick return as a \$1,000 Champion Supporter this year and receive all the benefits of front-and-center media marketing and recognition on our website, Facebook Page, and our very popular t-shirts and goodie bags that most participants receive.

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**Amount Requested:** \$ 1,000.00

Number of Town of Frederick Residents and/or visitors that will participate and/or benefit from the program you are proposing: hundreds

In what way will this program enhance the Town of Frederick's positive image, provide opportunity for informal education, community building and/or family entertainment:  
Frederick's support of this event shows the community they are committed to their citizens health , well being & family values & fun as well as charitable giving to a cause near to many hearts. We also bring hundreds in from out of town to see the culture, businesses and services.

Has your organization applied for a grant from the Town of Frederick before? YES  NO

How much did you receive? \$ \$1000.00

How was the grant money used?

To pay for the needed services for participants such as face timing, portable rest tooms on the cours and T-shirts.

It has also paid for the Town of Frederick police services that we require at some intersections.

Were there funds left over? If so how those funds utilized by your organization?:

Yes! That is our goal, to run a tight race and donate the excess to Children's Hospital Colorado for Autism research. In 2019 we donated \$23,000.00.

Please provide a list of organizations you have already solicited or will be soliciting)?:

Ward Electric, Town of Firestone, Huwa, Mahnke Autobody, Northern Colorado Constructors

Please include the following attachments:

1. Board of Directors and Key Staff noting any paid staff.
2. Copy of the IRS Determination Letter indicating Tax-Exempt Status of the organization.

Name and Signature of Organization's Project Chairperson:

<u>Brenda Ridgley</u>	<u>720-331-4678</u>
Name (Please Print)	Telephone Number
<u>Brenda Ridgley</u>	<u>1/28/20</u>
Signature	Date

## PROGRAM / PROJECT BUDGET

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Program Name: \_\_\_\_\_

Total Project Budget (Please Itemize): (Personnel, Promotion, Supplies, Services, etc.)	Amount:
<u>Participant &amp; volunteer T-shirts and Goodie-Bags</u>	<u>\$ 8,000.00</u>
<u>Awards</u>	<u>\$ 3000.00</u>
<u>Marketing</u>	<u>\$ 1500.00</u>
<u>Chip Timing Services</u>	<u>\$ 1500.00</u>
<u>Police and Ambulance services</u>	<u>\$ 1200.00</u>
<u>Rentals</u>	<u>\$ 1200.00</u>
<u>Insurance</u>	<u>\$ 600.00</u>
<u>Permits</u>	<u>\$ 100.00</u>
<u>Licenses</u>	<u>\$ 25.00</u>
<u>Donation to Children's Hospital: GOAL</u>	<u>\$ 25,000.00.</u>

**Total Cost (A):** \$ 42,125.00

Sources of Funding for the Program:  
(Gifts and Grants pledged or paid)

Corporations:	<u>\$ 7,000.00</u>
Foundations:	<u>\$ _____</u>
Individuals:	<u>\$ 33,125.00</u>
Government:	<u>\$ 1,000.00</u>
Other:	<u>\$ _____</u>

**Total Funds Available (B)** \$ 41,125.00

**Balance Required (A minus B)** \$ 1,000.00

**Amount Requested:** \$ 1,000.00



# **CVHM Board Positions & Assignments 2019**

## **Board of Directors**

*A board of directors is the group of people responsible for the strategic management of a for-profit or nonprofit corporation. Depending on the size of the board, the members might run the business activities of the organization or oversee office staff that handle the day-to-day duties. The board operates by following the corporation's bylaws, a set of rules that governs how the organization must pursue its mission and activities.*

### **Chairman of the Board/President/Race Director – Brenda Ridgley (Direct Sales)**

*The top position of a board is the chairman, chairperson or sometimes simply chair, who often serves as the president of the organization. In his chairman's role, the board member markets events, actively campaigns on social media venues, runs board meetings, appoints committees and performs other duties as directed by the bylaws. As president, this individual represents the organization in public by appearing at community events, giving speeches, writing articles and attending functions on behalf of the organization.*

### **Vice Chair/Vice President/Course Director – Mike Sindelar (Business Owner)**

*Serving directly under the chair is the vice chair or vice president. This person is often next in line to become the chair and serves as the board's leader when the chair is not present, such as during official board meetings. As Course Director, this person creates, updates & maintains all aspects of the Half Marathon & 5K course. Some organizations have multiple vice presidents comprising an executive committee. In that case, this position is known as the first vice president.*

### **Secretary – Ed McCray (Teacher)**

*The secretary of a board takes notes, called minutes, at board meetings, then submits those minutes for amendment or approval by the board. If the organization does not have a business office, the secretary keeps its records and its non-financial legal documents, including its bylaws, articles of incorporation and minutes of historical meetings.*

### ***Treasurer – Roxanna Chavez (School Administration)***

*The treasurer of a board reviews the organization's financial records. In that case, the treasurer keeps copies of the main financial records, reviews checks the business manager or accountant writes, approves purchases and invoices and otherwise oversees and keeps an eye on the organization's finances. The treasurer also prepares and delivers a treasurer's report at each of the board's official meetings and approves the organization's annual tax filing. Many smaller organizations combine the secretary and treasurer positions, giving this position the title of secretary/treasurer.*

### ***Board Members at Large***

*Board members who do not have one of the previously discussed roles often volunteer to head committees such as a marketing or website committee. These board members attend meetings, receive updates and vote on board matters. They have the right to make motions, discuss them and vote on them. These positions come with a chairperson title, such as a marketing committee chair. After serving as a board member, these individuals might ascend to the secretary, treasurer, vice chair and eventually chairman of the board positions. Some board members represent specific geographic areas, often when the organization is a nonprofit with members. For example, a board might have northern, southern, eastern and western districts, with a board member required to reside within the boundaries of her district.*

### ***Fundraising Chair, Board of Directors – Monica Vickers (Project Coordinator)***

*He or she will be responsible for meeting the board's fundraising and sponsorship goals. The selected candidate will also offer guidance to the development director in fundraising campaigns, major gifts, and corporate partnerships.*

### ***Volunteer Chair, Board of Directors – Kim Strong (Stay-at-home Mom)***

*He or she will be responsible for meeting the organization's race-day volunteers. The selected candidate will also offer guidance to the development director in recruiting campaigns, volunteer assignments, and race-day volunteer coordination.*

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: JUL 17 2015

CARBON VALLEY HALF MARATHON INC  
6456 SADDLEBACK AVE  
FIRESTONE, CO 80504-5479

Employer Identification Number:  
46-1942454  
DLN:  
26053589001575  
Contact Person:  
CUSTOMER SERVICE ID# 31954  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
December 31  
Public Charity Status:  
170(b)(1)(A)(vi)  
Form 990/990-EZ/990-N Required:  
Yes  
Effective Date of Exemption:  
July 6, 2015  
Contribution Deductibility:  
Yes  
Addendum Applies:  
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 5436

CARBON VALLEY HALF MARATHON INC

Sincerely,

A handwritten signature in black ink, appearing to read "J. Cooper".

Jeffrey I. Cooper  
Director, Exempt Organizations  
Rulings and Agreements



POLICE DEPARTMENT

333 5<sup>TH</sup> STREET • P.O. BOX 639 • FREDERICK, CO 80530-0639

PHONE: (720) 382-5700 • FAX: (303) 833-3817

[WWW.FREDERICKCO.GOV](http://WWW.FREDERICKCO.GOV)

Date: February 10<sup>th</sup>, 2020

Re: Traffic control for Carbon Valley Half Marathon Event

To: Mayor Carey, Board of Trustees, and Town Manager, Bryan Ostler

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I have reviewed the funding request from Carbon Valley half Marathon, Inc. The Police Department is able to provide one police officer for traffic control on May 9<sup>th</sup> 2020 for the 2020 Carbon Valley Half Marathon event.

The cost for one uniformed police officer for working the traffic detail from 8:30 am to 10:30 am will be \$160.00

If you have any questions, please feel free to contact me.

Sincerely,

*Todd D. Norris*

Todd D. Norris  
Chief of Police

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# Town of Frederick Memorandum

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TO: Honorable Mayor and Board of Trustees

FROM: Bryan Ostler, Town Manager

DATE: February 25, 2020

CC: Town Staff  
Local Media

**SUBJECT: Departmental Report**

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Upcoming Board of Trustees Work Sessions – If there are topics that the Board would like staff to schedule for discussion, please let me know. The following topics are recommended for Board discussion (all meetings will be held in the Town Board Chambers unless otherwise indicated):

- March 3, 2020 – Work Session
  - March 10, 2020 – Regular Meeting
  - March 17, 2020 – Work Session
  - March 24, 2020 – Regular Meeting
- 

## **Police Department**

- *Narcan Replacement Grant* – The Police Department was recently part of a multi-agency State funded grant that replaced the department’s expiring doses of Narcan. Narcan is a medication that can be used to reverse the effects of an opioid overdose in patients who have stopped breathing and have suppressed heart rate due to the effects of the opioids. Without immediate reversal of these effects, the patient would likely die from the overdose. This medication has a shelf-life of two years and is very expensive to replace. This grant makes the life-saving medication available to our community in the unfortunate event of an overdose.
- *DUI Enforcement* – The department continues to participate in grant funded DUI enforcement. Upcoming enforcement periods include the Presidents Week enforcement period and the St. Patrick’s Day enforcement period. We continue to work with other Weld County agencies to make the roads in and around Frederick safer for our community.
- *Colorado Rangers* – In an effort to improve the security of our municipal court, the department has enlisted the assistance of the Colorado Rangers. The Colorado Rangers are a volunteer law enforcement agency whose rangers hold a Colorado POST Reserve Certification. This is mutually beneficial agreement for both agencies as it provides manpower to our department and the opportunity for assignment for the Rangers. The Rangers assist with screening and searching people prior to entering the courtroom. A Frederick Officer is still appointed as Bailiff to the Court for the day.

## **Administration**

- *Professional Development* – Jessica was elected to the Board of Directors for the Municipal Special Event Association.

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- *Event Sponsorship* – To date, we have confirmed \$17,360 in overall sponsorships for 2020.
- *Self-defense Class* - The Frederick Police Department is hosting a Level 1 self-defense class on Saturday, February 22 at the FFFPD. The class is full.
- *Chainsaws and Chuckwagons 2020* – We have approved nine carvers to date, including the 2019 winners and a new international carver from Denmark. We have also updated the website to include information regarding where the carvers are from and their bio.
- *Community Meetings* – Attended the Carbon Valley Networking (nonprofits of the Carbon Valley), CV Emergency Mgt, CV Chamber of Commerce monthly lunch, CV Event group, CV Communities that Care mtg and montly ESPIOC training.
- *Social Media* –The most engaging posts for January were “Lost Pup” with 6.9K people reached and “Do you know this individual?” with 1.3K engagements. The Frederick Police Department Facebook page has 1,089 followers. The Town’s Instagram account has 876 followers.
- *Nextdoor Account* – A new account has been set up for the Town of Frederick on the Nextdoor platform. The first post was about Town offices closed for Presidents Day. This social media platform will be used for emergency announcements, closures and events.
- *Wellness Program* – A call went out to all employees asking for interest in being part of our inaugural wellness committee. Our goal is to partner with our medical insurance provider (CEBT), our EAP provider (ESI Group) and the Carbon Valley Recreation Center to create a wellness program for all employees that is engaging and sustainable.

### **Public Works**

- *Streets* – Crews cleaned up ruts along Colorado Blvd and repaired potholes on CR7 and Silver Birch. Crews swept the downtown area, Colorado Blvd, Tipple Pkwy and Silver Birch. Crews cleared ice off Glacier Way and Eureka Way. Crews repaired the STOP sign on the Frontage Rd and Godding Hollow. Crews graded county roads 20.5, 16.5, 14 and 17. Management met with Altitude Signal to fine tune STOP lights at Godding Hollow and Tipple Pkwy. Crews prepared trucks for the snow event on February 3, 2020.
- *Parks* – Crews watered new trees at FRA and Centennial parks. Wood chips were added to the planter boxes in FRA. Park checks were completed for 2020.
- *Water* – Crews continued scheduling pulling and replacing water meters.
- *Buildings* – New light bulbs were installed in the police evidence room. Crews cleaned out the Town Hall basement and installed additional racks for storage. Crews changed out light fixtures in the kitchen area at the Bella Rosa restaurant.
- *Open Space* – The clean up of Bulrush Open Space began. Trash and debris were cleaned up in various open space areas around Frederick.
- *Storm Water* – Drainage areas were checked and addressed around town to make sure all areas are clear and open.
- *Miscellaneous* – Crews assisted the Town Clerk with organizing outdated records in preparation for shredding. Trees from the Christmas Tree drop off were chipped. Public Works was notified that mattresses and a refrigerator needed picked up on CR14.
- *Training* – Steve Johnson is receiving mechanic training in the Maintenance Shop with John Ober and Steve Smith. Sean Murphy, Derrick Schmidt and Jorden Steele studied, trained and obtained their CDL licenses. Sean Murphy, Juston Marr, Sarah Troy and Rusty Ribble all attended a “Playground Inspection and Maintenance” class webinar. James Romero and Alan Isaac attended a Colorado LTAP Roads Scholar I Core class for signing, pavement markings and MUTCD in Mead and received certificates.

### **Planning Department**

- *Reports* – The Planning Department updates the Historic Building Permit and Residential Dwelling reports every six months. The Residential Dwelling report was recently updated to reflect approved land use applications and building permits throughout 2019. Historic Building Permit report is taking a little extra research but should be completed by the end of the month. Should you have any questions about the reports, feel free to ask us.
- *Development Applications* - The development review process has a few steps land use applications go through prior to submitting an application such as a pre-application meeting and neighborhood

meeting. There are ten projects that have completed the pre-application step. There are currently no neighborhood meetings scheduled and thirteen projects have completed the neighborhood meeting, allowing them to submit an application. The following applications have been accepted for review and are now quasi-judicial.

<b><i>Project Name (Date of Application)</i></b>	<b><i>Subdivision</i></b>	<b><i>General Location</i></b>	<b><i>Brief Description</i></b>
Bear Industrial Park, Block 1, Lot 3 – Guardian Storage Sign Design Program Alternative (01/21/2020)	Bear Industrial Park	9051 Bruin Boulevard	Request for a sign plan alternative.
Bear Industrial Park, Replat 3, Block 1, Lot 7 – Intec Site Plan (02/19/18)	Bear Industrial Park	9251 Bruin Boulevard	Site plan for a 31,000 square foot facility.
Bear Industrial Park, Replat 5, Block 1, Lot 1 – Dirt One Site Plan (02/18/2020)	Bear Industrial Park	4021 Kodiak Court	Site plan for a 1,120 square foot facility.
Carriage Hills Marketplace Filing 1, Subdivision Amendment, Conditional Use, and Site Plan (10/07/19)	Carriage Hills Marketplace	6731 Highway 52, Generally, east of 7-11 and Napa on Frederick Way, north of Highway 52	Subdivision amendment, conditional use, and site plan for a Ziggi’s Drive Through (624 square feet) and site plan for a 5,000 square foot commercial building.
Clearview Village Metro District Amendments (01/24/2020)	Clearview Villages	Generally, at the southwest corner of Silver Birch Boulevard and Godding Hollow Parkway	Amendments to the existing metropolitan district service plan.
Clearview Villages Zoning Amendment, Preliminary Development Plan, Final Development Plan, Preliminary Plat and Final Plat (11/18/19)	Clearview Villages	Generally, at the southwest corner of Silver Birch Boulevard and Godding Hollow Parkway	Zoning amendment, development plan and plat on approximately 102 acres.
Dreamers Ridge II Annexation (12/02/19)	Dreamers Ridge II Annexation	Generally, at the southwest corner of Aggregate Boulevard and Godding Hollow Parkway	Annexation and subdivision of approximately 36.5 acres with a zoning of Residential Estate.
Eagle Business Park Filing 3, Lot 1B – Black Diamond Site Plan (10/21/19)	Eagle Business Park Filing 3	7400 Eagle Boulevard	Site plan for a 11,800 square foot office/warehouse.
HCT Annexation – McDonald Farms Zoning and Site Plan	HCT Annexation	7440 East I-25 Frontage Road	Zoning of approximately 136.3 acre property and documentation of the existing site.
Meadowlark Business Park Filing 3 Replat C, Block 1, Lot 1 - Universal Fleet RV & Auto Collision Site Plan (09/20/19)	Meadowlark Business Park	7521 Meadowlark Lane	Site plan for 14,020 square foot automotive and recreational vehicle repair facility.

<i>Project Name (Date of Application)</i>	<i>Subdivision</i>	<i>General Location</i>	<i>Brief Description</i>
Nelson Lakes Subdivision MOAPI Amendment and Construction Plan Review	Nelson Lakes	Generally, north of CR 16 ½ and west of CR 3 ¼	Amendment to the existing MOAPI and review of construction plans.
Nelson Wells – Kerr McGee (07/15/19)	Lanson Farm	Generally, south of Tipple Parkway, ½ mile west of Silver Birch Boulevard	Special use permit for 24 new wells
Old Town Block 21, Lot 6 – 502 Walnut Street Site Plan	Old Town	Generally, the southeast corner of 5 <sup>th</sup> Street and Walnut Street	Site plan for an approximately 3,723 mortuary.
Prosperity Preliminary Plat (05/06/19)	Prosperity	South of Tipple Parkway/CR 16, ¼ mile east of Ridgeway Boulevard/CR 15	Preliminary plat for 207 single family residential lots.
Raspberry Hill Business Park Lots 4 & 5 Site Plans (10/21/19)	Raspberry Hill Business Park	Generally, north of Godding Hollow Parkway and west of Raspberry Way	Site plans for each lot consisting of 2 buildings approximately 20,250 square feet each.
Raspberry Hill Business Park Replat A, Lot 7A – Stapp Toyota Site Plan Amendment	Raspberry Hill Business Park	8019 Raspberry Way	Amendment to an existing site plan to add covers over parking area
Silverstone Filing 5 Plat and Final Development Plan	Silverstone	Generally, north of Highway 52 and east of William Bailey Avenue	Plat and development plan for 2 developable lots.
Sonic Site Plan (07/05/16)	Halleck	North of Tipple Pkwy/West of Colorado Blvd	Site plan for a 2,478 square foot restaurant with a drive in and drive through.
Tops Business Park Lots 1, 2, and 5 Site Plan (05/16/18)	Tops Business Park	South of Hurt St/West of Colorado Blvd	Site plan for expansion of the existing storage facility.

### **Finance Department**

- *2019 Audit* - Preliminary fieldwork for the 2019 audit has started. The final fieldwork is scheduled to begin April 13, 2020.
- *2020 Budget* – The 2020 budget document is in process. When completed it will be submitted to GFOA for the Budget Award and it will be uploaded to the Town’s website.

### **Engineering Department**

- *Building Permits* – Through January 2020, 25 single family building permits and one commercial building permit have been issued. Comparatively, through January 2019, 14 single family building permits and two commercial building permits were issued.
- *Thunder Valley K-8 Multiuse Trail Project (SRTS Grant)* – The Town approved a contract for construction at the January 14<sup>th</sup> Board meeting with Concrete Works of Colorado (CWC). A pre-construction meeting with CDOT, the Town and the contractor was held on February 4. At the meeting CWC delivered a schedule showing they would begin field construction on February 24. Work will begin at the Thunder Valley School and proceed east toward Ridgeway Blvd.

Construction is scheduled to begin in late February and complete at the beginning of August prior to the start of school.

- *Stormwater Master Plan (no change)* – The initial cost estimate for the Stormwater Master Plan update came in at \$834,000. Five municipalities are impacted by the drainage basins identified in the preliminary scope. Based on the area impacted by the drainage basins, Frederick and Dacono are the most impacted and responsible for \$457,200 and \$309,100 respectively. The \$457,000 amount far exceeded the \$200,000 budgeted in 2019. Engineering reached out to DOLA who has funding to help with stormwater master plans. Frederick and Dacono jointly submitted the grant application in December 2019. The application was reviewed and selected to advance to the presentation stage scheduled for March 17-18 in Golden.
- *Transportation Master Plan* – A contract has been approved to Felsburg, Holt and Ullevig (FHU) to develop a Town of Frederick Transportation Master Plan. They have met with staff and conducted internal status meetings. The initial Advisory Committee meeting was held on January 22, and the initial public stakeholder meetings were held on January 28 and 29. Future public meetings, surveys and events are being scheduled to showcase the project and gather input.
- *Water Sales (no change)* – Recent discussions with Northern Water indicated that small blocks of CBT Unit sales have escalated above the \$60,000 range. On Jan 2, the Town received a request to purchase a 40-unit block with an asking price of \$70,000/unit. The trend continues to rise.
- *Traffic Counting (no change)* – To identify the volume of truck traffic on Tipple Avenue, staff has installed traffic counters. The initial placement is on the west leg of the Tipple/Ridgeway intersection. These counters continue to be moved to different locations as weather allows.
- *Aereators* – Aereators have been ordered for Milavec and Centennial in an effort to circulate water and mitigate odors. The schedule is to have them installed and operational by mid-April.

### **Golf Course**

- *Denver Golf Expo* – Bella Rosa exhibited at the Denver Golf Expo February 7 through 9. This was great exposure for the golf course and restaurant. We generated over \$4,000 in revenue in green fees and merchandise and collected over 300 emails for our email database.
- *Valentines Dinner at the Back 9 Restaurant* – The Back 9 Restaurant hosted a successful Valentine's Day Dinner on February 14. The Prime Rib dinner was sold out and had 65 people in attendance.



# TOWN OF FREDERICK MEMORANDUM

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TO: Honorable Mayor Tony Carey and Board of Trustees

FROM: Meghan Martinez, Town Clerk

DATE: February 21, 2020

**SUBJECT: Town Clerk's Report**

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- *Liquor Licensing*
  - Reviewing the following applications:
    - Pete's Place Renewal
    - High Country HOG Special Event Permit
- *April 7, 2020 Regular Municipal Election*
  - Overseas and Military Ballots have been transmitted to all UOCAVA voters meeting the statutory requirements.
  - All artwork and documents have been approved and regular ballots are ready for printing.
- *Frederick Metropolitan District*
  - All statutory requirements have been met and filing deadlines have been completed.
  - Working on retention of district documents and finalizing adoption of retention standards set forth by the Colorado State Archivist.
- *May 5, 2020 Regular Special District Election*
  - Work has started on the Frederick Metropolitan District Election
- *Historic Preservation Commission*
  - The commissioners will be working with Town on the upcoming school tours
- *Frederick Arts Commission*
  - RFPs have been sent out for various artwork in the skate park. The commission will make decisions on the submissions at the March meeting and the artwork will be completed in March/April depending on weather conditions.
  - Working with Public Works on the annual condition assessments of all public art in the Town.

**Built on What Matters.**



717 5<sup>th</sup> Avenue - Longmont, Colorado 80501  
POST OFFICE BOX 1079 80502-1079  
T (303) 776-1169 - F (303) 776-5444  
Samsonlongmontlaw.com

TO: Mayor and Trustees, Town of Frederick

FROM: Rick Samson

DATE: 2/21/20

RE: Status Report for February 2020

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On Going Projects:

- Irrigation water in Carriage Hills 2
- Fox Chase Litigation
- Methods to present letters of credit
- Landco (Colorado Blvd. and Godding Hollow)

Recap of time spent in December and January

- Attended Development Review Committee meetings.
- Attended Leadership (Staff) meetings.
- Attended bi-monthly Agenda review meetings.
- Attended Planning Commission meetings.
- Continued to work with Town Staff on Carriage Hills 2 irrigation system.
- Reviewed and approved legal comments on In Tec.
- Reviewed and approved legal comments on Ziggis.
- Reviewed and approved legal comments Eagle Business Park Colo West.
- Fox Chase Inc.- met with all attorneys on development and litigation issues.
- Worked with Town Manager on oil and gas issue in Clearview.
- Worked with engineering on Hauck Meadows MOAPI.
- Met with planning staff on multiple planning issues.
- Met with engineering staff on multiple engineering issues.
- Worked with LGI on condemnation issue in Hidden Creek.
- Worked with engineering on Maple Ridge II LOC.
- Reviewed and approved legal comments on McDonald farms.
- Worked with public information office on balloonmeister contract.
- Backed up prosecutor on traffic case in municipal court.
- Worked with Clerk on Municipal Ballot.
- Worked with planning on skate park bathroom bids.

- Assisted prosecutor with municipal court.
- Worked with engineering and HOA on underdrain issue.
- Prepared template for non-disclosure agreement for water issues.
- Reviewed and approved legal comments on Anadarko well pad.
- Reviewed and approved legal comments on Prosperity.
- Reviewed and approved legal comments on Raspberry.
- Reviewed and approved legal comments on Silverstone.
- Worked with various developers on Village East and Hidden Creek.
- Worked with Town Staff on Agilent water issues.

Note: Total hours expended for period January 26 – February 21, 2020: 62 hrs.



**TOWN OF FREDERICK BOARD OF TRUSTEES**  
**REGULAR BOARD MEETING MINUTES**  
**FREDERICK TOWN HALL, 401 LOCUST STREET**  
**JANUARY 28, 2020**

**Call to Order:** At 7:00 p.m. Mayor Carey called the meeting to order and requested roll call.

**Roll Call:** Present were Mayor Carey, Mayor Pro Tem Brown and Trustees O'Neal, DeSantis, Figurilli, March and Crites. Also present were Town Attorney Rick Samson, Town Manager Bryan Ostler and Town Clerk Meghan Martinez.

**Pledge of Allegiance:** Mayor Carey invited everyone to join in the Pledge of Allegiance.

**Special Presentations:**

**Frederick Police Department Accreditation:** Fort Morgan Interim Chief of Police Jared Crone presented Frederick Chief of Police Todd Norris with the Accredited Law Enforcement Agency designation.

**Public Comment:**

Mark Lamach, 8693 Triple Crown Frederick, introduced himself as a candidate for Trustee,  
Adam Mahan, 304 Pinyon Street Frederick, introduced himself as a candidate for Trustee.  
Kevin Brown, 5120 Mt Buchanan Avenue Frederick, introduced himself as a candidate for Trustee.

**Staff Reports:**

**Administrative Report:** Town Manager Bryan Ostler provided a written report.

**Town Clerk's Report:** Town Clerk Meghan Martinez provided a written report.

**Consent Agenda:**

Motion by Mayor Pro Tem Brown and seconded Trustee Crites to approve the consent agenda which consisted of the following items:

- January 14, 2020 Minutes
- Resolution 20-R-07 Accepting Designation of the Town of Frederick Comprehensive Plan as the Town's Three Mile Plan and Accepting an Annual Update to the Comprehensive
- Resolution 20-R-08 Authorizing the Mayor to Execute the First Amendment to the Meadowlark Business Park Filing 3 MOAPI

Upon roll call vote, motion passed unanimously.

**Action Agenda:**

**Resolution 20-R-09 Setting a Public Hearing on Adopting Changes to the Model Traffic Code:**  
Town Prosecutor Kristin Brown presented the proposed resolution setting a hearing for adoption of the Model Traffic Code. Upon roll call vote, motion passed unanimously.

**Built on What Matters.**

Resolution 20-R-11 Amending the Water Service Charges for 2021: Finance Director Jason Leslie presented the proposed resolution. Motion by Mayor Pro Tem Brown and seconded by Trustee O'Neal to approve Resolution 20-R-11. Upon roll call vote, motion passed unanimously.

Resolution 20-R-10 Referring a Ballot Question to the Registered Electors of the Town of Frederick at the April 7, 2020 Election Related to Local Right to Provide High Speed Internet, Telecommunications, and/or Cable Television Services: Town Attorney Rick Samson presented the proposed resolution. Motion by Mayor Pro Tem Brown and seconded Trustee Crites to approve 20-R-10. Upon roll call vote, motion passed unanimously.

Request to Consider Implementation of a Fence Permit Process: Engineering Director presented the proposed resolution and ordinance. No action was taken on this item.

**Discussion Agenda:**

Attainable Housing: Planning Director Jennifer Simmons discussed attainable and affordable housing. The board would like a work session scheduled with the Town of Berthoud.

**Mayor and Trustee Reports:**

Trustee March: Nothing at this time.

Trustee Crites: She announced her candidacy for Mayor.

Mayor Pro Tem Brown: She announced her candidacy for Mayor. She also has been attending the Highway 52 Coalition. There is funding to do a study of the corridor.

Trustee O'Neal: He announced his candidacy for Mayor.

Trustee Figurilli: He announced his candidacy for Mayor.

Trustee DeSantis: He announced his candidacy for Trustee.

Mayor Carey: He discussed Metro Districts and asked that Special Counsel Hunsaker create a memo that outlines districts. He also asked Town Clerk Meghan Martinez to schedule her annual evaluation with the Board.

Motion by Mayor Pro Tem Brown and seconded by Trustee Crites to go into executive session for the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators under C.R.S. Section 24-6-402(4)(e)(1) regarding water and economic development. Upon roll call vote, motion passed unanimously.

Mayor Carey recessed the meeting of the Board of Trustees at 8:36 to go into executive session.

At 9:50 Mayor Carey reconvened the meeting of the Board of Trustees.

There being no further business of the Board, Mayor Carey adjourned the meeting at 9:50 p.m.

ATTEST:

Approved by the Board of Trustees:

\_\_\_\_\_  
Tony Carey, Mayor

Meghan C. Martinez, CMC, Town Clerk

Town of Frederick - List of Bills  
November 22, 2019 - December 26, 2019

24/7 NETWORKS INC	Network licensing	23,831.50
4 RIVERS EQUIPMENT LLC	Equipment supplies	7,147.31
A & R TREE AND LANDSCAPING	Ditch clean-up	11,400.00
A-1 CHIPSEAL COMPANY	Pavement Maintenance Program retainage	19,592.79
ACE HARDWARE OF FIRESTONE	Supplies	872.11
ACUSHNET COMPANY	Golf equipment and merchandise	2,608.18
ADAMS DESIGN INC	Reimburse for Main Feeder Capital Investment Fees	715.00
ADAMSON POLICE PRODUCTS	Equipment and uniforms	885.92
ADIDAS AMERICA INC	Staff uniforms	678.34
AGFINITY	Equipment maintenance supplies	2,737.37
AIRGAS USA LLC	Shop equipment	80.12
ALLIANCE DEVELOPMENT LLC	Reimburse for Main Feeder Capital Investment Fees	5,720.00
AMERICAN EAGLE DISTRIBUTING	Restaurant supplies	176.70
ANDY FAIRBANKS	Boot reimbursement	124.95
ARCHDIOCESE OF DENVER	Reimburse for Main Feeder Capital Investment Fees	1,500.00
ARROWHEAD FORENSICS	Police equipment and supplies	880.82
ASCAP	Music licensing fees	363.00
AXON ENTERPRISE INC	Police equipment	1,495.00
B & L REPAIR	Towing and vehicle repair	125.25
BARGREEN ELLINGSON	Restaurant equipment	194.63
BILL H MUNCY	Refund overpayment	833.00
BK TIRE, INC.	Tire replacement	2,413.64
BLACK HILLS ENERGY	Natural Gas utility	5,133.10
BUFFALO BRAND SEED LLC	Golf Course maintenance supplies	3,378.00
CACP	Chief Conference	235.00
CAITLIN MENOUGH	Reimbursement for restaurant supplies	49.20
CALA MARKETING LLC	Postcard mailing	1,677.22
CALLAWAY GOLF	Golf merchandise	528.05
CARBON VALLEY CAR WASH LLC	Vehicle maintenance	117.00
CARBON VALLEY CHAMBER OF COMM.	Yearly luncheon fees	144.00
CARBON VALLEY HEATING & AIR	Building maintenance	4,599.54
CARBON VALLEY PARKS & RECREATION DIST.	FURA - Wyndham Hill TIF Revenue Sharing	182.44
CARBON VALLEY ROTARY CLUB	Membership dues	600.00
CARD SERVICES	Travel, training & supplies	21,403.66
CASELLE, INC.	Contract Support & Maintenance	2,004.00
CENTRAL COLLECTION SERVICES	Commission fees	78.00
CENTRAL WELD COUNTY WATER DIST	Water usage/taps	326,833.03
CENTURY COMMUNITIES	Reimburse for Main Feeder Capital Investment Fee	5,005.00
CENTURLINK COMMUNICATIONS LLC	Phone services	486.57
CHARLES ABBOTT ASSOCIATES INC	Inspection services - December 2019	58,806.56
CINTAS CORPORATION	Uniform service/First Aid supplies	955.96
CIRSA	Deductible & additional insurance	4,565.69
CITIZEN PRINTING	Community Tour & Talk magnets	2,573.00
CIVIC PLUS	Website licensing	5,554.58
CLEARCOMPANY	Annual contract	13,200.00
CODE PUBLISHING INC	Land Use Code update	414.00
COLORADO BARRICADE CO	Signs	3,153.50
COLORADO COMM. & UTILITY ALLIANCE	Membership dues	550.00
COLORADO DEPARTMENT OF REVENUE	PUC Admin Fee for Fiscal Year	251.64
COLORADO LTAP	Training	600.00
COLORADO MATERIALS INC	Maintenance materials	325.00
COLORADO STATE TREASURER	4th Qtr. Unemployment Insurance	3,794.23

Town of Frederick - List of Bills  
November 22, 2019 - December 26, 2019

COLORADO TREE COALITION	Tree purchase for annual tree sale	9,900.00
COMCAST CABLE	Cable, phone, and internet service	1,176.72
COPPER HOMES LIMITED	Reimburse for Main Feeder Capital Investment Fees	715.00
CORE & MAIN LP	Water meter supplies	29,343.13
CORNWELL TOOLS	Shop tools	379.89
CPRA	Training	1,785.00
CYBERGOLF LLC	Website and data subscription fee	600.00
DANA KEPNER CO	Water meter supplies	21,081.71
DAVID EGAN	Reimbursement for training meeting	32.23
DENNIS ZEWE	Restitution owing	75.00
DENVER BEVERAGE	Restaurant equipment repairs	188.00
DENVER REGIONAL COUNCIL OF GOVERNMENTS	Participating Membership dues	2,150.00
DENVER SIGN FACTORY	Signage for restaurant	700.00
DEPARTMENT OF MOTOR VEHICLE	4th Quarter OJW & Default fees collected	300.00
DERRICK SCHMIDT	CDL fee & boot reimbursement	67.94
DIRK DELFORGE	Refund overpayment	13.88
DISSCO	Street patching supplies	1,440.32
DR HORTON	Reimburse for Main Feeder Capital Investment Fees	56,485.00
DURAN EXCAVATING INC	HSIP Construction retainage	18,175.28
E & G TERMINAL INC	Shop supplies	258.74
E-470 PUBLIC HIGHWAY AUTHORITY	Travel and training	33.90
ECOLOGICAL RESOURCE CONSULTANTS INC	Bulrush Wetlands Operations Manual & On Call Services	4,912.00
EMPLOYERS COUNCIL SERVICES INC	EC Membership dues / Updated Employment posters	1,656.00
ENVIRONMENTAL SYSTEMS RESEARCH INST.	Annual Licenses for software	25,000.00
ENVIROTECH SERVICES, INC.	Ice Slicer	11,171.53
EON OFFICE	Office supplies	676.03
ESI EMPLOYEE ASSISTANCE PROGRAM	EAP Program Annual fee	3,500.00
EZ GO-A TEXTRON CO	Equipment parts	1,408.83
EZ LINKS GOLF LLC	Golf Course supplies	550.00
FACTORY MOTOR PARTS CO	Auto parts	6,688.85
FAIRFIELD AND WOODS PC	Legal services	2,047.18
FASTENAL COMPANY	Supplies	106.28
FBI NATIONAL ACADEMY ASSOCIATES INC	Membership dues	105.00
FBI-LEEDA	Training	695.00
FELSBURG HOLT & ULLEVIG, INC.	Transportation Master Plan	13,334.00
FREDERICK FIRESTONE FIRE PROTECTION DIST.	FURA - Wyndham Hill TIF Revenue Sharing/EOC Support Ser	69,862.05
FREEDOM MAILING SERVICES LLC	Utility billing printing services	4,873.33
FRP APPAREL	Safety uniforms	2,011.09
G & G EQUIPMENT INC	Equipment parts	1,112.74
GOLF & SPORT SOLUTIONS LLC	Golf Course maintenance supplies	987.67
GREEN MILL SPORTMAN'S CLUB	Training	300.00
GREEN MOUNTAIN PROMOTIONS	Branded items	12,276.14
HIGH PLAINS LIBRARY DISTRICT	FURA - Wyndham Hill TIF Revenue Sharing	15,395.67
HIGHER GROUND CONSULTING INC	Training	3,230.00
HOME DEPOT CREDIT SERVICES	Supplies	757.83
IMPERIAL LEASING LLC	Reimburse for Main Feeder Capital Investment Fees	1,500.00
INNOVATIVE OFFICE SOLUTIONS	Postage meter supplies	228.50
INTEGRITY CDL ACADEMY LLC	CDL testing	825.00
INTERSTATE FORD	Vehicle repairs	4,630.87
IPOWER ALLIANCE	Planning Development Deposit refund	2,500.00
IVAN PEREZ	Tuition reimbursement	235.58
JEFF CAHN INC	Judge services	1,200.00

Town of Frederick - List of Bills  
November 22, 2019 - December 26, 2019

JENNIFER SIMMONS	Reimbursement for supplies	391.03
JESSICA HILL	Training Per Diem/travel reimbursement	536.58
JO MATTOON ASSOCIATES	Supervisory Training Class	1,500.00
JORDEN STEELE	CDL Fee reimbursement	17.94
JUSTINE PARK	Wood sculpture repairs	710.00
JUSTON MARR	Boot reimbursement	50.00
KING SURVEYORS INC	Layton Lateral Survey	910.50
KINSCO LLC	Uniforms for Police Department	264.96
KODIAK LEASING LLC	Reimburse for Main Feeder Capital Investment Fees	1,500.00
KRISTIN NORDECK BROWN PC	Legal services	1,274.00
LAMP RYNEARSON & ASSOCIATES INC.	SRTS Thunder Valley K-8 Multiuse Trail Design	318.00
LANGUAGE LINE SERVICES	Interpretation services	22.30
LEXISNEXIS RISK DATA MANAGEMENT	Lumen subscription	665.00
LGI HOMES COLORADO LLC	Reimburse for Main Feeder Capital Investment Fees	19,305.00
LIFE STORIES CHILD & FAMILY ADVOCACY	4th Qtr. billing	219.00
LIGHTING, ACCESSORY & WARNING SYSTEMS	Vinyl graphics for vehicles	1,181.00
LONGMONT HUMANE SOCIETY	Animal impound fees	1,021.50
LUXOTTICA USA LLC	Golf shop merchandise	2,015.00
MAIL SOLUTIONS & PRINTING	Printing services	335.60
MARSH LAW PC	Legal services	388.50
MARSHAL INFORMATION SERVICES LLC	Permit software	156.25
MASEK GOLF CAR COMPANY	Golf cart maintenance supplies	935.15
MATCO TOOLS DISTRIBUTOR	Shop tools	494.69
MCCANDLESS INTL TRUCKS OF COLORADO	Equipment maintenance	389.73
MCGEE COMPANY	Shop Equipment	1,374.43
MEDICAL CENTER OF THE ROCKIES	Exam kit	942.90
MIKE RICHMOND	CDL Physical reimbursement	150.00
MIRROR IMAGE BREWING COMPANY	Restaurant supplies	55.00
MOSES WITTEMYER HARRISON & WOODRUFF	Legal services	6,826.00
MOTOROLA SOLUTIONS INC	Police equipment	12,136.25
MOUNTAIN COWBOY BREWING	Restaurant supplies	70.00
MTL FAMILY ENTERPRISES	Hydrant Meter deposit refund	2,200.00
NATIONAL BUSINESS FURNITURE LLC	Office furniture	3,983.23
NATW	Membership dues	35.00
NEXT STEP COMMUNICATIONS LLC	Courtroom audio improvements	8,720.00
NORTHERN CO. WATER CONSERVANCY DIST.	FURA - Wyndham Hill TIF Revenue Sharing	4,728.40
NORTHERN CO. WATER CONSERVANCY DIST.	NISP payment	1,960,804.23
NORTHERN ENGINEERING SERVICES	TOF Metro District/Water Line Easement Survey	1,603.96
O.J. WATSON COMPANY INC	Equipment	20,740.00
OCCUPATIONAL HEALTH CENTERS	New hire evaluation	246.50
OPTUM	Merchant HSA fees	154.00
O'REILLY AUTOMOTIVE INC	Vehicle maintenance supplies	26.00
PATENT TRADEMARK BUREAU	Trademark renewal - Built on What Matters	1,250.00
PAUL C BENEDETTI	Legal services	4,995.00
PETERSEN SPECIALTY	Notary stamp	33.00
PINNACOL ASSURANCE	Workers Comp Premiums	15,218.00
PRAIRIE MOUNTAIN MEDIA	Publication costs	142.82
PRE ACTION FIRE INC	AES Quarterly Monitoring	525.00
PRO GOLF REPAIR LLC	Pro Golf Services	718.00
PUBLIC AGENCY TRAINING COUNCIL	Detective training	525.00
PYE BARKER FIRE & SAFETY	Service & testing of fire suppression system	222.25
R & R PRODUCTS	Repair parts for equipment	555.40

Town of Frederick - List of Bills  
November 22, 2019 - December 26, 2019

RAMEY ENVIRONMENTAL COMPLIANCE	Quarterly Tank Inspections	600.00
REBECCA AGUILAR	Restitution owing	596.94
REDI SERVICES LLC	Porta-john services	296.00
REDNECK TRAILER SUPPLIES	Vehicle supplies	155.55
REIF & HUNSAKER PC	Consulting services	633.50
RENEWABLE FIBER INC	Maintenance materials	15,607.91
RICHARD MCCASKILL	Reimbursement for supplies	35.03
RICHMOND AMERICAN HOMES	Reimburse for Main Feeder Capital Investment Fees	1,430.00
ROBERT CRAVER	Refund overpayment	373.19
ROBIN HOODS CLEAN LLC	Restaurant maintenance & cleaning	425.00
ROCHE CONSTRUCTION	Reimburse for MFCI Fees / Hydrant Meter Deposit refund	3,700.00
ROCKY MOUNTAIN CHRISTIAN CHURCH	Night to Shine Donation	3,141.00
ROCKY MOUNTAIN INTEGRATORS INC	Building door security	18,870.00
SAFEGUARD BUSINESS SYSTEMS	Finance supplies	333.77
SAFETY & CONSTRUCTION SUPPLY INC	Safety supplies	85.85
SAFEWAY	Supplies	170.52
SAMEDAY OFFICE SUPPLY	Office furniture	75.00
SAM'S CLUB / GECRB	Supplies	1,979.49
SAMSON LAW FIRM	Legal services	14,000.00
SARAH WATSON	Tuition reimbursement	3,000.00
SCOTT MURDOCK TRAILER SALES LLC	Trailer	15,050.00
SESAC	Music Licensing fee	460.00
SETER & VANDER WALL P.C.	Frederick Metro District work	1,275.65
SHRED-IT USA	Document shredding	195.15
SIMPLOT PARTNERS	Maintenance supplies	3,887.00
SITEIMPROVE INC	Subscription to website improvement software	2,742.27
SNS IRON WORKS INC	Hydrant Meter Deposit refund	2,200.00
SPOT ON SOUND PRODUCTIONS	Chainsaws & Chuckwagons sound production deposit	11,537.50
SPRADLEY BARR	Emergency vehicle equipment	57,011.00
ST VRAIN SANITATION DISTRICT	FURA - Wyndham Hill TIF Revenue Sharing/Sanitation utility	6,922.08
ST. VRAIN VALLEY SCHOOL DISTRICT	FURA - Wyndham Hill TIF Revenue Sharing	262,486.98
STAPLES ADVANTAGE	Office furniture	2,044.74
STRIGLOS COMPANIES, INC.	Open Space - VM Licensing/Computer equipment	48,861.00
SUMMIT STRATEGIES	Economic Development Consulting	5,000.00
SWIRE COCA-COLA USA	Restaurant supplies	105.20
SYSCO DENVER	Restaurant supplies	7,308.61
SYSTEMS MEP INC	Engineering services for skate park lighting	3,500.00
TBK BANK,SSB	PW Facility Loan Payment	84,820.10
TEAM PAIN ENTERPRISES INC	Skate Park Construction services	77,152.35
TELOS ONLINE INC	Internet services	309.99
THE ANTIGUA GROUP INC	Restaurant staff uniforms	194.71
THE NAKED HANGER DRY CLEANERS	Uniform cleaning	2,331.40
TIMBERLAN	IT Services	9,446.50
TIMES-CALL	Digital all access newspaper subscription	166.68
TLO LLC	Investigation fees	151.00
TOUR EDGE	Golf equipment	1,174.50
TRACTOR SUPPLY CREDIT PLAN	Equipment maintenance	92.98
TRANSWEST TRUCK	Equipment parts	3,730.86
TRAVISMATHEW LLC	Golf Course merchandise	295.50
TRI CITY ELECTRIC	Electrical Permit refund	48.40
TRI TOWN AUTOMOTIVE	Vehicle repairs	189.98
U.S. POSTAL SERVICE (CMRS-FP)	Postage for meter machine	500.00

Town of Frederick - List of Bills  
November 22, 2019 - December 26, 2019

ULTIMATE DATABASE SOLUTIONS INC	UDS Support agreement	5,000.00
UMB BANK, NA	Q4 Custodian Fee	187.50
UNIFIRST CORPORATION	Mat services and building supplies	647.35
UNITED POWER	Electric utility/Service set-up to Skate Park	17,298.12
UNIVERSITY AUTO PARTS INC	Shop equipment	679.87
UNIVERSITY OF BRITISH COLUMBIA	2019 Scholarship	1,500.00
UPPER CASE PRINTING, INK.	Printing services for utility bills	1,088.75
USGA CLUB MEMBERSHIP	Membership dues	150.00
UTILITY NOTIFICATION CENTER OF COLO.	Utility locate transmissions	917.32
VAN DIEST SUPPLY COMPANY	Agricultural supplies	23,974.72
VERIZON WIRELESS	Cell phone and wireless services	5,154.56
VOLVIK	Golf shop merchandise	501.41
W.L. CONTRACTORS, INC.	Signal Light adjustments	1,659.00
WARD ELECTRIC COMPANY INC	Electric maintenance	13,114.31
WASTE CONNECTIONS OF COLO INC	Trash service	56,558.76
WELD COUNTY	Wireless Annual maintenance	51,508.00
WELD COUNTY COURT	Bond transfer	1,000.00
WELD COUNTY DEPARTMENT OF PUBLIC	Water testing	315.00
WELD COUNTY GOVERNMENT	Inmate charges	117.12
WELD COUNTY SHERIFF	Victim Service agreement	4,500.00
WELD COUNTY TREASURER	FURA - Wyndham Hill TIF Revenue Sharing	18,914.22
WEX BANK	Fuel	5,997.14
WIDE OPEN ENTERPRISES LLC	Liquor License refund	1,048.75
WTC-WICKMAN TRACTOR CO	Tractor purchase	23,552.13
WYNDHAM HILL METRO DIST NO.3	Frederick Urban Renewal-Property Tax Sharing Agreement	3,219.13
YES COMMUNITIES	Reimburse for Main Feeder Capital Investment Fees	7,150.00
	Total:	<u>3,896,288.65</u>



# TOWN OF FREDERICK BOARD OF TRUSTEES ACTION MEMORANDUM

Tony Carey, Mayor

Laura Brown, Mayor Pro Tem  
Rocky Figurilli, Trustee  
Salvatore "Sam" DeSantis, Trustee

Tracie Crites, Trustee  
Rusty O'Neal, Trustee  
Dan March, Trustee

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## To Consider an Ordinance Amending Section 10-245 of the Municipal Code Related to Park Curfews

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**Agenda Date:** Town Board Meeting – February 25, 2020

**Attachments:**

- a. Minutes from the February 6, 2019 Parks, Open Space, and Trails Commission
- b. Redline of Municipal Code Section 10-245
- c. Ordinance 1335

**Finance Review:** \_\_\_\_\_  
Finance Director

**Submitted by:** Jennifer Simmons  
Planning Director

**Approved for Presentation:**   
Town Manager

Quasi-Judicial       Legislative       Administrative

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### **Summary Statement:**

Frederick Municipal Code Section 10-245 states that all parks are open to the public from sunrise to sunset. The Parks, Open Space, and Trails (POST) Commission respectfully requests that the hours of the skate park to be used be adjusted to allow skaters to use the park until 10:00 p.m.

### **Detail of Issue/Request:**

The Frederick Municipal Code provides regulations on the use of the Town's parks. Section 10-245 sets the hours of operation for public parks between sunrise and sunset, with the exception of Crist Park which is open for public use between sunrise and 10:00 p.m. The hours for Crist Park were adjusted in 2014 with Ordinance 1175.

**Built on What Matters.**

Construction of the skate park is well underway and includes lighting for the park. With the ability to provide lighting to the park, the POST Commission had a discussion at their February 6, 2019 meeting regarding the park's hours of operation. The discussion included the following information regarding other skate parks in the area and their posted hours.

<b>Park</b>	<b>Municipality</b>	<b>Directly Adjacent to Homes?</b>	<b>Hours of Operation</b>
Arvada Skatepark	Arvada	No	6 a.m – 10 p.m.
Lafayette Skatepark	Lafayette	No	7 a.m. – 9 p.m.
Brian Aragon Skatepark	Brighton	No	6 a.m. – 10 p.m.
Hillsboro Skatepark	Milliken	Yes	8 a.m. – 9 p.m.
Don Anema Skatepark	Northglenn	Yes	5 a.m. – 10 p.m.
Erie Community Street League Skatepark	Erie	No	6 a.m. – 10 p.m.
Sandstone Ranch Skatepark	Longmont	No	8 a.m. – 11 p.m.
Louisville Skatepark	Louisville	No	6 a.m – 10 p.m.
Thomas J. Slocum Memorial Skatepark	Thornton	No	7 a.m. – 9:30 p.m.
Stapleton Skatepark	Denver	Yes	7 a.m. – 10 p.m.
Pioneer Park Skatepark	Commerce City	Yes	5 a.m. – 11 p.m.
Westminster Skatepark	Westminster	No	None listed

Because nightfall happens relatively early during the winter, the ability to provide lighting creates an opportunity for youth to have a unique activity away from home beyond sundown. The lighting has been designed to ensure no light extends beyond the property. Lights will come on as the sun goes down and be programmed to shut down at a specific time.

Based on the information above, the POST Commission recommends amending the Municipal Code to allow users of the skate park to be there until 10:00 p.m.

**Legal Comments:**

The Ordinance was reviewed and revised by the Town Attorney.

**Alternatives/Options:**

The Board may choose to amend the ordinance as they see fit.

**Financial Considerations:**

Not applicable.

**Staff Recommendation:**

Staff recommends approval of the attached ordinance.



Built On What Matters

# TOWN OF FREDERICK

PARKS, OPEN SPACE, AND TRAILS  
COMMISSION MINUTES



Wednesday, February 6, 2019  
7:00 P.M.

The meeting was called to order at 7:00 p.m. Attendance was taken and the following people were present: Chairman Beehler, Commissioners Gill, Griffin, Davis, Fosdick, and Pilon, and Planning Director Simmons. Trustee Crites and Commissioner Schlais were absent.

## ADDITIONS TO THE AGENDA:

Discussion of DIY Day participation.

## APPROVAL OF MINUTES FROM THE PREVIOUS MEETING:

The meeting minutes were available for review from the regular meeting held January 2, 2019. Commissioner Davis made a motion to approve. Commissioner Pilon seconded the motion. A vote was taken and the motion carried unanimously.

## TREE SALE

An update was provided on the tree sale. The Commission is generally interested in participating. Commissioner Fosdick suggested including information in the Flash leading up to the sale.

## SKATEPARK HOURS

The Commission discussed neighboring communities skatepark hours of operation. They believe allowing the skatepark to be open until 10 pm is reasonable and consistent with Crist Park. The park will open at sunrise. Commissioner Gill asked about what happens with the lights at closing time. Planning Director Simmons explained the desire to use a controller on the lights that will shut them off in a progression from furthest away from the parking lot to closest to the parking lot. The Commission also asked about rules for the skatepark and asked the designer for recommendation.

## DISCUSSION OF ONGOING PROJECTS:

The ongoing projects were presented to the Commission.

OTHER BUSINESS:

DIY Day – May 4<sup>th</sup>, 2019 The Commission agrees that it’s worthwhile to have the Avid 4Adventure bike course for the Commission.

There was a discussion of electric bikes on trails. The Town does not have a policy. Electric bikes are not considered motorized vehicles.

Motion to adjourn the meeting was made by Chairman Beehler at 7:50pm.

---

Jennifer Simmons  
Planning Director

---

Chuck Beehler, Chairman  
Parks, Open Space, and Trails Commission

**Sec. 10-245.****Curfew – parks.**

(a) Parks of the Town of Frederick are open for public use between sunrise and sunset.

(1) Crist Park shall be open for public use between sunrise and 10:00 p.m.

(2) The skate park at Frederick Recreation Area shall be open for public use between sunrise and 10:00 p.m.

(b) It shall be unlawful for any person to remain present at a Town park during hours not designated for public use. This Section is designated noncriminal.

(c) At the discretion of the Town Manager, or designee, a person may remain at a Town park after the curfew hours designated in this Section. Application for after-hours park use shall be submitted to the office of the Town Manager. The permit issued by the Town Manager, or designee, shall designate the period of use of the park. (Ord. 1175 §1, 2014)

**The Frederick Municipal Code is current through Ordinance 1326, passed October 22, 2019.**

Disclaimer: The Town Clerk's Office has the official version of the Frederick Municipal Code. Users should contact the Town Clerk's Office for ordinances passed subsequent to the ordinance cited above.

[Town Website: www.frederickco.gov](http://www.frederickco.gov)

Town Telephone: (720) 382-5500

[Code Publishing Company](#)

**TOWN OF FREDERICK, COLORADO  
ORDINANCE NO. 1335**

**AN ORDINANCE OF THE TOWN OF FREDERICK, COLORADO, REVISING  
CHAPTER 10, ARTICLE XII, SECTION 10-245, OF THE FREDERICK  
MUNICIPAL CODE, ENTITLED “CURFEW - PARKS.”**

**NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE  
TOWN OF FREDERICK, AS FOLLOWS:**

**WHEREAS**, the Board of Trustees finds it necessary and appropriate to revise the provisions of the Frederick Municipal Code establishing the curfew hours at local parks.

**Section 1:** Chapter 10, Article XIII, Section 10-245 of the Frederick Municipal Code is hereby repealed in its entirety and re-enacted to read as follows:

**10-245: Curfew - parks:**

- (a) Parks of the Town of Frederick are open for public use between sunrise and sunset, except as follows:
  - (1) Crist Park shall be open for public use between sunrise and 10:00 p.m.
  - (2) The skate park at Frederick Recreation Area shall be open for public use between sunrise and 10:00 p.m.
  
- (b) It shall be unlawful for any person to remain present at a Town park during hours not designated for public use. This Section is designated non-criminal.
  
- (c) At the discretion of the Town Manager, or designee, a person may remain at a Town park after the curfew hours designated in this section. Application for after-hours park use shall be submitted to the office of the Town Manager. The permit issued by the Town Manager, or designee, shall designate the period of use of the park.

**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 the ordinance. The Town Board hereby declares that it would have passed the ordinance including each part, section, subsection, sentence, clause or phrase thereof, irrespective of the fact that one or more parts, sections, subsections, sentence, clauses or phrases be declared invalid.

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

**INTRODUCED, READ, PASSED, ADOPTED AND ORDERED PUBLISHED THIS 25<sup>th</sup>  
DAY OF FEBRUARY 2020.**

TOWN OF FREDERICK

By \_\_\_\_\_  
Tony Carey, Mayor

ATTEST:

By \_\_\_\_\_  
Meghan C. Martinez, CMC, Town Clerk



# TOWN OF FREDERICK BOARD OF TRUSTEES ACTION MEMORANDUM

Tony Carey, Mayor

Laura Brown, Mayor Pro Tem  
Rocky Figurilli, Trustee  
Salvatore "Sam" DeSantis, Trustee

Tracie Crites, Trustee  
Rusty O'Neal, Trustee  
Dan March, Trustee

---

## Consideration of a Sign Design Program for Bear Industrial Park Block 1 Lot 3

---

**Agenda Date:** Town Board Meeting - February 25, 2020

**Attachments:**

- a. Exhibit A Proposed Site Plan
- b. Exhibit B Proposed Sign Drawings
- c. Exhibit C Existing Monument Sign
- d. Exhibit D Permitted Wall Signage Drawings
- e. Resolution 20-R-12

**Finance Review:** \_\_\_\_\_  
Finance Director

**Submitted by:** \_\_\_\_\_  
Maureen Welsh  
Planner I

**Approved for Presentation:** \_\_\_\_\_  
  
Town Manager

Quasi-Judicial

Legislative

Administrative

---

### **Summary Statement:**

Land Use Code Section 7.17 allows for alternative standards of the sign regulations through a design alternative program. Guardian Storage is requesting a 295 square foot sign along East I-25 Frontage Road.

### **Detail of Issue/Request:**

Applicant: Matt Williams, Broomfield Sign Co.

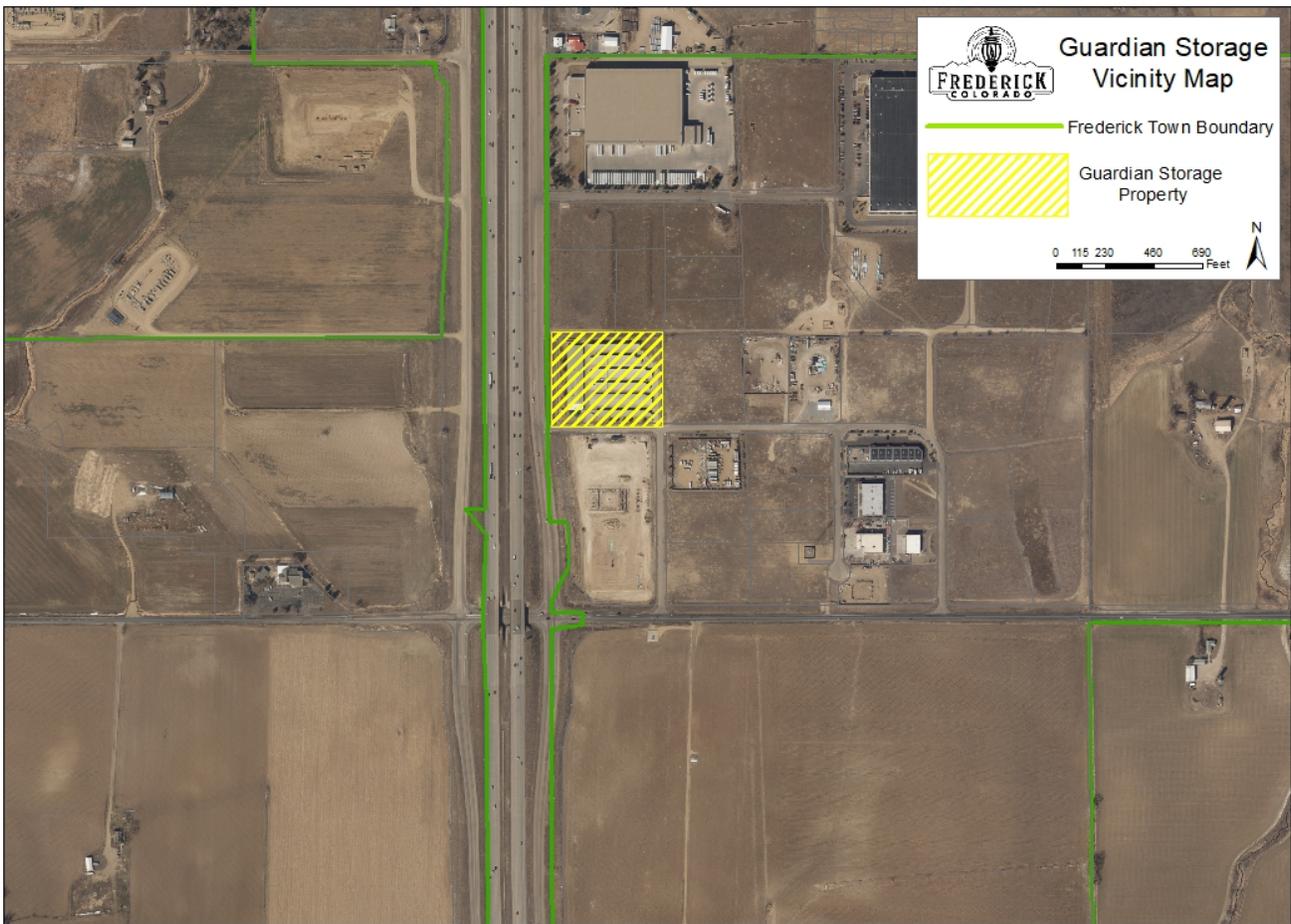
Owner: Kevin Cohen

**Built on What Matters.**

Location and Zoning: The project site is located at the northeast corner of East I-25 Frontage Road and Bruin Boulevard. The property is zoned I (Industrial District).

**Surrounding Land Uses and Zoning:**

- North Land use: platted and undeveloped (Park 4040)  
Zoning: Industrial District with a PUD overlay
- South Land use: Heartland Express  
Zoning: Industrial
- West Land use: platted and undeveloped (Bear Industrial Park Lot 4 Block 1)  
Zoning: Industrial
- East Land use: not platted and undeveloped (Dillon Annexation)  
Zoning: Business Light Industrial



**Request:**

Bear Industrial Park Block 1 Lot 3 has an existing monument sign located along East I-25 Frontage Road that is currently about 55 square feet. The applicant has stated that it is too small in size to be seen by the local traffic traveling north and south on I-25 at 70 to 80 miles per hour. The applicant considered wall signage that would be allowable under the current code on the building that faces I-25 along the

western property line. However, this building is below grade and is screened by mature landscaping making the view of any wall signage obstructed.

The maximum height of a detached permanent sign in the Industrial district follows; 10 feet or 5 percent of frontage, whichever is taller, plus 5 feet for signs located along Hwy 52 frontages (not to exceed 20 feet) and 10 feet for signs located along I-25 frontages (not to exceed 25 feet). With this, Guardian Storage is permitted 25 feet in height for their monument sign. However, the maximum sign area for a monument sign in the Industrial District follows; 1 square foot per 2 linear feet of frontage for the first 100 feet of frontage, then 1 square foot per 4 linear feet of frontage. This would only allow Guardian Storage approximately 122.5 square feet of signage. Therefore, Guardian Storage is requesting a 295 square foot monument sign that is 25 feet in height in lieu of the permitted 889 square feet of wall signage, across the site.

### **Sign Design Program Criteria Analysis:**

Subsection 4 of Section 7.17 of the Land Use Code includes the following Approval Criteria. The Board of Trustees may approve a design program if it finds that the design program results in a substantially improved, comprehensive and unified proposal compared to what is allowed through strict compliance with the sign regulations of the Land Use Code.

- A. Modification of sign setbacks or required landscape area. Setbacks or required landscape area for detached signs may be different from the requirements of the Article if it is demonstrated that there is no impact on public safety or on utility easements, the aesthetic impact of the modification is appropriately mitigated, and all other requirements for approval of a design program are met.

Staff comment: No modifications of sign setbacks or required landscape area are being requested or proposed as part of this application. The proposed setbacks and landscaping are consistent with the Land Use Code.

- B. Architectural theme. All signs shall be architecturally integrated into or complementary to the design and materials of the buildings and character of the site, and shall use similar and coordinated design features, materials, and colors. The design program shall establish or continue an integrated architectural vocabulary and cohesive theme for the development.

Staff comment: The architectural theme of the proposed monument sign will match the existing architectural elements at Guardian Storage. The skirt at the base of the proposed sign will be painted to match the color of the building to help integrate it into the color scheme of the storage complex.

- C. Height, area, number and location of signs. The height, area, type, number and location of signs permitted through the design program shall be determined by the Board of Trustees, based on the following criteria:
  - 1. The overall size of the development and the scale of the use or uses located or anticipated to be located there (larger land areas and scales of use tend to favor larger signs and/or more signs);
  - 2. The relationship between the building setback and sign location (higher visibility signage may be appropriate for buildings with lower visibility);

3. Frontage (larger frontages may justify more or larger signs, particularly if the size of the frontage tends to prevent sign clutter by allowing additional spacing between signs);
4. Access and visibility to the site;
5. Intended traffic circulation pattern;
6. Hierarchy of signage;
7. Relationship between the site and adjacent uses; and
8. Consistency with the objectives and design policies of the Town's Comprehensive Plan and any applicable land use or design plans approved by the Board of Trustees for the area in which the design program is proposed.

Staff comment: The applicant could install 498 square feet of wall signage on their western frontage but are instead asking for a larger than strictly permitted monument sign. They are requesting a 295 square foot sign with a maximum height of 25 feet. This is 172.5 square feet larger than permitted.

**Legal Comments:**

The applicant's request is discretionary with the Board pursuant to the Town Sign Code. The resolution was prepared by the Town Attorney.

**Alternatives/Options:**

The Board of Trustees may recommend approval of the request, denial of the request, or approval of the request with conditions.

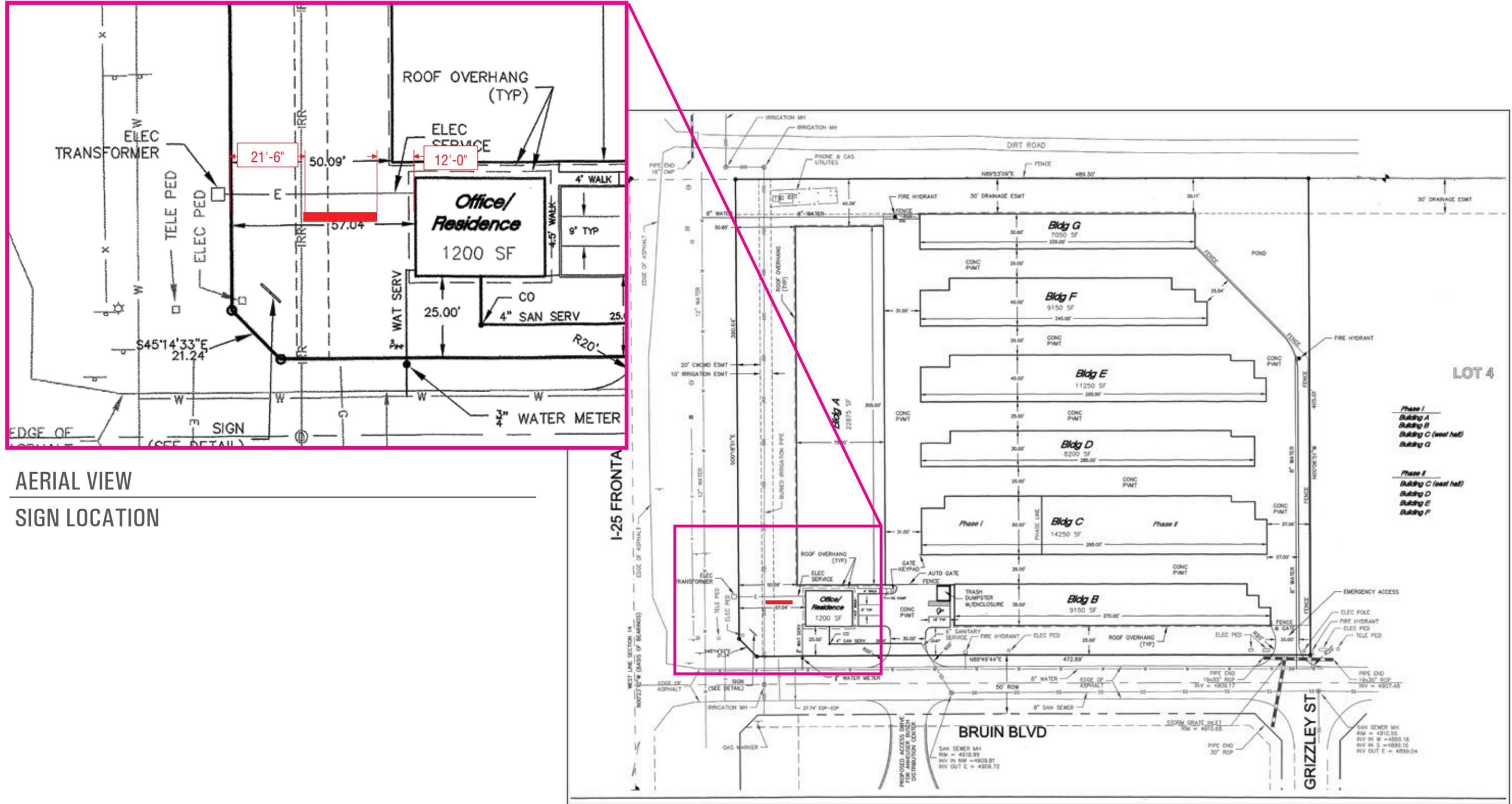
**Financial Considerations:**

Not applicable.

**Staff Recommendation:**

Staff is seeking Board direction on this request.

Exhibit A



AERIAL VIEW  
SIGN LOCATION

# Exhibit B

## GUARDIAN SELF STORAGE PYLON / PYLON EMC SIGN OPTIONS

## Proposed Sign Drawings



FRONT / BACK VIEW  
1/4" = 1'-0"

QTY(1)  
SIGN- 295 SQFT

SIDE VIEW

### SCOPE OF WORK

- MANUFACTURE & INSTALL NEW D/F INTERNALLY ILLUMINATED SIGN
- **TECH SURVEY REQUIRED PRIOR TO PRODUCTION**

### COLOR KEY

- P1** MP - PMS 287 SATIN FINISH
- P2** MP - BLACK SATIN FINISH
- P3** MP - TBD (MATCH BUILDING)
- V1** SULTAN BLUE 3630-157 VINYL
- V2** KUMQUAT ORANGE 3630-74 VINYL

### SIGN SPECIFICATIONS

- A CABINET**  
24" DEEP ALUMINUM FRAME WITH 1/8" ALUMINUM ATTACHED & PAINTED WITH A SATIN FINISH.  
2" RETAINERS TO HOLD FACES. SIGN INTERNALLY ILLUMINATED BY 6500-7000K WHITE LEDS. ATTACHED TO CENTER POLE
- B FACE**  
778" WHITE PANAFLEX FACE WITH TRANS VINYL GRAPHICS APPLIED 1ST SURFACE
- C EMC DISPLAY**  
16MM OPTEC INFINITY MOD AMBER DISPLAY  
MATRIX SIZE - 420 x 45  
ACTIVE AREA - 2' 4 3/8" x 22' 9/16"  
CELL MODEM COMMUNICATIONS DISPLAYS ATTACHED TO CENTER POLE WITH AN INTERNAL STEEL FRAME STRUCTURE  
EMC ENCLOSED ON ALL SIDES W/ ALUMINUM FILLER PANELS.  
EMC CABINET HAS A 1.5" GAP ON BOTTOM FOR PROPER VENTILATION W/ (2) FANS PLACED ON EACH SIDE OF EMC
- D SKIN**  
.080 ALUMINUM SKIN ATTACHED TO INTERNAL FRAME ALUMINUM PAINTED WITH A SATIN FINISH
- E POLE**  
10" SCHEDULE 40 STEEL POLE.  
10" POLE TO BE 10' BELOW GRADE.  
**\*ESD DRAWING REQUIRED**
- F CAISSON**  
3'-6" X 10' CONCRETE CAISSON FOR A 10" SCHEDULE 40 STEEL POLE  
**\*ESD DRAWING REQUIRED**



7245 W. JERRY PL.  
Brentwood, CO 80020  
973-464-0634  
www.bsccustom.com



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CLIENT / PROJECT NAME  
GUARDIAN SELF STORAGE

ADDRESS  
9051 Bruin Blvd. Frederick,  
CO 80504

SALES / DESIGNER  
MATT WILLIAMS  
KYLE KUBERRA

DATE / CONCEPT  
01.16.2020 SQ FT STUDY

FILE LOCATION  
2020 Customer Art\Guardian Self Storage\9051  
Bruin Blvd. Frederick, CO 80504\Sign  
Design\Concepts

# Exhibit C

## GUARDIAN SELF STORAGE EXISTING MONUMENT SIGN



VIEW OF EXISTING SIGN FROM NORTHBOUND I-25



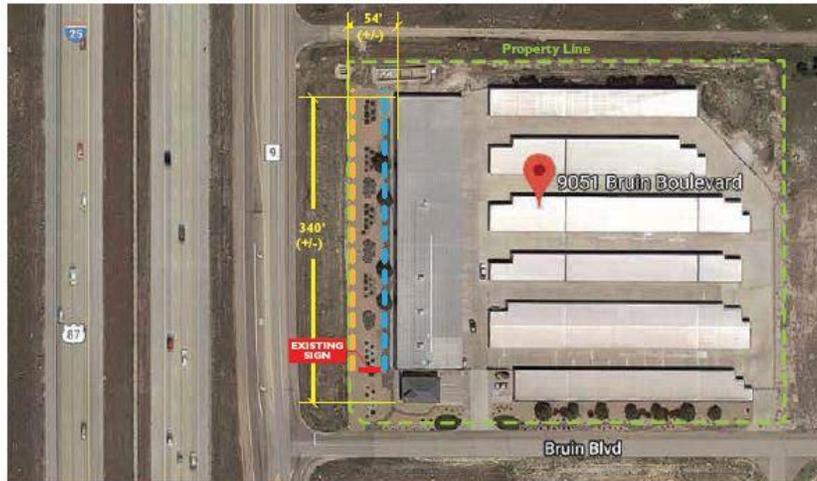
VIEW OF EXISTING SIGN FROM SOUTHBOUND I-25

## Existing Monument Sign



EXISTING MONUMENT SIGN

1/4" = 1'-0"



Sign Location Plan  
Not to scale

Site Address:  
9051 Bruin Blvd  
Frederick, CO 80504

Township Code: Town of Frederick  
Zoning District: Industrial District (I)

### Drawing Key

- Property Line
- 12' Setback (from building walls)
- 1' Setback (from property line)

**Sign Allowance:**  
(Frederick Municipal Ordinance)

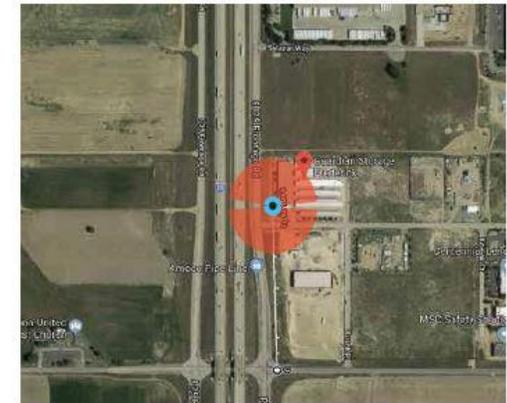
**Sign Area:**  
Building frontage is 340 LF  
1 SF per 2 LF for first 100ft = 50 SF  
1 SF per 4 LF of 240ft = 60 SF  
**Total Permitted: 110 SF**

**Sign Height:**  
5% of Frontage (340') = 17'  
Plus 10' for signs located along I-25  
(not to exceed 25'H)  
**Max Height: 25' H**

**Required Setback:**  
Must be set back 1' from the property line  
Must also be spaced at least 12' from building walls

**Message Center:**  
Shall not occupy more than 45% of sign area  
25 millimeter max. pixel pitch

Text	Letter Height	Readable Distance for Maximum Impact	Maximum Readable Distance
Logo Text ("G")	7"	70'	280'



Visibility Study  
Not to scale



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CLIENT / PROJECT NAME  
GUARDIAN SELF STORAGE

ADDRESS  
9051 Bruin Blvd, Frederick,  
CO 80504

SALES / DESIGNER  
MATT WILLIAMS  
KYLE KUBERRA

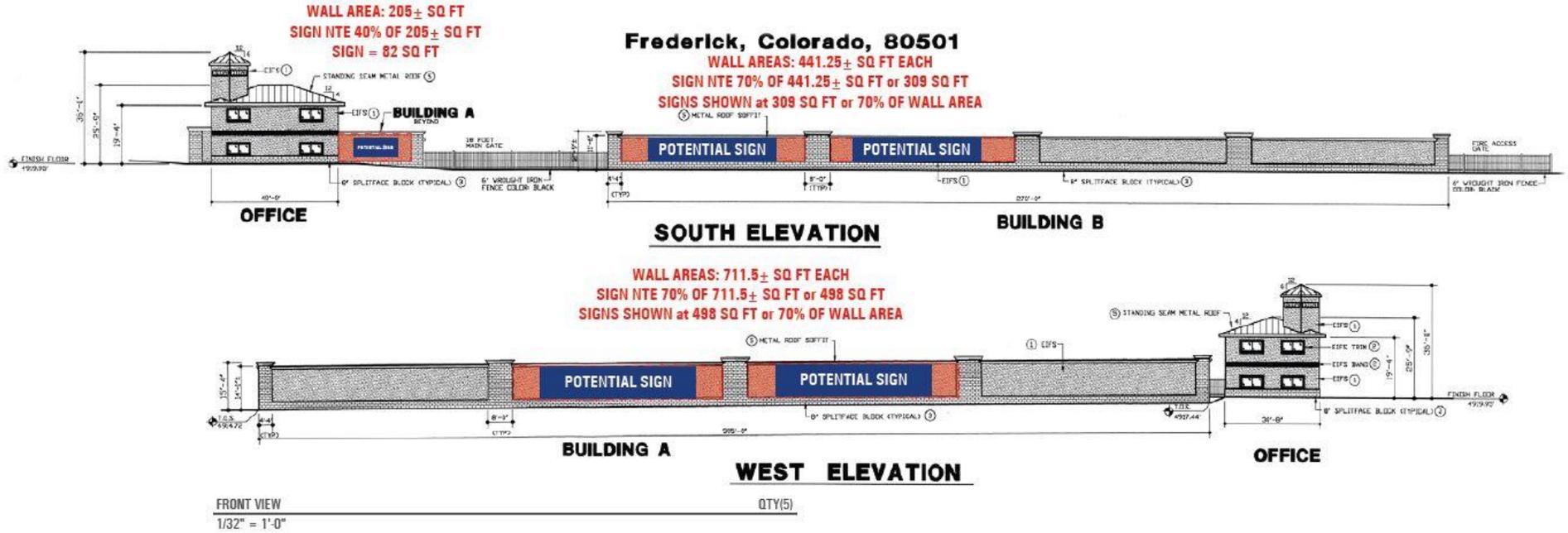
DATE / CONCEPT  
01.16.2020 SQ FT STUDY

FILE LOCATION  
2020 Customer Art/Guardian Self Storage(9051  
Bruin Blvd, Frederick, CO 80504)/Sign  
Design/Concepts

# Exhibit D

## GUARDIAN SELF STORAGE ALLOWABLE SQUARE FOOTAGE STUDY

ALLOWABLE SQUARE FOOTAGE STUDY: 1,696 SQ FT OF POTENTIAL SIGNAGE SHOWING



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CLIENT / PROJECT NAME  
GUARDIAN SELF STORAGE  
SQUARE FOOTAGE STUDY

ADDRESS  
9051 BRUIN BLVD  
FREDERICK, CO 80504

SALES / DESIGNER  
MATT WILLIAMS  
KYLE KUBERRA

DATE / CONCEPT  
01.16.2020 SQ FT STUDY

FILE LOCATION  
2020 Customer Art/Guardian Self Storage/9051  
Bruin Blvd, Frederick, CO 80504/Sign  
Design/Concepts

# Exhibit D

**GUARDIAN SELF STORAGE**  
ALLOWABLE SQUARE FOOTAGE STUDY

WALL SIGNAGE DUE TO LANDSCAPING AND HIGHWAY ELEVATION IS INEFFECTIVELY SEEN FROM I-25



VIEW OF SIGNAGE BEHIND EXISTING LANDSCAPING



EXISTING



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**CLIENT / PROJECT NAME**  
GUARDIAN SELF STORAGE  
SQUARE FOOTAGE STUDY

**ADDRESS**  
9051 BRUIN BLVD  
FREDERICK, CO 80504

**SALES / DESIGNER**  
MATT WILLIAMS  
KYLE KUBERRA

**DATE / CONCEPT**  
01.16.2020 SQ FT STUDY

**FILE LOCATION**  
2020 Customer Art(Guardian Self Storage(9051 Bruin Blvd, Frederick, CO 80504)Sign Design)(Concepts



# TOWN OF FREDERICK BOARD OF TRUSTEES ACTION MEMORANDUM

Tony Carey, Mayor

Laura Brown, Mayor Pro Tem  
Rocky Figurilli, Trustee  
Salvatore "Sam" DeSantis, Trustee

Tracie Crites, Trustee  
Rusty O'Neal, Trustee  
Dan March, Trustee

---

## Consideration of the Carriage Hills Marketplace East Parcel Filing 1 Amendment A, Lot 2 Conditional Use for Ziggi's Coffee

---

**Agenda Date:** Town Board Meeting - February 25, 2020

**Attachments:**

- a. Proposed Site Plan
- b. Traffic Memo dated January 16, 2020
- c. PCR-2020-02A
- d. Draft Planning Commission Minutes
- e. Resolution 20-R-13

**Finance Review:** \_\_\_\_\_  
Finance Director

**Submitted by:** Ali van Deutekom  
Planner

**Approved for Presentation:**   
Town Manager

Quasi-Judicial       Legislative       Administrative

---

### **Summary Statement:**

This is a conditional use request for a 624 square foot, drive-through coffee shop.

### **Detail of Issue/Request:**

**Applicant:** Chad August, MAH Architecture

**Owner:** Grant Real Estate LLC

**Built on What Matters.**

**Location and Zoning:** The property is generally located approximately 300-feet east of Frederick Way, fronting on Highway 52. The zoning is Mixed Use Highway 52 (C-H52).

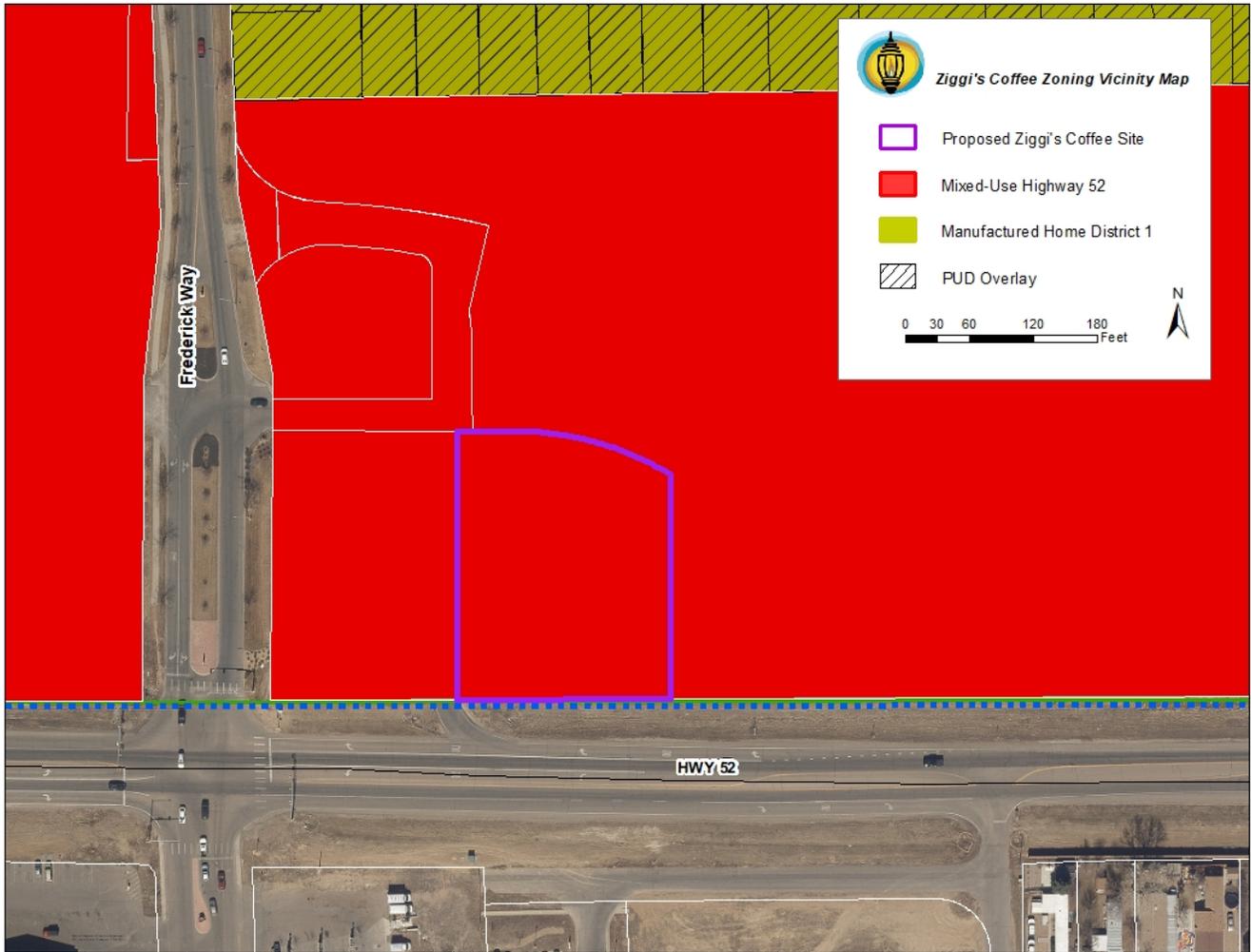
**Surrounding Land Uses and Zoning:**

Vicinity Map:



North	Land use: vacant land Zoning: C-H52 (Mixed Use Highway 52)
South	Land use: Gasoline station, retail use, vacant land Zoning: City of Dacono C-1 (Commercial)
West	Land use: Gasoline Station Zoning: C-H52 (Mixed Use Highway 52)
East	Land use: vacant land Zoning: C-H52 (Mixed Use Highway 52)

Zoning Vicinity Map:



**Background Information:**

The property was originally platted as part of the Carriage Hills Marketplace - East Parcel Filing 1. This plat created three (3) lots to be developed as a variety of commercial uses. Lot 2 of the subdivision was constructed in 2011 and is home to Napa Auto Parts. Lot 3 of the subdivision was built for 7-Eleven in 2011. This request is for the development of the remaining vacant lot, Lot 1.

**Request:**

This is a conditional use request for a Ziggi's Coffee which includes a drive-through and patio seating. A drive-through restaurant is a conditional use according to Land Use Code (LUC) Section 3.4 and Table 3.1, Table of Permitted Uses. The review criteria for a conditional use will be further explored below. Drive-through restaurants are only permitted as a conditional use in the Town's commercial and industrial zone districts.

The applicant is proposing a new 624 square foot building and one drive-through lane and a walk-up counter with a small outdoor patio and 12 parking spaces.

The applicant is also processing a site plan for a subdivision amendment to split Lot 1 into two (2) lots. There is a 5,000 square foot retail building being proposed for the new western lot. The subdivision amendment and site plan are administrative approvals and are not part of what the Board is considering.

**Conditional Use Review Criteria:**

The Town of Frederick Land Use Code sets forth the following review criteria for the proposed planning action.

1. The conditional use will satisfy all applicable provisions of this Code and subdivision regulations unless a variance is being requested.

Staff Comment: All provisions of the code are being met. No variances are being requested.

2. The conditional use will conform with or further the goals, policies and strategies set forth in the Comprehensive Plan.

Staff Comment: The proposed conditional use is relevant to the following excerpt from the comprehensive plan Commercial and Industrial Areas:

Goal 1: Leverage Frederick’s strategic location and developable areas to promote employment growth and achieve a jobs-housing balance.

Goal 4: Ensure the desired character of the community design is supported within the Community Design Principles and Development Standards.

3. The conditional use will be adequately served with public utilities, services and facilities (i.e., water, sewer, electric, schools, street system, fire protection, public transit, storm drainage, refuse collection, parks system, etc.) and not impose an undue burden above and beyond those of the permitted uses of the district.

Staff Comment: Town engineers and outside service providers have reviewed the site plan application and found it acceptable to move forward. Utilities will be brought into the site and will be appropriately scaled for the restaurant and retail uses. The street system meets our standards and complies with the 2011 MOAPI agreements.

4. The conditional use will not substantially alter the basic character of the district in which it is located or jeopardize the development or redevelopment potential of the district.

Staff Comment: The zoning district is Mixed-Use Highway 52 which is intended for development of a wide range of community and regional retail uses, offices and personal and business services. It is intended to integrate commercial uses as a transition from the highway to lower density neighborhoods. This development will extend utilities further east of Frederick Way and north of Highway 52 making development of the abutting properties more viable for the immediate future.

5. The conditional use will result in efficient on- and off-site traffic circulation which will not have a significant adverse impact on the adjacent uses or result in hazardous conditions for pedestrians or vehicles in or adjacent to the site.

Staff Comment: The applicant's traffic consultant reviewed the site and proposed use, generating a trip generation analysis for the proposed development (see attachment). The analysis provides that the development is expected to generate 720 daily trips with 31 additional AM peak trips and 24 additional PM peak hour trips beyond what already exists. The existing roadway system is able to accommodate this number of trips.

6. Potential negative impacts of the conditional use on the rest of the neighborhood or of the neighborhood on the conditional use have been mitigated through setbacks, architecture, screen walls, landscaping, site arrangement or other methods. The applicant shall satisfactorily address the following impacts:

- (a) Traffic; and
- (b) Activity levels

Staff Comment: There will be a small increase in added trips per day, but those trips will not substantially affect the existing traffic counts. The customers frequenting the coffee shop are likely to be already commuting along Highway 52. Activity levels will increase due to the small outdoor patio being proposed along the south side of the building. There will be a 30-foot landscaped buffer separating the patio and Highway 52.

- (c) Light

Staff Comment: The applicant has proposed full cut-off and downward facing lighting consistent with the requirements of the Frederick Land Use Code.

- (d) Noise

Staff Comment: There will be an increase in noise related to the cars stacked in the drive-through line and outdoor patio seating. The closest residence to the building is approximately 470 feet to the north. It is likely the addition of the new buildings, large trees and landscaping may help to reduce highway traffic noise to the subdivision to the north.

- (e) Odor

Staff Comment: There are no odors created by the coffee shop. All roasting is done off site.

- (f) Building type, style and scale

Staff Comment: The proposal is a single story, 634 square foot building. The exterior is comprised of stucco panels and metal siding. The proposed building meets the architectural standards found in section 2.18.5 of the Frederick Land Use Code.

- (g) Hours of operation

Staff Comment: In general, the coffee shop would be open from 5AM to 7PM, 7 days per week.

- (h) Dust

Staff Comment: The site will be fully developed. There are no dust concerns.

- (i) Erosion control.

Staff Comment: The site will be fully paved and landscaped, there are no concerns about erosion control. The applicant has submitted an erosion control plan for use during construction.

**Public Notice:**

This project was properly noticed according to the requirements of Section 4.5 of the Frederick Land Use Code. The neighborhood meeting was held June 24, 2019. The attendees asked questions about where the buildings would be located relative to Prairie Greens Subdivision. Who will be occupying the retail spaces in the second building? Currently, there are no end users identified for the retail building. What does the master plan for the entire area include? The applicant noted that the master plan has not been developed at this time. The primary area of concern was anticipated increase in traffic volume. Several of the concerns were outside the scope of this project and related to traffic volumes already existing on Highway 52. No statements of opposition have been received.

**Planning Commission:**

The Planning Commission considered this application meeting on February 4, 2020. The Commission asked questions about the site access design. They commented that the traffic numbers seemed low and asked when the traffic study was completed. They added concerns about Frederick Way capacity and efficiency of access on site. The Commission added concerns with the traffic existing at 7-Eleven impacting the new retail building and coffee shop. Based on the questions asked by the Planning Commission, staff has included the entire memo provided to the Town by the traffic engineer. The report lists the triggers needed to require the roadway improvements. Again, Ziggi's Coffee and the proposed retail building do not trigger any of these improvements. These trigger points were agreed upon in 2011 with the Carriage Hills Marketplace MOAPI and will be a requirement of the developer of The Carriage Hills Marketplace. The conditional use for Ziggi's Coffee is the only request being considered with this application. The Commission did agree this a great business to add in Frederick. They voted to approve the request with PCR-20-02A with a vote of 3-0.

**Legal Comments:**

The application has been reviewed by the Town Attorney, whose comments have been incorporated accordingly.

**Alternatives/Options:**

The Board of Trustees may approve of the request, deny the request, or approve the request with conditions.

**Financial Considerations:**

Not applicable.

**Staff Recommendation:**

Staff requests that the Board of Trustees consider approving 20-R-13 as presented.

# LOT 1-CARRIAGE HILLS MARKETPLACE-EAST PARCEL

## PROPOSED LOT 1 AND LOT 2, CARRIAGE HILLS MARKETPLACE-EAST PARCEL, FILING NO. 1, AMENDMENT A IN THE SE 1/4 OF SECTION 31, T2N, R61W, OF THE 6TH P.M., TOWN OF FREDERICK, COUNTY OF WELD, STATE OF COLORADO.

**MAH Architectural Group**  
1385 S. Colorado Blvd., Penthouse  
Denver, Colorado 80222  
(303) 303.1178.0608  
(F) 303.1178.0609  
(W) www.maharch.com

### KEYED NOTES XX

- |  |  |   |   |   |  |
|--|--|---|---|---|--|
| <p><b>1</b> LOCATION FOR NEW ILLUMINATED MENU BOARD AND ORDERING STATION. PROVIDE POWER FOR LIGHTING AND CONDUIT WITH PULL STRING FOR COMMUNICATIONS CONNECTIONS.</p> <p><b>2</b> NEW ELECTRICAL TRANSFORMER WITH CONCRETE PAD. PAINT TO MATCH NEW BUILDING FIELD COLOR. COORDINATE AS REQUIRED WITH UTILITY PROVIDER.</p> <p><b>3</b> NEW PARKING LOT LIGHT WITH CONCRETE BASE. SEE DETAIL 1/A.1.1. PROVIDE EMPTY 1" Ø CONDUIT FROM BUILDING TO LIGHT POLE FOR OWNER FURNISHED FUTURE SECURITY CAMERA(S). PROVIDE JUNCTION BOX AT EACH END. COORDINATE FINAL LOCATION WITH OWNER.</p> | <p><b>4</b> LOCATION FOR NEW CMU BLOCK TRASH ENCLOSURE WITH PAINTED STEEL GATE. SEE DETAIL 1/A2.0.</p> <p><b>5</b> NEW ADA SIDEWALK CURB RAMP. SLOPE TO BE 1:12 MAX. SEE DETAIL 5/A.1.1.</p> <p><b>6</b> LOCATION FOR NEW BICYCLE RACK. SEE DETAIL 8/A.1.1.</p> <p><b>7</b> NEW ADA PARKING SIGN. SEE DETAIL 5/A.1.1.</p> <p><b>8</b> NEW FLATTEN CURB. SEE CIVIL DRAWINGS.</p> <p><b>9</b> NEW CONCRETE PATIO WITH SCORED CONTROL JOINTS AT 10'-0" O.C. BOTH DIRECTIONS. TYP.</p> | <p><b>10</b> NEW ADA PARKING STALL. ALL SIGNAGE AND STRIPING TO MEET EXISTING CITY STANDARDS. SEE DETAIL 9/A.1.1.</p> <p><b>11</b> NEW STOP SIGN AND/OR PAINTED STOP BAR AS INDICATED. ALL SIGNAGE AND STRIPING TO MEET EXISTING CITY STANDARDS.</p> <p><b>12</b> NEW OWNER FURNISHED CONTRACTOR INSTALLED "DO NOT ENTER" SIGNAGE. COORDINATE ALL INSTALLATION REQUIREMENTS AND FINAL LOCATION FOR SIGNAGE WITH OWNER.</p> <p><b>13</b> NEW PAINTED TRAFFIC ARROWS AND/OR NEW PAINTED LETTERS AS INDICATED. SEE DETAIL 4/A.1.1.</p> <p><b>14</b> NEW LANDSCAPING.</p> | <p><b>15</b> NEW ELECTRICAL SWITCHGEAR PAINT TO MATCH ADJACENT WALL.</p> <p><b>16</b> NEW 6" DIA. CONCRETE FILLED STEEL BOLLARD TO BE PAINTED YELLOW. SEE DETAIL 6/A.1.1.</p> <p><b>17</b> NEW CONCRETE PEDESTRIAN CROSSING(S) WITH 4" WIDE PAINTED STRIPING AS SHOWN.</p> <p><b>18</b> NEW CONCRETE PAVING PER CIVIL.</p> <p><b>19</b> NEW "NO PARKING-FIRE LANE" SIGN PER DETAIL 7/A.1.1.</p> <p><b>20</b> NEW ASPHALT PAVING PER CIVIL.</p> <p><b>21</b> LOCATION FOR IRRIGATION BACKFLOW PREVENTER.</p> | <p><b>22</b> NEW CONCRETE SIDEWALK WITH CONTROL JOINTS AT 5'-0" O.C. PER CIVIL.</p> <p><b>23</b> APPROXIMATE LOCATION FOR FUTURE SIDEWALK TO TIE INTO FUTURE ADJACENT DEVELOPMENT.</p> <p><b>24</b> NEW OWNER FURNISHED CONTRACTOR INSTALLED "ENTER" SIGNAGE AT DRIVE-THRU LANE ENTRY. COORDINATE ALL INSTALLATION REQUIREMENTS AND FINAL LOCATION FOR SIGNAGE WITH OWNER.</p> <p><b>25</b> NEW OWNER FURNISHED CONTRACTOR INSTALLED MENU BOARD AT WALK-IN WINDOW. PROVIDE POWER FOR LIGHTING AND CONDUIT WITH PULL STRING. COORDINATE ALL INSTALLATION REQUIREMENTS AND FINAL LOCATION FOR SIGNAGE WITH OWNER.</p> <p><b>26</b> HEAVY DUTY PERMEABLE GRASS PAVERS CAPABLE OF SUPPORTING EMERGENCY VEHICLE TRAFFIC AT EMERGENCY ACCESS AISLE AREA AS INDICATED. INFILL PAVEMENT WITH PERMANENT LANDSCAPING AS SCHEDULED. SEE CIVIL AND LANDSCAPING PLANS.</p> | <p><b>27</b> CONCRETE DRIVE AISLE FOR EMERGENCY ACCESS. PROVIDE STRIPING AS INDICATED. SLOPE CONCRETE AS REQUIRED TO MEET GRADE AT EMERGENCY ACCESS. LANDSCAPE DRIVE AISL. SEE CIVIL.</p> <p><b>28</b> CONCRETE FILLED STEEL BOLLARD WITH CHAIN EXTENDING ACROSS EMERGENCY ACCESS DRIVE AISLE. PROVIDE EMERGENCY ACCESS LOCK. COORDINATE LOCK REQUIREMENTS AND FINAL LOCATIONS FOR BOLLARDS AND/OR ACCESS RESTRICTING CHAINS WITH FIRE DEPARTMENT.</p> |
|--|--|---|---|---|--|

### SITE NOTES

1. PRIOR TO STARTING CONSTRUCTION THE CONTRACTOR SHALL BE RESPONSIBLE TO MAKE SURE THAT ALL REQUIRED PERMITS AND APPROVALS HAVE BEEN OBTAINED. NO CONSTRUCTION OR FABRICATION SHALL BEGIN UNTIL THE CONTRACTOR HAS RECEIVED AND THOROUGHLY REVIEWED ALL PLANS AND OTHER DOCUMENTS APPROVED BY ALL OF THE PERMITTING AUTHORITIES.
2. ALL WORK SHALL BE PERFORMED IN ACCORDANCE WITH THESE PLANS AND SPECIFICATIONS AND THE REQUIREMENTS AND STANDARDS OF THE LOCAL GOVERNING AUTHORITY.
3. ALL DIMENSIONS AND GRADES SHOWN ON THE PLANS SHALL BE FIELD VERIFIED BY THE CONTRACTOR PRIOR TO CONSTRUCTION. CONTRACTOR SHALL NOTIFY MAH ARCHITECTURAL GROUP OF ANY DISCREPANCIES EXIST PRIOR TO PROCEEDING WITH CONSTRUCTION FOR NECESSARY PLAN OR GRADE CHANGES. NO EXTRA COMPENSATION SHALL BE PAID TO THE CONTRACTOR FOR WORK HAVING TO BE REDONE DUE TO DIMENSIONS OR GRADES SHOWN INCORRECTLY ON THESE PLANS IF SUCH NOTIFICATION HAS NOT BEEN GIVEN.
4. THE LOCATIONS OF UNDERGROUND FACILITIES SHOWN ON THESE PLANS ARE BASED ON FIELD SURVEYS AND LOCAL UTILITY COMPANY RECORDS. IT SHALL BE THE CONTRACTOR'S FULL RESPONSIBILITY TO CONTACT THE VARIOUS UTILITY COMPANIES TO LOCATE THEIR FACILITIES PRIOR TO STARTING CONSTRUCTION. NO ADDITIONAL COMPENSATION SHALL BE PAID TO THE CONTRACTOR FOR DAMAGE AND REPAIR TO THESE FACILITIES CAUSED BY HIS WORK FORCE.
5. SITE GRADING SHALL BE PERFORMED IN ACCORDANCE WITH THESE PLANS, SPECIFICATIONS, AND THE SOILS REPORT. THE CONTRACTOR SHALL BE RESPONSIBLE FOR REMOVING ALL SOFT, YIELDING OR UNSUITABLE MATERIALS AND REPLACING THEM WITH SUITABLE MATERIALS PER THE CIVIL DRAWINGS AND SOILS REPORT. CONTRACTOR SHALL SUBMIT A COMPACTION REPORT PREPARED BY A QUALIFIED SOILS ENGINEER, REGISTERED WITHIN THE STATE WHERE THE WORK IS PERFORMED, VERIFYING THAT ALL FILLED AREAS AND AREAS TO BE PAVED HAVE BEEN COMPACTED IN ACCORDANCE WITH THE SOILS REPORT.
6. ARCHITECTURAL FEATURES (I.E. BAY WINDOWS, FIREPLACES, ROOF OVERHANG, FOUNDATIONS, FOOTINGS, CANTILEVERED WALLS, ETC.) ARE NOT ALLOWED TO ENCR OACH INTO ANY EASEMENT OR FIRE LANE.
7. HANDICAP ACCESS TO BUILDING IS DESIGNED ACCORDING TO APPLICABLE CODE. G.C. TO ENSURE THAT ALL DIRECTIONS AND DIMENSIONS GIVEN ARE STRICTLY ADHERED TO. IF CHANGES ARE MADE THAT CONTRADICT WITH THE DRAWING, OR IF EXISTING FIELD CONDITIONS MAKE THE DRAWINGS NOT APPLICABLE, THE ARCHITECT MUST BE CONTACTED IMMEDIATELY.
8. WATER SERVICE MATERIALS SHALL BE COPPER TYPE "K" DIAMETER SHALL BE AS NOTED ON THESE PLANS AND SHALL BE INSTALLED WITH 24" MINIMUM COVER OR BELOW FROSTLINE WHICH EVER IS GREATER. CONTRACTORS PRICE FOR WATER SERVICE SHALL INCLUDE ALL FEES AND APPURTANCES REQUIRED BY THE UTILITY TO PROVIDE A COMPLETE WORKING SERVICE.
9. OWNER SHALL MONITOR NOISE LEVELS TO REMAIN WITHIN LIMITS OF CITY CODE.
10. REFER TO CIVIL FOR MORE INFORMATION.

COORDINATE AS REQUIRED WITH ADJACENT PROPERTY OWNER(S) FOR ALL WORK SCHEDULED ON ADJACENT PROPERTIES.

### PARKING CALCULATIONS

\*ALL CALCULATIONS HAVE BEEN PERFORMED PER ARTICLE 2, SECTION 2.8 OF THE FREDERICK LAND USE CODE.

#### ZIGGI'S COFFEE (RESTAURANT DRIVE-THROUGH FACILITY):

BUILDING: 624 SF  
OUTDOOR SEATING: 505 SF  
TOTAL: 1,129 SF

1,129 SF / 75' x 15.05' = 16 PARKING SPACES REQUIRED  
16 > 25 = 1 ACCESSIBLE SPACE REQUIRED

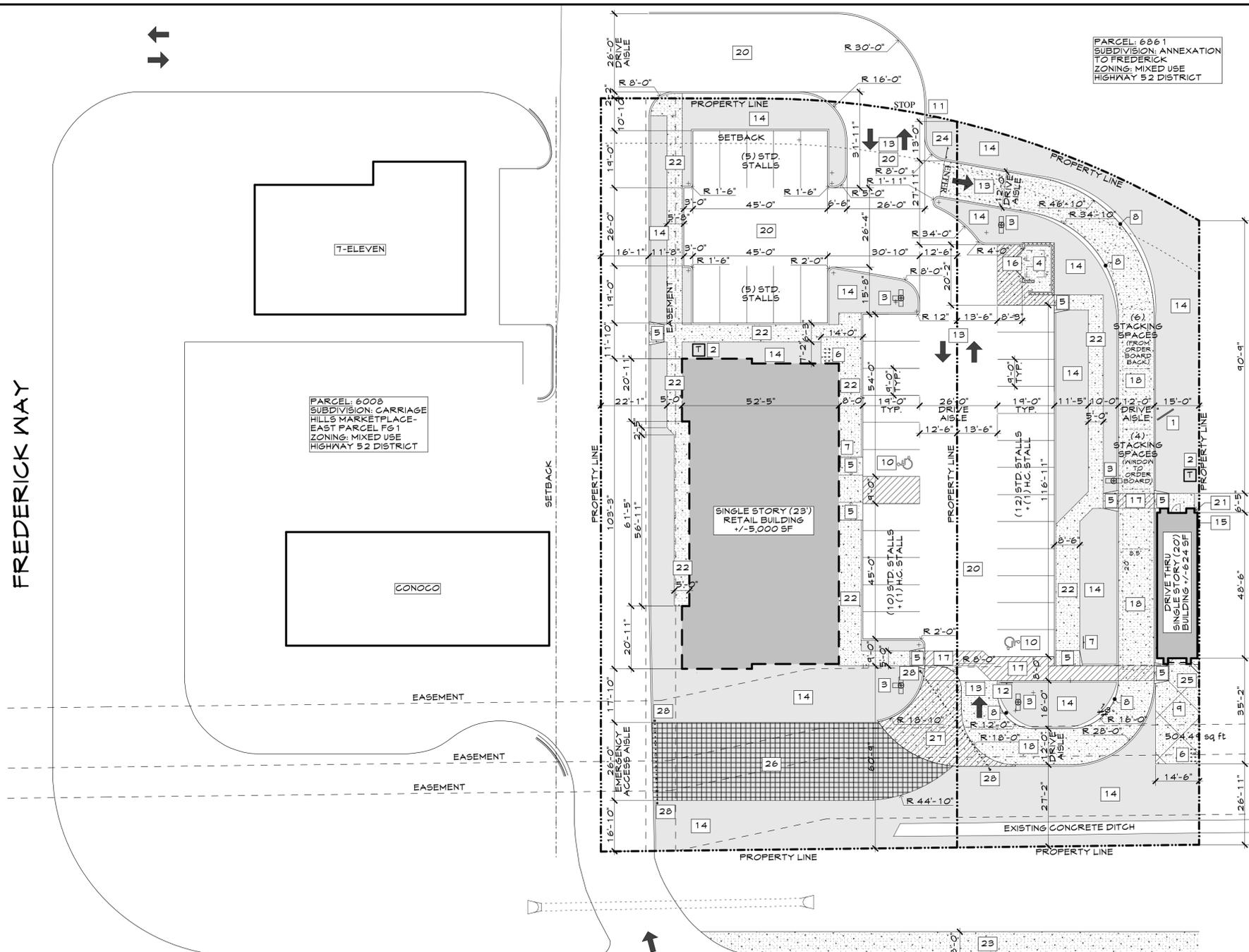
34 PARKING SPACES PROVIDED  
2 ACCESSIBLE SPACES PROVIDED

#### RETAIL BUILDING (GENERAL RETAIL SALES):

BUILDING: 5,000 SF

5,000 SF / 300' x 16.67' = 17 PARKING SPACES REQUIRED  
17 > 25 = 1 ACCESSIBLE SPACE REQUIRED

34 PARKING SPACES PROVIDED  
2 ACCESSIBLE SPACES PROVIDED



Stamp

Notes

DO NOT SCALE THE DRAWINGS.

Request verification of dimensions from the Architect as required.

The General Contractor shall check and verify all levels, datums and dimensions and shall report any and all errors and omissions to the Architect immediately.

This drawing is to be read in conjunction with structural, mechanical, electrical and/or any other consultants drawings that may be applicable.

This drawing is the exclusive property of the Architect and must not be reproduced without his written permission.

**ZIGGI'S COFFEE-FREDERICK  
CARRIAGE HILLS MARKETPLACE  
EAST PARCEL FILING NO. 1  
FREDERICK, CO 80530**

Issues:

PLNG. SUBMITTAL 1 10.01.19  
PLNG. RESUBMITTAL 1 12.12.19

Scale  
1"=20'-0"

Date Drawn  
MAY 31, 2019

Drawn By  
CMA

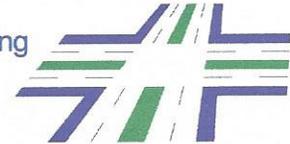
Description  
SITE PLAN

Sheet Number  
A1.0

← MINERAL ROAD (HWY 52)

# DELICH ASSOCIATES Traffic & Transportation Engineering

2272 Glen Haven Drive Loveland, Colorado 80538  
Phone: (970) 669-2061 Fax: (970) 669-5034



## MEMORANDUM

**TO:** Aaron Grant, Grant Real Estate Company  
Tim Bilobran, CDOT-Region 4  
Sarah Watson, Frederick Engineering

**FROM:** Matt Delich

**DATE:** January 16, 2020

**SUBJECT:** Ziggi's/Retail Pad Development at the Carriage Hills Marketplace-East Parcel  
Traffic Study – Response to CDOT request (File: 1963ME02)



This memorandum provides documentation of various traffic analyses related to the proposed Ziggi's/Retail Pad development at the Carriage Hills Marketplace-East Parcel (CHMEP). It addresses a request from Tim Bilobran, CDOT-Region 4, regarding the State Highway Access Permit for the right-in access from SH52. The key conditions (terms) contained in the State Highway Access Permit are provided in Appendix A. It is noted that a memorandum (dated August 19, 2019) was requested by Sarah Watson to determine whether the triggers for street improvements related to Frederick Way would be met with this development. In that memorandum, it was determined that the Frederick Way street improvements would not be necessary with the Ziggi's/Retail Pad Development. The following analyses utilized the **7-Eleven Store at Carriage Hills Traffic Impact Study (TIS)** for the existing NAPA Store and 7-11 Store land uses.

An aerial photograph of the area is provided in Appendix B. The existing land uses and the location of the proposed Ziggi's/Retail Pad developments are labelled. The site plan of the Ziggi's/Retail Pad development is also provided in Appendix B. Table 1 shows the daily and peak hour trip generation for these proposed land uses. To be consistent, the trip distribution from the cited TIS was used for this analysis. Figure 1 shows the Ziggi's/Retail Pad site generated peak hour traffic at the SH52/Frederick Way intersection and the right-in access. The site generated traffic was added to the NAPA/7-11 peak hour traffic from the cited TIS. The total peak hour traffic from these land uses within the CHMEP is shown in Figure 2.

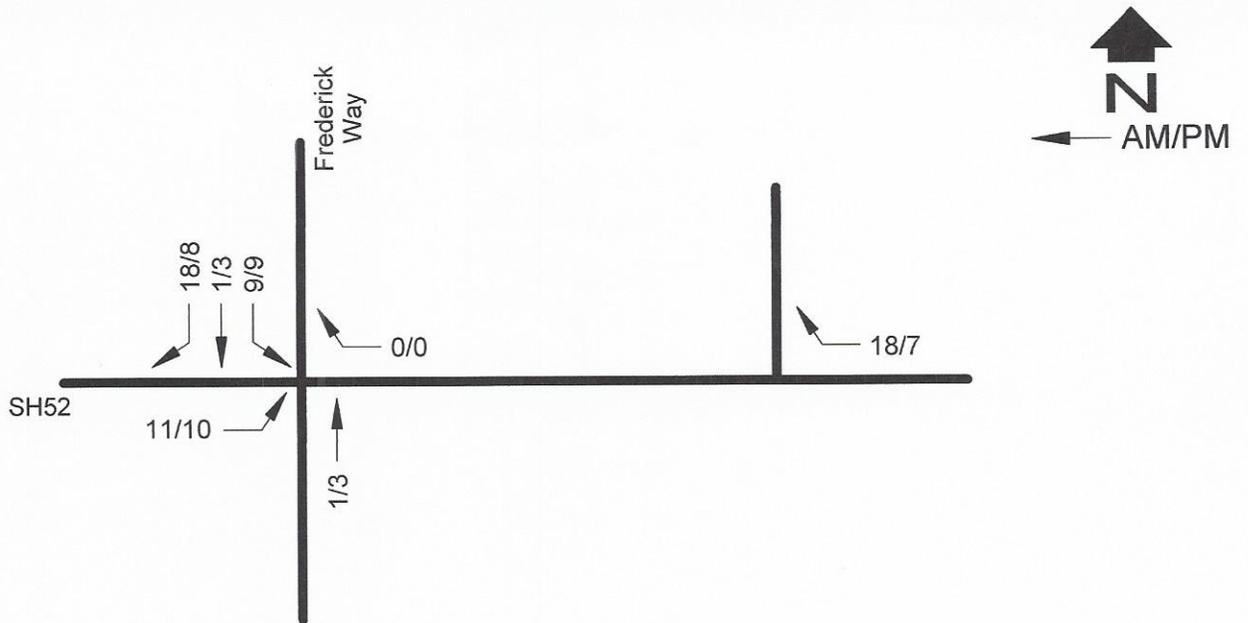
The following addresses each of the conditions contained in the State Highway Access Permit for the right-in access: Condition 2.a. Accidents – Accident information was requested from CDOT, but was not available as of the date of this memorandum; Condition 2.b. Access to the east – At the present time, there is no proposal to build the other right-in/right-out access to the east. This would not occur until or unless further development within the CHMEP is proposed; Condition 2.c. Daily volume at the right-in access – Based

upon the calculated trip generation for the land uses (existing – 7/11 Store and NAPA Store, proposed Ziggi's and Retail Pad), the calculated traffic volumes that will be using the right-in access will be approximately 450 vehicles per day. This is higher than the volume mentioned in this condition. As such, CDOT could re-evaluate the safety of the right-in access, and may require adjustments/modifications of the access. The right-in access is approximately 225 feet east of the stop bar for the right-turn lane approaching Frederick Way [aerial photograph in Appendix C]. There is a right-turn lane that is approximately 635 feet long, including a bay taper of approximately 180 feet. This right-turn lane also serves the right-in access. From the right-in access, the right-turn continues for approximately 410 feet, including the same bay taper of 180 feet. At the posted speed of 45 mph on SH52 (westbound), a right-turn lane should be 435 feet, including a bay taper at 13.5:1 [source: State Highway Access Code (SHAC)]. Given that the accident information was not available as of the date of this memorandum, it is not known whether there is a safety issue. That said; if there is a safety issue, a potential adjustment/modification could be to extend the right-turn lane further to the east to meet the SHAC requirement for just the right-in access.

This memorandum addresses the three conditions contained in the State Highway Access Permit for the right-in access, with the exception of having the actual accident information. Do not hesitate to contact me if there are questions or if additional information is required.

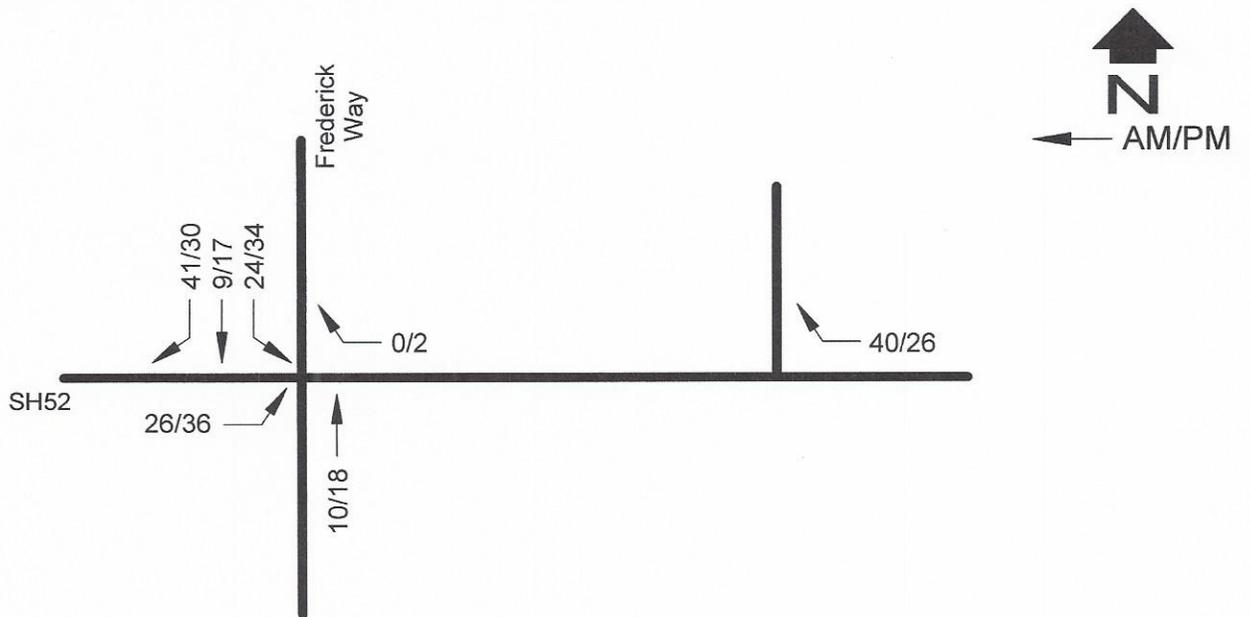
**TABLE 1**  
**Trip Generation for Ziggi's/Retail Pad**

Code	Use	Size	AWDTE		AM Peak Hour				PM Peak Hour			
			Rate	Trips	Rate	In	Rate	Out	Rate	In	Rate	Out
937	Coffee/Donut Shop with Drive-thru	0.624 KSF	820.38	512	45.38	28	43.62	27	21.69	14	21.69	14
820	Retail (shopping center)	5.5 KSF	37.75	208	0.58	3	0.36	2	1.83	10	1.98	11
<b>Total Trip Generation</b>				<b>720</b>		<b>31</b>		<b>29</b>		<b>24</b>		<b>25</b>



SITE GENERATED  
PEAK HOUR TRAFFIC

Figure 1



TOTAL EXISTING AND PROPOSED (WITHIN  
CHMEP) PEAK HOUR TRAFFIC

Figure 2

# APPENDIX A

**Subject:** Re: Ziggi's Frederick-Site Plan and Conditional Use Review Criteria  
**From:** "Bilobran - CDOT, Timothy" <timothy.bilobran@state.co.us>  
**Date:** 12/18/2019, 3:19 PM  
**To:** Matt Delich <matt@delichassoc.com>

Afternoon Matt,

I had to pull the old access permit for the right-in on Hwy 52. That is what CDOT is concerned with here. First of all, I don't think the Town did a good job of passing our comments on to you. Gloria and I were much more specific. See attached.

Here is the key term from Access Permit #411087

2. THIS ACCESS IS SUBJECT TO REMOVAL ANY OF THE FOLLOWING OCCUR:

- a. In the event that this right-in access has in excess of 5 accidents, of the type that are susceptible to correction by closing the right-in access (e.g. rear-end accidents at the right-in access), excluding accidents involving force majeure and driver impairment, in a 12 month period, CDOT and the Town of Frederick, at their discretion, for the safety of the general public, shall have the right, but not the obligation, to request adjustments/modifications and/or closure of this access. CDOT shall bear no cost of the removal.
- b. If the right-in/right-out access located east of Frederick Way and approved as part of the Carriage Hills development plan is built, the right-in access shall be removed immediately at no cost to CDOT.
- c. If traffic volumes using the right-in access exceed 350 vehicles per day, CDOT will re-evaluate the safety of the access, and may require adjustments/modifications of the access. CDOT reserves the right to close the access if THE adjustments/modifications are ineffective.

3. The Permittee shall refer to all additional standard requirements included with this permit and any

## APPENDIX B

# Untitled Map

Write a description for your map.

ZIGGI'S COFFEE  
RETAIL PAD

NAPA

7-11

Frederick Way

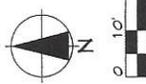
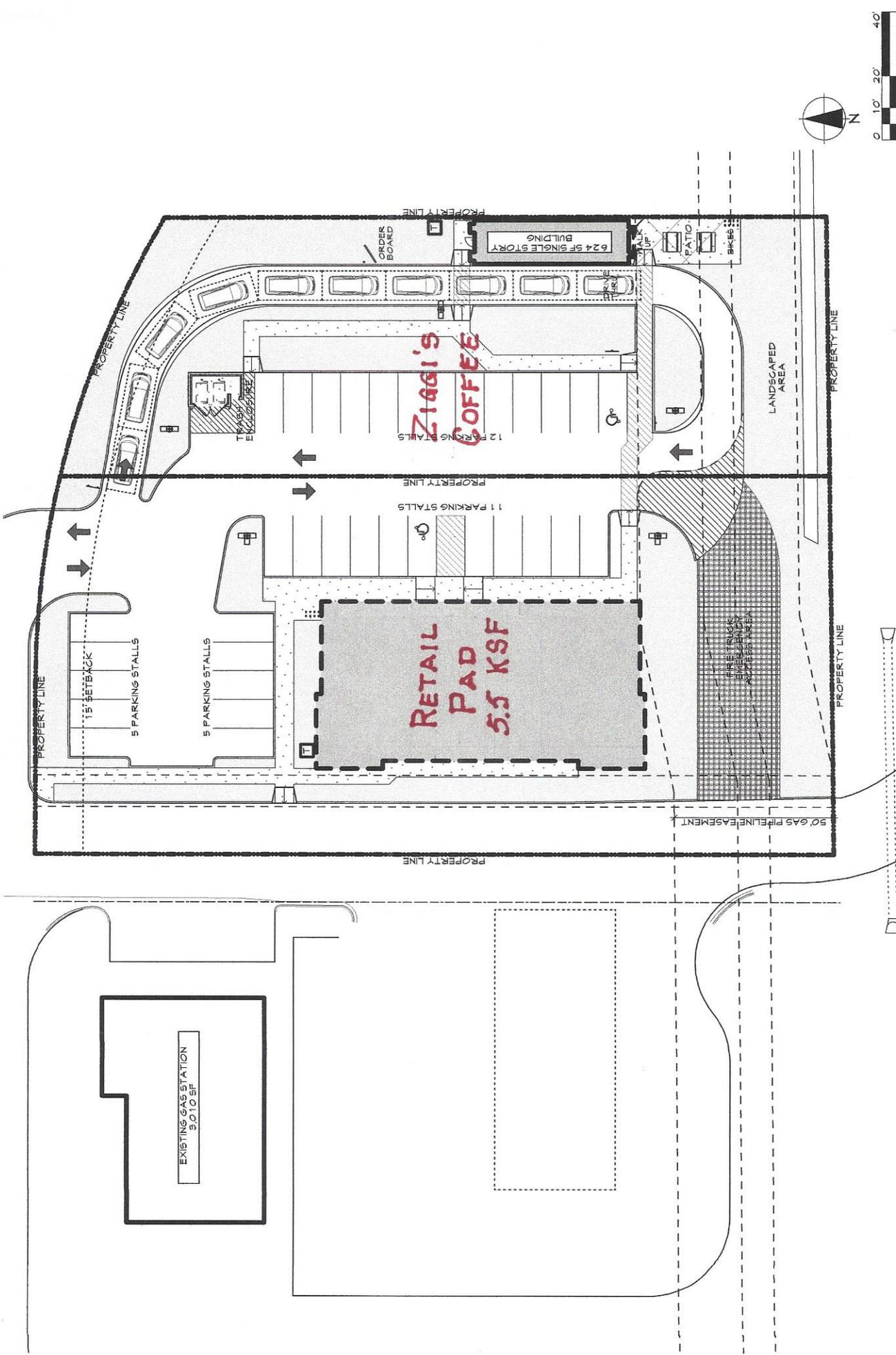
Glen Creighton Dr

52

200 ft

Legend





# CARRIAGE HILLS MARKETPLACE

## PRELIMINARY: SITE PLAN

**MAH Architectural Group**  
 1365 S. Colorado Blvd., Penthouse  
 Denver, Colorado 80222  
 (P) 303.733.0000  
 (F) 303.718.0609  
 (W) www.maharch.com

DATE: Wednesday, June 26, 2019

## APPENDIX C

# Untitled Map

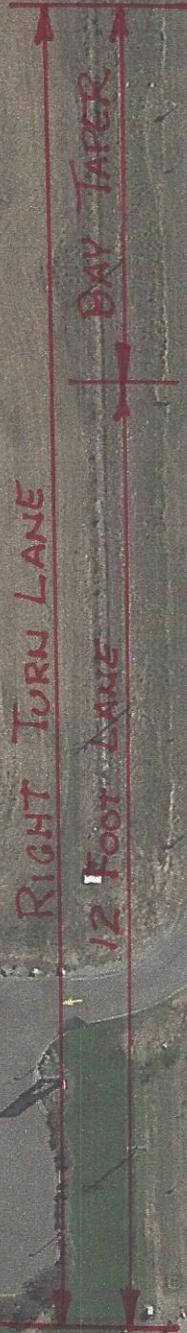
Write a description for your map.

Legend  
9/12/2019

Frederick Way

Glen Creighton Dr

Mac Davic



300 ft





401 LOCUST STREET • P.O. BOX 435 • FREDERICK, CO 80530-0435

PHONE: (720) 382-5500 • FAX: (720) 382-5520

[WWW.FREDERICKCO.GOV](http://WWW.FREDERICKCO.GOV)

MINUTES  
TOWN OF FREDERICK  
PLANNING COMMISSION  
February 4, 2020  
6:30 PM

CALL TO ORDER: At 6:30 p.m. Vice Chairman teVelde called the meeting to order and requested roll call.

ROLL CALL:

- Present: Vice Chair teVelde, Commissioners Stark and Conroy
- Absent: Chairperson Moe, Commissioner Scott and Alternate Commissioner Blair
- Staff: Planning Director Jennifer Simmons, Planner Ali van Deutekom, Town Attorney Rick Samson, and Planning Commission Secretary Kathy Larson

ADDITIONS TO THE AGENDA: There were no additions to the agenda.

APPROVAL OF JANUARY 7, 2020 MINUTES: Motion by Commissioner Conroy and seconded by Commissioner Stark to approve the January 7, 2020 minutes as presented. Upon roll call vote, motion passed unanimously.

CONSIDERATION OF THE CARRIAGE HILLS MARKETPLACE EAST PARCEL FILING 1 AMENDMENT A, LOT 2 CONDITIONAL USE FOR ZIGGI'S COFFEE:

Planner Ali van Deutekom presented the staff report. This is a conditional use request for a 624 square foot, drive-through coffee shop.

The property is generally located approximately 300 feet east of Frederick Way, fronting on Highway 52. The zoning is Mixed Use Highway 52 (C-H52).

The property was originally platted as part of the Carriage Hills Marketplace – East Parcel Filing 1. This plat created 3 lots to be developed as a variety of commercial uses. Lot 2 of the subdivision was constructed in 2011 and is home to Napa Auto Parts. Lot 3 of the subdivision was built for 7-Eleven in 2011. This request is for the development of the remaining vacant lot, Lot 1.

This is a conditional use request for Ziggi's Coffee which includes a drive-through and patio seating. A drive-through restaurant is a conditional use according to Land Use Code (LUC) Section 3.4 and Table 3.1, Table of Permitted Uses. The review criteria for a conditional use will be further explained below. Drive-through restaurants are only permitted as a conditional use in the Town's commercial and industrial zone districts.

The applicant is proposing a new 624 square foot building and one drive-through lane and a walk-up counter with a small outdoor patio and 12 parking spaces.

The applicant is also processing a site plan for a subdivision amendment to split Lot 1 into 2 lots. There is a 5,000 square foot retail building being proposed for the new western lot. The subdivision amendment and site plan are administrative approvals.

**Built on What Matters.**

Staff provided an analysis of the review criteria and found the conditional use conforms with and furthers the goals, policies and strategies set forth in the Comprehensive Plan.

This project was properly noticed according to the requirement of Section 4.5 of the Frederick Land Use Code. The neighborhood meeting was held June 24, 2019. The attendees asked questions about where the buildings would be located relative to Prairie Greens Subdivision. Who will be occupying the retail spaces in the second building? Currently, there are no end users identified for the retail building. What does the master plan for the entire area include? The applicant noted, the master plan has not been developed at this time. The primary area of concern was anticipated increase in traffic volume. Several of the concerns were outside the scope of this project and related to traffic volumes already existing on Highway 52. This project does not trigger any major roadway improvements. No statements of opposition have been received.

The application has been reviewed by the Town Attorney, whose comments have been incorporated accordingly.

Planning Commission may recommend approval of the request, denial of the request or approval of the request with conditions.

Staff requests that the Planning Commission consider approving PCR-2020-02A which recommends approval of the request without conditions.

The Planning Commission had several concerns about the possibility of increased traffic for Frederick Way and Highway 52. Planner van Deutekom told the Commission that when more retail comes in to that area, the median on Frederick Way will no longer exist and the developer will put in a round-about on Frederick Way.

The applicant, Nick Brewker, answered questions regarding the traffic study saying that several traffic patterns were considered to maximize efficiency.

The Public Hearing was opened at 6:47 PM. With no comments from the audience, the Public Hearing was closed at 6:47 PM.

Alisha Cheurlo introduced herself to the Commission saying that she would be the Owner of this Ziggi's.

A motion was made by Commissioner Conroy and seconded by Commissioner Stark to recommend approval of PCR-2020-02A "A Resolution of the Planning Commission Recommending Approval of the Carriage Hills Marketplace East Parcel Fining 1 Amendment A, Lot 2 – Conditional Use." Upon roll call vote, motion passed unanimously.

#### OTHER BUSINESS:

The next Planning Commission Meeting will be 18 February 2020.

There being no further business of the Planning Commission, Vice Chairman teVelde adjourned the meeting at 6:55PM.

Approved by the Planning Commission:

---

Vice Chairman teVelde

ATTEST: \_\_\_\_\_  
Kathy Larson, Planning Commission Secretary

**TOWN OF FREDERICK, COLORADO  
RESOLUTION NO. 20-R-13**

**A RESOLUTION OF THE TOWN OF FREDERICK, COLORADO,  
APPROVING A CONDITIONAL USE FOR A ZIGGI'S DRIVE-THROUGH RESTAURANT IN  
CARRIAGE HILLS MARKET PLACE**

**WHEREAS**, the Applicant, Chad August, on behalf of the owner Grant Real Estate, LLC, is proposing a drive-through restaurant on a lot zoned Mixed-Use Highway 52 (C-H52); and

**WHEREAS**, a drive-through restaurant is a conditional use in a Mixed-Use Highway 52 (C-H52) zone; and

**WHEREAS**, the Frederick Planning Commission held a public hearing and recommended approval of the Conditional Use at its meeting on February 4, 2020; and

**WHEREAS**, the proposed Conditional Use satisfies all of the conditions in Article 4, Section 9 of the Frederick Land Use Code.

**BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF FREDERICK, COLORADO, AS FOLLOWS:**

**Section 1.** Based on the presentations of the applicant and staff, the Board finds that the application satisfies all of the review criteria for a conditional use and the conditional use should be granted for the property for a drive-through restaurant as a conditional use in a Mixed-Use Highway 52 (C-H52) zone district.

**Section 2. Effective Date.** This resolution shall become effective immediately upon adoption.

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

**Section 4. Certification.** The Town Clerk shall certify to the passage of this resolution and make not less than one copy of the adopted resolution available for inspection by the public during regular business hours.

**INTRODUCED, READ, PASSED, AND SIGNED THIS 25<sup>TH</sup> DAY OF FEBRUARY, 2020.**

**ATTEST:**

**TOWN OF FREDERICK**

By \_\_\_\_\_  
Meghan C. Martinez, CMC, Town Clerk

By \_\_\_\_\_  
Tony Carey, Mayor