



## **Town of Frederick Board of Trustees Agenda**

Frederick Town Hall  
Board Chambers  
401 Locust Street  
Tuesday, August 25, 2020

### **6:30 PM Work Session**

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

In order to promote social distancing and to protect the health and safety of our Board members, staff, and community this meeting will be conducted via Zoom Video Communications or in person. Interested parties are encouraged to access the meeting either via the web or by telephone. The meeting information is as follows:

Join Zoom Meeting

<https://zoom.us/j/92242852344>

Meeting ID: 922 4285 2344

One tap mobile

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+13017158592,,92242852344# US (Germantown)

Dial by your location

+1 253 215 8782 US (Tacoma)

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 929 436 2866 US (New York)

Meeting ID: 922 4285 2344

Find your local number: <https://zoom.us/u/ad8t9JS0Ui>

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## **Public Comment at a Virtual Meeting Board of Trustee Meeting**

Interested parties who would like to address the Board of Trustees during the Public Comment portion of the agenda may address the Board of Trustees virtually or in person. \*\*To address the Board in person, individuals may also appear at Town Hall (401 Locust Street Frederick, CO) and are asked to sign up on the sign-up sheet in the Board Room. Individuals who would like to attend virtually are asked to sign up to speak during public comment by emailing the Town Clerk at [mmartinez@frederickco.gov](mailto:mmartinez@frederickco.gov). Individuals are asked to provide the Town Clerk the following information:

1. Name
2. Address
3. Topic for Comment
4. Phone Number or Name that will be utilized in the zoom meeting application
5. Any documents that will be shared in the meeting.

The Town Clerk will verify your attendance prior to the meeting and will test your connection and microphone.

If there are public hearings scheduled for the Board of Trustee meeting, individuals who wish to address the Board of Trustees virtually are asked to contact the Town Clerk via email at [mmartinez@frederickco.gov](mailto:mmartinez@frederickco.gov) by 5:00 PM on date of the meeting. Individuals are asked to provide the Town Clerk the following information:

1. Name
2. Address
3. Public Hearing Item for Comment
4. Phone Number or Name that will be utilized in the zoom meeting application
5. Any documents that will be shared in the meeting

\*\*Individuals that would like to attend the meeting at Town Hall are asked to sign up on the public comment sheet in the board room.

Any individual who is attending the meeting and wishes to be address the Board of Trustees during Public Comment or a Public Hearing may utilize the “raise your hand” feature in the Zoom Meeting App.

How to raise your hand in Zoom

1. During the meeting, click on the icon labeled “Participants” at the bottom center of your PC or Mac screen
2. At the bottom of the window on the right side of the screen, click on the button labeled “Raise Hand.”



3. Your digital hand is now raised. Lower it by clicking the same button, now labeled “Lower Hand”
4. If you are on a mobile device, simply tap “Raise Hand” at the bottom left corner of the screen. The lower hand icon will turn blue and the text below it will switch to say “Lower Hand” while your hand is raised.

**\*\*In the interest of public safety in person attendees will be asked to wear a mask, have their temperature taken by the Frederick PD and sanitize their hands up entry to the building. Town Staff will be on hand to assist attendees\*\***



**Town of Frederick  
Board of Trustees Agenda**

Frederick Town Hall  
Board Chambers  
401 Locust Street  
Tuesday, August 25, 2020

**6:30 P.M.  
Work Session**

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

**Call to Order – Roll Call:**

**Pledge of Allegiance:**

**Approval of Agenda:**

**Special Presentations:**

**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 considered at the end of the Consent Agenda.

- D. August 11, 2020 Minutes – Meghan Martinez, Town Clerk

**Action Agenda:**

- E. Consideration of the Tops Business Park Lots 1, 2 and 5 Expansion of Storage Facility Conditional Use – Jennifer Simmons, Planning Director

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Option 1:

Resolution 20-R-60A Approving a Conditional Use for the Expansion of a Storage Facility in Tops Business Park Lots 1, 2, and 5

Option 2:

Resolution 20-R-60B Denying a Conditional Use for the Expansion of a Storage Facility in Tops Business Park Lots 1, 2, and 5

Option 3:

Resolution 20-R-60C Approving a Conditional Use for the Expansion of a Storage Facility in Tops Business Park Lots 1, 2, and 5

F. Motion to Retain Legal Counsel – Rick Samson, Town Attorney

**Discussion Agenda:**

G. Fall Clean Up Day – Kent VanDyne, Public Works Director

**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 economic development.

**Adjournment:**



# Town of Frederick Memorandum

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TO: Honorable Mayor and Board of Trustees

FROM: Bryan Ostler, Town Manager

DATE: August 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):

- August 18, 2020 – Work Session
  - August 25, 2020 – Regular Meeting
  - September 1, 2020 – Work Session
  - September 8, 2020 – Regular Meeting
- 

## Police Department

- *MADD Red Ribbon Campaign* - On August 29, 2020, Mothers Against Drunk Driving will launch a nationwide “Saturation Saturday,” an opportunity to organize and join law enforcement departments across the country to publicize their “Drive Sober or Get Pulled Over” summer campaigns. Frederick PD will participate with other Colorado agencies around the state. Keep an eye out for the magnetic red ribbon on participating patrol cars.
- *National Night Out* - Each year, we look forward to connecting with our neighbors and community during National Night Out. Unfortunately, due to the COVID-19 pandemic, we have decided to cancel National Night Out previously rescheduled for October 6. While this is disappointing for us all, our focus this year needs to be staying healthy. We look forward to the coming year when we will again meet together for a National Night Out full of fun, neighbors and community.

## Administration

- *COVID-19* – Updates dedicated to COVID-19 resources, information and Town updates are at [www.FrederickCO.gov/Covid19](http://www.FrederickCO.gov/Covid19).
  - Reminders for local testing at Salud.
- *Events Status:*
  - *Finale Friday & Farmers Market:* The next event is Friday, August 28. We had 11 booths at the market on August 14, one volunteer and 240 attendees between 4 pm and 7 pm. Shield Maiden (new donut vendor) sold out at 5:40 pm.

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- Community Tour & Talks: The August 5 event at Eagle Valley Park had 99 RSVP and 62 attendees. A survey is sent after each tour and results will be compiled at the end of the season. Wyndham Hill is planned for in-person tour on Sept. 16.
- Miners Day: We are moving forward with a modified event to include a non-spectator burro race, Miners Market with vendors, food trucks and virtual tours of the museum. We are reaching out to the community for stories. The fireworks sponsor does not want fireworks on Miners Day. They are very interested in New Year's eve.
- *Bella Rosa* – Producing Golf Tip video which is posted on the @bellarosage Facebook page and continuing to promote Back 9 specials and course events in all communication platforms.
- *POST Master Plan Engagement* – The POST Master Plan Update Open House is scheduled for Thursday, August 27 from 6 pm to 7 pm at Bella Rosa.
- *Weld County Multi-Jurisdictional Hazard Mitigation Plan* – Assisting with public involvement plan messaging and public survey. Working on the Town's Mitigation Capabilities Assessment and 2016 Mitigation Action Guide reporting.
- *Weld PIO meetings* – Ongoing participation in bi-weekly calls to report updates on Town response to COVID-19 pandemic and to receive information from the County.
- *Carbon Valley Chamber* – Participated in virtual business after hours networking on August 6.
- *St. Vrain Education Foundation* – Angela is participating as a Board member.
- *Bella Rosa* – Producing Golf Tip video which is posted on the @bellarosage Facebook page and continuing to promote Back 9 specials and course events in all communication platforms.
- *POST Master Plan Engagement* – The POST Master Plan Update survey ended on July 31 with 305 surveys.
- *Training* – Angela participated in a 2 day conference - CCCMA virtual conference - Emerging Managers Summer Camp and the Town of Frederick leadership training - 5 Behaviors of a Cohesive Team.

### **Public Works**

- *Streets* – Crews have been spraying weeds in the cracks of streets in the downtown area. Street sweeping schedule is continuous in Countryside, Savannah, Angel View, Carriage Hills, Raspberry Hill, Eagle Valley, Summit View, and Fox Run. Removed worn out and weathered Type 3 barricades at the end of 4<sup>th</sup> Street and replaced them with concrete Jersey barriers.
- *Parks* – Approval received for plant select from C.S.U. Tree guards were installed around newly-planted trees in Johnson Park. Dead trees were removed from Centennial Park. Mowing is continuous in the parks. Bi-weekly check of trash in all parks and around the lake continues. Graffiti was cleaned at the playground area at Fox Run and Summit View. The hillside at Milavec Lake was cleared off and cleaned up.
- *Water* – Crews repaired a waterline service break at 9040 Sandpiper Dr, replaced a bad curb box and added a ¾" line to the meter pit. Hydrants were painted in subdivisions and downtown area.
- *Buildings* – Crews worked to finish connections for fibre from Town Hall to the Bank Building. PW replaced broken faucets in the restrooms at Bella Rosa Golf Course. Crews removed stumps and cleaned up the yard at the Wellness House, 318 4<sup>th</sup> St.
- *Open Space* – PW mowed and trimmed open space areas in Eagle Valley (west of the skate park), Carriage Hills, Savannah, Coal Ridge, and Ridgeway to Frederick Way.
- *Storm Water* – Storm drains were cleared out at the end of 5756 E. Wetlands Dr. Crews also cleared, mowed, and checked the drainage area off Dunmire.
- *Miscellaneous* – Crews loaded and moved the Frederick sign from I-25 and Hwy 52 to Public Works. Crews sealed new wood carvings and existing wood carvings around town. At Gateway, mulch was removed, the area cleaned up, and rock was added to the flower beds. PW hauled away excess fill dirt from the Pour and Play construction. Decorative, large stones were moved from the Hidden Creek subdivision to FRA.
- *Training* – PW crews were trained on using the chipper for tree limb disposal. Justin Richmond retained his CDL license. Alan Isaac, Gage Robertson are in the process of obtaining their CDL's.

**Planning Department**

<i><b>Project Name (Date of Application)</b></i>	<i><b>Subdivision</b></i>	<i><b>General Location</b></i>	<i><b>Brief Description</b></i>
Bear Industrial Park, Block 1, Lot 10, 4030 Bruin Site Plan Amendment (05/04/2020)	Bear Industrial Park	4030 Bruin Boulevard	Site plan amendment to create an approved outdoor storage area.
Bear Industrial park Replat 1, Block 2, Lot 2, Site Plan Amendment (06/15/2020)	Bear Industrial Park	4180 Busch Place	Site plan amendment to remove second building from approved site plan and provide for outdoor storage.
Bear Industrial Park Replat 5, Block 1, Lot 1 – 4021 Kodiak Ct. Site Plan (02/18/2020)	Bear Industrial Park	4021 Kodiak Court	Site plan for a 1,000 square foot facility with outdoor storage.
Bear Industrial Replat 1, Block 1, Lot 4, Site Plan (07/06/2020)	Bear Industrial Park	9083 Bruin Boulevard	Site plan for a 10,077 square foot facility with outdoor storage.
Carriage Hills Filing 1 Replat A (03/15/2020)	Carriage Hills	Generally, north of Highway 52, west of Frederick Way	Replat to adjust lot sizes and remove alleyways.
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 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.
Dean Annexation (07/06/2020)	Dean Annexation	Generally, on the west side of Aggregate Boulevard, approximately 1/3 mile south of Tipple Parkway	Annexation of a .34 acre residential property.

<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>
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.
Glacier Business Park Amended First Filing Block 1, Lots 6 and 7 Rezoning (07/06/2020)	Glacier Business Park	3759 Imperial Street	Zoning amendment from Business Light Industrial to Commercial Highway 52.
Glacier West Business Park Lot 9B – Ziggi’s West Subdivision Amendment, Conditional Use and Site Plan	Glacier West Business Park	3450 Highway 52	Subdivision amendment, conditional use, and site plan for a Ziggi’s Drive Through (624 square feet).
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.
Hepp Farm – Gooch Zoning Amendment and Subdivision Amendment (03/02/2020)	Hepp Farm	Generally, ¼ mile north of Bella Rosa Parkway and west of Silver Birch Boulevard	Zoning amendment to apply zoning and subdivision amendment to create 2 residential lots.
Hidden Creek Amendment 4 (04/06/2020)	Hidden Creek	Generally, north of Tipple Parkway, east of Ridgeway Boulevard	Subdivision Amendment to revise the location of 35 lots within the subdivision. The net change in the number of lots is 0.
Morningside Estates Filing #2 Block 3, Lot 3, Variance Request (06/15/2020)	Morningside Estates Filing #2	8027 Dawnhill Circle	Variance to request two driveways.
Nelson Lakes Subdivision MOAPI Amendment and Construction Plan Review (10/17/19)	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 17, Lot 11 – 141 5 <sup>th</sup> Street Site Plan Amendment (04/15/2020)	Old Town	141 5 <sup>th</sup> Street	Site plan amendment to add approximately 500 square feet.
Old Town Block 21, Lot 6 – 502 Walnut Street Site Plan (08/29/19)	Old Town	Generally, the southeast corner of 5 <sup>th</sup> Street and Walnut Street	Site plan for an approximately 3,723 square foot mortuary.

<i><b>Project Name (Date of Application)</b></i>	<i><b>Subdivision</b></i>	<i><b>General Location</b></i>	<i><b>Brief Description</b></i>
Silverstone Filing 5 Tract A, Circle K Site Plan (04/20/2020)	Silverstone	Generally, the northeast corner of William Bailey Avenue and Highway 52	Site plan for a 5,187 square foot convenience store, 2,100 car wash, and gas facility.
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**

- *2021 Budget* – The preliminary budget document has been compiled and budget review meetings are being scheduled at the departmental level.
- *Finance Manager Position* - The Finance Manager position has been posted and will be open for potential candidates for a few weeks.

### **Engineering Department**

- *Thunder Valley K-8 Multiuse Trail Project SRTS Grant* – The Town approved a contract for construction at the January 14 Board meeting with Concrete Works of Colorado (CWC). Construction items are complete and final grant paperwork is being processed.
- *Stormwater Master Plan* – Frederick and Dacono jointly submitted a Department of Local Affairs Energy Impact Grant application in December 2019 to develop a stormwater master plan and on April 3, the Town received notification that they were awarded funding! A contract was approved to Anderson Consulting Engineers at the June 23<sup>rd</sup> Town Board meeting. This project is underway and the consultant is using field survey to gather existing conditions. This contract is scheduled to take 18 months and complete the end of 2021.
- *Transportation Master Plan* – A contract was approved to Felsburg, Holt and Ullevig (FHU) to develop a Town of Frederick Transportation Master Plan. The consultant is preparing an initial list of projects for consideration. The next PAC meeting is scheduled for 9/23.
- *2020 Asphalt Seal Project* – Work has completed on the seal project.
- *2020 Pavement Maintenance Project* – Final punchlist items are being completed.
- *2020 Concrete Alley Program* – Work has completed on both alleys.
- *Tipple Pkwy/Frontage Rd Streetlight (no change)* – Engineering staff has coordinated with CDOT and United Power regarding installation of a streetlight at this intersection. An invoice for this work has been paid by the Town and now United Power will begin the ROW process with CDOT.
- *Raw Water Change of Use* – Engineering staff is coordinating with its water attorney and water rights consultant to evaluate its current raw water portfolio to support filing a change of use application in water court so that these raw water shares could be used for future town use. The preliminary schedule is to complete the evaluation and file the application by November 25, 2020.
- *Milavec Lake Raw Water Delivery (no change)* – Engineering staff is coordinating with a consultant to evaluate the delivery of raw water from the lake to various developments. Preliminary recommendations have been provided and staff is evaluating a course of action.
- *Bridge Inspections (no change)* – CDOT has completed their annual inspection of the bridges in town. They identified a need to repair the bridge along County Road 7 over the Sullivan Ditch. It was noted that there are bridge rail posts pulled out of their anchors along with impact damage on both rails which has affected the overall integrity of the bridge rails. Money was budgeted in anticipation of requested repairs.
- *Water Sales (no change)* – The Town has received recent requests for blocks of CBT Units in the \$60,000-\$65,000 range. However, recent discussions with Northern Water indicate that prices have dropped \$8,000 to 10,000 due to the uncertainty of the times. The prices for contracts at the next Northern Water meeting are between \$55,000 and \$57,000 for CBT Units.

### **Golf Course**

- *Santa Cops Golf Tournament* – The Santa Cops charity golf tournament is scheduled for 10/3/20. This is an 18-hole event that benefits the Santa Cops charity. More information is available at [bellarosagolf.com](http://bellarosagolf.com)
- *Bella Rosa Scramble* – The Bella Rosa Scramble tournament is scheduled for 9/12/20. This is an 18-hole event and is a scramble format. More information is available at [bellarosagolf.com](http://bellarosagolf.com)
- *Facility hours* – The golf course has tee times available from 7:00 am until 4:00 pm with rental carts. We allow walking the course from 4:00 pm until 6:00 pm. The Back 9 Restaurant is open Monday through Sunday from 6:00 am until 2:00 pm for breakfast/lunch. A limited menu and beverages are available from 2:00 pm until 5:00 pm.



# Town of Frederick Memorandum

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TO: Honorable Mayor Tracie Crites and Board of Trustees

FROM: Meghan Martinez, Town Clerk

DATE: August 21, 2020

**SUBJECT: Town Clerk's Report**

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- *Liquor Licensing*
  - Reviewing the Back 9 at Bella Rosa Renewal Application
  - Working with Circle K on an application in Silverstone
- *Commissions Updates*
  - Arts Commission
    - The centerpiece at the Skate Park has been installed and looks fantastic
    - The artists continue to work on adding art to the park. We anticipate completion in September.
  - Historic Preservation Commission
    - The commission has been working with Communications and Engagement on capturing stories from Frederick residents to share during Miners Day.
  - Planning Commission
    - Staff began work on issuing emails and devices to the members of the Planning Commission. The commission provided feedback to staff that they did not feel comfortable with having a Town email address so the staff has not issued them email addresses.
- *Board Room Updates*
  - The new logo has been installed.
  - Furniture has been ordered for the alcove and designated staff area.
  - Chairs will be delivered mid-September.

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# Town of Frederick Board of Trustees

Regular Virtual Board Meeting Minutes

Frederick Town Hall, 401 Locust Street

August 11, 2020

**Call to Order:** At 7:02 p.m. Mayor Crites called the meeting to order and requested roll call.

**Roll Call:** Present were Mayor Crites, Mayor Pro Tem March and Trustees O'Neal, Lamach, Brown and Padia. Trustee Mahan was not present; his absence was excused. Also present were Town Attorney Rick Samson, Town Manager Bryan Ostler and Town Clerk Meghan Martinez.

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

**Approval of Agenda:** Mayor Crites indicated that the executive session would be removed from the agenda and she would like to add a Discussion Item on an In-House Attorney as Item K on the agenda.

**Public Comment:**

Mayor Crites indicated that no one had signed up for public comment.

**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 March and seconded Trustee Brown to approve the consent agenda which consisted of the following items:

- List of Bills
- June 23, 2020 Minutes
- July 28, 2020 Minutes
- Resolution 20-R-56 Authorizing the Town Manager to Execute an Easement for United Power for a Transformer in Frederick Recreation Area

Upon roll call vote, motion passed unanimously.

**Action Agenda:**

**Resolution 20-R-57 Accept Cash-in-Lieu Payments Pending Review of Application for Cash-in-Lieu of a Raw Water Dedication for Silverstone Subdivision Filing 1 and 2:** Engineering Director Kevin Ash presented the proposed resolution. The applicant, Jon Lee was present. Motion by Mayor Pro Tem March and seconded by Trustee Lamach to approved Resolution 20-R-57. Upon roll call vote, motion passed 4-1 with Trustee O'Neal voting no.

**Resolution 20-R-58 Accept Cash-in-Lieu Payments Pending Review of Application for Cash-in-Lieu of a Raw Water Dedication for Silverstone Subdivision Filing 3:** Engineering Director Kevin Ash presented the proposed resolution. The applicant was present. Motion by Mayor Pro Tem

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March and seconded by Trustee Padia to approve Resolution 20-R-58. Upon roll call vote, motion passed unanimously.

Public Hearing Consideration of the Carriage Hills Filing 1, Replat A and Vacation of Easements of Right-of-Way: Planner Ali vanDeutekom presented the proposed project. The applicant, Aaron Grant addressed the Board.

At 7:54 Mayor Crites opened the public hearing.

At 7:55 Mayor Crites closed the public hearing.

Motion by Trustee ONeal and seconded by Mayor Pro Tem March to approve Resolution 20-R-59C with the following conditions:

1. The applicant provides a summary of metropolitan district maintenance responsibilities, as related to this replat.
2. All Colorado Parks and Wildlife requirements be met.
3. The applicant completes the additional 10-foot vacation of right-of way on Block 6, Lots 1-10 prior to the recordation of this plat.

Upon roll call vote, motion passed unanimously.

Motion by Trustee ONeal and seconded by Trustee Lamach to approve Ordinance 1341-C with the following conditions:

1. The applicant provides a summary of metropolitan district maintenance responsibilities, as related to this replat.
2. All Colorado Parks and Wildlife requirements be met.
3. The applicant completes the additional 10-foot vacation of right-of way on Block 6, Lots 1-10 prior to the recordation of this plat.

### **Discussion Agenda:**

Miners Day: Communications and Engagement Manager Angela Wilson presented the proposal from the Miners Day Committee. There was much discussion about the event.

In-House Attorney: Mayor Crites discussed the option of bringing the Town Attorney position in house. There was much discussion about the benefit to the Town.

Motion by Trustee ONeal and seconded by Trustee Lamach to direct staff to create an attorney position and bring a plan based on the Town Manager process to the Board by the second meeting in September. Upon roll call vote, motion passed unanimously.

Motion by Trustee Padia and seconded by Trustee ONeal to recess the meeting of the Board of Trustees and open the public hearing for the Board of Adjustment. Upon roll call vote, motion passed unanimously.

At 8:44 Mayor Crites recessed the meeting of the Board of Trustees and opened the public hearing for the Board of Adjustment.

### **Board of Adjustment Meeting:**

Roll Call: All members were present except Board Member Mahan.

Public Hearing Consideration of a Variance for a Second Driveway Access at 8027 Dawnhill Circle: Planner Maureen Welsh presented the request. The applicant Chris Barnett was present and addressed the Board. Motion by Lamach and seconded by Brown to approve Board of Adjustment Resolution 20-R-01A. Upon roll call vote, motion passed unanimously.

Motion by March and seconded by ONeal to adjourn the meeting of the Board of Adjustment and return to the Board of Trustee Meeting. Upon roll call vote, motion passed unanimously.

At 9:25 Mayor Crites reconvened the meeting of the Board of Trustees.

**Mayor and Trustee Reports:**

Trustee Padia: She attended the Community Tour and Talk and appreciated speaking with all those that attended.

Mayor Pro Tem March: He asked Chief Norris to give an update on the recent PD Training.

Mayor Crites: She asked Bryan to address the staff BBQ and executive sessions. Town Clerk Martinez will also bring back a plan for the make-up dates for the Community Tour and Talk.

There being no further business of the Board, Mayor Crites adjourned the meeting at 9:35 P.M.

ATTEST:

Approved by the Board of Trustees:

\_\_\_\_\_  
Tracie Crites, Mayor

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



# TOWN OF FREDERICK

## Board of Trustees

### Action Memorandum

Tracie Crites, Mayor

Rusty O'Neal, Trustee  
Mark Lamach, Trustee  
Adam Mahan, Trustee

Dan March, Trustee  
Kevin Brown, Trustee  
Windi Padia, Trustee

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### Consideration of the Tops Business Park Lots 1, 2, and 5 Expansion of Storage Facility Conditional Use

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

**Attachments:**

- a. Site Plan
- b. Resolution R-20-60 A, B, C
- c. PCR-2020-09C
- d. Draft Planning Commission Minutes from August 18, 2020

**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:** This is a request to consider a conditional use for the expansion of an existing storage facility.

**Detail of Issue/Request:**

**Applicant:** Wolfram Kasemir

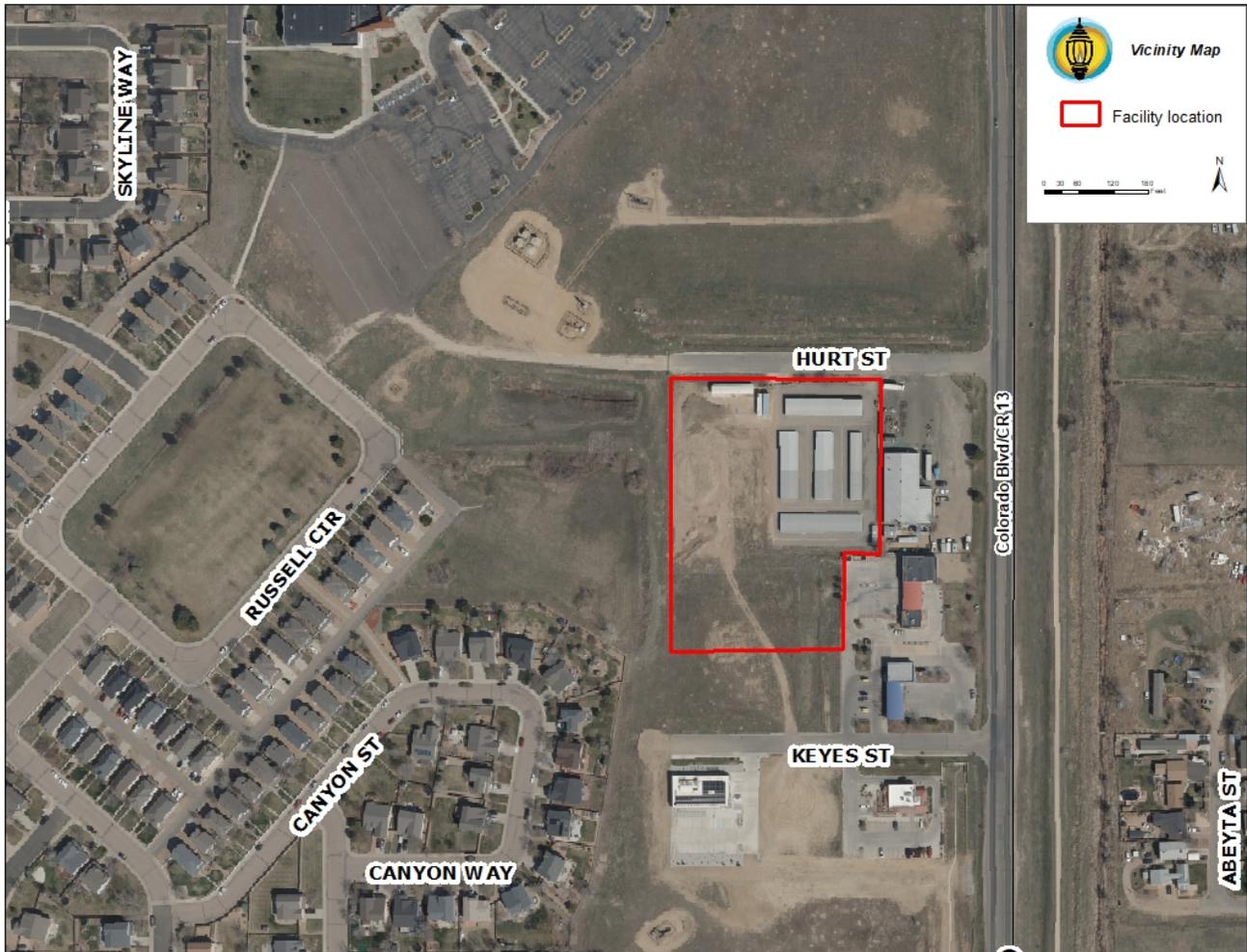
**Owner:** CBMRE LLC

**Location and Zoning:** The existing facility is located at 5970 Hurt Street. Expansion is proposed to the west and south. The property is zoned C-C (Community Commercial).

**Surrounding Land Uses and Zoning:**

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North	Land use: Vacant land and religious facility Zoning: C-C (Community Commercial)
South	Land use: vacant Zoning: C-C (Community Commercial)
West	Land use: Detention ponds Zoning: C-C (Community Commercial) and R-1 Residential Low Density
East	Land use: light industrial/manufacturing uses and retail Zoning: C-C (Community Commercial)



**Background Information:** The storage facility at 5970 Hurt Street was constructed from 1994 - 1996. It was built as and has been used as a storage facility. The expansion is proposed to the west and south of the existing facility on currently vacant land.

**Request:** The request is to allow expansion of the existing storage facility.

**Conditional Use Review Criteria:**

Section 4.9.4 of the Town of Frederick Land Use Code, sets forth the following review criteria for a conditional use.

1. The conditional use will satisfy all applicable provisions of this Code and subdivision regulations unless a variance is being requested.
2. The conditional use will conform with or further the goals, policies and strategies set forth in the Comprehensive Plan.
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.
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.
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.
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
  - (c) Light
  - (d) Noise
  - (e) Odor
  - (f) Building type, style and scale
  - (f) Hours of operation
  - (g) Dust
  - (h) Erosion control.

Staff Comment: The proposal meets review Criteria 1, 3, 4, 5, and all elements of 6. There are no specific goals, policies or strategies set forth in the Comprehensive Plan that support the proposal and therefore Criteria 2 is not met.

### **Public Notice:**

This project was properly noticed according to the requirements of Section 4.5 of the Frederick Land Use Code. Staff received no comments on the project.

### **Planning Commission:**

Planning Commission discussed this project at the meeting held August 18, 2020 via a Zoom conference call. At the meeting, the members of the Planning Commission reviewed the proposal and found the project to be acceptable to move forward to hearing by the Board of Trustees with a condition to remove the stand alone office building as soon as reasonably possible or when the new office is built. The Planning Commission recommended approval of the conditional use with conditions by approving PCR 2020-09C with a vote of 5-0.

### **Legal Comments:**

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

**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:**

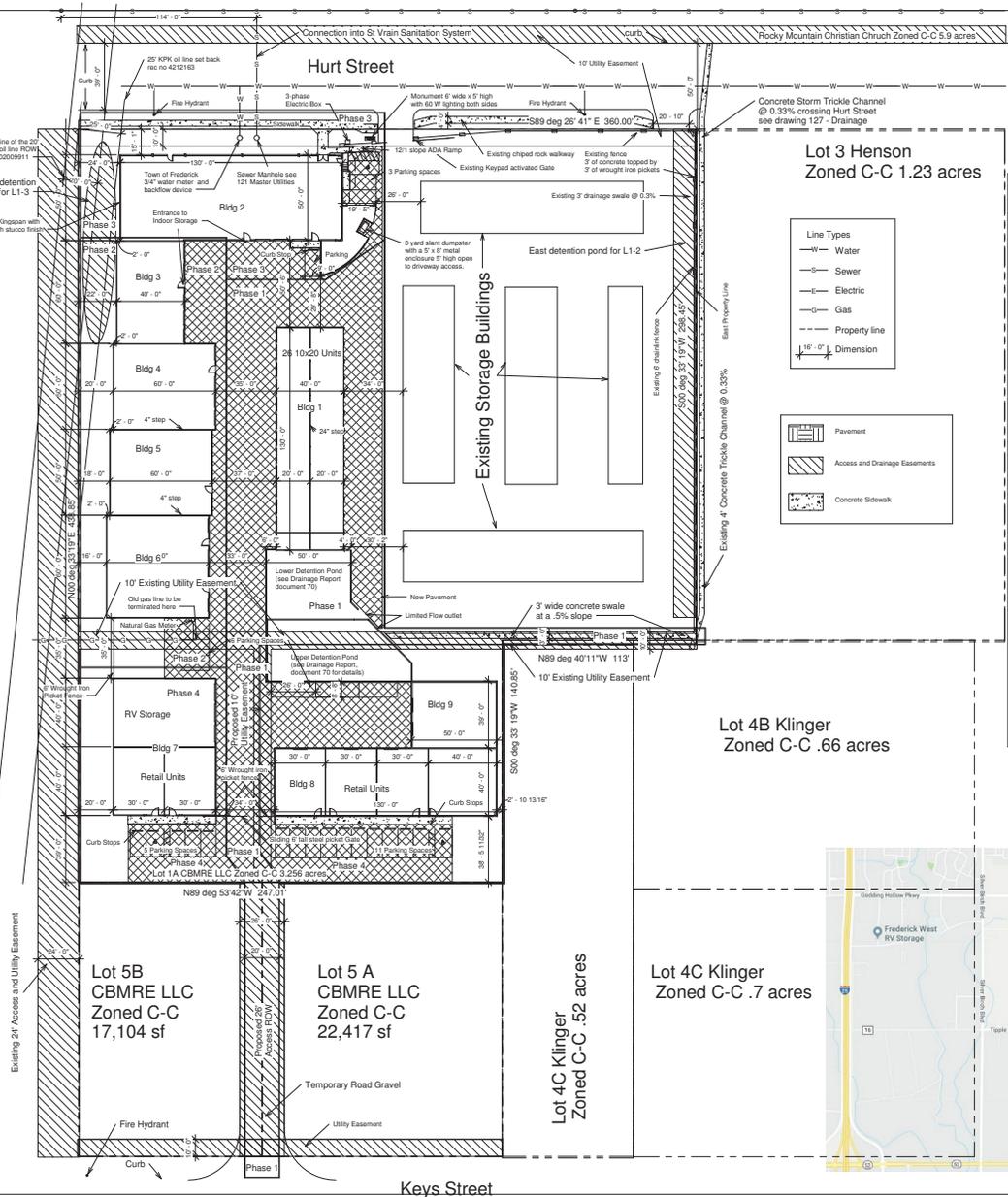
Not Applicable.

**Staff Recommendation:**

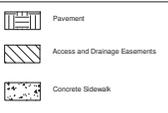
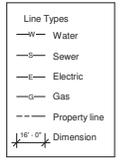
Staff recommends approval of the request with the condition from Planning Commission.

Rocky Mountain Christian Church  
Zoned C-C 18.4 acres

Countryside Subdivision  
Zoned R-1 5.3 acres



Lot 3 Henson  
Zoned C-C 1.23 acres



Bearings are based on the assumption that the East line of the SE 1/4 of Section 25 bears N00°33'19"E

NOTES:

- Replanted Lot 1A Site Area 3.26 acres 141,852 SF 100%  
 Existing developed area 1.23 acres 53,579 SF 38%  
 to be developed 2.03 acres 88,273 SF 62%
- Building Coverage  
 Phase 1 5,200 SF 4%  
 Phase 2 12,000 SF 8%  
 Phase 3 6,500 SF 5%  
 Phase 4 12,000 SF 8%  
 Total Proposed 35,700 SF 25%
- Buildings Specs (height at apex)  

Bldg	Area	Units	Dimensions	Phase	Elevation	Setback
1A	2600	13	20x130x14 8"	1	4964 0"	W 115'
1B	2600	13	20x130x12 9"	1	4966 3"	W 185'
2	6500	49	50x130x16 5"	3	4966 3"	N 15'
3	2400	10	40x 60 x15 3"	2	4966 3"	W 22'
4	3000	11	50x 60 x17 9"	2	4966 3"	W 20'
5	3000	11	50x 60 x17 9"	2	4966 3"	W 18'
6	3600	15	60x 60 x17 9"	2	4966 7"	W 16'
7	4800	3	60x 80 x19 10"	4	4967 3"	W 16'
8	5200	40	40x130x15 11"	4	4967 3"	S 39'
9	2000	3	40x 50 x16 7"	4	4967 3"	E 2 11"
Storage	total	4400 sf	(half of Bldg 7 all of Bldg 9)			
Retail	total	7600 sf	(half of Bldg 7 all of Bldg 8)			
Office	total	1000 sf	in Bldg 2			
- All buildings are II-B Building Construction Type and have an Occupancy Classification of S1.
- EXISTING ZONEING: COMMUNITY COMMERCIAL (C-C)  
 NEIGHBORING: C-C and R-1
- PARKING:  
 Required for self-storage: 1 / 100 Units + 5 = 7 spaces  
 Required for Office: 1 / 300 sf = 3  
 Required for Retail: 1 / 500 sf = 15  
 Provided: 26 including 3 handicap spaces, 2 required.
- DRIVEWAY  
 30,459 SF 21%  
 Asphalt and concrete (all fenced interior area)
- SIDE WALKS:  
 As indicated along Hurt St  
 CURBS:  
 As indicated along Hurt St and area around dumpster
- LANDSCAPING:  
 Required minimum @ 15% 21,277 SF  
 Irrigated: 7,525 SF  
 Native seed area: 13,504 SF  
 Detention Pond: 1,677 SF  
 Total 22,906 SF 16%

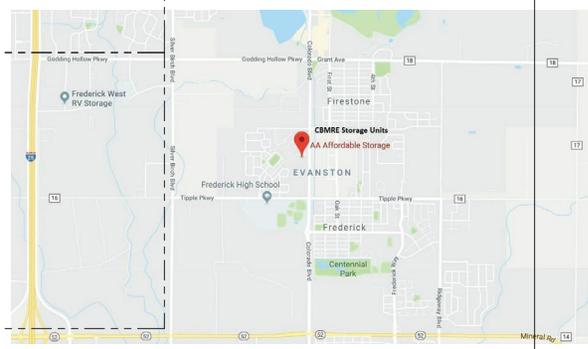
Lot 4B Klinger  
Zoned C-C .66 acres

Lot 4C Klinger  
Zoned C-C .7 acres

Lot 5B  
CBMRE LLC  
Zoned C-C  
17,104 sf

Lot 5 A  
CBMRE LLC  
Zoned C-C  
22,417 sf

Lot 4C Klinger  
Zoned C-C .52 acres



The Site Plan Map shall contain on its face the following certificates:  
Certificate of Ownership:  
 Know all men by these presents that CBMRE LLC being the Owner, Mortgagee or Lienholder of certain lands in Frederick, Colorado, described as follows:  
 Tops Business Park, Lot 1A, Weld County, Colorado  
 Have laid out this Site Plan Map of the above described land under the name and style of CBMRE Storage Units.  
 This described Site Plan Map contains 1.23 acres more or less, together with and subject to all easements and rights-of-way existing and/or of public record.  
 Executed this \_\_\_ day of \_\_\_, 2020.

Owner: Steven P. Vandenburg, Manager of CBMRE LLC  
 State of Colorado ) ss  
 County of Boulder )

The foregoing certificate of ownership and maintenance was acknowledged before me by Steven P. Vandenburg, acting in his capacity as Manager of CBMRE LLC, this \_\_\_ day of \_\_\_, 2020.

Witness My Hand and Seal  
 My commission expires \_\_\_\_\_

Notary Public  
 Mortgagee: Guaranty Bank and Trust Company

Account Manager  
 Account Manager signature  
 Signed this \_\_\_ day of \_\_\_, 2020.

Surveying Certificate  
 I, Steve Stager, a registered (Professional Land Surveyor or Civil Engineer) in the State of Colorado, do hereby certify that the Site Plan Map shown hereon is a correct delineation of the above described parcel of land.

I further certify that this Site Plan Map (and legal description) was prepared under my personal supervision and in accord with applicable State of Colorado requirements on this \_\_\_ day of \_\_\_, 2020.

by \_\_\_\_\_ (reg. no.) \_\_\_\_\_ (SEAL)  
Staff Certificate of Approval:  
 This Site Plan map of the CBMRE Storage Units is approved and accepted by the Town of Frederick Staff this \_\_\_ day of \_\_\_, 2020.  
 Planning Director or Town Administrator

CBMRE Storage Units  
5970 Hurt Street, Frederick CO  
by CBMRE LLC

Project Manager:  
Wolfram Kasemir  
8529 N 107th Street,  
Longmont CO

Site Plan

Project number	1
Date	January 24 2020
Drawn by	Kasemir
Checked by	Vandenburg

102

Scale 1" = 30' 0"

**TOWN OF FREDERICK, COLORADO  
RESOLUTION NO. 20-R-60- A**

**A RESOLUTION OF THE TOWN OF FREDERICK, COLORADO,  
APPROVING A CONDITIONAL USE FOR THE EXPANSION OF A STORAGE  
FACILITY IN TOPS BUSINESS PARK LOTS 1, 2 AND 5**

**WHEREAS**, the Applicant, Wolfram Kasemir, on behalf of the owner CBMRE, LLC, is proposing an expansion of an existing storage facility at 5970 Hurt Street, Frederick, Colorado; and

**WHEREAS**, the property is zoned C-C (Community Commercial); and

**WHEREAS**, the Frederick Planning Commission held a public hearing and recommended approval of the Conditional Use with one condition at its meeting on August 18, 2020; and

**WHEREAS**, the proposed Conditional Use satisfies all but one 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 but one of the review criteria for a conditional use and the conditional use should be granted for the property for the expansion of an existing storage facility as a conditional use in a C-C (Community Commercial) 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 AUGUST  
2020.**

**ATTEST:**

**TOWN OF FREDERICK**

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

By \_\_\_\_\_  
Tracie Crites, Mayor

**TOWN OF FREDERICK, COLORADO  
RESOLUTION NO. 20-R-60-B**

**A RESOLUTION OF THE TOWN OF FREDERICK, COLORADO,  
DENYING A CONDITIONAL USE FOR THE EXPANSION OF A STORAGE  
FACILITY IN TOPS BUSINESS PARK LOTS 1, 2 AND 5**

**WHEREAS**, the Applicant, Wolfram Kasemir, on behalf of the owner CBMRE, LLC, is proposing an expansion of an existing storage facility at 5970 Hurt Street, Frederick, Colorado; and

**WHEREAS**, the property is zoned C-C (Community Commercial); and

**WHEREAS**, the Frederick Planning Commission held a public hearing and recommended approval of the Conditional Use with one condition at its meeting on August 18, 2020; and

**WHEREAS**, the proposed Conditional Use satisfies all but one 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 some of the review criteria for a conditional use and the conditional use should be denied.

**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 AUGUST  
2020.**

**ATTEST:**

**TOWN OF FREDERICK**

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

By \_\_\_\_\_  
Tracie Crites, Mayor

**TOWN OF FREDERICK, COLORADO  
RESOLUTION NO. 20-R-60- C**

**A RESOLUTION OF THE TOWN OF FREDERICK, COLORADO,  
APPROVING A CONDITIONAL USE FOR THE EXPANSION OF A STORAGE  
FACILITY IN TOPS BUSINESS PARK LOTS 1, 2 AND 5**

**WHEREAS**, the Applicant, Wolfram Kasemir, on behalf of the owner CBMRE, LLC, is proposing an expansion of an existing storage facility at 5970 Hurt Street, Frederick, Colorado; and

**WHEREAS**, the property is zoned C-C (Community Commercial); and

**WHEREAS**, the Frederick Planning Commission held a public hearing and recommended approval of the Conditional Use with one condition at its meeting on August 18, 2020; and

**WHEREAS**, the proposed Conditional Use satisfies all but one 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 but one of the review criteria for a conditional use and the conditional use is approved with the following conditions:

1)

**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 AUGUST  
2020.**

**ATTEST:**

**TOWN OF FREDERICK**

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

By \_\_\_\_\_  
Tracie Crites, Mayor





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

MINUTES  
TOWN OF FREDERICK  
PLANNING COMMISSION  
VIRTUAL MEETING CONDUCTED VIA ZOOM  
August 18, 2020  
6:30 PM

CALL TO ORDER: At 6:35 p.m. Chairperson Moe called the meeting to order and requested roll call.

ROLL CALL:

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

APPROVAL OF AGENDA: There were no changes to the agenda as presented.

APPROVAL OF JULY 21, 2020 MINUTES: Motion by Commissioner Stark and seconded by Commissioner Conroy to approve the July 21, 2020 Minutes. Upon roll call vote, motion passed unanimously.

CONSIDERATION OF THE TOPS BUSINESS PARK LOTS 1,2, AND 5 EXPANSION OF STORAGE FACILITY:

Planning Director Jennifer Simmons presented the proposed Tops Business Park Lots 1, 2, and 5 Expansion of Storage Facility. The applicant, Wolfram Kasemir with CBRME, Inc, was present and addressed the commission.

Chairperson Moe opened the public hearing at 6:45. There were no participants in the public hearing. Chairperson Moe closed the public hearing at 6:46.

Motion by Commissioner Stark and seconded by Vice Chair teVelde to approve PCR-2020-09C with conditions that the applicant remove the stand alone office building as soon as reasonably possible or when the new office is built. Upon roll call vote, motion passed unanimously 5-0.

OTHER BUSINESS:

Planning Director Simmons indicated the Planning Commission will meet on both September 1 and 15.

The Commission discussed the use of Town email and unanimously decided they did not want to use Town email.

**Built on What Matters.**

The Commission considered staff's request to meet on another day of the week due to conflicts with Board of Trustee meetings. The Commission agreed to meet on Thursdays and asked that the meetings begin at 6:00 PM. This will begin in October 2020.

There being no further business of the Planning Commission, Chairperson Moe adjourned the meeting at 6:57 PM.

Approved by the Planning Commission:

\_\_\_\_\_  
Tracy Moe, Chairperson

ATTEST:

\_\_\_\_\_  
Meghan Martinez, Town Clerk

DRAFT



# TOWN OF FREDERICK

## Board of Trustees

### Action Memorandum

Tracie Crites, Mayor

Dan March, Mayor Pro Tem  
Mark Lamach, Trustee  
Adam Mahan, Trustee

Rusty O'Neal, Trustee  
Kevin Brown, Trustee  
Windi Padia, Trustee

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#### Motion to Retain Legal Counsel

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**Agenda Date:** Town Board Meeting - August 21, 2020

**Attachments:** a. Motion attached

**Submitted by:** Rick Samson  
Town Attorney

Quasi-Judicial

Legislative

Administrative

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#### **Summary Statement:**

Landhuis Corporation is the developer of Carriage Hills Filing 2. The corporation signed a Memorandum of Agreement for Public Improvements (MOAPI) which required them to design and install an irrigation system with non-potable water for the parks and open space in their filing.

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

The corporation designed and installed an irrigation system that does not work and the corporation has refused to do anything further on the system in violation of the MOAPI. The MOAPI contains enforcement powers and provides for the recovery of our fees and expenses. The Board was previously provided with a confidential letter from Richard A. Marsh outlining the issues and a projected budget for filing an action against the Landhuis Corporation in Weld County District Court. I am requesting authority to contract with Mr. Marsh to pursue this action against the Landhuis Corporation if the matter is not resolved through negotiations by September 22, 2020.

This is a significant issue to the residents of Carriage Hills Filing 2 and the Carriage Hill's Metropolitan District. The Metro District is responsible for maintaining the parks and open space and once it is functioning and accepted by the Town, the irrigation system will be turned over to the Metro District. Currently the Metro District is purchasing potable water from the Town to maintain the parks and open space.

#### **Legal Comments:**

**Built on What Matters.**

The legal issues were fully explained in the confidential letter to the Board.

**Alternatives/Options:**

Since the developer has refused to do anything further on the non-functioning system the only other option is for a third party to design and install a functioning system.

**Financial Considerations:**

A budget is set forth in the confidential letter.

**Staff Recommendation:**

Staff recommends approving retaining of Richard Marsh for this litigation conditioned on the unsuccessful negotiation of a resolution by September 22, 2020.

I move to retain the legal services of Richard A. Marsh to represent the Town in enforcing the Memorandum of Agreement for Public Improvements between the Town and the Landhuis Corporation related to the design and installation of a non-potable irrigation system for Carriage Hills Filing 2.



# TOWN OF FREDERICK

## Board of Trustees

### Action Memorandum

Tracie Crites, Mayor

Dan March, Mayor Pro Tem  
Mark Lamach, Trustee  
Adam Mahan, Trustee

Rusty ONeal, Trustee  
Kevin Brown, Trustee  
Windi Padia, Trustee

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### Fall Clean-up Options

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

**Attachments:**

**Finance Review:**

\_\_\_\_\_  
Finance Director

**Submitted by:**

Kent VanDyne

**Approved for Presentation:**

  
Town Manager

Quasi-Judicial

Legislative

Administrative

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**Summary Statement:**

Staff is seeking direction regarding the Town's fall clean-up that is currently scheduled for October 3<sup>rd</sup>, at the Public Works facility.

**Detail of Issue/Request:**

Earlier this year due to the COVID outbreak the Town selected to use a voucher system and partner with Front Range Landfill in Erie in place of our usual clean-up day at Public Works. We still offered the Electronics Recycling program as well as our Senior pick-up program. Our Finance Department handed out 392 vouchers and 305 vouchers were used in our July event.

We would be looking at similar numbers in the fall, according to past events held at our Public Works facility. We have received approval from Front Range Landfill to have our voucher program run from October 15<sup>th</sup> through November 14<sup>th</sup>, which would give our Communications and Engagement Department ample time to get the word out in our October newsletter, and through other social media resources. Finance could start handing out vouchers Monday, October 5<sup>th</sup> to all current residents that pay

**Built on What Matters.**

for trash and recycling services through the Town of Frederick. We could also coordinate our Senior Pick-up program and our Electronic Recycling Event during the week of October 12<sup>th</sup>, with our Senior pick-up on the 14<sup>th</sup> through 16<sup>th</sup>, and the Electronic Recycling the 15<sup>th</sup> through the 17<sup>th</sup>.

These clean-up events provide a positive effect on our community. Our residents have appreciated the relief that this service provides, and events such as the Electronics Recycling are a unique event that most cities and towns do not provide. The landfill voucher program gives residents flexibility to take their unwanted items in a 30-day span instead of concentrating on one specific day, as in the past, and our senior Frederick residents look forward to having PW crews take their unwanted items straight from the front yard, instead of having to load their own items.

**Legal Comments:**

**Alternatives/Options:**

Alternatives to providing the voucher service would be for Public Works to host the fall clean-up event, with the recycling program on October 3 as originally scheduled, along with senior pick-up, or eliminate parts of the program, or the entire program for this year.

**Financial Considerations:**

**Staff Recommendation:**

Staff would recommend that we utilize the voucher program with the Front Range Landfill, offering our residents the opportunity to pick up the vouchers starting Monday October 5<sup>th</sup> at Town Hall, to be used beginning October 15<sup>th</sup> through November 15<sup>th</sup>. Offer our Senior pick-up program October 14th through 16th, and offer Electronics Recycling Program at PW October 15<sup>th</sup> through 17<sup>th</sup>.