



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

Frederick Town Hall  
Board Chambers  
401 Locust Street  
Tuesday, May 26, 2020

**6:30 P.M.  
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. 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/99149466515?pwd=aHIQZVpldmFkWUV5Qzc2NXRDam5kZz09>

Meeting ID: 991 4946 6515

Password: 139211

One tap mobile

+13462487799,,99149466515# US (Houston)

+16699006833,,99149466515# US (San Jose)

Dial by your location

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

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+1 312 626 6799 US (Chicago)

+1 929 436 2866 US (New York)

+1 301 715 8592 US (Germantown)

Meeting ID: 991 4946 6515

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

**Please contact Town Clerk Meghan Martinez for questions regarding the meeting. 720-382-5500 or [mmartinez@frederickco.gov](mailto:mmartinez@frederickco.gov)**

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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\*\***



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Board Chambers  
401 Locust Street  
Tuesday, May 26, 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. May 12, 2020 Minutes – Meghan Martinez, Town Clerk
- E. Ordinance 1339 Amending Chapter 4, Article VIII, Section 4-161, 4-162, 4-163, 4-165, 4-167 of the Frederick Municipal Code regarding Scholarships – Meghan Martinez, Town Clerk

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**Action Agenda:**

- F. Resolution 20-R-46 Approving a Conditional Use for a Ziggi's Drive-Through Restaurant in Glacier Business Park Filing 2 Lot 6B – Ali vanDeutekom, Planner

**Discussion Agenda:**

- G. 2020 Spring Clean Up Day Replacement Program – Kent VanDyne, Public Works Director

**Mayor and Trustee Reports:**

**Executive Session:**

For a conference with the Town Attorney for the purpose of receiving legal advice on specific legal questions under C.R.S. Section 24-6-402(4)(b) regarding potential litigation.

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, economic development and contractual negotiations 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: May 26, 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):

- June 2, 2020 – Work Session
  - June 9, 2020 – Regular Meeting
  - June 16, 2020 – Work Session
  - June 23, 2020 – Regular Meeting
- 

## **Police Department**

- *Memorial Procession* – On May 15, in honor of National Law Enforcement Memorial Week, Sergeant Ian Albert participated in a memorial vehicle procession in honor of Trooper Dan Groves, a CSP Trooper killed in the line-of-duty in Weld County in March 2019. The procession travelled in front of Trooper Groves residence where his family was gathered.
- *Police Officer Hiring* – The department has made job offers to two new police officers. Cory Everhart and Esther Collins will both be starting training within the next two weeks. Cory brings over 12 years of law enforcement patrol experience and Esther has extensive work in detentions and over a year of patrol experience. Welcome Cory and Esther!

## **Administration**

- *Compensation Study* – Human Resources continues to work with our consultant on completion of the Town-wide compensation study. Positions within the police department have been analyzed and the remaining positions within the Town organizational structure will be studied in the coming weeks. We anticipate completion of the study in the next 6 to 8 weeks.
- *Benefits Advisory Committee* – We have created a Benefits Advisory Committee comprised of employees from each town facility location. The Benefits Advisory Committee will be looking at our current benefit plans, as well as researching alternative plans, to ensure that we are providing meaningful, cost effective benefits to our employees. The Committee will be making recommendations for changes to the 2021 budget, if appropriate.
- *Communications and Engagement* – Updates dedicated to COVID-19 resources, information and Town updates are at [www.FrederickCO.gov/Covid19](http://www.FrederickCO.gov/Covid19). Participating in weekly calls with Weld

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PIO, CCCMA and weekly updates from Carbon Valley Emergency Management. Attending Carbon Valley of Chamber Zoom After Hours and relaying Town updates.

- *We Stand For Seniors* – Yard signs are being delivered to Frederick residents celebrating their graduating seniors.
- *Events Status* – Due to the COVID-19 pandemic, events in June are being evaluated.
  - Finale Friday & Farmers Market: Planning drive through - “Have a Taste of Frederick on Us”
  - Frederick In Flight: Canceled and posted on website, June newsletter and Facebook
  - Chainsaws & Chuckwagons: Carvers are still eager to participate.
  - Miners Day: June meeting is scheduled for Wednesday, June 10 which will be held in Town Hall and/or via Zoom.
- *Website Redesign* – A redesign of the Town’s website is ongoing with the third and final round of revisions for the home page sent. Project is on schedule.
- *Training* – Participating in month long series hosted by CCCMA Leadership: Mission Critical training.
- *Transportation Master Plan Survey* – Posted on Facebook, Frederick Flash and Nextdoor. We received 352 surveys. The PACT meetings are on schedule.
- *Bella Rosa* – Producing weekly Golf Tip video which is posted on the @bellarosagc Facebook page on Fridays.
- *Weekly Construction Updates* – Ongoing with paving and alleyway maintenance projects, SRTS, and the skate park.
- *Social Media Campaigns* - We celebrated Municipal Clerks Week, National Police Week and Public Works week with social media campaigns.

### **Public Works**

- *Streets* – Street Sweeping schedule continues. Repairing of potholes along Colorado Blvd and Silver Birch continues. The road into Frederick Recreation Area (FRA) was graded and more asphalt millings were added. Replacing street signs from accidents and damage. Colorado Blvd and medians were sprayed for weeds.
- *Parks* – Mowing and trimming of parks are on a weekly schedule. Padding for workout area was installed at FRA. Spraying of weeds in all parks is continuous. All parks irrigation is now on and working with repairs being completed, as needed. FRA is being cleaned up around lake and steps. All shrubs around the trail are being cut down and cleaned.
- *Water* – Repaired an abandoned meter pit at 5<sup>th</sup> & Elm Streets. It was moved into property and added new shutoff with meter pit install out of sidewalk. Water meters are continuously being set for new developments. Repair of a water line ¾ service at 309 Dunmire St, installed new meter pit and fittings.
- *Buildings* – Shelving at the police department was repaired. Looking at replacing the entire unit which has been repaired too many times. Working with Heath Builders on getting “lean-to” buildings enclosed for storage. Continually cleaning and disinfecting Town Hall. Painting of interior and exterior of 318 4<sup>th</sup> St.
- *Open Space* – Open Space mowing is on a continuous schedule.
- *Storm Water* – Crews are checking storm water drainage for possible problems and cleaned out inlets and outlets.
- *Miscellaneous* – Met with CIRSA about vandalism at FRA. The fence is getting estimates for repairs. The actual start of repairs on May 18. Still working split shifts between crew which are 6:00 a.m. to 12:00 p.m. and 12:00 p.m. to 6:00 p.m. Proof roll of skate park parking lot for paving. Rip rap being set in Milavec Lake overflow. Cleaning the back of shop to place Frederick Fire new location. Graffiti was cleaned off sidewalks in the Fox Run area. Seasonals hired are Gage Robertson and Francisco Villaneuva.
- *Training* – Training classes for public works employees were cancelled. They will be rescheduled when available.

## Planning Department

- *Park Development* – Our 2020 park improvements are well underway. Please look at the Town’s construction page for update pictures.

Work at the skate park is progressing nicely. The street course continues to move along and public art will begin to be installed within the next six weeks. The intermediate bowl has been framed and concrete will begin to be poured in this area in the next week. The beginner and professional bowls will follow work in these areas.

The concrete has been poured for the fitness court and flooring will be installed May 7. After that, the equipment can be installed.

Thank you for awarding the bid for the Coalridge Neighborhood Park renovation. The order has been sent to the manufacturer and we anticipate receiving it for installation beginning in late June.

- *Parks, Open Space, and Trails Master Plan Update* – Work has begun on the update to the Parks, Open Space, and Trails Master Plan. MIG, the consultant, has begun collecting background information and has visited the facilities within the Town. We’re excited to have this process underway.
- *Development Applications* – Development interest remains strong. While we had a short period of fewer contacts when the virus first struck, we are now returning to pre-virus levels of interest in development. We continue to observe social distancing practices and are not having in-person meetings for day-to-day activities and required public meetings (neighborhood meetings, Planning Commission, and Board of Trustees).

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 fourteen projects that have completed the pre-application step. Twelve 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.

<i>Project Name (Date of Application)</i>	<i>Subdivision</i>	<i>General Location</i>	<i>Brief Description</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 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 Park, Block 1, Lot 3 - Guardian Storage Sign Design Program Alternative	Bear Industrial Park	9051 Bruin Boulevard	Request to modify their signs beyond what the Code allows.
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.

<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>
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.
Del Camino South Replat C Lot 1, SNS Ironworks Amended Site Plan (03/16/2020)	Del Camino South	4250 Salazar Way	Site plan amendment to add structures within the approved outdoor storage area.
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.
Eagle Business Park Filing 4B, Lot 3 – Colorado West Equipment, Inc Conditional Use (10/07/19)	Eagle Business Park Filing 4B	4970 Eagle Place	Conditional use and site plan for a 16,019 square foot office/warehouse.
Frederick West Business Park Filing 3, Block 3, Lot 1 – Wadsworth Site Plan and Subdivision Amendment (01/17/2020)	Frederick West Business Park	7990 Miller Drive	Subdivision amendment and site plan for a 24,616 square foot office and maintenance facility.
Glacier Business Park 4 <sup>th</sup> Filing Block2, Lot 3, G2 Motor Cars Conditional Use (03/03/2020)	Glacier Business Park	3770 Eureka Way	Conditional use for a used auto sales.
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.

<i>Project Name (Date of Application)</i>	<i>Subdivision</i>	<i>General Location</i>	<i>Brief Description</i>
Meadowlark Business Park Filing 3, Block 1, Lot 3, Malm Site Plan Amendment (05/04/2020)	Meadowlark Business Park	5641 Iris Parkway	Site plan amendment to build an accessory building.
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 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 (02/03/2020)	Silverstone	Generally, north of Highway 52 and east of William Bailey Avenue	Plat to create 3 lots.
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.
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 CAFR – Work is started on the MD&A and Statistical Reports. The completed CAFR will be available by June 30. It will be posted on our website.

- *2019 Audit* – The auditors are in the process of completing their reports.
- *2021 Budget* – Budget schedule and staff process is being reviewed to roll out in June.

### **Engineering Department**

- *COVID-19 Engineering* – Engineering staff is working remotely. There has been a greater focus on development review and project administration tasks.
- *COVID-19 Building* – Building Staff continues to process permits and perform inspections on a limited basis. Buildings must be of new construction and unoccupied to get an inspection. Midroof inspections are not required at this time.
- *Building Permits* – Through April 2020, 79 single family building permits, 7 multi-family building permits and two commercial building permits have been issued. Comparatively, through April 2019, 81 single family building permits, zero multi-family building permits and five 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 Board meeting with Concrete Works of Colorado (CWC). Current construction trail work is on the eastern side of Ridgeway Blvd along the Savannah Subdivision. The submitted schedule has this project completing construction in early August prior to school starting. Construction has progressed well and the contractor now expects to complete the project in June.
- *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! Town staff developed a request for proposal to procure a consultant with expertise in stormwater and this was advertised on May 4. Proposals are due on May 29. A recommendation to award a consultant contract is expected to come to the Board in late June.
- *Transportation Master Plan* – A contract was approved to Felsburg, Holt and Ullevig (FHU) to develop a Town of Frederick Transportation Master Plan. This project continues and the consultant is working with staff to determine alternative ways to engage the public for feedback. A community survey has been posted on Town social media outlets and public response has been high. A Zoom Meeting for the PAC Committee occurred on May 20. Public response to the survey and future directions for the Town’s transportation system were discussed.
- *2020 Asphalt Seal Project (no change)* – This year’s project includes crackseal, slurry seal and chip seal applications for multiple areas around Town. A contract for construction was awarded to Vance Brothers at the April 28 Board meeting. The contractor has provided a start date of May 26 in Countryside as their starting point. Schedule updates will be provided by the contractor and posted on the Town’s social media as the project advances.
- *2020 Pavement Maintenance Project (no change)* – This year’s project includes asphalt patching, mill and overlays and road reconstruction for multiple areas around Town. A contract for construction was awarded to Elite Surface Infrastructure at the April 28 Board meeting. A more detailed construction schedule will be coming in the near future.
- *2020 Concrete Alley Program (no change)* – This year’s project is for construction of a concrete alley between 6<sup>th</sup> and 7<sup>th</sup> Streets from Elm to Locust. A contract for construction was awarded to Stone & Concrete at the April 28 Board meeting. A more detailed construction schedule will be coming in the near future.

### **Golf Course**

- *Golf Course and Back 9 Restaurant Re-opening* – Bella Rosa Golf Course and Back 9 Restaurant will re-open on May 22. The golf course will be restricted to walking only and the restaurant will serve take-out meals. Tee times may be made at [bellarosagolf.com](http://bellarosagolf.com) or by calling 303-678-2940.
- *Summer Junior Golf Program* – The Bella Rosa junior golf academy will consist of beginner sessions, intermediate/advanced sessions and Saturday classes. Online registration is available at [bellarosagolf.com](http://bellarosagolf.com).
- *Learn to Golf* – Learn to golf classes are scheduled for June. Online registration is available at [bellarosagolf.com](http://bellarosagolf.com).

- *Green renovation project* – The green renovation project (holes #1, #2 and #9) has been completed. All three greens were cored out, new drainage installed, new material added and re-sodded. The greens should be ready for play in early June.

#### **Board Items**

- *Street Light at Tipple/Frontage* – Staff has reached out to CDOT and United Power in regards to setting a street light at the corner of Tipple Blvd and Frontage Road. There is an application process that is required, which includes submission of plans, specs and schedule. Once the application is submitted, it will take approximately four weeks to process. Staff has not received information from United Power on when the work can take place. Staff is continuing to move this project forward.



# Town of Frederick Memorandum

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TO: Honorable Mayor Tony Carey and Board of Trustees

FROM: Meghan Martinez, Town Clerk

DATE: May 22, 2020

**SUBJECT: Town Clerk's Report**

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- *Liquor Licensing*
  - Licensing staff has been reviewing the regulations provided by state liquor enforcement regarding to-go and delivery of alcohol. At this time on-premises consumption of alcohol is prohibited for all on-premises licenses.
- *Commissions Updates*
  - Arts Commission
    - Work continues on the skate park art. Two artists have submitted designs for various pieces in the park, they will be under contract next week.
  - Historic Preservation Commission
    - The commission has not met in the past few months but public works has been working on providing landscaping and flower pots to the exterior of the museum.
  - Planning Commission
    - Working with the Planning Department to issue ipads to each planning commissioner with Town email addresses.
  - Scholarship Commission
    - The commission has provided code changes to the Board for consideration.
    - Ratification of the scholarship winners for 2020 will be brought before the Trustees in June.
- *Records Requests*
  - We continue to see more and more records requests and staff is working to respond to those requests as quickly as possible. Requests have included the following topics:
    - Prior Land Use Code, Property Records, Communications related to Districts

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Town of Frederick Board of Trustees  
Regular Virtual Board Meeting Minutes  
Frederick Town Hall, 401 Locust Street  
May 12, 2020

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

**Roll Call:** Present were Mayor Crites, Trustees ONeal, March, Lamach, Mahan and Brown. 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.

**Public Comment:**

Mayor Crites announced the no one had signed up for public comment either in person or on the Zoom Application.

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

- April 28, 2020 Minutes
- List of Bills
- Resolution 20-R-40 Terminating the Temporary Cost Reduction in Annual Passes and Green Fees for the Bella Rosa Golf Course

Upon roll call vote, motion passed unanimously.

**Action Agenda:**

**Resolution 20-R-39 Approving the First Amendment to the Raspberry Hill Business Park Memorandum of Agreement for Public Improvements:** Town Attorney Rick Samson presented the proposed resolution. Motion by Trustee ONeal and seconded by Trustee Mahan to approve Resolution 20-R-39. Upon roll vote, motion passed unanimously.

**Resolution 20-R-41 Authorizing the Mayor to Execute and Intergovernmental Agreement for Community Development Block Grant Program:** Deputy Town Manager Kirstyn Jovanovich presented the proposed resolution. Don Sandoval addressed the Board. Motion by Trustee Lamach and seconded by Trustee March to approve Resolution 20-R-41. Upon roll call vote, motion passed unanimously.

**Resolution 20-R-42 Approving a Conditional use for a Bus Sales and Light Maintenance Business:** Planner Maureen Welsh presented the proposed resolution. The applicant, Jeff Koza, addressed

**Built on What Matters.**

the board. Motion by Trustee O'Neal and seconded by Trustee March to approve Resolution 20-R-42. Upon roll call vote, motion passed unanimously.

Resolution 20-R-43 Approving a Sign Design Program for Guardian Storage: Planner Maureen Welsh presented proposed resolution. The applicant, Kevin Cohen, addressed the Board on behalf of the applicant.

At 7:47 Mayor Crites opened the public hearing.

At 7:47 Mayor Crites closed the public hearing.

Motion by Trustee O'Neal and seconded by Trustee March to deny Resolution 20-R-43. Upon roll call vote, motion passed unanimously.

Resolution 20-R-44 Approving a Conditional Use for an Automotive Sales Business: Planner Ali vanDeutekom presented the proposed resolution. The applicant, Grant Gorath, was present and addressed the Board. Motion by Trustee O'Neal and seconded by Trustee Mahan to approve Resolution 20-R-44. Upon roll call vote, motion passed unanimously.

Public Hearing Resolution 20-R-45 Regarding the Review of the Preliminary Plat of the Prosperity Subdivision, Adopting Certain Findings of Fact and Conclusions Favorable to the Preliminary Plat: Planner Ali vanDeutekom presented the proposed resolution. Carl Hurst, Rhonda Dick and Rick Jablonski were presented on behalf of the applicant.

At 8:37 Mayor Crites opened the public hearing.

Larry Benz, 6910 Peace Street, spoke in opposition to the project.

Skip Van Winkle, 6923 Peace Street, spoke in opposition to the project.

Daryl Meske, 6909 Charity Court, spoke in opposition to the project.

At 8:48 Mayor Crites closed the public hearing.

Motion by Trustee O'Neal and seconded by Trustee Brown to table the item to the June 23, 2020 Board meeting. Upon roll call vote, motion passed 4-1 with Trustee March voting no.

### **Discussion Agenda:**

Trustee Vacancy: Town Clerk Meghan Martinez presented the draft application and timeline. Staff will move forward to the application and timeline as presented.

### **Trustee Appointments:**

Trustee March – Highway 52 Coalition, Water Liaison, Chamber of Commerce

Trustee O'Neal – DRCOG, Building Appeals Board

Trustee Mahan – POST Commission, Arts Commission

Trustee Brown – Miners Day Committee, Chamber of Commerce

### **Mayor and Trustee Reports:**

Trustee Mahan: Nothing at this time.

Trustee Lamach: Thanks to Rick for making himself available.

Trustee Brown: Thanks to Bryan and Rick for being available. He expressed his appreciation for the Police Department since it was National Police Week.

Trustee March: He mentioned having a procedure with respect to citizen emails. He also brought up hazard pay.

Trustee ONeal: He addressed Tipple and the frontage road and expressed concerns about lighting. He was excited about lightening the load on the Town Clerk and asked to see commission updates to the Town Clerk's report.

Motion by Trustee ONeal and seconded by Trustee March to direct staff to bring options for providing technology and email addresses to the Planning Commission. Upon roll call vote, motion passed unanimously.

Mayor Carey: She mentioned that she would look to the Trustees to provide updates on commissions during Mayor and Trustee Reports. She asked the Town Manager to provide a phasing update related to COVID.

There being no further business of the Board, Mayor Crites adjourned the meeting at 10:07 p.m.

Approved by the Board of Trustees:

ATTEST:

\_\_\_\_\_  
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  
Vacant, Trustee

#### **Request to Consider an Ordinance Amending the Scholarship Program**

**Agenda Date:** Town Board Meeting – May 26, 2020

**Attachments:** a. Ordinance 1339

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

**Submitted by:** \_\_\_\_\_  
Town Clerk *Meghan C. Martin*

**Approved for Presentation:** \_\_\_\_\_  
Town Manager *Ray O'Neal*

Quasi-Judicial       Legislative       Administrative

#### **Summary Statement:**

Adoption of the attached ordinance would amend the sections of the Frederick Municipal Code regarding the scholarship and Scholarship Commission to meet current practice.

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

The Frederick Municipal Code would be amended to reflect the current practice of the Board of Trustees and Scholarship Commission related to the disbursement of scholarships. The program has been expanded by the Board of Trustees and Commission and adoption of this ordinance would provide opportunity for the Board and Commission to raise the annual disbursement for each recipient from \$1,500 to \$2,000 for all scholarships awarded in 2020 and each year thereafter.

In addition, it gives the Commission latitude to consider a candidate who due to exceptional circumstances merits consideration from the Commission. The Commission feels that this will broaden the numbers of students who can recommend and provide more opportunities for exceptional young people in the Town of Frederick.

**Legal Comments:**

The Ordinance was drafted by the Town Attorney.

**Alternatives/Options:**

The Board may choose to approve the ordinance or provide direction for amendments.

**Financial Considerations:**

The scholarship programs are budgeted each year by the Board of Trustees.

**Staff Recommendation:**

The Scholarship Commission recommends approval of the ordinance as presented.

**TOWN OF FREDERICK, COLORADO  
ORDINANCE NO. 1339**

**AN ORDINANCE OF THE TOWN OF FREDERICK, COLORADO,  
AMENDING CHAPTER 4, ARTICLE VIII, SECTION 4-161, 4-162, 4-163, 4-  
165 and 4-167 OF THE *FREDERICK MUNICIPAL CODE* REGARDING  
SCHOLARSHIPS**

**WHEREAS**, the Frederick Municipal Code provides for the composition of the Scholarship Commission and the criteria for scholarship recipients; and

**WHEREAS**, there is a need to revise both to be consistent with the current operation of the commission.

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

**Section 1.** Chapter 4 Article VIII, Section 4-161 of the *Frederick Municipal Code* is hereby amended as follows:

**Sec. 4-161. Authority.**

(a) The Board of Trustees hereby establishes a scholarship program for residents of Frederick who have graduated from:

- (1) A St. Vrain Valley School District high school.
- (2) An accredited high school in Colorado.
- (3) An accredited home school program.
- (4) A high school that is part of the Frederick feeder system.

(b) The first category of scholarships may be awarded annually by The Board of Trustees to selected graduates who have been recommended by the Scholarship Committee. Each scholarship shall be payable at two thousand dollars (\$2,000.00) per year for four (4) years for the first four (4) years of college eligibility not to exceed six (6) years after the initial award; provided, that the recipient maintains his or her eligibility. This amount shall be effective for all scholarship winners in the year 2020 and those selected subsequently.

(c) A second category of scholarships is for a resident of Frederick who has graduated from one of the above programs and is enrolled in accredited continuing education programs. This scholarship provides funds directly to the program upon proof of

payment from the recipient and their employer.

(d) All scholarship applicants must complete an application and their selection to receive a scholarship is at the complete discretion of the Scholarship Committee.

**Section 2.** Chapter 4 Article VIII, Section 4-162 of the *Frederick Municipal Code* is hereby amended as follows:

**Sec. 4-162. Scholarship Commission.**

A Scholarship Commission is established to act in an advisory capacity to the Board of Trustees and make recommendations in accordance with the provisions of this Article. The Scholarship Commission shall consist of the Mayor, a representative from the St Vrain Valley School District Frederick feeder system, one (1) local business or community leader and one (1) citizen of the Town. The membership of the Commission shall be designated by the Mayor.

**Section 3.** Chapter 4 Article VIII, Section 4-163 of the *Frederick Municipal Code* is hereby amended as follows:

**Sec. 4-163. Terms of office.**

(a) The Mayor shall serve terms corresponding to his/her term in office and in his/her position.

(b) The resident, member from the St Vrain Valley School District feeder system, and business member of the Commission shall serve terms of four (4) years.

**Section 4.** Chapter 4 Article VIII, Section 4-165 of the *Frederick Municipal Code* is hereby amended as follows:

**Sec. 4-165. Qualifications.**

(a) To be eligible for consideration, a candidate in the first category must meet the following requirements:

(1) Must be a resident of the Town.

(2) Must have a cumulative grade point average of 3.0 and must have taken a college preparatory curriculum.

(3) Must have excelled in extra-curricular activities such as drama, music, art, student government, athletics, science clubs, etc.

(4) The commission has the latitude to consider a candidate who, due to exceptional circumstances, merits consideration from the Commission and may not have the requisite grade point average.

(b) To be eligible for consideration, a candidate in the second category must meet the following requirements:

(1) Must be a resident of the Town.

(2) Must be recommended by his/her employer to take a specific continuing education program.

(3) The continuing education program must lead to job advancement and/or increased compensation.

**Section 5.** Chapter 4 Article VIII, Section 4-167 of the *Frederick Municipal Code* is hereby amended as follows:

**Sec. 4-167. Application and selection.**

(a) Application for the scholarship is to be made on the form supplied by the Town.

(b) Selection will be based on recommendations by staff and teachers and review of the scholarship application by the Scholarship Commission.

(c) The Scholarship Commission will make a recommendation each year to the Board of Trustees.

**Section 6. Effective Date.** This ordinance shall be published and become effective as provided by law.

**Section 7. 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 are declared invalid.

**Section 8. Repealer.** All ordinances or resolutions and motions of the Board of Trustees of the Town of Frederick or parts thereof, in conflict with this ordinance are to the extent of such conflict hereby superseded and repealed, provided that such repealer shall not repeal the repealer clauses of such ordinance, resolution or motion, nor revive any ordinance, resolution or motion thereby.

**INTRODUCED, READ, PASSED, ADOPTED AND ORDERED PUBLISHED  
THIS 26TH DAY OF MAY 2020.**

**ATTEST:**

**TOWN OF FREDERICK**

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

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

**TOWN OF FREDERICK, COLORADO  
ORDINANCE NO. 1339**

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**Section 8. Repealer.** All ordinances or resolutions and motions of the Board of Trustees of the Town of Frederick or parts thereof, in conflict with this ordinance are to the extent of such conflict hereby superseded and repealed, provided that such repealer shall not repeal the repealer clauses of such ordinance, resolution or motion, nor revive any ordinance, resolution or motion thereby.

**INTRODUCED, READ, PASSED, ADOPTED AND ORDERED PUBLISHED  
THIS 26TH DAY OF MAY 2020.**

**ATTEST:**

**TOWN OF FREDERICK**

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

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



# 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  
Vacant, Trustee

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#### Consideration of the Glacier Business Park Filing 2 Lot 9B Conditional Use for Ziggi's Coffee

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**Agenda Date:** Town Board Meeting - May 26, 2020

**Attachments:**

- a. Proposed Site Plan
- b. Resolution 20-R-46
- c. PCR-2020-06A
- d. Planning Commission Minutes

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

**Submitted by:** Ali van Deutekom  
Planner

**Approved for Presentation:**   
Town Manager

Quasi-Judicial       Legislative       Administrative

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

**Detail of Issue/Request:**

**Applicant:** Nike Brewka, MAH Architecture

**Owner:** United Properties

**Location and Zoning:** The project site is generally located southwest corner of Highway 52 and Glacier Way. The property is zoned BLI (Business Light Industrial).

**Built on What Matters.**

**Surrounding Land Uses and Zoning:**

Vicinity Map:



- North Land use: platted and undeveloped (Wyndham Hill Filing 4)  
Zoning: C-H52 with a PUD overlay
- South Land use: office/warehouse  
Zoning: BLI
- West Land use: platted but undeveloped  
Zoning: BLI
- East Land use: office/warehouse & 7-Eleven  
Zoning: BLI

## **Background Information:**

In November of 2005, this property was platted as Lot 9 of Glacier West Business Park. In April of 2019, United Properties split Lot 9 into two lots. Lot 9A has been constructed as a 7-Eleven gasoline station and convenience store.

## **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. 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 with one drive-through lane and a walk-up counter with a small outdoor patio. There are 17 onsite parking spaces.

The applicant is also processing a site plan and a subdivision amendment to split Lot 9B into 2 lots. The subdivision amendment and site plan are administrative approvals.

## **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.

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 Business Light Industrial zone district is intended to provide locations for a variety of workplaces. It is also intended to accommodate secondary uses that complement and support the primary workplace uses. This conditional use is in line with the intent of the Business Light Industrial zone district and provides a service which is attractive to commuters and businesses within 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.

Staff Comment: The applicant's traffic consultant reviewed the site and proposed use, generating a trip generation analysis for the proposed development. The analysis provides that the development is expected to generate 1,248 daily trips with 210 AM peak trips and 52 PM peak hour trips. When the 7-Eleven to the east was developed, assumptions were made for this portion of the site to determine appropriate roadway improvements. In that effort, it was assumed the site would generate 1,723 daily trips utilizing the existing roadway system.

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: As stated earlier, there will be a small decrease in the amount of previously assumed daily trips. The customers frequenting the coffee shop are likely to be cars already commuting along Highway 52 and employees working in the business park. Activity levels will increase due to the small outdoor patio being proposed along the east side of the building.

- (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 area. There are no abutting businesses or residences that would be negatively affected by the increased noise.

- (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, metal siding and a stone wainscot. 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-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 January 22, 2020. There were no residents in attendance. Staff has received no comments on the proposal.

### **Planning Commission:**

Planning Commission was held May 5, 2020, over a Zoom conference call. At the meeting, the members of the Planning Commission reviewed the proposal and found the project acceptable to move forward to hearing by the Board of Trustees. The Planning Commission recommended approval of the conditional use by approving PCR-20-06A with a vote of 5-0. The Commission asked questions about the public noticing. The project was noticed as the Land Use Code requires with onsite signage, mailings to property owners within 500', and published in the newspaper. They asked if something could be built on the newly created lot between 7-Eleven and Ziggi's Coffee. Yes, there will one lot created with the subdivision amendment, which is an administrative approval. They asked if there will be a left turn lane off Highway 52. The left turn lane is a shared access and has been constructed with the 7-Eleven.

### **Legal/Political Considerations:**

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

### **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 as presented.

**LOT 9B, GLACIER WEST BUSINESS PARK FILING 2 REPLAT B SITE PLAN**  
 LOCATED IN A PORTION OF THE NORTHWEST QUARTER OF SECTION 3,  
 TOWNSHIP 1 NORTH, RANGE 68 WEST 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) 303.118.0609  
 (W) www.maharch.com

Stamp

Notes

**DO NOT SCALE THE DRAWINGS.**  
 Request verification of dimensions from the Architect as required.

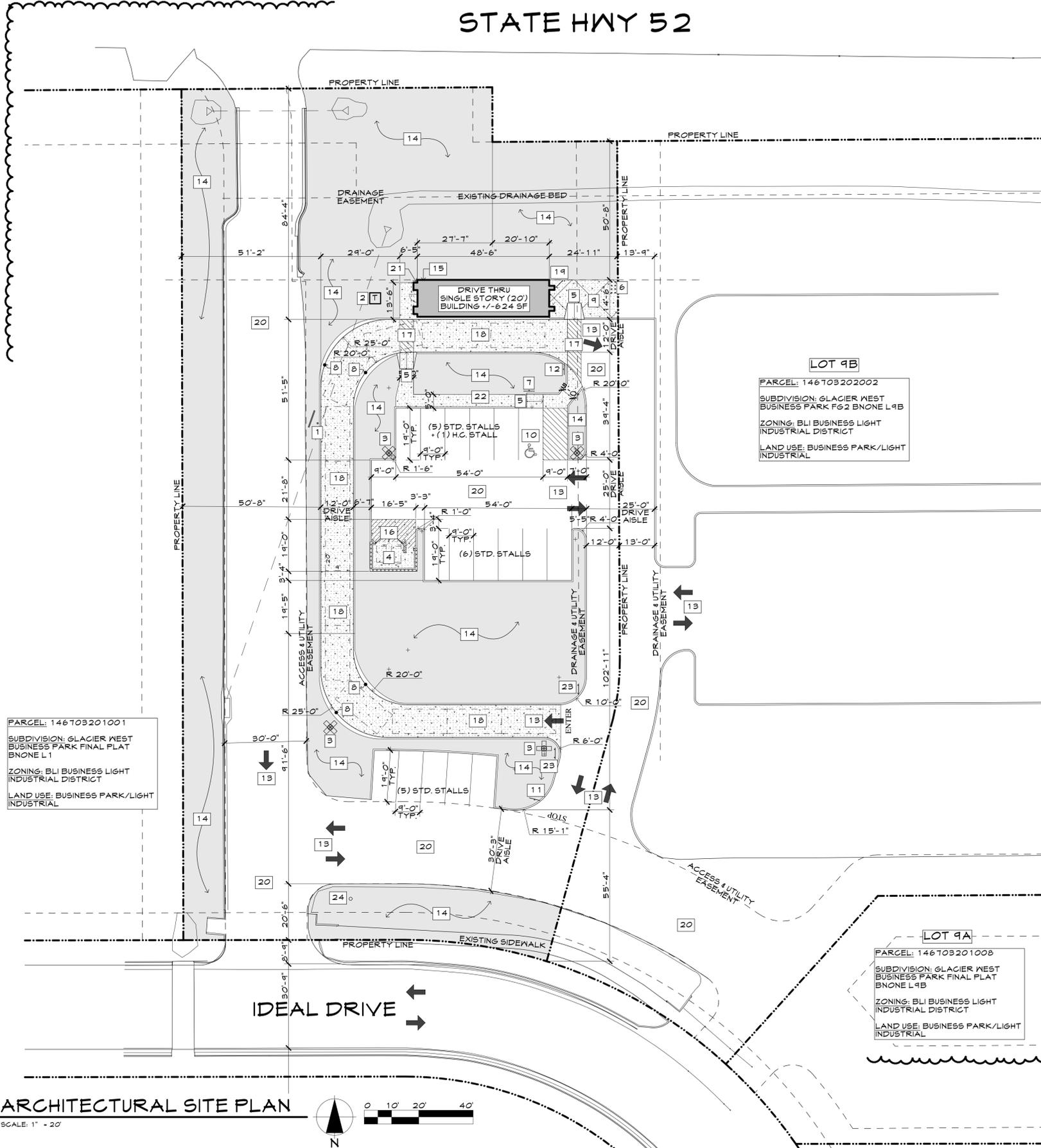
The General Contractor shall check and verify all levels, datums and dimensions and shall report any and all errors and omissions to the Architect immediately.

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**  
**GLACIER WEST BUSINESS PARK**  
**LOT 9B, GLACIER WEST BUSINESS PARK**  
**FILING 2 REPLAT B SITE PLAN**  
**FREDERICK, CO 80530**

KEYED NOTES XX	
1	LOCATION FOR NEW ILLUMINATED MENU BOARD AND ORDERING STATION. PROVIDE POWER FOR LIGHTING AND CONDUIT WITH FULL STRING FOR COMMUNICATIONS CONNECTIONS.
2	NEW ELECTRICAL TRANSFORMER WITH CONCRETE PAD. PAINT TO MATCH NEW BUILDING FIELD COLOR. COORDINATE AS REQUIRED WITH UTILITY PROVIDER.
3	NEW PARKING LOT LIGHT WITH CONCRETE BASE. SEE DETAIL 1/A.1.2. 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.
4	LOCATION FOR NEW CMU BLOCK TRASH ENCLOSURE WITH PAINTED STEEL GATE. SEE DETAIL 1/A.2.0.
5	NEW ADA SIDEWALK CURB RAMP. SLOPE TO BE 1:12 MAX. SEE DETAIL 5/A.1.1.
6	LOCATION FOR NEW BICYCLE RACK. SEE DETAIL 8/A.1.1.
7	NEW ADA PARKING SIGN. SEE DETAIL 5/A.1.1.
8	NEW FLATTEN CURB/MOUNTABLE CURB. SEE CIVIL DRAWINGS.
9	NEW CONCRETE PATIO WITH SCORED CONTROL JOINTS AT 10'-0" O.C. BOTH DIRECTIONS. TYP.
10	NEW ADA PARKING STALL. ALL SIGNAGE AND STRIPING TO MEET EXISTING CITY STANDARDS. SEE DETAIL 4/A.1.2.
11	NEW STOP SIGN AND/OR PAINTED STOP BAR AS INDICATED. ALL SIGNAGE AND STRIPING TO MEET EXISTING CITY STANDARDS.
12	NEW OWNER FURNISHED, CONTRACTOR INSTALLED "DO NOT ENTER" SIGNAGE. COORDINATE ALL INSTALLATION REQUIREMENTS AND FINAL LOCATION FOR SIGNAGE WITH OWNER.
13	NEW PAINTED TRAFFIC ARROWS AND/OR NEW PAINTED LETTERS AS INDICATED. SEE DETAIL 4/A.1.1.
14	NEW LANDSCAPING.
15	NEW ELECTRICAL SWITCHGEAR PAINT TO MATCH ADJACENT WALL.
16	NEW 6" DIA. CONCRETE FILLED STEEL BOLLARD TO BE PAINTED YELLOW. SEE DETAIL 6/A.1.1.
17	NEW CONCRETE PEDESTRIAN CROSSING(S) WITH 4" WIDE PAINTED STRIPING AS SHOWN.
18	NEW CONCRETE PAVING PER CIVIL.
19	NEW OWNER FURNISHED, CONTRACTOR INSTALLED MENU BOARD AT WALK-IN WINDOW. PROVIDE POWER FOR LIGHTING AND CONDUIT WITH FULL STRING. COORDINATE ALL INSTALLATION REQUIREMENTS AND FINAL LOCATION FOR SIGNAGE WITH OWNER.
20	NEW ASPHALT PAVING PER CIVIL.
21	LOCATION FOR IRRIGATION BACKFLOW PREVENTER.
22	NEW CONCRETE SIDEWALK WITH CONTROL JOINTS AT 5'-0" O.C. PER CIVIL.
23	NEW OWNER FURNISHED, CONTRACTOR INSTALLED "ENTER" SIGNAGE AT DRIVE-THRU LANE ENTRY. COORDINATE ALL INSTALLATION REQUIREMENTS AND FINAL LOCATION FOR SIGNAGE WITH OWNER.
24	NEW FIRE HYDRANT LOCATION.



**SITE NOTES**

- 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.
- ALL WORK SHALL BE PERFORMED IN ACCORDANCE WITH THESE PLANS AND SPECIFICATIONS AND THE REQUIREMENTS AND STANDARDS OF THE LOCAL GOVERNING AUTHORITY.
- ALL DIMENSIONS AND GRADES SHOWN ON THE PLANS SHALL BE FIELD VERIFIED BY THE CONTRACTOR PRIOR TO CONSTRUCTION. CONTRACTOR SHALL NOTIFY MAH ARCHITECTURAL GROUP IF 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.
- 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 THEIR WORK FORCE.
- 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.
- ARCHITECTURAL FEATURES (I.E. BAY WINDOWS, FIREPLACES, ROOF OVERHANG, FOUNDATIONS, FOOTINGS, CANTILEVERED WALLS, ETC.) ARE NOT ALLOWED TO ENCROACH INTO ANY EASEMENT OR FIRE LANE.
- 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.
- 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. CONTRACTOR'S PRICE FOR WATER SERVICE SHALL INCLUDE ALL FEES AND APPURTENANCES REQUIRED BY THE UTILITY TO PROVIDE A COMPLETE WORKING SERVICE.
- OWNER SHALL MONITOR NOISE LEVELS TO REMAIN WITHIN LIMITS OF CITY CODE.
- 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.

BUILDING:	624 SF
OUTDOOR SEATING:	313 SF
TOTAL:	937 SF

937 SF / 75 = 12.49 = 13 PARKING SPACES REQUIRED  
 16 < 25 = 1 ACCESSIBLE SPACE REQUIRED

16 PARKING SPACES PROVIDED  
 1 ACCESSIBLE SPACE PROVIDED

Issues:	PLNG. SUBMITTAL 1	04.20.20
Scale:	1"=20'-0"	
Date Drawn:	FEBRUARY 12, 2020	
Drawn By:	NKB	
Description:	SITE PLAN	
Sheet Number:	A1.0	

**TOWN OF FREDERICK, COLORADO  
RESOLUTION NO. 20-R-46**

**A RESOLUTION OF THE TOWN OF FREDERICK, COLORADO,  
APPROVING A CONDITIONAL USE FOR A ZIGGIS DRIVE-THROUGH  
RESTAURANT IN GLACIER BUSINESS PARK FILING 2 LOT 9B**

**WHEREAS**, the Applicant, Nick Brewka, on behalf of the owner United Properties, is proposing a drive-through restaurant on a lot zoned Business Light Industrial (BLI); and

**WHEREAS**, a drive-through restaurant is a conditional use in a Business Light Industrial (BLI) zone; and

**WHEREAS**, the Frederick Planning Commission held a public hearing and recommended approval of the Conditional Use at its meeting on May 5, 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 Business Light Industrial (BLI) 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 26<sup>TH</sup> DAY OF MAY 2020.**

**ATTEST:**

**TOWN OF FREDERICK**

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

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

1 **PCR-2020-06A**

2 **A Resolution of the Planning Commission**

3 **Recommending Approval of the Glacier Business Park Filing 2, Lot 9B- Conditional Use**

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4  
5 Be it resolved by the Planning Commission of the Town of Frederick, Colorado:

6  
7 Section 1. The Frederick Planning Commission finds that:

8 1.1 An application for the Glacier Business Park Filing 2, Lot 9B- Conditional Use  
9 has been submitted.

10 1.2 Said application was found to be complete through the review process.

11 1.3 Said application was considered during a public meeting held May 5th, 2020.

12 1.4 Proper notice was given according to Section 4.5 of the Frederick Land Use Code.

13 1.5 Said application conforms with the applicable requirements of Section 4.9.4 of the  
14 Frederick Land Use Code.

15 Section 2. This resolution constitutes the written report, findings and decision of the Town  
16 of Frederick Planning Commission.

17 Section 3. On the basis of the above, the Town of Frederick Planning Commission  
18 recommends approval of the application.

19  
20 This resolution approved this 5th day of May, 2020 by a vote of 4 to 0.

21  
22 

23 \_\_\_\_\_  
24 Tracy Moe, Chairperson, Planning Commission  
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26  
27  
28  
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401 Locust Street • P.O. Box 435 • Frederick, CO 80530-0435

Phone: (720) 382-5500 • Fax: (720) 382-5520

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MINUTES  
TOWN OF FREDERICK  
PLANNING COMMISSION  
VIRTUAL MEETING CONDUCTED VIA ZOOM  
May 5, 2020  
6:30 PM

CALL TO ORDER: At 6:30 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 Commissioner Blair

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

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

PUBLIC HEARING CONSIDERATION OF THE GLACIER WEST BUSINESS PARK FILING 2 LOT 9B CONDITIONAL USE FOR ZIGGI'S COFFEE:

Planner Ali van Deutekom presented the Conditional Use for Ziggi's Coffee proposed at Glacier West Business Park Filing 2 Lot 9B. The applicant, Nick Brewka with MAH Architecture, was present and addressed the commission. The business owner was also present to answer questions.

At 6:47 Chairperson Moe opened the public hearing.

At 6:48 Chairperson Moe closed the public hearing.

Motion by Commissioner Stark and seconded by Commissioner Conroy to approve PCR-2020-06A. Upon roll call vote, motion passed unanimously 5-0.

OTHER BUSINESS:

Planning Director Jennifer Simmons indicated that the next Planning Commission meeting is on June 2, 2020 and may be conducted via Zoom.

There being no further business of the Planning Commission, Chairperson Moe adjourned the meeting at 6:52 PM.

**Built on What Matters.**

Approved by the Planning Commission:

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Tracy Moe, Chairperson

ATTEST:

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Meghan Martinez, Town Clerk



# TOWN OF FREDERICK

## Board of Trustees

### Information Memorandum

Tracie Crites, Mayor

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

Dan March, Trustee  
Kevin Brown, Trustee  
Vacant, Trustee

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#### 2020 Spring Cleanup Day Replacement Program

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**Agenda Date:** Town Board Meeting – May 26, 2020

**Attachments:** a. 2020 Spring Cleanup Day Replacement Program Memo - May 19, 2020

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**Submitted by:** Kent VanDyne  
Public Works Director

**Approved for Presentation:**   
Town Manager

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

Due to the cancellation of this year's spring clean-up event, staff was asked to look into other options for town residents to dispose of their unwanted items, as well as start up a program for tree limb mulching, since the addition of our new chipper.

With a combined effort from Public Works, Finance and our Communications departments, we have put together a program with three different components: (1) a voucher program that would be offered to Frederick residents where they could take their unwanted household items to the Front Range Landfill in Erie for disposal. There would be some restrictions that are similar to our clean up rules that we have in place now, and Frederick residents would be only allowed to take one load per household, and it would require a proof of residency; (2) an electronic recycling event that would be spread over the course of three days and held at our Public Works facility; and (3) a tree limb mulching program that would also be held at the Public Works facility and would start the last Saturday of June and continue through the entire year on the last Saturday, with adjustments being made when it falls on a holiday. The attached memo provides additional detail about each program.

#### **Legal Comments:**

Not applicable.

**Built on What Matters.**

**Alternatives/Options:**

The Board of Trustees could choose to wait until the fall clean-up event which is scheduled for October 3, 2020, or choose to eliminate certain parts of the program such as do two out of the three of the events listed.

**Financial Considerations:**

Fees collected from the Trash Collection Fee cover the costs associated with trash removal, electronic recycling and the voucher program.

**Staff Recommendation:**

Staff is recommending that the three programs be implemented as presented and use this as a consideration for how we operate our clean up events in the future.



# Town of Frederick Memorandum

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TO: Bryan Ostler, Town Manager

FROM: Kent VanDyne, Public Works Director

DATE: May 19, 2020

SUBJECT: 2020 Spring Cleanup Day Replacement Program

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At a previous Board meeting, it was requested that we look into some type of replacement program for the spring clean-up that was cancelled due to the restrictions of the COVID-19. This could also be a great opportunity to try out the voucher program, as we have talked about going that route in the future.

## **1. Town of Frederick Landfill Voucher Program**

In lieu of the Annual Clean-up day, we are offering town residents the option to take a free 1-ton trip to the Front Range Landfill, 1830 Weld, Co Rd 5. This will be provided through a Voucher Program.

### Voucher Program Requirements:

- One Voucher per residential address.
- Voucher good for one load up to one ton, additional items/weight will be subject to fees from the landfill, paid by the resident and only good during the time frame on the voucher.

### Administrative Process:

The Finance department staff at Town Hall will help with the administration of issuing vouchers and verifying that only one voucher per residential household is provided. Communications will develop and create vouchers that will be issued. Each voucher will have the program details and information, along with a unique number and designed so they could not be duplicated.

During a set time frame for the program, residents can stop by Town Hall to request and pick up a voucher. The Finance department will have a spreadsheet of the voucher numbers and log the name and property address when issuing a voucher. The voucher must be used during the time frame listed and no replacement vouchers will be issued for lost vouchers.

Residents will take the voucher to the Erie Landfill and provide it in lieu of payment. Following the program, the Erie Landfill will bill the Town of Frederick the amount based on the number of vouchers used.

**Built on What Matters.**

#### Program Timeframe:

After working with the Front Range Landfill, we have worked out a timeframe of July 1<sup>st</sup> through July 31<sup>st</sup> for our residents to dump at the landfill. If the Board elects to go with this program, we would like start releasing the vouchers through our Finance Department on June 22. This would give residents ample time to get their voucher and use in the month of July.

#### Senior Pick-up Aspect:

The Public Works employees would still work with our residents 65+ to pick up their clean-up items like we do during a normal clean-up event. These would be scheduled to be put out by the road at a set time, and would be picked up and put in roll-offs at the PW facility. We would work with Waste Connections to supply additional roll-offs for the event.

#### Cost of the Voucher Program with Front Range Landfill:

The cost to the Town for the use of the Landfill would be \$45.00 per residential load dropped off up to 1-ton. The resident would be responsible for any additional costs for anything over one ton. This does not include costs associated with the electronic recycling.

## **2. Electronic Recycling Event**

#### Program Requirements:

- Each household would be required to show a copy of a Town utility bill for proof of residency. This would be monitored by PW personnel.
- There would be a five item electronic limit per each household, and would be limited to one trip only.

#### Program Timeframe and Location:

The Electronic Recycling program would still be held at the PW facility, but set up in a different fashion than we have done in the past. We have been working with Blue Star Recycling and they have given us tentative dates of June 24<sup>th</sup> through June 27<sup>th</sup>. They could drop off a semi-trailer on the 24<sup>th</sup> and we would actually start accepting items on the 25<sup>th</sup> and continue through the 27<sup>th</sup>. The drop off hours would be 11:00 am to 3:00 pm on Thursday and Friday, and then from 8:00 am until 11:00 am on Saturday the 27<sup>th</sup>. Opening this event during our normal working hours on Thursday and Friday would allow PW employees to operate the program without having to pay overtime, and maybe lighten the load of only holding it one day. On Saturday Blue Star workers would be here to assist in the operation, and we would need only 2 to 3 employees to assist in running the program.

#### Cost of Electronic Recycling Program:

The cost of the electronic recycling program would be based on the amount of product that we receive. This is normally around \$12,000 to \$14,000 per event.

## **3. Tree Limb / Mulch Program**

#### Program Requirements:

- Each household would be required to show a copy of a Town utility bill for proof of residency. This would be monitored by PW personnel.
- Limbs would need to be brought to PW facility during designated times.
- Limbs would have to be no larger than 8” in diameter, and no longer than 10’.

- Residents would be responsible for removing their own brush and limbs, just like clean up events.

Program Timeframe:

We would start the program on June 27, and continue the program on the last Saturday of every month, unless it would fall on a holiday weekend, then the schedule would be adjusted. The hours of operation would be from 8:00 am until 11:00 am.

Cost of Tree Limb / Mulch Program

The cost of the event would be minimal, with the cost of 1 to 2 employees for three hours each. We may start the program with two just to see how busy we are going to be.

We would also need to purchase some directional signs for the event, which would be a one-time cost and could be \$250 to \$300.