



TOWN COUNCIL STUDY SESSION AGENDA
November 22, 2021
5:00 PM

I. Town Council Items

II. Study Session Items

1. Updated Hazard Mitigation Plan - Coleman - 15 minutes
2. Parks, Recreation and Open Space Department Update - Colton - 30 minutes
3. Festival/Communal Outdoor Dining Permit Fees - Vanderpool / Wynn - 15 minutes
4. Council Liaison Assignments - Toborg - 15 minutes
5. Review Future Council Agendas - Hoffmann - 30 minutes

III. Study Session Follow-Up Items to Council

- October 2021 Contracts



MEMORANDUM

TO: Honorable Mayor and Members of Town Council
FROM: Andy Coleman, Commander
DATE: November 22, 2021
SUBJECT: Updated Hazard Mitigation Plan

ISSUE:

In June of 2020, the Douglas County Office of Emergency Management was tasked with updating the Natural Hazard Mitigation Plan for the entire County of Douglas to include the municipalities. The mitigation planning process includes the development of a Risk Assessment, Capability and Vulnerability Assessment, and Hazard Mitigation Actions (projects). FEMA requires a Hazard Mitigation Plan to be federally approved and updated every five years.

FISCAL/BUDGET IMPACT:

None

BACKGROUND:

Douglas County Emergency Management hired an engineering company, Emergency Management and Community Resilience Services to develop a Local Planning Committee (LPC) to guide the planning team through the process resulting in a Hazard Mitigation Plan (HMP) that can be embraced both politically and by the constituency within the planning area. The LPC provided guidance and leadership, oversaw the planning process, and acted as the point of contact for all partners and the various interest groups in the planning area. The makeup of that committee was selected to provide the best possible cross section of views to enhance the planning effort and to help build support for hazard mitigation.

Directors and other employees throughout the Town of Parker were tasked with updating certain needs in order to fulfill the requirements of the newly developed HMP. Sergeant Greg Epp and Commander Andrew Coleman were part of the LPC and were tasked with reaching out to the different departments throughout the Town.

In the early months of 2021, Emergency Management and Community Resilience Services completed the HMP. The HMP was distributed out to all the local municipalities by the Douglas County Office of Emergency Management. DCOEM is seeking the Town of Parker's approval of the updated version of the Hazard Mitigation Plan.

RECOMMENDATION:

Adopt the updated Hazard Mitigation Plan.

REQUESTED DIRECTION:

Staff is seeking approval and adoption of the updated Hazard Mitigation Plan, as written.

ATTACHMENT:

None



MEMORANDUM

TO: Honorable Mayor and Members of Town Council
FROM: Mary Colton, Parks and Recreation Director
DATE: November 22, 2021
SUBJECT: Parks, Recreation and Open Space Department Update

ISSUE:

The Parks and Recreation Department staff will provide a quarterly 45-minute Department update using PowerPoint to Town Council at the November 22, 2021 Study Session.

FISCAL/BUDGET IMPACT:

Presentation only, there is no budget impact associated with this update.

BACKGROUND:

Parks and Recreation Department staff will provide an update on relevant topics for the Mayor and Town Council. This quarterly update will include capital projects, Department highlights and staffing updates. The PowerPoint presentation will be shared at the meeting.

RECOMMENDATION:

Presentation for informational purposes only.

REQUESTED DIRECTION:

For information only, no action needing to be taken

ATTACHMENT:

None



MEMORANDUM

TO: Honorable Mayor and Members of Town Council

FROM: Chris Vanderpool, Town Clerk
Jamie Wynn, Assistant Town Attorney

DATE: November 22, 2021

SUBJECT: Festival and Communal Outdoor Dining Permit Fees

ISSUE:

Consideration of fees for the new Festival Permit and the Communal Outdoor Dining Permit.

FISCAL/BUDGET IMPACT:

None.

BACKGROUND:

On November 1, 2021, Town Council approved Ordinances 5.28.28 and 5.28.29 allowing the Town to permit Communal Outdoor Dining Areas and Festivals. The Town Clerk's Office is requesting that the Town Council establish permit fees in the amount of \$300.00 for Festival Permits, and \$50.00 per licensee for the Communal Outdoor Dining Permits to cover the actual and necessary expenses associated with each permit process.

RECOMMENDATION:

Approve adding a Resolution to the December 6 Town Council agenda setting the permit fee for the Festival permit at \$300.00 and the Communal Outdoor Dining Permit Fee at \$50.00 per licensee as it relates to liquor licensing.

REQUESTED DIRECTION:

Approve adding a Resolution to the December 6 Town Council agenda setting the permit fee for the Festival permit at \$300.00 and the Communal Outdoor Dining Permit Fee at \$50.00 per licensee as it relates to liquor licensing.

ATTACHMENT:

None

TOWN OF PARKER COUNCIL AGENDA

December 6, 2021

Notes:

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1. TOWN COUNCIL MEETING SCHEDULE

- A. 5:30 P.M. – Call to Order Town Council Meeting and Roll Call**
- B. Executive Session – Immediately following Call to Order/Roll Call – (See Attached)**
- C. Reconvene Town Council Meeting at 7:00 P.M. or as soon thereafter as the regular public meeting can be conducted.**

2. SPECIAL PRESENTATIONS

- Dr. Doug Resler and Darrin Kessler, Douglas County Christian Council Center and the Parker Evangelical Presbyterian Church
- Legend High School CHSAA 5A State Softball Champions

3. PARKER CHAMBER OF COMMERCE UPDATES

4. DOWNTOWN BUSINESS ALLIANCE UPDATES

5. **PUBLIC COMMENTS (No action will be taken on these items.)** *Public Comment is an opportunity for Town residents and other interested individuals to speak about items that are NOT on the agenda. This comment period is limited to 30 minutes total time, with each individual allowed a maximum of 3 minutes to speak. You must sign up ahead of time in order to comment, and that sign up begins 30 minutes before the start of the meeting. The Council will accommodate as many speakers as possible during this time—with preference to Town residents—but if public comment extends beyond the allotted 30 minutes, Town Council will continue the comment period at the end of the meeting, prior to adjourning for those who signed up before the meeting.*

6. **REPORTS, ITEMS AND COMMENTS FROM MAYOR AND COUNCIL**

7. **CONSENT AGENDA**

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A. *APPROVAL OF MINUTES – November 15, 2021*

B. *ORDINANCE NO. 3.01.127 – First Reading*

A Bill for an Ordinance to Amend Section 13.02.010 of the Parker Municipal Code Concerning the Definition of Dwelling and Dwelling Unit, and Section 13.04.180 of the Parker Municipal Code Concerning Home Occupations

Department: Town Attorney, Jim Maloney

Second Reading: December 13, 2021

C. *RESOLUTION NO. 21-056*

A Resolution to Set a Fee for Communal Outdoor Dining Area and Festival Permit Applications Pursuant to Section 5.02.710 of the Parker Municipal Code

Department: Town Clerk, Chris Vanderpool

Town Attorney, Jamie Wynn

D. *CONTRACTS OVER \$100,000*

1. *Give 5 Productions - Footloose*

Amount: Not to exceed \$130,000

Contractor: Give 5 Productions

Department: Cultural, Carrie Glassburn

2. *Parker Road Sidewalk Village Inn to Sulphur Gulch (CIP22-004) - Final Design Services*

Amount: \$ 154,366

Contractor: Stanley Consulting, Inc.

Department: Engineering and Public Works, Tom Gill

8. PUBLIC HEARINGS

A. TOWNHOMES AT PINE DRIVE SKETCH AND PRELIMINARY PLAN

Applicant: Chuck Micale, Parker Townhomes, LLC
Location: Northeast corner of Pine Drive and Summerset Lane
Department: Community Development, Stacey Nerger
TRAKiT No.: SUB20-043 and SUB20-044

B. STROH RANCH FILING NO. 14 LOT 3 XCEL GAS REGULATOR STATION - Use by Special Review

Applicant: Cheryl Diedrich, Public Service Company of Colorado
Location: Southwest corner of Parker Road and J. Morgan Boulevard
Department: Community Development, Stacey Nerger
TRAKiT No.: Z21-002

C. KIME RANCH ANNEXATION

Applicant: PCS Group
Location: Kime North Parcel; 7611 E. Parker Road
Department: Community Development, Julia Duncan
TRAKiT No.: ANX21-005; Z21-007

- 1. RESOLUTION NO. 21-053**
A Resolution to Set Forth Town Council's Findings of Fact and Conclusions as to the Eligibility of the Kime Ranch Property for Annexation into the Town of Parker
- 2. ORDINANCE NO. 2.278 – Second Reading**
A Bill for an Ordinance Approving and Accomplishing the Annexation of Contiguous Unincorporated Territory Known as the Kime Ranch Property in Douglas County
- 3. ORDINANCE NO. 3.360 – Second Reading**
A Bill for an Ordinance Zoning Certain Property Within the Town of Parker, Colorado, Known as the Kime Ranch Property to PD-Planned Development District Pursuant to the Town of Parker Land Development Ordinance and Amending the Zoning Ordinance and Map to Conform Therewith
- 4. Kime Ranch Annexation Agreement**

9. ORDINANCES

ORDINANCE NO. 3.01.126 - Second Reading

A Bill for an Ordinance to Amend Section 13.03.030 of the Parker Municipal Code concerning Planning Department Adjustments for Temporary Patios

Department: Town Attorney, Jim Maloney

10. **RESOLUTIONS**

RESOLUTION NO. 21-050

A Resolution to Approve the Douglas County Local Mitigation Plan, Comprehensive 2021 Update, Volumes I and II

Department: Police, Andy Coleman

11. **PUBLIC COMMENTS CONTINUED IF NECESSARY**

12. **ADJOURNMENT**

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2. SPECIAL PRESENTATIONS

- 2021 5A State Cross Country Champion - Tanner Brown**

- 3. PUBLIC COMMENTS (No action will be taken on these items.)** *Public Comment is an opportunity for Town residents and other interested individuals to speak about items that are NOT on the agenda. This comment period is limited to 30 minutes total time, with each individual allowed a maximum of 3 minutes to speak. You must sign up ahead of time in order to comment, and that sign up begins 30 minutes before the start of the meeting. The Council will accommodate as many speakers as possible during this time—with preference to Town residents—but if public comment extends beyond the allotted 30 minutes, Town Council will continue the comment period at the end of the meeting, prior to adjourning for those who signed up before the meeting.*

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A. *APPROVAL OF MINUTES - December 6, 2021*

B. *ORDINANCE NO. 1.555 First Reading*

Notice of intent to acquire sidewalk for Ponderosa ROW – Parker Road Project

Department: Engineering and Public Works, Alex Mestdagh

Second Reading: January 3, 2022

C. *ORDINANCE NO. 4.116 - First Reading*

A Bill for an Ordinance Establishing the Vertical and Horizontal Alignment and the Grade of the Dransfeldt Road Extension from Motsenbocker Road to Twenty Mile Road

Department: Engineering and Public Works, Chris Hudson

Second Reading: January 3, 2022

D. *CONTRACTS OVER \$100,000*

1. *Preliminary Design Contract for Pikes Peak Drive Sidewalks (Sulphur Gulch to Mainstreet)*

Amount:

Contractor: Felsburg Holt & Ullevig

Department: Engineering and Public Works, Bob Exstrom

6. **PUBLIC HEARINGS**

A. **STONEGATE VET CLINIC - Use by Special Review**

Applicant: PetWell Clinic

Location: 17021 Lincoln Avenue, Unit C

Department: Community Development, Julia Duncan

TRAKiT No.: Z21-018

B. **ORDINANCE NO. 3.193.6 – Second Reading (Continued from 11-15-21)**

A Bill for an Ordinance Amending the Parker Auto Plaza Development Guide Pursuant to the Town of Parker Land Development Ordinance

Department: Community Development, Julia Duncan

7. **ORDINANCES**

A. **ORDINANCE NO. 3.01.127 – Second Reading**

A Bill for an Ordinance to Amend Section 13.02.010 of the Parker Municipal Code Concerning the Definition of Dwelling and Dwelling Unit, and Section 13.04.180 of the Parker Municipal Code Concerning Home Occupations

Department: Town Attorney, Jim Maloney

8. **RESOLUTIONS**

RESOLUTION NO. 21-046

A Resolution to Exempt Certain Real Property Commonly Known as Parker Central Area Filing No. 1, Second Amendment, from the Definition of Subdivision and Subdivided Land as Contained in the Town of Parker Land Development Ordinance

Department: Community Development, Julia Duncan

9. **PUBLIC COMMENTS CONTINUED IF NECESSARY**

10. **ADJOURNMENT**



MEMORANDUM

TO: Mayor and Town Council

FROM: Tom Williams, PE, Director of Engineering/Public Works 

THROUGH: Michelle Kivela, Town Administrator 

DATE: November 12, 2021

SUBJECT: October Contracts

The following contracts (over \$50,000 under \$100,000) were approved in October 2021:

Professional Agreement for Mainstreet and Twenty Mile Intersection Improvements-Final Design and Construction Bid Set with Felsburg, Holt & Ullevig dated October 6, 2021.

Professional Services Agreement to complete the design to add a second left turn lane (east to north) at the Mainstreet/Twenty-Mile Rd intersection, a new left turn lane (south to east) at the Twenty-Mile Rd/Stage Run intersection, and a new right turn lane (south to west) at the Twenty-Mile Rd/Mainstreet intersection.

Project Cost: \$97,930.00