



TOWN COUNCIL STUDY SESSION AGENDA
March 10, 2025
4:00 PM

I. Study Session Items

1. Legislative Briefing with Lobbyist - Mutch/Hogan - 1 hour
2. Private Activity Bonds Assignment - Matthews - 15 minutes
3. Update on Car Wash Amendment to the LDO - Fussa/Matthews - 15 minutes
4. Delegation of Establishing Boundary Requirements to the Special Licensing Authority - Vanderpool - 30 minutes

II. Staff Updates

III. Town Council Updates/Items



MEMORANDUM

TO: Honorable Mayor and Members of Town Council
FROM: Emily Hogan, Assistant Town Manager
DATE: March 10, 2025
SUBJECT: Legislative Briefing with Lobbyist

ISSUE:

Staff is presenting a legislative briefing for Council on the 2025 legislative session of the Colorado General Assembly.

FISCAL/BUDGET IMPACT:

None.

BACKGROUND:

The Town has established a framework for legislative advocacy and takes positions on major policy issues under consideration at the federal, state and local levels that may impact the Town and its residents and businesses. The Town supports legislation that is consistent and furthers advancement of the priorities and objectives found in the Strategic Plan. Conversely, the Town opposes legislation that inhibits achievements of the Strategic Plan and its objectives. These positions are captured in the Town's Legislative Policy Agenda, which is adopted annually.

Advocacy positions to be taken by the Town include:

- **Support** – The Town supports the proposed bill as written. The bill directly relates to Town priorities and/or is considered crucial to Town operations.
- **Oppose** – The Town opposes the proposed bill as written. The bill direct conflicts with Town priorities, forces an unfunded mandate on the Town, interferes with local control and/or conflicts with crucial Town operations.
- **Amend** – The Town deems the bill to directly relate to Town priorities or be considered crucial to Town operations. However, the Town would like to see the bill amended before taking a support or oppose position. The Town will take advocate to amend the bill prior to passage.
- **Monitor** – The Town deems the bill of interest but no position is to be taken at this time. Staff will track progress of the bill and report back to the Council. The Council may take a support or oppose position on the bill at a later time based on changes to the legislation.
- **None** – The Town does not take a position on the legislation. The Town may take a support or oppose position of the bill at a later time.

The Council serves as the Town's legislative review body and is apprised of bills throughout the session and receives regular updates throughout the legislative session from staff and the Town's

lobbyist. The lobbyist (Mutch Government Relations) is contracted to provide legislative advocacy services to the Town. In addition to maintaining a daily presence at the State Capitol when in session, the lobbyist acts as a policy advisor, strategic consultant, coalition organizer and legislative advocate on behalf of the Town.

The lobbyist's bill tracker can be found at

<https://statebillinfo.com/SBI/index.cfm?fuseaction=Public.Dossier&id=35433&pk=253&style=pinstripe>.

RECOMMENDATION:

Staff requests consensus of the Town Council to identify any bills to track or take a position on.

REQUESTED DIRECTION:

Staff requests consensus of the Town Council to identify any bills to track or take a position on.

ATTACHMENT:

None



MEMORANDUM

TO: Honorable Mayor and Members of Town Council

FROM: Bryce Matthews, Assistant Director - Planning
John Fussa, Community Development Director

DATE: March 10, 2025

SUBJECT: Private Activity Bonds Assignment

ISSUE:

Private Activity Bonds (PAB) are tax-exempt bonds issued by (or on behalf of) local or state governments to provide financing for IRS-qualified projects having a public benefit. The PAB may be used to finance projects such as affordable housing, sewer/water facilities, transportation infrastructure, educational projects, small manufacturing facilities and redevelopment activities. Since 2013, the Town Council has assigned our PAB capacity to the Douglas County Housing Partnership annually to support the Housing Partnership's efforts to preserve and develop affordable housing. The Town Council typically does this in August to meet the annual deadline of September 15th. However, this year the Douglas County Housing Partnership is requesting the Town assign the PAB capacity early to assist them in meeting the financing deadlines for a project in unincorporated Douglas County.

FISCAL/BUDGET IMPACT:

None

BACKGROUND:

The State of Colorado receives PAB capacity from the federal government each year and allocates some of it to local governments including the Town of Parker. For 2025, the Town has received an allocation of \$4,144,239 in PAB capacity from the State.

Since 2013, the Town Council has directed staff to assign the Town's Private Activity Bonds (PAB) capacity to the Douglas County Housing Partnership on an annual basis. The Housing Partnership uses this capacity to finance the development of affordable and workforce housing for low and moderate-income residents throughout Douglas County. The other municipalities that are members of the Housing Partnership have also assigned their PAB capacity to it in prior years.

Generally, the Town has three (3) options for how to address its annual PAB capacity:

1. Take no action by the September deadline and let the capacity revert back to the State;
2. Rollover and assign the capacity to a qualified project (if the Town had such a project);
or
3. Assign the capacity to another eligible issuing entity.

The benefits of assigning the Town's PAB capacity to the Douglas County Housing Partnership include:

1. The capacity stays local;
2. The Town has representation on the Board of the Douglas County Housing Partnership, and we have a say in how the capacity is used; and
3. The Town's capacity will provide the Douglas County Housing Partnership with an additional financing tool to support affordable and workforce housing in Douglas County, including Parker.

This year, the Douglas County Housing Partnership is requesting that the Town assign its PAB capacity to them in April or May instead of August. The reason for this is that the Housing Partnership plans to combine the Town's PAB capacity with other PAB capacity from Douglas County and Castle Rock as part of the project financing for a County-approved affordable residential development. This development is called Ponderosa Pines with 204 residential units located south of the Town in unincorporated Douglas County at the intersection of Parker Road and Scott Road.

The financing of affordable housing development is complex and usually includes a combination of debt, equity and tax credits such as PAB capacity, Low Income Housing Tax Credits (LIHTC) and other financial instruments. The Douglas County Housing Partnership must meet financing deadlines for the Ponderosa Pines development, so they have requested the early assignment of the Town's PAB capacity so its available for the project prior to June 1, 2025.

RECOMMENDATION:

Staff recommends that Town Council direct the scheduling of PAB capacity assignment to the Douglas County Housing Partnership for an upcoming Council agenda in April.

REQUESTED DIRECTION:

Staff is requesting direction from the Town Council to schedule the 2025 assignment of PAB capacity to the Douglas County Housing Partnership for an upcoming Council agenda in April.

ATTACHMENT:

None



MEMORANDUM

TO: Honorable Mayor and Members of Town Council
FROM: Bryce Matthews, Assistant Director - Planning
John Fussa, Community Development Director
DATE: March 10, 2025
SUBJECT: Update on Car Wash Amendment to the LDO

ISSUE:

The Town Council provided staff with direction at the September 9, 2024 Study Session about revising the approach to development proposals for car washes. This direction includes amending the Land Development Ordinance (LDO) to incorporate use-specific standards for car washes. Staff will update the Town Council about the draft LDO amendment that will implement the Council's direction.

FISCAL/BUDGET IMPACT:

None

BACKGROUND:

In 2024, the Town Council expressed concern about the number and location of development proposals for car washes in the Town. The Council also indicated their concern about the potential impact of a proliferation of car washes upon community character and economic vitality. In response, Community Development staff provided the Town Council with five (5) options to address their concerns at the September 9, 2024 Study Session. The options were as follows:

1. **Do Nothing**
2. **Temporary Moratorium**
3. **Align Standards with the Use-Specific Standards for Gas Stations**
4. **Require Approval by Special Review**
5. **Prohibit Car Washes**

The Town Council directed staff to advance option #3, which would create new use-specific standards for car washes that align with the standards for gas stations. The draft LDO amendment to implement Council direction would establish the following standards for car wash use throughout the Town, including in Planned Development (PD) zone districts:

1. Minimum 500-foot buffer to schools and other sensitive uses;
2. Minimum 250-foot buffer to a *Hard Corner* or residentially zoned property; and
3. Maximum of two (2) car wash uses within 660-feet of a *Hard Corner*.

The draft LDO amendment to Section 3.05.030, Use-Specific Standards, would read as follows:

(c) (28) Car wash. Car washes in all zone districts including Planned Developments (PD):

a. Car washes shall not be located within five hundred (500) feet of an elementary or secondary school, a hospital, a continuing care facility, a group home, a group residential facility, or a day care establishment.

b. Car washes shall not be located within two hundred fifty (250) feet of:

1. A Hard Corner; or

2. A residentially zoned property.

c. There shall not be more than two (2) car washes located within six hundred sixty (660) feet of any single Hard Corner.

For context, staff has attached the map we provided to the Town Council at the September 9, 2024 Study Session showing the location of existing car washes, where they may be developed in the future and those areas that are designated as a *Hard Corner*. The draft LDO Amendment will preserve *Hard Corners* for other types of commercial uses that promote economic vitality, protect sensitive uses that may be impacted by car washes and balance the goal of limiting the car wash use while still providing an opportunity for their development in appropriate locations.

RECOMMENDATION:

Staff recommends that Town Council direct staff to schedule an LDO amendment ordinance establishing use-specific standards for car washes on an upcoming Council agenda in April or May.

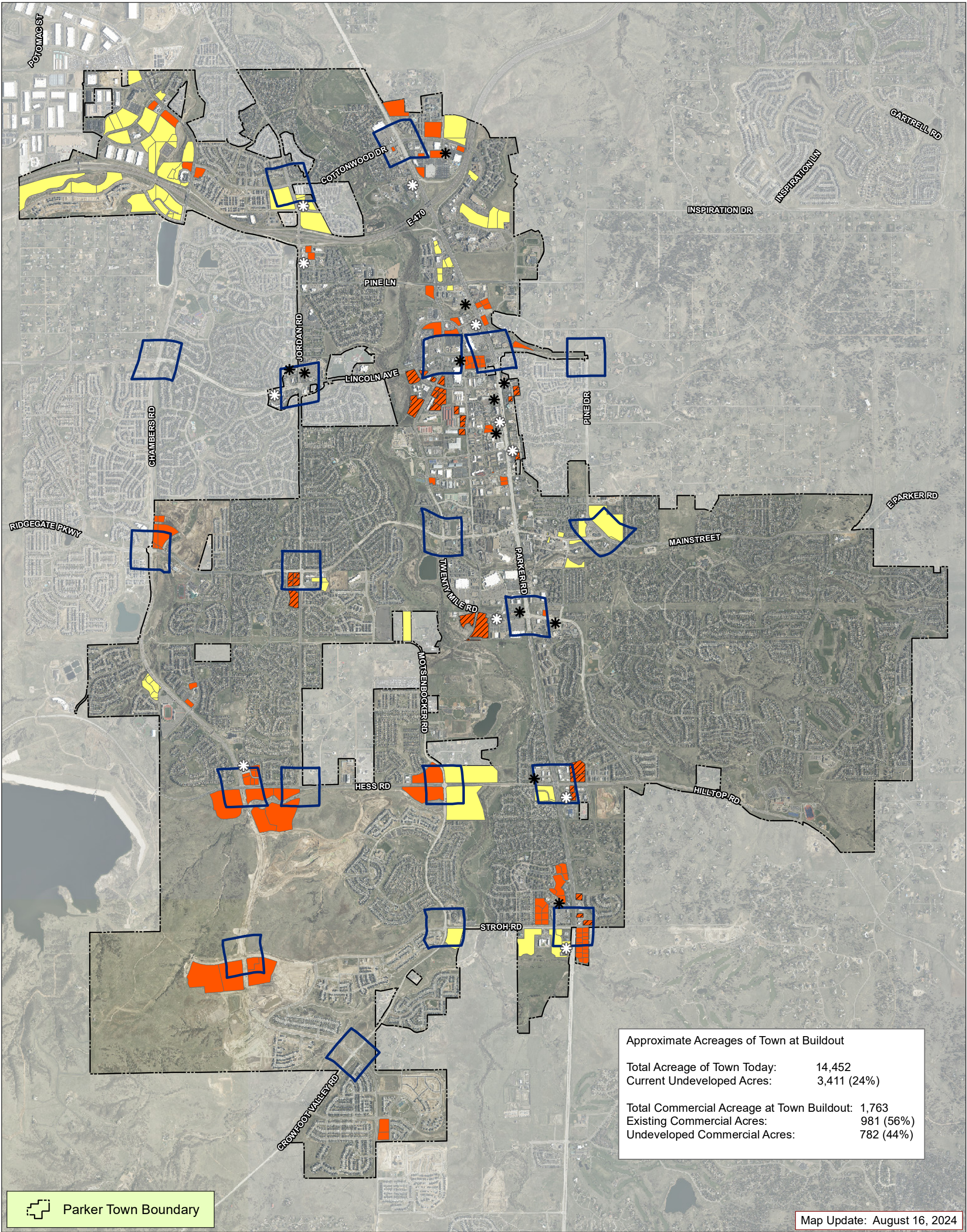
REQUESTED DIRECTION:

Staff requests Town Council direction to schedule an LDO amendment ordinance for April or May that establishes use-specific standards for car washes.

ATTACHMENT:

1. Car Wash Allowance on Vacant Land Map 11X17

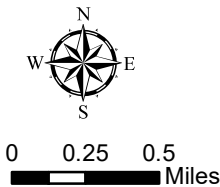
Car Wash Allowed Use on Vacant Land



Car Wash Allowance on Vacant Land

-  Car Wash Permitted / Allowed by Right (approximately 316 acres)
-  Car Wash Permitted / Use by Special Review (approximately 73 acres)
-  Car Wash Not Permitted (approximately 408 acres)

-  Existing Car Wash (12 properties / 14 acres)
-  Existing Car Wash at Gas Station (11 properties / 15.5 acres)
-  Hard Corners





MEMORANDUM

TO: Honorable Mayor and Members of Town Council
FROM: Chris Vanderpool, Town Clerk
DATE: March 10, 2025
SUBJECT: Delegation of Establishing Boundary Requirements to the Special Licensing Authority

ISSUE:

This item is to discuss the Town Council delegating the establishment of boundary requirements of the relevant neighborhood for liquor license applications to the Town's Special Licensing Authority.

FISCAL/BUDGET IMPACT:

None.

BACKGROUND:

Resolution Nos. 97-003 and 01-011 adopted by Town Council, created procedures for establishing the relevant neighborhood for the purposes of liquor license petitions in determining the reasonable requirements of the neighborhood and desires of the adult inhabitants, as evidenced by petitions under the Colorado Liquor Code for new liquor licenses or a change of location for an existing licensee. The resolution also established the procedures to ensure that a reasonable sampling of each neighborhood is surveyed for the purposes of the petitions. This responsibility is the last liquor-related task not delegated to the Special Licensing Authority by Town Council.

The Town's population has increased substantially since the Town last addressed this issue in the late 1990s. Town staff believes there is a need to change the way petitioning boundaries are determined for the needs and desires of the neighborhood as it relates to new liquor licenses and change of location applications for current licensees. Currently, a petitioner is required to get signatures for 10% of each neighborhood within the specified and approved boundary area. A map is created for the applicant that encompasses areas that won't necessarily be impacted by the establishment. This approach worked well when the Town was smaller and there were large areas of vacant land. With the new development, there is a need to revise how petitioning boundaries are determined. Also, COVID has had a continuing impact on how many people are willing to answer their door and sign a petition. Petitioning companies have to do anywhere from 350 to 400 door knocks to get at least 100 signatures.

If Council approves a resolution to delegate establishment of the relevant neighborhood for liquor license applications to the Special Licensing Authority, staff recommends that petitioning be a ½ mile radius for the area, starting at the business location. A petitioning company could petition outside the ½ mile radius if density is lacking, up to a one-mile radius, if approved by the Town Clerk. The current 10% requirement for each subdivision would go away as there

would be more accurate responses within the affected area. At least 75 signatures would be required with a mix of residential and non-residential uses within the neighborhood, with no less than 50% being residences, and not less than 10% being non-residential uses. Having a set of standards that are concise and consistent across the board provides for a fair and equitable process for applicants. Often, judgment is used to determine the boundaries, which is subjective in manner. Changing the requirements as proposed would eliminate the subjectivity and would result in consistent boundaries for all applicants.

Updating the boundary requirements will also alleviate one step in the liquor licensing process for the applicant, as the setting of the boundary and public hearing date before the Special Licensing Authority will not be necessary. Staff will be able to provide the applicant with a boundary map that meets the pre-approved boundary requirements and provide a public hearing date once the application is complete and ready for the Authority to consider at a public hearing.

Included in this packet is a draft resolution delegating the establishment of the relevant neighborhood for liquor license applications to the Special Licensing Authority. Also attached is a draft resolution for the Authority to consider in order to update the needs and desires of the neighborhood requirement for new liquor licenses and any change of location for existing licenses.

The Special Licensing Authority reviewed the draft resolution regarding the delegation of responsibility at their February 2025 meeting and recommended that Town Council approve such a resolution. They have also reviewed the draft resolution to update the boundary requirements and will take formal action if Council is in favor of delegating their responsibility to the Authority.

RECOMMENDATION:

Direct staff to place a resolution on the next Town Council agenda.

REQUESTED DIRECTION:

Direct staff to place a resolution on the next Town Council agenda.

ATTACHMENT:

1. Draft Resolution Delegating Petitioning Requirements
2. Draft Resolution Establishing Petitioning Requirements

RESOLUTION NO. ___, SERIES OF 2025

TITLE: A RESOLUTION REPEALING RESOLUTION NUMBER 97-003 AND RESOLUTION NUMBER 01-011, AND DELEGATING THE ESTABLISHMENT OF THE RELEVANT NEIGHBORHOOD FOR LIQUOR LICENSE APPLICATIONS TO THE TOWN OF PARKER SPECIAL LICENSING AUTHORITY

WHEREAS, by the adoption of Resolution Number 97-003, as amended by the adoption of Resolution Number 01-011, the Town Council adopted procedures for establishing the relevant neighborhood for purposes of liquor license petitions in determining the reasonable requirements of the neighborhood and desires of the adult inhabitants as evidenced by petitions under the Colorado Liquor Code for new liquor licenses or a change in location for an existing licensee, as well as procedures to assure that a reasonable sampling of each neighborhood was surveyed for purposes of such petitions;

WHEREAS, in 2001, by the adoption of Chapter 5.08 of the Parker Municipal Code, the Town Council delegated the responsibility of reviewing and issuing liquor license applications and holding hearings thereon to the Town of Parker Special Licensing Authority, and said Special Licensing Authority is the final decision-maker on such applications pursuant to Section 5.08.120 of the Parker Municipal Code; and

WHEREAS, the Town Council desires to delegate the authority for establishing the relevant neighborhood for purposes of liquor license petitions, as well as the procedures to assure that a reasonable sampling of each neighborhood was surveyed for purposes of such petitions, to the Special Licensing Authority consistent with Chapter 5.08 of the Parker Municipal Code.

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF PARKER, COLORADO, AS FOLLOWS:

Section 1. Resolution Number 97-003 and Resolution Number 01-011 are hereby repealed.

Section 2. Consistent with Chapter 5.08 of the Parker Municipal Code, and specifically Section 5.08.040 of the Parker Municipal Code, the Town Council delegates the authority to determine the relevant neighborhood for purposes of petitioning under the Colorado Liquor Code to the Town of Parker Special Licensing Authority. The delegation of such authority to the Town of Parker Special Licensing Authority includes the authorization to establish procedures to assure that petitioning requirements achieve a competent and reasonable sampling of the relevant neighborhood for purposes of evaluating new liquor licenses and the change of location of existing liquor licenses.

RESOLVED AND PASSED this ____ day of _____, 2025.

TOWN OF PARKER, COLORADO

Joshua Rivero, Mayor

ATTEST:

Chris Vanderpool, Town Clerk

DRAFT

RESOLUTION NO. 2025-__, Series of 2025

TITLE: A RESOLUTION OF THE TOWN OF PARKER SPECIAL LICENSING AUTHORITY DETERMINING THE PROCESS FOR ESTABLISHING THE RELEVANT NEIGHBORHOOD FOR CONSIDERATION OF NEW LIQUOR LICENSES AND THE CHANGE OF LOCATION OF EXISTING LIQUOR LICENSES

WHEREAS, the Town of Parker Special Licensing Authority is the local liquor licensing authority for the Town of Parker pursuant to Chapter 5.08 of the Parker Municipal Code;

WHEREAS, before approving or denying an application for a new license or the change of location of an existing liquor license, the Special Licensing Authority shall consider, among other factors, the reasonable requirements of the neighborhood for which application has been made, the desires of the adult inhabitants, and the number, type, and availability of liquor outlets located in or near the neighborhood under consideration;

WHEREAS, to determine the reasonable requirements of the neighborhood, the Special Licensing Authority shall determine the boundaries of the "neighborhood" to be served by the proposed outlet;

WHEREAS, once the Special Licensing Authority establishes the boundary for the neighborhood, the Special Licensing Authority may consider the reasonable requirements of the neighborhood and desires of the adult inhabitants as evidenced by petitions; and

WHEREAS, the Special Licensing Authority desires to update the process for establishing the boundaries of the neighborhood as set forth in this Resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE SPECIAL LICENSING AUTHORITY OF THE TOWN OF PARKER, COLORADO, AS FOLLOWS:

Section 1. The Town of Parker Special Licensing Authority hereby establishes the following criteria in establishing the boundaries of the relevant neighborhood for purposes of determining the reasonable requirements of the neighborhood for which application has been made, the desires of the adult inhabitants, and the number, type, and availability of liquor outlets located in or near the neighborhood under consideration:

A. The presumptive boundaries of the neighborhood for purposes of petitions shall be a one-half (½) mile radius from the proposed licensed premise;

B. If a licensee is unable to obtain the requisite signatures set forth in subsection C below because of density limitations within the proposed neighborhood, the boundaries of the neighborhood may be expanded to up to a one (1) mile radius, if approved by the Town Clerk; and

C. The total signatures obtained must be no less than seventy-five (75) signatures, which signatures must be a combination of residential and non-residential uses

within the neighborhood, with no less than fifty percent (50%) being residences, and no less than ten percent (10%) being non-residential uses.

Section 2. This Resolution shall be effective upon the effective date of the Town Council repealing Resolution Number 97-003 and Resolution Number 01-011.

RESOLVED AND PASSED this _____ day of _____, 2025.

TOWN OF PARKER SPECIAL
LICENSING AUTHORITY

Kelli Narde, Chair

ATTEST:

Chris Vanderpool, Town Clerk