

**TOWN OF PARKER COUNCIL
MINUTES
JULY 7, 2025**

Mayor Pro Tem John Diak called the meeting to order at 5:30 p.m. All Councilmembers were present, except for Mayor Joshua Rivero and Laura Hefta.

Town Attorney Jamie Wynn announced that there were two topics for discussion in the Executive Session to hold a conference with the Town's attorney to receive legal advice on specific legal questions, pursuant to C.R.S. § 24-6-402(4)(b). The first item was regarding C.R.S. § 31-12-106 concerning annexation of enclaves adjacent to Parker Road and Municipal Code Section 13.03.040 concerning annexation and zoning. The second item was a general discussion regarding Town Council's need to have an evaluation process for judicial appointees.

EXECUTIVE SESSION

Brandi Wilks moved and Todd Hendreks seconded to enter into Executive Session at 5:32 p.m. to hold a conference with the Town's attorney to receive legal advice on specific legal questions, pursuant to C.R.S. § 24-6-402(4)(b).

The motion was approved unanimously.

Brandi Wilks moved and Anne Barrington seconded to come out of Executive Session at 6:28 p.m.

The motion was approved unanimously.

COUNCIL UPDATES/WORK SESSION

The following topics were discussed during the Work Session:

- The Town Hall expansion Phase I is nearing completion with the anticipated move in September. Study session dates were discussed, and it was decided that, for 6 months, study session dates would be combined with Council meeting dates beginning in September.
- Mayor Pro Tem Diak inquired about food truck compliance with the Municipal Code and asked if this topic and possible updates to the code could be discussed at a future study session.

Erik Frandsen moved and Anne Barrington seconded to recess the regular meeting until 7:00 p.m.

The motion was approved unanimously.

REGULAR MEETING

Mayor Pro Tem Diak reconvened the meeting at 7:00 p.m.

Mayor Pro Tem Diak led the Council and audience in the Pledge of Allegiance.

PUBLIC COMMENTS

None.

REPORTS, ITEMS AND COMMENTS FROM MAYOR AND COUNCIL

Each Councilmember reported on meetings and activities they had attended since the last Town Council meeting.

CONSENT AGENDA

A. APPROVAL OF MINUTES - June 16, 2025

B. EAST MAIN PROJECT

Department: Town Attorney, Jim Maloney

- 1. Partial Assignment of Development and Financing Agreement by and between CD-Parker, LLC, and East Main, LLC*
- 2. Acknowledgment Agreement By and Among The Town of Parker, The Parker Authority For Reinvestment, East Main, LLC, CD-Parker, LLC, U.S. Bank National Association, PCCP CREDIT XI REIT-SUB HOLDCO, LLC, Concerning the East Main Project*
- 3. Second Amendment to Development Agreement, By and Among the Town of Parker, the Parker Authority for Reinvestment, and CD-Parker, LLC*
- 4. Acknowledgement and Termination of Covenant*

C. ORDINANCE NO. 9.387 - First Reading

A Bill for an Ordinance Approving the Intergovernmental Agreement Between the Douglas County Clerk and Recorder and the Town of Parker Regarding the Conduct and Administration of the November 4, 2025, Coordinated Election

Department: Town Clerk, Chris Vanderpool

Second Reading: July 21, 2025

D. ORDINANCE NO. 1.650 - First Reading

A Bill for an Ordinance to Approve the Memorandum of Agreement By and Between the Town of Parker and the Langley Family Trust, Mary Kuchman & Jaye Kuchman, for a Portion of the Northwest Quarter of Section 3, Township 7 South, Range 66 West, Sixth Principal Meridian, Concerning the Stroh Road Widening Project

Department: Engineering and Public Works, Nathan Klass

Second Reading: July 21, 2025

E. RESOLUTION NO. 25-045

A Resolution accepting the Conveyance of a Drainage Easement from WDG Jordan, LLC, for a Portion of Lot 4, Auburn Hills Centre Filing 1

Department: Engineering and Public Works, Alex Mestdagh

F. *RESOLUTION NO. 25-035.1*

A Resolution to Amend Resolution No. 25-035, Series of 2025, Concerning the Town of Parker Elected Officials Guidelines by the Adoption of a New Elected Official Policy Number 0-12, Elected Official Travel Policy Statement

Department: Town Manager, Emily Hogan

G. *RESOLUTION NO. 25-002.1*

A Resolution to Appoint a Regular Member to Fill a Vacancy on the Parker Cultural and Scientific Commission

*Department: Cultural, Suzanne Velasquez
Cultural, Carrie Glassburn*

H. *RESOLUTION NO. 25-047*

A Resolution to Accept a Donation of Artwork Titled "Love Wins" from Janene DiRico-Cable

Department: Cultural, Carrie Glassburn

Brandi Wilks moved and Todd Hendreks seconded to approve Consent Agenda Items 4A through 4H.

A roll call vote was taken:

Todd Hendreks - yes

Anne Barrington - yes

Brandi Wilks - yes

John Diak - yes

Erik Frandsen - yes

The motion was approved unanimously.

PUBLIC HEARINGS

A. PARKER PROFESSIONAL PARK - Annexation and Zoning

Applicant: Town of Parker

Location: South of Lincoln Avenue on the west side of Parker Road

Department: Community Development, Stacey Nerger

TRAKiT No.: ANX24-006 and Z24-016

Mayor Pro Tem Diak opened the Public Hearing at 7:08 p.m.

The subject property, known as the Parker Professional Park Property, is located in unincorporated Douglas County and is surrounded by the Town of Parker. The Town proposed to annex the property and zone it as the Mixed-Use Community (MC) Zone District.

The Parker Professional Park Property is located on the west side of Parker Road south of Lincoln Avenue, Walgreens and Napa Auto Parts. The property is approximately 2.34 acres in size and currently consists of four (4) lots with five (5) commercial buildings that have businesses operating in them. The Parker Professional Park Property has been completely surrounded by the Town of Parker for a period of more than three (3) years and is considered an enclave under the Colorado Municipal Annexation Act of 1965. The Town has committed to a policy of actively pursuing the annexation of

enclaves for rational boundaries and service delivery. The property is located within the Town's Planning Area as described in the Parker 2035 Master Plan.

The proposed MC Zone District for the Parker Professional Park Property has been reviewed for compliance with the LDO including the nine (9) criteria for zoning approval at Section 13.03.040(n)3 of the LDO. The staff review indicates that the proposed zoning meets the nine (9) criteria for approval and is consistent with the Parker 2035 Master Plan. The Planning Commission had a public hearing for the Parker Professional Park Property zoning on June 12, 2025, and unanimously recommended approval.

Public Comments: None.

Mayor Pro Tem Diak closed the Public Hearing at 7:16 p.m.

1. RESOLUTION NO. 25-040

A Resolution to Establish the Town Council's Findings of Fact and Conclusions Thereon Concerning the Parker Professional Park Enclave Annexation

Todd Hendreks moved and Erik Frandsen seconded to approve Resolution No. 25-040.

A roll call vote was taken:

Todd Hendreks - yes

Anne Barrington - yes

Brandi Wilks - yes

John Diak - yes

Erik Frandsen - yes

The motion was approved unanimously.

2. ORDINANCE NO. 2.286 - Second Reading

A Bill for an Ordinance Approving and Accomplishing the Annexation of Contiguous Unincorporated Territory Known as the Parker Professional Park Property

Todd Hendreks moved and Anne Barrington seconded to approve Ordinance No. 2.286 on second reading.

A roll call vote was taken:

Todd Hendreks - yes

Anne Barrington - yes

Brandi Wilks - yes

John Diak - yes

Erik Frandsen - yes

The motion was approved unanimously.

3. **ORDINANCE NO. 3.374 - Second Reading**

A Bill for an Ordinance Zoning Certain Property Within the Town of Parker, Colorado, Known as the Parker Professional Park Property to Mixed-Use Community (MC) District, Pursuant to the Town of Parker Land Development Ordinance and Amending the Zoning Ordinance and Map to Conform Therewith

Todd Hendreks moved and Erik Frandsen seconded to approve Ordinance No. 3.374 on second reading.

A roll call vote was taken:

Todd Hendreks - yes

Anne Barrington - yes

Brandi Wilks - yes

John Diak - yes

Erik Frandsen - yes

The motion was approved unanimously.

B. SALISBURY REGIONAL PARK – Site Plan, Parker Water and Sanitation District Agreement and Easements

Applicant: Town of Parker

Location: East of Motsenbocker Road, south of Dransfeldt Road and north of Hess Road

Department: Community Development, Stacey Nerger
Parks, Recreation and Open Space, Brett Collins

TRAKiT No.: SP24-124

Mayor Pro Tem Diak opened the Public Hearing at 7:21 p.m.

The Town of Parker is proposing a site plan application for Phase 1 of an expansion to Salisbury Regional Park to include baseball fields, multipurpose fields, restrooms, landscaping, park amenities, and parking. The site is located on the east side of Motsenbocker Road, north of Hess Road. The new 91-acre portion of the Salisbury Regional Park will need water and sanitary sewer service. A Water and/or Sewer Main Improvement Agreement (processed administratively), a Water Pipeline Easement Agreement, and a Sanitary Sewer Main Easement Agreement with Parker Water and Sanitation District (PWSD) are required to secure the service. Ordinances were required for approval of the two easements.

The site plan proposes the first phase of development, which will construct:

- Four (4) lighted natural grass baseball/softball fields with a pedestrian promenade, restrooms and food truck parking
- Two (2) lighted synthetic turf multi-use fields
- Required parking
- Landscaping and site amenities

Site plan applications are typically reviewed and processed administratively. However, pursuant to Section 13.03.040 (p) of the Parker Municipal Code, site plan applications for public facilities owned by the Town are required to be scheduled for public hearings. Therefore, the Salisbury North Park

Expansion required a public hearing before both the Planning Commission and Town Council. Staff has reviewed the proposed site plan and determined that it meets the requirements of the Land Development Ordinance and zoning regulations as they apply to a regional park. The site plan application was presented to the Planning Commission at a public hearing on June 26, 2025. The Planning Commission unanimously recommended the Town Council approve the site plan with the following conditions:

1. **Approved Site Plan** - The Site Plan exhibit, building elevations exhibit and landscape plan exhibit **stamped 'Final Document' on June 17, 2025** shall be the approved plans.
2. **Approved Construction Plan Documents** - The construction plan documents signed by Engineering, the Water and Sanitation District and Fire Life Safety, shall be the approved construction plans.
3. **Approval Expiration** - This approval has been based upon the review of information submitted to our office as part of your request for an administrative site plan approval and **shall remain in effect for fifteen (15) months from the date of this approval letter**. If a Grading Permit or Building Permit is not obtained within fifteen months, this approval becomes null and void. The Community Development Director, upon written request, may grant a one-hundred-eighty (180) day extension.
4. **Prairie Dog Certification Required** - A Certification of Compliance with Municipal Code Section 13.08.040(e) Prairie Dog Management is required prior to issuance of a Grading Permit and the start of any work on the site.
5. **Permits Required** - It is the applicant's responsibility to acquire all required permits prior to starting work on the site, including Grading Permits, Building Permits and Electrical Permits.
6. **Screening of Mechanical Equipment and Utility Boxes Required** - All mechanical equipment shall be fully screened with permanent material and painted to match the building color. All rooftop vents and other appurtenances shall be painted to match the roof or building color to minimize their visual impact. All rooftop mechanical, vents or appurtenances, which are not shown on the approved plans may require additional conditions for screening as determined by the Town.
 - Above ground on-site utilities for the provision of service to nonresidential use(s) may not be located in the front-yard between the building and the public or private street and can only be located in a rear-yard or side-yard. Any above ground **utility equipment shall be screened** with landscaping or a screening wall in coordination with the utility company. Where utility meters and connections are attached to the building they shall be located away from the public realm to the greatest extent possible and be painted to match the building. Location of all utility equipment shall be reviewed and approved by the Community Development Department prior to installation. Any deviation from this standard may result in the relocation of the equipment.
7. **Final Grading Certificate Required** - The Town requires the submittal of a Final Grading Certificate as a *prerequisite to obtaining a Certificate of Occupancy or Temporary Certificate of Occupancy*;

- An as-built drawing of the individual lot which indicates the finished floor elevation(s), and finished grade site elevation points sufficient to show positive drainage away from all buildings.
 - A certification statement by a licensed professional engineer **and** surveyor, accompanied by their stamp and signature. The applicant will need to contact the Planning Division to obtain the specific language that is required.
8. **Signage Not Included** - Approval of this site plan **does not include signage**. All signage for this site and building will be required to meet the Town of Parker Sign Code Chapter 13.09 and will require a separate sign permit application submittal.

Staff recommended that the Town Council approve the Salisbury North Park Phase 1 Site Plan and the associated Water Pipeline Easement Agreement, and the Sanitary Sewer Main Easement Agreement with PWSD.

Public Comments: None.

Mayor Pro Tem Diak closed the Public Hearing at 7:33 p.m.

1. ORDINANCE NO. 1.648 - Second Reading
A Bill for an Ordinance Conveying Certain Real Property by Easement to Parker Water and Sanitation District for Lot 1, Salisbury North Minor Development Plat, 2nd Amendment (Sanitary Sewer Main Easement Agreement)

Anne Barrington moved and Brandi Wilks seconded to approve Ordinance No.1.648 on second reading.

A roll call vote was taken:

Todd Hendreks - yes

Anne Barrington - yes

Brandi Wilks - yes

John Diak - yes

Erik Frandsen - yes

The motion was approved unanimously.

2. ORDINANCE NO. 1.649 - Second Reading
A Bill for an Ordinance Conveying Certain Real Property by Easement to Parker Water and Sanitation District for Lot 1, Salisbury North Minor Development Plat, 2nd Amendment (Water Pipeline Easement)

Anne Barrington moved and Brandi Wilks seconded to approve Ordinance No.1.649 on second reading.

A roll call vote was taken:

Todd Hendreks - yes

Anne Barrington - yes

Brandi Wilks - yes

John Diak - yes

Erik Frandsen - yes

The motion was approved unanimously.

3. Site Plan

Anne Barrington moved and Brandi Wilks seconded to approve the Salisbury Regional Park Expansion Phase 1 site plan, based on staff findings, with the following conditions:

1. **Approved Site Plan** - The Site Plan exhibit, building elevations exhibit and landscape plan exhibit **stamped 'Final Document' on June 17, 2025** shall be the approved plans.
2. **Approved Construction Plan Documents** - The construction plan documents signed by Engineering, the Water and Sanitation District and Fire Life Safety, shall be the approved construction plans.
3. **Approval Expiration** - This approval has been based upon the review of information submitted to our office as part of your request for an administrative site plan approval and **shall remain in effect for fifteen (15) months from the date of this approval letter**. If a Grading Permit or Building Permit is not obtained within fifteen months, this approval becomes null and void. The Community Development Director, upon written request, may grant a one-hundred-eighty (180) day extension.
4. **Prairie Dog Certification Required** - A Certification of Compliance with Municipal Code Section 13.08.040(e) Prairie Dog Management is required prior to issuance of a Grading Permit and the start of any work on the site.
5. **Permits Required** - It is the applicant's responsibility to acquire all required permits prior to starting work on the site, including Grading Permits, Building Permits and Electrical Permits.
6. **Screening of Mechanical Equipment and Utility Boxes Required** - All **mechanical equipment shall be fully screened** with permanent material and painted to match the building color. All rooftop vents and other appurtenances shall be painted to match the roof or building color to minimize their visual impact. All rooftop mechanical, vents or appurtenances, which are not shown on the approved plans may require additional conditions for screening as determined by the Town.
 - Above ground on-site utilities for the provision of service to nonresidential use(s) may not be located in the front-yard between the building and the public or private street and can only be located in a rear-yard or side-yard. Any above ground **utility equipment shall be screened** with landscaping or a screening wall in coordination with the utility company. Where utility meters and connections are attached to the building they shall be located away from the public realm to the greatest extent possible and be painted to match the building. Location of all utility equipment shall be reviewed and approved by the Community Development Department prior to installation. Any deviation from this standard may result in the relocation of the equipment.
7. **Final Grading Certificate Required** - The Town requires the submittal of a Final Grading Certificate as a *prerequisite to obtaining a Certificate of Occupancy or Temporary Certificate of Occupancy*;

- An as-built drawing of the individual lot which indicates the finished floor elevation(s), and finished grade site elevation points sufficient to show positive drainage away from all buildings.
 - A certification statement by a licensed professional engineer **and** surveyor, accompanied by their stamp and signature. The applicant will need to contact the Planning Division to obtain the specific language that is required.
8. **Signage Not Included** - Approval of this site plan **does not include signage**. All signage for this site and building will be required to meet the Town of Parker Sign Code Chapter 13.09 and will require a separate sign permit application submittal.

A roll call vote was taken:

Todd Hendreks - yes

Anne Barrington - yes

Brandi Wilks - yes

John Diak - yes

Erik Frandsen - yes

The motion was approved unanimously.

ADJOURNMENT

Mayor Pro Tem Diak adjourned the meeting at 7:36 p.m.


Chris Vanderpool, Town Clerk


John Diak, Mayor Pro Tem