



Town of Frederick
Board of Trustees Agenda
Frederick Town Hall
Board Chambers
401 Locust Street
Tuesday, September 27, 2022

6:00 PM

Livestreaming of the Board of Trustees meetings have been transitioned to a livestream on the Town of Frederick website. Livestream can be accessed on the Town of Frederick's Website at www.frederickco.gov/civicmedia

Public Comment will only be taken in person unless an accommodation is requested through the Town Clerk's Office. If you require an accommodation or have questions about making public comment please contact the Town Clerk's Office:

Meghan Martinez
mmartinez@frederickco.gov
720-382-5500

Or

Taylor Kittilson
tkittilson@frederickco.gov
720-382-5500

Built on What Matters.



Town of Frederick
Board of Trustees Agenda
Frederick Town Hall
Board Chambers
401 Locust Street
Tuesday, September 27, 2022

6:00 P.M.

**Work Session –
Downtown Colorado Inc.**

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. Clerk Report – Meghan Martinez, Town Clerk

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.

C. June 14, 2022 Minutes – Meghan Martinez, Town Clerk

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D. July 26, 2022 Minutes – Meghan Martinez, Town Clerk

E. August 9, 2022 Minutes – Meghan Martinez, Town Clerk

Action Agenda:

F. Resolution 22-R-70 Approving a Letter of Support to be part of the Colorado Main Street Affiliate Program – Max Daffron, Economic Development Manager

G. Resolution 22-R-71 To Award a Contract for Design Work on the Comprehensive Plan and Downtown Plan Updates and Authorizing the Mayor to Execute the Contract – Ali vanDeutekom, Planning Manager

Discussion Agenda:

H. Potential Street Name Change to Incorporate FHS Golden Eagles – Bryan Ostler, Town Manager

I. Municipal Judge as Liquor Hearing Officer – Jason Meyers, Town Attorney and Meghan Martinez, Town Clerk

Mayor and Trustee Reports:

Executive Session:

For the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators, under C.R.S. Section 24-6-402(4)(e)(I); regarding Project Olive

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)(I); regarding Nelson Property

Adjournment:



TOWN OF FREDERICK BOARD OF TRUSTEES INFORMATION MEMORANDUM

Tracie Crites, Mayor

Chad TeVelde, Trustee
Mark Lamach, Trustee
Adam Mahan, Trustee

Dan March, Mayor Pro Tem
Kevin Brown, Trustee
Windi Padia, Trustee

Presentation By Downtown Colorado Inc.

Agenda Date: Town Board Meeting - September 27, 2022

Attachments: a. Presentation

Submitted by: Maxwell Daffron
Economic Development Manager

Approved for Presentation: Bryan Ostler
Town Manager

Strategic Plan Alignment:

- Community and Economic Vitality – The Board’s adopted Strategic Plan has a specific goal to focus on downtown revitalization strategies. Town Staff has asked Downtown Colorado Inc. to present to the Board of Trustees on the process, methodology, and opportunities available through special district creation in the downtown area.

Detail of Issue/Request:

Years ago, several businesses in Downtown Frederick, along with Staff who are no longer with the Town, worked to form a Downtown Business Association (DBA) for Downtown Frederick. Unfortunately, the established DBA was unsuccessful in its function, and was never fully utilized. When the Town of Frederick recently started to become more involved with business retention efforts in the Downtown, a common sentiment that was repeatedly presented by existing businesses was that the Downtown needed additional programming, attention, and coordinating efforts. As a result, Town Economic Development Staff realized that an independent, third-party, analysis of the area was needed to best position Downtown Frederick for success.

Town Economic Development Staff reached out to Downtown Colorado Inc. (DCI) to begin this process. DCI is a nonprofit that serves as the premier downtown advocacy organization in Colorado. DCI’s work focuses on establishing community-wide partnerships to facilitate and encourage

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community engagement for increased economic vitality. Town Staff engaged DCI to build and implement a strategy for stakeholder engagement and visioning efforts, establish best practices for connecting and empowering local stakeholders, and take the initial steps to enable Downtown Frederick to establish a sustainable organization for future business development around a unified community vision. The process proposed by DCI would conduct the groundwork and planning, strategy, visioning, and outreach to lay a foundation from which to build a sustainable downtown organization independent from political interests or any one influence.

As part of DCI's efforts to engage the community, representatives from DCI desire to provide a presentation to the Board of Trustees on the types of opportunities that exist for special district creation in Downtown Frederick. Their presentation will also include several case studies of successful downtown initiatives in other communities.

At the Conclusion of the Town's work with DCI, a final report and presentation will be provided to the Board of Trustees recommending a path forward for a sustainable and prosperous Downtown program. Some of the options that are available would require significant time and resources to implement. As such, funding for these options has been included in the proposed fiscal year 2023 budget to assist with this work.

Alternatives/Options:

The Board could choose to direct staff to stop work with DCI and conduct this work in house. However, this is not recommended, as DCI possesses significant institutional knowledge of best practices regarding special district formation and is a state recognized independent organization that can provide the Town with an independent and unbiased assessment on district feasibility.

The Board could also choose not to view the presentation. This is also not recommended by Staff, as this presentation is meant to bring the Board up to speed on the process so they can remain informed if asked a question by the public.

Financial Considerations:

No financial considerations exist at this time.

Staff Recommendation:

Staff recommends that the Board receive the presentation from Downtown Colorado Inc. and provide feedback and ask DCI whatever additional questions they have.



DOWNTOWN COLORADO, INC.

ORGANIZATIONS FOR DOWNTOWN MANAGEMENT

ABOUT DOWNTOWN COLORADO, INC.

Colorado's downtown champion since 1982

We are the Doers.

We are committed to building downtowns that are prosperous, equitable, creative, and welcoming. United in cause, we are Colorado's downtown champions.

Downtown Colorado, Inc. provides five core services to organizations and individuals engaged in downtown + commercial district development:

- Advisory Services
- Educational Events
- Advocacy and Information
- BID, DDA, URA Formation+ Training Assistance
- Colorado Challenge Program



Who We Are

CHAMPIONS + CATALYSTS



Katherine Correll

Executive Director |

Downtown Colorado, Inc.



Bill Shrum

Director of Operations |

Downtown Colorado, Inc.



AGENDA

- + Purpose of this Effort
- + Understanding
Downtown Needs
- + Organizational Review
- + BID + DDA Case
Studies



WHY WE LOVE DOWNTOWN

**PEOPLE ARE LONGING FOR
A PLACE NOT ONLY TO
LIVE, BUT ALSO TO LOVE.**

PETER KAGEYAMA

DCI + Town of Frederick

Purpose: To assist with increasing organizational capacity and sustainability of Downtown Frederick to enhance events, marketing, and services for the community.

- Understand Existing Conditions Aug – Sept 2022
- Visioning Exercises with Stakeholders Oct – Nov 2022
- Review Financial Tools and Capacity November 2022
- Recommend Organizational Strategy First Quarter 2023

District Lifecycle	General Conditions	Organizational Component
Stagnant	Challenged, with high vacancies, underutilized properties, uninviting public realm and poor regional image	Grass-roots organizing, volunteer committees, tax increment financing, Local government support, both money and services, grants, earned income from development
Growing	Up and coming, with a sprinkling of new businesses, pioneering new investments and an image of a district in transition	Property or business assessments, revenue generating promotions and special events, membership dues
Mature	Established, with a strong mix of retail, restaurants and jobs, inviting public realm and strong regional image	Parking revenue, local improvement bonds, merchandising the district

STAGE DICTATES PRIORITIES

STAGNANT	GROWING	MATURE
• Attract new investment • Stabilize the environment • Create confidence among local stakeholders • Combat regional stigma	• Attract new businesses • Market the area to consumers • Beautify & improve the public realm • Provide meaningful participation for new owners & businesses • Convey a new emerging image	• Retain and grow businesses • Manage new investment • Market the area to consumers • Parking management • Keep organization fresh to keep stakeholders engaged • Strengthen a positive image

DOWNTOWN ORGANIZATIONS

Source: Modified from "BID, DDA OR URA: How to Decide?" by Carolynne C. White of Brownstein Hyatt Farber Schreck, 2008.			
	BID	DDA	URA
PURPOSE	Economic Development and beautification.	Urban development or redevelopment.	Stimulate Reinvestment to improve economic conditions.
BASIC FUNCTIONS	Acquire, finance, install and operate public improvements, including but not limited to: streets, sidewalks, curbs, pedestrian malls, landscaping, statuary, fountains, bike paths, benches, information booths, public meeting facilities.	Implement a plan of development for the downtown development area, which could include events, beautification, business support, and more.	Carry out "urban renewal projects;" plans to assist the municipality . . .to eliminate and prevent the development or spread of slum and blighted areas; to encourage needed urban rehabilitation; provide for the redevelopment of such areas; providing public improvements; encouraging rehabilitation and repair; [...] plans for voluntary repair and rehabilitation.
FUNDING & FINANCING	May impose: ad valorem property taxes, rates and charges for services or improvements, and special assessments. Functions as a taxing authority. Cannot use TIF.	May use TIF funding for sales and property tax for a period of 30 years, and/or impose mill levy up to 5 mills within the downtown development area for operations of the DDA.	May use TIF funding for sales, lodging, and property tax for a period of 25 years. May buy, sell, or manage property. May receive grants and allocations from partner programs.
PROPERTY ACQUISITION & DISPOSAL	Does not own property.	May acquire property through sale or gift. May sell at fair market value.	May acquire property through sale, gift, or eminent domain. Must dispose of <u>through reasonable competitive bidding procedures</u> . Special procedures apply for property acquired through eminent domain to be transferred to a private party.
BOUNDARIES	Dominantly Commercial District (50% of uses) or future commercial district.	Downtown district.	Same boundary as municipality; may designate districts for TIF.

Private

Public-
Private

Public

- Volunteer Driven
- Grants, Members, Contracts

- Paid Staff/ Business Driven/ Property + Business Vote
- Mill Levy/ Contracts

- Paid Staff/ Council Appointed/ Property & Business Vote
- Mil Levy/ Contracts/ Tax Increment Financing

- Paid Staff, Council or Council Appointed
- Tax Increment Financing

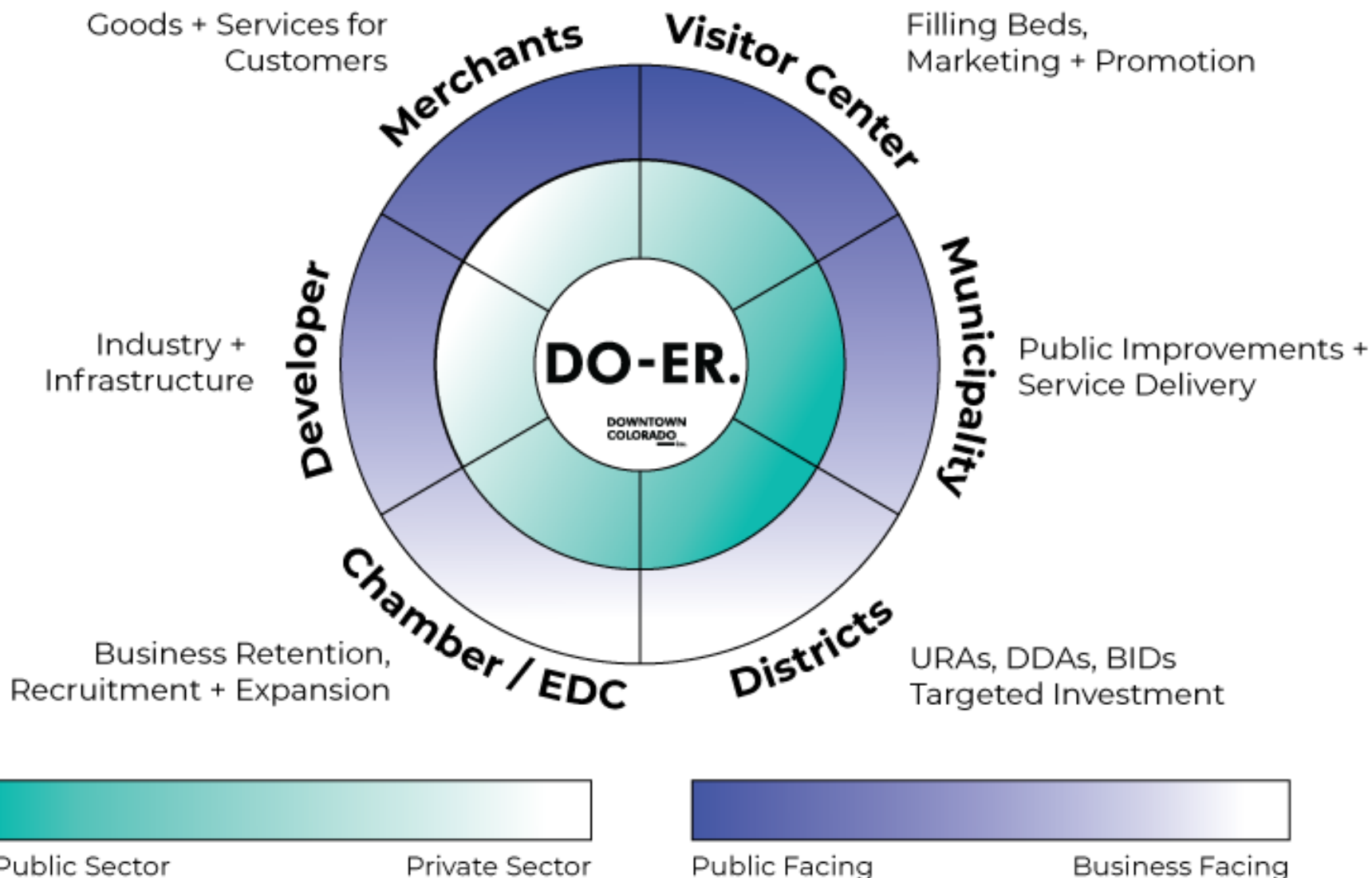
Non
Profit

BID

DDA

URA

Downtown Partner Roles



Tax Increment Financing

Without raising taxes, TIF invests a slice of our growing revenue in needed Downtown improvements

Green Spaces



Add trees and landscaping to our public spaces, and add new gathering places

Safety & Accessibility



Make Downtown sidewalks, crosswalks and bike paths safer and more accessible for everyone

Business Vitality



Enhance our unique Downtown by helping local businesses grow through improvement grants

More Ways to Get Around

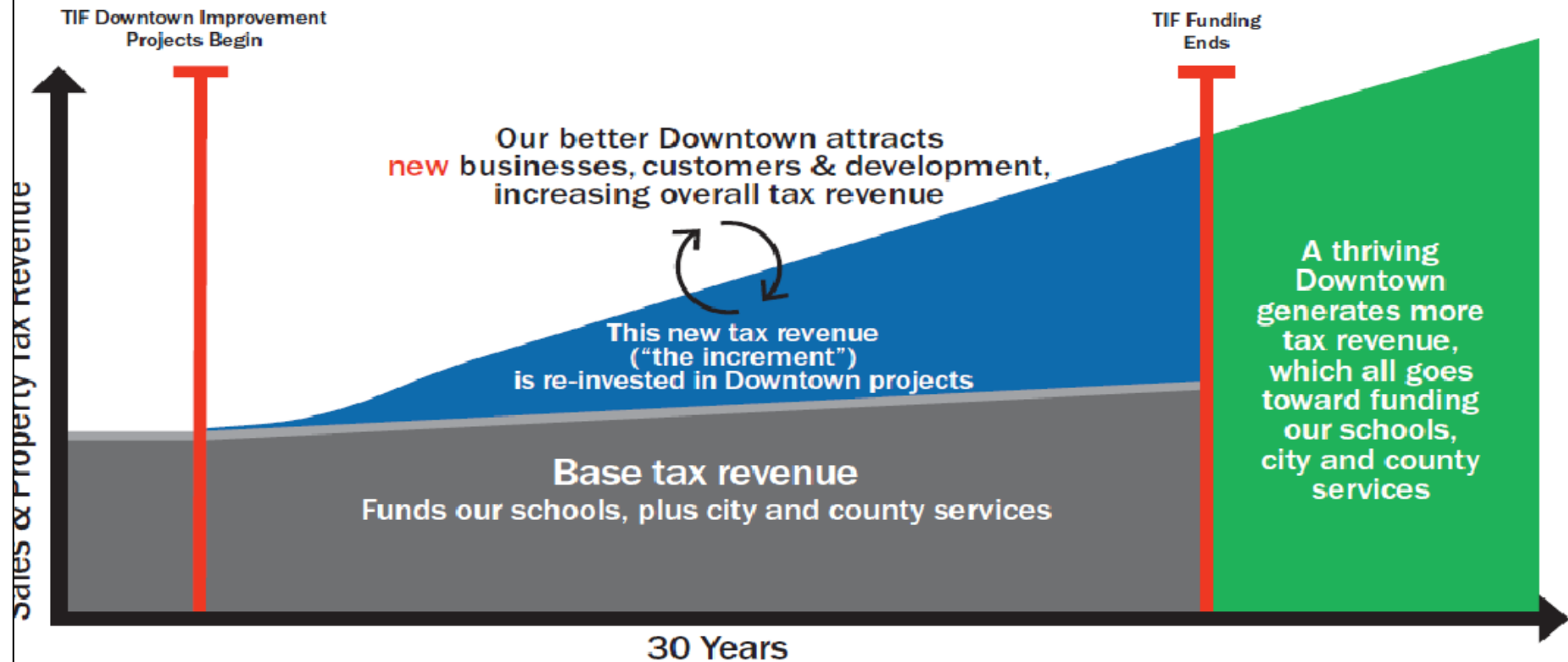


Reduce traffic by improving parking, trolley service, interconnected walkways and paths

Home & Work Options



Create homes and offices for local workers and residents near transit, shops and amenities



NON- PROFIT

Chamber + Downtown Business Association

Non-profit community organization with public/private orientation.

Oriented to support small business and business development.

Facilitator and problem solver for otherwise challenging projects.

There is no financing built in. Requires staff and volunteer focus on contributions, grants, fees and earned income.

GID

GENERAL IMPROVEMENT DISTRICT

Quasi-municipal organization is a subdivision of the state. Can assess a property tax, assess fees, and collect income from improvements.

Focus on capital improvements, public facilities, and maintenance. Can issue bonds for capital improvements.

Very flexible entity that can finance improvements, operate facilities, and provide services.

BID

BUSINESS IMPROVEMENT DISTRICT

Quasi-municipal organization is a subdivision of the state.
All property assessed in a BID must be commercial.
Boundary may or may not be contiguous.

Management, Marketing, Advocacy, Economic
Development. Can issue bonds for capital improvements.

Very flexible entity that can finance improvements and
provide services.

DDA

DOWNTOWN DEVELOPMENT AUTHORITY

Quasi-municipal corporation which is intended to halt or prevent deterioration of property values or structures in Central Business District.

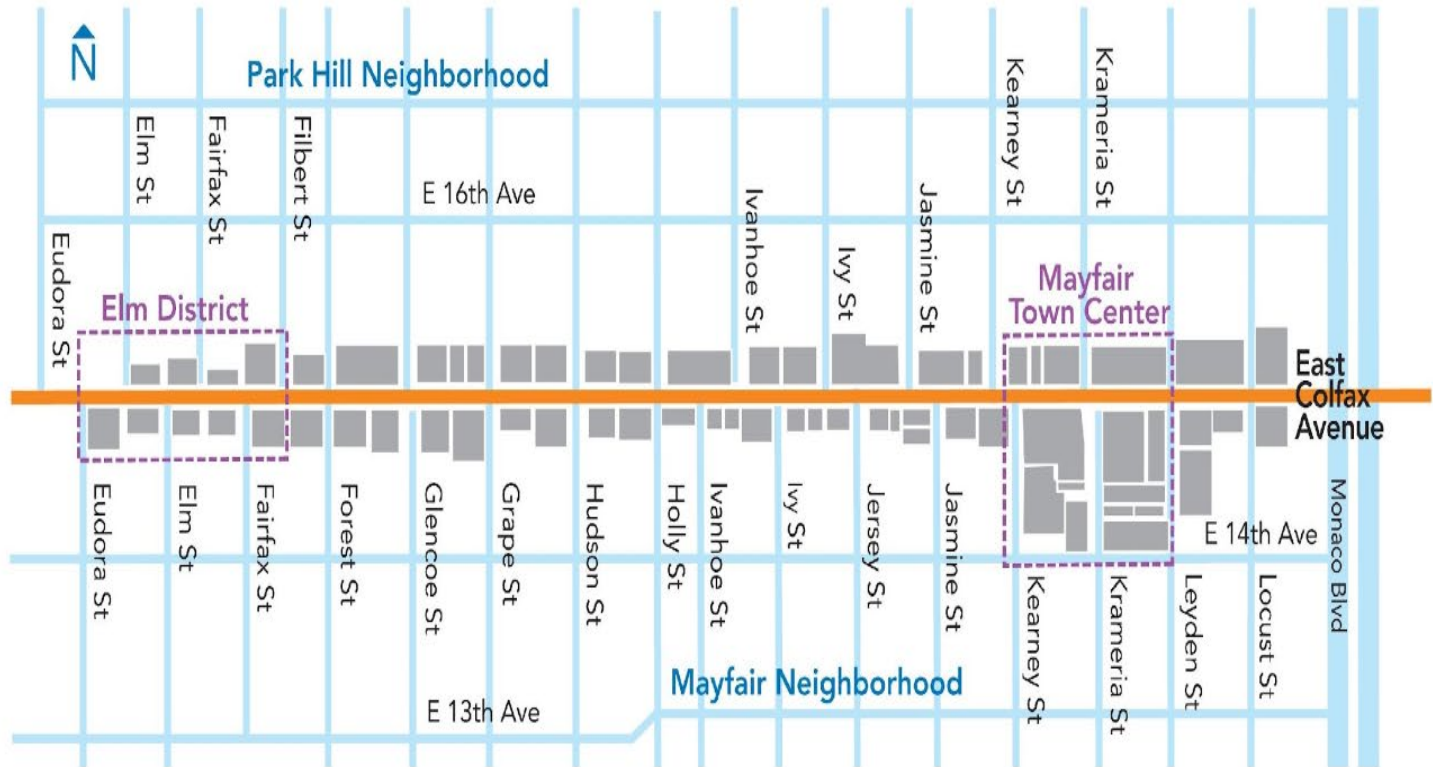
Real Estate Development, Infrastructure, Operations.

Ability to finance improvements and provide services; can generate mill levy and TIF increment. DDAs do not need approval from other county entities to collect increment.

**COLFAX
MAYFAIR**
BUSINESS IMPROVEMENT DISTRICT



Colfax Mayfair BID Map



2021 Programs



Business support & economic recovery

Business Support

- All economic assistance opportunities
- Marketing grants, Fall Fest
- Business Watch program
- Placemaking—planter pots

Economic Recovery

- Adaptive Reuse, Building Height Incentive
- Pedestrian safety/transit bond improvements

2020 Business Assistance Grants



Immediate cash relief & flexibility to ratepayers to assist businesses in managing unprecedented events

60% Affected by Closure Orders

- Rent relief, keeping staff paid, mortgage payments

40% Essential Services

- Safety upgrades to facility and operations

One-time grant in amount of 2020 assessment:

\$500-\$4,000

Total: \$119,600

DOWNTOWN EAGLE

- Why do they manage downtown?
- What are the different tools in Eagle's Toolbox?
- Who are the partners + how do they work together?



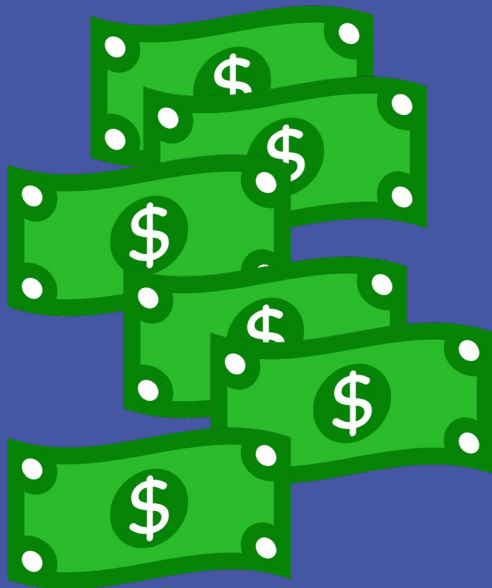
DBA

Downtown Business Alliance
Eagle, Colorado

BROADWAY STREET
eagle

Eagle Downtown Support

- Ballot Question of Special Electors
- Plan of Development - Council Ratified
- Debt Authorization - Informed by pro forma



- Business Community Support
- Regulatory Environment
- Communications
- Experience Economy
- Access + Mobility
- Creative Placemaking

DOWNTOWN LONGMONT

Longmont Toolbox

- Mill Levy, TIF, Property Acquisition, Grants, BID, GID, City of Longmont Tax Share, City Capital Improvement, General Fund
- Who are the partners + how do they work together?

downtown.
L O N G M O N T

◀ **creative** ▶
D I S T R I C T

QUESTIONS + THOUGHTS



UPCOMING EVENTS

www.downtowncoloradoinc.org

- Oct 28 Tax Increment Finance Summit
- December 1 Holiday Networking Event
- **April 11-14 DCI Annual Conference, Loveland**

THANK YOU
DOWNTOWN COLORADO, INC.

303.282.0625
www.downtowncoloradoinc.org

We are fun

AND WE INVITE OUR
MEMBERS TO JOIN US



REGULAR PEER
MEETINGS



TRAINING,
DIRECTORY +
BOARD MANUAL



OPPORTUNITIES
TO LEAD



MOST FUN
EVENTS EVER

CONTACT DCI

WEBSITE

www.DowntownColoradoInc.org

EMAIL ADDRESS

coordinator@downtowncoloradoinc.org

PHONE NUMBER

303.282.0625

A black circular logo with white text. The text "DO-ER." is in a large, bold, sans-serif font. Below it, "DOWNTOWN" and "COLORADO" are in a smaller, bold, sans-serif font, with "INC." in a very small font to the right of "COLORADO".

DO-ER.
DOWNTOWN
COLORADO
INC.



TOWN OF FREDERICK MEMORANDUM

TO: Honorable Mayor and Board of Trustees

FROM: Bryan Ostler, Town Manager

DATE: September 27th, 2022

CC: Town Staff
Local Media

SUBJECT: Departmental Report

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):

- September 27th – Regular Meeting
- October 4th – Work Session
- October 11th – Regular Meeting
- October 18th – Work Session
- October 25th – Regular Meeting
- November 1st – Work Session
- November 8th – Regular Meeting

Communications and Engagement Department

Community Partnerships / Training:

- Angela and Jessica attended the 3CMA (City-County Communications & Marketing Association) Conference in Portland, September 6-9.
- Angela attended the ICMA conference in Cleveland, September 17-21. Along with other leadership team members, Angela presented on the Strategic Plan.

Media

- Minders Day: Print stories in Longmont Times-Call and the Boulder Dailey Camera. The event was featured on 9News 9 Things to do in Colorado for September 16-18.

Events/Programs

- Local businesses are committing to event sponsorships. We have \$73,600* in pledges to date. Our 2022 goal is \$125,000. * Does not include event revenue (beer gardens, quick carves, burro race, vendors, etc. TO be added end of the year in total.)
- Miners Day was a hit on September 17! We had 30 parade entries, 54 burro racers, 74 vendor/sponsor booths, 11 food trucks, and 73 car show entries. Estimated attendance of 5,000 throughout the day.
- Tiny Terror Town is October 22.

Design

- The 2023 Built on What Matters Calendar design is underway. The deadline for photo submissions is Sunday, October 2.

Built on What Matters.

- The National Night Out recap packed was updated and completed.
- Created 7-foot retractable banners for Economic Development to use at events.

Police Department

Special Olympics Torch Run

- On August 30, starting 0400 hours, members of Frederick PD/town of Frederick were joined by members from Dacono PD and Firestone PD to participate in the 2022 Special Olympics Law Enforcement Torch Run. Our team ran and biked 17 miles to Johnstown where the torch was passed to Johnstown PD and eventually found its way to Greeley ending at a BBQ with some Special Olympics athletes who ran the final leg of the day. This was a great event to help raise funds for a worthy cause. Our runners and bikers burned some serious calories and earned a well-deserved, delicious breakfast at Back 9.

New Police Officers

- Congratulations to officer Sara Flunker who started with Frederick PD on August 22. Sara comes to us with over 8 years of experience as a police officer at Longmont PD. Prior to that, Sara worked for Longmont in the property and evidence department and also served as a dispatcher for Longmont PD. Welcome Sara, we are excited to have you as part of the team.
- Officer Chris Nickelberry began his employment with the department on September 19 and now, for the first time in a long while, the department is fully staffed. Chris comes to us with over 10 years of law enforcement experience in Oklahoma and will make a great addition to the department. Welcome Chris!

CBI Promotional Process

- Recently, Commander Egan was invited to participate as an evaluator for the selection of as Assistant Director position at the Colorado Bureau of Investigations. Commander Egan served on the interview panel with other law enforcement leaders from around the State and assisted in selecting a quality leader for this important position. This was an honor afforded to Commander Egan, in part, due to our excellent history of cooperation and partnership with CBI and other law enforcement agencies.

Shine Prom 2022

- On September 16, 2022, officers from Frederick PD attended the Rocky Mountain Christian Church sponsored “Shine Prom 2022” event, a formal party/dance for special needs guests. Although the officers were assigned to provide security for the event, a great time was had by all as the officers posed for many pictures with the guests and participated in lots of fun activities at the urging of the guests. This is a great event, for a great cause and it was an honor for Frederick PD to attend.

Engineering Department

Transportation

- Colorado Blvd/Tipple Pkwy Intersection Improvements:
 - A contract for construction services was awarded to DeFalco Construction. Construction is well underway. Utility relocations and drainage improvements are ongoing. Asphalt base course paving and curb and gutter are scheduled for the last 2 weeks of September.
- Silver Birch/Godding Hollow Intersection:
 - Design is at 60% completion. As plans become more defined, staff will be approaching the Board for direction on acquiring right-of-way northeast of the intersection to install a sidewalk to the skate park.
- Neighborhood Speed Control Program:
 - No recent projects to update
- Tipple Pkwy/Frontage Rd Streetlight:
 - The streetlight has been installed but installation to power is still underway.
- Pavement Maintenance Projects:

- All projects for 2022 are now complete.
- Concrete Alley Project:
 - The concrete alley project is complete.
- CDOT Hwy 52 ADA Ramps:
 - All ADA ramps along Hwy 52 within Town of Frederick boundaries have been completed.
- Pavement Assessment:
 - The Town contracted with Roadway Asset Services (RAS) to provide a high level assessment of all the Town's asphalt roadways. They are scheduled to complete the survey the week of 9/19-9/23. Results from this assessment will provide guidance for future pavement maintenance programs.

Water

- Infrastructure Master Plan:
 - An RFQ to create a potable water infrastructure master plan was released in August. A consultant has been selected and staff is under negotiations to finalize a contract to take before the Board.
- Raw Water Change of Use:
 - Engineering staff is coordinating with its water attorney and water rights consultant to evaluate its current raw water portfolio to support filing a change of use application in water court so that these raw water shares could be used for future town use. Preliminary data shows the Town having approximately 72 shares of Lower Boulder water or about 1,000 acre feet of water that can be changed to use for all municipal purposes within the Town's service area. The Town has a meeting with the Lower Boulder and the State on September 23rd to discuss comments and the process moving forward.
- CBT Acquisition:
 - Staff continues its successful acquisition of CBT water. The current total is 197 units – only 3 short of the 200-unit acquisition goal.
- 30" Central Weld Water Line
 - Easement acquisition and pipeline supply concerns have slowed the project. Construction in 2022 is slipping.

Stormwater

- Outfall System Plan (Master Plan):
 - Complete and plan has been adopted by the Board. The results of the plan are being used extensively to determine CIP projects and drainage requirements for developments.
- Groundwater Study:
 - A professional consultant has been selected by staff. A scope and fee was being negotiated but do to cost and schedule this item will come before the Board at a work session to discuss its future.
- Concrete Box Culvert(s) on Colorado Blvd/Bella Rosa:
 - An RFQ for a design consultant has been issued by staff. The project has trail extension opportunities and will require coordination with Firestone. A contract award is expected to come before the Board in October.

Public Works

Streets

- Potholes along 5th Street by Thunder Valley, along Silver Birch filled in.

- Replacing delineators along Colorado Boulevard and Godding Hollow.
- Checking radius into Moore Farms and No Name Creek.
- Street sweeping schedule, Countryside, Westview, Savannah, Angel View, Carriage Hills, Raspberry Hills, Eagle Valley, Summit View, Fox Run, Morningside, Wild Flower, Wyndham Hill, Rinn Valley.
- Grading of County Road 5 and 16 ½ - Add road base to 7602 County Road 5.
- Painting turn lanes turning into High School lot for school year.
- Public Works Crews digging up and investigating sink hole along Bella Rosa & Shetland Drive
- Replace traffic camera at Colorado Boulevard and Tipple Parkway for stoplights.
- Grading West Tipple Parkway.
- Mowing and weed whacking all roadsides maintenance.
- Replacing stolen “No Parking” signs in Glacier Business Park.
- Assisting School District with tree trimming along 5th From Walnut to Thunder Valley School Entrance.

Water

- Carriage Hills II flushing hydrants.
- 316 Johnson – check for water leak at meter pit – home owners side showed leak – shut down until repaired.
- Fire hydrant repair / extension added at Indian Paintbrush.
- 5600 Iris Parkway raised fire hydrant 12 inches – Fire Department concern .
- Added extension for fire hydrant at 5964 Iris Parkway 12 inches.

Buildings

- Town Hall remodel continues.
- Building inspections – changed out lights at Admin.
- Weed control around downtown buildings.
- Moving furniture around Town Hall for renovations.

Open Space

- Mowing of Coal Ridge, Aspen Way, Eagle, Fox Run, Summit.

Storm Water

- Frederick Way ponds recut and weed whacked, cleaned out.
- Installing trash racks in Coal Ridge for storm drainage outlet.
- Checking all drainage throughout Town after storm on August 8th – clear debris.
- Clearing ditch north of Bella Rosa Parkway to Wetland Loop for better storm drain flow
- Mowing ponds and clear drainage along Frederick Way.
- Dig out ditch in No Name from 5870 to 5883 Merganser Court
- Checking and clearing drainage in Fox Run and No Name Creek

Training

- Gage Robertson, Derrick Schmidt, Teo Martinez, and Mike Richmond – attending CIRSA classes in Platteville
 - Back injury prevention; slip and fall prevention; blood born pathogen awareness.
- Kent VanDyne, Rusty Ribble, and Brad Hirter – finished American Public Works Institute
 - Graduation set for October
- Kegan Audas, Bryce Shirley, Teo Martinez, Damon Jones, Mike Richmond, Susan Eberl, James Romero, Derrick Schmidt, and Gage Robertson – attended “Stop the Bleed” CIRSA class in Longmont.

Miscellaneous

- Trouble shooting stop lights at McClure and Colorado Boulevard – Godding Hollow and Colorado Boulevard.
- Public Works crews called out late for gravel spill along Bella Rosa
- Installing new parking signs in Glacier View Industrial, and replaced “No Parking” signs taken down.
- Pouring new pads for carvings from Chainsaws and Chuckwagons and placing
- Working on getting quotes for damaged guard rails from accident and damaged ones with Ideal Fencing.

- 8/7/22 – tree limb drop offs
 - 57 resident drops
- Adding new “Adopt A Road” sides and changing out old signs.
- Setting up and tear down of Miners Day celebration.

Parks and Open Space Department

Parks, Open Space, and Trails

- Assisted with Miner’s Day.
- Began fall fertilization and cultivation on park areas
- Hosted 50 volunteers at Johnson Farm Park from the Bella Rosa Ward of the Church of Jesus Christ of Latter Day Saints, who helped with the landscape beds.
- Began fall trail corridor cleanup including tree pruning, concrete edging, and amenity repair.

Golf

- Hosted several golf tournaments in August and September, including the Men’s club Championship and the Mirror Image Brewing scramble. Well over 200 golfers competed in tournaments in the past month
- Aerated wall-to-wall, including greens and re-seeded areas for fall grow in.
- A conceptual master plan was finalized and can be rolled into the FRS planning effort as an option for public feedback.

Administration

- POST Commission and staff unanimously selected Design Concepts, a landscape architecture firm out of Lafayette to be the Project Lead for the master planning effort for Frederick Recreation Area and Centennial Park. A contract for approval is expected in mid-October, pending negotiations on project scope and cost.
- Onboarded our new Parks Manager, who started on the 19th.
- Continued working towards financial self-sustainability within the Parks, Open Space, and Golf funds’ 2023 Budget Request.

Finance Department

Finance

- The Finance Department is working on finalizing budget revenue and expense entries for 2023, to include personnel, capital improvement projects, and operations & maintenance.

Planning Department

Development Applications

- The development review process has a few steps land use applications go through prior to submitting an application such as a pre-application step. There is currently one neighborhood meeting, allowing them to submit an application. The following applications have been accepted for review and are now quasi-judicial.

<i>New Applications</i> <i>Project Name</i> <i>(Date of Application)</i>	<i>Subdivision</i>	<i>General Location</i>	<i>Brief Description</i>
Meadowlark Business Park Filing 3 Replat D	Meadowlark Business Park	5600 Iris Parkway	Combine lots adding outdoor storage for existing building.
<i>On Going Projects</i> <i>Project Name</i> <i>(Date of Application)</i>	<i>Subdivision</i>	<i>General Location</i>	<i>Brief Description</i>
Bear Industrial Park Lot 4 Block 2 (6/20/2022)	Bear Industrial Park	4201 Kodiak Ct	Proposed 7,506 Sq Ft 1 story building for light industrial.
Brunemeier Annexation- Wheatlands (4/4/2022)		Southwest corner of County Road 16 and County Road 17	Proposed single family attached and detached homes.

Columbine Heights		North of highway 52, West of WCR 17 and East of Savannah Subdivision	Proposed Rezone
Eagle Business Park Filing 4B Lot 1 (1/18/2022)	Eagle Business Park	4881 Eagle	Proposed 4,800 sq. ft single story building with outdoor storage.
Eagle Business Park Filing 5 Lot 1 & 2 (6/6/2022)	Eagle Business Park	Highway 52 and I-25	Replat of parcel and divide into 4 lots
Eagle Business Park Endeavour Agilent (2/07/2022)	Eagle Business Park	7400 Eagle	Site Plan for Agilent's expansion
File 32H-K268 Pad		6268 County Road 3 1/4	Propose to drill thirty-five (35) horizontal wells.
Frederick Town Amendment B Lot 1-501 Walnut (9/8/2021)	Downtown	501 Walnut	Redevelop existing building into co-working office space.
Frederick West Business Center Replat J Lot 2A (5/16/2022)		7950 Miller Dr	Proposed site plan for 28,000 sq ft building with office and warehouse building for unknown future tenant.
Hidden Creek Amendment 5 Replat (8/15/2022)	Hidden Creek	North of Tipple Parkway and East of Ridgeway Blvd	Proposed relocating lots and revising lot sizes from the final plat.
Meadowlark Business Park Filing 3 Block 2 Lot 3&4 (9/19/2022)	Meadowlark Business Park	5600 Iris Parkway	Request to divide the lot into 2 lots and a new 14,000 sq. ft. office building on the south lot.
Miner Park Metro District (6/8/2022)			Creating a metro district
Nelson Farms (1/3/2022)		Southwest corner of Silver Birch Blvd and Tipple Blvd	Proposed residential development on 236 acres
No Name Creek West Block 4 (12/6/2021)	No Name Creek West	9050 Harlequin Circle	Subdividing Lots.
<i>Project Name (Date of Application)</i>	<i>Subdivision</i>	<i>General Location</i>	<i>Brief Description</i>
Park 4040 Lot 4 (5/16/2022)		South of Salazar Way, East of I-25 Frontage Road	Proposed site plan for 40,000 sq ft auto body repair.

Penrose Sketch Plan (9/2/2022)	Penrose	Northeast corner of Ridgeway Blvd and Highway 52	Requesting a change in landscaping requirements for water usage.
Prairie Greens II (12/7/2020)	Prairie Greens	6460 Frederick Way	Request for vacation of easement and preliminary design for phase 4.
Prosperity Waiver (8/18/2022)	Prosperity	South of Tipple Parkway and East of Angel View and North of Savannah	Proposed landscaping changes.
Raspberry Hill Business Park Lot 13 (5/2/2022)	Raspberry Hill Business Park	8274 Raspberry Way	Proposed office building and sales of pickup trucks.
Raspberry Hill Business Park Lot 11 Grading and Drainage (5/2/2022)	Raspberry Hill Business Park		Updating Grading and Drainage
Raspberry Hill Business Park Lots 3&4 (8/15/2022)	Raspberry Hill Business Park	8177 Raspberry Drive	Propose to combine lots for car dealership.
Raspberry Hill Business Park Lots 12 (8/15/2022)	Raspberry Hill Business Park	8177 Raspberry Drive	Proposed outdoor vehicle inventory storage lot.
Sanitation District Annexation No. 1 Subdivision Amendment (8/16/2021)		8500 Colorado Blvd.	Subdivision amendment to subdivide existing lot into 2 separate lots.
Shores On Plum Creek (6/20/2022)	Shores On Plum Creek	North of Highway 52 and east and west of County Road 3.25	Proposed residential and commercial development.
Silverstone Filing 7 (1/18/2021)	Silverstone	North of Highway 52 and south od Tipple Parkway	Development of 581 residential homes.
Wyndham Hill Filing 10 Final Plat and Final Development Plan (11/16/2020)	Wyndham Hill	Generally west of WCR7, between WCR 14.5 and WCR 16.	Approximately 139 acres to be developed into 495 single family homes.
Wyndham Hill Filing 6 Replat A FFFPD Station 5 Site Plan (6/7/2021)	Wyndham Hill	Generally, north of Highway 52, West of I- 25 on Glacier Way.	Proposed fire station to include 3 bays.



TOWN OF FREDERICK MEMORANDUM

TO: Honorable Mayor Tracie Crites and Board of Trustees

FROM: Meghan Martinez, Town Clerk

DATE: September 23, 2022

SUBJECT: **Town Clerk's Report**

- *Boards/Commissions/Committees*
 - Working with Trustees Brown and Padia on Board, Commission, and Committee Recruitment
 - Staff has reviewed all commissions and the Town has vacancies on the following groups:
 - Planning Commission Three Vacancies – 2 Regular Members (one vacancy, one expiring term), Alternate B
 - Parks Open Space, and Trails Commission Three Vacancies – (two vacancies, one expiring term)
 - Frederick Arts Committee Three Vacancies – (one vacancy, one expiring term, one member has moved)
 - Historic Preservation Six Vacancies – (five vacancies, one member has moved)
 - Frederick Urban Renewal Authority – Resident Vacancy
 - Arts Committee
 - One name was placed on the Miners Memorial Wall prior to Miners Day
 - Working with Public Works to address Spirit of the Wind Maintenance Issue
 - Historic Preservation Committee
 - Conducted one tour of the Museum
- *Records Management*
 - Processed mapped Fleet Management operations to identify areas of opportunity to assist via Laserfiche.

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- *Municipal Court*

- Court staff has been meeting regularly to discuss processes and opportunities to improve Justice Services provided by the Town of Frederick. The meetings have resulted in a new restitution process and court-day workflow. We hope to continue to evaluate the processes in the municipal court to identify areas to increase efficiencies and provide a better experience both internally and externally.
- Working with the municipalities of Dacono and Ft. Lupton to bring Southwest Weld Probation services to our area. Meeting regularly to evaluate each communities needs as well as to explore grant opportunities.

Liquor Licensing.

- Staff is seeing increasingly long wait times for processing of licenses at the state level. We are working closely with all license holders to assist in distributor questions due to long wait times for renewals.

Special Event Permits

Approved:

<i>Organization</i>	<i>Event Date</i>	<i>Status</i>
High Country Harley Davidson	11/25/2022	Approved

Pending:

<i>Organization</i>	<i>Event Date</i>	<i>Status</i>
Carbon Valley Chamber of Commerce	10/15/2022	Pending

Current Liquor Licenses

<u><i>Licensee</i></u>	<u><i>Expiration Date</i></u>	<u><i>Status</i></u>
Back 9 at Bella Rosa	9/3/2022	Renewal: Locally approved Pending state approval – sent 8/17/22
Glacier Liquors	9/4/2022	Renewal: Pending local approval
Rock Solid	10/18/2022	Renewal: Pending local approval
Peel Pizzeria	11/2/2022	Approved
Mirror Image Brewing Company	11/4/2022	Review: Pending local approval
Circle K Store 2706787	11/12/2022	Approved
7-Eleven Store 38638A	12/25/2022	Approved
Georgia Boys Smokehouse	1/24/2023	Approved
Frederick Liquor and Store	2/21/2023	Approved
Pete's Place	3/9/2023	Approved
7-Eleven Store 35269B	3/21/2023	Approved
WTF!	6/5/2023	Approved
Frederick Travel Center	6/30/2023	Approved
Gabe's Cafe	-	Renewal: Locally approved

Enforcement Issues

- No current enforcement issues.
- The following table is provided as an example to the Board of Trustees of how staff would report any enforcement issues. Staff invites the Board's feedback.

<u>Licensee</u>	<u>Status</u>
FRED's Liquor Store	Show Cause Hearing Requested; Hearing Officer to Review on 10/13/2022
Miner Diner	Show Cause Hearing Ordered; Hearing Scheduled for 10/13/2022
Freddy's Gas Station	State Violation; State Enforced \$1000 Fine, Not Closure
Baum Brew Pub	Renewal Hearing Requested due to Violation; scheduled for 10/13/2022
Tipple Golf Club	Show Cause Hearing Held; 3 Week Suspension from September 26- October 11. Location Posted by Clerk's Office; may operate but cannot serve alcohol during the suspension



TOWN OF FREDERICK BOARD OF TRUSTEES
REGULAR HYBRID BOARD MEETING MINUTES
FREDERICK TOWN HALL, 401 LOCUST STREET
JUNE 14, 2022

Call to Order: At 7:03 Mayor Crites called the meeting to order and requested roll call.

Roll Call: Present were Mayor Crites, Mayor Pro Tem March and Trustees Mahan, Lamach, teVelde, Padia, and Brown. Also present were Town Manager Bryan Ostler, Town Attorney Jason Meyers and Town Clerk Meghan Martinez.

Special Presentations:

Happiness Through Horses Community Funding Request – Kim Swaney, 115600 CR 6 Ft Lupton, CO outlined the program and requested support for the summer youth program. Motion by Trustee Lamach and seconded by Trustee Brown to approve \$1000.00. Upon roll call vote, motion passed unanimously.

Public Comment:

Jesse Hansel, 6814 6th Street discussed the Carriage Hills Park.

Bethany Cooner, 2455 Apple Street addressed the Hauck Farm development.

Jason Hepp, 528 A Street Berthoud, Co, expressed his gratitude to the Board for the opportunity to restore feasibility to a project.

Ginny Shaw, 7710 WCR 5 addressed the comprehensive plan and asked the Board to reconsider the plans.

Staff Reports:

Administrative Report: Town Manager Bryan Ostler provided a written report.

Consent Agenda:

Motion by Mayor Pro Tem March and seconded by Trustee Mahan to approve the consent agenda which included the following items:

- Resolution 22-R-47 Cancelling Various Board of Trustee Meetings for 2022
- Resolution 22-R-48 Authorizing the Purchase of 1 Unit of C-BT Water
- Resolution 22-R-49 Authorizing the Purchase of 4 Units of C-BT Water
- Resolution 22-R-50 Authorizing the Purchase of 4 Units of C-BT Water
- Resolution 22-R-51 Authorizing the Purchase of 7 Units of C-BT Water
- Resolution 22-R-52 Authorizing the Purchase of 10 Units of C-BT Water
- Resolution 22-R-53 Opt Out of the Colorado Paid Family and Medical Leave Insurance Program
- Resolution 22-R-57 Accepting a Dedication of Right-of-Way from Evezich Trust

Upon roll call vote, motion passed unanimously.

Action Agenda:

Resolution 22-R-55 Approving an Updated Memorandum of Agreement for Public Improvements for Carriage Hills Filing 1 Subdivision: Engineer Jason Berg presented the proposed amendment. Motion by Mayor Pro Tem March and seconded by Trustee Padia to approve Resolution 22-R-55. Upon roll call vote, motion passed unanimously.

Mayor and Trustee Reports:

Trustee teVelde: He mentioned the Spark! Issue. Bryan is working on it.

Mayor Pro Tem March: He asked questions about the fireworks stand. He also mentioned how pleased he was with the attendance at the golf course over the weekend.

Executive Session:

Motion by Trustee Padia and seconded by Trustee Lamach to go into 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 Contractual Obligations.

At 7:50 Mayor Crites recessed the meeting to go into executive session.

At 8:52 Mayor Crites reconvened the meeting.

There being no further business of the Board, Mayor Crites adjourned the meeting at 8:53.

Approved by the Board of Trustees:

ATTEST:

Tracie Crites, Mayor

Meghan C. Martinez, MMC, Town Clerk



TOWN OF FREDERICK BOARD OF TRUSTEES
REGULAR BOARD MEETING MINUTES
FREDERICK TOWN HALL, 401 LOCUST STREET
JULY 26, 2022

Call to Order: At 7:01 Mayor Crites called the meeting to order and requested roll call.

Roll Call: Present were Mayor Crites, Mayor Pro Tem March and Trustees Mahan, Lamach, teVelde, Padia, and Brown. Also present were Town Manager Bryan Ostler, Town Attorney Jason Meyers and Town Clerk Meghan Martinez.

Public Comment:

Rose Mollendor, 340 Tipple Parkway, expressed concerns about the alleyway paving project behind her home.

Staff Reports:

Administrative Report: Town Manager Bryan Ostler provided a written report.

Town Clerk's Report: Town Clerk Meghan Martinez provided a written report.

Consent Agenda:

Motion by Mayor Pro Tem March and seconded by Trustee Brown to approve the consent agenda which included the following items:

- List of Bills
- Resolution 22-R-62 Authorizing the Purchase of 8 Units of C-BT Water

Upon roll call vote, motion passed unanimously.

Action Agenda:

Consideration of the NoName Creek West Block 4, Replat A, Dedication of Wetlands Drive Right-of-Way, Amendments to the NoName Creek West and NoName Creek MOAPI – Planning Manager Ali vanDeutekom presented the proposed project. Motion by Mayor Pro Tem March and seconded by Trustee Lamach that the NoName Creek West Block 4 Replat 2, Dedication of Wetlands Drive Right-of-way, Amendment to the NoName Creek West MOAPI and Amendment to the NoName Creek MOAPI, case no. 2021-22 and case number 2021-34 be approved based on the review criteria found in the Town Land Use Code Section 4.9.1, with no conditions; and to direct the Town Attorney to memorialize this approval as a resolution for prompt execution by Mayor Crites without further action of the Board. Upon roll call vote, motion passed unanimously.

Northern Integrated Supply Project WIFIA Loan Letter of Intent: Engineer Sarah Watson and Town Attorney Jason Meyers discussed the Letter of Intent. Motion by Mayor Pro Tem March and seconded by Trustee Mahan that the Board authorize the Mayor to execute the Letter of Intent. Upon roll call vote, motion passed unanimously.

Discussion Agenda:

Administrative Hearing Officer for Liquor Licensing: Town Attorney Jason Meyers discussed the framework of the Municipal Judge serving as the hearing officer for liquor license matters. There was discussion of regular reporting, questions related to enforcement, and general process questions. Staff will develop a report for consideration by the Board.

Mayor and Trustee Reports:

Trustee Lamach: He was really happy with Chainsaws and Chuckwagons, Jessica did a great job. He mentioned the new home project in Firestone.

Mayor Pro Tem March: He echoed Trustee Lamach's comments. Staff did a great job with Chainsaws and Chuckwagons.

Trustee Brown: Thanks to Meghan, Angela, and Jessica for including him virtually for the discussions on which carvings to include in the Town's Public Art Collection.

Executive Session:

Motion by Trustee Brown and seconded by Trustee Mahan to go into executive session for the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators under C.R.S. Section 24-6-402(4)(e)(1) regarding economic development.

At 8:51 Mayor Crites recessed the meeting to go into executive session.

At 9:39 Mayor Crites reconvened the meeting.

Motion by Mayor Pro Tem March and seconded by Trustee Padia to direct staff to move forward as discussed in executive session and to authorize the Mayor to execute the term sheet. Upon roll call vote, motion passed unanimously.

There being no further business of the Board, Mayor Crites adjourned the meeting at 9:41.

Approved by the Board of Trustees:

ATTEST:

Tracie Crites, Mayor

Meghan C. Martinez, MMC, Town Clerk



TOWN OF FREDERICK BOARD OF TRUSTEES

REGULAR BOARD MEETING MINUTES

FREDERICK TOWN HALL, 401 LOCUST STREET

AUGUST 9, 2022

Call to Order: At 7:01 Mayor Pro Tem March called the meeting to order and requested roll call.

Roll Call: Present were Mayor Pro Tem March and Trustees Mahan, Lamach, teVelde, Padia, and Brown. Mayor Crites was not present. Also present were Town Manager Bryan Ostler, Town Attorney Jason Meyers and Town Clerk Meghan Martinez.

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 Brown and seconded by Trustee Mahan to approve the consent agenda which included the following items:

- June 28, 2022 Minutes
- July 12, 2022 Minutes
- Resolution 22-R-64 Authorizing the Purchase of 20 Units of C-BT Water
- Resolution 22-R-65 Accepting and Granting Utility Easements between the Town of Frederick and Yes Prairie Greens

Upon roll call vote, motion passed unanimously.

Action Agenda:

Resolution 22-R-66 Appointing a Municipal Judge: Town Attorney Jason Meyers presented the proposed resolution. Jeff Cahn was present and addressed the Board. Motion by Trustee Mahan and seconded by Trustee Lamach to approve Resolution 22-R-66. Upon roll call vote, motion passed unanimously.

Town Clerk Meghan Martinez swore Jeff Cahn in as the Municipal Judge.

Resolution 22-R-67 Authorizing the Mayor to Execute the Sixth Amendment to the Eagle Business Park Memorandum of Agreement for Public Improvements: Engineer Eli Betz presented the proposed amendment. Motion by Trustee Lamach and seconded by Trustee Brown to approve Resolution 22-R-67. Upon roll call vote, motion passed unanimously.

Resolution 22-R-68 Authorizing the Formation of the Miners Park Metropolitan District Nos. 1 and 2: Planning Manager Ali vanDeutekom and Special Counsel Jim Hunsaker presented the proposed formation. The applicant was present and addressed the Board. Motion by Trustee Lamach and seconded by Trustee Mahan to approve Resolution 22-R-68. Upon roll call vote, motion passed unanimously.

Discussion Agenda:

Facilities Study: Town Clerk Meghan Martinez introduced the University Technical Assistance Program to present their findings and the final Facilities Study.

Mayor and Trustee Reports:

Trustee Brown: He mentioned that the arts committee will be meeting to discuss the new homes for the wood carvings. The new SRO vehicle has been positive. He thanked Bryan and Kevin for their work with the school on the Colorado and Tipple improvements.

Trustee Mahan: He will be attending the Miners Day Committee meeting and asked for feedback from the Board on whether they want to have a float in the parade.

Trustee teVelde: He attended his first NISP meeting. Everyone seems really positive regarding the project; they are still waiting on a final decision.

Trustee Padia: She mentioned a town policy on metropolitan districts to make sure there is a public benefit. She would also like to see a similar policy for oil and gas operations in the Town.

There being no further business of the Board, Mayor Crites adjourned the meeting at 7:45.

Approved by the Board of Trustees:

ATTEST:

Tracie Crites, Mayor

Meghan C. Martinez, MMC, Town Clerk



TOWN OF FREDERICK BOARD OF TRUSTEES INFORMATION MEMORANDUM

Tracie Crites, Mayor

Chad TeVelde, Trustee
Mark Lamach, Trustee
Adam Mahan, Trustee

Dan March, Mayor Pro Tem
Kevin Brown, Trustee
Windi Padia, Trustee

Colorado Main Street Letter of Support

Agenda Date: Town Board Meeting - September 27, 2022

Attachments: a. Resolution
b. Colorado Main Street letter of support

Submitted by: Maxwell Daffron
Economic Development Manager

Approved for Presentation: Bryan Ostler
Town Manager

Strategic Plan Alignment:

- Community and Economic Vitality – The Board’s adopted strategic plan has a specific goal to focus on downtown revitalization strategies. Becoming a Colorado Main Street affiliate puts the Town on the path to becoming an official Colorado Main Street Community. Once the Town satisfies all of the requirements to become an official Main Street Community, additional funding mechanisms for downtown revitalization and program planning become available.

Detail of Issue/Request:

The Town of Frederick Economic Development Office is currently involved in several programs to continue the process of Downtown Revitalization that is included as part of the Community and Economic Vitality section of the Strategic Plan. As part of these continued efforts, Economic Development Staff is beginning the necessary steps for the Town to become an Official Colorado Main Street Community.

Colorado Main Street is the State of Colorado affiliate of the Main Street America program and is housed within the Department of Local Affairs (DOLA). Currently, there are 88 communities throughout the state that are designated as either Official Main Street Communities or Main Street

Built on What Matters.

Affiliates. Affiliate communities greatly outnumber official Main Street Communities, as the process for becoming an official Main Street community requires considerably more Staff time and resources. However, there are still some advantages to becoming a Colorado Main Street Affiliate Community. The Affiliate option is a way to express the Town's interest in the program and is open to all Colorado cities and towns. While this tier receives limited services from DOLA, it does not have any prerequisites or requirements, it will connect the Town to the Main Street network.

For the Town to become a Colorado Main Street Affiliate, a letter of support from the Town must be provided to DOLA. Town Staff has already satisfied all the other prerequisites for the town to become an affiliate. Attachment B is a resolution authorizing the Mayor to sign the Colorado Main Street letter of support, which is included as Attachment C.

To become an Official Colorado Main Street a town must meet multiple prerequisites, including the establishment of a committee or board of directors. There are also quarterly reporting requirements that communities must meet. Town Economic Development Staff are currently working with another organization, Downtown Colorado Inc. (DCI), on a visioning study to determine what special district structure, if any, would be successful in Downtown Frederick. Staff is anticipating continuing the work to become an official Colorado Main Street community at the conclusion of the current work that the Town is conducting with DCI, as many components of the Main Street program can overlap with the special district formation.

Alternatives/Options:

The Board could choose to not to participate in the Colorado Main Street program. This is not recommended as there are no downsides attributed to the Town becoming a Colorado Main Street Affiliate. Alternatively, if the Board would like to learn additional information regarding the Colorado Main Street Program, Staff could organize a study session for a representative of Colorado Main Street to attend and present to the Board.

Additionally, the Board of Trustees can sign the letter of support and direct Staff to immediately begin the process of becoming an Official Main Street Community.

Financial Considerations:

No financial considerations exist at this time.

Staff Recommendation:

Staff recommends that the Board of Trustees approve the resolution authorizing the signing of the Colorado Main Street Letter of Support.

TOWN OF FREDERICK, COLORADO
RESOLUTION NO. 22-R-70

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF FREDERICK, COLORADO, APPROVING A LETTER OF SUPPORT TO BE PART OF THE COLORADO MAIN STREET AFFILIATE PROGRAM

WHEREAS, the Board of Trustees, established community and economic vitality as a concentration of the Town Strategic Plan; and

WHEREAS, the Board of Trustees, seeks to continue involvement in programs focused around downtown revitalization in order to meet the goals of the Strategic Plan; and

WHEREAS, the Colorado Main Street program provides strategic funding and planning opportunities that can facilitate downtown revitalization; and

WHEREAS, becoming an affiliate community is the first step to becoming an Official Colorado Main Street Community; and

WHEREAS, the Town desires to issue a letter of support to the Colorado Department of Local Affairs to finalize the Town's establishment as a Colorado Main Street Affiliate.

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

1. The Mayor is hereby authorized to execute the Letter of Support on behalf of the Town, in substantially the form presented at this meeting, with such technical additions, deletions, and variations as the Town Attorney may deem necessary or appropriate and not inconsistent with this Resolution.

RESOLVED THIS 27th DAY OF September, 2022.

TOWN OF FREDERICK, COLORADO

Mayor Tracie Crites

ATTEST:

BY: _____
Meghan C. Martinez, Town Clerk

APPROVED AS TO FORM:

Jason Meyers, Town Attorney



401 LOCUST STREET • P.O. BOX 435 • FREDERICK, CO 80530-0435

PHONE: (720) 382-5500

FREDERICKCO.GOV

September 27, 2022

Colorado Main Street Program
DOLA/Community Development Office
1313 Sherman St. Room 521
Denver, CO 80203

To whom it may concern,

The Town of Frederick is very interested in the Colorado Main Street Program offered through the Department of Local affairs. In 2021, the Board of Trustees adopted a new Strategic Plan that focused on six primary focus areas. A major focus of the Strategic Plan is related to enhancing community and economic vitality, with downtown revitalization a core component of the plan. The Town is very interested in becoming a Colorado Main Street Affiliate Community while we engage in other efforts related to the downtown, and we hope to eventually become an Official Main Street Community.

With the oldest incorporated downtown in the Carbon Valley, we believe it is the Town's duty to participate in the Main Street Program; becoming an affiliate community is just the start.

Respectfully submitted,

Tracie Crites, Mayor

Built on What Matters.



TOWN OF FREDERICK BOARD OF TRUSTEES ACTION MEMORANDUM

Tracie Crites, Mayor

Dan March, Trustee
Mark Lamach, Trustee
Kevin Brown, Trustee

Adam Mahan, Trustee
Windi Padia, Trustee
Chad teVelde, Trustee

To Consider Approving a Contract with RICK Planning + Design for Work to be Completed on the Comprehensive Plan and Downtown Plan Update

Agenda Date: Town Board Meeting - September 27th, 2022

Attachments:

- a. Proposed Contract with RICK Planning + Design
- b. Draft schedule
- c. Resolution

Finance Review:

Administrative Services

Submitted by:

Ali van Deutekom

Planning Manager

Approved for Presentation:

Town Manager

☐ Quasi-Judicial ☐ Legislative ☒ Administrative

Strategic Plan Alignment:

- Community and Economic Vitality – This request supports the strategic goal of updating the Comprehensive Plan which includes the Downtown Development Plan which supports revitalization strategies on 5th Street.

Summary Statement:

This request is for approval of resolution 22-R-71 which includes a contract in substantially the same form as attached. This is the final step required prior to beginning work on the update to the Comprehensive Plan. This request is for a contract price of \$395,475 plus a 10% contingency for a total amount not to exceed of \$435,022.

Built on What Matters.

Detail of Issue/Request:

Under Colorado Statute, communities are required to have and adopt a comprehensive plan. This plan is a long-term visioning document that sets the growth policies for the 10-20 years into the future. The last update to the comprehensive plan was completed in 2016. That plan included several policy objectives relating to residential and commercial growth projections.

Since that time, Frederick has seen tremendous residential growth. This growth has been nearly exclusively limited to single family detached housing. Additionally, with the prospect of significant commercial growth including retail in the near term, there is a recognition of the need to analyze where commercial growth should be from a reality-based approach. Further, within the last year, there has been an observation of the lack of other housing types in Frederick including single family attached, multi-family and senior housing. In order to have Frederick grow and develop into a balanced and inclusive community, many of these housing policies should be reviewed.

Staff started the process to update the comprehensive plan in the second quarter 2022. This process included publishing a Request for Qualifications (RFQ). This RFQ was posted on the Town's website as well as Rocky Mountain BidNet which serves as the Town's platform for submitting proposals. This platform has a national reach and is universally recognized as the place where municipalities post different solicitations. Six firms submitted responses to the RFQ. Staff was able to narrow the search to four firms after reviewing the RFQ submittals. Four of the firms were interviewed by an internal panel consisting of Staff and special legal counsel from Fairfield and Woods. Following the interview process and interviews with each reference, RICK Planning + Design was offered the opportunity to work for the Town on this project. Britt Palmberg of RICK Planning + Design has worked with Staff on the attached contract and submitted the scope of work shown in Exhibit A.

Updating a comprehensive plan is a very involved process and usually takes well over a year to complete. This is partly because of the need to have a robust public engagement process. Considerable time is also focused on issues related to economic trends, transportation and water strategies. To this end, consultant teams usually have subconsultants to focus on these other elements. Fortunately, the transportation subconsultant (FHU) is the same consultant that recently completed the Town's Transportation Master Plan.

If awarded, this project will kick off a nearly 18-month long process. This process is outlined in the project schedule and includes initial due diligence and data gathering, significant public outreach and finally plan drafting and review. Staff and the consultant will be present on September 27th to elaborate on the project schedule and provide an overview on the public outreach program. Of note, there will be key points throughout the project where the Board will be asked to provide direction on critical path items (i.e. housing policies, commercial growth policies, and the Town owned property in the downtown etc.). These checkpoints will be important as the balance of the project schedule will rely on that direction. In addition, there will be several other opportunities where the Planning Commission and Board will be engaged either separately or combined to weigh in on the project and provide direction.

Legal Comments:

The standard contract and resolution was reviewed and approved by legal counsel.

Alternatives/Options:

The Board could choose to not move forward with this project at this time. This alternative is not recommended as this has been a Board directed goal contained within the adopted Strategic Plan. Further, many of the assumptions regarding growth in Frederick in the existing plan have already been realized make portions of the plan less effective or functionally obsolete.

The Board could choose to direct Staff to modify elements of the scope of the contract. Doing so would require Staff to go back with the consultant and renegotiate those portions of the project scope or contract delaying the start of the project. For this reason, this alternative is not recommended.

Financial Considerations:

The following funding spread shows the sources of funding for this project. All funds have been included in the adopted Fiscal Year 2022 Budget. Additionally, there is a recognition that nearly all of the funds for this project will not be expended in FY 2022. As such, those funds will be proposed to be appropriated in the proposed FY 2023 Budget. A funding request (placeholder) has already been incorporated in the proposed FY 2023 Budget and will be adjusted through the balance of this year to reflect the actual amount needing to be appropriated in 2023.

- \$175,000 – Comprehensive Plan Update
 - \$129,000 – Downtown Plan Update
 - \$131,022 – General Fund Savings
- Project Total (inclusive of 10% contingency) - \$435,022

Staff Recommendation:

Staff recommends approving Resolution 22-R-71 and authorizing the Mayor to execute the contract.

DRAFT Work Plan – Frederick Comprehensive Plan and Downtown Plan

September 21, 2022

Rick Planning + Design

Task 1 – Project Kickoff and Initiation

Task 1.1: Ongoing Project Management: Our team will work with the Town staff to organize a Steering Committee to guide the planning efforts. Members of the Committee may include representatives from community organizations; representatives from the business community (including Downtown merchants); local developers and property owners; representatives from local schools and representatives from the Town staff; select representatives from the Planning Commission and the Board of Trustees; and other stakeholders identified in the initial stages of the project. The Steering Committee could potentially include 10 to 15 people, in order to provide the broadest representation while maintaining efficiency in decision-making.

Our team will implement a regular and efficient communication strategy. Conference calls involving the Town staff and members of our team will facilitate communication on a regular basis. We anticipate conducting weekly coordination conference calls between the Project Manager from the Town and the Project Manager from the Rick team. In addition, we will communicate with the Steering Committee on a regular basis via emails and periodic in-person or virtual (Zoom) meetings.

Deliverables:

- Notes from coordination calls / meetings with Town staff
- Agendas for Steering Committee meetings
- Powerpoint and graphics, as needed, for Steering Committee meetings
- Notes / minutes from Steering Committee meetings

Task 1.2: Project Kick-off Meetings: The Rick Planning + Design team will conduct an initial meeting with Town staff to discuss and determine parameters and objectives for the Comprehensive Plan and Downtown Plan. Our team will then meet with the Steering Committee and the Town Staff in a formal Kick-Off Meeting to finalize the schedule for the project, schedule initial meetings, and begin the process of data acquisition. Our team and the Steering Committee will establish goals and expectations for the planning effort and finalize plans and strategies for community engagement.

Deliverables:

- Agendas for initial staff meeting and for Kickoff meeting with Steering Committee
- Powerpoint presentation, for Kickoff meeting with Steering Committee
- Minutes / notes from kickoff meetings

Task 2: Public Outreach Plan

Subtasks – Public Outreach Plan:

We anticipate the following sub-tasks as part of the Public Input Process and will refine and finalize the content and execution of these subtasks with the Steering Committee and Town staff at the outset of the project.

Task 2.1: Public Outreach Materials and Project Contact Database: We will work with Town staff to develop language to include on emails, press releases, informational flyers, banners, and community signage, communicating the goals of the project as well as the purpose for particular community engagement efforts. Our team will work with Town staff to develop a database of contact names from throughout the Frederick area, for use throughout the project. We will include

sign-in sheets at community events and at community workshops held during the project to gather additional names for inclusion in the database. We will use the database to create email messaging that can be sent to the community to publicize community workshops and to direct community members to the project website to view information (including exhibits and graphics) concerning the Comprehensive Plan and Downtown Plan. We will work with Town staff to develop information to share with local media to promote the Comprehensive Plan and Downtown Plan.

Deliverables:

- Content for press releases throughout the project
- Informational flyers at various stages of the project
- Database of contacts for use throughout the project
- Sign in sheets at meetings and events

Task 2.2: Project Webpage: Our team will create and maintain a website for the Comprehensive Plan and Downtown Plan, using Social Pinpoint as its functionality allows us to incorporate a wide variety of information and outreach efforts. Our team will ensure that the website contains sufficient and appropriate information concerning the planning effort. We suggest that the webpage should include online versions of survey questions developed for the community workshops, as well as pdf versions of key concepts, alternatives, and information presented at the community workshops and at mobile outreach at community events.

Deliverable:

- Written content and graphics to be included on the project website

Task 2.3: Social Media Engagement: Our team will provide content necessary to publicize the Comprehensive Plan and Downtown Plan effort on the Town's Facebook and Instagram pages and the social media accounts of other organizations in Town. In addition to in-person meetings throughout the Comprehensive Plan and Downtown Plan process, we anticipate including the functionality to attend community meetings through Zoom and similar social media platforms, in order to provide options for those who wish to participate in the meetings from home so that we can reach everyone in Frederick.

Deliverables:

- Written content and graphics, as necessary, for staff to include in social media engagement, to promote the overall project, upcoming community meetings and events, and other key information at various stages of the project
- Content for use in Zoom community meetings, at various stages of the project.

Task 2.4: Connecting with Community Organizations: While strong promotion and support of the planning effort from the Town will be important, we also recommend an effort be spearheaded to engage local community organizations, religious organizations, schools, and other groups to assist in creating public awareness of and engagement with the planning process. We would anticipate that members of the Steering Committee would be able to assist with this effort, in reaching out to various community organizations and working with them to help spread the word about the Comprehensive Plan and Downtown Plan.

Deliverable:

- Matrix of potential community organizations and contact names, for ongoing outreach during the project (for discussion with Town staff and Steering Committee)

Task 2.5: Stakeholder Meetings: Our team will work with Town staff and the Steering Committee to identify key stakeholders for engagement as part of stakeholder meetings. Potential key stakeholders may include members of the Town staff, the Carbon Valley Chamber of Commerce, the Planning Commission, representatives from local neighborhoods or HOAs, and other social and civic organizations. We anticipate convening stakeholder meetings focused on the Downtown area in particular, including merchants, property owners, and residents within the Downtown area. In addition,

we will engage individual property owners and developers, and other agencies as needed. Specifically, the stakeholder meetings would be organized in the following fashion:

1st Round Stakeholder Meetings: Introduce the project and gain input concerning the overall goals and vision for the creation of the new Comprehensive Plan and Downtown Plan. Review information collected by the project team concerning existing conditions in Frederick and key findings from this information. Discussion at each meeting concerning how these key takeaways may affect the creation of the new Comprehensive Plan and Downtown Plan.

2nd Round Stakeholder Meetings: Review of and input concerning key alternatives pertaining to key planning topics (land use and development, housing, Downtown concepts, etc.).

3rd Round Stakeholder Meetings: Review of and input concerning the preferred direction for the Comprehensive Plan and Downtown Plan, pertaining to key planning topics, as well as the draft implementation strategies.

In total, we anticipate conducting up to eight stakeholder meetings during each of the three rounds identified above. In order to maximize the efficiency of the project budget, we anticipate conducting some of the stakeholder meetings via Zoom or similar online meeting channels, in order to reduce travel costs and maximize the value of everyone's time.

Deliverables:

- Presentation materials as needed, including handouts and/or powerpoints, for stakeholder meetings
- Summaries of discussions from stakeholder meetings

Task 2.6: Community Events and “Pop-Up” Activities: As mentioned previously, the project team will gain input and reach out to the broader community by conducting outreach at selected community events. For example, we anticipate that a small informational booth could be set up at community events in Frederick. We could also provide outreach at more focused community events such as school carnivals, or other events led by local schools, religious organizations, and other community groups. We will select community events and opportunities that will allow the project team to reach a full range of community members, including seniors, parents of young children, youth, students, and people with disabilities. We will design our booths at community events to include a “fun factor” and will brainstorm with the Steering Committee and Town staff outreach tools that will make people excited about contributing their input regarding the Comprehensive Plan.

The outreach booth materials used at community events could also be used to conduct “pop up” outreach at places where most people go in their daily lives, including local stores and other key gathering places. We will work with the Steering Committee and the Town staff to identify the community events where members of our consultant team would be best suited to join members of the Town staff, the Steering Committee, and community organizations, in conducting outreach in person. Our work plan assumes participation by two members of our consultant team in up to six community events during the course of the project (two events for each of the three rounds of community outreach). We will work with the members of the Steering Committee to explore the option for members of the committee to use the materials we develop for outreach at community events, to conduct outreach on their own. For example, representatives on the Steering Committee could use materials produced by our team to conduct additional outreach sessions at local schools, in local parks, or with local civic groups.

Our outreach materials at community events will include mobile exhibits and exercises to gain input from the community at key stages of the planning process. We will include various maps, game exercises, visual preference surveys, and related interactive tools to gain input from the community as the plan moves through the creation of alternative concepts and arrives at the preferred and final versions of the Comprehensive Plan and Downtown Plan.

Deliverables:

- Materials, including graphics, interactive exercises, handouts, sign in sheets, flyers, etc. for engagement at community events

Task 3 – Community Assessment (Comprehensive Plan)

Our team will conduct an analysis of existing conditions within Frederick. The content outlined below will be included in draft and final versions of the plan document and will help to inform the development of town-wide goals, policies and strategies of the Comprehensive Plan. We will summarize our findings of each of the following sub-tasks in memorandums to Town staff and the Steering Committee.

Task 3.1: Review of Existing Plans: Members of our consultant team will conduct a thorough review of existing plans and studies, such as the recently completed Transportation Plan and Parks and Open Space Plan. We will document the takeaways from the various plans as they relate to the Comprehensive Plan. We will document the areas in which the Town has achieved success and met the goals and action items from the previous 2016 Comprehensive Plan, and areas in which additional actions are needed to fulfill the goals established in the prior Comprehensive Plan.

Task 3.2: Demographic Analysis and Growth Buildout Projections: We will prepare a population analysis of Frederick, including a composite demographic analysis including key trends and projections for future growth in and around the Town, including growth buildout projections. We will complete projections for future population, households, and employment in Frederick, using information from the Town as well as from ESRI, the State of Colorado, and other sources. We will identify how the trends in the regional economy may impact prospects for economic development and the growth of population and employment in Frederick.

Task 3.3: Housing Needs and Jobs / Housing Assessment: We will examine data and issues pertaining to the age, mixture, and affordability of housing in Frederick and identify gaps in the local housing market. We will document the ratio of jobs to housing in Frederick and identify potential strategies to improve the jobs to housing balance in the community.

Task 3.4: Retail / Commercial Assessment: We will draw from the demographic analysis and growth buildout projections, as well as the housing needs assessment and research of the local and regional market, to complete a retail / commercial assessment for Frederick. This assessment will document areas of leakage and supply in different retail categories and identify the projected demand for retail and commercial space in the community over the next 5, 10, and 20 year time horizons. The assessment will examine the retail and commercial position of Frederick relative to other communities along the I-25 corridor and identify strategies to enhance this position in the local and regional market.

Task 3.5: Updating of Existing Conditions and Trends: Our team will compile the remaining components of Existing Conditions and Trends for Frederick, including information concerning:

- The Regional Context; Existing Land Use Patterns in Frederick;
- Existing Zoning;
- Existing conditions related to Transportation;
- Existing conditions related to parks and open space;
- Existing conditions related to recreation and tourism;
- Existing Land Uses and recent and potential changes in growth patterns;
- School District facilities;
- Community and public facilities and services, and identification of future needs;
- Water and Sewer infrastructure and identification of future needs;
- Geohazards, natural resources / habitat, soils, and wildfire hazards

These analyses will document the overall picture of where Frederick is today and outline key trends that suggest where Frederick is heading. The analyses will identify key needs of the community in the various frameworks identified above.

Task 3.6: Creation of Base Maps: Our team will create base maps for Frederick that will include the key data from the Existing Conditions and Trends analysis, for use in creating preliminary and final versions of the plan.

Deliverables of Task 3:

- Community Assessment document, summarizing the technical analyses outlined in Task 3, along with maps and graphics
- Housing Assessment document (to be integrated into the overall Community Assessment document)
- Relevant graphics and diagrams, included within the Community Assessment document

Task 4 – Existing Conditions (Downtown Plan)

Separate from the Community Assessment process outlined for Task 3, focusing on the entire Frederick community, we will complete a separate Existing Conditions report as a component of the Downtown Plan. This Existing Conditions report will document the current conditions and context of the Downtown area, pertaining to the following:

- Economic and market conditions (including vacancy and tenant information for the Downtown district, and the economic context of residential, retail, commercial, and other land uses in the Downtown district)
- Traffic and multimodal transportation conditions and context, including existing conditions and inventory of parking serving Downtown
- Infrastructure serving the Downtown district (water, sewer, dry utilities)
- Streetscape and Public Spaces, including parks and plazas (inventory of existing amenities and their condition in the Downtown area)
- Existing land uses and zoning in the Downtown area

Deliverables of Task 4:

- Existing Conditions chapter (to be included in the final Downtown Plan document), in draft and final versions

Task 5: Round One Community Engagement – Visioning and Idea Generation

During the first of the three major “rounds” of community engagement, our team will introduce the Comprehensive Plan and Downtown Plan process, gain input from community members on their vision for Frederick (including their vision for the overall community, and for Downtown) and explore and gather ideas for how to guide the growth and evolution of Frederick over the next few decades. As outlined in Task 2, we anticipate organizing the first round of community engagement into the following components:

- Conducting a series of booths and stations at community events or gathering places, to introduce the Comprehensive Plan and Downtown Plan process
- Online community surveys conducted to gain input concerning the vision for Frederick (overall) and for Downtown Frederick, what people like and don’t like in Frederick and the Downtown area, and ideas for how Frederick (and Downtown Frederick) should evolve over the next ten to twenty years
- Community workshop (conducted in-person and also provided virtually through Zoom) to introduce the project and how to get involved
- Pop-up outreach at local community gathering places (such as shopping centers school events, etc.)
- Meetings conducted with the youth of Frederick (with classes or student clubs)

Deliverables:

- Maps, graphics, and presentation boards for outreach at community events
- Presentations, including Powerpoint slides as needed, for community workshop (held in-person and online)
- Publicity materials to advertise the first round of community engagement (including flyers, banners, and related materials, for distribution around Frederick)

Task 6: Conceptual Alternatives and Approaches

Building from what was learned through the process to date, members of the RICK team will develop a series of diagrams and exhibits to outline potential key alternatives and approaches to address key issues in the Comprehensive Plan and the Downtown Plan. While the exact nature of alternatives presented will naturally evolve as the planning effort moves forward, we anticipate that our team would create key alternatives addressing the following topics:

- Alternatives for future land uses and development in Frederick and the surrounding area
- Alternative concepts or ideas for overall economic development
- Alternative concepts for housing opportunities, including discussion regarding potential housing policies and providing for attainable housing
- Alternative concepts for growth management
- Alternative concepts for Downtown Frederick, including potential options for Town-owned properties
- Alternatives related to any other key topics, based upon discussions with the Town and the Steering Committee

Deliverables:

- Maps, graphics, and diagrams illustrating alternative concepts, for presentation to Town staff, the Steering Committee, and the community

Task 7: Round Two Community Engagement: Review of Key Alternatives

During the second of the three major “rounds” of community engagement, our team will gather input from the community concerning a series of alternatives and concepts associated with the various elements to be included in the Comprehensive Plan and Downtown Plan. As outlined in Task 2, we anticipate organizing this second round of community engagement into the following components:

- Conducting a series of booths and stations at community events, to review the various alternatives and concepts
- Online community surveys conducted to gain input concerning the alternatives and concepts
- Community workshop (conducted in-person and virtually through Zoom) to review the alternatives and concepts and gain input from participants
- Pop-up outreach at local community gathering places (such as stores, restaurants, and other gathering places)
- Meetings conducted with the youth of Frederick (with classes or student clubs)

Deliverables:

- Maps, graphics, and presentation boards for outreach at community events
- Presentations, including Powerpoint slides as needed, for community workshop
- Publicity materials to advertise the first round of community engagement (including flyers, banners, and related materials, for distribution around Frederick)

Task 8: Creation of Preferred Plan Elements

Task 8.1: Creation of Preferred Concepts for the Comprehensive Plan: The Rick Planning + Design team will create preferred versions of the various elements of the Comprehensive Plan for Frederick, drawing from input to date from the public and the various stakeholders. The Preferred Plan will include the following components:

- Outline of projected future public facility and utility needs serving Frederick;
- Preferred Future Land Use Plan for Frederick and areas identified for future growth and potential expansion.
- Preferred strategies for enhancing the housing stock in Frederick to serve all sectors of the housing market, and to provide for attainable housing, using housing types that are appropriate for the area.

- Preferred strategy for transportation (drawing from the current transportation master plan)
- Preferred strategy for other infrastructure (schools, capital facilities, utilities)
- Additional elements of the preferred plan, based upon discussions with the Steering Committee and Town staff

Deliverables:

- Maps, graphics, and diagrams illustrating the preferred concepts, for presentation to Town staff, Steering Committee, and the community
- Written summary of the key elements of the preferred concepts (in memorandum format) for discussion with Town staff and Steering Committee

Task 8.2: Creation of Preferred Concepts for the Downtown Plan: The Rick Planning + Design team will create preferred versions of the various elements of the Downtown Plan for Frederick, drawing from input to date from the public and the various stakeholders. This effort will include the following components:

- Outline of future land uses and zoning for the Downtown area
- Outline of recommended enhancements to the streetscape and public realm in the Downtown district
- Recommended economic development strategies for the Downtown area
- Illustrative plan of the overall Downtown area, highlighting future development / redevelopment and key features envisioned for the Downtown area in the future;
- Recommended multimodal transportation improvements and features for the Downtown area
- Additional elements of the Downtown Plan, based upon discussions with the Steering Committee and Town staff

Deliverables:

- Maps, graphics, and diagrams illustrating the preferred concepts for Downtown Frederick, for presentation to Town staff, Steering Committee, and the community
- Written summary of the key elements of the preferred concepts for Downtown Frederick (in memorandum format) for discussion with Town staff and Steering Committee

Task 8.3: Creation of Draft Implementation Strategies: Our team will work with the Steering Committee and Town staff to create draft versions of Implementation Strategies, for both the Comprehensive Plan and the Downtown Plan. A summary of Implementation Strategies will be included within the Comprehensive Plan document and the Downtown Plan document, to organize action items by plan themes into a matrix.

Deliverable:

- Table outlining implementation strategy elements (for review by Town staff and Steering Committee). This content will later be integrated into the draft and final versions of the Comprehensive Plan document and the Downtown Plan document.

Task 9: Round Three Community Workshop: Review of Preferred Plan Elements

During the third and final round of community engagement, our team will gather input from the community concerning the various “preferred” elements of the Comprehensive Plan and Downtown Plan. This outreach will gather input from the community regarding the prioritization of the various elements in the two plans to create a final version of the Implementation sections of the Comprehensive Plan document and the Downtown Plan document that align with community preferences. We again anticipate organizing the final round of community engagement into the following components:

- Conducting a series of booths and stations at community events, to gather input on the preferred elements of the Comprehensive Plan and Downtown Plan

- Online community surveys conducted to gain input concerning the preferred elements of the Comprehensive Plan and Downtown Plan
- Community workshop (conducted online and through Zoom) to review the preferred elements and gather input on the elements of the Preferred Plan (for the Comprehensive Plan and Downtown Plan) and their prioritization.
- Pop-up outreach at local community gathering places (such as at shops, restaurants, etc.)
- Meetings conducted with the youth of Frederick (with classes or student clubs)

Deliverables:

- Maps, graphics, and presentation boards for outreach at community events
- Presentations, including Powerpoint slides as needed, and other graphic materials for community workshop (to be held in-person and also online through Zoom)
- Publicity materials to advertise the third round of community engagement (including flyers, banners, and related materials, for distribution around Frederick)

Task 10: Draft Version of Comprehensive Plan

Drawing from the information created and presented in preceding tasks, our team will create a draft version of the updated Comprehensive Plan document for Frederick. The draft document will include the following components:

- Summary of community and stakeholder engagement conducted during the planning effort
- Summary of findings from the Community Assessment
- The various sections of the Comprehensive Plan, including graphics, to address all components outlined in C.R.S. Section 31-23-206, including:
 - Future land uses
 - Existing conditions and growth projections
 - Transportation (drawing from the current transportation master plan)
 - Infrastructure (including schools, capital facilities, utilities, etc.)
 - Location and extent of an adequate and suitable supply of water (representing a water supply element with conservation policies)
 - Location of commercial mineral deposits
 - Geohazards, natural resources / habitat, soils, wildfire hazards
 - Recreation and tourism element
- Implementation strategies and actions for each element of the Comprehensive Plan
- An appendix will include the results of in-person and online community surveys
- All of the elements of the final plan will include various renderings, graphics, and other illustrative tools to convey the vision and intent of each plan

Deliverable:

- Draft copy of the Comprehensive Plan document

Task 11: Draft Version of Downtown Plan

Drawing from the information created and presented in preceding tasks, our team will create a draft version of the Downtown Plan document for Frederick. The draft document will include the following components:

- Summary of community and stakeholder engagement conducted during the planning effort
- The Existing Conditions chapter (previously completed, and updated as needed for the draft of the Downtown Plan)
- Vision chapter (outlining the vision for Downtown Frederick)

- Future Land Use, Development and Zoning chapter (including recommended zoning classifications for different portions of Downtown)
- Public Improvements, Design Standards, and Recommendations, including streetscape recommendations and diagrams, graphics, and exhibits outlining locations for civic gathering places and other key community facilities in Downtown
- Multimodal Transportation, including recommendations for parking improvements as well as improvements for bicycle and pedestrian movement in the Downtown district
- Infrastructure and Related Improvements
- Implementation strategies and actions for the Downtown Plan, including economic development strategies that align with the economic development recommendations included in the overall Comprehensive Plan
- An appendix will include the results of in-person and online community surveys
- An overall “illustrative” master plan graphic that captures the key takeaways from the Downtown Plan. This graphic, and the accompanying document, can be used to market Downtown Frederick to the broader region
- All of the elements of the final plan will include various renderings, graphics, and other illustrative tools to convey the vision and intent of the various sections of the Downtown Plan.

Deliverable:

- Draft copy of the Downtown Plan document

Task 12: Finalizing the Comprehensive Plan and Downtown Plan Documents

Task 12.1: Work session with Planning Commission and Board of Trustees to Review Draft Comprehensive Plan Document and Draft Downtown Plan Document

We will work with Town staff to conduct a worksession (or study session) with the Board of Trustees and Planning Commission (assembled together) to review the various components of the draft version of the Comprehensive Plan and the draft version of the Downtown Plan and to obtain detailed input and edits from these bodies, prior to finalizing the plan documents.

Deliverable:

- Powerpoint presentation and supporting materials (including copies of the Draft Comprehensive Plan and Draft Downtown Plan) to facilitate worksession with Planning Commission and Board of Trustees

Task 12.2: Final Versions of Comprehensive Plan and Downtown Plan

Drawing from input from the Board of Trustees and the Planning Commission, as well as input from Town staff, we will produce a final version of the Comprehensive Plan document and a final version of the Downtown Plan document.

Deliverables:

- Final Comprehensive Plan document (pdf, and copy of Indesign file)
- Final Downtown Plan document (pdf, and copy of Indesign file)
- One-page infographic that explains the high-level tenets of each plan. This deliverable should serve as a quick, graphically rich reference page that explains the “why” of this project without having to read entire plan.
- CAD and GIS data pertaining to the Comprehensive Plan and Downtown Plan will be provided to the Town of Frederick for all maps created, using the Town of Frederick’s CAD / GIS standards document (which currently follow ArcMap 10.8.1).



September 16, 2022

Town of Frederick
Attn: Ali van Deutekom
401 Locust Street
Frederick, Colorado 80530

SUBJECT: PROPOSAL TO PROVIDE A NEW COMPREHENSIVE PLAN AND DOWNTOWN PLAN FOR THE TOWN OF FREDERICK, COLORADO

Dear Ms. Van Deutekom:

Thank you for giving Rick Planning + Design (RICK) the opportunity to propose on this project. The following proposal is based on our recent discussions. We have made our best attempt to monument our discussions and project understanding in the following proposal. Upon your review, if you have any questions or revisions to the project scope that should be incorporated, we would welcome discussing those changes with you so that we can better define the scope of work and associated fee.

PROJECT UNDERSTANDING AND ASSUMPTIONS

1. The Town of Frederick seeks to complete a new Comprehensive Plan document and a new Downtown Plan document to serve the community over the next 10 to 20 years

SCOPE OF WORK

See Exhibit A

Schedule of Fees (for Labor) Authorized with this Work Order:

Our ("Consultant") fee for the Scope of Work be on a lump sum basis per our current Schedule of Hourly Rates (enclosed) for a sum (for labor) of \$385,150.

Reimbursable Expenses

Non-labor expenses including printing, deliveries, mileage, airfare, travel, food/lodging, phone, parking, postage and other miscellaneous expenses will be billed at cost. All sub-consultants or exterior printing will be billed at cost. Any permit or review fees paid by Rick Engineering Company will be billed at cost.

Mileage	\$725
Plotting and Printing	\$3,750
Food and Drink for Community Meetings and Events	\$2,350
Incentives for Community Outreach	\$2,800
Other Supplies	\$700
Total Reimbursable Expenses --->	\$10,325

Fees and expenses will be billed monthly as the work progresses and the net amount shall be due upon receipt of the invoice.

Contingency

As outlined in Exhibit B, this proposal also includes a Contingency amount, above and beyond the budget amounts outlined above, with a limit of **\$39,500**, to cover additional services, including, but not limited to: Additional community outreach at open houses and community events, briefings with boards and commissions, and other project meetings.

Exclusions

The following services are either not anticipated to be required at this time, or are being provided by other consultants outside of this contract:

1. Any services not specifically described in the scope of work above.
2. Application, permit or review fees.
3. Architectural drawings of any kind.
4. Preparation of code language to be used for land use code updates.

Standard Provisions of Agreement

The enclosed Standard Consulting Agreement (Exhibit C) is incorporated herein and made a part of this agreement.

Ms. Ali van Deutekom

September 21, 2022

Page 3

Contract Execution

If notice is delayed for any reason beyond sixty (60) days, it is understood by the parties that the terms and conditions contained herein are subject to revision.

If you would like us to proceed on this work as outline above, we ask that you please sign and return this agreement as our written authorization.

If you have any questions regarding this agreement, please contact me directly at 303-537-8020 or 720-985-9807. Thank you for requesting Rick to provide these services.

Sincerely,

RICK ENGINEERING COMPANY

Robert K Fitch, P.E., LEED AP
Associate Principal

Britt Palmberg, AICP
Principal Planner

Enclosures

APPROVED:

TOWN OF FREDERICK

By: _____

Tracie Crites, Mayor

ATTEST:

By: _____
Meghan C. Martinez, CMC, Town Clerk

Frederick Comprehensive Plan and Downtown Plan		
Budget with Contingencies - Exhibit B		
Total Budget (inclusive of Reimbursable Expenses)		\$395,475
Contingency Amount (Above Total Budget Amount)		\$39,500
Breakdown of Potential Items for Contingency		
Item	Description	
Additional Community Event	Participation by two RICK team members in a community event, length of 3 hours, plus set up and tear down time. Include one half of travel time, prep time, and summarizing input from the event. Assumes a booth (a 10 x 10 tent with tables and exhibits), along with collateral used to facilitate outreach. Assumes the use of existing diagrams and drawings / exhibits from a round of community outreach, at an additional community event for outreach. Expenses to include printing, use of incentives, mileage.	\$3,200 labor plus \$600 expenses
Additional Online Open House	Participation by three RICK team members in an online, facilitated open house of 1.5 hours in length. Includes time setting up online meeting, debriefing and summarizing notes from online meeting. Assumes this will not involve the production of new content for presentation at the online open house. Instead, assumes the use of existing materials at a bonus online open house meeting.	\$3,900 labor
Briefing with a Board or Commission	Participation by RICK project manager at a briefing of up to 1.5 hour with a Board or Commission in Frederick, to update them on the plan progress. Includes time preparing powerpoint for presentation, coordination with Town staff, debrief from the meeting, and one half of travel time. Assumes mileage expense.	\$1,100 labor plus \$35.00 mileage
Additional Renderings or Graphics		TBD

Frederick Comprehensive Plan and Downtown Plan Draft Schedule - 9/16/22

[illegible]

**TOWN OF FREDERICK, COLORADO
RESOLUTION NO. 22-R-71**

**A RESOLUTION OF THE TOWN OF FREDERICK, COLORADO, TO AWARD
A CONTRACT FOR DESIGN WORK ON THE COMPREHENSIVE PLAN AND
DOWNTOWN PLAN UPDATES AND AUTHORIZING THE MAYOR TO
EXECUTE THE CONTRACT**

WHEREAS, in accordance with Chapter 4 Article V, the Town is not required to seek bids for technical and professional services, notwithstanding the Town issued a Request for Qualifications and interviewed several firms for the Comprehensive Plan and Downtown Plan Update; and,

WHEREAS, the Board of Trustees finds that the preferred consultant for this contract award is RICK Planning + Design.

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

1. The Board of Trustees accepts the bid of RICK Planning + Design in the amount of \$435,022.00 as the preferred consultant on the Comprehensive Plan and Downtown Plan update projects as reflected in the accompanied Action Memorandum and authorizes the Mayor to sign a contract, subject to finalization and review by the Town Attorney that is substantively the same as the attached Exhibit A.

**INTRODUCED, READ, PASSED, AND SIGNED THIS 27TH DAY OF SEPTEMBER,
2022.**

TOWN OF FREDERICK

By: _____
Tracie Crites, Mayor

ATTEST:

By: _____
Meghan C. Martinez, MMC, Town Clerk



TOWN OF FREDERICK BOARD OF TRUSTEES INFORMATION MEMORANDUM

Tracie Crites, Mayor

Dan March, Trustee
Mark Lamach, Trustee
Kevin Brown, Trustee

Adam Mahan, Trustee
Windi Padia, Trustee
Chad teVelde, Trustee

Potential Street Name Change to Incorporate FHS Golden Eagles

Agenda Date: Town Board Meeting - September 27, 2022

Attachments: A. Frederick High School vicinity map

Submitted by: Bryan Ostler
Bryan Ostler, Town Manager

Strategic Plan Alignment:

- Dynamic, Inclusive and Connected Community

Summary Statement:

At the last Board meeting, on September 6, 2022, a Trustee brought up a suggestion to the Board of the potential idea to incorporate the Frederick High School (FHS) new mascot the Golden Eagle.

Detail of Issue/Request:

Tipple Parkway is the main arterial road that serves FHS. Many of the roads in Frederick have been named to honor Frederick's rich mining history. Imperial, Puritan, Eureka, Shamrock, and Warwick are roads named after mines in Frederick, to name a few.

Tipple Parkway is also significant to our mining history. The Tipple is the green signal that was attached to the light posts to signal the miners to work. The green light was a good sign-the mines were working; and red light meant no work.

The intent of this discussion is to brainstorm suggestions from the team. To provide partnership and support to our beloved FHS, while also respecting the deep roots of Frederick's mining history.

Legal Comments

Built on What Matters.

The Frederick Municipal Code section 11-57 states “A street shall have only one name for its entire length if it extends in a similar alignment, even though it is interrupted at one or more locations prior to continuing.”

With that, a name change to Tipple Parkway should extend to the entire roadway. Staff is generally aware the Town processed a street name change from County Road 16 to Tipple Parkway, 10-15 years ago. The street name change affected many existing homes along Tipple Parkway and was met with resident opposition during the public hearings. A change from Tipple Parkway would likely affect some of these same homeowners.

Alternatives/Options:

1. Rename William Bailey Ave. This is an arterial road and will not have any lots addressed off of it in the future. There are currently no homes or businesses using the William Bailey Ave. name. The high school would need to change their address.
2. Create a private drive out of the circle drive in the west parking lot. We could install street signs off William Bailey Ave. Only the high school would need to change their address.
3. The east parking lot is where most people access the school – create the private drive through this lot that vehicles follow when they enter, drop off kids, and exit. Call it Golden Eagle Circle or Golden Eagle Loop. Paint the asphalt to define this road. Signs could be placed on Tipple Pkwy that identify this path and call out the Golden Eagle Country. Could this be a project that the Youth Commission takes on?
4. Create a sense of place for High School coined “Golden Eagle Country.” Install “You are entering Golden Eagle Country” signs at each entry to the school directly under the street name signs. Or add Golden Eagles on top of each street sign where we often place the Frederick logo. All the crosswalks leading to the HS could be painted yellow and blue.

Financial Considerations:

Depending on the Board’s direction, there will be a nominal cost with signage replacement, street paint or additional signage. In processing a street name change, the Town would likely incur costs in notifications to the homeowners and the agencies that use addresses; UPS, FedEx, Google, emergency services, Comcast, Amazon, Weld County, etc.

Staff Recommendation:

Staff recommends an option that does not require existing homes or businesses to change their address.