Town of Frederick
Board of Trustees Agenda

Frederick Town Hall
Board Chambers
401 Locust Street
Tuesday, July 8, 2025

7:00 PM

Work Session 5:30 PM

Agenda
Regular Meeting 7:00 PM

Work Session 5:30 pm

A. Impact Fees -

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 Board of Trustees. Please sign in and you will be called. 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

B. Admin Report -
Tiffany Lozada, Executive Administrator

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. Approval of Minutes

D. Resolution 25-R-35 Youth Commission Bylaws Update -

Anthony Bixby, Accountant

E. Resolution 25-R-33 for Vacation of Easement at 5721 Iris Parkway -
Robyn Brown, Development Review Engineer Coordinator
Bailey Arvizu, Planning Technician

Action Agenda

Discussion Item

F. Land Use Code Update and Development Direction Feedback Request –
Audem Gonzales, Senior Planner.

Mayor and Trustee Reports

Executive Session

G. 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 ECMC Ruling Update.

H. Executive Session for the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiations under C.R.S. Section 24-6-402(4)(e)(1) regarding Economic Development and Silverstone Marketplace.

I. Executive Session for the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiations under C.R.S. Section 24-6-402(4)(e)(1) regarding Regional Water Collaboration.

Adjournment

Town of Frederick
Admin Report 7.08.25

Upcoming Board of Trustees Meetings:

The following is the schedule for upcoming meetings, though topics are subject to be changed or rescheduled:

- July 8, 2025 – Regular Meeting
- July 22, 2025 – Regular Meeting
- July 29, 2025 – Board of Trustees Mini Retreat
- August 12, 2025 – Regular Meeting

Effective, Efficient & Strategic Government Operations

- The PROST Commission held their June Regular Meeting and discussed an update on the 2025 Capital Improvement Program and discussed the 2026 financial outlook. The election of Commission Officers was tabled until July or until the May Commission appointments are completed.
- Mike Harris, Parks Manager, was successfully re-authorized as a Certified Playground Safety Inspector (CPSI), which is the highest playground safety inspection certification available. Mike joins only 7,500 other CPSI worldwide.
- Neighborhood Services is working on pursuing compliance efforts with the community, particularly as it relates to the Town's Land Use Code, through both education and collaboration.
- The Town's Oil & Gas Liaison has begun processing and reviewing the File 32H-K268 Pad Oil & Gas Development Plan (OGDP) that was submitted to the Energy & Carbon Management Commission (ECMC).
- The Town did not receive the T-Mobile Hometown Grant funding for the parking lot mural project. Staff are looking into other options and cost sharing possibilities with the Town's Arts Committee.
- Keep an eye out for Downtown Frederick Business coupon books, which will be distributed at all upcoming Frederick community events. The Downtown Taskforce has finalized a logo and is collaborating with relevant partners, including Merje to incorporate colors into the Wayfinding strategy, before putting it into print.

- The Arts Committee's recent Music in the Park event was very helpful to the 5th Street Square area as well as Georgia Boys. The local business community is looking forward to the next event on July 9.
- The Downtown Taskforce group created a Facebook page as a one-stop shop for anyone looking for events happening in downtown Frederick. Each business can share their own specials and events on the page.
- New Image Salon celebrated their 11th anniversary on June 12. Congratulations, and we are so happy to have you!
- The downtown sidewalk repair project has officially begun, the 5th Street parking lot project is set to be finished on schedule, banner pole caissons will be placed June 25 (pending weather), and staff are in conversations with United Power regarding downtown lighting.
- Communications & Engagement continues to support the vision for our parks, open space, and trails through a Go Outdoors Frederick 2050 outreach campaign. They are also currently researching and implementing website solutions to maintain the most up-to-date information on the Town website during the codified process for Municipal code updates, as well as meeting with Parks and Open Space staff to streamline e-payments made through the website.
- To ensure the Communications team is up to date with the latest trends, they have been focused on completing relevant training on topics such as Digital Accessibility, Protecting Public Trust, attendance at the 2025 Government Social Media Conference, and CivicPlus website module training.
- The Town Clerk's Office plays an integral role in the smooth, ongoing function of Town Government. The following is the current Town Clerk Report:
    - Liquor licensing:
        - 1 new liquor license application
        - 1 license in renewal process
        - No current enforcement issues
        - 15 total licenses

Liquor License Name	Expiration Date	License Type	Takeout/ Delivery / Optional Premise
7 - Eleven Store 35269B	3/21/2026	Fermented Malt Beverage Off (city)	
7 - Eleven Store 38638A	12/25/2025	Fermented Malt Beverage Off (city)	
Back 9 at Bella Rosa	9/3/2025	Hotel + Restaurant Optional (city)	1 Optional Premise Renewal in Progress
Circle K Store 2706787	11/12/2025	Fermented Malt Beverage (city)	
Frederick Liquor and Store	2/21/2026	Liquor Store (city)	Delivery
Frederick Travel Center	6/30/2026	Fermented Malt Beverage (city)	
Georgia Boys Smokehouse	1/23/2026	Hotel + Restaurant (city)	Takeout & Delivery
Glacier Liquors	9/4/2025	Liquor Store (city)	
Mirror Image Brewing Company	11/3/2025	Brew Pub (city)	Takeout

Lola's Kitchen Tacos Y Tequila	11/2/2025	Hotel + Restaurant (city)	
Rock Solid	10/18/2025	Tavern (city)	
Rumbo 52	11/20/2025	Hotel + Restaurant (city)	Takeout
Gabe's Café LLC	9/27/2025	Hotel + Restaurant (city)	
Meco Coffee Collective	12/9/2025	Hotel + Restaurant (city)	
King Soopers #154	04/14/2026	Fermented Malt Beverage and Wine (city)	New License
Chipotle Mexican Grill #5480		Beer + Wine (city)	New License Hearing 07/11/25

Solicitors Licensing

- 21 applications received to date (2 denied and 6 pending)
- 13 Solicitors Licenses issued to the company Smart Home Pros, Inc. (Vivint)
  - Licensed individuals are permitted to solicit between the hours of 8:30 a.m. and 6:00 p.m. only
  - Licenses are valid for the period 06/10/2025 – 07/10/2025
  - The 13 representatives are as follows:
    - Mckinley Wilken
    - Raphael Krawatsky
    - Gabriel Curtis
    - Ransel Jimenez
    - Paul Muller
    - Santiago Izaquirre
    - Kenneth Gonzalez
    - Andrey Clark
    - Derek Cannone
    - DeMond Ellison
    - Alexandru Costisor
    - Anthony Morgan
    - Jackson Howell

Court Numbers

June 2025 Court Numbers										
Early Pay	Traffic	Criminal	Animal	Virtual Court	Review	Restitution	Interpreter	Trial	Total Appearances	FTAs
32	28	21	3	1	20	0	2	1	66	10

Colorado Open Records Requests May 2025

- 19 Requests were completed and closed for May 2025

Chris McGowne	Comprehensive request seeking communications and documents related to oil and gas operations, development activity, and the Rule 211 enforcement action involving KP Kauffman Co. (KPK). Specifically, the request asks for: • Communications between Town elected officials, staff, and state or local agencies (including the Energy and Carbon Management Commission and the Frederick Urban Renewal Authority) related to KPK, Rule 211, and development on or near KPK well sites.

	• Documents or records showing expenditures, support, or involvement in the Rule 211 enforcement action. • Communications involving private entities or developers related to KPK assets or adjacent development areas. • Submitted plans, permits, plats, or related documents for 25 specified land sections within the Town.
Gabby Smith	Public Records Request for Residential Building Permit Reports including Contractor/owner name, permit #, address, & permit type, value for December 2024 and January 2025.
Janice DeLuzio	Foundation Report for 5432 Lynx St in the Melody Homes at Fox Run Subdivision.
Kristen Hoffman	ALL issued building permits for Residential & Commercial properties from 4/1/2025 - 4/30/2025. Report to include Permit #, Issued and Applicated Dates, Site Addresses, Valuation of project, Description of Work, Contractor & Owner Information.
Rudolph Sarmiento	Completed building permits and inspections for my home (345th St.) Please send me all records from July 2012 through Dec.2023.
Bruce Vezina	roof replacement permit for 5379 Bear Ct Firestone 80504.
Dillon Allen	Plot plan for a permit on a deck (7730 Primrose Green Unit 170)
Olivia Carrillo	Property plot plan with easement requirements and parcel lot number (7234 Prairie Circle)
Roxanne Moore	Requesting a copy of the original HVAC/Mechanical plan and calculations that were submitted for construction/permitting for at 2320 Apple St.
Seth Johnson	building permits associated with this unit going back 5 years for 3540 State Highway 52, Unit A1.
Zack May	soil report, foundation plan, as well as a main floor framing plan for location above. (629 Morrison Dr.)
Thomas Lam	Water as-builts for Raspberry Hill BP L17 - 8440 Raspberry Way. I am assisting a client with a proposed project on Lot 17; I am requesting water as-builts so we can tie into the existing water line along Raspberry way.
Jamie Hambly	All audio from trial at 3:00 P.M. on 5/9/25
Rebekah Janquart	Water use records (historic water usage data by month) for the property at 4040 Salazar Way (Trailer Source). These records are being requested to support the proposed water usage of the property as presented in the Site Plan Amendment.
Chally Lagrave	All building department documents for the Glasco Park at Wyndham Hill, Filing #5, located in Frederick, CO. Please include all inspection records/reports, plans, certificates of occupancy, building permit applications, building permits, engineering reports and plan review recommendations. Please also provide a certified copy of the ordinance adopting building codes which was in place during construction
Roxanne Moore	Entire "Building Permit File" for: 2320 Apple St.
Sam Eliason	We are working on a new development and detention pond at 8118 Raspberry Way. Since the drainage pond is planned to be regional, we'll need drainage reports and site development plans for all the other properties within the area. -Raspberry Hill Business Park Subdivision - Infrastructure Plans and Drainage Report (circa 2005)

	-8118 Raspberry Way (Lot 11 Replat B) - Construction Plans and Drainage Report (circa 2023) -8208 Raspberry Way (Lot 12) - Construction Plans and Drainage Report -8177 Raspberry Way (Lot 4a Replat C) - Construction Plans and Drainage Report -8337 Raspberry Way (Lot 7a Replat B) - Construction Plans and Drainage Report -8008 Raspberry Way (Lot 9) - Construction Plans and Drainage Report
James Watkins	Requesting the water model developed by Forsgren Associates as part of the Town water master plan, specifically the "Tank Pressure Plane." Intent is to provide a relevant water study to ensure an ongoing project and water study meets the standards of the Town of Fredrick.
Mike Wagner	Looking to see if a reroof permit has been pulled in the last 2 years for 5511 Palomino Way.

Community and Economic Vitality

- Communications & Engagement is involved in several downtown revitalization efforts, including the creation of coupon books to encourage downtown purchases, the design of a gateway street banner to enhance esthetics, website updates, capital improvement project posters, and a greater social media presence.
- The Bella Rosa Golf Course remains busy with the warmer weather and our packed schedule of special events.
    - The Golf Course hosted the Opening Day Scramble on May 3. Participation in this first event of 2025 was 72 participants, which is the maximum number of golfers we can accommodate.
    - Family Golf Day took place on May 17. This is a showcase event for the Town of Frederick, where there were nearly 200 participants.
    - The Golf Course had 72 participants on June 7 for the first Glow Ball Tournament event of 2025. These events are typically held on nights with a full moon so the golfers can enjoy the moonlight.
    - Beginner Junior Golf Camp was held from June 9-12. The Golf Course hosted 27 kids for this first camp of 2025, which is the maximum capacity for this event.
    - The Golf Course kicked off Ladies Fun Night on June 11 with a theme of 9 Shades of Green. Participants dressed in shades of green and enjoyed green foods and green cocktails after their golf round. There were 48 participants, which is the highest attendance we have had for a ladies' event.
    - On June 13, we had 18 couples attend our first Couples Night Out event of 2025. Players enjoyed appetizers and cocktails following play.
- The Town's Oil & Gas Liaison obtained a Civitas sponsorship for the Town's Miners Day event, enhancing public-private partnership and community interaction. He also took Ordinance 1405, which included amendments to Article 9 of the Land Use Code governing Oil and Gas Development and Production, to the Board of Trustees. Ordinance 1405 was approved with the intention of improving the comprehensibility of Article 9.
- For a list of all active development applications currently under review by the Town's Planning Department, Engineering Department, Legal Counsel, Frederick-Firestone Fire

Protection District, and external review agencies, please follow these links to our "What's Developing" map and webpage, "Development Applications Under Review."

Dynamic, Inclusive & Connected Community

- Economic Development staff attended the AC-REP State of the Region event on June 12 and will attend a Legislative Session Summary on June 23. They also partnered with Upstate Colorado to host the latest Regional Happy Hour in downtown Frederick on June 18.
- Neighborhood Services staff are currently reviewing the Land Use Code for potential updates to provide better clarity, as well as preparing an RFP for a Minor Home Repair Program contractor.
- The Town's Oil & Gas Liaison has been attending the Town's Tour and Talk events in an effort to directly engage with community members. He also recently met with members of the 76 Group and the American Petroleum Institute (API) to foster industry communication and transparency.
- Communications & Engagement updates:
    - The Communications and Engagement team hosted the Town's 14th Annual Frederick in Flight on June 20, 21, and 22. Friday kicked off with a pilot dinner, followed by static hot air balloon displays on Friday and Saturday mornings, with 3–6 balloons lifting off each day. Unfortunately, Sunday's weather prevented both the static display and launch. Saturday featured market vendors, food trucks, and the Balloon Bash, complete with live music, skydivers, and static balloon display. T-shirts were available for purchase. New this year were collectible pilot trading cards and large Frederick-branded tents (a CIP project), which provided much-requested shade. Frederick in Flight was widely spotlighted in the media this year.
    - Preparation for Chainsaws & Chuckwagons is well underway, including submitting permit applications, coordinating interdepartmental meetings, scheduling live entertainment, and coordinating with carvers.
    - Property owner permission has been secured for the Miners Day fireworks, and the contract with our fireworks vendor is being finalized. 13 burro race registrations have already been received!
    - Preparation is underway for the Community Tour & Talk scheduled for June 25 in the Silverstone neighborhood. Catering will be provided by Georgia Boys BBQ and Lola's Kitchen.
    - The Town's Bike to Lunch Ride has been postponed. This ride will be an alternative to Bike to Work Day.
    - The 2025 National Community Survey has been launched to assess community livability according to residents. It captures opinions on economy, mobility, safety, community design, and more.
    - The Town continues to make progress on digital accessibility with templates, webpages, expanded guidelines, meetings with various Town departments, document remediation, and training.

- Staff are working to keep webpages updated with relevant timely information on Town initiatives, community programs and offerings, to include roadwork updates, Garden in a Box, Town zip code advocacy, a digital accessibility progress report, and fiber expansion.
- Communications recently collaborated to put together the groundbreaking ceremony with Intrepid and Allo for fiber expansion in Frederick.
- Preparation is underway to launch a Mass Notification System through CivicPlus for both emergency and routine communications.
- The Communications & Engagement team continues to meet with community partners to build relationships and to support community programs, including the Carbon Valley Community Foundation, Carbon Valley Cares, and Frederick High School Education Foundation.
- Staff recently received media inquiries regarding an ongoing oil and gas hearing and worked to respond to each inquiry.

Strategic, Reliable and Sustainable Infrastructure

- The Youth Conservation Corps Project finished their work at Frederick Recreation Area around early July, leaving time in the grant available for minor work at other Town open spaces.
- The West Pump Station Improvement project, which seeks to improve HVAC, security and pump operations for the non-potable delivery system to most of the non-Town customers entered into a contract in mid-June. Construction will begin this fall, after seasonal pump operations are complete.
- The Town's drainage improvement project near Frederick-Firestone Fire Protection District Station #5 is substantially complete.
- Town staff have been coordinating with Civitas to ensure street cleanup related to mud tracking.
- Staff have been working to complete updates on Strategic Plan initiatives through Envisio, which is a dashboard on the Town's website used to share progress with the Board of Trustees as well as community members.
- Public Works Updates:
    - The downtown sidewalk repairs began on June 12, and the concrete work has been completed at the 5th Street parking lot between the Town's Administration Services and Engineering buildings. Weather permitting, asphalt work is expected to be completed by July 4.
    - The Facilities Division has been busy recently with repainting and replacing ceiling tiles and lights in the Police Department squad room, assisting with setup and teardown for Frederick in Flight, inspecting Town facilities after heavy rainstorms, all in addition to completing their list of regular work orders.
    - Fleet's busy summer is in full swing with a slew of tire repairs and replacements, brake services, and checking all out-of-service vehicle batteries to ensure those vehicles can be utilized at any time. They also replaced one Police Department

vehicle, a strobe and taillight in another Police Department vehicle, as well as a light bar on yet another Police Department vehicle.

  - Public Works crews recently investigated an issue of low water pressure in the Savannah subdivision. Staff from Central Weld County Water District responded to readjust those pressure concerns.
  - Streets & Stormwater crews continued their pothole maintenance throughout Town. They now have improved patching materials, which are expected to enhance the longevity of these repairs.
  - Streets crews have been busy with street sweeping and road grading operations, clearing weeds and debris from the overpass at Highway 52 and I-25, and installing warning signs for road dips. They also assisted the City of Dacono in clearing a concrete spill that occurred along Highway 52 and Frederick Way on June 4.
  - Four new trees have been planted on Fox Run Boulevard and Silver Birch after the removal of dead trees.
  - Excavation for downtown street banner poles will take place at the end of June, with a projected completion date for the banner pole project in mid-July.
  - Crews installed cellular service on three of Frederick’s signalized intersections. This will allow real-time monitoring and adjustments from the Public Works facility.
  - 67 residents participated in the May 31 Tree Limb Dropoff.
  - Mosquito fogging operations are expected to continue in Town parks as long as weather permits.

Safe and Secure

- Commander Justin Glantz attended the Senior Management Institute for Policing (SMIP) May 31 - June 19 at the Boston University School of Law. SMIP, a program of the Police Executive Research Forum, is a rigorous three-week course for senior police executives, providing advanced leadership and management training. The course features instruction from university faculty, police chiefs, and private-sector experts and focuses on contemporary challenges in policing and innovative strategies for managing public service organizations. The curriculum emphasizes executive development, critical thinking, and conceptual approaches to law enforcement leadership.
- During the first week of June and for his seventh year, School Resource Officer Andy Fairbanks led the week-long summer youth academy at Frederick High School. Fellow SROs Luke Johnson, Brad Davies, Diane Yelvington, and SRO Sergeant Bob Bedsaul, along with multiple outside agency representatives, joined Fairbanks in the endeavor, immersing students in real-world scenarios including traffic stops, K-9 demonstrations, and training activities to name a few. The program is geared toward students interested in law enforcement, whether as a future career or even those just curious, and is focused on relationship building between youth and the officers that serve their community.
- The Town’s Oil & Gas Liaison recently provided detailed review and feedback on Emergency Response Plans and Tactical Response Plans submitted by oil and gas operators, helping ensure safety preparedness. He was also a participant in the Energy &

Carbon Management Commission's (ECMC) 211 hearings, which include evaluations of public health, safety, and welfare components related to oil and gas development.

- Public Works staff conducted Trench Safety Training on May 30 and Downed Powerline Safety Training on June 11.
- Communications & Engagement:
    - Staff recently provided training for the Police Department on Crisis Communication best practices and how to best work with Public Information Officers to keep the community informed.
    - Training was also provided to the Police Department on accessibility to ensure their weekly report is accessible to the widest audience possible.
    - Communications attended the recent Police Youth Academy to capture photos of the students engaging with Frederick's officers while learning more about police operations.
    - Planning and preparation for National Night Out is underway! This year, the event will fall on August 5.

Fiscally Responsible Governance

- Communications staff have been working on the Annual Comprehensive Financial Report design to be published for the community.
- The Oil & Gas Liaison has submitted a Technical Assistance Grant (TAG) application for Optimal Gas Imaging (OGI) technology, seeking external funding to reduce costs associated with emissions monitoring and to improve town-level resource allocation.

Town of Frederick Board of Trustees

Meeting Minutes
June 10, 2025

Work Session 6:00 pm

A. Legislative Update

Call to Order – Roll Call

Trustee March called the meeting to order at 7:03 PM.
Present were Mayor Pro Tem Brown and Trustees March, Lamach, Mahan, TeVelde, and Padia. Also present were Town Manager Bryan Ostler, Deputy Town Manager Ryan Johnson, Town Attorney Jason Meyers, Town Clerk Tricia David, and Deputy Town Clerk Emily Nitcher.

Pledge of Allegiance

Approval of Agenda

The agenda was approved as submitted.

Special Presentations

B. Scholarship Recipient Celebration -

Scholarship recipient, Taylor Dean, was recognized by the Board of Trustees.

C. Community Funding Request - St. Vrain Valley Schools Education Foundation -

Michelle Phelan from the St. Vrain Valley Schools Education Foundation presented.
Motion by Trustee Padia and seconded by Trustee Mahan to approve the Community Funding Request.
Upon roll call vote, motion passed unanimously.

D. Community Funding Request - Frederick High School Music Foundation -

Two students from Frederick High School, Addy Bowers and Joey Summers, presented.
Motion by Trustee Padia and seconded by Trustee Lamach to approve the Community Funding Request.
Upon roll call vote, the motion passed 5-0, with Mayor Pro Tem abstaining due to his involvement with the FHS Foundation.

Public Comment

This portion of the agenda is provided to allow members of the audience to provide comments to the Board of Trustees. Please sign in and you will be called. 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.

Trustee March indicated that no one had signed up for Public Comment.

Staff Reports

E. Administrative Report -

Town Manager Bryan Ostler announced that the Colorado Municipal League Conference and a Community Tour & Talk will take place the week of June 25th. He also noted that a Board mini-retreat is scheduled for July 29th to conclude Department Strategic Plan presentations and to discuss the Home Rule process, as well as short- and long-term financial projections. Additionally, the Frederick in Flight event is scheduled for next week.

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.

Motion by Trustee Mahan and seconded by Trustee Lamach to approve the Consent Agenda.
Upon roll call vote, motion passed unanimously.

F. Approval of Minutes

G. Resolution 25-R-34 Historic Preservation Committee Bylaws -
Ali van Deutekom, Planning Manager
Tricia David, Town Clerk

Action Agenda

H. Ordinance No. 1405 for Land Use Code Amendments to Article 9, Oil and Gas Drilling and Production -
Robert Aronoff, Oil & Gas Liaison
Matt Sura
Outside Council

Trustee March opened the public hearing by calling on Oil and Gas Liaison Robert Aronoff, who presented alongside outside legal counsel Matt Sura. Following the presentation, Trustee March invited public comment; no one stepped forward. Trustee March then closed the public hearing at 7:37 pm.

A motion was made by Trustee Lamach and seconded by Trustee Mahan to approve Ordinance No. 1405, amending Article 9 of the Land Use Code regarding Oil and Gas Drilling and Production.

Upon roll call vote the motion passed unanimously.

I. Resolution 25-R-36 Grant Administrator's Report -
Traci Garcia Castells, Grants Administrator

Town Grant Administrator, Traci Garcia presented.
Motion by Trustee Padia and seconded by Trustee Mahan to approve Resolution 25-R-36 Grant Administrator's Report.
Upon roll call vote, motion passed unanimously.

J. Ordinance No. 1406 for Administrative Citations Land Use Code Update - Justin Ritter, Neighborhood Services Coordinator

The public hearing opened at 7:56 pm.
Town Neighborhood Services Coordinator, Justin Ritter presented.
Thre were no public comments.
The public hearing closed at 8:02 pm.
Motion by Trustee Mahan and seconded by Trustee Padia to approve Ordinance No. 1406 for Administrative Citations Land Use Code Update.
Upon roll call vote, motion passed unanimously.

K. Resolution 25-R-38 LightGig Master License Agreement - Jason Meyers, Town Attorney

Town Manager, Jason Meyers, introduced the item and LightGig representative, Philip Hartman presented. Motion by Trustee Padia and seconded by Trustee TeVelde to approve Resolution 25-R-38 LightGig Master License Agreement.
Upon roll call vote motion Passed 6 to 0.

L. Resolution 25-R-39 PW Facility Electrical Utility Easement - Colby Johnson, Parks and Open Space Director

Parks and Open Space Director, Colby Johnson presented.
Motion by Trustee Lamach and seconded by Trustee Mahan to approve Resolution 25-R-39 PW Facility Electrical Utility Easement.
Upon roll call vote motion Passed 6 to 0.

M. Resolution 25-R-40 Public Works Facility Bid Pack # 3 Approval - Bryan Ostler, Town Manager
Colby Johnson, Parks and Open Space Director

Parks and Open Space Director, Colby Johnson presented.
Motion by Trustee Mahan and seconded by Trustee Padia to approve Resolution 25-R-40 Public Works Facility Bid Pack # 3 Approval.
Upon roll call vote motion Passed 6 to 0.

Mayor and Trustee Reports

Mayor Pro Tem thanked the Board for their hard work during the meeting. Trustee Padia noted that the process for filling vacancies on Town Boards and Commissions will begin soon. She also thanked Town Manager Bryan Ostler and Public Works Director Ryan Johnson for their efforts in strategic planning related to the Highway 52 transportation issue.

Town Attorney Jason Meyers informed the Board that the ECMC Rule 211 hearing would resume the following day. Trustee Mahan expressed appreciation to Planning Manager Ali Van Deutekom for representing the Town well during the hearing.

Adjournment

There being no further business of the Board of Trustees, Trustee March adjourned the meeting at 7:29 PM.

Approved by the Board of Trustees:

ATTEST:

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Tracie Crites, Mayor

____

Tricia David, Town Clerk

TOWN OF FREDERICK
Board of Trustees
Staff Report

Resolution 25-R-35 Youth Commission Bylaws Update

Agenda Date: Board of Trustees July 8, 2025

Attachments:
1. Resolution - Youth Commission Bylaws (002)
2. Youth Commission Bylaws (Updated)

Reviewed By:

Action Type

2) Administrative: Actions of routine nature that implement policies/directions or effectuate the functioning of government; such as contract approvals/granting of licenses and permits/etc.

Strategic Plan Alignment:

DYNAMIC, INCLUSIVE & CONNECTED COMMUNITY– Frederick is represented by diverse nonprofit, cultural, business, and geographic participation. Residents actively engage in activities and initiatives; they are encouraged and supported to address important community needs and issues.
3.1 Implement new ways to increase accessibility for public engagement including both traditional and non-traditional means.
3.2 Foster and improve the quality of our relationships with all regional partners seeking ways to collaborate and leverage resources.

Summary Statement:

The Youth Commission requests approval of the proposed amendment to the by-laws regarding the meeting schedule.

Detail of Issue/Request:

The Board of Trustees has previously adopted the Bylaws for the Youth Commission. After operating under those provisions, staff have observed limitations in the existing language related to when meetings are to occur. This is primarily challenging to navigate for students with varying schedules and availability. Below is an excerpt from those existing Bylaws and the proposed language for consideration.

Under Article V: Meetings, the current language states:
"Meetings will be held on the second Monday of every month at 6:00 p.m. unless otherwise communicated in advance by the Chairperson or a designated representative."

The Commission proposes to amend this to:
"Meetings will be held once a month on a date and time to be determined by the Commission, unless otherwise communicated in advance by the Chairperson or a designated representative."

Approval of this change would allow the Youth Commission to be more flexible in setting their meeting dates and times in the hopes that the Town might have greater success in attracting new participants.

Legal Comments:

Not Applicable

Alternatives/Options

The Board could choose not to adopt this change. Doing so would result in the continuation of practical difficulties in establishing meeting dates and times that are suitable for the attendees and their varying schedules. Thus, this option is not recommended by staff.

Financial Considerations

Not Applicable

Staff Recommendation

Staff recommends approving the Youth Commission by-law revision of Article V amending it to "Meetings will be held once a month on a date and time to be determined by the Commission, unless otherwise communicated in advance by the Chairperson or a designated representative."

Community Impact

Since our first value is Family, and the Youth Commission is committed to supporting one another, this revision offers greater flexibility. This, in turn, makes it easier for more members to attend and strengthens our recruitment efforts.

TOWN OF FREDERICK, COLORADO
RESOLUTION NO. 25-R-35

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF FREDERICK APPROVING BYLAWS GOVERNING THE OPERATIONS OF THE YOUTH COMMISSION

WHEREAS, Article IX of the Town of Frederick Municpal Code authorizes the creation of Commissions and Committes; and,

WHEREAS, the Town's Youth Commission supports and implements the Town's Strategic Plan regarding Dynamic, Inclusive and Connected Community; and

WHEREAS, Article IX of the Town of Frederick Municpal Code requires that changes to bylaws governing the operations of authorized Commissions and Committees be approved by the Board of Trustees.

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

Section 1. The Board of Trustees hereby authorizes bylaws amendment for the Town of Frederick's Youth Commission as reflected in the attached.

INTRODUCED, READ, PASSED AND SIGNED THIS 8 TH DAY OF JULY, 2025.

TOWN OF FREDERICK

By: ______________________________________
Tracie Crites, Mayor

ATTEST:

By: ________________________________
Tricia David, Town Clerk

Article I: Name

The organization shall be referred to as the "Town of Frederick Youth Commission" (TOFYC).

Article II: Purpose and Mission

Purpose:

The Town of Frederick Youth Commission is charged with developing and recommending policies, programs, and services that empower, support, and inform youth to create an inclusive and vibrant community that enables and encourages youth to be active and engaged in local government.

The Commission shall study, investigate, and recommend the implementation of programs, services, and policies on all matters related to youth while building partnerships with individuals, groups, and organizations that impact youth and families in Frederick.

Mission:

This Commission is dedicated to fostering an inclusive community in the Carbon Valley Area by empowering and serving youth, creating opportunities for their growth and development, and ensuring that their voices are heard and valued.

Article III: Membership

Membership Selection:

Current Commissioners and support staff of the Town of Frederick Youth Commission will select Commission members using an application and interview process.

Eligibility:

The Commission shall consist of up to 21 voting members, two ex officio nonvoting Town staff representatives, and one ex officio nonvoting school district staff representative. The Commission shall consist of the following:

I. Up to 20 persons between grades eighth - twelfth

II. The Town of Frederick Youth Commissioners must be a member of the Carbon Valley Community with a vested interest in Frederick. In addition, the commissioner must be between grades eighth - twelfth (must be entering 8th grade in the fall).

Members may not have direct or indirect financial or economic interest in any business or undertaking that may have business before the Board/Commission/Committee for which the applicant is applying.

Article IV: Leadership and Structure

The Frederick Youth Commission shall have six Executive Officers who will provide collaborative leadership to the Commission for a one-year term, with eligibility for re-election. An exception exists for the Vice-Chairperson, who may assume the role of Chair without the need for re-election, in order to maintain cohesiveness. Decisions by the Executive Officers will be made by a simple majority vote of the Commissioner members present.

The Executive Officers shall consist of:

- Chairperson
- Vice-Chairperson
- Secretary
- Deputy Secretary
- Public Relations
- Membership Liaison

Chair: In the 2023 inaugural year this position will be elected by a simple majority vote. In subsequent years, the position shall be filled by the outgoing Vice-Chairperson to create cohesion and knowledge transfer. The Chair shall provide leadership to the Commission and keep the Commission on track toward reaching common goals. The Chair works closely with the Board appointee.

Vice Chair: Provides supportive capacity to Commission members. Serves as Chair in event of Chair's absence. Will assume the role of Chair in year following term as Vice Chair.

Secretary: Takes meeting minutes and provides notes to the Town Clerk or Designee. Works with the Town Clerk's Office to abide by open meetings laws and to maintain records of the Commission.

Deputy Secretary: Provides supportive capacity to Commission members. Serves as Secretary in event of Secretary's absence.

Public Relations: Is responsible for developing and delivering a clear and pronounced message on behalf of the Commission to relevant media outlets and general public. Works directly with the Town's Public Information Officer to accomplish these goals.

Membership Liaison: Assists with initiatives, coordinates the membership, and ensures that the Commission has a presence at community events and meetings. Responsible for Commission recruitment.

Article V: Meetings

Meetings:

Regular Meetings: The Youth Commission shall hold regular meetings on a monthly basis. Meetings will be held once a month on a date and time to be determined by the Commission, unless otherwise communicated in advance by the Chairperson or a designated representative.

Special Meetings: Special meetings may be called by the Chairperson or upon written request of three Commission members. The purpose of the special meeting shall be communicated to all Commission members at least seven days in advance.

Quorum: A quorum for all Commission meetings shall consist of 50% of the total membership. Business may be conducted only when a quorum is present. If a quorum is not met, the meeting may proceed as an informational session, but no official actions or decisions requiring a vote can be taken.

Agenda: An agenda shall be prepared for each meeting and distributed to all Commission members at least three days before the meeting. Members may request items to be included on the agenda.

Meeting Procedures: Meetings shall be conducted according to general parliamentary procedure. The Chairperson shall preside over meetings, maintain order, and ensure adherence to the agenda.

Voting: Decisions shall be made by a simple majority vote of members present, unless otherwise specified in these bylaws. In the event of a tie vote, the Board of Trustee representative shall cast the deciding vote.

Minutes: Accurate minutes shall be taken for all meetings, including regular and special meetings. These minutes shall be made available to all Commission members within two weeks after each meeting.

Public Meetings: Meetings of the Youth Commission shall generally be open to the public, except when executive sessions are necessary to address confidential or sensitive matters. Notice of executive sessions shall be given in accordance with applicable laws and regulations.

Article VI: Attendance

Attendance:

Regular Meetings: Members are expected to attend all regular meetings of the Youth Commission unless excused by the Chairperson, Vice-Chairperson, Board of Trustees Liaison, Town Representative Liaison, Police Liaison, Saint Vrain Valley School District Liaison, or in case of extenuating circumstances. A Member may be excused due to illness, family emergency, or other valid reasons. Excused absences will be recorded in the meeting minutes.

Special Meetings: Members are expected to attend all special meetings called for by the Chairperson. Notification of absence must be provided in advance.

Consequences for Non-Compliance: The Commission may periodically review attendance records, and persistent non-compliance may be addressed by the Chair or the Commission as a whole. Members who consistently fail to meet attendance requirements without valid reasons may face removal from the Youth Commission, subject to a simple majority vote.

Article VII: Decision-Making Process

Decision-Making Process:

Quorum: A quorum shall be established at the beginning of each meeting. A quorum shall consist of a majority of the Youth Commission members.

Voting: As stated in Article V: Voting, all decisions made by the Youth Commission shall be determined by a majority vote of the members present at the meeting, provided a quorum is met. Each member shall have one vote.

Chairperson's Role: The Chairperson, or in their absence, a designated representative, shall preside over the meetings and ensure that the meeting agenda is followed. The Chairperson shall also only vote in the event of a tie.

Agenda Setting: Prior to each meeting, the Chairperson shall distribute an agenda outlining the items for discussion and decision. Members may request to include additional items by notifying the Chairperson in advance.

Discussion: Each agenda item shall be discussed thoroughly, allowing all members the opportunity to express their opinions and provide input.

Motions: Any member may propose a motion for consideration. Motions shall be seconded by another member before a vote is taken.

Amendments: Amendments to proposed motions may be made and must be voted on separately.

Minutes: Accurate minutes shall be kept for each meeting, recording all motions, amendments, and votes.

Conflict of Interest: Any member with a potential conflict of interest on a specific matter shall disclose it before discussion or voting on that matter.

Decision Records: The results of all votes, including the names of members who voted for or against, shall be recorded in the meeting minutes.

Decision Notification: Once a decision is reached, it shall be communicated to relevant parties, and actions shall be taken accordingly.

Appeals: In the event that a member disagrees with a decision, they may request a reconsideration of the matter at a subsequent meeting, provided they follow the established procedures for doing so.

Emergency Decisions: In urgent situations where a decision cannot wait until the next regular meeting, the Chairperson or a designated representative may make an emergency decision, which shall be promptly communicated to all members.

Article VIII: Committees and Working Groups

Committees and Working Groups:

The purpose of this section is to outline the advisory role of the Youth Commission in providing input and recommendations to various committees and commissions within the Town of Frederick.

Frederick Arts Committee:

The Arts Committee was established by ordinance in 2000 by the Board of Trustees as an advisory body to the Board for the administration of the Art in Public Places Program. Committee responsibilities include advising the Board of Trustees on the pursuit and placement of art within the community.

The Youth Commission shall serve in an advisory capacity to the Frederick Arts Committee, providing insights and recommendations on initiatives related to art and public places within the community.

Responsibilities of the Youth Commission in its advisory role on the Frederick Arts Committee shall include:

- Offering perspectives on how to engage and involve young artists in art-related projects.
- Providing input on the pursuit and placement of art to make it appealing and relevant to the youth population.
- Suggesting ways to promote and showcase youth talent within the community's artistic endeavors.

Historic Preservation Advisory Committee:

The Historic Advisory Committee can consist of seven members, and is constituted to create and maintain an inventory of historical assets within the Town of Frederick; to advise the Board of objects, structures, or other features in the Town with historic significance that may be in danger of being lost or damaged; and to assess the community for key community places, buildings, and historic resources, and develop an historic preservation policy that will enable the Town to designate historic structures.

The Youth Commission shall act in an advisory capacity to the Historic Preservation Advisory Committee, offering valuable insights on historical preservation initiatives.

Responsibilities of the Youth Commission in its advisory role on the Historic Preservation Advisory Committee shall include:

- Assisting in identifying historical assets that resonate with and interest the youth community.
- Providing input on strategies to engage young people in preserving and promoting the Town's historical heritage.
- Offering recommendations on creating educational programs or interactive experiences for youth related to local history.

Miners Day Committee:

Miners Day is our premier community event that originated as a celebration to honor and remember Frederick's mining heritage. This annual event features family-oriented fun and entertainment throughout the day including a parade, burro race, vendors, food trucks, activities, contests, and live entertainment. Per tradition, Miners Day will conclude with a spectacular evening concert and fireworks display. The Miners Day Committee is advisory to the Town staff in the planning and execution of the event.

The Youth Commission shall serve as advisors to the Miners Day Committee, ensuring that youth perspectives and interests are considered in the planning and execution of the Miners Day event.

Responsibilities of the Youth Commission in its advisory role on the Miners Day Committee shall include:

- Suggesting family-oriented activities, entertainment, and contests that cater to the youth demographic.
- Assisting in promoting the event to the youth community.
- Offering ideas for making the event appealing and memorable for young attendees.

Parks, Recreation, Open Space, and Trails Commission:

The PROST Commission is comprised of seven members appointed by the Board of Trustees as well as a Trustee Liaison. The Commission has the following responsibilities:

- Advising the Board of Trustees and Staff on all matters relating to acquisition, care, use, management, control, and planning of all town-owned parks and open space
- Advising the Board of Trustees and Staff regarding the preparation and maintenance of long-range parks and open space acquisition, care, and maintenance plan
- Making recommendations to the Board of Trustees and Staff regarding parks, open space, and trails-related budget items

The Youth Commission shall act as advisors to the PROST Commission, providing input on matters related to parks, open space, and trails within the Town.

Responsibilities of the Youth Commission in its advisory role on the PROST Commission shall include:

- Advocating for the creation of recreational spaces and facilities that cater to the interests and needs of young people.
- Participating in discussions regarding the allocation of resources and budget items related to parks, open space, and trails.
- Offering suggestions to make outdoor spaces more attractive and accessible to youth.

Planning Commission:

The Planning Commission is composed of five members appointed by the Board of Trustees. The Commission reviews annexations, zoning amendments, subdivision plats and other planning actions, and makes recommendations to the Board of Trustees. The Commission is also involved in revising and updating the Town Comprehensive Plan and the Land Use Code.

The Youth Commission shall serve as advisors to the Planning Commission, ensuring that the perspectives and needs of the youth are considered in urban planning and development decisions.

Responsibilities of the Youth Commission in its advisory role on the Planning Commission shall include:

- Providing input on zoning amendments and planning actions that affect the youth population.
- Suggesting youth-friendly spaces, affordable housing options, and safe transportation alternatives.
- Collaborating in the revision and updating of the Town Comprehensive Plan and the Land Use Code to reflect youth interests.

Article IX: Bylaw Amendments

Proposal of Amendments

Any member of the Youth Commission may propose amendments to these bylaws by submitting a written proposal to the Town of Frederick Board of Trustees. The proposal shall include a clear and concise statement of the proposed changes and the rationale behind them.

The Town of Frederick Board of Trustees shall review all proposed amendments and, if deemed necessary, may seek input from the general membership or committees.

Review and Approval Process

Proposed amendments shall be presented to the Youth Commission at a regularly scheduled meeting. The members shall have the opportunity to discuss and provide feedback on the proposed changes.

Following the discussion, a vote shall be conducted to determine the approval of the amendments. The voting process may include a show of hands, electronic voting, or other methods as determined by the Town of Frederick Board of Trustees.

A simple majority vote may be required for the approval of amendments unless otherwise specified in these bylaws.

Consensus or Supermajority Vote

In certain cases, amendments may require a higher level of support to ensure Commission consensus or a significant mandate for change. The specific threshold for consensus or supermajority vote shall be outlined in these bylaws or determined by the Town of Frederick Board of Trustees based on the nature and significance of the proposed amendments.

Consensus may be defined as a general agreement without substantial opposition, while a supermajority vote typically requires a specified percentage greater than a simple majority, as stipulated in these bylaws.

Documentation and Recordkeeping

All approved amendments shall be documented and incorporated into the official copy of the bylaws.

The Youth Commission Secretary shall be responsible for maintaining a comprehensive record of all amendments, including the date of proposal, the nature of the changes, and the results of the vote.

Emergency Amendments

In exceptional circumstances, the Youth Commission may consider emergency amendments to address urgent matters. Emergency amendments may be proposed, reviewed, and approved in an expedited manner as determined by the Town of Frederick Board of Trustees.

The necessity and urgency of an emergency amendment shall be clearly communicated to the membership before the vote.

Any emergency amendments approved shall be subject to regular review and approval procedures at the subsequent regular meeting of the Youth Commission.

Article X: Non-Discrimination Clause

Section 1: Commitment to Inclusivity

The Youth Commission is committed to fostering an inclusive and diverse environment that respects the dignity and worth of every individual.

In accordance with this commitment, the Youth Commission shall not discriminate against any person on the basis of race, color, ethnicity, national origin, gender, gender identity, gender expression, sexual orientation, age, religion, disability, or any other characteristic protected by applicable law.

Section 2: Equal Opportunity

The Youth Commission shall provide equal opportunities and fair treatment to all members, participants, and volunteers, without regard to the factors listed in Section 1.

All aspects of the Youth Commission's operations, including but not limited to recruitment, selection, appointment, and access to programs and activities, shall be conducted in a manner consistent with the principles of equal opportunity and non-discrimination.

Section 3: Harassment-Free Environment

The Youth Commission is dedicated to maintaining a harassment-free environment for all individuals involved in its activities.

Harassment based on any of the factors mentioned in Section 1, as well as any other form of unwelcome conduct, is strictly prohibited.

Section 4: Reporting Mechanism

The Youth Commission shall establish and maintain a confidential and accessible reporting mechanism for any instances of discrimination, harassment, or related concerns.

Individuals who believe they have experienced or witnessed discrimination or harassment are encouraged to report such incidents to the designated authority. The designated authorities are as follows: Board of Trustees Liaison, Town Representative Liaison, Police Liaison, Saint Vrain Valley School District Liaison.

Section 5: Consequences for Violations

Violations of this non-discrimination clause may result in appropriate disciplinary action, up to and including termination of membership or involvement in Youth Commission activities.

Section 6: Public Communication

The Youth Commission shall communicate its commitment to non-discrimination and inclusivity through public statements, outreach materials, and other relevant means.

The non-discrimination clause shall be prominently displayed in official documents, websites, and communication channels associated with the Youth Commission.

Section 7: Periodic Review

The Youth Commission shall periodically review and update its policies and procedures to ensure alignment with the principles outlined in this non-discrimination clause.

Any amendments to strengthen the commitment to inclusivity and non-discrimination shall be made in accordance with the amendment procedures outlined in these bylaws.

TOWN OF FREDERICK
Board of Trustees
Staff Report

Resolution 25-R-33 for Vacation of Easement at 5721 Iris Parkway

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Agenda Date: Board of Trustees July 8, 2025

Attachments:
1. Combined Resolution 25-R-33 and Quit Claim Deed 2025.06.23_rcb
2. Quit Claim Deed (Vacation of Easement) 5721 Iris Pkwy Final 2025.06.23_rcb

Reviewed By:

Action Type

2) Administrative: Actions of routine nature that implement policies/directions or effectuate the functioning of government; such as contract approvals/granting of licenses and permits/etc.

Strategic Plan Alignment:

STRATEGIC, RELIABLE & SUSTAINABLE INFRASTRUCTURE– Frederick is dedicated to investing in existing and future transportation, water, storm water, and technology while planning for sustainable growth and development.

This resolution aligns with the Town's strategic plan by requesting the vacation of a drainage easement that is no longer contributing to the business park's overall drainage design.

Summary Statement:

This is a resolution for the vacation of a drainage easement at 5721 Iris Parkway. The Town no longer needs the easement for the subdivision's drainage design. Therefore, the easement is only an encumbrance to development on the lot.

Detail of Issue/Request:

Malm Electric is proposing a site plan at their location. The proposed improvements are on top of an existing drainage easement per Meadowlark Filing No. 3 Plat. No permanent structures may be constructed on top of a drainage easement if they are not related to drainage. The master drainage for Meadowlark was redesigned and the drainage easement is no longer needed. Engineering supports vacating the existing easement to allow for the proposed project to move forward. The vacation requires the Board to take action. No negative impacts will take place for the Town. The Malm Electric site plan will be able to move forward pending approval of this request to vacate this easement.

Legal Comments:

The Town Attorney's Office has reviewed this proposed vacation and approved it as presented.

Alternatives/Options

1. Approve the resolution to vacate the easement at 5721 Iris Parkway.
2. Deny the resolution to vacate the easement at 5721 Iris Parkway.

Financial Considerations

Not Applicable

Staff Recommendation

Town staff recommend the approval of the resolution to vacate the easement at 5721 Iris Parkway.

Community Impact

The approval of this resolution will empower the property owner and developer to move forward with development proposals. Mitigating drainage impacts are important to ensuring the safety and reliability of our infrastructure. Having had the drainage reconfigured, those impacts are still addressed to meet Town standards resulting in the ability to vacate this former easement.

TOWN OF FREDERICK, COLORADO
RESOLUTION NO. 25-R-33

A RESOLUTION REGARDING THE REQUEST TO VACATE A DRAINAGE EASEMENT WITHIN MEADOWLARK BUSINESS PARK FILING 3, ON BLOCK 1 LOT 1

WHEREAS, the master drainage for the Meadowlark Business Park Filing 3, Block 1 Lot 1, has been redesigned and the existing drainage easement is no longer needed; and

WHEREAS, the easement is now an unnecessary encumbrance to development on the lot; and

WHEREAS, the Engineering Department supports vacating the existing easement to allow for the proposed project to move forward; and

WHEREAS, the vacation will be accomplished execution of a quit claim deed, attached hereto as Exhibit A.

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

Section 1. Findings of Fact. The following findings are made by the Board of Trustees of the Town of Frederick, after due consideration of the testimony given and presentations made during the public hearing conducted by the Board on July 8, 2025.

a. The applicant's application and supporting documents are in substantial compliance with Section 4.7.6. Review Criteria, of the Frederick Land Use Code.

b. Vacation of the drainage easement, more particularly described in Exhibit A attached hereto, will satisfy all applicable provisions of this Code and subdivision regulations;

c. The easement being vacated is no longer necessary.

d. The public and surrounding properties will not be negatively impacted by the vacation.

Section 2. Conclusions and Approval of Vacation of the Drainage Easement.

a. The proposed vacation of drainage easement complies with section 4.7.6 of the Frederick Land Use Code.

b. The proposed vacation of drainage easement for the subject property, described in Exhibit A attached hereto, is approved.

c. The Board of Trustees authorizes the execution of the quit claim deed, attached hereto as Exhibit A, by the Mayor on behalf of the Town of Frederick.

Section 3. Repealer. All resolutions, or parts thereof, in conflict with this resolution are hereby repealed, provided that such repealer shall not repeal the repealer clauses of such resolution nor revive any resolution thereby.

Section 4. Certification. The Town Clerk shall certify the passage of this resolution and make not less than one copy of the adopted resolution available for inspection by the public during regular business hours.

INTRODUCED, READ, PASSED, AND SIGNED THIS 8th DAY OF JULY 2025.

ATTEST:	**TOWN OF FREDERICK**
By ______________________________	By ______________________________
Tricia David, Town Clerk	Tracie Crites, Mayor

EXHIBIT A

Quit Claim Deed

1. Exhibit A of Quit Claim Deed – Easement Legal Description
2. Exhibit B of Quit Claim Deed – Subdivision Plat

QUIT CLAIM DEED

THIS DEED, made this __________ day of ______________, 2025 between the Town of Frederick, a Colorado statutory town, whose address is 401 Locust Street, P.O. Box 435, Frederick, Colorado 80530 (“Grantor” or “Town”) and CTR Enterprises, LLC (“Grantee”) whose legal address is 5641 Iris Parkway, Unit A, Frederick, Colorado 80504 in the County of Weld and State of Colorado.

WITNESS, that the Town for and in consideration of the sum of $10 dollars and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, has remised, released, sold, and QUITCLAIMED, and by these presents does remise, release, sell, and QUITCLAIM unto the Grantee, all the right, title, interest, claim, and demand that the grantor has in and to the utility easement, drainage easement, situated, lying, and being in the County of Weld and State of Colorado, described as follows:

> That certain drainage easement further described in Exhibit A to be vacated via this quit claim deed, associated with the drainage easement as found Meadowlark Business Park FG #3 Lot 1 Block 1 Weld County reception number 4204718 Exhibit B.

TO HAVE AND TO HOLD, the same, together with all and singular the appurtenances and privileges thereunto belonging, or in anywise thereunto appertaining, and all the estate, right, title, interest, and claim whatsoever of the Town, either in law or equity to the only proper use and benefit of the Town, its heirs, successors, and assigns forever.

IN WITNESS WHEREOF, the Town has executed this deed on the date set forth above.

TOWN OF FREDERICK

By: ___________________________________

Tracie Crites, Mayor

EXHIBIT "A"

Drainage Easement Vacation

A Strip of land located over and across a parcel of land known as Lot 1, Block 1, Meadowlark Business Park, Filing No. 3, as depicted on plat recorded May 18, 2016, under Reception No. 4204718 in the Records of the Weld County Clerk and Recorder's Office, said land is situated in a portion of the Northeast Quarter of Section 25, Township 2 North, Range 68 West of the Sixth Principal Meridian, County of Weld, State of Colorado, being more particularly described as follows:

Considering the East line of Lot 1, Block 1, Meadowlark Business Park, Filing No. 3 as bearing South 00°33'35" West with all bearings contained herein relative thereto:

The North 10.00 feet of said Lot 1 lying West of the East 30.00 feet;

Along with the West 25.00 feet of the east 55.00 feet of said Lot 1 lying North of the South 28.00 feet.

Containing 6,555 square feet or 0.15 acres, more or less, and is subject to all existing easements and/or rights of way of record.

COLORADO REGISTERED
STEVEN JOHN STENCEL
30462
12/16/2024
PROFESSIONAL LAND SURVEYOR

Steven John Stencel
Colorado LS 30462

For and on behalf of:
Intermill Land Surveying, Inc.
1301 North Cleveland Avenue
Loveland, CO 80537
970.669.0516

Sheet 1 of 2

EXHIBIT "A"

NORTH
WEST EAST
SOUTH

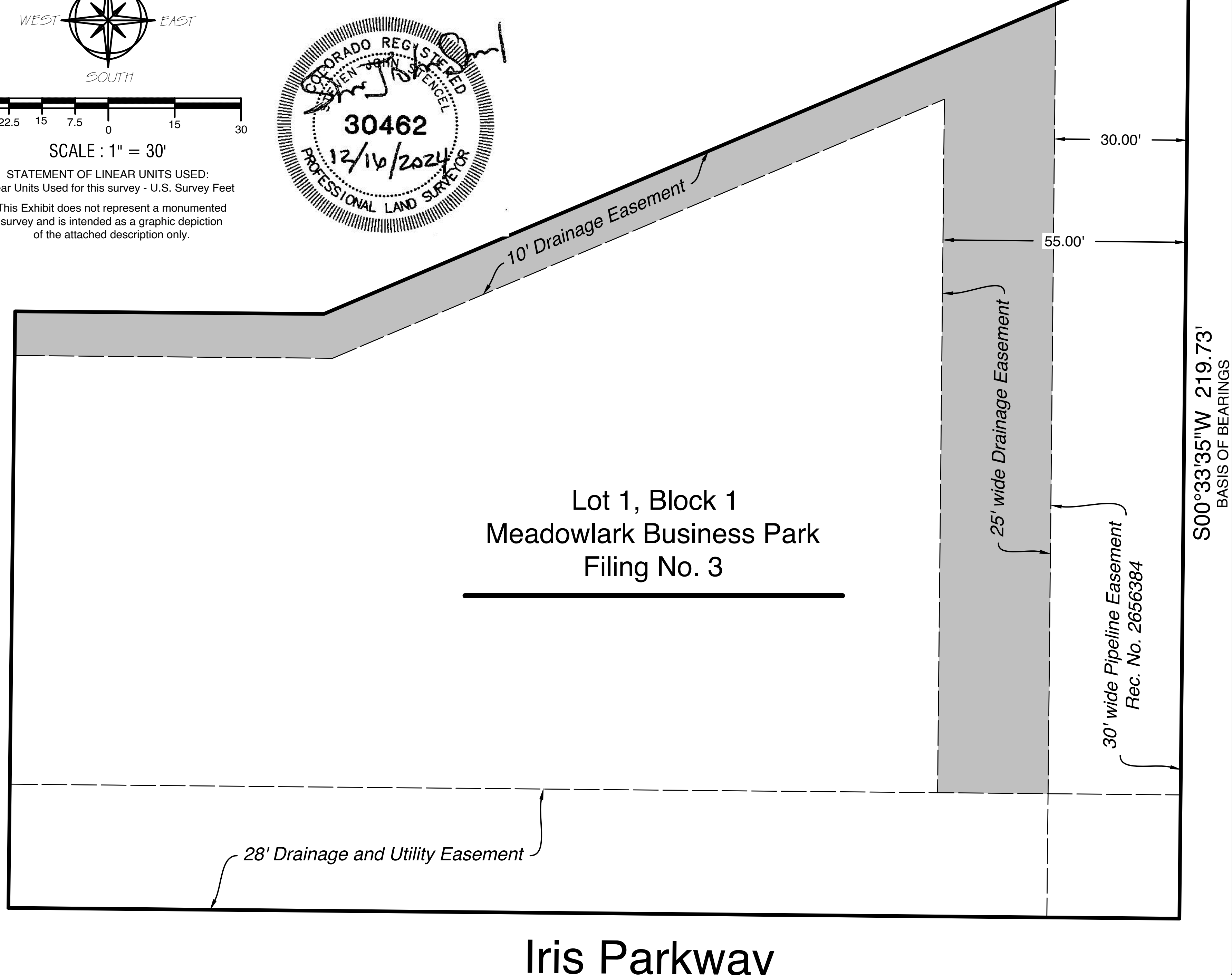
30 22.5 15 7.5 0 15 30

SCALE : 1" = 30'

STATEMENT OF LINEAR UNITS USED:
Linear Units Used for this survey - U.S. Survey Feet

This Exhibit does not represent a monumented survey and is intended as a graphic depiction of the attached description only.

COLORADO REGISTERED
STEVEN JOHN STENCEL
30462
12/16/2024
PROFESSIONAL LAND SURVEYOR



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4204718 Pages: 1 of 2
05/18/2016 04:45 PM R Fee:$21.00
Carly Koppes, Clerk and Recorder, Weld County, CO

MEADOWLARK BUSINESS PARK, FILING NO. 3
FINAL PLAT

A REPLAT OF OUTLOT C OF MEADOWLARK BUSINESS PARK, FILING NO. 1
SECTION 25, TOWNSHIP 2 NORTH, RANGE 68 WEST, OF THE 6TH P.M.,
TOWN OF FREDERICK, WELD COUNTY, COLORADO
CONTAINS 35.07 ACRES, MORE OR LESS
SHEET 1 OF 2

BASIS OF BEARINGS:

THE SOUTH LINE OF THE NE 1/4 OF SEC. 25, T. 2 N., R 68 W. OF THE 6th P.M., WELD COUNTY, COLORADO AS BEARING N89°20'09"W AND MONUMENTED AS SHOWN.

EXISTING ZONING:

BUSINESS LIGHT INDUSTRIAL

OWNER:

MCDONALD DEVELOPMENT LLC
401 INTERLOCKEN BLVD. #1407
BROOMFIELD, CO 80021

NUMBER OF LOTS:

15 LOTS

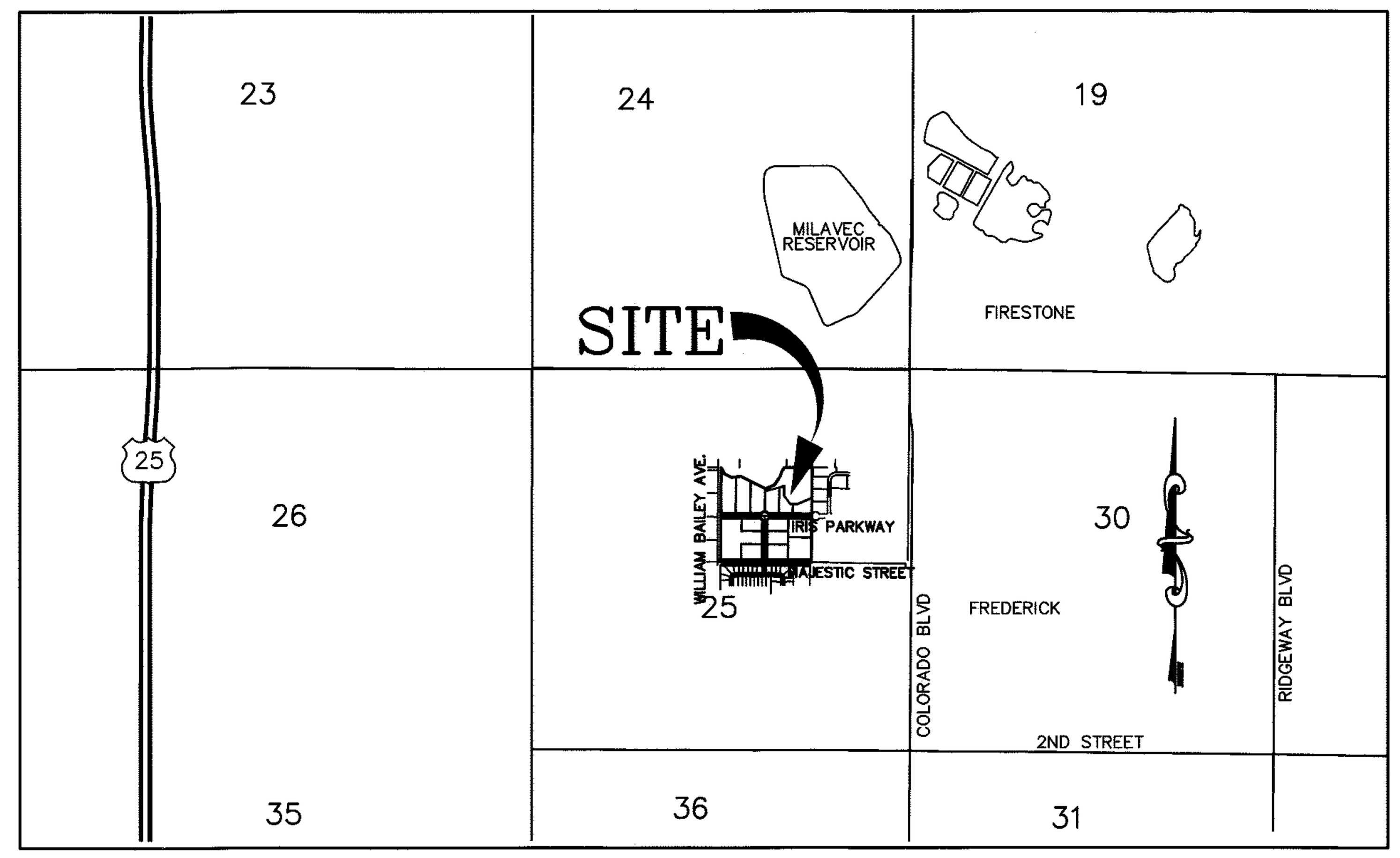
FLOODPLAIN:

ACCORDING FLOOD INSURANCE RATE MAP COMMUNITY PANEL NO. 080266 0863 C MAP PREPARED BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY, REVISED SEPTEMBER 28, 1982, THE SITE DOES NOT LIE WITHIN THE 100 YEAR FLOODPLAIN.

OUTLOT DEDICATION:

OUTLOT A (4.47 AC) – POND/OPEN SPACE, DRAINAGE & DETENTION, UTILITY, IRRIGATION, AND LANDSCAPING EASEMENT. TO BE OWNED AND MAINTAINED BY THE BUSINESS OWNERS ASSOCIATION (BOA).

OUTLOT B (2.65 AC) – DRAINAGE, OPEN SPACE, OIL AND GAS OPERATIONS EASEMENT. TO BE OWNED AND MAINTAINED BY THE BUSINESS OWNERS ASSOCIATION (BOA).



VICINITY MAP
SCALE: 1"=2000'

NOTES:

1. ALL DRAINAGE EASEMENTS ADJACENT TO LOTS WILL BE MAINTAINED BY THE BUSINESS OWNERS ASSOCIATION (BOA).
2. EACH LOT WILL PROVIDE AND ALLOW ACCESS TO THE DRAINAGE EASEMENTS FOR MAINTENANCE.
3. LOT OWNERS SHALL NOT OBSTRUCT FREE ACCESS ALONG THE DRAINAGE EASEMENTS BY PLACING ANY FEATURES THAT WOULD INTERFERE WITH MAINTENANCE INCLUDING FENCING.
4. IRRIGATION AND MAINTENANCE OF THE TREE LAWN IN THE STREET RIGHT-OF-WAY WILL BE PROVIDED BY EACH LOT OWNER FOR THE ENTIRE LENGTH OF THE STREET FRONTAGE ALONG EACH LOT.

CLERK AND RECORDER CERTIFICATE:

THIS FINAL PLAT WAS FILED FOR RECORD IN THE OFFICE OF THE COUNTY CLERK AND RECORDER OF WELD COUNTY AT ______O'CLOCK, __.M., ON THE ______ DAY OF ______ A.D., 20__ IN BOOK ______, PAGE ______, MAP ______,

RECEPTION NUMBER ______.

____
WELD COUNTY CLERK AND RECORDER

BY: ______________________
DEPUTY

CERTIFICATE OF DEDICATION:

KNOW ALL MEN BY THESE PRESENTS THAT MEADOWLARK INDUSTRIAL LLC, BEING THE OWNER(S), MORTGAGEE OR LIENHOLDER OF CERTAIN LANDS IN FREDERICK, COLORADO, DESCRIBED HEREIN, HAS CAUSED SAID LAND TO BE FINAL PLATTED INTO LOTS, TRACTS, BLOCKS, STREETS, AND EASEMENTS AS SHOWN HEREON UNDER THE NAME OF MEADOWLARK BUSINESS PARK, FILING NO. 3, AND DO HEREBY DEDICATE TO THE PUBLIC FOREVER SUCH PUBLIC STREETS, RIGHTS-OF-WAY, EASEMENTS AND OUTLOTS A AND B DESIGNATED OR DESCRIBED AS FOR PUBLIC USES AS SHOWN HEREON AND SUCH OTHER EASEMENTS SHOWN HEREON FOR THE PURPOSES SHOWN. THE ENTITIES NAMED ON THE EASEMENT, OR RESPONSIBLE FOR THE SERVICES AND/OR UTILITIES FOR WHICH THE EASEMENTS ARE ESTABLISHED ARE HEREBY GRANTED THE PERPETUAL RIGHT OF INGRESS AND EGRESS FROM AND TO ADJACENT PROPERTIES FOR THE PURPOSES NAMED ON THE EASEMENT OR FOR THE INSTALLATION, MAINTENANCE AND REPLACEMENT OF UTILITY LINES AND RELATED FACILITIES. THE PUBLIC STREET, PUBLIC RIGHTS-OF-WAY, PUBLIC EASEMENTS, OTHER PLACES DESIGNATED OR DESCRIBED FOR PUBLIC USES SHOWN HEREON AND THE ELECTRIC AND WATER DISTRIBUTION SYSTEMS TO BE INSTALLED IN THE SUBDIVISION ARE DEDICATED AND CONVEYED TO THE TOWN OF FREDERICK, COLORADO, IN FEE SIMPLE ABSOLUTE, WITH MARKETABLE TITLE, FOR PUBLIC USE AND PURPOSES. ALL CONDITIONS, TERMS AND SPECIFICATIONS DESIGNATED OR DESCRIBED HEREIN SHALL BE BINDING ON THE OWNER, ITS HEIRS, SUCCESSORS, AND ASSIGNS. THE SIGNATURE OF ANY REPRESENTATIVE OF ANY PARTNERSHIP OR CORPORATE ENTITY INDICATES THAT ALL REQUIRED PARTNERSHIP OR CORPORATE APPROVALS HAVE BEEN OBTAINED.

OUTLOT C OF MEADOWLARK BUSINESS PARK, FILING NO. 1 SECTION 25, TOWNSHIP 2 NORTH, RANGE 68 WEST, OF THE 6TH P.M., TOWN OF FREDERICK, WELD COUNTY, COLORADO.

CONTAINING 35.07 ACRES, MORE OR LESS

IN WITNESS WHEREOF, WE HAVE HEREUNTO SET OUR HANDS AND SEALS THIS 26th DAY OF October A.D., 2015.

____
MEADOWLARK INDUSTRIAL LLC, CURTIS MCDONALD (MANAGER)

STATE OF COLORADO)
) SS
COUNTY OF Weld)

THE FOREGOING CERTIFICATE OF OWNERSHIP AND MAINTENANCE WAS ACKNOWLEDGED BEFORE ME BY CURTIS MCDONALD, ACTING IN HIS CAPACITY AS MANAGER THIS 26th DAY OF October, 2015.

WITNESS MY HAND AND SEAL ______________________

MY COMMISSION EXPIRES 11/21/2016

Kathleen L. Larson
NOTARY PUBLIC

KATHLEEN L. LARSON
NOTARY PUBLIC
STATE OF COLORADO
NOTARY ID 20004031701
My Commission Expires Nov. 21, 2016

SURVEYOR'S CERTIFICATE:

I, RICHARD B. GABRIEL, A REGISTERED PROFESSIONAL LAND SURVEYOR IN THE STATE OF COLORADO, DO HEREBY CERTIFY THAT THE FINAL PLAT SHOWN HEREON IS A CORRECT DELINEATION OF THE ABOVE DESCRIBED PARCEL OF LAND.

I FURTHER CERTIFY THAT THIS FINAL PLAT MAP AND LEGAL DESCRIPTION WERE PREPARED UNDER MY PERSONAL SUPERVISION AND IN ACCORD WITH APPLICABLE STATE OF COLORADO REQUIREMENTS ON THIS 16th DAY OF October, 2015.

BY ______________________ (SEAL)
RICHARD B. GABRIEL P.L.S. NO. 37929

COLORADO LICENSED
RICHARD BRUCE GABRIEL
10/16/15
37929
PROFESSIONAL LAND SURVEYOR

PLANNING COMMISSION CERTIFICATE OF APPROVAL:

APPROVED BY THE FREDERICK PLANNING COMMISSION WITH PLANNING COMMISSION RESOLUTION 2015-06 THIS 21st DAY OF July, 2015.

____
CHAIRMAN

____
PLANNING COMMISSION SECRETARY

CERTIFICATE OF APPROVAL BY THE BOARD OF TRUSTEES:

THE FINAL PLAT MAP OF THE MEADOWLARK BUSINESS PARK, FILING NO. 3 IS APPROVED AN ACCEPTED BY ORDINANCE NO. 1206, PASSED AND ADOPTED AT THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF FREDERICK, COLORADO, HELD ON September 8, 2015. THE DEDICATIONS OF PUBLIC STREETS, PUBLIC RIGHTS-OF-WAY, PUBLIC EASEMENTS AND OTHER PLACES DESIGNATED OR DESCRIBED FOR PUBLIC USES SHOWN HEREON, SUCH OTHER EASEMENTS SHOWN HEREON FOR THE PURPOSES SHOWN, AND THE ELECTRIC AND WATER DISTRIBUTION SYSTEMS TO BE INSTALLED IN THE SUBDIVISION ARE HEREBY ACCEPTED. ALL CONDITIONS, TERMS, AND SPECIFICATIONS DESIGNATED OR DESCRIBED HEREIN SHALL BE BINDING ON THE OWNER, ITS HEIRS, SUCCESSORS, AND ASSIGNS.

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____
MAYOR Pro Tem

ATTEST:
____
TOWN CLERK

TOWN OF FREDERICK
INCORPORATED IN 1907

NO	REVISION RECORD	DATE	BY
1			

MEADOWLARK BUSINESS PARK, FILING NO.3
FINAL PLAT

DATE

POWER Surveying Company, Inc.
Established 1948
120 W. 84TH AVENUE
THORNTON, COLORADO 80260
PH. 303-702-1617
FAX. 303-702-1488
WWW.POWERSURVEYING.COM

JOB NO.:	634-1
DRAWN:	RJL
CHECKED:	DWP
DESIGNER:	
ISSUE DATE:	2-5-15
SCALE:	1" = 100'
FILE:	6341PP01.DWG
SHEET:	1 OF 2

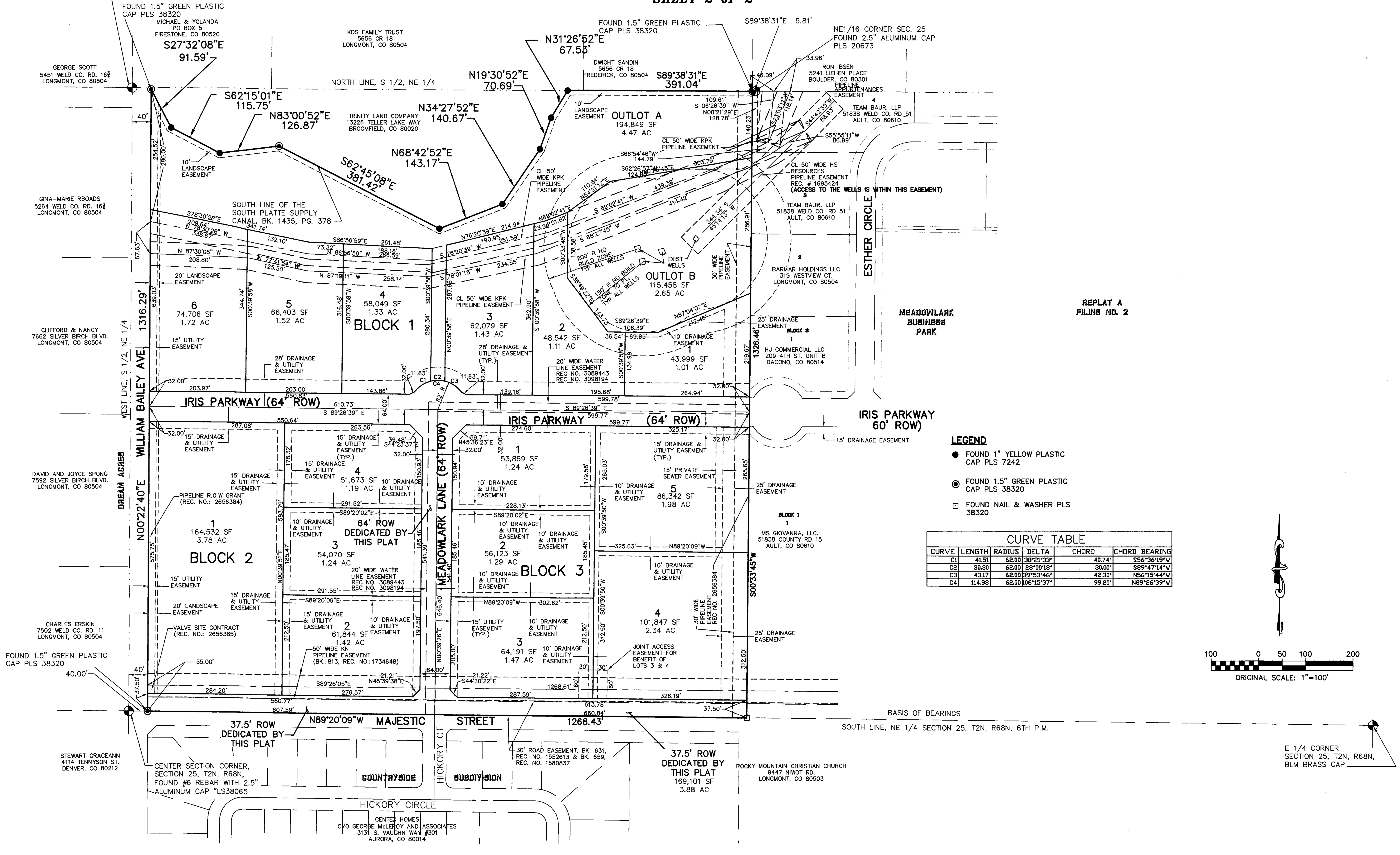
EXHIBIT B

4204718 Pages: 2 of 2
05/18/2016 04:45 PM R Fee:$21.00
Carly Koppes, Clerk and Recorder, Weld County, CO

MEADOWLARK BUSINESS PARK, FILING NO. 3
FINAL PLAT

A REPLAT OF OUTLOT C OF MEADOWLARK BUSINESS PARK, FILING NO. 1
SECTION 25, TOWNSHIP 2 NORTH, RANGE 68 WEST, OF THE 6TH P.M.,
TOWN OF FREDERICK, WELD COUNTY, COLORADO
CONTAINS 35.07 ACRES, MORE OR LESS

SHEET 2 OF 2



LEGEND

- ● FOUND 1" YELLOW PLASTIC CAP PLS 7242
- ◉ FOUND 1.5" GREEN PLASTIC CAP PLS 38320
- ⊡ FOUND NAIL & WASHER PLS 38320

CURVE TABLE

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SHEET: 2 OF 2

QUIT CLAIM DEED

THIS DEED, made this __________ day of ______________, 2025 between the Town of Frederick, a Colorado statutory town, whose address is 401 Locust Street, P.O. Box 435, Frederick, Colorado 80530 ("Grantor" or "Town") and CTR Enterprises, LLC ("Grantee") whose legal address is 5641 Iris Parkway, Unit A, Frederick, Colorado 80504 in the County of Weld and State of Colorado.

WITNESS, that the Town for and in consideration of the sum of $10 dollars and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, has remised, released, sold, and QUITCLAIMED, and by these presents does remise, release, sell, and QUITCLAIM unto the Grantee, all the right, title, interest, claim, and demand that the grantor has in and to the utility easement, drainage easement, situated, lying, and being in the County of Weld and State of Colorado, described as follows:

> That certain drainage easement further described in Exhibit A to be vacated via this quit claim deed, associated with the drainage easement as found Meadowlark Business Park FG #3 Lot 1 Block 1 Weld County reception number 4204718 Exhibit B.

TO HAVE AND TO HOLD, the same, together with all and singular the appurtenances and privileges thereunto belonging, or in anywise thereunto appertaining, and all the estate, right, title, interest, and claim whatsoever of the Town, either in law or equity to the only proper use and benefit of the Town, its heirs, successors, and assigns forever.

IN WITNESS WHEREOF, the Town has executed this deed on the date set forth above.

TOWN OF FREDERICK

By: ___________________________________

Tracie Crites, Mayor

EXHIBIT "A"

Drainage Easement Vacation

A Strip of land located over and across a parcel of land known as Lot 1, Block 1, Meadowlark Business Park, Filing No. 3, as depicted on plat recorded May 18, 2016, under Reception No. 4204718 in the Records of the Weld County Clerk and Recorder's Office, said land is situated in a portion of the Northeast Quarter of Section 25, Township 2 North, Range 68 West of the Sixth Principal Meridian, County of Weld, State of Colorado, being more particularly described as follows:

Considering the East line of Lot 1, Block 1, Meadowlark Business Park, Filing No. 3 as bearing South 00°33'35" West with all bearings contained herein relative thereto:

The North 10.00 feet of said Lot 1 lying West of the East 30.00 feet;

Along with the West 25.00 feet of the east 55.00 feet of said Lot 1 lying North of the South 28.00 feet.

Containing 6,555 square feet or 0.15 acres, more or less, and is subject to all existing easements and/or rights of way of record.

COLORADO REGISTERED
STEVEN JOHN STENCEL
30462
12/16/2024
PROFESSIONAL LAND SURVEYOR

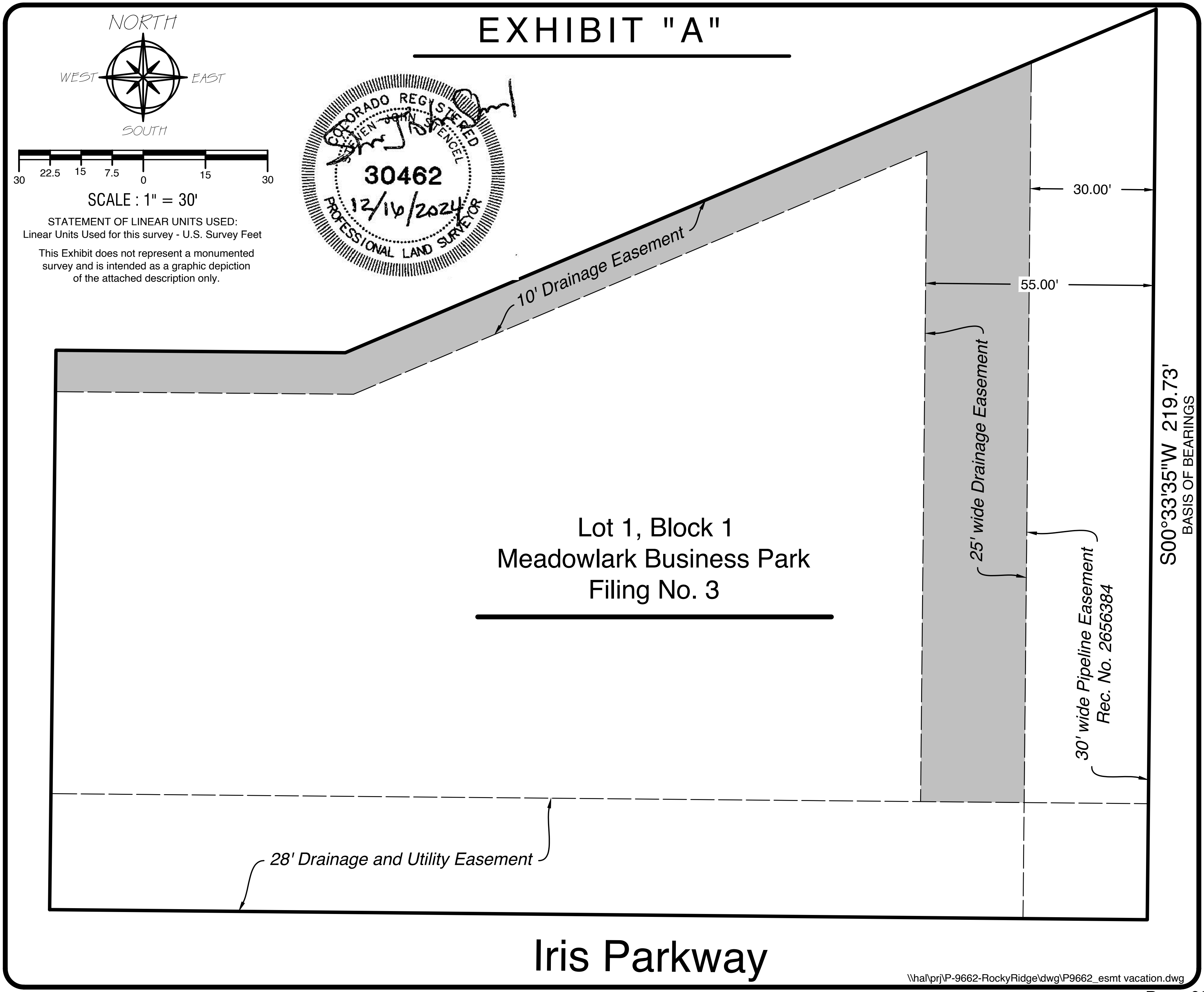
Steven John Stencel
Colorado LS 30462

For and on behalf of:
Intermill Land Surveying, Inc.
1301 North Cleveland Avenue
Loveland, CO 80537
970.669.0516

Sheet 1 of 2

\\hal\prj\P-9662-RockyRidge\doc\P9662_Drainage Easement Vacation.docx

EXHIBIT "A"



NORTH
WEST
EAST
SOUTH
30 22.5 15 7.5 0 15 30
SCALE : 1" = 30'
STATEMENT OF LINEAR UNITS USED:
Linear Units Used for this survey - U.S. Survey Feet
This Exhibit does not represent a monumented survey and is intended as a graphic depiction of the attached description only.
COLORADO REGISTERED
STEVEN JOHN STENCEL
30462
12/16/2024
PROFESSIONAL LAND SURVEYOR
10' Drainage Easement
30.00'
55.00'
25' wide Drainage Easement
S00°33'35"W 219.73'
BASIS OF BEARINGS
Lot 1, Block 1
Meadowlark Business Park
Filing No. 3
30' wide Pipeline Easement
Rec. No. 2656384
28' Drainage and Utility Easement
Iris Parkway
\\hal\prj\P-9662-RockyRidge\dwg\P9662_esmt vacation.dwg

4204718 Pages: 1 of 2
05/18/2016 04:45 PM R Fee:$21.00
Carly Koppes, Clerk and Recorder, Weld County, CO

MEADOWLARK BUSINESS PARK, FILING NO. 3
FINAL PLAT

A REPLAT OF OUTLOT C OF MEADOWLARK BUSINESS PARK, FILING NO. 1
SECTION 25, TOWNSHIP 2 NORTH, RANGE 68 WEST, OF THE 6TH P.M.,
TOWN OF FREDERICK, WELD COUNTY, COLORADO
CONTAINS 35.07 ACRES, MORE OR LESS
SHEET 1 OF 2

BASIS OF BEARINGS:

THE SOUTH LINE OF THE NE 1/4 OF SEC. 25, T. 2 N., R 68 W. OF THE 6th P.M., WELD COUNTY, COLORADO AS BEARING N89°20'09"W AND MONUMENTED AS SHOWN.

EXISTING ZONING:

BUSINESS LIGHT INDUSTRIAL

OWNER:

MCDONALD DEVELOPMENT LLC
401 INTERLOCKEN BLVD. #1407
BROOMFIELD, CO 80021

NUMBER OF LOTS:

15 LOTS

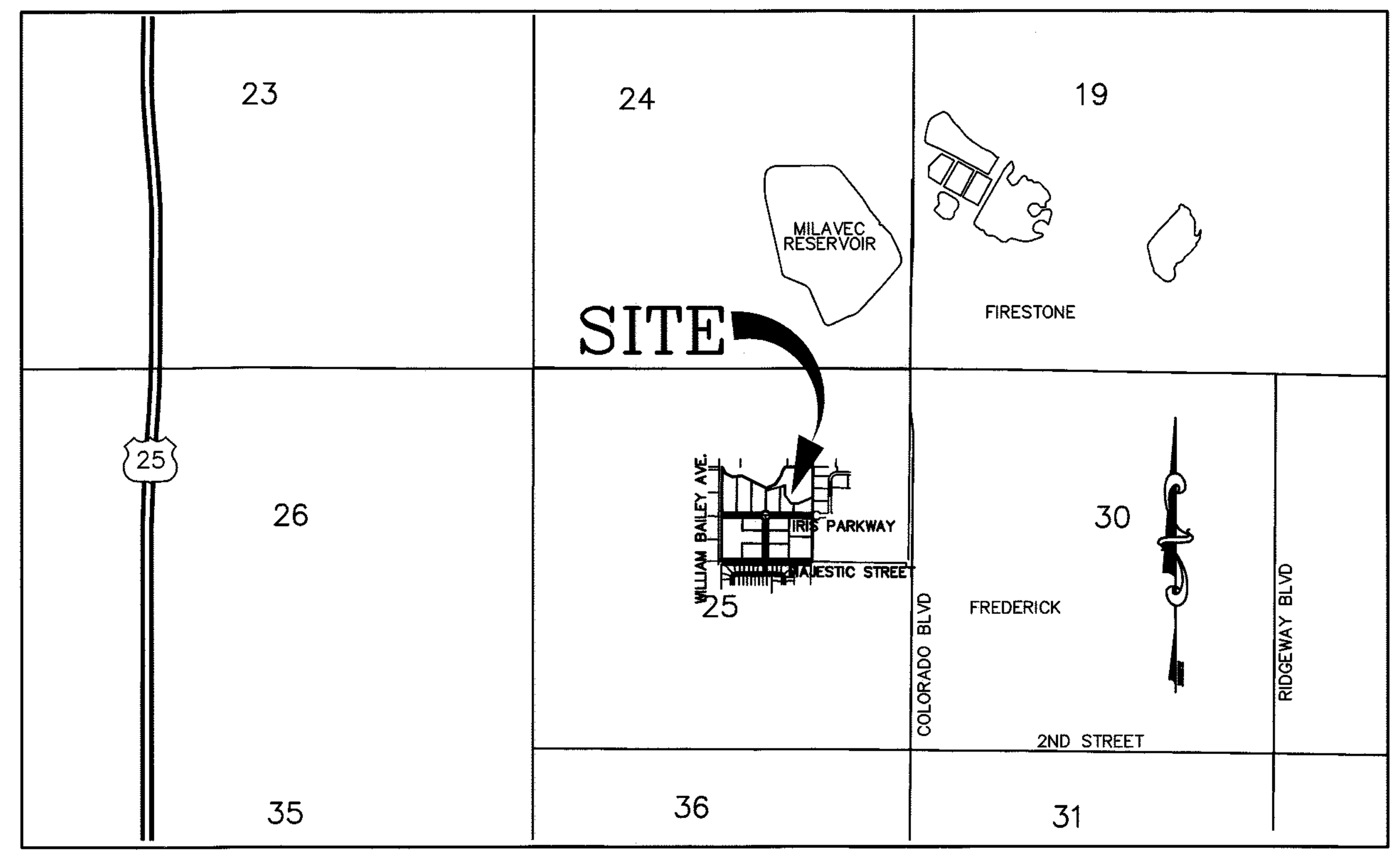
FLOODPLAIN:

ACCORDING FLOOD INSURANCE RATE MAP COMMUNITY PANEL NO. 080266 0863 C MAP PREPARED BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY, REVISED SEPTEMBER 28, 1982, THE SITE DOES NOT LIE WITHIN THE 100 YEAR FLOODPLAIN.

OUTLOT DEDICATION:

OUTLOT A (4.47 AC) – POND/OPEN SPACE, DRAINAGE & DETENTION, UTILITY, IRRIGATION, AND LANDSCAPING EASEMENT. TO BE OWNED AND MAINTAINED BY THE BUSINESS OWNERS ASSOCIATION (BOA).

OUTLOT B (2.65 AC) – DRAINAGE, OPEN SPACE, OIL AND GAS OPERATIONS EASEMENT. TO BE OWNED AND MAINTAINED BY THE BUSINESS OWNERS ASSOCIATION (BOA).



VICINITY MAP
SCALE: 1"=2000'

NOTES:

1. ALL DRAINAGE EASEMENTS ADJACENT TO LOTS WILL BE MAINTAINED BY THE BUSINESS OWNERS ASSOCIATION (BOA).

2. EACH LOT WILL PROVIDE AND ALLOW ACCESS TO THE DRAINAGE EASEMENTS FOR MAINTENANCE.

3. LOT OWNERS SHALL NOT OBSTRUCT FREE ACCESS ALONG THE DRAINAGE EASEMENTS BY PLACING ANY FEATURES THAT WOULD INTERFERE WITH MAINTENANCE INCLUDING FENCING.

4. IRRIGATION AND MAINTENANCE OF THE TREE LAWN IN THE STREET RIGHT-OF-WAY WILL BE PROVIDED BY EACH LOT OWNER FOR THE ENTIRE LENGTH OF THE STREET FRONTAGE ALONG EACH LOT.

CLERK AND RECORDER CERTIFICATE:

THIS FINAL PLAT WAS FILED FOR RECORD IN THE OFFICE OF THE COUNTY CLERK AND RECORDER OF WELD COUNTY AT ________O'CLOCK, __.M., ON THE ________ DAY OF ____________ A.D., 20__ IN BOOK ________, PAGE ________, MAP ________,

RECEPTION NUMBER ____________.

____
WELD COUNTY CLERK AND RECORDER

BY: ________________________
DEPUTY

CERTIFICATE OF DEDICATION:

KNOW ALL MEN BY THESE PRESENTS THAT MEADOWLARK INDUSTRIAL LLC, BEING THE OWNER(S), MORTGAGEE OR LIENHOLDER OF CERTAIN LANDS IN FREDERICK, COLORADO, DESCRIBED HEREIN, HAS CAUSED SAID LAND TO BE FINAL PLATTED INTO LOTS, TRACTS, BLOCKS, STREETS, AND EASEMENTS AS SHOWN HEREON UNDER THE NAME OF MEADOWLARK BUSINESS PARK, FILING NO. 3, AND DO HEREBY DEDICATE TO THE PUBLIC FOREVER SUCH PUBLIC STREETS, RIGHTS-OF-WAY, EASEMENTS AND OUTLOTS A AND B DESIGNATED OR DESCRIBED AS FOR PUBLIC USES AS SHOWN HEREON AND SUCH OTHER EASEMENTS SHOWN HEREON FOR THE PURPOSES SHOWN. THE ENTITIES NAMED ON THE EASEMENT, OR RESPONSIBLE FOR THE SERVICES AND/OR UTILITIES FOR WHICH THE EASEMENTS ARE ESTABLISHED ARE HEREBY GRANTED THE PERPETUAL RIGHT OF INGRESS AND EGRESS FROM AND TO ADJACENT PROPERTIES FOR THE PURPOSES NAMED ON THE EASEMENT OR FOR THE INSTALLATION, MAINTENANCE AND REPLACEMENT OF UTILITY LINES AND RELATED FACILITIES. THE PUBLIC STREET, PUBLIC RIGHTS-OF-WAY, PUBLIC EASEMENTS, OTHER PLACES DESIGNATED OR DESCRIBED FOR PUBLIC USES SHOWN HEREON AND THE ELECTRIC AND WATER DISTRIBUTION SYSTEMS TO BE INSTALLED IN THE SUBDIVISION ARE DEDICATED AND CONVEYED TO THE TOWN OF FREDERICK, COLORADO, IN FEE SIMPLE ABSOLUTE, WITH MARKETABLE TITLE, FOR PUBLIC USE AND PURPOSES. ALL CONDITIONS, TERMS AND SPECIFICATIONS DESIGNATED OR DESCRIBED HEREIN SHALL BE BINDING ON THE OWNER, ITS HEIRS, SUCCESSORS, AND ASSIGNS. THE SIGNATURE OF ANY REPRESENTATIVE OF ANY PARTNERSHIP OR CORPORATE ENTITY INDICATES THAT ALL REQUIRED PARTNERSHIP OR CORPORATE APPROVALS HAVE BEEN OBTAINED.

OUTLOT C OF MEADOWLARK BUSINESS PARK, FILING NO. 1 SECTION 25, TOWNSHIP 2 NORTH, RANGE 68 WEST, OF THE 6TH P.M., TOWN OF FREDERICK, WELD COUNTY, COLORADO.

CONTAINING 35.07 ACRES, MORE OR LESS

IN WITNESS WHEREOF, WE HAVE HEREUNTO SET OUR HANDS AND SEALS THIS 26th DAY OF October A.D., 2015.

____
MEADOWLARK INDUSTRIAL LLC, CURTIS MCDONALD (MANAGER)

STATE OF COLORADO)
) SS
COUNTY OF Weld)

THE FOREGOING CERTIFICATE OF OWNERSHIP AND MAINTENANCE WAS ACKNOWLEDGED BEFORE ME BY CURTIS MCDONALD, ACTING IN HIS CAPACITY AS MANAGER THIS 26th DAY OF October, 2015.

WITNESS MY HAND AND SEAL ________________________

MY COMMISSION EXPIRES 11/21/2016

Kathleen L. Larson
NOTARY PUBLIC

KATHLEEN L. LARSON
NOTARY PUBLIC
STATE OF COLORADO
NOTARY ID 20004031701
My Commission Expires Nov. 21, 2016

SURVEYOR'S CERTIFICATE:

I, RICHARD B. GABRIEL, A REGISTERED PROFESSIONAL LAND SURVEYOR IN THE STATE OF COLORADO, DO HEREBY CERTIFY THAT THE FINAL PLAT SHOWN HEREON IS A CORRECT DELINEATION OF THE ABOVE DESCRIBED PARCEL OF LAND.

I FURTHER CERTIFY THAT THIS FINAL PLAT MAP AND LEGAL DESCRIPTION WERE PREPARED UNDER MY PERSONAL SUPERVISION AND IN ACCORD WITH APPLICABLE STATE OF COLORADO REQUIREMENTS ON THIS 16th DAY OF October, 2015.

BY ________________________ (SEAL)
RICHARD B. GABRIEL P.L.S. NO. 37929

COLORADO LICENSED PROFESSIONAL LAND SURVEYOR
RICHARD BRUCE GABRIEL
10/16/15
37929

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CHAIRMAN

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____
MAYOR Pro Tem

ATTEST:
____
TOWN CLERK

TOWN OF FREDERICK INCORPORATED IN 1907

NO	REVISION RECORD	DATE	BY
1			

MEADOWLARK BUSINESS PARK, FILING NO.3
FINAL PLAT

DATE

POWER™ Surveying Company, Inc.
Established 1948
120 W. 84TH AVENUE
THORNTON, COLORADO 80260
PH. 303-702-1617
FAX. 303-702-1488
WWW.POWERSURVEYING.COM

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EXHIBIT B

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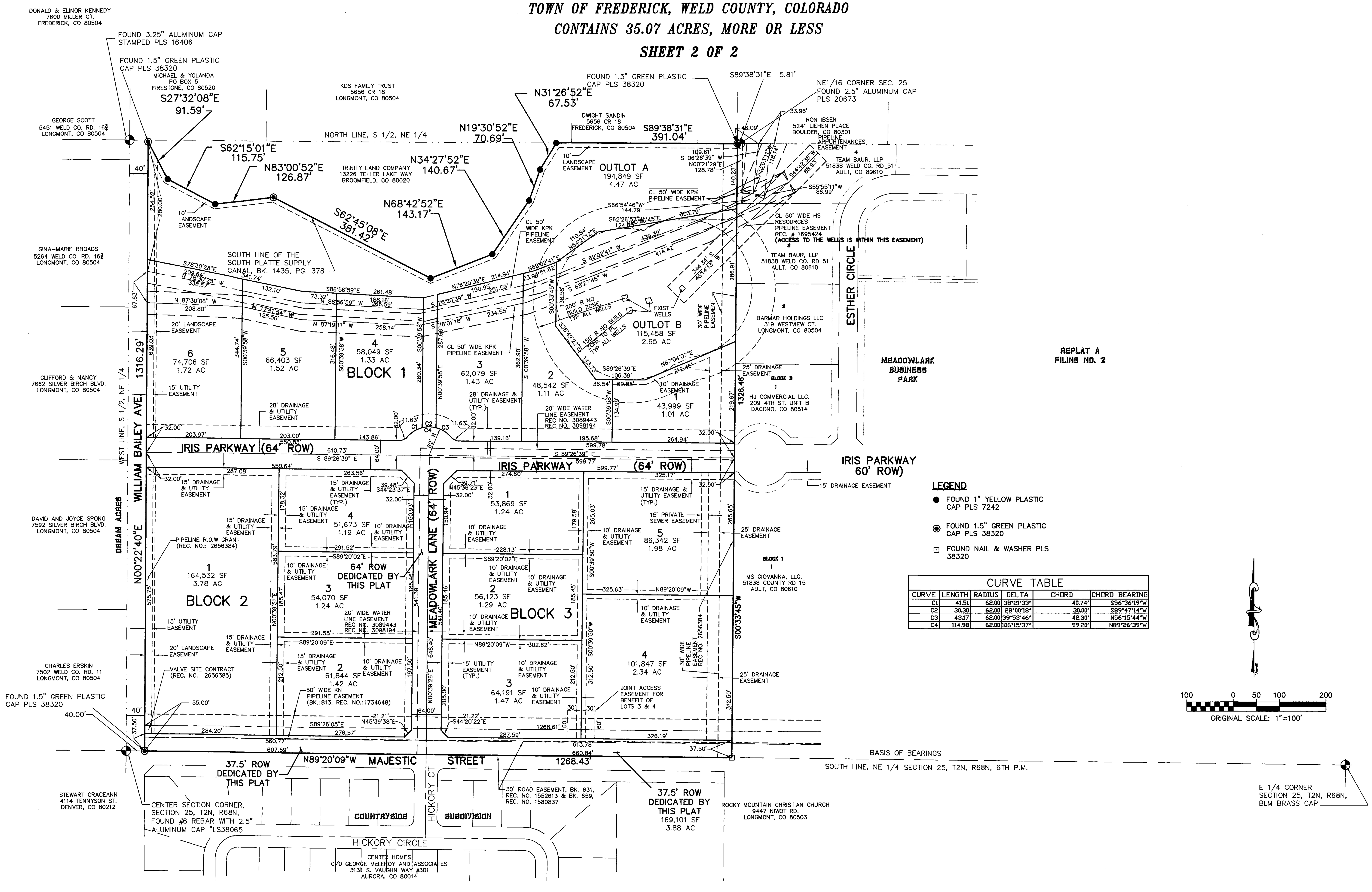

LEGEND

- ● FOUND 1" YELLOW PLASTIC CAP PLS 7242
- ◉ FOUND 1.5" GREEN PLASTIC CAP PLS 38320
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TOWN OF FREDERICK
Board of Trustees
Staff Report

Land Use Code Update and Development Direction Feedback Request

Agenda Date: Board of Trustees July 8, 2025

Attachments: 1. Land Use Code update presentation

Reviewed By:

Action Type

4) Information: Items that require no specific action and are provided for informational purposes only.

Strategic Plan Alignment:

COMMUNITY AND ECONOMIC VITALITY– Frederick is a community that fosters economic, recreational, cultural, and environmental vitality and builds upon and enhances a variety of economic opportunities.

2.5 Continue work on updating the Land Use Code in connection with 1.2 above.

Summary Statement:

This discussion with the Board of Trustees and Planning Commission serves as a checkpoint for RICK Engineering and Town staff to update the group on where the Land Use Code update is in the process and, secondly, provides an opportunity for RICK and staff to gain feedback and direction on key Code topics.

Detail of Issue/Request:

In the Fall of 2024, the new Comprehensive Plan was adopted by the Board of Trustees. RICK Engineering was the planning and engineering firm that completed that project and is currently working on the Downtown Plan. In October 2024, RICK Engineering was contracted to complete the Land Use Code update that was underway. RICK Engineering has been working with Planning staff on fully updating the Land Use Code and aligning the new Code with the recently adopted Comp Plan.

This joint Board of Trustees and Planning Commission meeting is intended to provide an opportunity for staff to gain valuable feedback on key topics and approaches to the Land Use Code update. Staff and RICK have done considerable work on this update, but need guidance to complete specific sections.

Key Discussion Topics

- Comprehensive Plan Future Land Use Plan - A discussion of what the future land use vision is for Frederick.
- Existing Zoning Map - A refresher on what current zoning looks like.
- New Zone District Map - An introduction to the idea of legislative rezoning to accommodate the Comprehensive Plan vision through new zone districts and discussion on the intent and locations of these districts.
- New Zone District Densities - A discussion on parameters for new zone districts such as minimum and maximum density.
- Adaptable Neighborhoods - A refresher of the Comprehensive Plan land use designation intent and discussion on how this translates into zoning.
- Rezoning Approach - A discussion on the staff's recommendation for legislative rezoning vs. piecemeal rezoning as development occurs.
- Housing Mix - A discussion on staff's approach to mandating a mix of housing with new subdivisions, dependent on the future Housing Needs Assessment to be completed by August 2025.
- Development Standards - A discussion of hot topics, Code updates such as Outdoor Storage, Architecture (residential and non-residential), and the Entitlement Process.
- Public Outreach - A showcase of outreach measures between the Town and the development community.
- Timeline - A presentation on the updated timeframe for the complete Land Use Code update.

Direction and Feedback

RICK, alongside Town staff, will prompt the discussion for each bullet point listed above and will gather the direction needed for each topic. Staff encourages the Board of Trustees and Planning Commission to think about the Future Land Use Plan Map and where higher densities are proposed. Also, the zone district densities proposed in RICK's presentation are encouraged to be reviewed prior to the meeting.

Next Steps

This is one of two joint discussions staff is proposing before the Board and Planning Commission. With direction gathered on July 8th, RICK and staff may complete major sections of the update. A second discussion in August may include smaller topics that need input as well, such as the entitlement process.

Legal Comments:

There are no legal considerations currently as this is a discussion to receive feedback from the Board of Trustees and Planning Commisson.

Alternatives/Options

Staff is seeking feedback from both the Board of Trustees and Planning Commission on the approach and ideas presented.

Financial Considerations

In October 2024, the Board of Trustees approved the third contract amendment (Comprehensive Plan and Downtown Plan contract) to include the Land Use Code update by Rick Engineering for an additional amount of $113,170. The project is on budget.

Staff Recommendation

Staff recommends a discussion on the ideas presented and direction to be provided on key elements of the update.

Community Impact

The future Land Use Code provisions affect both the development community and the residents of Frederick. This joint discussion between the Board, Planning Commission, and Town staff reflects the Town's commitment to getting these regulations right in order to provide for higher quality development for our community.

Land Use Code Update

Britt Palmberg, Principal Planner, RICK
Audem Gonzales, Senior Planner, Planning Division

BUILT ON WHAT MATTERS

FREDERICK
COLORADO

Engagement Process (Comp Plan)

- Nearly 3,000 surveys (18% of population)
- 2 open houses
- 31 pop-up outreach sessions
- 16 stakeholder meetings
- 8 Steering Committee meetings

Built on What Matters.

LUC Engagement Process to Date

- **<u>Stakeholder Session 1 (January 2025):</u>**
- Presented highlights from the Comp Plan
- Highlighted proposed zoning districts
- Reviewed code updates already made
- Previewed potential code changes (at a high level)

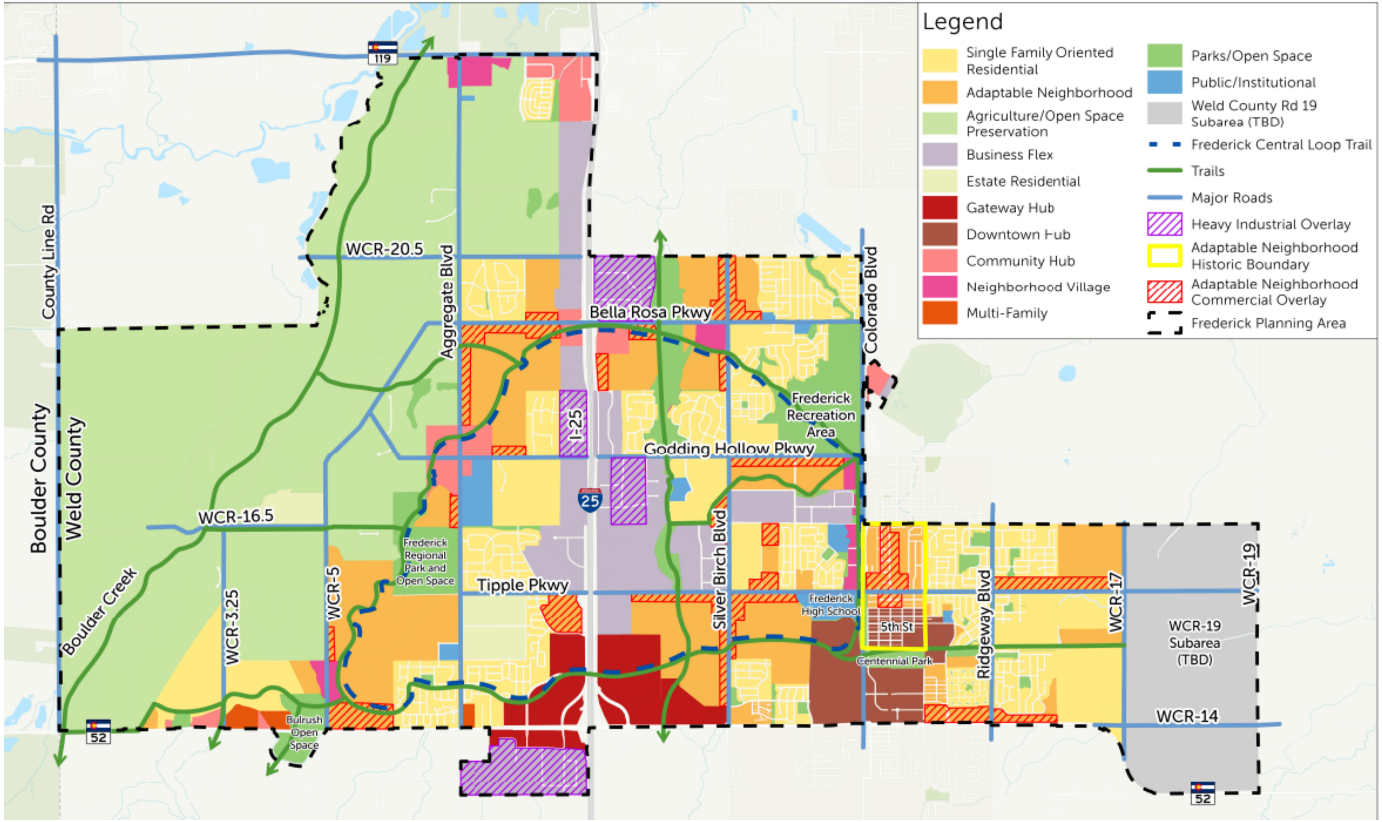
Built on What Matters.

LUC Engagement Process to Date

- **<u>Stakeholder Session 2 (April 2025):</u>**
- Reviewed allowed uses by zoning category
- Reviewed preferred approval process for applications
- Reviewed potential changes to outdoor storage regulations

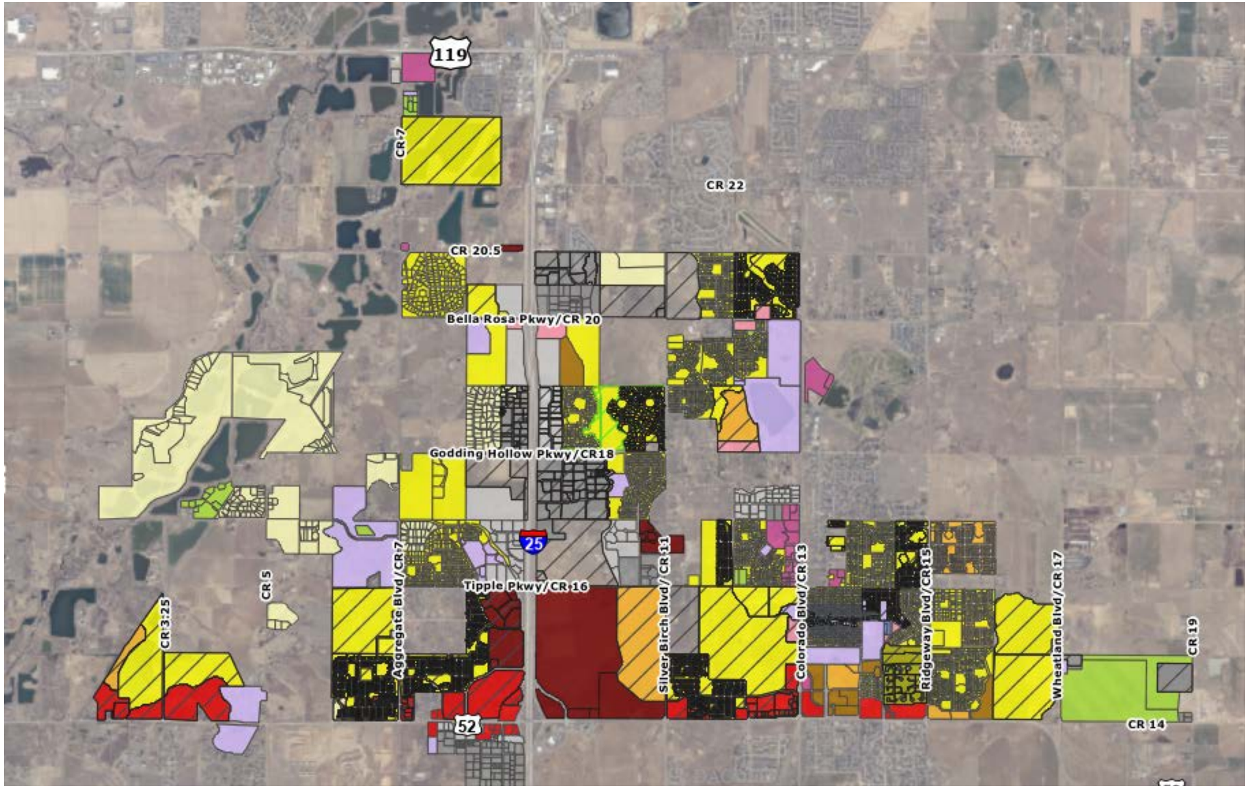
Built on What Matters.

Future Land Use Plan



Built on What Matters.

Existing Zoning Map



Built on What Matters.

Proposed Zoning Map

Please see handout

Comp Plan Guidance – Residential Densities

	Comp Plan Guidance: Residential Density
Single Family Oriented Residential	2 - 12 DU / Acre
Adaptable Neighborhoods	4 - 24 DU / Acre
Gateway Hub District (MU-1)	15 - 70 DU / Acre
Community Hub District (MU-2)	Min. 15 DU / Acre; No Max listed
Neighborhood Village District (MU-3)	6 - 16 DU / Acre
Downtown Hub District (DT)	Min. 15 DU / Acre for new construction; No Max listed

Built on What Matters.

Proposed vs. Current Densities - Residential

	Current Max Density (DU / Acre), Frederick Code	Proposed Max Density (DU / Acre)
Agriculture (A)	N/A	1 per 5 acres
Agriculture Open Space (AOS)	N/A	1 per 35 acres
Estate District (R-E)	1 per 5 acres	1 per 5 acres
Residential Low Density District (R-1)	5	8
Residential Medium Density District (R-2)	10	25
Residential High Density District (R-3)	25	25
Gateway Hub District (MU-1)	N/A	70
Community Hub District (MU-2)	N/A	50
Neighborhood Village District (MU-3)	N/A	16
Downtown Hub District (DT)	25	25

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Adaptable Neighborhood Strategy

- Overlay (on zoning map) on top of base zoning (R-1, R-2, R-3, etc.) for residential and commercial uses

- Overlay will denote areas where limited commercial allowed (along arterials)

- Applications required to provide higher levels of housing diversity / housing mix compared to underlying zoning.

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Housing Diversity Strategy

	Minimum Number of Housing Product Types and Variations by Zone						
Total Number of Dwelling Units	**Adaptable Neighborhoods**	**MU-1**	**MU-2**	**MU-3**	**R-1**	**R-2**	**R-3**
Up to 200	2 product types, 3 product variations	2 product types, 3 product variations	2 product types, 3 product variations	2 product types, 3 product variations	2 product types, 2 product variations	2 product types, 2 product variations	2 product types, 2 product variations
200 to 500	3 product types, 3 product variations	3 product types, 3 product variations	3 product types, 3 product variations	2 product types, 4 product variations	2 product types, 2 product variations	2 product types, 3 product variations	2 product types, 3 product variations
500 - 1,000	4 product types, 3 product variations	4 product types, 4 product variations	3 product types, 4 product variations	3 product types, 3 product variations	2 product types, 3 product variations	2 product types, 4 product variations	3 product types, 2 product variations
Greater than 1,000	4 product types, 4 product variations	5 product types, 5 product variations	4 product types, 3 product variations	4 product types, 3 product variations	2 product types, 4 product variations	3 product types, 3 product variations	3 product types, 4 product variations

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Transitioning to New Zoning

- Option 1: Update zoning as applications come forward

- Option 2: “Blanket” zoning across the entire Town, following adoption

- Recommendation: Use “Blanket Zoning” approach

Development Standards: Notable Adjustments

- Enhanced buffers around outdoor storage
- Adjustments / reductions in parking requirements to align with modern practices
- Clearer guidance for shared parking arrangements

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Development Standards: Notable Adjustments

- Updated residential / commercial architecture regulations (model and stylistic diversity)

- Updated lighting regulations (brightness, etc.)

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Preferred Direction: Approval Process

- Flexibility / shortening review cycle times
- Reducing public hearing requirements
- Creating process for minor site plan approvals
- Potential shift to administrative approvals (final plats, easements)

Timeline / Next Steps

- Follow-up briefing with Board: August
- Presentation of housing needs assessment to BOT: August (informs housing mix)
- Draft code for adoption: Late summer

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Land Use Code Update

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