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December 18, 2020

Mr. Michael Scarbrough
3K1 Consulting Services, LLC
11811 N. Tatum Blvd. Suite 1051
Phoenix, AZ 85028

Re: Completeness Review for SP20-118 Parker and Pine F1 LA Car Wash Site Plan Project

Dear Mr. Scarbrough:

This correspondence is to advise you that a completeness review of the site plan application has been determined to be incomplete. Please address the following comments listed below:

1. **Required Fees.** Please log into Trakit (SP20-118) and pay the required site plan review fees. A credit card convenience fee has been added in the event you wish to pay by credit card.
2. **Completed Application.** Upload a signed application into e-Trakit. Please note that the application must be signed by the property owner and the project representative (if separate) with actual signatures, no digital signature.
3. **Legal Description.** Upload a pdf of the legal description of the property.
4. **Current Title Commitment/Policy.** Upload a current title commitment policy for the property.
5. **Written Project Narrative.** Please upload a separate written project narrative which provides the details about the proposed project (to include but not limited):
 - a. Describe how the carwash will function on the site and state the type of carwash service, i.e., a full-service carwash with staff on-site, and total number of car vacuums.
 - b. Describe how many cars will be served per hour and circulate through the site, how customers will pay for the service, i.e., through an automatic greeter.
 - c. Describe equipment that will be installed on the site, any chemical use, vacuum systems, and other relevant details for the operation of the carwash facility.
 - d. Describe how car vacuums will be screened from noise and visibility from Parker Road.
6. **Complete Site Plan Package.** The site plan package is currently incomplete. Please upload a full site plan package that complies with the Town of Parker Municipal Code, Section 13.06.030, subsections 1 – 7; Application Submittal Requirements. The site plan must be an electronic pdf submitted as a whole document with all sheets enclosed, not piecemeal. Include an existing conditions sheet, grading plan, color elevations of all sides of the building, color elevations of the vacuum equipment showing dimensions, trash enclosure (include detail drawing), list of colors and exterior building materials, window transparency requirements that meet the Town's Development Design Standards, detailing on window frames, mullions, color and glass type. Please note that



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faux windows and spandrel glass are not permitted. The photometric plan must include the proposed light fixture cutsheets (must be full cut-off light fixtures).

The Landscape Plan needs to have call-outs that show the quantity of plant material and alpha symbols that correspond with the proposed plant material chart/list.

7. **Drainage Report.** There are currently three versions of the drainage report in e-Trakit. Please indicate which version is the correct one to distribute to the referral agencies for review.
8. **Civil Construction Documents.** Please upload a complete set of the Civil Construction documents into e-Trakit. This is required before the project can be sent out for referral agency review.
9. **Color and Materials Board.** Please send a color and sample materials board showing the proposed colors (labeled with color), and any exterior building materials (if applicable). Send to: Town of Parker Town Hall, 20120 E. Mainstreet, Parker, CO 80138, Attn: Carolyn Washee-Freeland, AICP, Associate Planner.

The next step in the site plan review process (after the fees have been paid and all requested items have been received, and your project has been deemed complete) is a 20-day referral agency review process. Please understand that as your application is reviewed, there may be other revisions that may be required at a later time, as well as additional review fees that may apply later in the review process.

Feel free to contact me at 303-805-3336 or cfreeland@parkeronline.org if you have any questions or need further assistance regarding this matter.

Sincerely,

Carolyn Washee-Freeland

Carolyn Washee-Freeland, AICP
Associate Planner
Town of Parker
Community Development Department