



Planning Commission Staff Report

Planning Commission Date: 5/23/2024

Town Council Date: 6/17/2024

Hearing Type: Public Hearing
Parker Town Hall Exemption Amendment 3 Lot 1 –
Site Plan
TRAKiT No: SP23-097

Location: Located at the southwest corner of Mainstreet and
Pikes Peak Avenue

Project Planner: Stacey Nerger, Planner

Applicant: Town of Parker - Bob Exstrom, Public Works
Department

Executive Summary: The applicant, the Town of Parker, is proposing a
32,043 square foot addition to the existing Town Hall
building. The site is located at the southwest corner of
Mainstreet and Pikes Peak Avenue.

Staff Recommendation: Approval with Conditions

RECOMMENDED MOTION

“I move the Planning Commission recommend Town Council approve the Parker Town Hall Exemption Plat Amendment 3 Lot 1 Site Plan, subject to the following conditions:”

1. **Approved Site Plan** - The Site Plan exhibit, building elevations exhibit and landscape plan exhibit **stamped ‘Final Document’ on June 17, 2024 and** uploaded to TRAKiT on **June 18, 2024**, shall be the approved plans.
2. **Approved Construction Plan Documents** - The construction plan documents signed by Engineering, the water and sanitation district and Fire Life Safety, shall be the approved construction plans.
3. **Removal of Public Notice Signs** - All Public Notice signs posted on the property must be removed with ten (10) business days from the date of this letter.
4. **Approval Expiration** - This approval has been based upon the review of information submitted to our office as part of your request for an administrative site plan approval and **SHALL REMAIN IN EFFECT FOR FIFTEEN (15) MONTHS FROM THE DATE OF THIS APPROVAL**

LETTER. If a Grading Permit or Building Permit is not obtained within fifteen months, this approval becomes null and void. The Community Development Director, upon written request, may grant a one hundred eighty (180) day extension.

5. **Prairie Dog Certification Required** - A Certification of Compliance with Municipal Code Section 13.10.250 Prairie Dog Management is required prior to issuance of a Grading Permit and the start of any work on the site.
6. **Permits Required** - It is the applicant's responsibility to acquire all required permits prior to starting work on the site including Grading Permits, Building Permits and Electrical Permits.
7. **Screening of Mechanical Equipment and Utility Boxes Required** - All **MECHANICAL EQUIPMENT SHALL BE FULLY SCREENED** with permanent material and painted to match the building color. All rooftop vents and other appurtenances shall be painted to match the roof or building color to minimize their visual impact. All rooftop mechanical, vents or appurtenances, which are not shown on the approved plans may require additional conditions for screening as determined by the Town.
 - Above ground on-site utilities for the provision of service to nonresidential use(s) may not be located in the front-yard between the building and the public or private street and can only be located in a rear-yard or side-yard. Any above ground **UTILITY EQUIPMENT SHALL BE SCREENED** with landscaping or a screening wall in coordination with the utility company. Where utility meters and connections are attached to the building they shall be located away from the public realm to the greatest extent possible and be painted to match the building. Location of all utility equipment shall be reviewed and approved by the Community Development Department prior to installation. Any deviation from this standard may result in the relocation of the equipment.
8. **Final Grading Certificate Required** - The Town requires the submittal of a Final Grading Certificate as a *prerequisite to obtaining a Certificate of Occupancy or Temporary Certificate of Occupancy*;
 - An as-built drawing of the individual lot which indicates the finished floor elevation(s), and finished grade site elevation points sufficient to show positive drainage away from all buildings.
 - A certification statement by a licensed professional engineer **and** surveyor, accompanied by their stamp and signature. Please contact the Planning Division to obtain the specific language that is required.
10. **Signage Not Included** - Approval of this site plan **DOES NOT INCLUDE SIGNAGE**. All signage for this site and building will be required to meet the Town of Parker Sign Code Chapter 13.09 and will require a separate sign permit application submittal.

ALTERNATIVE MOTIONS

“I move the Planning Commission recommend Town Council approve the Parker Town Hall Exemption Plat Amendment 3 Lot 1 Site Plan.”

“I move the Planning Commission recommend Town Council deny the Parker Town Hall Exemption Plat Amendment 3 Lot 1 Site Plan as the request does not meet the following approval criteria:”

-List criteria not met (either by staff or Planning Commission)

“I move the Planning Commission vote to continue the Parker Town Hall Exemption Plat Amendment 3 Lot 1 Site Plan to a future date.”

I. BACKGROUND/DISCUSSION

The applicant is proposing a Site Plan Amendment to add an additional 32,043 square feet of office area to the existing Town Hall building. The subject property is located within the Greater Downtown District - Historic Center. Professional office is a use permitted by right. The existing office use will remain unchanged since 1988 when the Town Hall facilities (Old Town Hall) were originally located on the property.

The site is 4.83 acres and is currently used as the Parker Town Hall. Site plan applications are typically reviewed and processed administratively. However, pursuant to Section 13.06.040 of the Parker Municipal Code, site plan applications for public facilities owned by the Town are required to be scheduled for public hearing. Therefore, the expansion of Town Hall requires a public hearing before both the Planning Commission and Town Council.



II. PRIOR ACTIONS

Date	Action
1981	The property was Annexed as part of the original incorporation of the Town of Parker and zoned as Parker Central Area.
1982	The Parker Central Area Planned Development was amended.
1988	A Site Plan for the original Town Hall building (aka Old Town Hall) was approved to locate on the property.
February 2, 2001	The property was Rezoned from Parker Central Area Planned Development to the B-Business District.
April 16, 2001	Town Council approved the Paker Town Hall Final Plat. This plat replatted Rowley Downs Tract A into two lots. One lot for Old Town Hall and a new lot for the proposed new (current) Town Hall.
April 16, 2001	A Site Plan for the Town Hall building was approved by Town Council.
February 19, 2002	The Greater Downtown Overlay Zone District was created and applied to the property.
October 7, 2002	The property was rezoned to the Greater Downtown District - Historic Center zoning.
June 18, 2012	Town Council approved the Town Hall Exemption Plat Amendment No. 1.
December 3, 2012	Town Council approved the Town Hall Exemption Plat Amendment No. 2.
February 2, 2015	Town Council approved the Town Hall Exemption Plat Amendment No. 3.

III. CURRENT SITE DATA

Existing Zoning	GD - Greater Downtown District – Historic Center		
Overlay District	N/A		
PD & Plan Area	Greater Downtown District – Historic Center		
Master Plan Area	Mainstreet Master Plan Character Area		
Site Acreage	4.834 acres		
Subdivision	Parker Town Hall Exemption Plat Amendment 3		
Existing Use	Office		
Surrounding Uses			
	Master Plan Land Use	Zoning	Existing Use
North	Mainstreet Master Plan Character Area	GD - Greater Downtown District – Historic Center	Vacant Pine Curve property and Douglas County Library
South	Medium Density Residential	ER - Estate Residential District	Sulphur Gulch and existing residential - Rowley Downs
East	Medium Density Residential	PD - Planned Development	Vacant Rowley Downs Tract A – Future Town Hall campus expansion.

West	Mainstreet Master Plan Character Area	GD - Greater Downtown District – Historic Center	Old Town Hall and PACE Center
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IV. PARKER 2035 MASTER PLAN

[Parker 2035 Master Plan | Town of Parker - Official Website](#)

MASTER PLAN CONSISTENCY	
Master Plan Designation	Mainstreet Master Plan <input checked="" type="checkbox"/> Consistent <input type="checkbox"/> Inconsistent
Master Plan Character Discussion	<p>The Mainstreet Master Plan Area envisions future development for the Mainstreet corridor as a pedestrian-friendly environment that supports a vibrant and sustainable downtown area. Building upon this vision, new development and redevelopment strategies for the larger Mainstreet corridor will strive to encourage active pedestrian-oriented ground floor uses for buildings and parcels adjacent to Mainstreet, while directing office and residential uses to upper floors.</p> <p>Focus will be placed on filling in physical gaps between existing buildings and increasing development intensity and critical mass. The Mainstreet Master Plan also includes specific guidance on the following:</p> <ul style="list-style-type: none"> • Ground-floor active uses will be promoted to support a walkable pedestrian environment with interactive storefronts for Mainstreet. Active ground-floor uses will include retail, restaurants, boutiques, coffee shops, art galleries, personal services and other similar uses. • Daytime Activity - Actively pursue employers to the Downtown area will create a higher intensity of office jobs and higher education uses that support a daytime economy. • Streetscape - Create character, shade, and visual interest for the built environment in Downtown will emphasize the installation of a continuous line of street trees, public art, street furnishings, and hardscape along both sides of Mainstreet. • Building Heights - New development within the Mainstreet Master Plan Area must be a minimum of two stories, • Architecture - Emphasis will be placed on using high quality building materials in the design of authentic and diverse architecture.

	The Denver Regional Council of Governments (DRCOG) classifies this character area as an Urban Center through their Metro Vision 2035 Plan.
Consistent Goals/Strategies	Land Use 1.A Land Use 1.B Land Use 1.C Land Use 1.E Land Use 1.H Community Appearance and Design 1.D Jobs and Economic Vitality 4 Public Services and Facilities 1
Staff Analysis	<p>The project proposes to expand the existing Town Hall Facility adding additional office space to the eastern part of the Mainstreet Master Plan Area. Although, the Mainstreet Master Plan encourages active ground floor uses while locating office uses on upper stories, the location of the expansion is on the far east side of Mainstreet where Mainstreet is an arterial road and does not have on street parking,</p> <p>The expansion of Town Hall will increase daytime activity in downtown allowing for a higher intensity of office jobs and higher education uses that support a daytime economy.</p> <p>The proposed design will enhance the streetscape along this section of Mainstreet creating more character, shade, and visual interest and bringing the building closer to Mainstreet creating the corner end cap of the Mainstreet Master Plan area.</p> <p>The office expansion will meet the recommended minimum of two stories in height. The architecture for the Town hall expansion will use high quality building materials with authentic architecture.</p> <p>The proposed Site Plan Amendment will not only expand the office space, but will also allow for the central location of essential Town functions for the Towns residents and businesses.</p>

OTHER MASTER PLANNING DOCUMENTS

OTHER PLANNING DOCUMENTS CONSISTENCY	
Other Planning Documents	Parker Mainstreet Master Plan
Policies/Guidelines/Strategies	Meets the vision and goals for Plan Area and Old Town

Consistency Review	<input checked="" type="checkbox"/> Consistent <input type="checkbox"/> Inconsistent <input type="checkbox"/> N/A
Staff Analysis	As stated within the Mainstreet Master Plan “Mainstreet is the heart and soul of the Parker Community, reflecting its character, culture and heritage.” Mainstreet is identified as the economic, cultural and social center of the Parker Community. The subject property is located within the Old Town area of the Master Plan. The vision for Old Town is to continue shaping the vital downtown enriching the community, residents and visitors alike. The proposed addition to the Town Hall facility will locate essential functions of the Town Government into one location, providing better service to the community as a whole.

V. LAND DEVELOPMENT ORDINANCE

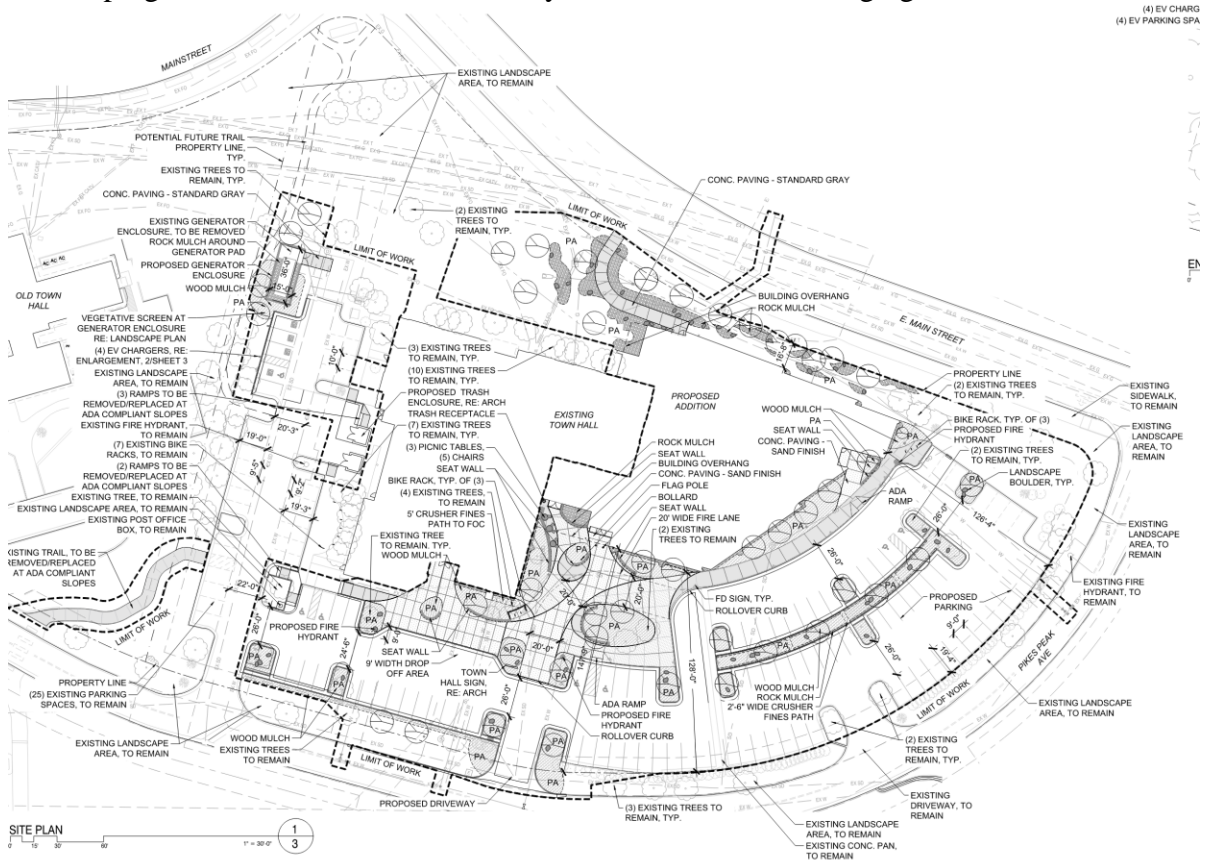
ZONING CONSISTENCY (Site Plan/UBSR/Sketch/Prelim Plan/MDP)			
Provisions	Existing/Required	Proposed	Analysis
Setbacks	Front – 0’ Side – None Rear – None Corner – 0’	Mainstreet – 16’8” Pikes Peak – 126’9”	<input checked="" type="checkbox"/> Consistent <input type="checkbox"/> Inconsistent <input type="checkbox"/> N/A
Density	N/A	N/A	<input type="checkbox"/> Consistent <input type="checkbox"/> Inconsistent <input checked="" type="checkbox"/> N/A
Height/Stories	60’	34’	<input checked="" type="checkbox"/> Consistent <input type="checkbox"/> Inconsistent <input type="checkbox"/> N/A
Lot Size	None	4.834 acres	<input checked="" type="checkbox"/> Consistent <input type="checkbox"/> Inconsistent <input type="checkbox"/> N/A
Landscaping	Greater Downtown Historic Center 10% of the site is required to be landscaped	72,882 square feet or 42% of the overall site	<input checked="" type="checkbox"/> Consistent <input type="checkbox"/> Inconsistent <input type="checkbox"/> N/A
Off-Street Parking	Title 13.06.050 115 spaces	123 spaces	<input checked="" type="checkbox"/> Consistent <input type="checkbox"/> Inconsistent <input type="checkbox"/> N/A
Miscellaneous	10 bicycle spaces are required	Bicycle parking has been included. There are a total of 14 bicycle spaces that are	<input checked="" type="checkbox"/> Consistent <input type="checkbox"/> Inconsistent <input type="checkbox"/> N/A

		existing and will remain on site with an additional 12 spaces proposed.	
Staff Analysis	This site plan meets or exceeds the zoning and Land Development Ordinance requirements.		

VI. DESIGN REVIEW

The application proposes adding approximately 32,000 square feet of office area to the east side of the existing Town Hall building. The addition will be located within an existing landscape and parking area, and bring the building closer to Mainstreet on the north.

The application is subject to the Greater Downtown Historic Center Guidelines as well as the Town of Parker’s Development Design Standards. The layout of the building, parking landscaping and architecture were all analyzed based on these design guidelines.



Although the addition will be located within existing landscape and parking areas, the proposal still exceeds the requirements for required landscaping and parking. As part of the landscaping proposed for the property, additional shrubs and trees are proposed to bring the property into compliance with the current standards for property perimeter landscaping. Parking will continue to exceed the minimum requirements as well. Pursuant to the Parking Requirements within the Land Development Ordinance, the site is required to have a total of 115 parking spaces, with 121 parking spaces proposed.

The proposed addition will consist of similar colors and materials as the existing building. These materials include red and blonde brick as well as metal. The original building was constructed in 2001. Architecture schemes and materials have changed and evolved over time. Instead of trying to match the existing architecture and color schemes the architects tried to integrate colors and materials to blend the two sections of the building creating a new character. The additional will include similar building form and massing. The addition is made up of multiple recessed and/or projecting elements which are intended to break the building bulk into smaller elements. The building is also designed to break the roof line at certain intervals in order to create visual interest.



After review and analysis, Staff has determined that all elements of the Greater Downtown Historic Center and Development Design Standards have been satisfied for the proposed development.

VII. ACCESS, CIRCULATION & TRAFFIC ANALYSIS

Vehicular Access

Vehicular access to the property will remain substantially unchanged as part of this application. Access to the property will be provided along Pikes Peak Avenue. Currently, there are three (3) access points off Pikes Peak Avenue. The far east and west access points will remain unchanged. However, the center access point where the current round about is located will be moved. This access point will be relocated to the east and the existing round

about will be removed. Pikes Peak Avenue was constructed and is sufficient to provide adequate access to the site. The Town has determined that the three access points existing and proposed for the development are sufficient to provide vehicular access to the site.

Pedestrian & Bicycle Access

Pedestrian and bicycle access will continue to be provided along Pikes Peak Avenue to the west. The existing west access to Town Hall along Pikes Peak Avenue will be reconstructed to ensure compliance with ADA requirements. In addition, a pedestrian sidewalk is proposed to connect the addition to Mainstreet to the north. This pedestrian connection is not a public access as it leads to an access controlled entrance. However, a future pedestrian path is proposed to connect the property to the existing sidewalk along Mainstreet to the north, which will provide public access to the building.

VIII. SUMMARY REFERRAL AGENCY COMMENTS AND CONDITIONS

Agency	Comments
Parker Engineering	Approved
Parker Building	Approved
Fire Life Safety	Advisory Comments – applicant has addressed comments in the provided redlines.
Parker Police	No Comment
Parker Water & Sanitation District	Advisory Comments – Payment of the upsized meter will be required prior to building permits.
Cherry Creek Basin Water Quality Authority	Advisory Comments – The Authority acknowledges that the plans will be reviewed for compliance with the applicable regulations by the Town of Parker.
Parker Economic Development	No Comment
Xcel	Advisory Comments - PSCO acknowledges that the natural gas service pipeline will be relocated out of the footprint of the planned building addition.
CORE	Approved
CenturyLink	No Comment
Comcast	No Comment
Parker Authority for Reinvestment	No Comment
Rowley Downs	No Comment
Parker Vista HOA	No Comment

IX. CONCLUSION

The property has been zoned and used as the Town Hall facilities since 1988. The proposal to construct an additional 32,000 square feet of office space on site is a permitted use on the property. Per the Town of Parker Land Development Ordinance, any non-residential development must receive Site Plan or Site Plan Amendment approval to ensure that certain Town criteria are met. This Site Plan Amendment approval is required prior to

construction. Review criteria include satisfaction of setbacks, heights, parking, landscaping, density, layout, architecture and all Public Work/Engineering requirements. After careful review and analysis, staff has determined that the proposed application has satisfied all requirements for a Site Plan Amendment within the Town of Parker. Staff recommends that the Planning Commission approve the proposed Site Plan Amendment.

X. RECOMMENDED CONDITIONS

1. **Approved Site Plan** - The Site Plan exhibit, building elevations exhibit and landscape plan exhibit **stamped 'Final Document' on (Insert Date) and** uploaded to TRAKiT on **(Insert Date)**, shall be the approved plans.
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 - A certification statement by a licensed professional engineer **and** surveyor, accompanied by their stamp and signature. Please contact the Planning Division to obtain the specific language that is required.
9. **Signage Not Included** - Approval of this site plan **DOES NOT INCLUDE SIGNAGE**. All signage for this site and building will be required to meet the Town of Parker Sign Code Chapter 13.09 and will require a separate sign permit application submittal.

XI. ATTACHMENTS
Site Plan

Report Approved By: Bryce Matthews, Assistant Director-Planning