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June 18, 2024

Anderson Mason Dale Architects  
3198 Speer Boulevard  
Denver, CO 80211

Subject: Parker Town Hall Exemption Plat AMD3 L1 Town Hall Addition  
Site Plan [Case File SP23-097]

Anderson Mason Dale Architects,

The Town of Parker has completed the review of the above referenced application for a Site Plan filed by Anderson Mason Dale Architects. 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 Pine Drive.

This correspondence is to inform you that following referral agency review and Town staff evaluation, the above referenced application was scheduled for Public Hearing. On May 23, 2024, the Planning Commission recommended Town Council approve the Site Plan and on June 17, 2024, Town Council **approved the Site Plan subject to the conditions set forth in this letter.** The Site Plan was evaluated against the criteria specified in the Town of Parker Land Development Ordinance and applicable Town standards, guidelines and regulatory manuals referenced within the Town's Land Development Ordinance.

**NOTIFY YOUR CASE PLANNER OF ALL ALTERATIONS, MODIFICATIONS, SUBSTITUTIONS, OR REVISIONS FROM THE APPROVED SITE PLAN, ARCHITECTURE, LANDSCAPING, AND CONSTRUCTION PLAN DOCUMENTS - ALL CHANGES WILL NEED TO BE SUBMITTED THROUGH ETRAKIT AND WILL REQUIRE APPROVAL BY THE TOWN'S COMMUNITY DEVELOPMENT DEPARTMENT.**

Please be advised that this approval is subject to the Parker Municipal Code, and the following conditions of approval:

#### **Standard Conditions**

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1. **Approved Site Plan:** The Site Plan Amendment exhibit, building elevations exhibit and landscape plan exhibit **stamped 'Final Document' on June 17, 2024** and uploaded to eTRAKiT on June 18, 2024, shall be the approved plans.

2. **Approved Construction Plan Documents**: The construction plan documents signed by the Building Division, Engineering/Public Works Department and Parker Water and Sanitation District 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 as part of the application for site plan amendment approval and shall remain in effect for 15 MONTHS from the date of approval. If a Grading Permit or Building Permit is not obtained within 15 months, this approval becomes null and void. The Community Development Director, upon written request, may grant a 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 work on any site where prairie dogs are present.
6. **Permits Required**: It is the applicant's responsibility to obtain all required permits prior to starting work on the site, including Grading Permits, Building Permits and Electrical Permits.
7. **Above Ground On-Site Utilities**: The 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 shall 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. The 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. **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 systems, HVAC, vents or appurtenances that are not shown on the approved plans may require additional conditions for screening in accordance with code and as determined by the Town.
9. **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.
10. The applicant shall submit an as-built drawing of the individual lot which indicates the installed improvements, finished floor elevation(s) and the finished grade site elevation points sufficient to show positive drainage away from the building(s).

11. The applicant shall provide 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.
12. **Signage Not Included:** The approval of this site plan amendment DOES NOT INCLUDE SIGNAGE. All signage for this site and building will be required to meet the Town Sign Code Chapter 13.09 and will require a separate sign permit application.

The approved Site Plan and conditions of approval will form the basis of Community Development's inspection of the site prior to release of a Certificate of Occupancy or Completion. The Certificate of Occupancy or Completion will not be released until inspection approvals have been granted and the above referenced conditions have been satisfied.

Please feel free to contact me at 303.841.2332 should you have any questions.

Sincerely,



Bryce Matthews  
Assistant Director - Planning

: Stacey Nerger

cc: Stacey Nerger  
John Fussa, Community Development Director