



Lone Tree City Council Agenda Tuesday, October 20, 2015

Meeting Location: City Council Meeting Room, Lone Tree Civic Center, 8527 Lone Tree Parkway.
Meeting Procedure: The Lone Tree City Council and staff will meet in a public Study Session at 4:30pm. At 6:00pm and following the meeting, if necessary, the Council Meeting will adjourn and convene in Executive Session. If an Executive Session is not necessary, Council will recess for dinner. The Regular Session will be convened at 7:00pm. Study Sessions and Regular Sessions are open to the public, Executive Sessions are not. Comments from the public are welcome at these occasions: 1. Public Comment (brief comments on items not scheduled for a public hearing) 2. Public Hearings. Contact the City Clerk if special arrangements are needed to attend (at least 24 hours in advance).

4:30pm Study Session Agenda

1. South Metro Fire ARM (Advanced Resource Medic) Car Demo (NOTE: in the parking lot)
 2. Introduction of Darin Rose, Facilities Manager
 3. Code Enforcement/City Forestry Annual Update
 4. External Auditor Engagement Letter (FAI 11/3/15)
 5. **Resolution 15-14, APPOINTING A REPRESENTATIVE AND AN ALTERNATE TO THE RUETER HESS RESERVOIR RECREATION AUTHORITY** (Current Agenda Item)
 6. **Resolution 15-XX, ADOPTING THE NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)** (FAI 11/3/15)
 7. Upcoming Community Development Items
-

6:00pm Executive Session Agenda

1. Roll Call
 2. Executive Session
-

7:00pm Regular Session Agenda

3. Opening of Regular Meeting/Pledge of Allegiance
4. Amendments to the Agenda and Adoption of the Agenda
5. Conflict of Interest Inquiry
6. Public Comment
7. Announcements
8. Presentations
 - a. Special Achievement Recognition for Volunteer Marty Smith
 - b. GFOA Distinguished Budget Award
9. Consent Agenda
 - a. Minutes of the October 6, 2015 Regular Meeting
 - b. Minutes of the October 16, 2015 Special Meeting
 - c. Claims for the Period of September 28-October 12, 2015
 - d. Treasurer's Report for August 2015
10. Community Development
 - a. Parkway, Filing 3, 1st Amendment, Block 2, Lots 2-5, (Meadows Marketplace) SIP Amendment Project #SP15-59

12. Administrative Matters

- a. **Resolution 15-14, APPOINTING A REPRESENTATIVE AND AN ALTERNATE TO THE RUETER HESS RESERVOIR RECREATION AUTHORITY**
- b. Approval of Lone Tree Business Improvement District (BID) Operating Plan and Budget for 2016
- c. **Resolution 15-15, ADOPTING THE LONE TREE ARTS CENTER MISSION STATEMENT**

13. Council Comments

14. Adjournment

City of Lone Tree Upcoming Events

More info available at www.cityoflonetree.com and www.lonetreeartscenter.org

- 2015 Art Expo, currently up and continues through November 9th, LTAC
- Explorers Club, October 21st, 1:30 p.m., October 22nd, 7:30 p.m., October 23rd, 8:00 p.m., October 24th, 8:00 p.m., LTAC, Main Stage
- National Geographic: Exploring the Red Planet, Sunday, October 25th, 7:30 p.m. and Monday, October 26th, 10:00 a.m. student show, LTAC Main Stage
- Passport to Culture: Shadow Puppets, Charlotte's Web, Sunday, October 25th, 1:30 p.m., LTAC Event Hall
- Reading! And Other Superpowers, Tuesday October 27th 10:00 a.m., school show, 6:30 p.m. Sensory Friendly performance, LTAC, Main Stage
- Rock Legends, Saturday, October 31st, 8:00 p.m., LTAC, Main Stage



**CITY OF LONE TREE
STAFF REPORT**

TO: Mayor Gunning and City Council

FROM: Jeff Streater, Chief of Police

DATE: October 13, 2015

FOR: October 20, 2015

SUBJECT: VIPS Marty Smith

Summary

The President's Volunteer Service Award recognizes United States citizens and lawfully admitted, permanent residents of the United States who have received the required number of hours of service over a 12-month time period or cumulative hours over the course of a lifetime.

The President's Lifetime Achievement Award is given to those individuals who have completed 4,000 or more hours in their lifetime.

Cost

N/A

Suggested Motion or Recommended Action

Please join me in recognizing Marty Smith for receiving the President's Lifetime Achievement Award for accumulating more than 4,090 volunteer hours with the Lone Tree Police Department and City of Lone Tree.

Background

VIPS Marty Smith joined the Lone Tree Police Department as a Volunteer in Police Service in September 2010, after relocating from Wisconsin. He attended and completed the Douglas County Community Safety Volunteer Academy in 2011 and began training as a patrol volunteer. In 2013, Marty was asked by his peers and coordinator to become a Field Training Volunteer or FTV and is responsible for the training of all new patrol volunteers in all aspects of patrol activities. He is responsible for the LTPD VIPS training program and serves as the liaison to the Douglas County Citizen Safety Volunteers Board of Directors.



Government Finance Officers Association
 203 North LaSalle Street, Suite 2700
 Chicago, Illinois 60601-1210
 312.977.9700 fax: 312.977.4806

August 20, 2015

PRESS RELEASE

For Further Information Contact
 Stephen J. Gauthier (312) 977-9700

Chicago--The Government Finance Officers Association of the United States and Canada (GFOA) is pleased to announce that **City of Lone Tree, Colorado** has received the GFOA's Distinguished Budget Presentation Award for its budget.

The award represents a significant achievement by the entity. It reflects the commitment of the governing body and staff to meeting the highest principles of governmental budgeting. In order to receive the budget award, the entity had to satisfy nationally recognized guidelines for effective budget presentation. These guidelines are designed to assess how well an entity's budget serves as:

- a policy document
- a financial plan
- an operations guide
- a communications device

Budget documents must be rated "proficient" in all four categories, and the fourteen mandatory criteria within those categories, to receive the award.

When a Distinguished Budget Presentation Award is granted to an entity, a Certificate of Recognition for Budget Presentation is also presented to the individual or department designated as being primarily responsible for its having achieved the award. This has been presented to **Kristin Baumgartner, Finance Director, Heather Lunde, Accountant**

For budgets beginning in 2013, 1,424 participants received the Award. Award recipients have pioneered efforts to improve the quality of budgeting and provide an excellent example for other governments throughout North America.

The Government Finance Officers Association is a major professional association servicing the needs of more than 18,000 appointed and elected local, state, and provincial-level government officials and other finance practitioners. It provides top quality publications, training programs, services, and products designed to enhance the skills and performance of those responsible for government finance policy and management. The association is headquartered in Chicago, Illinois, with offices in Washington D.C. The GFOA's Distinguished Budget Presentation Awards Program is the only national awards program in governmental budgeting.

**MINUTES OF A REGULAR MEETING
OF THE COUNCIL OF THE
CITY OF LONE TREE
HELD
October 6, 2015**

A regular meeting of the Council of the City of Lone Tree was held on Tuesday, October 6, 2015, at 7:00 p.m., at the Lone Tree City Council Chambers located at 8527 Lone Tree Parkway, Lone Tree, Colorado 80124.

Attendance

In attendance were:

James D. Gunning, Mayor
Jacqueline Millet, Mayor Pro Tem
Harold Anderson, Council Member
Kim Monson, Council Member
Susan Squyer, Council Member

Also in attendance were:

Seth Hoffman, City Manager
Jennifer Pettinger, City Clerk
Steve Hebert, Deputy City Manager
Torie Brazitis, Assistant to the City Manager
Jeff Holwell, Economic Development Director
Chief Jeffery Streeter, Lone Tree Police Department
Kristin Baumgartner, Finance Director
Kelly First, Community Development Director
Lisa Rigsby Peterson, Lone Tree Arts Center Director
Neil Rutledge, City Attorney, White, Bear and Ankele, P.C.
John Cotten, Public Works Director, TTG Corp.

Call to Order

Mayor Gunning called the meeting to order at 7:00 p.m., and observed that a quorum was present.

Pledge of Allegiance

Mayor Gunning led those assembled in reciting the Pledge of Allegiance.

Amendments to the Agenda

There were no amendments to the agenda.

Conflict of Interest

There was no conflict of interest.

Public Comment

There was no public comment.

Announcements

Kate Schaffer, Youth Commissioner, gave Council an update on the Youth Commission.

Mayor Gunning announced upcoming events.

Consent Agenda

Mayor Gunning noted the following items on the Consent Agenda, which consisted of:

- *Minutes of the September 15, 2015 Regular Meeting*
- *Claims for the period of September 7-20, 2015*

Council Member Squyer moved, Council Member Anderson seconded, to approve the Consent Agenda. The motion passed with a 5 to 0 vote.

Public Works

Approval of Contract for Park Meadows Drive & Kimmer Drive Intersection Improvements

John Cotten, Public Works Director, introduced the item.

Council Member Monson moved, Mayor Pro Tem Millet seconded, to approve the contract with Double R Excavating, Inc. in the amount of \$605,563.50 for the City of Lone Tree Park Meadows Drive/Kimmer Drive Intersection and authorize the Public Works Director to execute the contract documents. The motion passed with a 5 to 0 vote.

Community Development

Public Hearing: Ordinance 15-02, APPROVING THE REZONING OF CERTAIN TERRITORY KNOWN AND DESIGNATED AS A PORTION OF TRACT H, PARKWAY SUBDIVISION FILING NO. 1, IN THE CITY OF LONE TREE, COLORADO (GENERAL MOTORS) (Second Reading) Project ZR15-37

Mayor Gunning opened the public hearing at 7:11 p.m.

Kelly First, Community Development Director, introduced the item.

Mayor Gunning opened the public hearing for comment at 7:13 p.m.

There was no public comment.

The public hearing was closed at 7:13 p.m.

Mayor Pro Tem Millet moved, Council Member Anderson seconded, to approve **Ordinance 15-02, APPROVING THE REZONING OF CERTAIN TERRITORY KNOWN AND DESIGNATED AS A PORTION OF TRACT H, PARKWAY SUBDIVISION FILING NO. 1, IN THE CITY OF LONE TREE, COLORADO (GENERAL MOTORS)** on Second Reading. The motion passed with a 5 to 0 vote.

Administrative Matters

Public Hearing: Affirmation of Emergency Ordinance 15-05, FOR THE DISSOLUTION OF THE EXISTING LONE TREE ENTERTAINMENT BUSINESS IMPROVEMENT DISTRICT

Mayor Gunning opened the public hearing at 7:14 p.m.

Jeff Holwell, Economic Development Director, introduced the item.

Mayor Gunning opened the public hearing for comment at 7:17 p.m.

There was no public comment.

The public hearing was closed at 7:17 p.m.

Council Member Anderson moved, Council Member Monson seconded, to affirm **Emergency Ordinance 15-05, FOR THE DISSOLUTION OF THE EXISTING LONE TREE ENTERTAINMENT BUSINESS IMPROVEMENT DISTRICT.** The motion passed with a 5 to 0 vote.

Approval of Park Meadows Business Improvement District (BID) 2016 Operating Plan and Budget

Neil Rutledge, City Attorney, introduced the item and Pam Schenck-Kelly. Ms. Schenck-Kelly, Park Meadows General Manager, spoke about the District.

Council Member Squyer moved, Mayor Pro Tem Millet seconded, to approve the Park Meadows Business Improvement District (BID) 2016 Operating Plan and Budget. The motion passed with a 5 to 0 vote.

Adjournment

There being no further business, Mayor Gunning adjourned the meeting at 7:59 p.m.

Respectfully submitted,

Jennifer Pettinger, CMC, City Clerk

DRAFT



CITY OF LONE TREE

Project Summary

Date: October 20, 2015 City Council Meeting

Project Name: Parkway Filing 3, 1st Amdt., Block 2, Most of Lot 4
(Meadows Market Place)

Location: The property is located in the Meadows Marketplace shopping center (on the Home Depot lot), at the southwest corner of Yosemite St. and Parkland Road.

Project Type / #: Site Improvement Plan (SIP), Project SP15-59

Staff Contacts: Kelly First, Community Development Director
Jennifer Drybread, Senior Planner

Meeting Type: Public Meeting

Summary of Request:

Approval of a Site Improvement Plan (SIP) for a 3,966 square foot retail/restaurant building on 0.89 acres of the existing 20.95 Meadows Marketplace site.

Planning Commission Recommendation:

The Planning Commission reviewed this item at their meeting on September 22, 2015 and unanimously recommended approval, subject to approval by the Public Works Department and conditioned upon modifying the plans to create a four-way stop intersection with shortened crosswalk, and a recommendation to make striping modifications at the entrance to the center from Yosemite Street.

Suggested Action:

Approval, subject to final approval by Public Works.



CITY OF LONE TREE
STAFF REPORT

TO: City of Lone Tree City Council

FROM: Kelly First, Community Development Director
Jennifer Drybread, Senior Planner

DATE: October 14, 2015

FOR: October 20, 2015 City Council Meeting

SUBJECT: Parkway Filing 3, 1st Amdt., Block 2, Most of Lot 4
Site Improvement Plan, Project File SP15-59

Owner:
CBRE
8390 Crescent Parkway, #300
Greenwood Village, CO 80111

Representative:
MAH Arch. Group
1385 S. CO Blvd, Penthouse
Denver, CO 80222

Planning Commission Meeting Date:
City Council Meeting Date:

September 22, 2015
October 20, 2015

A. REQUEST:

Approval of a Site Improvement Plan (SIP) for a 3,966 square foot retail/restaurant building on 0.89 acres of the existing 20.95 Meadows Marketplace site.

B. LOCATION:

The property is located in the Meadows Marketplace shopping center (on the Home Depot lot), at the southwest corner of Yosemite St. and Parkland Road. The adjacent land uses are as follows:

East: Retail (Verizon)
West: Parking lot and Mixed retail
North: Mixed retail
South: Big box retail (Home Depot)

C. SITE CHARACTERISTICS:

The property is generally level, and is currently paved and used for parking. There is perimeter landscaping on the north, south, and east side of this site.

D. SERVICE PROVIDERS:

Water:	Southgate Water District
Sanitation:	Southgate Sanitation District
Police:	Lone Tree Police
Fire:	South Metro Fire Rescue Authority

E. BACKGROUND:

This site is part of a retail center approved by Douglas County in 1996. That plan depicted this area as parking. Subsequently the entrance to this center off Yosemite Street was reconstructed to provide better access in and out of the center. The access reconfiguration modified the site layout somewhat, but retained the use of this area for parking. While the subject site is some distance away from Home Depot and other retail, it is used infrequently for parking, even during peak spring and summer time shopping periods.

F. DESCRIPTION:

Zoning. The property is zoned C-2 (Commercial 2), and the proposed use is permitted by zoning.

Access. There is sufficient access to this property. The site is proposed to be accessed via an east-west access drive that runs through the center.

City planning and engineering staff worked with the applicant to address traffic flow and pedestrian safety, as customers to this retail building may park south of the access drive, and will need to cross this relatively busy entrance. In response the applicant proposes pavement striping and stop signs along this east-west access drive, as shown on Sheet 3 of the SIP.

Sidewalk access is proposed to be added on the north side of the building connecting to the patio from Yosemite Street.

Parking. The proposed parking complies with the parking standards as required by the City's Zoning Code. A detailed shared parking analysis (Sheet 2) was undertaken to determine parking demand, based on the uses at the center. This analysis showed that the amount of parking (850 spaces) in the center, exceeded the 836 parking spaces required by the code based on the City's shared parking formula.

Staff also conducted four site visits to this area on April 10th and 11th and again on April 17th and 18th (Fridays and Saturdays) of this year. Spring is a busy time for the Home Depot retailer, particularly when customers begin landscaping improvements, and 50 parking spaces at the lot are replaced with an outdoor plant sale display area. Staff's survey showed:

At 3pm on Friday, April 17th:

Bed Bath & Beyond survey area – 148 vacant parking spaces
Home Depot Survey survey area – 200 vacant parking spaces

At 12 noon on Saturday, April 18th:

Bed Bath & Beyond survey area - 126 vacant parking spaces
Home Depot survey area – 141 vacant parking spaces

At 4pm on Friday, April 10th:

Bed Bath & Beyond survey area – 137 vacant parking spaces
Home Depot survey area – 214 vacant parking spaces

At 11:30 on Saturday, April 11th:

Bed Bath & Beyond survey area – 133 vacant parking spaces
Home Depot survey area – 119 vacant parking spaces

With this analysis, staff concludes that parking will be sufficient in the center to accommodate the addition of this retail building.

Building Design. The proposed building design is consistent with the City's Design Guidelines. With its stacked stone base, stucco exterior, earthtone colors, and rooftop banding, it is complementary in design with other buildings in the center. The building has 4-sided architecture, important here as all sides of the building can be seen (the utility meters and switch gear on the south side of the building will be painted to match the building). Wall expanse is broken up by large windows, stacked stone, red banding and accent EIFS. Building entries on the west side of the building are prominent. All rooftop mechanical units will be screened by the parapet. All tables, chairs, umbrellas, trash receptacles, benches and

other amenities will be reviewed by the City, as part of an Administrative Amendment to the SIP.

Landscaping. The proposed landscape and irrigation plans are compliant with the City's requirements. Landscaping proposed is adapted to this climate, and is generally low-water intensive. Evergreen shrubs and ornamental grasses are provided for year-round interest.

Lighting. Parking lot lighting is fully cut-off to minimize light pollution. The only exterior lighting are recessed canister light fixtures located within the signage and building overhang; there are no building mounted fixtures.

Snow Storage. Snow storage will be accommodated as needed in the larger center (all of the property in the center is under one ownership). There are 14 more parking spaces than required by the City, providing space for snow storage.

G. PLANNING COMMISSION REVIEW:

The following has been taken directly from the minutes of the Planning Commission meeting held on September 22, 2015:

Ms. Drybread introduced the proposed, single-story, restaurant/retail building, its location, and context. She stated that the architecture was consistent with the existing shopping center. She stated that the access would be modified to include stop signs and striping (when motorists turn right from Yosemite) to protect pedestrians and put drivers on notice that people will be crossing. The landscape plan shows fairly dense plantings. There were no concerns from referrals. She stated that staff finds the application in conformance with with the SIP requirements of the Lone Tree Zoning Code, the Subdivision Code, the Comprehensive Plan, and the City's Design Guidelines. Staff recommended approval subject to final approval from the Public Works Department.

Ms. Drybread introduced Chad August, the applicant's representative for the property. Mr. August provided an overview of the entire shopping center site. His presentation included a graphic comparing existing conditions with what is proposed, and their intention to retain as many existing trees as possible. The parking islands would be redone to accommodate the new drive isle. The building would be finished in EIFS.

Commissioner Dodgen noticed that the corners of the existing retail center buildings protrude, with recessed signs, whereas on this proposal the corners are recessed, and the signs are more prominent.

Mr. August stated that they were trying to coordinate the design of this building to the most recent addition to the center, Roadrunner Sports; mimicking that

building's architecture. Commissioner Dodgen reiterated that he preferred the architecture with more prominent corners as opposed to the proposal.

Commissioner Dodgen also expressed concern with the traffic circulation in the parking lot. He stated that he had difficulties with the location of the building due to cars speeding around the corner as they enter the retail center from Yosemite Street. He felt that the proposed stop signs, though a positive, would create a potential for fender-benders.

He asked if they had considered locating the building south of Party City instead of at this site. Mr. August stated that they did consider other locations within the center, but it was the client's intent to site the building in a visible location, where parking is currently underutilized.

Vice Chair Kirchner echoed Commissioner Dodgen's concerns about traffic flow. He hoped that the stop signs would mitigate some of the pedestrian safety issues, with the building being sited so close to the entrance to the center. Mr. August responded that the proposed condition would tighten the turn radius at the main entrance, effectively calming traffic flow.

Commissioner Kirchner worried about the practicality of locating the trash enclosure 25 yards from the main building, and felt it should be closer. Mr. August stated that the intent was to maximize parking closer to the building. Commissioner Kirchner felt it seemed excessively far from where the building was located.

Vice Chair Kirchner asked whether the total number of parking spaces was adequate, Ms. Drybread stated that they were. Vice Chair Kirchner stated that he differed from Commissioner Dodgen's opinion about the building design in that he likes the proposed architecture.

Commissioner Steele stated that though he liked the architecture, and understands the location of the building from a visibility standpoint, he wrestled with the siting of the building. He inquired about the ownership of the center – whether Home Depot was an owner or a tenant. Mr. August responded that the center was under common ownership; therefore, reciprocal parking easements would not be required.

Commissioner Steele asked if it would be a restaurant or retail use. Mr. August responded that specific tenants have not been selected yet. Grease traps would be included in both spaces to accommodate small restaurants.

Commissioner Steele inquired about loading and docking. Mr. August added that the site would be front-loaded, with rear doors for exits, consistent with the other buildings in the center.

Commissioner Steele asked if there was a difference between required restaurant parking and retail uses. Ms. First responded that the Zoning Code scheduled restaurant parking at one space per every 100 square feet and retail at one space for every 250 square feet; and that the proposal was parked for restaurant.

Ms. Drybread stated that 55 spaces would be required for the restaurant use, but that it would take into account shared parking within the shopping center. There would be 17 spaces provided adjacent to the restaurant.

Commissioner Steele stated that drivers tend to stall when they enter the center from Yosemite Street because they are not sure where they are going or what the signalization is. He expressed concern that the intersection was already too complicated, and that the added stop signs would further confuse circulation. Mr. August stated that the two new stop signs were added over concerns about pedestrian safety. Commissioner Steele expressed concern that additional stop signs would exacerbate stacking and traffic flow problems.

Commissioner Steele said he supported outdoor seating and asked where the patios were located. He inquired as to what the barrier was at the patio, and Mr. August responded that it had a metal railing. He stated that Verizon and Party City had more self-contained parking. He stated that if Mr. August could ameliorate any of his anxiety about traffic circulation, he was open to his comments. Mr. August responded that additional, longer striping at the entrance from Yosemite Street could possibly improve the traffic safety of the site.

Commissioner Steele theorized that moving the westernmost proposed stop sign one curb island over to the east would create a common stopping point at the cross-access drive aisle closest to the building. This would increase the visibility of the stop signs for the pedestrians and for cars and simplify traffic flow at the parking lot intersection nearest the proposed building.

Commissioner Dodgen inquired where the pedestrians would actually cross. Ms. Drybread stated that the pedestrians would cross where the stripes were indicated. Mr. August suggested tightening up the crosswalk striping, focusing pedestrian flow.

Vice Chair Kirchner suggested making the crossing point a four-way stop at the intersecting drive isle to the building, protecting pedestrians and focusing pedestrian traffic.

Commissioner Carlson inquired what the rationale was for placing the stop sign at the end of the retaining wall, parking lot island. She inquired if they were trying to create a pedestrian connection to the portion of the shopping center that was located below the retaining wall – Bed Bath and Beyond and Lucas Liquors. Mr. August responded that there were stairs traversing the retaining wall; but that no additional connections were being considered.

There was a consensus among the Commissioners that the cross-isle should have a four-way stop.

Commissioner Carlson inquired about shading for both patios. Mr. August responded that they would leave the provision of shading to tenants – to be accommodated with outdoor furniture canopies, etc.

Commissioner Mikolajczak inquired if it was predetermined to be a restaurant. Mr. Hunsinger of MAH Architectural Group responded that it was designed to support restaurant uses; however, there were no signed leases.

Commissioner Mikolajczak also wished that the building could face south to relate better with Party City and Verizon, and wished that the red could be bolder on the building striping. He did however recognize that building orientations typically relate to their parking. He said he was initially concerned about the parking but is no longer concerned. He wished that the trash enclosure would be closer, but felt that you can't move it over due to drainage.

Commissioner Mikolajczak wanted a pedestrian refuge. He does not like retail centers that have stop signs, crosswalks, and clutter everywhere, because too much causes people to disregard the signs. He supported the other Commissioner's idea of focusing the pedestrian crossing on one area. He noted that tightening up the stop signs would declutter circulation, causing motorists to pay more attention to pedestrian and vehicular safety.

Commissioner Mikolajczak inquired why the sidewalk along Yosemite west of the center entrance did not continue adjacent from the proposed building. The applicant responded that the intersection had been redesigned several years ago, before this retail building was planned. He pointed out the new pedestrian connection into the site along Yosemite Street.

Chair Sippel supported the four-way stop sign. She stated that she has observed people doing all sorts of things, stopping, turning the other way, and almost crashing in this area. She felt that it was dangerous for pedestrians, and would like to see something in addition to the stop signs and striping to protect pedestrians.

She also inquired about whether the existing landscaping would be replaced. Mr. August stated that the intent was to keep as much of the original as possible. She wanted the red bark mulch changed to a natural color as the red fades to pink over time.

Vice Chair Kirchner made a motion to recommend approval of SIP SP15-59 subject to approval by the Public Works Department and conditioned upon modifying the plans to create a four-way stop intersection with shortened crosswalk, and improving the striping of the lanes at the center entrance. Commissioner Mikolajczak inquired whether these conditions were acceptable to the applicant. Mr. Hunsinger of MAH Architectural Group replied that he would have to check with property management, but the owner would probably not have a problem with the conditions. Ms. First stated that design changes would be made in consultation with the Public Works Department to meet traffic standards. The motion was modified by Vice Chair Kirchner so that the striping changes at the entrance are a recommendation, rather than a condition of approval. Commissioner Steele seconded, and the motion passed unanimously.

(Staff note: these access modifications have been made as proposed by the Planning Commission, and are included in the SIP attached to this application. The Public Works Department has reviewed and approved these modifications.)

H. REFERRALS: Homeowner Associations in the City were sent a referral and staff received one response from the RidgeGate West Village HOA that they had no comment. There were no major concerns expressed by referral agencies. Public Works Department concerns will be addressed as a condition of approval as is standard practice.

I. STAFF FINDINGS AND RECOMMENDATION:

Staff finds that the application is in conformance with the SIP requirements of the Lone Tree Zoning Code, the Subdivision Code, the Comprehensive Plan, and the City's Design Guidelines.

The applicant has addressed Planning Commission recommendations with regard to pedestrian access (these recommendations have been reviewed and approved by the Public Works Department).

Staff recommends City Council approval of the SIP, subject to final approval by the Public Works Department.

J. ATTACHMENTS

- Application, project narrative, referral responses
- Renderings
- SIP

END

City of Lone Tree

Department of Community Development
9220 Kimmer Drive Suite 100
Lone Tree, CO 80124
Ph: 303-708-1818 Fax 303-225-4949

DEVELOPMENT APPLICATION FORM

◆ OFFICE USE ONLY ◆

PROJECT NAME: Parkway, Fil 3, 1st Amdt, Blk 2, lot 4 - PROJECT FILE # SP15-59

REQUEST: SIP Approval (Meadows Mkt. Place)

SITE LOCATION: 8475 YOSEMITE STREET, Lone TREE, CO 80124
(Nearest Intersections) (S. YOSEMITE ST. & PARKLAND Rd)

DATE SUBMITTED: 6/29/15

OWNER:
Name: CBRE - CONTACT: GENE DECHANT
Address: 8390 CRESCENT PARKWAY, STE. 300 GREENWOOD VILLAGE, CO 80111
Phone: 720.528.6481 FAX:

FEES: \$3,200 #3817 + #1507
(Engineering fees are not included)

AUTHORIZED REPRESENTATIVE:

Name: CHAD AUGUST Fax: 303 778-0609
Address: 1385 S. COLORADO BLVD., PENTHS Email: chad@maharch.com
Phone: 303 778-0608 Business/Project Name: MAH ARCHITECTURAL GROUP

LEGAL DESCRIPTION (site address):

PROJECT INFORMATION:

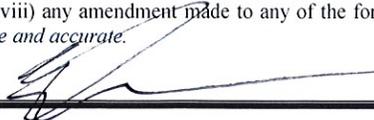
Subdivision Name: PARKWAY FILING No. 3 Filing #: 3, 1st Lot # (if appropriate): 2-5 Block #: 2
Planning Area # (if PD) AMENOMENT

PRESENT ZONING: COMMERCIAL, C-2 (When rezoning) - PROPOSED ZONING N/A

GROSS ACREAGE: TOTAL SITE 20.95 # of units (residential) N/A
AFFECTED AREA OF WORK 0.89
Unit type:

FIRE DISTRICT: SOUTH METRO METRO DIST:
WATER: SOUTH GATE ELEC: XCEL
SEWER: SOUTH GATE GAS: XCEL

Further submissions pursuant to this application may include any and all development proposals, submissions, applications and procedures that may be made or initiated under the City of Lone Tree Charter, ordinances, rules, regulations, guidelines or policies including, without limitation, those for any of the following: (i) annexation; (ii) zoning or re-zoning, including any development plan for zoning within the Planned Development (PD) District; (iii) preliminary PD or PUD site plan, or related design guidelines or development standards; (iv) final PD or PUD site plan; (v) Site Improvement Plan; (vi) any master or general development plan, sub-area plan, site plan or similar development plan, however denominated, which may be provided for under any PD development plan or any other zoning; (vii) Sketch Plan, Preliminary Plat or Final Plat; or (viii) any amendment made to any of the foregoing, as applied for or as approved. *To the best of my knowledge, the information contained on this application is true and accurate.*

APPLICANT SIGNATURE: 

Date: 06-26-2015

Letter of Authorization

Regarding Development Applications for Land Use Entitlements
(Form must be Filled Out if the Applicant is not the Property Owner)

City of Lone Tree
9220 Kimmer Drive #100
Lone Tree, CO 80124

RE: Property Address: 8477 South Yosemite Street, Lone Tree, Colorado 80124

Assessor's Parcel Number (SPN): (Four parcels make up Meadows Marketplace) 2231-032-01-014, 2231-032-01-016, 2231-032-01-018 & 231-032-01-020

To Whom It May Concern:

I/We, the owner(s) of the above described real property, authorize Micheal Hunsinger of MAH Architectural Group to act as an agent on my/our behalf for the purpose of creating, filing and/or managing an application for Meadows Marketplace, LLC to development of a pad site building from the ground up (type of development or permit application).

The undersigned hereby certifies to being the fee owner(s) or legally authorized representative of the fee owner(s) of the real property described above.

Gene Dechant of CBRE, Inc as Agent for Meadows Marketplace, LLC
(Print Name of Owner)



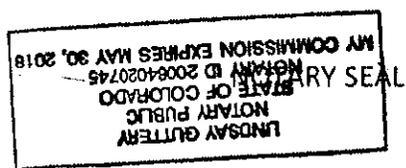
(Signature of Owner or Authorized Representative)

State of Colorado
County of Arapahoe

The foregoing instrument was acknowledged before me this 24th day of June, 2015
by Gene Dechant



(Notary's official signature)



June 26, 2015
rev. August 10, 2015

City of Lone Tree
Community Development Department
Planning Division
9220 Kimmer Drive, Suite 100
Lone Tree, Colorado 80124

Project Name: New Retail Pad Site and Building
Job Address: 8471 Yosemite Street, Lone Tree, CO 80124
Legal Description: A PARCEL OF LAND SITUATED IN THE NORTHEAST 1/4 SECTION 3 TOWNSHIP 6 SOUTH, RANGE 67 WEST OF THE 6TH PRINCIPAL MERIDIAN, COUNTY OF DOUGLAS, STATE OF COLORADO
Project Zoning: Commercial, Sub-Zone C2
Adjacent Zoning: Commercial, Sub-Zone C2, PD (Park Meadows Mall)
Owner's Representative: Gene Dechant, CBRE, INC., 8390 E. Crescent Parkway, Suite 300, Greenwood Village, CO 80111
SIP Preparer: Michael Hunsinger, AIA, MAH Architectural Group, 1385 S. Colorado Blvd., Penthouse, Denver, CO 80222

Please find this letter to serve as the **Project Narrative** for the above reference project.

Meadows Marketplace, an existing retail center with retailers ranging from regional businesses to large international corporations with big-box supercenter retail facilities. The project is to construct a new retail pad site with an associated 3,966 s.f. retail building within its existing parcel. The new building will be designed to accommodate tenants ranging from a single user to multiple tenants with all the required infrastructure in place for either retail or restaurant tenants. The Property Management will begin construction as soon as possible and will seek to lease the space as soon as construction is complete with an anticipated completion of late spring 2016.

The proposed site for the new building is located on approx. 0.89 acres of the existing 20.95 acre Meadows Marketplace site. The new pad site will be located near the connection of the existing private drive aisle accessing the retail center and Yosemite Street. The existing parking lot and associated landscaping at the project site location will be modified and regraded as required to accommodate the new pad site and associated building. The new parking surface will be surfaced & striped to tie into the existing parking lot scheduled to remain creating a continuous parking lot and drive aisles.

The architecture of the building itself is planned as a single story structure with finish materials that match the newly created remodel at the roadrunner sports retail location

within the existing retail center. The building is proposed as a Type V, non-sprinklered building.

The project will be constructed in a single phase with no anticipated requirements for variance request. Development impacts will be on the adjacent retail buildings already existing on the site limited primarily to inconvenience in terms of site access and utility interruptions. All construction activities will be scheduled to minimize these impacts ensuring continued full site access and uninterrupted utility availability during business hours.

The project furthers the City's sustainability goals by incorporating some basic sustainable design principles including siting, material conservation, daylighting and humane design. Beginning with the proposed building's siting, the project seeks to convert an under utilized, existing paved parking area into the building site thus maximizing efficient site design. The building itself features principles of humane design by "humanizing" the scale of the proposed building while simultaneously maintaining the design vocabulary shared with the existing large buildings of the retail center. Additionally, the proposed design of the new building seeks to maximize daylighting opportunities with large window glazing at all sides of the proposed building as well as maximizing material conservation through the specified use of readily available, locally sourced building materials.

If there are any questions please feel free to call me at (303) 778-0608.

Respectfully,



**Chad August, AIA, NCARB
MAH Architectural Group**



CITY OF LONE TREE
Community Development Department

REFERRAL REQUEST

Today's date: August 18, 2015

Project Name and File Number: Parkway, Filing 3, 1st Amendment,
Block 2, ~~Lots 2-5~~, Project SP15-59

Lot 4

Project Type: Site Improvement Plan

Comments Due By: September 8, 2015

If you are unable to respond by the due date, please contact the project planner

Dear Referral Organization:

Information on the above referenced proposal in the City of Lone Tree is provided for your review and comment. Please submit your response no later than the due date to ensure adequate time to consider comments and enter them into the public record.

If you have difficulty viewing or understanding any of the information or have questions, please contact me at 303-708-1818. Printed materials and extra sets of materials are available upon request. Plans may also be viewed at the City offices from 8am-5pm.

___ **We have no comments regarding this proposal**

___ **Please note the following concerns this organization has:**

___ **See attached letter for comments regarding this proposal**

Organization Name: _____

Your name: _____

Your signature: _____ **Date:** _____

This project may be subject to public meetings. Please check the City's web site (www.cityoflonetree.com) for posted agendas or contact this office. Thank you for your consideration.

Jennifer Drybread

Senior Planner

PLEASE RETURN THIS PAGE AND ANY COMMENTS TO:

City of Lone Tree Community Development Dept.
9220 Kimmer Drive Suite 100
Lone Tree, CO 80124
Ph: 303-708-1818
Fx: 303-225-4949
jennifer.drybread@cityoflonetree.com

Jennifer Drybread

From: Jennifer Drybread
Sent: Tuesday, August 18, 2015 1:13 PM
To: 'AT & T-Thomas Jakse (tjakse@clearwaterconsulting.net)'; 'AT & T-Van DeCastro'; 'Comcast-Scott Moore'; 'Douglas County (Boyd, Chris)'; 'DC Assessors - Marianne Woodward'; 'Park Meadows Metro District (bob.blodgett@cliftoncpa.com)'; 'Qwest-Charles Place (Charles.Place@qwest.com)'; 'South Metro Fire Protection District- Vikki Seela'; 'Christina Baca'; 'Tri-County Health Department (landuse@tchd.org)'; 'U. S. Post Office - Brent Todd (brent.o.todd@usps.gov)'; 'Xcel Energy - Donna George'; David E. Brown; Matt Archer; Julius Zsako
Subject: Lone Tree eReferral (SP15-59) Is Ready For Review
Attachments: Meadows Marketplace referral response form.doc

Greetings,

There is an eReferral for your review. Please click on the link below to review this referral.

<http://www.cityoflonetree.com/DocumentCenter/View/6559>

Project Name:	Parkway, Filing 3, 1 st Amdt, Block 2, Lots 2-5 (Meadows Marketplace)
Project File #:	SP15-59
Project Summary:	Site Improvement plan application for 3,966 square feet of retail space at the Meadows Marketplace Shopping Center. The proposal is located at the southwest corner of Yosemite Street and Parkland Road.

Please forward any comments to me by **September 8, 2015** via email, fax or postal mail at the addresses below. You may use the Referral Request form attached if you prefer. If you would like a hard copy of the review materials or if you would like to request additional review time, please contact me.

Thank you for your time and please feel free to contact me with any questions.

Jennifer Drybread

Lone Tree Community Development Department
9220 Kimmer Drive, #100
Lone Tree, CO 80124
Phone: 303.708.1818
Fax: 303.225.4949
jennifer.drybread@cityoflonetree.com



9222 Teddy Lane
Lone Tree, Colorado 80124



Ph: 303-662-8112
Fax: 303-792-9489
www.cityoflonetree.com

CITY OF LONE TREE

Department of Public Works

September 2, 2015

City of Lone Tree
Jennifer Drybread, Project Planner
9220 Kimmer, Suite 100
Lone Tree, CO 80124

Re: SP15-59
Meadows Marketplace
New Retail Building
Project No. 061-419

Dear Jennifer:

I have reviewed the SIP referral dated August 18, 2015, for the above referenced Project.

The package submitted and reviewed consists of the following documents:

- Site Improvement Plan, 13 Sheets, dated 6/15/25, by MAH Architectural Group.
- Project Narrative, June 26, 2015 (rev. August 10, 2015), by MAH Architectural Group.

Related information for this Project provided directly by the Project Engineer to our office:

- Civil Construction Documents (CD's), 22 Sheets, dated 8/18/15, by HCI Engineering.
- Grading, Erosion & Sediment Control (GESC) Plans, 5 Sheets, dated 8/18/15, by HCI Engineering.
- GESC Report, dated 6/17/15, by HCI Engineering.
- Drainage Conformance Letter/Report, dated 8/14/15, by HCI Engineering.

We have the following comments:

General

1. The Public Works/Engineering SIP Review fee for this Project, per the adopted standard review fee schedule (copy attached) is \$3,000.00, and has been paid. Review and comment on the SIP, GESC Plans, GESC Report and Drainage Letter/Report are covered under this review SIP base fee. This fee covers the initial review, and one resubmittal review of the documents. Subsequent resubmittal reviews (if required) are charged at 50% of the standard review fee, per resubmittal, for the specific document(s).
2. Review of the Civil Construction documents (CD's) is not covered under the standard SIP Review Fee. An additional fee (\$1,600) is required for the Civil CD's review (see attached fee schedule). The CD's review fee covers the initial review, and one resubmittal review. Subsequent resubmittal reviews (if required) are charged at 50% of the initial review fee.
3. An initial set of engineering documents (CD's, GESC Report, GESC Plans, and Drainage Letter) was submitted directly to our office in July by the Engineer/Architect. Those documents were reviewed and we met with the Engineer/Architect Staff on 7/22/15 to provide our review comments. Additionally, during that meeting, we advised them of the \$1600.00 Civil CD's review fee, payment of which is still outstanding. That fee must be paid prior to release of our current Construction Documents review

M:\COLT\061-419 MEADOWS MARKET PLACE - NEW RETAIL BLDG\SIP15-59.DOC

comments to the Engineer/Architect. In addition, based on the current round of reviews (initial review on the SIP, and 2nd review on the CD's, GESC Plans/Report and Drainage Letter), resubmittal fees of \$1,269.50 will be required for the subsequent submission of the engineering documents for the 3rd reviews. (see attached 3rd submittal review fee schedule). Payment of the initial CD's review fee and the 3rd submittals review fee (by way of checks made out to "The City Of Lone Tree") should be submitted to my attention at Public Works.

4. A Site Improvement Plan Improvements Agreement (SIPIA) will not be needed for the proposed Project, as there are no new hard scape improvements proposed within the public ROW of South Yosemite. The removal and replacement of sidewalk, curb & gutter and pavement will be addressed will be addressed by way of a ROW/Construction Permit, rather than an SIPIA.
5. A Grading, Erosion and Sedimentation Control (GESC) Permit will be required for this Project. No site work may begin prior to issuance of the GESC Permit.
6. Since this site does not exceed 1-Acre of disturbed area, a State Stormwater Construction Permit from the Colorado Department of Public Health and Environment (CDPHE) is not required
7. Only those sheets within the documents for which we have specifically identified comments are listed below. Comments provided also may apply to other sheets/locations in the Project documents. The applicant's professional(s) should verify that the item(s) are addressed throughout the related Project documents consistently, as applicable.
8. Only comments pertaining to the SIP submittal are included herein. Comments on the other engineering documents (GESC Plans/Report, Drainage Report, and Civil CD's) will be provided separately to the Project Engineer.

Sight Improvement Plan

Sheet A1.1 – Architectural Site Plan

1. A "Stop Sign, with supplemental Pedestrian Crossing (MUTCD W11-2 & W16-7) Signage is proposed at 3 locations (denoted as #28 on the plan). At two other locations, stop signs and/or stop bars are called out (denoted as #26 on the plan). Both of the #26 locations should be changed to #28 signage (to be consistent with the signage and striping indicated on the Civil CD's). Callout #26 then will no longer be applicable – and may be indicated as "Not Used".

Sheet A2.0 – A3.1 – Landscaping & Irrigation Plans

2. I do not review and comment on Landscaping related issues, other than in a broad general sense or as pertains to potential conflict between the landscaping and other engineering related issues. As such, my comments on the Landscaping Sheets are limited to only the following: Sheet A2.0 shows proposed landscaping along the south-west corner and west side of the proposed site. The plantings in this area should be of a type of plant, and then maintained appropriately, such that the landscaping is not allowed to create a sight visibility conflict for traffic at this corner (e.g. plant height should not exceed 24" above the adjacent curb & gutter flow lines).

Sheet C1.0 – Grading Plan

3. The FGW callout at the north-west end of the wall along South Yosemite is "hidden" by the "Utility Easement – Plat" note. The note(s) should be shifted as necessary to eliminate this conflict.
4. The SIP Label at the top of the sheet should be completed (e.g. replace #XXXX with SP 15-59).

5. Seven (7) cleanouts on the sanitary system (on the grease trap lines and the sanitary building lead) are shown with a symbol that, according the included sheet legend, represents a proposed inlet. The symbols and/or legend should be revised appropriately to indicate these locations are “clean-outs” and NOT inlets. (Inlets are not allowed on the sanitary system lines). (See “Correct” Legend on Sheet C2.0).

Sheet C2.0 – Utility Plan

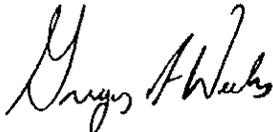
6. The SIP Label at the top of the sheet should be completed (e.g. replace #XXXX with SP 15-59).
7. Several Notes reference sheets (e.g. C5.0, C6.4, etc.) which are NOT included in the SIP set. (Those callouts refer to the separate Civil CD set). It would be appropriate within the SIP Set either to remove those references, or to add a note on Sheet C2.0 which clarifies that the callouts refer to the Civil CD’s.
8. The storm sewer information shown needs to be updated to match that within the Civil CD’s, including (but not necessarily limited to):
 - a. Storm Inlets #2 and #3 are 10-foot Type R Inlets, not 5-foot.
 - b. Storm MH #2 should be a 6’ (not 5’) diameter manhole.
 - c. Storm MH #5 should be noted as a 5’ diameter manhole.
9. The “Existing 24” Storm Line” under the proposed building is being relocated. There is a note callout to “Remove or abandon in place” this section of 24” storm sewer. We recommend this “abandoned” storm line either be totally removed, or be capped and filled with flow fill if left in place. The SIP callout(s) should be revised accordingly.
10. The “Existing 8” water line” under the proposed building also is being relocated, with a note callout to “Remove or abandon in place” this section of water main. Subject to concurrence by Southgate Water District, we recommend this “abandoned” water line either be totally removed, or be capped and filled with flow fill if left in place, and that the SIP callout(s) be revised accordingly.
11. Utility Note #13 should be corrected: “...shall located and...” should be “...shall locate and...”.

CONCLUSION

The general concept and details of the proposed MEADOWS MARKET PLACE - NEW RETAIL BLDG (SP15-59) development appears acceptable to Engineering/Public Works. We have no objection to recommendation of SIP approval contingent upon appropriate resolution of the issues noted in the above comments and final Engineering/Public Works approval of the various engineering documents/plans.

Please feel free to call me with any questions or comments at 303-662-8112.

Sincerely,



Gregory A. Weeks, PE, LEED ® AP
City Engineer



CITY OF LONE TREE
Community Development Department

REFERRAL REQUEST

Today's date: August 18, 2015

Project Name and File Number: Parkway, Filing 3, 1st Amendment, Block 2, Lots 2-5, Project SP15-59

Project Type: Site Improvement Plan

Comments Due By: September 8, 2015

If you are unable to respond by the due date, please contact the project planner

Dear Referral Organization:

Information on the above referenced proposal in the City of Lone Tree is provided for your review and comment. Please submit your response no later than the due date to ensure adequate time to consider comments and enter them into the public record.

If you have difficulty viewing or understanding any of the information or have questions, please contact me at 303-708-1818. Printed materials and extra sets of materials are available upon request. Plans may also be viewed at the City offices from 8am-5pm.

We have no comments regarding this proposal

Please note the following concerns this organization has:

See attached letter for comments regarding this proposal

Organization Name: SMFR

Your name: CHIP KEXICHOVE

Your signature: [Signature] Date: 8/4/15

This project may be subject to public meetings. Please check the City's web site (www.cityoflonetree.com) for posted agendas or contact this office.

Thank you for your consideration.

Jennifer Drybread

Senior Planner

PLEASE RETURN THIS PAGE AND ANY COMMENTS TO:

City of Lone Tree Community Development Dept.
9220 Kimmer Drive Suite 100
Lone Tree, CO 80124
Ph: 303-708-1818
Fx: 303-225-4949
jennifer.drybread@cityoflonetree.com



Right of Way & Permits

1123 West 3rd Avenue
Denver, Colorado 80223
Telephone: 303.571.3306
Facsimile: 303.571.3284
donna.l.george@xcelenergy.com

September 8, 2015

City of Lone Tree Community Development Department
9220 Kimmer Drive, #100
Lone Tree, CO 80124

Attn: Jennifer Drybread

**Re: Parkway, Filing No. 3, 1st Amd, Block 2, Lots 2-5 (Meadows Marketplace)
Case # SP15-59**

Public Service Company of Colorado's (PSCo) Right of Way & Permits Department has reviewed the plans for the above captioned project. Please be aware PSCo owns and operates existing natural gas and electric distribution facilities within the subject property. The property owner/developer/contractor must contact the **Builder's Call Line at 1-800-628-2121** and complete the application process for any new gas or electric service, or modification to existing facilities. It is then the responsibility of the developer to contact the Designer assigned to the project for approval of design details. Additional easements may need to be acquired by separate document for new facilities.

As a safety precaution, PSCo would like to remind the developer to call the **Utility Notification Center, at 1-800-922-1987** to have all utilities located prior to any construction.

If you have any questions about this referral response, please contact me at (303) 571-3306.

Donna George
Contract Right of Way Referral Processor
Public Service Company of Colorado



CITY OF LONE TREE
Community Development Department

REFERRAL REQUEST

Today's date: August 18, 2015

Project Name and File Number: Parkway, Filing 3, 1st Amendment,
Block 2, Lots 2-5, Project SP15-59

Project Type: Site Improvement Plan

Comments Due By: September 8, 2015

If you are unable to respond by the due date, please contact the project planner

Dear Referral Organization:

Information on the above referenced proposal in the City of Lone Tree is provided for your review and comment. Please submit your response no later than the due date to ensure adequate time to consider comments and enter them into the public record.

If you have difficulty viewing or understanding any of the information or have questions, please contact me at 303-708-1818. Printed materials and extra sets of materials are available upon request. Plans may also be viewed at the City offices from 8am-5pm.

We have no comments regarding this proposal

Please note the following concerns this organization has:

The applicant has submitted, formally, water and sewer improvements plans proposed for this development to Southgate Water & Sanitation District; and, Southgate has previously provided applicant with requirements and comments on the proposed project to achieve Southgate approval for construction.

See attached letter for comments regarding this proposal

Organization Name: Southgate Water & Sanitation District

Your name: Christina Baca, District Project Engineer

Your signature:  **Date:** 9/8/15

This project may be subject to public meetings. Please check the City's web site (www.cityoflonetree.com) for posted agendas or contact this office. Thank you for your consideration.

Jennifer Drybread

Senior Planner

PLEASE RETURN THIS PAGE AND ANY COMMENTS TO:

City of Lone Tree Community Development Dept.
9220 Kimmer Drive Suite 100
Lone Tree, CO 80124
Ph: 303-708-1818
Fx: 303-225-4949

Jennifer Drybread

From: Linda Langewisch <llangewisch@msiho.com>
Sent: Monday, August 31, 2015 9:05 AM
To: Jennifer Drybread
Subject: RidgeGate West Village

Good Morning:

The RidgeGate West Village Board of Directors does not have a comment with regards to the planned retail building at Meadows Marketplace.

Please let me know if you have any questions.

Thank you,

Linda Langewisch, CMCA

Community Manager

MSI, LLC

6892 So. Yosemite Court Suite 2.101

Centennial, Co 80112

720.974.4273

Fax 303.751.7396

LLangewisch@msiho.com

www.msihoa.com



Professionals In Association Management

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Please consider the environment before printing this email.



September 8, 2015

Jennifer Drybread
City of Lone Tree Community Development Department
9220 Kimmer Drive, Suite 100
Lone Tree, CO 80124

RE: Parkway Filing 3, 1st Amendment, Block 2, Lots 2-5 – SP15-59
TCHD Case No. 3611

Dear Ms. Drybread:

Thank you for the opportunity to review and comment on the proposed Site Plan for the addition of a 3,966 square foot retail space at the Meadows Marketplace Shopping Center located at 8471 S Yosemite Street. Tri-County Health Department (TCHD) staff has reviewed the application for compliance with applicable environmental health regulations and has the following comments.

Food Service

Plans for all new and remodeled retail food establishments must be reviewed TCHD for compliance with Colorado Retail Food Establishment Rules and Regulations and approved by TCHD before start of construction. We recommend that the City of Lone Tree require the plan review and approval be completed before issuing a building permit. The applicant shall call TCHD's Plan Review Hotline, at our Administrative Office at (303) 846-6230, regarding requirements for and scheduling a plan review. Instructions for opening a retail food establishment can be found on line at TCHD's web site at <http://www.tchd.org/DocumentCenter/View/315>.

Sun Safety

Exposure to ultraviolet rays (UV) from the sun is a leading risk factor for skin cancer, the most common cancer in the United States. Colorado has the 5th highest death rate from melanoma, the most deadly form of skin cancer. Nationally melanoma is the most common cancer in adolescents and young adults aged 15-29. Since the risk for skin cancer is determined in childhood, protection from ultraviolet radiation is especially important for children and adolescents.

Seeking shade when outside is one of the best ways to prevent overexposure to UV rays. TCHD recommends the use of shade in public areas and outdoor seating areas through trees or physical shade structures such as umbrellas.

Community Planning for Health

Chronic diseases related to physical inactivity and obesity now rank among the nation's greatest public health risks. Because a growing body of research shows that thoughtful community designs can promote people walking or biking as part of their daily routines, TCHD strongly supports such "active community" designs. Site plans that facilitate

Parkway Filing 3, 1st Amendment, Block 2, Lots 2-5 – SP15-59
September 8, 2015
Page 2 of 2

bicycling, walking and transit use can also reduce vehicle miles traveled aiding in better air quality. It appears that the site plan includes a sidewalk connection from the public sidewalk to the front door of the proposed building. TCHD commends the applicant for this connection and encourages the applicant to look at additional ways to facilitate pedestrian activity and bicycle use on the site.

Please feel free to contact me at (720) 200-1571 or slynch@tchd.org if you have any questions.

Sincerely,

A handwritten signature in black ink that reads "Sheila Lynch". The signature is written in a cursive, flowing style.

Sheila Lynch
Land Use Program Coordinator
Tri-County Health Department

CC: Keith Homersham, TCHD



CITY OF LONE TREE
Community Development Department

REFERRAL REQUEST

Today's date: August 18, 2015

Project Name and File Number: Parkway, Filing 3, 1st Amendment, Block 2, Lots 2-5, Project SP15-59

Project Type: Site Improvement Plan

Comments Due By: September 8, 2015
If you are unable to respond by the due date, please contact the project planner

Dear Referral Organization:

Information on the above referenced proposal in the City of Lone Tree is provided for your review and comment. Please submit your response no later than the due date to ensure adequate time to consider comments and enter them into the public record.

If you have difficulty viewing or understanding any of the information or have questions, please contact me at 303-708-1818. Printed materials and extra sets of materials are available upon request. Plans may also be viewed at the City offices from 8am-5pm.

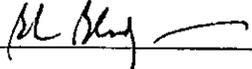
We have no comments regarding this proposal

Please note the following concerns this organization has:

See attached letter for comments regarding this proposal

Organization Name: Park Meadows Metropolitan District

Your name: Bob Blodgett

Your signature:  Date: 8/20/15

This project may be subject to public meetings. Please check the City's web site (www.cityoflonetree.com) for posted agendas or contact this office. Thank you for your consideration.

Jennifer Drybread

Senior Planner

PLEASE RETURN THIS PAGE AND ANY COMMENTS TO:

City of Lone Tree Community Development Dept.
9220 Kimmer Drive Suite 100
Lone Tree, CO 80124
Ph: 303-708-1818
Fx: 303-225-4949
jennifer.drybread@cityoflonetree.com

Jennifer Drybread

From: Moore, Scott <Scott_Moore@cable.comcast.com>
Sent: Tuesday, August 18, 2015 1:17 PM
To: Jennifer Drybread
Subject: RE: Lone Tree eReferral (SP15-59) Is Ready For Review

Hi Jennifer – Comcast has no comments at this time.

Thanks.

Scott R. Moore
6850 S Tucson Way
Englewood, CO 80112
T. 303 603 5665
F. 303 603 5609
Scott_Moore @ cable.comcast.com

From: Jennifer Drybread [mailto:Jennifer.Drybread@cityoflonetree.com]
Sent: Tuesday, August 18, 2015 1:13 PM
To: AT & T-Thomas Jakse (tjakse@clearwaterconsulting.net) <tjakse@clearwaterconsulting.net>; AT & T-Van DeCastro <vdecastro@att.com>; Moore, Scott <Scott_Moore@cable.comcast.com>; Douglas County (Boyd, Chris) <cboyd@douglas.co.us>; DC Assessors - Marianne Woodward <mwoodwar@douglas.co.us>; Park Meadows Metro District (bob.blodgett@cliftoncpa.com) <bob.blodgett@cliftoncpa.com>; Qwest- Charles Place (Charles.Place@qwest.com) <Charles.Place@qwest.com>; South Metro Fire Protection District- Vikki Seela <vikki.seela@southmetro.org>; Christina Baca <cbaca@southgatedistricts.org>; Tri-County Health Department (landuse@tchd.org) <landuse@tchd.org>; U. S. Post Office - Brent Todd (brent.o.todd@usps.gov) <brent.o.todd@usps.gov>; Xcel Energy - Donna George <Donna.L.George@xcelenergy.com>; David E. Brown <David.Brown@cityoflonetree.com>; Matt Archer <Matt.Archer@cityoflonetree.com>; Julius Zsako <Julius.Zsako@cityoflonetree.com>
Subject: Lone Tree eReferral (SP15-59) Is Ready For Review

Greetings,

There is an eReferral for your review. Please click on the link below to review this referral.

<http://www.cityoflonetree.com/DocumentCenter/View/6559>

Project Name:	Parkway, Filing 3, 1 st Amdt, Block 2, Lots 2-5 (Meadows Marketplace)
Project File #:	SP15-59
Project Summary:	Site Improvement plan application for 3,966 square feet of retail space at the Meadows Marketplace Shopping Center. The proposal is located at the southwest corner of Yosemite Street and Parkland Road.

Please forward any comments to me by **September 8, 2015** via email, fax or postal mail at the addresses below. You may use the Referral Request form attached if you prefer. If you would like a hard copy of the review materials or if you would like to request additional review time, please contact me.

Project Name: Parkway Filing 3, 1st Amdt, Block 2, Lots 2-5 (Meadows Marketplace)

Project Number: SP15-59

Jurisdiction: City of Lone Tree

Date Received: 2015-08-18 00:00:00

Due Date: 2015-09-08 00:00:00

Addressing Comments:

The plat description shown on the exhibit no longer exists since this area has been replatted. The area where this pad site is located has the legal description of Parkway Filing 3, 1st Amd, Most Lot 4, Block 2. The address shown on the narrative and other documents for this site plan (8471 Yosemite Street) has previously been assigned for an irrigation meter in the median on Yosemite and cannot be used for this site.

The proposed address for this site is 8475 S. Yosemite Street. This address is not to be used for any purpose other than for plan review with the building and fire departments until after this project is approved. This address is subject to change, and the City of Lone Tree and Douglas County will not reimburse any funds spent using this proposed address should the address require a change.

Engineering Comments:

No Comments

Planner Comments:

No Comments



CITY OF LONE TREE
Community Development Department

REFERRAL REQUEST

Today's date: August 18, 2015

Project Name and File Number: Parkway, Filing 3, 1st Amendment, Block 2, Lots 2-5, Project SP15-59

Project Type: Site Improvement Plan

Comments Due By: September 8, 2015
If you are unable to respond by the due date, please contact the project planner

Dear Referral Organization:

Information on the above referenced proposal in the City of Lone Tree is provided for your review and comment. Please submit your response no later than the due date to ensure adequate time to consider comments and enter them into the public record.

If you have difficulty viewing or understanding any of the information or have questions, please contact me at 303-708-1818. Printed materials and extra sets of materials are available upon request. Plans may also be viewed at the City offices from 8am-5pm.

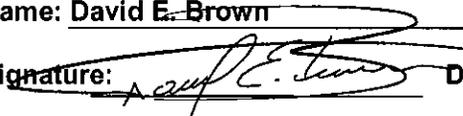
We have no comments regarding this proposal

Please note the following concerns this organization has:

See attached letter for comments regarding this proposal

Organization Name: Lone Tree Police Dept.

Your name: David E. Brown

Your signature:  **Date:** 08/19/15

This project may be subject to public meetings. Please check the City's web site (www.cityoflonetree.com) for posted agendas or contact this office. Thank you for your consideration.

Jennifer Drybread

Senior Planner

PLEASE RETURN THIS PAGE AND ANY COMMENTS TO:

City of Lone Tree Community Development Dept.
9220 Kimmer Drive Suite 100
Lone Tree, CO 80124
Ph: 303-708-1818
Fx: 303-225-4949
jennifer.drybread@cityoflonetree.com

Jennifer Drybread

From: Brooke Decker <bdecker@douglas.co.us>
Sent: Tuesday, September 08, 2015 11:40 AM
To: Jennifer Drybread
Subject: RE: Lone Tree eReferral (SP15-59) Is Ready For Review

Jennifer --

Our office has no comments on this project.

Thank you!

*Brooke Decker
GIS Specialist
Douglas County Assessor's Office
303.660.7450 x4284*

From: Jennifer Drybread [mailto:Jennifer.Drybread@cityoflonetree.com]
Sent: Tuesday, August 18, 2015 1:13 PM
To: AT & T-Thomas Jakse (tjakse@clearwaterconsulting.net); AT & T-Van DeCastro; Comcast-Scott Moore; Chris Boyd; Marian Woodward; Park Meadows Metro District (bob.blodgett@cliftoncpa.com); Qwest- Charles Place (Charles.Place@qwest.com); South Metro Fire Protection District- Vikki Seela; Christina Baca; Tri-County Health Department (landuse@tchd.org); U. S. Post Office - Brent Todd (brent.o.todd@usps.gov); Xcel Energy - Donna George; David Brown (Lone Tree); Matt Archer; Julius Zsako
Subject: Lone Tree eReferral (SP15-59) Is Ready For Review

Greetings,

There is an eReferral for your review. Please click on the link below to review this referral.

<http://www.cityoflonetree.com/DocumentCenter/View/6559>

Project Name:	Parkway, Filing 3, 1 st Amdt, Block 2, Lots 2-5 (Meadows Marketplace)
Project File #:	SP15-59
Project Summary:	Site Improvement plan application for 3,966 square feet of retail space at the Meadows Marketplace Shopping Center. The proposal is located at the southwest corner of Yosemite Street and Parkland Road.

Please forward any comments to me by **September 8, 2015** via email, fax or postal mail at the addresses below. You may use the Referral Request form attached if you prefer. If you would like a hard copy of the review materials or if you would like to request additional review time, please contact me.

Thank you for your time and please feel free to contact me with any questions.

Jennifer Drybread

PARKWAY FILING NO. 3, 1ST AMENDMENT
 MOST OF LOT 4, BLOCK 2
 20.95 TOTAL SITE ACRES
 0.89 ACRES WITHIN AREA OF WORK
 SITE IMPROVEMENT PLAN: SP 15-59

MAH
 Architectural
 Group

1385 S. Colorado Blvd, Penthouse
 Denver, Colorado 80222
 (O) 303.118.0608
 (F) 303.118.0609
 (W) www.maharch.com

Stamp

Notes

DO NOT SCALE THE DRAWINGS.
 Request verification of dimensions from the Architect as required.
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SITE IMPROVEMENT PLANS
 NEW RETAIL BUILDING
 MEADOWS MARKETPLACE
 8415 YOSEMITE STREET
 LONE TREE, CO 80124

Issues:
 S.I.P. SUBMITTAL: 06.25.15
 S.I.P. RESUBMITTAL 1: 08.10.15
 S.I.P. RESUBMITTAL 2: 08.11.15
 S.I.P. RESUBMITTAL 3: 09.09.15

Scale

Date Drawn
 JUNE 25, 2015

Drawn By
 CMA

Description
 SOUTH WEST CORNER

Sheet Number
 1

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 MOST OF LOT 4, BLOCK 2
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Date Drawn

JUNE 25, 2015

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CMA

Description

SOUTH EAST CORNER

Sheet Number

3

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Description
 NORTH EAST CORNER

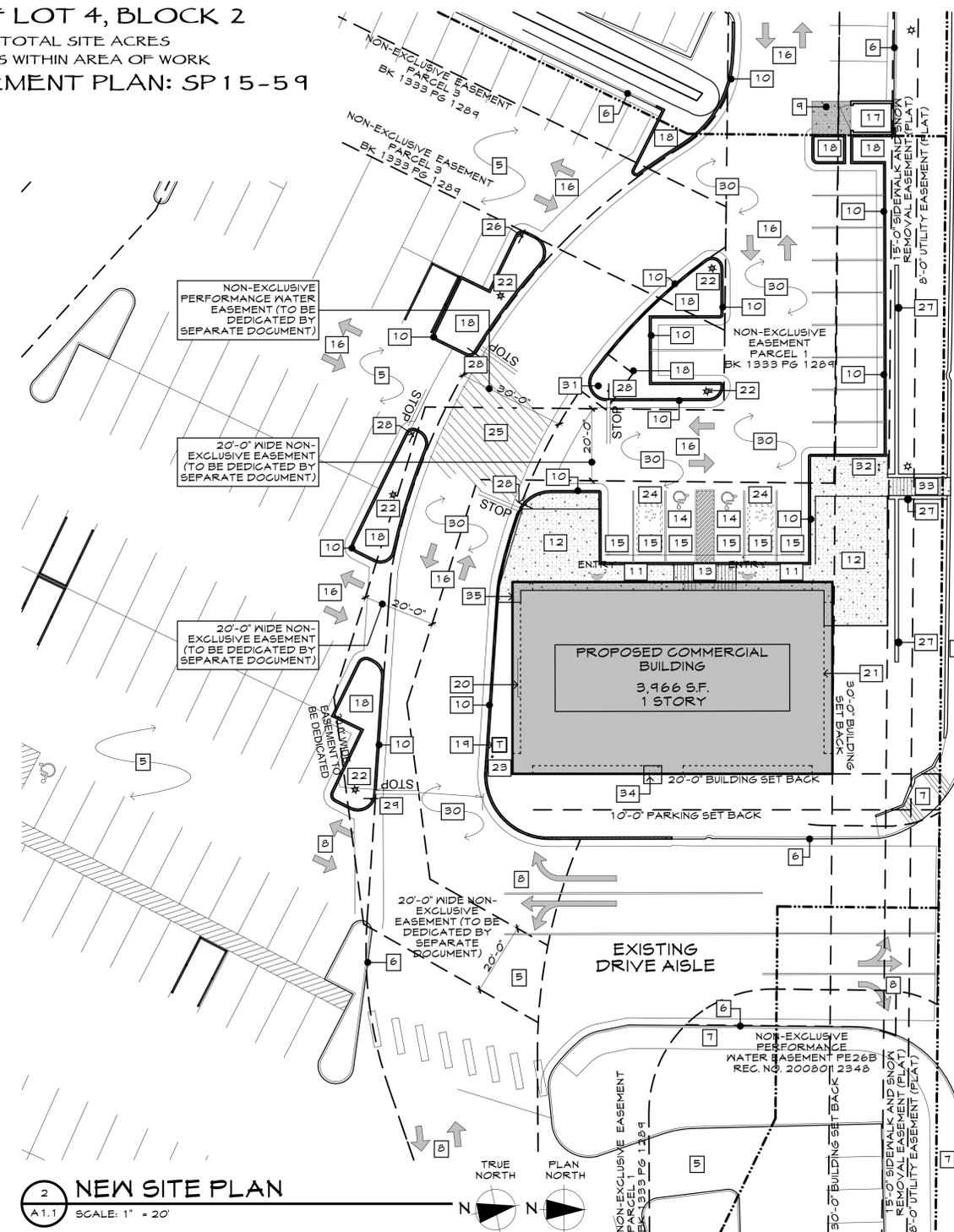
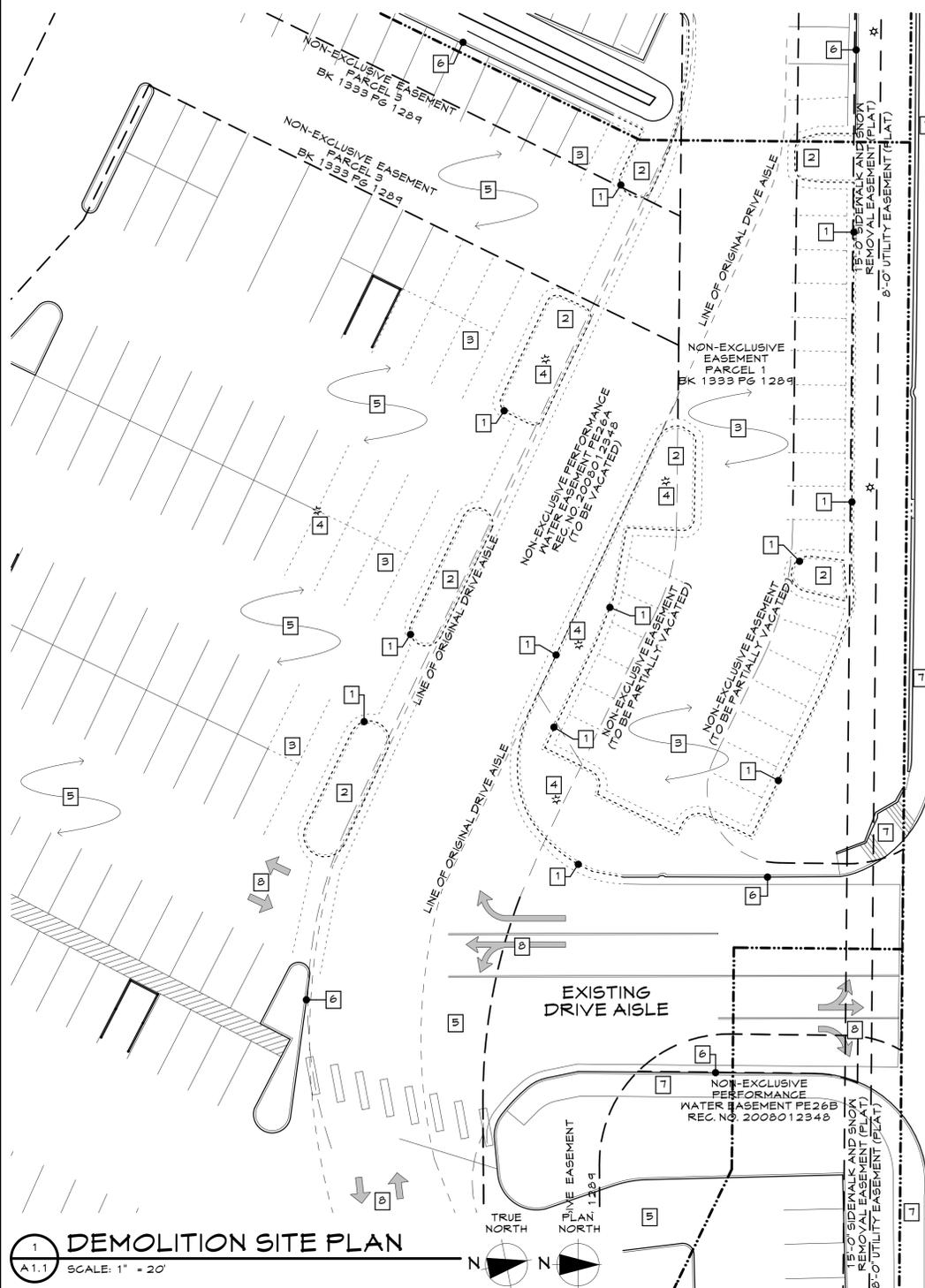
Sheet Number
 4

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MOST OF LOT 4, BLOCK 2
 20.95 TOTAL SITE ACRES
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 SITE IMPROVEMENT PLAN: SP 15-59

SOUTH YOSEMITE STREET
 100'-0" RIGHT OF WAY

SOUTH YOSEMITE STREET
 100'-0" RIGHT OF WAY



CONSTRUCTION NOTES

- PRIOR TO STARTING CONSTRUCTION THE CONTRACTOR SHALL BE RESPONSIBLE TO MAKE SURE THAT ALL REQUIRED PERMITS AND APPROVALS HAVE BEEN OBTAINED. NO CONSTRUCTION OR FABRICATION SHALL BEGIN UNTIL THE CONTRACTOR HAS RECEIVED AND THOROUGHLY REVIEWED ALL PLANS AND OTHER DOCUMENTS APPROVED BY ALL OF THE PERMITTING AUTHORITIES.
- ALL WORK SHALL BE PERFORMED IN ACCORDANCE WITH THESE PLANS AND SPECIFICATIONS AND THE REQUIREMENTS AND STANDARDS OF THE LOCAL GOVERNING AUTHORITY.
- THE LOCATIONS OF UNDERGROUND FACILITIES SHOWN ON THESE PLANS ARE BASED ON FIELD SURVEYS AND LOCAL UTILITY COMPANY RECORDS. IT SHALL BE THE CONTRACTOR'S FULL RESPONSIBILITY TO CONTACT THE VARIOUS UTILITY COMPANIES TO LOCATE THEIR FACILITIES PRIOR TO STARTING CONSTRUCTION. NO ADDITIONAL COMPENSATION SHALL BE PAID TO THE CONTRACTOR FOR DAMAGE AND REPAIR TO THESE FACILITIES CAUSED BY HIS WORK FORCE.

- ARCHITECTURAL FEATURES (IE BAY WINDOWS, FIREPLACES, ROOF OVERHANG, FOUNDATIONS, FOOTINGS, CANTILEVERED WALLS, ETC.) ARE NOT ALLOWED TO ENCROACH INTO ANY EASEMENT OR FIRE LANE.
- HANDICAP ACCESS TO BUILDING IS DESIGNED ACCORDING TO APPLICABLE CODE. G.C. TO ENSURE THAT ALL DIRECTIONS AND DIMENSIONS GIVEN ARE STRICTLY ADHERED TO. IF CHANGES ARE MADE THAT CONTRADICT WITH THE DRAWING, OR IF EXISTING FIELD CONDITIONS MAKE THE DRAWINGS NOT APPLICABLE, THE ARCHITECT MUST BE CONTACTED IMMEDIATELY.
- OWNER SHALL MONITOR NOISE LEVELS TO REMAIN WITHIN LIMITS OF CITY CODE.

SIGNAGE NOTES

- FABRICATION AND INSTALLATION OF ALL SITE SIGNAGE UNDER SEPARATE PERMIT, INCLUDING ALL ASSOCIATED FOUNDATIONS AND ATTACHMENT OF MONUMENT SIGNS AND PROJECT IDENTIFICATION SIGN INSTALLED BY SIGN VENDOR. ELECTRICAL CONTRACTOR RESPONSIBLE FOR ALL REQUIRED POWER AND FINAL CONNECTIONS. GENERAL CONTRACTOR RESPONSIBLE FOR COORDINATION ISSUES ARISING DURING SIGN INSTALLATION.

KEYED NOTES [xx]

- REMOVE A PORTION OF THE EXISTING CURB AND GUTTER AS INDICATED BY DASHED LINES.
- EXISTING LANDSCAPED PARKING ISLAND TO BE REMOVED.
- EXISTING PARKING STRIPING AND ASSOCIATED ASPHALT PAVING TO BE MODIFIED AS REQUIRED TO ACCOMMODATE NEW CONSTRUCTION. SEE NEW SITE PLAN AND CIVIL.
- EXISTING SITE LIGHTING AND ASSOCIATED LIGHT POLE AND BASE TO BE REMOVED. REUSE LIGHT AND POLE IF POSSIBLE AT NEW LOCATION AS SCHEDULED. SEE KEYED NOTE 22 ON NEW SITE PLAN.
- EXISTING ASPHALT PARKING LOT TO REMAIN.
- EXISTING CURB TO REMAIN
- EXISTING SIDEWALK TO REMAIN

- EXISTING PAINTED TRAFFIC DIRECTIONAL ARROWS TO REMAIN.
- NEW CONCRETE PAVING PER CIVIL.
- NEW CURB AND GUTTER PER CIVIL.
- NEW CONCRETE SIDEWALK WITH SCORE JOINTS AT 5'-0" O.C., TYP.
- NEW CONCRETE PATIO WITH SCORE JOINTS AT 5'-0" O.C., TYP.
- NEW ADA SIDEWALK CURB RAMP. SLOPE TO BE 1:12 MAX
- NEW ADA PARKING STALL.
- NEW 6'-8" CONCRETE WHEEL STOPS, 24" BACK FROM CURB, SECURELY ANCHORED.
- NEW PAINTED TRAFFIC ARROWS.
- NEW TRASH ENCLOSURE.

- NEW LANDSCAPE PARKING ISLAND. SEE ALSO CIVIL.
- NEW ELECTRICAL TRANSFORMER. PAINT TO MATCH NEW BUILDING FIELD COLOR IF POSSIBLE. COORDINATE AS REQUIRED WITH XCEL ENERGY.
- NEW ELECTRICAL SWITCHGEAR. PAINT TO MATCH ADJACENT WALL.
- NEW GAS METERS. PAINT TO MATCH ADJACENT WALL.
- NEW PARKING LOT LIGHT.
- NEW 6' DIA. CONCRETE FILLED STEEL BOLLARD.
- LOCATION FOR NEW GREASE INTERCEPTOR. SEE ALSO CIVIL.
- NEW PAINTED PEDESTRIAN CROSSING STRIPING EXTENDING FROM STOP BAR TO STOP BAR AS SHOWN.
- NEW STOP SIGN AND/OR PAINTED STOP BAR AS INDICATED.

- NEW BLOCK RETAINING WALL. CONSTRUCT WALL USING ALLEN BLOCK, AB COLLECTION, TAN MIX LANDSCAPE RETAINING WALL BLOCK. SEE ALSO CIVIL.
- LOCATION FOR NEW STOP SIGN AND PAINTED STOP BAR AS INDICATED. LOCATE BELOW STOP SIGN NEW PEDESTRIAN CROSSING SIGN. PROVIDE CITY OF LONE TREE MUTCD #11-2 'PEDESTRIAN CROSSING' WITH A 16"-TP ARROW BELOW AT NEW CROSSWALK.
- NEW LOCATION FOR RELOCATED STOP SIGN AND ASSOCIATED PAINTED STOP BAR AS INDICATED.
- NEW ASPHALT PARKING LOT PER CIVIL.
- LOCATION FOR NEW FIRE HYDRANT. SEE ALSO CIVIL.
- LOCATION FOR NEW BICYCLE RACK.

- NEW 5'-0" WIDE CONCRETE SIDEWALK WITH INTEGRAL STEPS AS REQUIRED TO ACCOMMODATE GRADE CHANGE. TIE NEW SIDEWALK INTO EXISTING SIDEWALK.
- NEW 5'-0" X 5'-0" CONCRETE PAD AT FIRE CONTROL ROOM DOOR.
- LOCATION OF FDC CONTROLS.

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 S.I.P. RESUBMITTAL 3: 09.09.15

Scale
 1"=20'-0"
 Date Drawn
 JUNE 25, 2015
 Drawn By
 CMA
 Description
 ARCHITECTURAL SITE PLANS
 Sheet Number
 A1.1
 3 OF 13



CITY OF LONE TREE
STAFF REPORT

TO: Mayor Gunning and City Council

FROM: John P. Cotten, P.E.

DATE: October 13, 2015

FOR: October 20th Council Meeting

SUBJECT: Resolution 15-14 Appointing A Representative And An Alternate to the Rueter-Hess Recreation Authority Board

Summary

With the creation of the Rueter-Hess Recreation Authority (Authority), of which the City is a member, there is a need to appoint representatives to the Authority. Each member is allowed a primary representative and one alternate. The remaining members of the Authority, Douglas County, Town of Parker, Town of Castle Rock, City of Castle Pines and Parker Water and Sanitation District, have all chosen to appoint staff members to these positions.

Cost

There are no costs related to this action.

Suggested Motions

"I move to approve Resolution 15-14 appointing a representative and an alternate to the Rueter-Hess Recreation Authority.

Background

The IGAs between each of the participating entities and Parker Water and Sanitation District have all been approved and the Authority is now in place. The formational documents for the Authority call for a Board made up of one representative of each member organization. This resolution appoints John Cotten, the City Publics Works Director, as the representative and Seth Hoffman, the City Manager as the alternate.

**CITY OF LONE TREE
RESOLUTION NO. 15-14**

**A RESOLUTION APPOINTING A REPRESENTATIVE AND AN ALTERNATE
TO THE RUETER-HESS RECREATION AUTHORITY**

WHEREAS, the Lone Tree City Council approved the formation of and the City's participation in the Rueter-Hess Recreation Authority (the "Authority") at its meeting on July 7, 2015; and

WHEREAS, the Authority was duly established through an Intergovernmental Agreement (the "IGA") in August, 2015, signed by the City of Lone Tree, Parker Water and Sanitation District, Douglas County, the City of Castle Pines, the Town of Parker and the Town of Castel Pines; and

WHEREAS, the purpose of the Authority is to plan, develop and provide recreational uses and amenities around Rueter-Hess Reservoir for the benefit of the participating members, their constituents and the public, provided that the recreational activities do not interfere with the primary purpose of Rueter-Hess Reservoir; and

WHEREAS, the IGA provides for a Board of Directors comprised of a representative from each of the six signatories to the IGA; and

WHEREAS, the City Council desires to appoint a representative and an alternate to the Board of Directors to carry out the objectives of the IGA.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF
THE CITY OF LONE TREE, COLORADO:**

1. John Cotten is hereby appointed to the Board of Directors of the Rueter-Hess Recreation Authority as the designated representative of the City of Lone Tree.
2. Seth Hoffman is hereby appointed as an alternate to Mr. Cotten on any occasion that Mr. Cotten is not available to participate in the Board of Directors' activities.
3. Mr. Cotten and Mr. Hoffman shall serve at the pleasure of the Lone Tree City Council.

APPROVED AND ADOPTED THIS 20TH DAY OF OCTOBER, 2015.

CITY OF LONE TREE

James D. Gunning, Mayor

ATTEST:

Jennifer Pettinger, CMC, City Clerk

(SEAL)



CITY OF LONE TREE
STAFF REPORT

TO: Mayor Gunning and City Council

FROM: Neil Rutledge

DATE: October 13, 2015

FOR: October 20, 2015

SUBJECT: Lone Tree Business Improvement District Operating Plan and Budget for 2016

Summary

The Lone Tree Business Improvement District (BID) was recently formed by the City Council to provide development and financing for public improvements and services in the Entertainment District. It is a quasi-municipal corporation and political subdivision of the state. Each year, it is required to submit an Operating Plan and Budget to the City for approval. The Operating Plan and Budget for 2016 was submitted September 30, 2015, as required by law. It has been reviewed by the City's Finance Director, City Attorney and staff, and conforms to state statutory requirements and similar Plans and Budgets approved by Council in previous years.

Cost

There is no cost to the City.

Suggested Motion

I move to approve the 2016 Operating Plan and Budget for the Lone Tree Business Improvement District.

Background

An Operating Plan and Budget is statutorily required to be filed with the City by the end of September, outlining its plans for the following year. At this early stage, the Plan contains the powers and duties of the BID, its goals regarding improvements and services, its proposed financing and the City's oversight process. There is no budget currently set for 2016, but the Operating Plan and Budget may be amended at a later date, depending on the outcome of the November 3rd, 2015 election. The BID, as a quasi-municipal corporation and political subdivision of the state, may not pledge any City assets for security for debt.



EHLERS

LEADERS IN PUBLIC FINANCE

September 30, 2015

Lone Tree Business Improvement District Operating Plan and Budget



CITY OF LONE TREE

Ehlers Contacts:

Paul Wisor
Municipal Advisor
pwisor@ehlers-inc.com
303-802-2302

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EXHIBIT A - Map of Service Area of the BID

EXHIBIT B - Map of Operational Area of the BID

EXHIBIT C - Budget for 2016

EXECUTIVE SUMMARY

On July 20, 2015 the City of Lone Tree (the “City”) received a petition signed by commercial business owners seeking the formation of the Lone Tree Business Improvement District (the “BID”). On September 1, 2015 the Lone Tree City Council (the “City Council”) approved the formation of the BID. The BID was created to assist with the financing, construction, operation, marketing and maintenance of public improvements and public services intended to maintain and improve the economic performance of business entities located within the BID.

BID Budget. Under state law, by September 30th of each year, the BID must submit an operating plan and budget to the City for approval. The BID Board must also hold a hearing prior to adoption of the final budget. As required by state law (the BID Act, §31-25-1201, et seq., C.R.S.) the budget must be used for public improvements and public services.

BID Board of Directors. The BID will be governed by a board of directors who are appointed by, and may be removed by, City Council. BID directors must be “electors” of the BID. Currently, the BID Board is comprised of members of the City Council who sit as the ex officio officers of the Board. However, it is the intent of the City Council to appoint electors to serve on the Board.

Revenue. On September 1, 2015, the BID Board of Directors placed questions on the November ballot seeking voter approval for a property tax within the BID. This authorization would allow the appointed BID Board of Directors to tax itself from 0 to 20 mills via an ad valorem tax. Eligible electors will also be asked to authorize the BID to levy fees generating up to \$250,000 annually to finance the operation, administration and maintenance expenses of the BID. The appointed BID Board of Directors will ultimately determine the rates of taxes and fees necessary to operate the District.

2016
OPERATING PLAN AND BUDGET FOR THE
LONE TREE BUSINESS IMPROVEMENT DISTRICT

I. PURPOSE AND SCOPE OF THE BID

(a) Purpose. The main purpose of the Lone Tree Business Improvement District is to provide financing, construction, operation, marketing and maintenance of public improvements and public services necessary to improve the overall experience within the BID. The service area, consisting of the territory that is within the boundaries of the BID, is shown in **Exhibit A**.

(b) Background. The BID was organized by an ordinance of the City on September 1, 2015. By state statute, specifically § 31-25-1211, C.R.S., by September 30th of each year, the BID is required to submit an operating plan and budget to the City for review and approval. This document is the submittal for 2016.

(c) Operating Plan Contents. Pursuant to the provisions of the Business Improvement District Act, § 31-25-1201, et seq., C.R.S., as amended, this Operating Plan specifically identifies:

- (i) the composition of the Board of Directors,
- (ii) services and improvements to be provided by the BID,
- (iii) the taxes, fees, and assessments to be imposed by the BID,
- (iv) the estimated principal amount of the bonds to be issued by the BID, and
- (v) such other information as the City may require.

(d) Contact Persons. Currently, the contact for the BID is:

Jeff Holwell – Economic Development Director
City of Lone Tree
9220 Kimmer Drive, Suite 100
Lone Tree, CO 80124
303-708-1818
Jeff.Holwell@cityoflonetree.com

However, it is anticipated the appointed Board will engage an independent third party to serve as contact and Manager of the BID.

II. COMPOSITION OF THE BOARD OF DIRECTORS

The City Council currently serves as the ex officio Board of Directors of the BID. However, the BID statute provides the City Council may appoint eligible electors to serve on the Board. An eligible elector means a natural person who is a citizen of the United States, a resident of Colorado aged eighteen years or older and who either 1) makes his primary dwelling place in the BID; 2) owns

taxable real or personal property within the boundaries of the BID; 3) is the holder of a leasehold interest in taxable real or personal property within the boundaries of the BID; or 4) is the natural person designated by an owner or lessee of taxable real or personal property in the BID which is not a natural person to vote for such owner or lessee.

It is the intent of the City Council to appoint eligible electors to serve as the Board of Directors of the BID. Board members appointed by the City Council shall serve at the pleasure of the City Council and may be removed by the Council as provided in the BID Act. To fill a vacancy, City Council shall appoint an elector of the BID who is recommended for the position by the BID Board of Directors. The appointment of electors to the Board, as requested by the BID Board and as provided above, may be made by City Council at any time by Council Resolution, with or without a public hearing.

III. DESCRIPTION OF IMPROVEMENTS AND SERVICES

Under the organizational ordinance, the powers and the services or improvements to be provided by the BID include, but are not limited to:

(a) "Improvements" as that term is defined in Section 31-25-1203(5), C.R.S.:

"public improvements, including but not limited to streets, sidewalks, curbs, gutters, pedestrian malls, streetlights, drainage facilities, landscaping, decorative structures, statuaries, fountains, identification signs, traffic safety devices, bicycle paths, off-street parking facilities, benches, rest rooms, information booths, public meeting facilities, and all necessary, incidental, and appurtenant structures and improvements."

"Improvements" also includes the relocation and improvement of existing utility lines.

(b) Landscaping Improvements including, but not limited to, landscaping, decorative structures, statuaries, fountains, and all necessary, incidental and appurtenant facilities, land and easements, together with extensions of and improvements to such facilities.

(c) Traffic Safety Devices and Controls on streets and highways, together with all necessary, incidental, and appurtenant facilities, land and easements, together with extensions of and improvements to said facilities.

(d) Street Improvements, including streets, sidewalks, curbs, gutters, culverts, and other drainage facilities, bridges, parking, overpasses, and pedestrian ways, interchanges, median islands, paving, street lights, grading, landscaping, irrigation, identification, way-finding, and other signs, together with all necessary, incidental, and appurtenant facilities, land and easements, together with extensions of and improvements to said facilities.

(e) Interior Common Area Improvements, Operation, and Maintenance, including floors, walls, lighting, seating, landscaping, planters, recreation facilities, kiosks, public information booths, stairways, escalators, elevators, public meeting areas and other interior public improvements as identified by the Board.

(f) Park and Recreation Improvements, including the design, acquisition, construction, relocation, completion, installation and/or operation and maintenance of parks and recreational facilities including, but not limited to, parks, bike paths and pedestrian ways, bridges, open space, landscaping, fences, walls, cultural activities, play areas, conservatories, community recreational centers, tennis courts, water bodies, waterfalls, fountains, streams, lakes, ponds, irrigation facilities, and other active and passive recreational facilities and programs, and all necessary, incidental and appurtenant facilities, land and easements, together with extensions of and improvements to said facilities.

(g) Public Transportation, including the design, acquisition, installation, construction, operation, and maintenance of public transportation system improvements, including transportation equipment, park and ride facilities and parking lots, structures, roofs, covers, and facilities, together with all necessary, incidental and appurtenant facilities, land and easements, and all necessary extension of and improvements to said facilities or systems; provided, however, that the design, acquisition, installation, construction, operation, and maintenance of public transportation system improvements shall, where applicable, be subject to the entry into authorizing contracts pursuant to the provisions of Part 2 of Article 1 of Title 29, C.R.S.

(h) The Ownership, Operation, and Maintenance of any public improvement.

(i) The Provision of Services as described in Section 31-25-1212(1)(f), C.R.S. Such Section 31-25-1212(1)(f) explains the power to provide services as follows:

(i) Consulting with respect to planning or managing development activities;

(ii) Maintenance of improvements, by contract, if it is determined to be the most cost-efficient;

(iii) Promotion or marketing of BID activity;

(iv) Organization, promotion, marketing, and management of public events;

(v) Activities in support of business recruitment, management, and development;

(vi) Security for businesses and public areas located within the district;

(vii) Snow removal or refuse collection, by contract, if it is determined to be the most cost-efficient; and

(viii) Providing design assistance.

(j) The Exercise of Other Powers that are granted to business improvement districts under Section 31-25-1212, C.R.S. and other law.

(k) Audits. The BID shall complete its own audit as required by Part 6 of Article 1 of Title 29, C.R.S. and submit the same to the City for incorporation into the City's audit as a component unit or as otherwise agreed by the City and the BID.

Finally, as briefly described below, the BID will be primarily focused on three major activities: marketing, maintenance, and infrastructure improvements. Due to a limited budget in its first year of operation, it is anticipated the BID will primarily focus on marketing and maintenance activities.

Marketing. Currently, marketing within the BID is limited largely to inconspicuous signage at the entrances to the District, and its inclusion on the Lone Tree Link shuttle bus route. The BID will begin to promote business and civic activities, including events such as restaurant tours, block parties, farmers markets, and holiday festivals, as well as broader public relations and marketing campaigns. The BID may begin to implement recommendations contained within The Lone Tree Plaza Vision Book regarding the installation of directional signage to encourage more drivers, pedestrians, and bicyclists to venture in off of Yosemite Street and Park Meadows Drive.

Maintenance. The BID may assume responsibility for repairing and striping parking lots and traffic lanes, planting and maintaining landscaping, snow removal, and regular cleaning throughout the BID area. The goal would be to create a more attractive, uniform environment that is welcoming to visitors.

Infrastructure Improvements. In addition to maintenance and marketing activities, the BID may consider and undertake larger infrastructure improvements to take the BID shopping and entertainment experience to the next level. A prime example would be the Promenade concept that is featured prominently in the Plaza Vision Book, as well as the “Allee Park”, “Front Yard”, and other flexible gathering / event spaces within the District.

IV. TAXES, FEES, and ASSESSMENTS

(a) The BID has placed several ballot questions on the November 3, 2015 ballot concerning the operation and financing of the District. The ballot questions are attached as Exhibit B. Among other things, the District seeks voter approval to finance its operations through the imposition of a mill levy of up to 20 mills. It is anticipated a levy of 20 mills will provide the BID with approximately \$220,000 annually.

(b) Although it does not intend to do such at this time, the BID is authorized to impose fees, rates, tolls and other charges.

(c) The proposed BID budget for 2016 is attached.

V. Debt

The BID has not issued any bonds, notes or other forms of debt nor has it issued any certificates of participation.

VI. INTERGOVERNMENTAL AGREEMENTS

The BID has not entered into any Intergovernmental Agreements (“IGAs”). However, it is anticipated the BID Board of Directors may consider entering into an IGA with the City in order to partner in the provision of certain services within the BID.

VII. OTHER MATERIAL AGREEMENTS

The BID has not entered into any other material agreements. However, it is anticipated as the BID begins operations it will enter into several agreements to facilitate the operations of the BID. All such material agreements will be approved by the BID Board of Directors.

VIII. OPERATION AND MAINTENANCE

The BID may provide ongoing services under its various powers, but only to the extent that the City or other service provider does not provide such services. The BID may own, operate, or maintain any public improvement. The BID may furnish street construction and maintenance including street sweeping, snow plowing and minor repairs; landscape and open space installation and maintenance including such park, recreation, conservatory, streetscape, and drainage facilities as the BID may construct, acquire or contract to maintain; and the operation and maintenance of mosquito and weed control services. The BID may also provide operation and maintenance of transportation facilities and parking lots.

IX. FINANCIAL PLAN

The BID shall have the authority to raise revenue by any means available to a Business Improvement District under Colorado law, including but not limited to taxes, assessments, rates, tolls, or charges for any services or improvements furnished by the BID.

The BID is holding an election on November 3, 2015 to authorize a property tax for up to 20 mills to finance operations of the District. It may also call and hold elections in the future for the purpose of authorizing debt, revenue limits, spending limits, and such other matters as may be necessary or convenient for the implementation of Art. X., Sec. 20 of the Colorado Constitution.

In the event that the Board of Directors determines that there is interest in the use of special assessments to pay for improvements or services, assessment matters will be voted upon by the electors within the proposed assessment district as required by §31-25-1219(1) and §31-25-534(3), C.R.S.

The BID may operate enterprises as defined in Art. X, Sec. 20 of the Colorado Constitution.

THE BID HAS NOT PLEDGED, AND SHALL NOT PLEDGE, ANY CITY FUNDS OR ASSETS AS SECURITY FOR ANY INDEBTEDNESS OF THE BID.

X. CITY OVERSIGHT OF BID ACTIVITIES

(a) Annual Operating Plan and Budget. This 2016 Operating Plan and Budget constitutes the annual operating plan and budget that the BID is required to file with the City describing the BID's proposed activities for the upcoming budget year. This annual operating plan includes the brief report of BID activities for the past year. The City shall approve or disapprove the annual operating plan and budget within thirty days after receipt of such operating plan and budget and all requested

documentation relating thereto, but not later than December 5th of the year in which such documents are filed. No public hearing by the City shall be required.

This report includes the following materials:

1. BID Name.
2. BID Contact Person, address, telephone number, fax number.
3. Identity of the Board of Directors.
4. BID Map (see **Exhibits A**).
5. Current Budget (See **Exhibit C**).
6. A description of activities performed in the last budget year.
7. An Operating Plan description of activities to be performed in the next budget year and a proposed summary budget for that year. (Adoption of the final detailed BID budget by the Board is subject to the completion of the required notice and hearing process in state law).

(b) Indebtedness.

(i) The District has not sought authorization from the eligible electors of the BID to incur debt.

(ii) Additional Authority. The City's approval for incurring debt must be acquired by the BID, if at all, through an amendment or modification to the operating plan approved by the City Council, and such electoral approval as may be required by law.

(c) Inclusions and Exclusions. The City shall obtain the approval of the Board of Directors of the BID before the City approves any inclusion or exclusion of property for the BID.

(d) Dissolution. Following notice and a public hearing before the City Council, the BID may be dissolved under the conditions, and as allowed, by Section 31-25-1225, C.R.S.

(e) Tax, Revenue and Spending Limitation Elections. The BID may hold such tax, revenue, and spending limitation elections as may be called by the BID Board.

For any special improvement district formed by the BID, except as otherwise provided in this Operating Plan or Colorado law, as determined by the Board, the BID may authorize debt, taxes, spending and other financial matters by a vote of all of the electors of the BID or by vote of the electors of the special improvement district.

XI. PROCEDURE FOR OBTAINING CITY APPROVAL OF MODIFICATIONS OF THE OPERATING PLAN

The method for review and approval of modifications of the Operating Plan is as follows:

(a) In such detail as may be reasonably requested by the City, the BID shall set forth a written proposal for the modification of the Operating Plan ("Amendment").

(b) The BID shall file the Amendment with the City Manager and the City Attorney.

(c) The City Clerk shall place the Amendment as an agenda item before the City Council in the manner as is provided by City ordinance or resolution at a regular or special meeting of the City Council, and shall inform the BID at least ten days in advance of the date, time and place of the City Council meeting. No public hearing on the Amendment shall be required.

(d) The City Council shall, within 30 days of the City Council meeting, adopt an ordinance, resolution, or motion approving, conditionally approving, or disapproving the Amendment as appropriate under the circumstances.

XII. PRIOR ACTIONS

The formation of the BID was approved by the City Council on September 1, 2015. Other than placing questions on the ballot, no action has been taken by the BID since its formation.

XIII. CONCLUSION

It is submitted that this Operating Plan and Budget for the Lone Tree Business Improvement District meets the requirements of the Business Improvement District Act and further meets applicable requirements of the Colorado Constitution. It is further submitted that the types of services and improvements to be provided by the BID are those services and improvements which best satisfy the purposes of Part 12 of Article 25 of Title 31, C.R.S., as required by § 31-25-1207(5), C.R.S.

The BID respectfully requests that the City approve this 2016 Operating Plan and Budget.

List of Exhibits

A. Map of BID Service Area

B. November 3, 2015 Election Questions

C. Budget for 2016

Exhibit A
Boundary Map

Lone Tree Business Improvement District



YOSEMITE ST

PARK MEADOWS DR

 Business Improvement District
 City Limits

10/20/15



Exhibit B
Election Questions

OFFICIAL BALLOT FOR LONE TREE BUSINESS IMPROVEMENT DISTRICT, CITY OF LONE TREE, COUNTY OF DOUGLAS, STATE OF COLORADO

November 3, 2015

Date of Election

/s/

Facsimile of Signature of the Designated Election Official of the District

WARNING

Any person who, by use of force or other means, unduly influences an eligible elector to vote in any particular manner or to refrain from voting, or who falsely makes, alters, forges, or counterfeits any mail ballot before or after it has been cast, or who destroys, defaces, mutilates, or tampers with a ballot is subject, upon conviction, to imprisonment, or to a fine, or both.

1-7.5-107(3)(b), C.R.S.

This may not be your only ballot. Other elections may be held by other political subdivision by mail or by polling place. Refer to the ballot instructions for complete information on voting. Review your ballot. Be sure you have voted on every office and issue.

To vote, place crossmark (X) at the right after each ballot issue and ballot question.

1-5-407(2), C.R.S.

BALLOT ISSUE A

SHALL THE LONE TREE BUSINESS IMPROVEMENT DISTRICT TAXES BE INCREASED \$3,000,000 ANNUALLY IN 2016 AND IN EACH FISCAL YEAR THEREAFTER AS ADJUSTED FOR INFLATION PLUS ANNUAL LOCAL GROWTH (BOTH AS DEFINED IN ARTICLE X, SECTION 20 OF THE COLORADO CONSTITUTION), OR SUCH LESSER AMOUNT AS NECESSARY TO PAY THE DISTRICT'S ADMINISTRATION, OPERATIONS AND MAINTENANCE AND OTHER EXPENSES, BY THE IMPOSITION OF A MILL LEVY AT A RATE OF NOT MORE THAN 20 MILLS, AND SHALL THE PROCEEDS OF SUCH TAXES AND ANY INVESTMENT INCOME THEREON BE COLLECTED, RETAINED AND SPENT BY THE DISTRICT IN FISCAL YEAR 2016 AND IN EACH FISCAL YEAR THEREAFTER AS A VOTER-APPROVED REVENUE CHANGE WITHOUT REGARD TO ANY SPENDING, REVENUE-RAISING OR OTHER LIMITATION CONTAINED WITHIN ARTICLE X, SECTION 20 OF THE COLORADO CONSTITUTION, THE LIMITS IMPOSED ON INCREASES IN PROPERTY TAXATION BY SECTION 29-1-301, C.R.S. IN ANY YEAR, OR ANY OTHER LAW WHICH PURPORTS TO LIMIT THE DISTRICT'S REVENUES OR EXPENDITURES AS IT CURRENTLY EXISTS OR AS IT MAY BE AMENDED IN THE FUTURE?

YES: _____

NO: _____

BALLOT ISSUE B

SHALL LONE TREE BUSINESS IMPROVEMENT DISTRICT TAXES BE INCREASED \$250,000 ANNUALLY IN 2016 AND IN EACH FISCAL YEAR THEREAFTER AS ADJUSTED FOR INFLATION PLUS ANNUAL LOCAL GROWTH IN EACH SUBSEQUENT FISCAL YEAR THEREAFTER OR SUCH LESSER AMOUNT AS NECESSARY TO PAY THE DISTRICT'S ADMINISTRATION AND OPERATIONS AND MAINTENANCE EXPENSES, BY THE IMPOSITION OF A FEE OR FEES IMPOSED, WITHOUT LIMITATION AS TO RATE OR AMOUNT OR ANY OTHER CONDITION TO PAY SUCH EXPENSES, AND SHALL THE PROCEEDS OF SUCH FEES AND ANY INVESTMENT INCOME THEREON OR ANY OTHER REVENUES COLLECTED BY THE DISTRICT, BE COLLECTED, RETAINED AND SPENT BY THE DISTRICT IN FISCAL YEAR 2016 AND IN EACH FISCAL YEAR THEREAFTER AS A VOTER-APPROVED REVENUE CHANGE WITHOUT REGARD TO ANY SPENDING, REVENUE-RAISING, OR OTHER LIMITATION CONTAINED WITHIN ARTICLE X, SECTION 20 OF THE COLORADO CONSTITUTION, THE LIMITS IMPOSED ON INCREASES IN PROPERTY TAXATION BY SECTION 29-1-301, C.R.S. IN ANY YEAR, OR ANY OTHER LAW WHICH PURPORTS TO LIMIT THE DISTRICT'S REVENUES OR EXPENDITURES AS IT CURRENTLY EXISTS OR AS IT MAY BE AMENDED IN THE FUTURE, ALL WITHOUT LIMITING IN ANY YEAR THE AMOUNT OF OTHER REVENUES THAT MAY BE COLLECTED, RETAINED AND SPENT BY THE DISTRICT?

YES: ____
NO: ____

BALLOT ISSUE C

SHALL LONE TREE BUSINESS IMPROVEMENT DISTRICT BE AUTHORIZED TO COLLECT, RETAIN, AND SPEND THE FULL AMOUNT OF ANY AND ALL AMOUNTS ANNUALLY FROM ANY REVENUE SOURCES WHATSOEVER INCLUDING BUT NOT LIMITED TO ALL TAXES, TAX INCREMENT REVENUES, TAP FEES, PARK FEES, FACILITY FEES, SERVICE CHARGES, INSPECTION CHARGES, ADMINISTRATIVE CHARGES, GRANTS OR ANY OTHER FEE, RATE, TOLL, PENALTY, INCOME OR CHARGE IMPOSED, COLLECTED, OR AUTHORIZED BY LAW OR CONTRACT DURING 2016 AND EACH FISCAL YEAR THEREAFTER, SUCH AMOUNTS TO CONSTITUTE A VOTER-APPROVED REVENUE CHANGE AND BE COLLECTED, RETAINED AND SPENT BY THE DISTRICT WITHOUT REGARD TO ANY SPENDING, REVENUE-RAISING, OR OTHER LIMITATION CONTAINED WITHIN ARTICLE X, SECTION 20 OF THE COLORADO CONSTITUTION, THE LIMITS IMPOSED ON INCREASES IN PROPERTY TAXATION BY SECTION 29-1-301, C.R.S. IN ANY SUBSEQUENT YEAR, OR ANY OTHER LAW WHICH PURPORTS TO LIMIT THE DISTRICT'S REVENUES OR EXPENDITURES AS IT CURRENTLY EXISTS OR AS IT MAY BE AMENDED IN THE FUTURE, AND WITHOUT LIMITING IN ANY YEAR THE AMOUNT OF OTHER REVENUES THAT MAY BE COLLECTED, RETAINED AND SPENT BY THE DISTRICT?

YES: ____
NO: ____

BALLOT ISSUE D

SHALL LONE TREE BUSINESS IMPROVEMENT DISTRICT BE AUTHORIZED TO ENTER INTO ONE OR MORE INTERGOVERNMENTAL AGREEMENTS WITH THE STATE OR ONE OR MORE POLITICAL SUBDIVISIONS OF THE STATE FOR THE PURPOSE OF FINANCING THE COSTS OF ANY PUBLIC IMPROVEMENTS, FACILITIES, SYSTEMS, PROGRAMS, OR PROJECTS WHICH THE DISTRICT MAY LAWFULLY PROVIDE, OR FOR THE PURPOSE OF PROVIDING FOR THE OPERATIONS AND MAINTENANCE OF THE DISTRICT AND ITS FACILITIES AND PROPERTIES, WHICH AGREEMENT MAY CONSTITUTE A MULTIPLE FISCAL YEAR FINANCIAL OBLIGATION OF THE DISTRICT TO THE EXTENT PROVIDED THEREIN AND OTHERWISE AUTHORIZED BY LAW, AND IN CONNECTION THEREWITH SHALL THE DISTRICT BE AUTHORIZED TO MAKE COVENANTS REGARDING THE ESTABLISHMENT AND USE OF AD VALOREM TAXES, RATES, FEES, TOLLS, PENALTIES, AND OTHER CHARGES OR REVENUES OF THE DISTRICT, AND COVENANTS, REPRESENTATIONS, AND

WARRANTIES AS TO OTHER MATTERS ARISING UNDER THE AGREEMENTS, ALL AS MAY BE DETERMINED BY THE DISTRICT BOARD OF DIRECTORS?

YES:____
NO:____

BALLOT ISSUE E

SHALL LONE TREE BUSINESS IMPROVEMENT DISTRICT BE AUTHORIZED TO ENTER INTO ONE OR MORE AGREEMENTS WITH PRIVATE PARTIES FOR THE PURPOSE OF FINANCING THE COSTS OF ANY PUBLIC IMPROVEMENTS, FACILITIES, SYSTEMS, PROGRAMS, OR PROJECTS WHICH THE DISTRICT MAY LAWFULLY PROVIDE, OR FOR THE PURPOSE OF PROVIDING FOR THE OPERATIONS AND MAINTENANCE OF THE DISTRICT AND ITS FACILITIES AND PROPERTIES, WHICH AGREEMENT MAY CONSTITUTE A MULTIPLE FISCAL YEAR FINANCIAL OBLIGATION OF THE DISTRICT TO THE EXTENT PROVIDED THEREIN AND OTHERWISE AUTHORIZED BY LAW, AND IN CONNECTION THEREWITH SHALL THE DISTRICT BE AUTHORIZED TO MAKE COVENANTS REGARDING THE ESTABLISHMENT AND USE OF AD VALOREM TAXES, RATES, FEES, TOLLS, PENALTIES, AND OTHER CHARGES OR REVENUES OF THE DISTRICT, AND COVENANTS, REPRESENTATIONS, AND WARRANTIES AS TO OTHER MATTERS ARISING UNDER THE AGREEMENTS, ALL AS MAY BE DETERMINED BY THE DISTRICT BOARD OF DIRECTORS?

**BALLOTS MUST BE RECEIVED BY 7:00 P.M. ON ELECTION DAY
November 3, 2015 AT:**

C/O JENNIFER PETTINGER, SECRETARY
LONE TREE BUSINESS IMPROVEMENT DISTRICT
9220 KIMMER DRIVE, SUITE 100
LONE TREE, CO 80124

Exhibit C
Budget

Lone Tree Business Improvement District

District Services

The District currently provides no services. It is anticipated services may be added in 2016 once a Board of Directors is appointed. A budget will be adopted at that time.

Budget Summary

The District was formed on September 1, 2015. As such, it has no revenues or expenditures for the last five years.

General Fund

Revenues by Type

Revenues	2014 Actual	2015 As of 9/30/15	2016 Adopted	2017
General Property Taxes	-	-	-	-
Fees	-	-	-	-
Tolls	-	-	-	-
Charges	-	-	-	-
Total	\$ -	\$ -	\$ -	\$ -

Expenditures by Use

Expenditures	2014 Actual	2015 As of 9/30/15	2016 Adopted	2017
Wages & Salaries	-	-	-	-
Legal & Accounting	-	-	-	-
Marketing	-	-	-	-
Administrative Fees	-	-	-	-
Operating Supplies	-	-	-	-
Professional Services	-	-	-	-
Total Operating	-	-	-	-
Total	\$ -	\$ -	\$ -	\$ -
Beginning Funds Available	\$ -	\$ -	\$ -	\$ -
Net Fund Balance	\$ -	\$ -	\$ -	\$ -



CITY OF LONE TREE
STAFF REPORT

TO: Mayor Gunning and City Council

FROM: Lisa Rigsby Peterson, Executive Director, LTAC

DATE: October 13, 2015

FOR: October 20, 2015 Council Meeting

SUBJECT: Resolution 15-15, ADOPTING THE LONE TREE ARTS CENTER MISSION STATEMENT

Summary

LTAC staff are actively pursuing corporate, foundation and other grant opportunities to increase contributed income each year. Most guidelines require an applicant organization to include its mission statement in order to be considered for funding (even the Scientific and Cultural Facilities District requires this).

The only mission statement adopted by the City related to arts and culture was adopted in 1999 when the Arts Commission was formed, and it was written to include general support for arts and culture in the community. In order to be compliant and competitive for current funding opportunities, the Lone Tree Arts Center needs its own mission statement. The proposed resolution approves a mission statement which incorporates the four focus areas of the LTAC strategic plan.

Cost
none

Suggested Motion or Recommended Action

Staff requests Council approve the following motion:

“I move to adopt Resolution 15-15, establishing a mission statement for the Lone Tree Arts Center.”

**CITY OF LONE TREE
RESOLUTION NO. 15-15**

**A RESOLUTION ESTABLISHING A MISSION STATEMENT
FOR THE LONE TREE ARTS CENTER**

WHEREAS, the City of Lone Tree has valued arts and culture for its residents since the City's inception; and

WHEREAS, this value was demonstrated by the establishment in 1999 of the City's Arts Commission; and

WHEREAS, the Arts Commission's mission is defined as promoting and encouraging the development of public awareness and interest in the fine and performing arts in the City of Lone Tree and surrounding areas; and

WHEREAS, the opening of the Lone Tree Arts Center in 2011 was another tangible demonstration of the City's support for arts and culture; and

WHEREAS, the Lone Tree Arts Center's operations, while complementary, are separate from the work of the Arts Commission; and

WHEREAS, in order to raise contributed income from a variety of sources to provide financial support for Arts Center programs, staff must apply for a variety of grants and charitable contributions; and

WHEREAS, many organizations require a specific mission statement for the requesting organization in order to consider an application for funding.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LONE TREE, COLORADO:

The mission of the Lone Tree Arts Center is to produce and present remarkable professional arts experiences; prioritize the patron experience; create arts engagement opportunities for children, seniors, and other underserved communities; and place high value on planning and professional stewardship.

APPROVED AND ADOPTED THIS 20th DAY OF OCTOBER, 2015.

CITY OF LONE TREE

James D. Gunning, Mayor

ATTEST:

Jennifer Pettinger, CMC, City Clerk

(S E A L)