

RECORD OF PROCEEDINGS

Town of Estes Park, Larimer County, Colorado, March 28, 2002

Minutes of a Regular meeting of the **COMMUNITY DEVELOPMENT COMMITTEE** of the Town of Estes Park, Larimer County, Colorado. Meeting held in the Municipal Building in said Town of Estes Park on the 28th day of March 2002.

Committee: Chairman Doyle, Trustees Barker and Habecker
Attending: All
Absent: None
Also Attending: Assistant Town Administrator Repola, Directors Hinze, Joseph, Pickering, Manager Marsh, Sr. Center Director Thompson, Chief Building Official Birchfield, Deputy Clerk van Deutekom

Chairman Doyle called the meeting to order at 8:00 a.m.

COMMUNITY DEVELOPMENT DEPARTMENT.

Director Joseph presented a draft of the updated Community Profile.

Chief Building Official Birchfield introduced Bryon Horgen who was recently hired to fill the second Building Official position in the Dept.

- A. Building Code Administration – Discussion. Chapter 1, Sections 101-104 of the 2000 International Building Code® were reviewed. Other areas discussed include the development of administrative policies and procedures, code adoption schedule, and monthly workshops. Assistant Administrator Repola explained that the information presented is an overview of the first chapter. More extensive reviews of Code changes could occur during a future Town Board Study Session if necessary.
- B. Building Permit Fee Waiver Policy – Discussion. Director Joseph explained that a consistent policy is needed to determine building permit fees for public projects and private non-profits. In the past, the following entities may have been exempt from building permit fees (except for direct expenses incurred in out-of-house plan review): 1) public funded government construction (federal, state, county, local); 2) tax districts/special districts (hospital, library, EVRPD, etc.); and 3) certain private non-profit organizations (health care providers, assisted living centers, low income housing, etc.).

Following is a brief summary of the items discussed:

1. Criteria currently used in qualifying private non-profits.
2. The distinction between public projects and those funded by private non-profit organizations.
3. The practicality of requiring non-profits to present requests directly to Town Board for approval on a case-by-case basis.
4. Management of compensation should the permit fees be waived (i.e., General Fund transfer to Building Dept., establishment of enterprise funds, subsidies, community service funding, etc.).

The Committee determined that this matter required further discussion and requested this item be placed on the next Town Board Study Session Agenda.

RECORD OF PROCEEDINGS

Community Development Committee – March 28, 2002 - Page 2

ADVERTISING.

Manager Marsh reported that total requests for information are down by 1.97%, e-mailed requests for information are up 28.3%, and 800 calls are down 18.6%. Research highlights and key findings from the third Mini Conversion Study were reviewed and discussed.

SPECIAL EVENTS DEPARTMENT.

A. Director Hinze presented the following **standard agreements** and requested they be favorably recommended for approval:

- Lions Club Concession Stand
- Copper Penny Hunter-Jumper Horse Show, July 19-21
- Rocky Mountain Team Penning Show, September 13-15
- International Arabian Cutting Horse Show, June 30, July 1-3
- June Rodeo Series Stock Contractor

The **Committee recommends approval of the Agreements as presented.**

B. Director Hinze presented the following **Parade Permits** and requested they be favorably recommended for approval:

- Rooftop Rodeo Parade, July 9th
- Scottish Festival Parade, September 7th
- Christmas Parade, November 29th

The **Committee recommends approval of the Parade Permits as presented.**

C. **Rodeo Announcer Stand – Request acceptance of Bid.** The following bids were received to replace the Grandstand Arena Announcers Stand:

	<u>Weathered-in</u>	<u>Turnkey</u>
Ray Duggan Builders & Design	\$43,690	\$49,890
Emerson & Simpson Construction	42,120	46,160

Additional fees associated with the project include:

Electrical - Estes Valley Electric, \$500 (materials only)
Design - T.W. Beck, \$1,500.

The budget includes \$20,000 for this project. Assistant Administrator Repola noted that funds are available to cover the difference between the budgeted amount and the actual project cost (including a 10% contingency) from the existing fund balance.

The **Committee recommends approval of the bid in the amount of \$46,160 submitted by Emerson & Simpson Construction, plus a 10% contingency.** The total project cost shall be funded from the existing fund balance and construction will be completed by May 31, 2002.

D. **Vehicle Purchase.** Director Hinze explained that the Special Events Dept. received approval to purchase truck 903.10A from the Water Dept. at the March Public Works Committee meeting for the trade-in price of \$7,500. Special Events truck G-105 will be sold at the Larimer County Auction this fall.

Community Development Committee – March 28, 2002 - Page 3

MARKETING REPORT.

Director Pickering presented the 2001 year-end report. Highlights from the report include:

Total Number of Conferences at the Center	75
Total Number of Conference Attendees	10,098
Total Conference Spending in Town	\$4,725,864
Total Sales Tax Collected for Conferences	\$189,034
Local Civic Uses at Conference Center	14,753 people (61 events)

Other areas discussed include the 3-year and 10-year comparisons, ongoing marketing efforts, Governor's Board on Tourism, establishment of taxing districts, and development of a State Film Commission.

SENIOR CENTER.

- A. Larimer County Office on Aging Contracts – Approval. The Larimer County Office on Aging and their Advisory Council have opted to renew grant funding to the Senior Center for 2002 at the same level as 2001. This award is \$12,000 in Title III (Nutrition Program) dollars and \$2,475 in County dollars for Operations. The **Committee recommends approval of both contracts with the Larimer County Office on Aging and Department of Human Services, as presented.**

- B. Irrigation and Landscape Design/Build Project – Approval. The Irrigation and Landscape Project consists of two components: 1) water tap purchase, installation of water line and irrigation system; and 2) sod and landscaping. The Parks Dept. drafted specifications for both the irrigation and landscape components and is prepared to submit the project for bid. The 2002 Budget contains an expenditure line item of \$15,000 and revenue line item of \$7,500, representing a 50% contribution from Senior Center, Inc. for the project. It is anticipated that the Foundation will fund whatever costs exceed the budgeted amount. The **Committee recommends staff solicit bids for the Irrigation and Landscape Design/Build project, returning to the Committee for further action.**

There being no further business, Chairman Doylen adjourned the meeting at 10:03 a.m.