

## RECORD OF PROCEEDINGS

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*Town of Estes Park, Larimer County, Colorado, June 6, 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 6<sup>th</sup> day of June, 2002.

Committee: Chairman Doyle, Trustees Barker and Habecker

Attending: All

Also Attending: Assistant Town Administrator Repola, Directors Hinze, Joseph, Thompson, Conference Coordinator Larsen, Clerk O'Connor

Absent: None

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

### **COMMUNITY DEVELOPMENT DEPARTMENT.**

**Estes Valley Development Code – Code Revision Update.** Director Joseph reported that the Planning Commission is reviewing two significant sections of the Code: Sign Code and Highway Corridor Design Guidelines. Pursuant to the Town Board direction, staff is also submitting a proposal whereby the Multi-Family “use by right” in the A-Accommodations zoning district would be eliminated. Discussion followed on the highway corridor design guidelines, with staff confirming the proposal is being submitted on a “minimal level” that only addresses color and materials. Copies of the proposal are available, as well as an opportunity to discuss these issues personally.

Staff confirmed that certain Sign Code definitions were omitted when the EVDC was adopted, and this error is being corrected with the revisions being proposed at this time. These corrections will retain the identical end result of the prior Sign Code.

**Building Department – Update.** With the employment of a third Building Official (Bryan Horgen), productivity in the Building Dept. has improved tremendously. All of the bldg. officials are heavily involved in the International Bldg. Code, and with the developer’s agreement, although not formally adopted by the Town, both of the large projects being developed by the Estes Park Housing Authority are being reviewed under the International Code. The projects do not face any jeopardy in using this Code as the Building Official does have authority to use an alternate code. Chief Building Official Birchfield could attend the next Committee meeting to provide additional information on this issue.

The year-to-date building permit report indicates a total valuation of \$9,504,990 for May, 2001 as compared to \$8,245,239 in May, 2002. The statistics indicate a lag, however, there are a number of permits awaiting the payment of permit fees.

Work on the Knoll Master Plan is also underway.

### **MUSEUM DEPARTMENT.**

**History Camp.** Sr. Center Director reported that two sessions are planned: July 15-19 and August 5-9. The cost is \$125/child; children must have just completed third or fourth grade; and scholarship funding is available. Registration forms are

**Community Development Committee – June 6, 2002 - Page 2**

available at the Museum and at MacGregor Ranch. History Camp is sponsored by the Town, Friends of the Museum, MacGregor Educational Trust, the King Foundation, and the Lennie Bemiss Memorial Fund.

**Monthly Report.** Programs scheduled through July 27<sup>th</sup> were reviewed, as well as attendance statistics.

**SPECIAL EVENT DEPARTMENT.**

**Centennial Car Show, August 22, 2003 – Request approval to use Bond Park, Park Lane, and Children’s Park Parking Lot.** At the May 23<sup>rd</sup> Committee meeting, the Committee approved this event scheduled August 22, 2003, however, staff was directed to canvass adjacent business owners to determine if this venue was appropriate. Special Events Director Hinze reported that she and Dick Brown personally contacted eight merchants, and, in summary, the majority supports the location. As previously stated, the Police and Parks Departments both favor the Municipal Parking Lot. Potential budget implications include repair to existing sod and the irrigation system in Bond Park. Norm Carver was present and he confirmed that many shows are open to the public and there are no additional security concerns at this time.

Discussion followed on the “off peak” definition as contained in the Event Organizer Regulations, with staff confirming: “No new events will be given use of a Town-owned park on holiday weekends or during the summer tourist season.” Reaching consensus that this event complies with the regulation as mentioned above, it is beneficial for both the event organizer and the Town’s economy, Town-owned parks should be utilized and enjoyed, and the cost of any damage should be minimal, **the Committee recommends approval of the venue for this event as requested.**

**Summer Rodeo Series.** Director Hinze reported that this series kickoff was Monday, June 3<sup>rd</sup>, 158 spectators were present, and 187 attended 6/5. Apprehension that a sufficient number of contestants would not participate have been alleviated. Staff has not received any sound complaints. Committee members were invited to inspect the newly-constructed Announcer’s Stand, and grandstand upgrades in seating and lighting.

**MARKETING DEPARTMENT.**

**Estes Park Film Commission.** Marketing Director Pickering and staff gave a PowerPoint presentation reporting on requirements for certification as a state film commission. The Colorado Film Commission provides formal guidance and training to local community film contacts to certify them as professional liaison offices to aid in the attraction and support of Motion Picture, Television, and Imaging Production in their respective areas. Conference Services Coordinator Larsen has received this formal training, and would serve as the Local Community Liaison Office (no additional staff is required), and the Department is seeking approval of the following:

- Resolution establishing the formation of an Estes Park Film Commission as a resource used by the motion picture industry to facilitate filming in Colorado.
- Total budget estimate is \$3,000: Town funding in the amount of \$1,500 from the Economic Development Fund (PRPA) to include a matching grant from the Chamber EPIC funds.
- Appointment of at least 3 persons to serve on the Advisory Board, to include Marketing Director Pickering and a Chamber representative.

RECORD OF PROCEEDINGS

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**Community Development Committee – June 6, 2002 - Page 3**

Discussion followed on anticipated responsibilities of the Commission, assessing filming opportunities to ensure organizers are credible, and the value and rational of the Commission's role in serving as an advocate for the support of Estes Park's economy. **The Committee recommends: (1) approval of the Resolution as presented, (2) the funding request of \$1,500 from Economic Development Funds, and (3) that Director Pickering submit a list of potential appointees (seven members) to include Director Pickering and the Chamber Resort Director, and a representative from the Town Board, Park Service, business community, for formal appointment during an upcoming Town Board meeting.**

**Miscellaneous Activities.** Director Pickering commented on the successful Colorado Tourism Office meeting hosted at the Conference Center, and commended Advertising Manager Marsh and Conference Coordinator Larsen for their outstanding work on the Lawn Lake Project.

There being no further business, Chairman Doylen adjourned the meeting at 9:10 a.m.

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Vickie O'Connor, CMC, Town Clerk