

RECORD OF PROCEEDINGS

Town of Estes Park, Larimer County, Colorado, February 5, 2004

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 5th day of February 2004.

Committee: Chairman Doyle, Trustees Barker and Habecker
Attending: All
Absent: None
Also Attending: Assistant Town Administrator Repola, Directors Kilsdonk, Pickering, Mgrs. Hinze, Marsh, Chief Building Official Birchfield, Group Sales and Marketing Manager Nikolai, and Deputy Clerk van Deutekom

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

COMMUNITY DEVELOPMENT.

1. 2003 International Code. Chief Building Official Birchfield briefed the Committee on the status of the 2003 International Code adoption. Staff continues to organize meetings for local contractors to solicit their endorsement and/or comment. Larimer County, Estes Park, and surrounding jurisdictions all expect to adopt the Code by January 1, 2005.
2. Fall River Village. Discussion was held regarding permit and licensing fees required for the relocation of mobile homes. Staff will research statutory/permitting requirements, fees, and public safety issues and present a recommendation for review at the March meeting.

SPECIAL EVENTS.

1. Mgr. Hinze presented the following standard agreements and requested they be favorably recommended for approval:
 - Powder River Rodeo LLC, June Series Rodeo, \$24,000
 - Christmas Parade Director Agreement, \$10,000/fee
 - Colorado Arabian Horse Club, July 2-4, 2004
 - Rocky Mtn. Miniature Horse Club, June 16-20, 2004
 - Colorado Copper Penny H-J Show, July 22-25, 2004

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

2. Stanley Park Fairgrounds Master Plan Schematic – Approval Request. In July 2003, the Town Board approved the development of a Stanley Park Master Plan (Goal #5). The goal team facilitated five community sessions (comprised of citizens and organizations) to gather input on potential uses and improvements to the Fairgrounds at Stanley Park. The input was then used to develop a Stanley Park Master Plan Schematic that is consistent with the deed limitations of the property and realistic funding options.

In addition, the goal team sought a combination of flexible and complementary improvements that would allow simultaneous use by various user groups, and at other times facilitate exclusive use by large recreation or entertainment functions. This plan also reinforces the desire to continue marketing the Fairgrounds as an equestrian facility. The proposed improvements to existing facilities are intended to reduce the footprint of existing equestrian operations in an effort to improve operational efficiencies and make additional land available for other recreational uses.

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Adoption of this Stanley Park Master Plan Schematic has no direct cost. The 2004 Community Reinvestment fund includes \$320,000 allocated to Stanley Park Revitalization, which will likely be invested in cosmetic improvements to existing structures.

Areas discussed include the sidewalk funding, project phasing, event opportunities, existing track, aesthetics, and public safety issues regarding the proximity of the proposed RV site to the schools and Youth Center.

The Committee recommends approval of the Stanley Park Master Plan Schematic as presented.

3. Drainage Study at Stanley Park Fairgrounds – Award Contract. Assistant Administrator Repola reported that funds were appropriated in the 2004 Budget for initial improvements at the Fairgrounds. Included in the improvements is resolution of an ongoing water drainage problem. The following proposals for engineering services were received:

Baseline Engineering	\$ 27,000
Cornerstone Engineering & Surveying, Inc.	12,500
Van Horn Engineering & Surveying	17,450

The 2004 Community Reinvestment Fund contains \$20,000 for engineering services for this study.

Staff reviewed the proposals and believes that Van Horn Engineering & Surveying is the most comprehensive. In addition to the general services common in the other two proposals, the Van Horn proposal includes review of the Hwy. 7 CDOT studies for accuracy and applicability to the Fairgrounds.

John Spooner/Van Horn Engineering addressed water retention options and detention pond aesthetics.

The Committee recommends awarding the contract for the Stanley Park Drainage Study to Van Horn Engineering in an amount not to exceed \$17,450.

ADVERTISING POLICY COMMITTEE.

1. Manager Marsh reported that as of December 31, 2003, requests for information were down 16.9%, advertising generated requests were down 13%, WATS line calls were down 16.8%, and e-mailed requests for the year were up 34.12%, with December coming in with an increase of 85% as compared to the same period last year. Additional items discussed include magazine ads, the Away.com promotional, and Collateral Distribution Report.

Current Projects:

- ✓ Final Draft of the 2003 Convention Study.
- ✓ 2004 Event Calendar Brochure
- ✓ February Insert.
- ✓ Planning for Denver Newspaper Agency On-Line campaign.

MUSEUM DEPARTMENT.

1. Name Change – Approval Request. In August 2002, the Museum Board began discussions regarding the Museum name. Shortening the name from “Estes Park Area Historical Museum” to “Estes Park Museum” would be in

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keeping with the expanded mission statement, which allows art, science exhibits/programs, as well as history. A ballot was taken at the Friends of the Museum annual meeting and “Estes Park Museum” received the most votes. There is no budget impact with this request, which is endorsed by the Museum’s Advisory Board.

The Committee recommends approval of the Museum name change from “Estes Park Area Historical Museum” to “Estes Park Museum.”

2. Birch Ruins Historic Structure Assessment – Contract Approval. In November 2003, the Town received notification from the State Historical Society that the Town’s grant application for \$7,250 to fund a Historic Structure Assessment of the Birch Stone Ruins had been approved.

City Visions of Ft. Collins presented a proposal to prepare the Historic Structure Assessment of the Ruins. Prior related work by City Visions includes consulting on preservation of the Birch Cabin and preparation of the State Historical Fund grant for the Ruins. The cost of the Historic Structure Assessment is \$7,250 and funds are being provided by a non-matching grant awarded to the Town by the State Historical Fund.

The Committee recommends approval of the contract with City Visions for preparation of a Historic Structure Assessment of the Birch Ruins at a cost of \$7,250 funded from grant funds, as outlined above.

3. Birch Cabin Restoration – Contract Approval. At the request of the Town, a Scope of Work for restoration of the Birch Cabin was prepared by City Visions of Ft. Collins in December 2003. While the amount of work is not extensive, it is crucial that it be executed by a skilled craftsperson with sufficient experience and training in historic preservation carpentry. A working familiarity with the Secretary of the Interior Standards for Preservation Treatments is also crucial.

Staff recommends that Sterling Holdorf be contracted to perform the Scope of Work. Mr. Holdorf oversees all historic preservation projects in Rocky Mountain National Park and has worked on historic preservation projects at several National Park sites.

The cost of preservation work on the Birch Cabin is not to exceed \$14,585 (\$12,155 plus a 20% contingency of \$2,430), exclusive of reestablishing electrical service. Funding budgeted under the Larimer County Open Lands Fund and Town Attorney White has reviewed the Contract with Mr. Holdorf.

The Committee recommends approval of the Agreement with Sterling Holdorf to perform restoration work on the Birch Cabin at a cost not to exceed \$14,585 to be funded from the Larimer County Open Lands account, as presented.

GROUP SALES.

1. Mgr. Nikolai briefed the Committee on a Meeting Planners meeting scheduled in February, Film Commission activities, and returning conferences in 2004. She reported that in 2003 the Estes Park Conference Center (EPCC) completed its 13th year of operation and hosted 69 conferences. This

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represents a decrease from the previous year of 10 groups and 2,046 attendees. 2001-2003 attendance figures are listed below:

	<u>2001</u>	<u>2002</u>	<u>2003</u>
Number of conferences	75	79	69
Number of conferees	10,098	10,044	7,998
Number of Civic Users	14,753	14,585	12,045
Conferees Spending	\$4,725,000	\$4,670,460	\$3,761,059

BUSINESS DEVELOPMENT.

1. Annexation Program. Director Pickering briefed the Committee on the status of the annexation program. Staff continues to meet with properties interested in annexation. Status reports will be periodically presented to the Committee.
2. Convention & Visitors Bureau. The Bureau (comprised of 13 members) is currently analyzing the fulfillment aspect of their assigned tasks and anticipates presenting a recommendation to the Town Board very soon.

There being no further business, Chairman Doylen adjourned the meeting at 9:47 a.m.

Rebecca van Deutekom, CMC, Deputy Town Clerk