

RECORD OF PROCEEDINGS

Town of Estes Park, Larimer County, Colorado, March 4, 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 4th day of March 2004.

Committee: Chairman Doylen, Trustees Barker and Habecker
Attending: All
Absent: None
Also Attending: Assistant Town Administrator Repola, Directors Kilsdonk, Joseph, Mgr. Mitchell, Chief Building Official Birchfield, and Deputy Clerk van Deutekom

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

MUSEUM DEPARTMENT.

1. Friends of the Museum (Friends) Monetary Gift Match – Approval Request. Director Kilsdonk reported that the Friends are providing \$75,000 to assist in funding the Museum expansion. This gift allows staff to restore some of the items eliminated from the project during the 2004 budget process. Director Kilsdonk presented a detailed summary of the items and explained that the Friends are requesting that the Town assist with electrical, general conditions, and contractor fees to total \$5,046.

Trustees Barker and Habecker agreed that the funding amount is appropriate; however, they expressed concern regarding the process by which the request was made. The 2004 Budget was approved by the Town Board and included the Museum Expansion Project at a cost of \$350,000. The budget process allowed parties to negotiate project perimeters and costs prior to budget approval. To seek items that were previously eliminated during those negotiations added back to the project at this stage is cause for concern.

Concluding all discussion, the **Committee recommends approval of the \$5,046 expenditure to assist with electrical, general conditions, and contractor fees to be funded from the Community Reinvestment Fund as presented.**

2. Museum Bi-Monthly Report. Director Kilsdonk reported on the following:
 - The Museum offered 72 programs, tours, and exhibit openings totaling 3,352 participants in 2003 compared to 65 programs with 3,500 participants in 2002.
 - Programs and events.
 - A total of 10,517 object, photograph and library records have been entered in the Museum's Collections database. Museum staff fielded 68 research requests and spent 114 hours with researchers in 2003. Museum collections are closed during the renovation to protect objects and records from adverse impacts during construction.
 - Staff submitted a \$10,000 El Pomar Foundation grant for general operating support and a \$24,555 Institute of Museum and Library Services grant to hire a data entry technician to complete the Museum's transfer from paper to computerized collections records.
 - The Museum received a \$610 grant from the Lions Club to update the Native American children's interactive in the *Tracks in Time* permanent exhibit.

Community Development Committee – March 4, 2004 - Page 2

- A new page has been added to the Museum's website to track the progress of the expansions. Photos and updates are available at www.estesnet.com/museum/expansion.htm.
3. Sr. Center Bi-Monthly Report. Mgr. Mitchell reviewed the following:
- Completion of the landscaping will occur in the spring with sod, native grasses, shrubs and plants. Bids for the parking lots will be solicited in March with prep, paving and striping completed in late August.
 - Elections were held in January to fill three director terms on the Sr. Center Board. Directors include: Wendy Koenig Schuett, John Mason, Shirley McFarland, and Robert "Bob" Risch.
 - Larimer County Commissioners presented \$2,475 to be used for general programming needs.
 - Meals on Wheels – 3,188 meals were delivered in 2003.
 - Congregate Meals – 8,168 meals were served in 2003.
 - United Way Reporting – client satisfaction surveys of the meal program indicate high levels of satisfaction in all areas.
 - Catering for All Occasions continues to provide high quality meals for all programs.
 - Programs and Activities
 - Public Relations
 - Special Transit, Sr. Center Inc., and the Town will jointly host a ribbon-cutting ceremony at the Sr. Center on Friday, March 12th at 11:00 a.m. to celebrate Special Transit's acquisition of a new \$40,000 bus dedicated to their Estes Park service.
 - Paving of the Sr. Center parking lot is anticipated Sept-Oct.

COMMUNITY DEVELOPMENT.

1. Habitat for Humanity of Estes Valley, Inc. – Letter of Credit Waiver for Subdivision Improvement Agreement – Approval Request. Matt Heiser/Habitat for Humanity reported that Habitat for Humanity's affordable housing project located in the Mangelsen Subdivision is requesting a waiver of the requirement for the developer of a subdivision to provide a letter of credit for improvements of that subdivision. The budget impact would be approximately \$2,000. **The Committee recommends approval of the waiver request as presented.**
2. Estes Park Salud Family Health Center – Development Plan Fee Waiver – Approval Request. Director Joseph presented a request for a waiver of community development fees, specifically Development Plan Review Fees for expansion of the Estes Park Salud Family Health Center facility at 600 S. St. Vrain. The budget impact would be approximately \$500-600. Areas discussed include parking and community service funding. Concluding all discussion, the **Committee recommends approval of the waiver request as presented.**
3. Fall River Mobile Home Park Fee Waiver – Approval Request. Chief Building Official (CBO) Birchfield noted that staff is aware of the circumstances relative to the homeowners in the Fall River Village Mobile Home Park and requests waiving the following:
 - ◆ \$200 Contractor Business License Fee
 - ◆ \$50 House Moving Permit Fee
 - ◆ \$50 House Demolition Permit Fee

Staff does NOT encourage the waiving of any other code requirements including all submittals, permits, inspections, and/or other processes. The Committee reviewed the information packet given to homeowners to assist

RECORD OF PROCEEDINGS

Community Development Committee – March 4, 2004 - Page 3

them in this process. Discussion was held regarding CDOT requirements, surety bonds, and insurance.

The Committee recommends waiving the Contractor Business License, House Moving Permit, and House Demolition Permit fees outlined above.

4. Fee Schedule Update for International Building Code. CBO Birchfield explained that since there are no fee schedules in the 2003 International Building Code, a determination must be made to either adopt a new fee schedule or use the existing schedule. The Committee directed CBO Birchfield to survey metro and surrounding mountain communities as to their procedures and present his findings upon completion.
5. Building Permit Summary and Annual Permit Summary. Chief Building Official Birchfield presented the monthly and annual building permit summaries. Permit totals at year-end 2003 are down 16% from the previous year.

There being no further business, Chairman Doylen adjourned the meeting at 9:06 a.m.

Rebecca van Deutekom, CMC, Deputy Town Clerk