

RECORD OF PROCEEDINGS

Town of Estes Park, Larimer County, Colorado, April 1, 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 1st day of April 2004.

Committee: Chairman Doyle, Trustees Barker and Habecker

Attending: Trustee Habecker

Absent: Chairman Doyle and Trustee Barker

Also Attending: Town Administrator Widmer, Directors Joseph and Pickering, Mgrs. Hinze, Marsh, Group Sales and Marketing Mgr. Nikolai, and Deputy Clerk van Deutekom

Trustee Habecker called the meeting to order at 8:01 a.m.

ADVERTISING POLICY COMMITTEE.

1. Mgr. Marsh reported that as of February 29th requests for information were up 27.5%, advertising generated requests were up 125.9%, e-mailed requests were up 72.58%, and WATS line calls were down 18.8%. Additional items discussed include magazine ads and the 2003 Media Information Program Report.

Current Projects:

- ✓ Jazz Fest
- ✓ June Rodeo
- ✓ May and June newspaper ad development
- ✓ May Insert

GROUP SALES.

1. Mgr. Nikolai presented the 2004 conference listing as of March 26th. A total of 72 groups (19 local) are currently scheduled at the Conference Center, compared to 50 for the same period in 2003. Mgr. Nikolai noted that a direct mailing in the first quarter of 2004, targeting travel and conference writers, may account for an increase in published articles highlighting Estes Park.

SPECIAL EVENTS.

1. Mgr. Hinze presented the following **2004 Parade Permits (Items A-C)** and **Standard Agreement (Item D)** for the following events:
 - A. Rooftop Rodeo, July 13
 - B. Longs Peak Scottish Parade, September 11
 - C. Come Catch the Glow Christmas Parade, November 26
 - D. Rocky Mountain Team Penning Association, September 17, 18, 19

The **Committee recommends approval of the Permits and Agreement as identified above.**

2. **Longs Peak Scottish Festival – Street Closure Request.** Director Hinze presented a street closure request from the Longs Peak Scottish Festival. The closure will be effective from approximately 8:30 a.m. on September 10th through September 12th and include Community Dr. from Hwy. 36 to Manford Ave. **The Committee recommends approval of the street closure as presented.**

COMMUNITY DEVELOPMENT.

1. Development Application Fee Waiver – Approval Request. Director Joseph summarized events of 1971-72 regarding the subdivision plat filed with Larimer County for Prospect Terrace Vacation Homes in Country Club Manor. In 1972, the Town determined that the property owner by-passed the approval process; therefore, the plat was considered to have been filed in error and the subdivision was illegal. Shortly thereafter, the owner appeared before the Town Board and received an exemption, thus removing the “illegal” status from the subdivision. However, no documents were filed with Larimer County regarding this exemption, thus the initial plat remained the sole recorded document on file. As a result, in 1997 staff inaccurately informed homeowners of the “illegal” subdivision status and required a subdivision re-plat (at the homeowners’ expense) to rectify the problem. Subsequently, in 2004 a subdivision plat was filed by the owners of the four northerly lots in response to the concern.

Staff recently located misfiled documents from 1971-72 detailing the exemption granted by Town Board and realized the information being presented to current homeowners was inaccurate.

Ravit Michener explained that Van Horn Engineering has performed survey work for a new subdivision plat at a cost of \$2,000. An additional \$500-\$600 will be incurred to complete the survey process. As the re-plat is now unnecessary, Ms. Michener is requesting reimbursement of the surveying fees and waiver of the \$200 application fee.

Discussion was held regarding legal precedents/obligations, benefits of re-platting, and title requirements for future owners. Concluding all discussion, the **Committee recommends approval of the \$2,000 payment to Van Horn Engineering for surveying fees associated with the Country Club Manor subdivision re-plat.** Ms. Michener is making a good faith effort to complete the new subdivision approval requirements, thus should other homeowners refuse to sign the plat, the Town will accept recordation of a new boundary survey, fulfilling the payment agreement outlined above.

There being no further business, Trustee Habecker adjourned the meeting at 8:36 a.m.