

**RECORD OF PROCEEDINGS**

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*Town of Estes Park, Larimer County, Colorado, July 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 1<sup>st</sup> day of July 2004.

- Committee: Chairman Doyley, Trustees Habecker and Levine
- Attending: All
- Absent: None
- Also Attending: Town Administrator Widmer, Directors Dorman, Joseph, Kilsdonk, and Pickering, Town Attorney White, Mgr. Hinze, Const. Mgr. Sievers, and Deputy Clerk van Deutekom

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

**MUSEUM/SR. CENTER.**

1. Museum Building Expansion Change Order – Approval Request. Const. Mgr. Sievers summarized the electrical work and roof modifications contained in the change order:
  - A. Construction plans for the Museum upgrade included increasing the electrical service from 200 amp to 400 amp; however, this could not be accomplished due to the discovery of direct buried capped wire in place of the anticipated buried conduit. To avoid delaying the project, staff authorized Westover Construction to trench, install conduit, and asphalt patch the parking lot.
  - B. Previous Museum expansion projects (1966, 1969, 1979, and 1982) containing inconsistent wall heights and improper drainage have caused numerous roof leaks in the past. At the Town’s request, Westover Construction provided a cost estimate to construct a new sloped roof on top of the existing roof, install 3” density insulation (R-25) with new plywood decking, and re-roof the entire 1,600 square foot area.

The costs associated with this change order are as follows:

<i>Electrical</i>	
1. Trench and install conduit	\$ 5,000
2. Asphalt patch parking lot	800
<b>Total Electrical</b>	<b><u>\$ 5,800</u></b>
<i>Roofing</i>	
1. Framing, sheeting and 3” rigid insulation (the existing roof has no insulation)	\$ 13,750
2. Built-up asphalt rolled roofing	3,300
3. Remove and reinstall gas pipe	1,540
4. Remove and reinstall electrical	2,249
5. General Conditions & Contractor fee (12%)	<u>2,917</u>
<b>Total Roofing</b>	<b><u>\$ 23,756</u></b>
<b>TOTAL ELECTRICAL AND ROOFING</b>	<b><u>\$ 29,556</u></b>

Trustee Habecker expressed concerns regarding occurrence of the lack of a comprehensive list of maintenance projects that could eliminate this type of situation and provide anticipation of any associated problems, and 2) funding the project from the Community Reinvestment Fund in light of other associated projects.

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Director Kilsdonk noted that the project did not have an allocated contingency fund due to budget constraints. Concluding all discussion, the **Committee recommends approval of the change order request from Westover Construction totaling \$29,556 to be funded from the Community Reinvestment Fund.**

2. Museum Bi-Monthly Report. Director Kilsdonk reported on the following:
  - The Museum will reopen on July 3<sup>rd</sup> with an open house from noon to 4:00 p.m. The dedication will take place at 12:30 with remarks from Mayor Baudek, members of the Friends and Advisory Boards, and staff.
  - New hire – Becky Latanich is the new curator of collections and exhibits. She will officially begin work on July 8<sup>th</sup>. Ms. Latanich has an M.S. in Museum Studies with a history concentration from CU-Boulder
  - Programs and events.
3. Sr. Center Bi-Monthly Report. Mgr. Mitchell reviewed the following:
  - Numbers are up in meals on wheels, in-house dining, and site use/activity functions, compared to the same period in 2003.
  - United Way of Larimer County made another \$10,000 allocation to the Sr. Center for support of the meal programs. This award covers the funding period 7/1/04 through 6/30/05.
  - The Sr. Center Board is hosting 4 fundraiser buffet breakfasts the second Saturday in June, July, August, and September at the Sr. Center. The cost is \$6.00 and the community is invited.
  - Public Relations
  - Programs and Activities

### COMMUNITY DEVELOPMENT.

1. Farmers Market Regulation Policy – Approval Request. Director Joseph reported that the Farmers Market moved to its present location (Estes Park Brewery) several years ago and has operated each summer under guidelines set forth in their temporary use permit. The Market has operated successfully, and should be considered an asset in the community, particularly since the profits have been donated to local charities. However, definitive regulations concerning the qualifications of individual vendors are lacking. As a result, staff recommends the following regulations:
  - A. Products sold shall be consumable or perishable items such as: vegetables, seedlings, herbs, preserves, fresh-cut or dried flowers, meats, soaps and lotions.
  - B. Vendors shall sell only agricultural, horticultural, or food items that they themselves have locally grown, produced, or processed.
  - C. Dairy products, canned goods, baked goods and other processed foods must be made in a licensed kitchen. Licenses shall be displayed at the market.
  - D. The resale of items purchased by the vendor shall not be permitted, unless it is processed into a value added product unique to the vendor.

Trustee Habecker requested and received clarification regarding the intent of Item D: resale of items purchased by the vendor shall include products outlined in Items A-C above. He also noted that input from the community would be extremely useful in determining the desires of the public as to the diversity of products sold.

Those speaking on behalf of a diverse Farmers Market include Dr. Jim Weldon, Scott Laurent, and Cherie Pettyjohn. Discussion was held regarding temporary signage, complaints received, and fair competition.

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Sharleen Westfield (local merchant and President of Estes Park Chamber of Commerce) stated that there are currently an adequate number of craft shows in Estes Park and agreed with staff's recommendation to restrict products at the Market.

The **Committee recommends adding the regulations to the Community Development Policy Manual and include the clarification of Item 1.D. as presented.** Existing vendors whose products do not meet the above regulations will be allowed to continue their association with the Market through the end of this summer (August 2004).

2. Site Construction Drawings and Release of Development Sites for Building Construction – Approval Request. Past Town practice has been to 1) issue permits for large multi-family developments without requiring detailed site construction drawings, and 2) issue permits for construction of single family homes prior to completion of streets and underground utilities. As a result, staff spends extra time in the field tracking as-built construction for all aspects of code compliance (i.e., grading and drainage, setbacks, underground utility place, etc.). Staff recommends requiring detailed site construction drawings for multi-family and commercial sites and withholding building construction permits on all sites until roads and underground utilities are substantially complete. The proposed policy statements are as follows:
  - A. No permits to begin construction on Multi-family or Commercial projects shall be issued until detailed site construction drawings have been submitted and approved by all affected utility providers and reviewing agencies. The Chief Building Official shall determine the level of detail required to adequately describe the proposed improvements in order to assure compliance with all applicable codes and regulations. The required scale is 1 inch = 10 feet with proposed grading shown at a one foot contour interval, unless the building official specifically approves an alternate scale and interval as appropriate to the size and complexity of the project. Site construction drawings may be presented in phases for any site provided each phase stands alone as adequate documentation of the construction proposed for that phase of the project.
  - B. The Chief Building Official shall be authorized to withhold issuance of permits for construction of buildings until such time as the underground utilities and vehicular access are substantially complete and adequate to serve the building site.

Discussion was held regarding financial impacts of the proposed policy change and development plans vs. site construction drawings. The **Committee continued this item to the August 5<sup>th</sup> meeting to provide contractors and affected departments an opportunity to comment on the proposed policy changes.**

3. Moratorium on business license fees for 2005-2007 – Approval Request. Attorney White briefed the Committee on the formation of the Fire Protection District. Should electors of the Estes Park Fire Protection District approve the organization of the District at the general election on November 2, 2004, and the 3.5 mill levy is certified by the newly elected Board of Directors of the Estes Park Fire Projection District, approximately 60% of the real property tax will be derived from properties located within the Town. Accordingly, the Town will be relieved of its current obligation to fund the operations of the Fire Department from the General Fund.

To address the inequity on the commercial property owners within Town limits, caused by the Gallagher Amendment to the Constitution, staff recommends enacting a moratorium on the collection of business license fees for the

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calendar years 2005-2007 (not available to businesses located outside Town limits). In addition, all holders of any 3.2% beer, malt, spirituous, or vinous liquor license whose premises are located within Town limits shall receive a credit on the yearly fee required under Chapter 5.30 of the Municipal Code in an amount of \$375.00 per year prorated based on the individual licenses' renewal date.

The Committee discussed the fairness of providing tax relief to business license recipients, as a substantial number are not property owners. To address the inequity, a tax reimbursement should be provided to commercial property owners (calculated from their property tax statements and equal to the difference between the residential and commercial rate).

In order to comply with election requirements, Attorney White explained that a decision on this issue is needed by the end of July and a recommendation could not be continued to the August Committee meeting. Therefore, the **Committee directed staff to present a recommendation outlining a commercial property tax refund for Town Board consideration at the July 27<sup>th</sup> Town Board meeting.**

4. Knoll/Willows Entry Signs – Update. Director Joseph reported that the Knoll/Willows master plan identifies three locations where “entry signage” would be appropriate: the overlook on MacGregor Ave., the bridge at the Municipal Parking Lot, and the north parking lot off of the 34 bypass. Director Joseph presented text sample for the proposed signage, explaining that small bronze plaques would be permanently mounted as entry signage at the locations noted above. The **Committee recommends staff proceed with the final entry sign design.**

### **SPECIAL EVENTS.**

1. **Elk Fest – Street Closure Request.** Director Hinze presented a street closure request from the Elk Fest Committee. The closure will be effective from approximately 8:30 a.m on October 1 through the evening of October 3<sup>rd</sup> and include MacGregor Ave. between Elkhorn Ave. and Park Ave. The **Committee recommends approval of the street closure as presented.**

### **BUSINESS DEVELOPMENT.**

1. Business Development Logo. Director Pickering briefed the Committee on the development and design of a new logo to provide a visual element for use throughout the community. Staff recommends this as the official logo for the Convention & Visitors Bureau, Conference Center, Visitors Center, Fairgrounds, Special Events, Economic Development, and public parks. The logo development/design was funded by EPURA and has already been adopted by the Riverwalk and Museum. The **Committee recommends approval of the official logo use as specified above and directed staff to add “Colorado” to accurately identify our location.**

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