

RECORD OF PROCEEDINGS

Town of Estes Park, Larimer County, Colorado, August 3, 2006

Minutes of a Regular meeting of the **COMMUNITY DEVELOPMENT COMMITTEE** of the Town of Estes Park, Larimer County, Colorado. Meeting held in Town Hall in said Town of Estes Park on the 3rd day of August 2006.

Committee: Chairman Pinkham Trustees Eisenlauer and Levine

Attending: All

Also Attending: Administrator Repola, Directors Pickering, Kilsdonk, and Mitchell, Manager Wright, Communications Coordinator Blackhurst and Clerk Williamson

Absent: None

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

PUBLIC COMMENT

None.

CONVENTION & VISITORS BUREAU

Visitor Center Landscape Design Contract – Request Approval. Dir. Pickering stated during the construction of the new Visitor Center approximately 30 trees and shrubs were relocated to the golf course for future landscaping of the new facility. Three local landscape designers were contacted to provide quotes on a landscape design for the Visitor Center and the new Park Shop. Two quotes were received:

- Joan Sapp – Landscape Architect, LLC \$2,600
- Cornerstone Engineering & Surveying, Inc. \$5,000

The Parks Department has installed the preliminary irrigation infrastructure within areas landscaping has been envisioned. A design concept is anticipated in September with planting to begin this fall; however, sod would be installed this season. The design concept would provide information for the upcoming budget preparations, as well as determining whether or not town staff can complete the work or an independent contractor would be hired. The Tree Board has also been involved in the discussions regarding types of plantings and signage. **The Committee recommended approval to contract with Joan Sapp to complete a landscape design for the Visitor Center and Park Shop as budgeted (204-5400-544-32-22) at a cost not to exceed \$2,600.**

Stanley Park Fairgrounds Performing Art Theatre Action Plan – Request Approval. Administrator Repola stated the Town Board voted unanimously to pursue a performing arts theatre at the Stanley Park Fairground and develop with the arts community the funding mechanism. Staff has met with members of the original study group involved in developing the theatre concept. The study group designated a subgroup, Supporters of the Performing Arts (SOPA), to develop an action plan to raise funds for the construction of the theatre. The action plan includes: 1) An advisory group/committee to establish a formal relationship with one or two nonprofits associated with the arts, elect committee officers and allocate financial resources including a budget; 2) Establish a timeline for a final decision to build or not by January 2008, final date to pledge funds by October 2007 and a commitment for naming rights by October 2007; 3) Subcommittees would be formed and include public relations/communications, budget creation, grants, naming rights, fundraising events and fiscal impact. SOPA recommends creating a budget using the FOSH funds to operate. The committee has also requested formal appointments as an advisory group with the authority to act on

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the Town's behalf and to provide credibility when fundraising.

Trustee Levine stated the Nonprofit Resource Center would like to be involved and encouraged SOPA to contact Frank Shavlik. The Committee commended the group for their energy and commitment. The Town Board will aid in keeping the project positive and visible to the community. Administrator Repola stated the current timeline allows the existing Board to make a final decision on whether or not to build the theatre.

Jim Cope, 631 Findley Court, informed the Committee that SOPA would seek money through pledges with the assumption the Board would build a theatre. Trustee Levine stated this would be an acceptable form of fundraising for the project.

After further discussion, **the Committee recommended approval of the action plan as presented by SOPA.** SOPA will recommend committee officer appointments to the Community Development Committee at the September meeting.

Reports.

Reports provided for informational purposes and made a part of the proceedings.

- Advertising & Communications
- Public/Media Relations
- Events & Fairgrounds
- Visitor Services

Rooftop Rodeo - The Rodeo Committee had a successful rodeo and the Town received positive feedback on the new arenas. Mgr. Wright stated the organizers of the Hunter-Jumper Association have commented the arena has the best footing in Colorado and perhaps the best in the United States. Administrator Repola expressed these comments reinforce the need to continue the Town's investment in the redevelopment of the Stanley Park Fairgrounds.

Public/Media Relations - Comm. Coordinator Blackhurst stated the value of the printed word in Colorado newspapers shows a 29% decrease over 2005. These values only cover Colorado newspapers that are a part of the Colorado Press Association; therefore, the value does not take into account news coverage or web related news coverage for which the Town receives substantial value. As a result in decreasing advertising revenue for the Denver Post and Rocky Mountain New, editors have reduced the space allocated for out-of-Denver event publicity. However, the Fort Collins newspaper has been printing event information provided by the CVB staff.

MUSEUM/SENIOR CENTER.

Senior Center Meal Contract – Request Approval. The one-year Food Contract with Catering for All Occasions (CAO) expires 12/31/06. Under the new one-year contract, the Town would continue paying a \$2/meal subsidy to CAO not to exceed \$25,000 and there would be no change in the level of Town support for each Meals on Wheels client. This annual contract amount has not changed since 2003. The Senior Center Board Meals Committee and staff recommend approval of the contract with CAO for 2007, with a one-year renewal option for 2008 at the same rate. The only change from last year's contract is the inclusion of the 4th Friday in November (day after Thanksgiving) to the holiday schedule. Last year the contract was amended to allow events at either the Museum or the Fall River Picnic grounds to bring in food or use an outside caterer; however, events held at the Senior Center must cater with CAO. Administrator Repola stated even though the contract costs have remained the same, the real cost has decreased over the years. **The Committee recommends approval of the Food Contract (#217 5304-453-22-71) as presented.**

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- Museum Monthly
- Senior Center Monthly
- Disposition of Old Street Signs
- Colorado State Coin Sales – Museum Gift Shop and CVB

Museum Storage Facility - The museum storage facility was included in the report to determine if the proposed location would be suitable and for consideration as a Capital Improvement project for the upcoming budget. The project would be funded through a partnership between the Town of Estes Park, the Estes Park Museum Friends and Foundation, federal grants, and local partners/renters such as other cultural institutions. If staff can leverage a grant, the Town could consider the project prior to the completion of the Stanley Park Fairground improvements.

Colorado State Coin Sales - Dir. Kilsdonk stated the Museum gift shop and the Visitor Center would sell the Colorado State Coin Commemorative gift set with proceeds to benefit the Estes Park Museum Friends and Foundation, Estes Park Public Library Foundation and the Estes Park Medical Center Foundation. The Committee agreed the fundraiser would be beneficial to the entities; however, they expressed the signage explicitly outlines the fundraising nature of the proceeds.

COMMUNITY DEVELOPMENT.

Permit Fee Waiver for the Pine Knoll Condominiums – Request Approval. Housing Director Kurelja requested permit fee waivers in the amount of \$7,259 for \$1,640 in additional water meters, \$5,344 in building permit fees and a \$275 water tap fee. The condominiumization of the apartments required infrastructure upgrades for the sewer lines, water lines and the parking lot at a cost of \$65,000. The Housing Authority will rent 24 of the units as affordable housing with 25% rented to those earning 30% AMI, 20% rented to those earning 40% AMI and 50% rented to those earning 50% AMI. Full occupancy of the rental units is anticipated by November. The Housing Authority has not begun to market the condominium units; however, the Authority has a list of interested individuals. Dir. Joseph stated the Town adopted a fee waiver policy for nonprofits that can demonstrate a compelling need for the community such as affordable housing. Due to the potential perceived conflict of interest, Trustee Pinkham did not participate in the recommendation, thus, **Committee consensus was reached to recommend approval of the request to waive fees associated with the Pine Knoll Apartments as outlined above in the amount of \$7,259.**

Reports.

Smoker Emissions Update - Dir. Joseph contacted the County Health Department to request their assistance in monitoring the smoke emitted from the smoker at the Big Horn Restaurant. Garth Mudge stated the County was out within days of staff's letter to test the opacity of the smoke. The test determined the smoker was out of compliance 20% of the time with a reading of 30% opacity. In order to bring the smoker within the limits of 20% opacity, the County suggested the owner attach a damping device. Two more tests will be conducted by the County within 2 weeks to determine if the smoker is within compliance. The owner of the Big Horn is now aware of the requirements. He expressed his continued concern for the health of his employees and the environment. He also suggested the Town consider adopting a law to set limits on the smoke emitted from commercial businesses. Trustee Pinkham questioned if and what type of standards could be established for smokers. As a statutory town, Estes Park does not have the authority to establish standards that are more stringent than State or County standards. The State has agreed to address the issue if the County is unable to bring the Big Horn Restaurant into compliance.

Stanley Park Fairgrounds Development Plan #06-02 – Pursuant to Section 3.13

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“Location and Extent Review” of the Estes Valley Development Code, the Estes Valley Planning Commission reviewed the Stanley Park Master Plan Concept on July 18, 2006 as required by State law. The Planning Commission granted conditional approval of the Master Plan Concept, waived all future review of individual site improvements, and recommended relocation of the existing bulk water service located on 4th Street to an area with less impact on residential neighborhoods. Future reviews for structures smaller than 10,000 square feet would be reviewed at staff level for compliance with the Estes Valley Development Code and would not require Planning Commission approval. The Town Board is bound by the conditions of approval unless overruled by a majority of the entire Board.

Administrator Repola stated the relocation of the bulk water was not anticipated by the Master Plan; therefore, staff will investigate possible locations. Discussion continued regarding the Planning Commissions authority to require the Town to relocate the bulk water service. Staff will consult with Attorney White to determine if the recommendation is binding.

Dept. Revenues and Expenditures – The Building Department has placed an ad for a building official/code enforcement officer to fill a recent vacancy. CCI continues to provide building inspections and plan reviews. The Community Development Department is ahead of estimated year to date revenue projections.

MISCELLANEOUS

Dir. Kilsdonk stated the CVB and the museum worked together to produce promotional information on Heritage Tourism for 9 News and the National Trust for Historical Preservation. As a result, 9 News.com has produced a profile of the MacGregor Ranch with contact information for both the museum and the CVB.

Administrator Repola stated both Town and RMNP visitation has been up this year as well as the traffic counts for both Hwy 34 and 36.

Trustee Pinkham has had discussions with the CVB regarding posting shuttle information on the website. CVB is reviewing the possibilities for next year. The shopper shuttle is averaging 25 people per bus hour, which is ahead of the bus company’s projected 10 to 15 people per bus hour. The focus should remain on the current routes and continued growth of rider ship prior to adding additional routes. Trustee Pinkham stated RMNP has expressed interest in starting the hiker shuttle at 7:00 a.m.

Trustee Eisenlauer stated the Visitor Center lost 3 ambassadors this past weekend.

There being no further business, Chairman Pinkham adjourned the meeting at 10:00 a.m.

Jackie Williamson, Town Clerk