

RECORD OF PROCEEDINGS

Town of Estes Park, Larimer County, Colorado, April 5, 2007

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 5th day of April 2007.

Committee: Chairman Pinkham Trustees Eisenlauer and Levine
Attending: All
Also Attending: Administrator Repola, Directors Pickering, Kilsdonk, Mitchell, and Joseph, Manager Winslow, Laurie Button and Clerk Williamson
Absent: None

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

PUBLIC COMMENT.

Ken Dahlgren/575 Chaplin Lane stated a letter was sent addressed to the Community Development Department regarding an ongoing cat issue in their neighborhood. Administrator Repola commented this issue is being addressed by the Police Department to determine the scope of the problem and will be discussed at the Public Safety Committee in May.

CONVENTION & VISITORS BUREAU.

2007 Parade Permits – Request Approval.

Laurie Button presented the following contracts:

1. Rooftop Rodeo Parade – July 10, 2007
2. Scottish Festival Parade – September 8, 2007
3. Catch the Glow Christmas Parade – November 23, 2007

The Committee recommends approval of the 2007 Parade Permits as outlined above.

Rodeo Naming Rights Sponsorship – Update.

At the March Committee meeting, the naming rights for the Rooftop Rodeo was presented and recommended to the Town Board for approval. The naming rights proposal has been retracted by the Rodeo Committee. No naming rights will be proposed this year; however, the Committee may consider it in the future.

Reports.

- **Bond Park Booking Policy** – Dir. Pickering reviewed the policy that states specifically no new activities/events will be given use of the park on holiday weekends or the summer tourist season without approval from the Community Development Committee and Town Board. There are approximately eight events that use the park from Memorial Day through Labor Day. Currently the sponsor of an event is required to have a business license which all vendors operate under. It is the responsibility of the sponsoring entity to provide the Town with a list of vendors and to make sure that sales tax is being collected and reported. Staff performs random checks during a special event to confirm sales tax is being collected by the vendors. Staff would propose moving current events that primarily sale goods to the newly renovated Stanley Fairground facilities once completed in 2 to 3 years. The Committee suggested additional entertainment including evening events be provided in the park to encourage visitors to stay

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downtown during large events at the fairgrounds. Discussion followed on the potential to provide shuttle buses from the fairground to downtown during the summer months as events move from Bond Park. Comments were heard from Paul Fishman/14'ers Café regarding the need to display food service licenses during special events, require special event vendors to purchase a business license and the need to attract visitors downtown during special events. Jim Barrie/A Celtic Lady's Mountain Retreat stated a nominal fee would not preclude a vendor from participating in a special event; however, he suggested the responsibility for registering and fee collection be placed on the event organizer not the Town. **The Committee requested staff research the appropriate fees and administrative options for a vendor license, research the timing for these events to move to the Stanley Fairgrounds, and discuss with the Rodeo Committee and the Scottish Festival options for entertainment in Bond Park during their events.**

- **Non-Traditional Advertising** – Mgr. Marsh reported the Estes Park Marketing Committee plans to spend over 18% of its media budget with online programs such as Denver Newspaper Agency Webs, Channels 4 and 9 websites, Google, Town website, e-Newsletter, and CO.com. Comm. Coor. Blackhurst reviewed the new e-Newsletter available on the CVB website. On March 28th 21,095 individuals were provided the opportunity to subscribe to the newsletter and after four days 12.8% (2,701) had confirmed interest in receiving the newsletter. The first newsletter was e-mailed on Tuesday, April 3rd with an additional 74 individuals requesting the newsletter directly from the CVB.

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

- Group Sales
- Communications

Dir. Pickering introduced the new Special Events Mgr. Bo Winslow. Mgr. Winslow has been the manger at Cheley for 20 years as well as a volunteer firefighter. The Committee welcomed Mgr. Winslow.

MUSEUM/SENIOR CENTER.

Senior Center Basement Ceiling Project – Request Approval.

During the CIRSA property survey in September 2006, it was noted that the Senior Center basement acoustical ceiling should be repaired or replaced and storage/shelving should be installed to reduce trip and fall injuries. This project will be completed in two phases, Phase I - ceiling repair and Phase II – installation of shelving, with a total project cost of \$12,000 budgeted. After review of the project by Chief Building Official Birchfield and Project Manager Mangelsen, it was concluded the ceiling be replaced with a one-hour fire rated grid, acoustical panels, ceiling radiation dampers, new electrical wiring and the replacement of old light fixtures. The following bids were received:

<u>Ceiling</u>	<u>Mechanical</u>	<u>Electrical</u>
3 vendors invited to bid (1 declined)	2 vendors invited to bid	2 vendors invited to bid
<u>Ace Acoustics</u> \$3,450	<u>Tolin Mechanical Systems</u> \$1,625	<u>High Plains Electric</u> \$2,172
<u>Acoustics and Interiors</u> \$3,800	<u>Pro Tech Plumbing and Heating</u> \$2,395	<u>Estes Park Electric</u> \$2,800

Staff recommends the low bids from Ace Acoustics, Tolin Mechanical Systems and High Plains Electric. After further discussion, **the Committee recommends approval to contract with Ace Acoustics - \$3,450, Tolin Mechanical Systems - \$1,625 and High**

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Plains Electric - \$2,172 for a total project cost for Phase I of \$7,247 from account 217-5304-453-25-02 as budgeted.

Reports.

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

- Museum Monthly
- Senior Center Monthly

COMMUNITY DEVELOPMENT.

Proposed Vacation Home Municipal Code Revisions – Discussion.

Dir. Joseph provided a brief history of the licensing of vacation homes in Estes Park. Recent discussion with neighbors and business owners has called for more restrictive use of a vacation home in a residential neighborhood and better enforcement. The revisions allow vacation homes to operate in all residential zoning districts as a principal full-time use with the following proposed regulations: (1) Prohibit any related or unrelated services or home occupation businesses; (2) Overnight occupancy of a vacation home shall not exceed eight people nor be rented to multiple parties (separate rental agreement); (3) No onsite customer services while the residence is occupied or rented as a vacation home; (4) No commercial activities other than accommodations shall be allowed; (5) No home occupation businesses would be permitted at any time on properties licensed as a vacation home, or non-concurrent home occupation businesses would be allowed when the vacation home is not in use; (6) B&B provision would allow an owner occupied vacation home to rent to multiple parties and provide daily cleaning, laundry and food services.

Discussion was heard and is summarized as follows: the occupancy of eight should never exceed eight including the occupancy of the homeowners (example: 2 homeowners plus 6 guests); leasing of a property to run a B&B would not be permitted; kitchen facilities shall be consistent with single-family residential use (no efficiency kitchens permitted); difficulty in regulating/enforcing a non-concurrent home occupation license; impact of vacation homes on residential neighborhoods; requiring the posting of regulations at each vacation rental; setting a minimum night requirement.

Jim Barrie/A Celtic Lady's Mountain Retreat expressed concern that the proposed revisions do not address the impact of a vacation home on the residential neighborhoods. He stated the current language that allows an onsite manager to be present during the rental to multiple parties aids in maintaining compliance with the Town's regulations. Requiring a property owner to live onsite full time would create a larger impact on the neighborhood with an increase in traffic and noise. The new regulations would decrease the number of vacation rentals and B&Bs in Estes Park. Mr. Barrie requested the Town consider adopting a set time when the new regulations would be enforced as businesses are accepting reservations for future dates.

Administrator Repola stated the regulations are an effort to protect the residential character of the neighborhood. He informed the Committee no new B&Bs will be permitted unless the property is within the RM or R-2 (special review) zoning districts as required by the Estes Valley Development Code; however, current businesses will be permitted to continue their operations.

Tom Ewing/1082 Fall River Court strongly suggested the Town develop a clear definition of a vacation home with language that is easily interrupted and enforced, the proposed business should be investigated prior to issuance of a business license to ensure that it conforms to the regulations of the Town and private covenants, business owners should be made aware of the Town's regulations, and favors a vacation rental over a B&B operation with a minimum stay of 3 nights in a residential neighborhood.

Marge Gooldy/1071 Fall River Court would encourage the Committee to adopt language

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that would not permit any other commercial activity at a vacation home.

Dir. Joseph stated a growing trend is the purchasing of homes in Estes Park by hotel operators for overflow capacity. These stays could be nightly, with a larger impact on the neighborhoods. The Committee discussed options to address the issue such as a minimum stay requirement.

The Committee requests staff prepare the revision for presentation at the April 24th Town Board meeting including the language that would prohibit a home occupation business concurrently with a vacation home and eliminating the optional B&B provision.

Reports.

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

- Activity and Budget Summaries
- Building Permit Summaries

CONFERENCE CENTER TOUR.

All wishing to tour the newly renovated Conference Center will meet on-site directly after the meeting.

There being no further business, Chairman Pinkham adjourned the meeting at 10:33 a.m.

Jackie Williamson, Town Clerk