

RECORD OF PROCEEDINGS

Town of Estes Park, Larimer County, Colorado, May 3, 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 3rd day of May 2007.

Committee: Chairman Pinkham, Trustees Eisenlauer and Levine

Attending: All

Also Attending: Town Administrator Repola, Deputy Town Administrator Halburnt, Directors Pickering, Kilsdonk, Mitchell, and Joseph, Managers Marsh, and Winslow, and Deputy Clerk Deats

Absent: None

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

PUBLIC COMMENT.

None

CONVENTION & VISITORS BUREAU.

BOND PARK CABIN USE POLICY – REQUEST APPROVAL.

Since the construction and opening of the Bond Park Cabin, two requests have been received regarding its use by local organizations. The CVB has operated the cabin for one season and studied the impact use by local organizations would have on its main function as a visitor information center. The cabin is carpeted and equipped as an informational facility and not suitable for use as retail space or as a location to dispense food and/or beverages. Following a discussion with the policy advisory committee, the recommendation was made to restrict the cabin's use and maintain it exclusively as a visitor information center. To preserve the professional image of the facility, staff recommends approval of the Bond Park Cabin Use Policy as presented.

After a brief discussion, **the Committee recommends approval of the Bond Park Cabin Use Policy with additional wording indicating compliance with the current sign code and the amendment to section 17.88.010 regarding banner locations is required.**

MUNICIPAL CODE REVISION TO BANNER LOCATIONS – REQUEST APPROVAL.

Chapter 17.88 of the Municipal Code identifies three specific locations within the town limits where banners may be displayed. Current Code states banners are permitted on the side of the old visitor's center and next to the old Coffee Bar restaurant. Since the construction of the new Visitor's Center, banners have been displayed on a free-standing banner display in front of the building along highway 34. Moving the Coffee Bar location (which is not currently being used) into Bond Park would allow a banner to be displayed on the visitor information cabin. Staff recommends the Committee approve the change to the Municipal Code as it relates to these two banner locations.

The Committee recommends approval of Ordinance #9-07 amending Section 17.88.010 Location of Banners.

RFP FOR STANLEY PARK FAIRGROUNDS MULTI-USE BARNs – REQUEST APPROVAL.

RECORD OF PROCEEDINGS

Community Development – May 3, 2007 – Page 2

In the 2007 Community Reinvestment budget, \$50,000.00 was allocated for design of new stall barns at the Stanley Park Fairgrounds. Staff has assembled the requirements necessary for the functional design of the buildings and would like to send a request for proposals (RFP) to local firms for professional design services to create concept materials for the proposed barns. The materials will include concept drawings showing the scope of facilities, multi-use opportunities, and how the new barns will be sized to accommodate equestrian events as well as other shows. Furthermore, the materials will include two interior floor plans of the new barns and a four-color rendering of the exterior of the building. The fees will include all meetings and correspondence with staff and one presentation to the committee.

Director Pickering stated staff has been researching the construction of two 220' x 130' metal buildings, as opposed to four buildings as outlined in the master plan, which would save money and still provide adequate horse stalls and assorted multi-use options. These options would allow for year-round use of the buildings and could include facilities such as an ice rink; tennis courts; indoor walking trail, driving range, or batting cages; and house activities like RV and boat shows. The benefits of taking on the entire project at one time and phasing the project are both being researched.

Staff recommends an RFP be sent to solicit professional services for the creation of presentation materials for new stall barns at the Stanley Park Fairgrounds from budgeted monies in the Community Reinvestment Fund.

The Committee discussed funding and timing of the project, noting that there is a high level of positive community interest in this type of facility, and requested the presentation materials be available for the June CDC meeting. **The Committee recommends approval of an RFP to be issued for presentation materials to include floor plans and a four-color rendering of stall barns at the Stanley Park Fairgrounds at a cost not to exceed \$4,000.00, budgeted in account #204-5400-544-22-02.**

REPORTS.

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

- CVB Marketing Committee
- Communications Report
- Visitors Services

MUSEUM/SENIOR CENTER SERVICES DEPARTMENT.

Dir. Kilsdonk stated an action item regarding a street closure for the Car Show will be taken to the next Public Safety meeting.

Trustee Eisenlauer complimented Dir. Kilsdonk on the Fire Department exhibit at the Museum, and the Committee offered congratulations to Dir. Kilsdonk on her selection as a participant in the upcoming *Connecting to Collections: The National Conservation Summit* to be held in Washington, DC.

REPORTS.

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

- Museum Monthly Report
- Senior Center General Report

COMMUNITY DEVELOPMENT.

REPORTS.

RECORD OF PROCEEDINGS

Community Development – May 3, 2007 – Page 3

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

- Activity and Budget Summaries
- Monthly Building Permit Summary

The Committee requested information regarding building permits also be provided in a year-to-date quarterly format in order to provide a better comparison to previous year's figures.

MISCELLANEOUS.

Dir. Pickering reported that Estes Park was voted "Best Place for Families 2007" by *Kids' Pages*, a family magazine published in Aurora, Colorado. The award will be displayed at the CVB.

Representatives of the Town of Estes Park met with County Commissioner Gibson recently to share information about the creation of the proposed marketing district. Information is being gathered to use to define marketing district boundaries and to identify and notify voters for the required election tentatively slated for Fall 2008.

Dir. Pickering reported that despite high gasoline prices, current data indicates a positive outlook for tourism statewide.

Dir. Joseph and Chief Richardson are working together to coordinate the smooth transition of the Code Enforcement Officer position from the Community Development Department to the Police Department. This change will allow for more aggressive code enforcement and allow the building department to maintain the level of service currently being provided.

There being no further business, Chairman Pinkham adjourned the meeting at 9:20 a.m.

Cynthia Deats, Deputy Town Clerk