

RECORD OF PROCEEDINGS

Town of Estes Park, Larimer County, Colorado, June 7, 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 7th day of June 2007.

Committee: Chairman Pinkham, Trustees Eisenlauer and Levine

Attending: All

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

Absent: None

Chairman Pinkham called the meeting to order at 8:02 a.m.

PUBLIC COMMENT.

None

CONVENTION & VISITORS BUREAU.

HORSE SHOW CONTRACTS – REQUEST APPROVAL.

The Special Events Department is requesting approval of agreements with the following organizations to host events at Stanley Park Fairgrounds:

- Rocky Mountain Miniature Horse Club Show – June 20 through June 24
- Team Penning (Top Hands Organization fundraising event) – July 7 and July 8
- Colorado Arabian Horse Club Show – June 30 through July 4

These events have all been held at the Fairgrounds in the past and will be conducted as in previous years. The **Committee recommends approval of the agreements with the above mentioned organizations as presented.**

HERITAGE FESTIVAL STREET CLOSURE – REQUEST APPROVAL.

The Heritage Festival is scheduled to be held on August 25 and August 26, 2007. Festival organizers are requesting the closure of MacGregor Avenue from Elkhorn Avenue (just past the bus turnout) to Park Lane from 10:00 a.m. to 10:00 p.m. on August 25th and from 10:00 a.m. till 4:00 p.m. on August 26th. In addition, wagon rides will be conducted from MacGregor Avenue to Wonderview Avenue, down Elkhorn Avenue and back to MacGregor Avenue. Staff is requesting approval of the road closure and the operation of wagon rides during this event.

Trustee Levine commented that if Bond Park is being used, care should be taken by event organizers to protect the turf and sprinkler heads from damage. Manager Winslow will speak to event organizers about this issue. Deputy Administrator Halburnt suggested damage deposits be considered for the use of Bond Park in the future.

The Committee recommends approval of the road closure and operation of wagon rides during the Heritage Festival as outlined above.

REPORTS.

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

- CVB Marketing Committee
- Public Relations
- Stakeholder Services
- Group Sales

MUSEUM/SENIOR CENTER SERVICES DEPARTMENT.

REPORTS.

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

- Museum Monthly Report
- Senior Center General Report

The Committee thanked Director Kilsdonk for coordinating and planning events during the visit by representatives from the Town's Sister City, Monteverde, Costa Rica.

COMMUNITY DEVELOPMENT.

SIGN PERMIT FEE WAIVER – REQUEST APPROVAL.

Department Policy provides an opportunity for any non-profit organization that supplies an important community service and/or fulfills a critical need, to request a fee waiver. The Estes Park Chamber of Commerce has requested a waiver of a \$75.00 sign permit fee.

Past examples of organizations receiving fee waivers include Habitat for Humanity (housing need) the Medical Center and Salud (health care). In this case, the need served is business promotion and support. While this is no doubt an important function, it does not appear on its face to fulfill a critical need. Though staff does not recommend a waiver in this circumstance, it is within the authority of the Committee to waive the fee. Staff is unaware of any past waivers under similar circumstances. **The Committee recommends the \$75.00 sign permit fee be waived for the Estes Park Chamber of Commerce, located at 140 Moraine Avenue.**

COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING APPLICATION – REQUEST APPROVAL.

The Estes Park Housing Authority is applying for funding to the State Division of Housing through the Community Development Block Grant (CDBG) program for the purpose of conducting a Community Wide Housing Needs Assessment. The nature of CDBG funding requires the actual applicant to be a municipality, in this case, the Town of Estes Park, and the sub-applicant and administrator, the Estes Park Housing Authority. The Town will be required to pass a resolution for this application.

The proposed Housing Needs Assessment will be a comprehensive study of the housing situation in the Estes Park area, including the Park R-3 School District. A sample of items to be included are: statistical analysis of housing costs, employer and employee surveys, current housing stock/availability, vacancy rates, housing problems and suggested solutions. The completed report will be a document available to all entities and to the public.

Jack Dinsmoor, a member of the Estes Park Housing Authority Board, reiterated the need for this assessment stating that the last assessment was completed in 1996. **The Committee concurs, and will recommend a resolution from the Town Board authorizing and supporting the Community Development Block Grant application.**

REPORTS.

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

- Community Development Financial Report
- Monthly Building Permit Summary

Finance Director McFarland stated the financial report format has been changed to match reports that are being submitted to the Utilities Committee, and that upon approval, the report will be presented in this manner in the future. The Committee requested a change of wording on the report to identify "in-town services" and "out of

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town services.”

Director Joseph stated that he has contacted three planning consultants who will be available on an outsource basis during Planner Chilcott’s maternity leave. Applicants will have the option to pay for the outsourcing or submit applications upon Planner Chilcott’s return.

ADMINISTRATION.

SPECIAL EVENT VENDOR LICENSING DISCUSSION.

At the request of the Community Development Committee, Bo Winslow, Laurie Button, Jacquie Halburnt and Jackie Williamson met on April 19th to discuss special event vendor licensing. As a result of this meeting and research on the subject, the following is being proposed:

- ◆ Definition: Special Event Vendor means any business, whether local or not, that sells or offers to sell to consumers any goods, wares or merchandise, in conjunction with a special event.
- ◆ Special event organizer would obtain a General business license for the event (\$200.00).
- ◆ Fee Structure for Vendors Only:

1 day	\$ 10.00
2 days	\$ 15.00
3 days	\$ 20.00
4-7 days	\$ 25.00
8-30 days	\$ 50.00
+30 days	\$200.00
- ◆ Fee would be collected by the special event organizer and submitted to the Town Clerk’s office with the fee deposited into the General Fund. Sales tax information for each vendor would be collected by the event organizer and submitted with the payment.
- ◆ A license would be issued by the Clerk’s office to be displayed at the booth/tent. The organizer would be responsible for delivering the licenses to the individual vendors and ensuring the license is displayed.

There are approximately 16 special events held at the Fairgrounds, Bond Park and the Brewery parking lot with 536 vendors. Revenue is estimated at approximately \$9,825.00, with a minimal cost associated with collecting and issuing the licenses once the associated database is in place, of \$100.00 in materials per year.

The Town Clerk’s office requests consideration of the proposed special event vendor licensing proposal and fee schedule with specific code language to be adopted and in force prior to the 2008 season.

Trustee Levine thanked those involved in creating the special event vendor fee schedule, calling it an equitable way to level the playing field between permanent business owners and transient vendors. **The Committee approves of the fee structure and recommends staff develop the specific language to be reviewed at the August Committee meeting.**

Paul Fishman, owner of 14ers Café, 116 E. Elkhorn Avenue, thanked the Committee for pursuing the licensing of special event vendors.

There being no further business, Chairman Pinkham adjourned the meeting at 8:48 a.m.