

RECORD OF PROCEEDINGS

Town of Estes Park, Larimer County, Colorado, August 2, 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 2nd day of August 2007.

Committee: Chairman Pinkham Trustees Eisenlauer and Levine
Attending: All
Also Attending: Deputy Town Administrator Halburnt, Directors Pickering, Kilsdonk, Mitchell and Joseph, Managers Winslow and Marsh, Comm. Coordinator Blackhurst, Group Sales Nikolai and Town Clerk Williamson
Absent: None

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

PUBLIC COMMENT.

None.

CONVENTION & VISITORS BUREAU.

Reports.

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

- Marketing Committee
- Media & Public Relations
- Conference Center/Group Sales

Mgr. Marsh stated electronic activity continues to be high with a 35% increase over last year. The Committee is encouraged by the increase in web contacts that decreases the number of hardcopy handouts.

Comm. Coordinator Blackhurst reported the CVB website continues to be used by other media sources; therefore, the site needs to be updated frequently. During the first 6 months of the year, 10 content pages have been added to the site, 3 new maps have been posted and 8 content pages have been updated.

Group Sales Mgr. Nikolai informed the Committee that the Snow and Ice Conference will be here in September and a full day of content has been added to the conference.

MUSEUM/SENIOR CENTER.

Reports.

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

- Museum Monthly
- Senior Center Monthly

COMMUNITY DEVELOPMENT.

Amended Planning Review Fee Schedule for 2007/2008 – Request Approval.

A proposed fee schedule was reviewed by the Committee at the July 5th meeting. Staff was directed to conduct further research to examine and analyze the fees to accurately reflect the staff time involved in providing the services within Estes Valley. The Committee also suggested aligning the fee with current County fees.

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Staff has revised the proposed fee schedule to more closely fit the existing County fee structure. The 2007 fee proposal contains several new fees for services currently provided at no charge. Staff expressed the Improvement Guarantee and Letter of Credit fees may receive negative feedback. The fees can be implemented in two equal steps with the first increase occurring immediately and the second increase effective August 2008.

Discussion followed regarding the timeframe for possible adoption of a uniform fee schedule for the entire valley. **The Committee recommended approval of the proposed planning review fee schedule with implementation in two equal steps, half as of September 2007 and half as of August 2008. This item will be an action item at the August 14th Town Board meeting.**

Reports.

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

- Financial Report
- Building Permit Summaries

ADMINISTRATION.

Community Special Event Vendor Licensing – Request Approval of Ordinance

At the June 7th meeting, the Committee reviewed the proposed fee schedule and procedures for community special event vendor licensing. The Clerk's office was instructed to produce code language to implement the new licensing requirement. Clerk Williamson reviewed the proposed code language that was added to Section 5.20 Business licensing of the Municipal Code. Attorney White reviewed the proposed code language and strongly recommended procedures on issuing the licenses be addressed administratively and not included within the code language.

Dir. Pickering questioned whether the vendors associated with an organization renting the fairgrounds and selling goods only to the participants of the event would be exempt from purchasing individual vendor licenses. Clerk Williamson stated the proposed code language would require the vendors to purchase a business license. Mgr. Winslow stated the public does not routinely purchase goods at these events; however, the public can attend events at the fairgrounds and purchase goods. Dir. Pickering requested the code language differentiate between a special event booth and a convention or sales meeting or public versus a private event.

After further discussion, **the Committee requested staff review the definition of a community special event and consider a distinction between public versus private events.**

There being no further business, Chairman Pinkham adjourned the meeting at 9:00 a.m.

Jackie Williamson, Town Clerk