

## RECORD OF PROCEEDINGS

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*Town of Estes Park, Larimer County, Colorado, August 6, 2009*

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 6<sup>th</sup> day of August 2009.

Committee: Chair Levine, Trustees Eisenlauer and Miller

Attending: Chair Levine and Trustee Eisenlauer

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

Absent: Trustee Miller and Deputy Town Administrator Richardson

Chair Levine called the meeting to order at 8:00 a.m.

### **PUBLIC COMMENT.**

Mark Elrod, Town resident, requested that meeting packets be made available to the public in a more timely manner or that agenda action items that could benefit from public comment be held in abeyance.

### **CONVENTION & VISITORS BUREAU.**

#### **ESTES PARK HERITAGE FESTIVAL ROAD CLOSURE.**

The annual Estes Park Heritage Festival, sponsored by the Town of Estes Park and the Estes Valley Historical Society, will be held in Bond Park on August 22 and August 23, 2009. Staff is requesting a closure of MacGregor Avenue from the bus pull-out on Elkhorn Avenue to Park Lane to accommodate festival events. The **Committee recommends the approval of the closure of MacGregor Avenue from Elkhorn to Park Lane on August 22<sup>nd</sup> and 23<sup>rd</sup> for the Heritage Festival.**

### **REPORTS.**

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

- Marketing Committee
- Media Relations
- Group Sales

Coordinator Blackhurst reported that as a result of the Travel Spike program, stories about mountaineering and rock climbing in Estes Park were distributed nationwide. Coordinator Nikolai said that due to the economic climate, groups are booking with much shorter advance notice than is the norm.

### **MUSEUM/SENIOR CENTER SERVICES DEPARTMENT.**

#### **REPORTS.**

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

- Museum Monthly Report
- Senior Center Monthly Report

Visitation at the museum is down slightly which may be attributable to fewer exhibits during the year.

The Senior Center conducted its annual meal quality survey with responses reflecting

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overall satisfaction with the Meals and Wheels program and dining room services.

**COMMUNITY DEVELOPMENT.**

**ORDINANCE # -09 – BOARD OF APPEALS MUNICIPAL CODE REVISION.**

Several years ago the Town appointed a Board of Appeals (BOA) to hear administrative appeals under the building code. The Board of Appeals is made up of licensed professionals in the construction trade. Subsequent to the creation of the BOA, it became necessary to amend the municipal code to separate appeals under the building code from appeals under other codes. An ordinance amending Section 14.04-202 was presented to the Committee. The **Committee recommends the approval of an ordinance to amend Section 14.04-202 of the Municipal Code to clarify the appeal process under Title 14 of the Municipal Code as presented.**

**REPORTS.**

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

- Carbon Monoxide Detectors  
Currently, new construction and improvements to existing buildings that require a building permit are subject to inspection for smoke detectors. Dir. Joseph stated that recent legislation requires carbon monoxide (CO) detectors in all dwellings, including retroactive installation in existing dwellings, and proposed that the same procedures currently followed by the building department when inspecting for smoke alarms be followed when checking for CO detectors. He said that homeowners must grant permission for the inspection and that the inspection process will fall within boundaries set forth by the Colorado Intergovernmental Risk Sharing Agency (CIRSA). Chair Levine agreed with enforcing the new laws related to CO detectors, and requested the topic be included as an action item on an upcoming Town Board agenda so that the complete Board can participate in the discussion.  
David Tavel, Town resident, voiced a concern about the inspections stating the Town's desire to promote safety goes beyond the bounds of reasonableness and is an imposition on the privacy and intelligence of homeowners. He said requiring individual homes to add numerous smoke detectors and use a certain type of batteries goes beyond reasonableness.
- Sign Code Enforcement  
Dir. Joseph stated the Sign Code Task Force has concluded its review of the existing sign code and is finalizing recommendations which may include stronger sign code enforcement and on-the-spot fines for certain violations. The Task Force report and recommendations will come before the Committee next month with a fee schedule and guidelines for consideration prior to moving forward to the Town Board.
- Community Development Financial
- Monthly Building Permit Summary

**ADMINISTRATION.**

**COMMUNITY DEVELOPMENT ORGANIZATIONAL ASSESSMENT CONTRACT.**

The Community Development Department was selected to participate in an operational/organizational review to improve efficiency. As an overall operational philosophy, it is administration's desire to have one department each year undergo a departmental assessment. A Request for Proposal (RFP) was issued and a consultant was chosen by a selection committee consisting of Town Administrator Halburnt, Deputy Town Administrator Richardson, Public Works Director Zurn, and Finance Officer McFarland. Bid amounts are listed below for the eight companies submitting proposals:

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	<b>Location</b>	<b>Bid</b>	<b>Reimbursable Expenses</b>
Billingsley Consultant	Boulder, CO	\$18,800	Estimate not provided
KRW Associates	Colorado Springs, CO	\$17,600	Included within proposed fee
Mejorando Group	Glendale, AZ	\$50,000	\$10,000
MGT of America	Sacramento, CA	\$39,410	Included within proposed fee
Springsted	St. Paul, MN	\$21,500	\$4,500
North Highland	Denver, CO	\$110,290	\$870
Plan/Landy Professional Development Resources	Loveland, CO	\$40,000	\$1,250
Zucker Systems	San Diego, CA	\$19,800	Included within proposed fee

The scope of work includes:

- analysis of current and future staffing levels;
- analysis of current management practice consistencies in applying building code standards, development code standards, and planning review processes;
- review of current customer service practices provided for both internal and external customers;
- assessment of current staff qualifications from entry level positions to the department head position;
- assessment of the working relationship among the Community Development staff, Board of Adjustments, Planning Commission and Town Board of Trustees and the impacts of their decisions regarding land use development within the Estes Valley.

Based on background and professional experience, the selection committee chose Zucker Systems, San Diego, California and requests contract approval in an amount not to exceed \$20,000, from account #101-1300-413-22-98. This is a non-budgeted item. Chairman Levine concurred with the selection of Zucker Systems and the benefits an outside evaluation will provide.

Mark Elrod, Town resident, voiced concern about certain aspects of the Zucker Systems proposal including definitions of terms, the selection and impartiality of focus groups, and additional expenses that may be incurred by the Town related to providing focus group locations, refreshments, and other exceptions to the flat fee.

Town Administrator Halburnt stated that the proposal from Zucker was received in response to an RFP and that details will be worked out with the consultant. **The Committee recommends approval of the contract with Zucker Systems for an organizational assessment of the Community Development Department at a cost not to exceed \$20,000 from account 101-1300-413-22-98, non-budgeted.**

**DISCUSSION ITEM.**

- Annexation – Terry Parenti, county resident, addressed the Committee on the topic of annexing county areas in the Estes Valley into the Town of Estes Park in order to unify the community, create greater economic gain and impact, and become a key community on the Front Range. He said moving forward with annexation would require a positive vote from 2/3 of the affected people, and stated to make this happen the leadership of the Town Board would be necessary.

Town Administrator Halburnt reviewed a general report compiled by Deputy Town Administrator Richardson. Annexation is regulated by statutory law which establishes three primary methods for Colorado municipalities to annex unincorporated areas and establishes the processes that must be followed for an annexation. DTA Richardson's report addressed costs associated with the increase in staffing, maintenance, and infrastructure that annexation would

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create and estimated start-up costs for police and public works alone at \$13 million with ongoing costs estimated at \$4.3 million annually. Town Administrator Halburnt stated that a logical first step would be for county residents to approach the Town indicating a desire for annexation and then investigate would it would take to make that happen, including an independent study to identify what would be involved and actual costs that would be incurred.

Chairman Levine said that the full Town Board should be involved in discussions about annexation and that the process would have to be cooperative, not totally Town driven. He requested the topic be included on an upcoming Town Board agenda.

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

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Cynthia Deats, Deputy Town Clerk