

## RECORD OF PROCEEDINGS

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**Regular Meeting of the Estes Valley Planning Commission  
August 18, 2009, 6:00 p.m.  
Board Room, Estes Park Town Hall**

**Commission:** Chair Doug Klink; Commissioners Alan Fraundorf, John Tucker, Betty Hull, Steve Lane, Ron Norris, and Rex Poggenpohl

**Attending:** Chair Doug Klink, Commissioners Alan Fraundorf, John Tucker, Betty Hull, Steve Lane, Ron Norris, and Rex Poggenpohl

**Also Attending:** Director Joseph, Town Attorney White, Planner Shirk, Planner Chilcott, Town Board Liaison Homeier, and Recording Secretary Thompson

**Absent:** None.

The following minutes reflect the order of the agenda and not necessarily the chronological sequence.

**Chair Klink called the meeting to order at 6:00 p.m.**

**1. PUBLIC COMMENT**

None.

**2. CONSENT AGENDA**

Approval of minutes from July 21, 2009 Planning Commission meeting.

Approval of correction of The Neighborhood creation date, 1975 should be 2005. (June, 2009 minutes)

**It was moved and seconded (Fraundorf/Lane) that the consent agenda be accepted, and the motion passed unanimously.**

**3. YMCA OF THE ROCKIES – SIGNAGE MASTER PLAN Metes & Bounds parcel located at 2515 Tunnel Road**

Owner: YMCA of the Rockies

Applicant: DaVinci Sign Systems, Inc.

Request: Master Plan for Signage (addendum to YMCA of the Rockies Master Plan) and appeals to Sections 10.2.B and 10.5.L of the Larimer County Land Use Code

Planner Shirk reviewed the staff report. He stated the Larimer County Board of County Commissioners approved the YMCA of the Rockies Master Plan in March, 2007. This master plan is intended to outline the development of the YMCA campus.

The current request for a Signage Master Plan refers to Section 10.2.B of the Larimer County Land Use Codes (LCLUC), which states “signs may not be placed on or over public roads or rights-of-way, or in road or access easements, except for utility warning signs.” The existing YMCA entrance sign is located within public right-of-way, which is over 100 feet wide, and the owner desires to replace this sign with a new one at the same location. This location maximizes visibility and will avoid constrictions associated with the bridge and pond. Larimer County Engineering and Planning are both supportive of this request. Concerns were site visibility and verification that the nearest edge of the entrance sign is at least 40 feet from centerline of Tunnel Road.

Planner Shirk stated that during the Master Plan review process, some residents thought the lighting on the existing entry sign was excessive. Because of that concern, a condition of approval was placed on the Master Plan of 2007 stating “the overall

lighting plan mentioned on page 35 should be developed within the first year of approval. Entry lighting should be addressed first.” The applicant proposes to use internal illumination in order to minimize “light spillage.”

Section 10.5 states, in part, that “signs may not exceed four square feet per face or ten feet in height.” The applicant is requesting an appeal to this section to allow fewer large signs rather than more small signs. Larimer County Planning supports this request. This appeal would not preclude the need for a building permit. These wayfinding signs are intended to have reflective lettering and not be illuminated.

Section 10.18 of the LCLUC requires “a sign plan shall be prepared for all permanent signs in nonresidential districts that require a sign permit under this section.” The applicant has submitted this signage master plan to satisfy this requirement, and as support for the waiver of future sign permits.

The YMCA of the Rockies Master Plan includes the following signage concepts: 1) A planned system of signs of the themed image with a consistent style, color and material, coordinating with other site materials; 2) Wayfinding Signage for both vehicles and pedestrians, consisting of directional road-side and pedestrian-area signs, informational kiosks with site maps, and facility name signage; 3) Regulatory Signage for vehicles that is coordinated with the site sign system; 4) Informational Signage coordinated throughout the site; 5) Interpretive Signage to educate the visitor on the site’s historic and natural resources and environmental conservation; and 6) Major wayfinding signs visible from streets and illuminated for night use.

Planner Shirk stated it is staff’s opinion the signage plan and appeals are consistent with the policies, goals and objectives of the Estes Valley Plan and YMCA of the Rockies Master Plan. This request has been submitted to all applicable reviewing agency staff for consideration and comment. No significant issues or concerns were expressed. This is a recommendation to the Larimer County Board of County Commissioners, scheduled to be on the agenda in September.

**Public Comment:**

Chuck Jordan, Engineer with RLH, stated new signage is important for YMCA guests due to recent improvements and alterations of the existing roadways. This signage plan will allow the YMCA to continue to implement their Master Plan. Mr. Jordan noted the new entrance sign is longer than the existing sign; however, the added length will be placed towards the bridge and pond rather than extend closer to the road.

Commissioner Hull is supportive of the proposed illumination level of the entrance sign. Commissioner Poggenpohl commented this master plan is a good improvement; however, he believes it could be more comprehensive.

**It was moved and seconded (Hull/Tucker) to recommend approval of the Signage Master Plan and Appeals to Larimer County Land Use Code sections 10.2.B and 10.5.L for the YMCA of the Rockies to the Board of County Commissioners with the findings and conditions recommended by staff, and the motion passed unanimously.**

**CONDITIONS:**

1. No sign permits shall be required for regulatory signage, informational signage, or interpretive signage, though plans shall be submitted to Estes Park Community Development to ensure consistency with the approved master plan and compliance with sight visibility requirements set forth in Appendix D.IV of the Estes Valley Development Code.
2. Approval of this plan does not affect any requirements for building permits.
3. All signage shall be of a themed image with a consistent style, color and material, coordinating with other site materials.

4. Surveyor shall verify nearest edge of entry sign is at least 40-feet from centerline of "Tunnel Road".
5. Compliance with memo from Larimer County Engineering dated July 21, 2009.

**4. LOCATION AND EXTENT/SPECIAL REVIEW 09-01 – STANLEY PARK GRANDSTAND Metes & Bounds parcel located at 1209 Manford Avenue**

Owner: Town of Estes Park

Applicant: Thorp Associates

Request: Redevelop a 1.053 acre area of the Stanley Park Fairgrounds, which contains the grandstand, and to replace the grandstand.

Planner Chilcott reviewed the staff report. She stated it is the intent of the Estes Park Urban Renewal Authority and the Town of Estes Park to make a series of improvements at the existing Stanley Park Fairgrounds, the first of which will be to replace the 62-year-old Granny May Grandstand with a new facility. The footprint of the grandstand will be 15,500 square feet with additional restroom, concession, and ticket booth space under the grandstand of 2,715 square feet. The Stanley Park site is approximately 42 acres in size, the parcel on which the grandstand is located is approximately 7.55 acres in size, and the grandstand redevelopment area is just over an acre in size.

Planner Chilcott stated the new grandstand will front onto the existing arena similar to the current grandstand. It will provide a safer, more functional and more attractive grandstand, as well as increase the seating capacity from 2,100 seats to 2,700 seats. Restrooms and concession areas would also be improved.

Planner Chilcott explained this project is one component of a larger revitalization plan for Stanley Park Fairgrounds. In 2003, the Board of Trustees adopted the Stanley Park Revitalization Plan prepared by the Town Board Goal Team #5; in 2005, the Stanley Park Master Concept Plan was reviewed by Planning Commission and approved by Town Board; also in 2005, Van Horn Engineering and Surveying completed a Storm Drainage Master Plan, and Cornerstone Engineering and Surveying began work on drainage improvements. In 2009, construction plans for a transit hub/paved parking area on the property was prepared by David Evans and Associates, and the Town is in the process of securing funding for these improvements. In July, 2009, Kenney Associates was awarded an architect and engineering service contract for a Multi-Purpose Event Center and Indoor Arena at the Fairgrounds. Most recently, Thorp and Associates has prepared Architectural Design Guidelines for Stanley Park to help guide the new construction and renovation. Parking will be located between the Senior Center paved parking and the existing paved parking. A proposed multi-purpose event center will most likely be placed northwest of the grandstand, where the current barns are located.

Planner Chilcott stated the Stanley Park Fairground is classified as a Major Entertainment Event use in the CO-Commercial Outlying zoning district and requires review of a special review application by the Planning Commission with approval by the Town Board. She submitted this request to reviewing agency staff and adjacent property owners for consideration and comment. Several agencies commented and their requests for compliance are included in the conditions for approval. No public comment was received.

Planner Chilcott stated staff reviewed this application for compliance with the standards for review in Estes Valley Development Code Section 3.8.D and the special review standards. This plan complies with minimum required building/structure setbacks, impervious coverage, and floor area ratio limits. On August 4, 2009, the applicant was granted a height variance by the Estes Valley Board of Adjustment to allow the ventilating cupolas on the grandstand to exceed the maximum allowable

height by four feet four inches. Planner Chilcott noted the main roof of the building complies with the maximum allowable height.

Concerning public trails and private open areas, Planner Chilcott noted the redevelopment of the grandstand courtyard will improve the pedestrian feel by removing the asphalt paving and replacing it with colored concrete. Newly constructed parking lots will also improve the pedestrian connections between parking areas and the grandstand. No recommendations were made for additional sidewalk construction at this time.

Planner Chilcott reviewed the requirements for the quantity of trees and shrubs for the project. The Master Plan calls for a significant amount of landscaping along the frontage. Staff suggests evaluating the landscaping for the entire Stanley Park, which would allow for more flexibility in locating required trees and shrubs. For example, staff would be supportive of installing fewer trees and shrubs in the grandstand courtyard and planting more elsewhere on the fairgrounds property.

Commissioner Poggenpohl believes the landscaping plan is very important, and thinks these improvements should have a high priority. He would like the Tree Board to provide recommendations to the Public Works department.

Planner Chilcott stated the new exterior lighting plan complies with the Estes Valley Development Code (EVDC). The existing floodlights on the ridgeline of the current grandstand will be removed and reinstalled on the roof of the new grandstand. However, they will be located further down the roof, closer to the arena, and will shine at a lower angle than they currently shine. This will be a slight improvement over the current situation.

Planner Chilcott stated staff recommended preparing a parking study to evaluate the full range of uses at the fairgrounds, the potential for shared parking between each of the uses, and the possibility of using off-site parking combined with public transit. A parking study could ensure that parking needs are adequately addressed. The planned transit hub parking, which includes defined parking spaces, will be a significant improvement over the current parking situation. This transit hub is a separately funded phase of the Stanley Park redevelopment, and staff is working to secure funding for this project from a variety of sources. Thorp Associates has provided conceptual plans for the intervening 78-space parking lot between the grandstands and the transit hub parking area in order to begin determining how the connection between the two areas will work. This connection is important for compliance with accessible parking regulations as well as drainage purposes. Once the parking areas are constructed, there will be approximately 346 paved and striped parking spaces at the fairgrounds. Additional parking may also be constructed during later phases of redevelopment. Staff recommends evaluating accessible parking for the grandstand and transit hub as a whole, rather than as independent projects, in order to gain a better analysis and design. Because lots with defined parking spaces have higher capacities than those with unmarked spaces, Staff recommends looking at a complete parking study of the entire property. The end result would be a more comprehensive plan for overall parking issues, and ensure all the accessible routes work. Planner Chilcott stated part of the existing lot does not meet current standards, and any parking spaces will be an improvement.

Planner Chilcott stated adequate public facility improvements are required to be installed concurrent with the impacts of the development. The sanitation district commented that sewer service lines will need to be studied and properly sized. The water department comments pertained to water-line sizes, which will require revisions to the development plan. The drainage plan is very critical due to the location of the property in comparison to the lake and the number of animals that will be using the site. The Storm Drainage Master Plan completed by Van Horn Engineering and Surveying in 2005 envisions most of the water from the grandstand area will drain east towards Community Drive, eventually entering the existing detention pond near the

Gun Club. There is the possibility of a temporary retention pond on the Stanley Park property to collect runoff before entering the swale carrying it to the lake area. Staff believes a drainage plan and report for this phase of redevelopment could evaluate the conformity with the 2005 Drainage Master Plan and determine if any additional improvements are needed, or if any state permits and plans need to be obtained or updated to bring the grandstand drainage system up to current standards.

Staff determined no additional fire hydrants will be required; however, revisions to the ISO calculations may be required because access to one of the hydrants used in the calculations is blocked by existing and proposed Stanley Park improvements. Design details are being discussed by the affected agencies. Planner Chilcott pointed out that two wet standpipes will be required and should be shown on the development plan.

Colorado Department of Transportation has notified Planner Chilcott they will require a traffic impact analysis to evaluate needed improvements, if any. This analysis could be updated as additional redevelopment occurs and could also evaluate options to improve safety and the impact of increased usage of the Fourth Street access to the fairgrounds. Just looking at the Grandstand portion of the development may not have as much impact on traffic as would other projects forthcoming.

Several Planning Commissioners commented about the need for timely completion of traffic and parking analyses and were concerned about the improvements as they relate to future redevelopment. Several Commissioners expressed concern about waiting until issuance of a certificate of occupancy for the grandstand to complete these studies. There were also concerns about the drainage. Director Joseph explained the topography of the area, and noted that future projects will affect drainage. He stated our obligation is to retain the flows from the developed site. He also said the engineering company is very mindful and focused on water quality and intent on complying with water quality regulations. This topic is still being discussed and actively tracked to ensure compliance. The drainage plan will be incrementally expanded to meet the requirements of each proposed project in Stanley Park. Commissioner Norris would like a reason on the record for the drainage not going through the primary detention pond.

**Public Comment:**

There were no comments from the public.

Commissioner Norris requests adding a condition of approval to refer the landscaping recommendations from the Tree Board to the Public Works Department.

Commissioner Poggenpohl suggested accelerating the parking and traffic studies due to the implications on the overall development plan, timing, and cost.

**It was moved and seconded (Poggenpohl/Hull) to recommend approval of Location and Extent/Special Review 09-01 – Stanley Park Grandstand, with the findings and conditions recommended by staff and modified below, and with the recommendation that the parking and traffic studies be expedited because of their implications on the overall development plan, timing, and project costs. The motion passed unanimously.**

**CONDITIONS:**

1. Compliance with the comments in the Estes Park Public Works and Utilities Departments memo dated July 24, 2009. This includes revising the development plan to satisfy the Water Department comments including the comment about water-line sizes.
2. Compliance with the comments in the Estes Park Fire Department emails dated July 17, 2009 and August 5, 2009. Revised ISO calculations shall be submitted for review and approval, if required by the Fire Department, and any required

revisions, such as the installation of a wet standpipe, shall be reflected on the development plan.

3. Compliance with the comments in the Colorado Department of Transportation email dated August 4, 2009.
4. Sewer service lines will need to be studied to be properly sized.
5. The application shall comply with standards for review in Estes Valley Development Code Section 3.8.D *Standards for Review* is required.
6. Landscaping shall be installed along Manford Avenue as required by the Estes Valley Development Code.
7. A parking study shall be prepared in accordance with EVDC 7.11.E *Parking Studies* for review and approval and the required amount of parking provided.
8. Accessible parking spaces and accessible routes from those spaces shall be reviewed with the Building Department and any needed revisions shall be reflected on the plans.
9. A drainage plan and report for this phase of redevelopment shall be prepared and required improvements for this phase of redevelopment shall be installed.
10. A traffic impact analysis shall be submitted for review and approval and any required improvements installed.
11. The redevelopment shall be designed to accommodate a screened and animal-proof dumpster(s) located to comply with EVDC Section 7.13. The dumpster location shall be shown on the development plan for review and approval.
12. A Town Board signature block shall be provided rather than a Planning Commission signature block.
13. The Tree Board shall be engaged in the preparation of final landscape plans for this project.

**5. REPORTS**

The Community Development Department has had no pre-application meetings since the last Planning Commission meeting.

Town Board approved the following projects that were previously reviewed by Planning Commission: The Neighborhood Preliminary Subdivision Plat, The Meadow Preliminary Condominium Map, Stone Bridge Estates Preliminary Condominium Map, and Wonderview Village Supplemental Condominium Map #2

The Board of County Commissioners approved the Binns Amended Plat.

Staff made the changes to the Wildlife Habitat and Assessment code that were recommended by Planning Commission, and the revisions will be reviewed by Town Board on August 25, 2009. One of the revisions was to the buffer section, to say that all development shall provide a setback from any identified important wildlife habitat to the maximum extent feasible. Planner Chilcott stated the entire Estes Valley is mapped wildlife habitat. The way the current draft is currently written, these review standards apply to all development applications whether or not a conservation plan was triggered. Staff was concerned it would be very unpredictable for developers and difficult for staff to determine how every development had provided a setback from all important wildlife habitat to the maximum extent feasible when a conservation plan had not originally

been triggered. Language was revised to state all development *subject to a wildlife conservation plan* would be required to provide a setback in accordance with the recommendations in the study. Staff wanted to be assured this language was the intent of the Planning Commission. The Commission agreed on the revision.

Director Joseph reported on the most recent public forum on small-scale residential wind turbines. He stated this meeting tried to focus discussion on the tougher regulatory issues, and feels it was a useful discussion and people are beginning to form opinions. This information will be used to get some type of code language written during the 120-day moratorium. Commissioner Norris thought the forum was productive and people brought up a lot of points which he believes will benefit the writing process. Director Joseph stated a comment was made about whether or not to allow wind turbines at all, and that person felt staff may be jumping to conclusions by wanting to write code to regulate them if it was decided to ban them altogether. There were comments both for and against wind turbines, and a large group is still non-committal. Director Joseph hopes the discussion will help people have an informed decision. He stated the moratorium was placed because people were upset we had already issued several permits prior to any regulations being in place. People are accepting of the moratorium and its purpose. Commissioner Hull believes the visual impact seemed to be a real priority to the public. Commissioner Norris believes the Town Board will make this a high priority and hopes they will draft a problem statement soon. Director Joseph stated that staff has done a lot of research on this topic, and soon will have a website page dedicated to this topic. However, he does not want us to be content with the current presentation, and would like to continue to add information to the page in order to allow people to be informed and make well-grounded decisions.

**There being no further business, Chair Klink adjourned the meeting at 7:10 p.m.**

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Doug Klink, Chair

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Karen Thompson, Recording Secretary