

RECORD OF PROCEEDINGS

Town of Estes Park, Larimer County, Colorado, August 1, 2002

Minutes of a Regular meeting of the **COMMUNITY DEVELOPMENT COMMITTEE** of the Town of Estes Park, Larimer County, Colorado. Meeting held in the Municipal Building in said Town of Estes Park on the 1st day of August, 2002.

Committee: Chairman Doyle, Trustees Barker and Habecker

Attending: Chairman Doyle

Also Attending: Assistant Town Administrator Repola, Directors Joseph, Kilsdonk, Thompson, Chief Building Official Birchfield, Clerk O'Connor

Absent: Trustees Barker and Habecker

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

MUSEUM DEPARTMENT.

Director Kilsdonk reviewed the Bi-Monthly Report:

- **Hydro Plant Facility Grand Opening** was held July 15th with approximately 350-400 people in attendance. This event was very successful and the following sponsors were commended for their contributions: PRPA, NCWCD, Gene Oja, MedX of Estes, Whole Foods, Horizon Organic White Wave, Inc., the Highland Brass Band and the Friends of the Museum. Appreciation was also noted for several Town departments. Visitation during the first two weeks has been favorable, with visitors taking advantage of the admission ticket allowing them to pay at either the Museum or Hydro Plant and visit the second facility free of charge. The Hydro Plant is open Tuesday through Sunday from 1:00-4:00 p.m., through Labor Day. Perhaps in the future all museums in the area could join together in a similar admission ticket.
- **Coolest Car Show Fundraiser, July 4th.** This event netted \$7,500 for support of Museum Activities and Norm Carver, Chair was commended on the successful event.
- **Upcoming Exhibits.** *"Community Beginnings: Pinewood Springs"* runs through 9/15/02; *"Preserving Our Past: The Birch Cabin and the Knoll"* will open 9/23 with a reception sponsored by Common Scents and the Friends of the Museum, and this exhibit runs through 2/23/03. *"Light-Hearted History of Tourism"* runs through 11/17/02, and Works from RMNP Artists in Residence Program opens 12/13/02 with a reception sponsored by the Estes Park Auto Mall and runs through 4/6/03.
- **Upcoming Programs.** The list of upcoming programs through December was presented.
- **Attendance Statistics.** Statistics were examined.

SENIOR CENTER DEPT.

Director Thompson reviewed the Bi-Monthly Report:

- **Summer Social Activities.** Social activities have increased this summer season, and a sampling of activities include: Dinner Theater, Opera, and COG Railway.

Community Development Committee – August 1, 2002 - Page 2

- **Fundraising.** Monthly Breakfast Buffets are scheduled for June through September and this program will be evaluated.
- **Programs.** Seniors and Law Enforcement Together (SALT) provides a monthly program focusing on such topics as home safety, scams, safe driving tips, and the like. Additionally, a variety of musical performances are available.
- **Meals on Wheels.** June was the lowest meal-count month in five years, and staff is reviewing data. Many contacts are made on a daily basis, and the Senior Center is making an attempt to lend a hand and act as a clearing house for all services available in the area.

COMMUNITY DEVELOPMENT DEPT.

1. **EVDC Block 3 Revisions.** Director Joseph reported that the proposed Block 3 revisions to the Code address and correct errors and omissions that have surfaced after the first two years and of experience in working with the Code. Specific subjects include the following and each was reviewed:

- Floor Area Ratio
- Impervious Coverage
- Bed and Breakfasts
- Land Use
- Setbacks
- Cluster Subdivision
- Highway Overlay Zone
- Submittal Requirements.

The condominiumization trend continues and staff met with the Larimer County Commissioners regarding adequate public facility standards; it appears that the Commissioners will adhere to the requirement to meet adequate public facility standards for condominium conversions. Although the Town and County are of an identical opinion on this issue, it does not answer the economic issue. However, it does at least provides an opportunity for regulatory involvement in the process, preventing the supply of old cabins from being perpetuated as sub-standard housing.

Discussion followed on the Gross Floor Area Definition, particularly Item 'd.': "The basement of a building where all enclosing exterior walls are exposed no more than three (3) vertical feet above finished grade at any point and that does not have direct access to the exterior through a door (e.g., the total floor area of a walk-out basement in a building is included in the calculation of gross floor area."

The Town Board public hearing to consider these revisions is scheduled August 13th.

2. **Waiver Of Building Permit Fees For Non-Profits And Public Projects-Update.** In a memo dated July 29th, Director Joseph reported on past practice of waiving building permit fees for public projects and, in some cases, for non-profits. Staff is recommending that the following entities be exempted from said fees (except for direct expenses incurred in "out of house" plan review):

- ✓ Publicly funded government construction (federal, state, county, and local), including taxing districts, special districts, hospital, and the like. (Note: although fees are not assessed, submittals, permits and

Community Development Committee – August 1, 2002 - Page 3

inspections are required.)

Staff is also recommending that:

- ✓ Private, non-profit projects request exemption by submittal of a written request to the Community Development Dept. The Community Development Committee will consider the request and qualify exemptions based on the specific merits of the request.
- ✓ In qualifying private non-profits projects, the project will serve or support an important or essential community need, such as affordable or assisted living housing, health care services, etc. The Estes Valley Comprehensive Plan may be used as a guide in identifying “community needs.”

Following discussion, **the Committee recommends approval of the three items listed above.**

3. Building Dept. Policy Discussion – Setback Certificate. Director Joseph reported that following discussion during a Board of Adjustment meeting regarding recent miss-calculations relative to setbacks by surveyors, Chief Building Official Birchfield would present current policy:

- When an application for a building permit has been made, it is routed to the Planning and Building Departments to determine the setback. If the setback is less than 1 ft. from the required setback, a “setback certificate” is required. Permanent property pins and a “string line” are placed at the site to assist the Building Dept. in making an accurate determination. Staff might also require the setback certificate if there is more than 1 ft. of setback but an extreme slope to avoid encroachment issues.

Discussion followed on repetitive errors due to inaccurate surveys, and the impact on projects should a revised policy be approved that would require a setback certificate prior to pouring concrete which could delay work progress. **In an effort to avoid substandard jobs and work delays, the Committee directed Staff to meet with local surveying firms.**

There being no further business, Chairman adjourned the meeting at 9:02 a.m.

Vickie O'Connor, CMC, Town Clerk