

RECORD OF PROCEEDINGS

Town of Estes Park, Larimer County, Colorado, July 7, 2005

Minutes of a Regular meeting of the **COMMUNITY DEVELOPMENT COMMITTEE** of the Town of Estes Park, Larimer County, Colorado. Meeting held at Town Hall in said Town of Estes Park on the 7th day of July, 2005.

Committee: Chairman Doylen, Trustees Levine and Pinkham
Attending: All
Also Attending: Directors Kilsdonk, Joseph and Pickering, Manager's Hinze and Mitchell, Deputy Clerk Williamson
Absent: None

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

MUSEUM/SENIOR CENTER DEPARTMENT.

Museum – Security System Upgrade – Request Approval of Expenditure. The Friends of the Museum donated \$75,000 toward facility expansion, and staff is seeking approval to expend the balance of \$17,143 to upgrade the security system. The proposal would add four cameras with remote view software and enable the Communications Center to view the Museum. A new Digatron camera system could be installed for \$10,582, and \$6,561 would be expended to replace existing non-visual equipment at the Museum and Hydroplant. The Museum's Friends and Advisory Board have approved the expenditure of funds. Following discussion, **Committee recommends that staff investigate additional vendors that would be compatible with the current dispatch system and determine what maintenance or service agreements would be available for the entire system, returning to the Committee for further consideration.**

Museum – Reports:

- Director Kilsdonk reviewed the report contained in the meeting packet.
- Norm Carver, Friends of the Museum and the Estes Park Car Club, estimates \$8,500 will be donated to the Museum from the Coolest Car Show held during the July 4th weekend.

Senior Center – Activity Van Driver – Request Approval of Position. In years past, the Estes Valley Recreation and Park District (EVRPD) provided an activity van and driver for Senior Center recreational trips. EVRPD provided the driver and van for \$5/rider and the fee was donated to the driver. Pursuant to a new operational agreement between the EVRPD and the Town to define insurance and liability areas, effective immediately, EVRPD will no longer provide drivers and a fee of \$.65/mile use fee for their passenger van will be assessed. An estimated annual cost for 24 trips/year is \$4,800; wages and mileage fees would be passed-on to trip participants. Mgr. Mitchell reviewed a formula that establishes trip costs that would support the activity or be cancelled and staff is recommending creation of a part-time on-call activity van driver position to exist solely for the purpose of driving the activity van or other vehicle for recreational trips for the Senior Center. All person(s) hired would meet essential job qualifications that include passenger safety training, proper licensure, and would be paid through the Town's payroll system. Following discussion, **the Committee recommends approval of the request as outlined above, effective as soon as practical.**

Senior Center – Reports:

- Meal Programs

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- Operations

COMMUNITY DEVELOPMENT DEPARTMENT.

Lot 4, Stanley Addition –Authorization to solicit RFPs. In a memorandum dated July 1st, Administrator Repola reported that the development of feasibility options for a performing arts facility was included in the Town Board's 2004-2006 Goals. The Goal Team believes that the best use of Lot 4 would be a mixed-use development that includes both residential (or accommodations) and other commercial uses. In addition to providing capital for construction of a theatre, such a development would also provide both property and sales taxes to support the Town's General Fund and any future operating costs associated with a theatre. The Goal Team is recommending that sale proceeds be restricted to use towards a theatre and these funds would be in addition to the approximately \$415,000 remaining in the Friends of Stanley Hall Fund. General conditions were reviewed and the Team anticipates releasing the RFPs July 13th with a submittal deadline of July 29th. The selection process will evaluate purchase price, the quality of the proposed development and anchor tenants, and the professional experience and financial resources of the developer. Following discussion, **the Committee recommends the Team be authorized to solicit RFPs for Lot 4, Stanley Addition.**

Habitat for Humanity of the Estes Valley – Request approval of waiver for the building permit fees. Trustee Levine recused himself from the discussion. Director Joseph confirmed that pursuant to policy, non-profits may seek fee waivers. Wendell Amos, Habitat Board Member, requested building permit fees be waived for the 2 remaining homes on Halbach Lane. Staff agrees with this request due to Habitat's support for affordable housing in Estes Park. **The Committee recommends approval of a waiver of Habitat building permit fees as outlined above.**

Community Development – Reports:

- Monthly Building Permit Summary – Director Joseph reviewed the YTD summary.

SPECIAL EVENTS DEPARTMENT.

Estes Park Heritage Festival Committee.

- Request Waiver of Park Use Regulations. Mgr. Hinze noted that the Festival Committee has requested the Town waive Item #4 of the Park Use Regulations Special Requirements for Bond Park that would allow a new event to take place August 27th from 10:00 a.m. – 10:00 p.m.

Dee Pritchard gave an overview of this one day event that will focus on the history and heritage of Estes Park. The Festival Committee selected the last week in August to enhance late August activities. Committee member Robin Parker stated she has been canvassing the merchants on Elkhorn Ave. and has received favorable comments. Ms. Pritchard commented that the number of participants within Bond Park has been limited with events spread throughout downtown. Estes Valley Resorts has agreed to advertise the festival through their office, and as a sponsor the Trail Gazette has provided free advertisement. Merchants will be supplied with invitation cards to mail to their customers.

Trustee Pinkham noted his appreciation that the Festival Committee has given consideration to who is involved, who might be affected, what might be sold, etc. Trustee Doyley encouraged the Festival Committee to use the resources available through the Town's marketing department for next year's

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event. **The Committee recommends approval of the waiver for the use of Bond Park as outlined above for the Estes Park Heritage Festival.**

- Additional Event Requests pursuant to approval of waiver described above.
 1. Closure of Virginia Ave. from Elkhorn Ave. to Park Ln. from 5:00 p.m. to 10:00 p.m.
 2. Horse Drawn Wagon Rides on the pre-approved route by Vicat Carriage Service and MacGregor Ranch.

Trustee Doylen suggested closing MacGregor Ave. from Elkhorn Ave. to Park Ln. from 4:00 a.m. to 10: 00 p.m. in lieu of Virginia Ave. due to the traffic signal at the intersection of Elkhorn Ave. and Virginia Ave. This would eliminate the need to close the Coffee Bar parking lot.

Ms. Pritchard also requests the North lobby of Town Hall remain open after 5:00 p.m. for festival attendees to view the historic photos and the use of the Birch cabin for storytelling. The Committee and Staff expressed concerns regarding the use of the Birch cabin which is intended for low impact use. The Festival Committee will reevaluate their request for the use of the cabin.

The Committee recommends approval to close MacGregor Ave. as stated above, the use of the North lobby, and the horse drawn wagon rides.

There being no further business, Chairman Doylen adjourned the meeting at 9:23 a.m.

Jackie Williamson, Deputy Town Clerk