

RECORD OF PROCEEDINGS

Town of Estes Park, Larimer County, Colorado, May 4, 2006

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 4th day of May, 2006.

Committee: Chairman Pinkham, Trustees Levine and Eisenlauer

Attending: All

Also Attending: Town Administrator Repola, Directors Pickering, Joseph, Kilsdonk, and Deputy Clerk Schares

Absent: None

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

CONVENTION & VISITORS BUREAU

CVB Retail Policy – Request Approval. Dir. Pickering reviewed the proposed CVB Retail Policy. The policy was drafted by the CVB Policy Advisory Board and requests permission to sell postcards, calendars, items produced by the Rocky Mountain Nature Association and Estes Park Museum, and a small inventory of branded items.

Trustee Levine disagreed strongly with the CVB being in competition with the local retailers. He would like to limit the sales to postcards, calendars, and non-profit items. Trustee Eisenlauer added this issue has been discussed for the last three years in the policy meetings and it is a shame to not have heard the disagreements before now. Trustee Pinkham advised the mission statement for the CVB states informational material and retail items such as postcards, calendars, and non-profit materials shall be distributed by the CVB.

Public Comment

Paul Fishman, 14er's Café, thanked the Committee for their consideration and expressed concern with the lack of reasonable representation of retailers on the CVB Policy Advisory Board and the Advertising Board. He also questioned the use of the items already purchased by the CVB. Dir. Pickering will use the items purchased for promotional items. Trustee Pinkham stated the Board is in support of broad representation and it will be addressed.

Sandy Gleich, Photo's by Sandy, requested fair representation for all businesses in Estes Park and questioned how the advisory committees are formed. Town Administrator Repola reviewed the advisory committee process and stated the selection process is being revised.

Ken Coleman, Estes Print Works, thanked the Committee for making a good decision and expressed concern regarding the process taken.

Concluding all discussion, **the Committee recommends approval of CVB Retail Policy as amended.** Dir. Pickering stated there is not, nor will there be, a restaurant at the CVB.

CVB Distribution of Non-Profit/Community Events Information Policy – Request Approval. Dir. Pickering presented a draft policy for distribution of non-profit/community events and information. The policy would allow non-profits who represent a group of people to promote the betterment of the community and reside

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within a 12.5 mile region to have a free listing on the CVB website and post notices of events. Non-profit business associations that represent a group of businesses that promote their businesses' interests can purchase services from the CVB. If one of these organizations has a fundraising event that donates at least 75% of the profit to the community they may post notice of the event at no charge.

Public Comment

Ken Coleman questioned the requirements for an association joining the CVB and asked if tickets for fundraisers can be sold at the CVB. Dir. Pickering reviewed the association policy and stated non-profit event tickets are sold at the CVB.

Concluding all discussion, **the Committee recommends approval of the CVB Distribution of Non-Profit/Community Events Information Policy.**

Stanley Park Fairgrounds Renovation – Request Approval for expenditures. Dir. Pickering reviewed the 2006 renovations at the Stanley Park Fairgrounds.

- Estes Valley Electric - replacement and installation of new panels, outlets, meters and wires for barns T, U, V, and W, the bull pens, blacksmith shop, grandstand arena, and two new Mega arenas - \$44,046.
- Light and Power – Transformers and metering - \$45,043
- Sound system - \$6,054
- Grand Stand fence - \$10,621
- Water Dept. - \$4,557
- Wash racks at barns T, U, V - \$27,460
- State discharge permit - \$184
- Estes Valley Electric – R.V. pedestals and hookups - \$44,631
- Drainage - \$5,874

Staff recommends amending the budget to pay for the additional costs of the 2006 renovations at the Stanley Park Fairgrounds. Concluding all discussion, **the Committee recommends approval of the budget amendment, paying the balance of the Stanley Park Fairground renovation in the amount of \$169,586 from Community Reinvestment line item #204-5400-544.32-21 and \$18,844 from #204-5400-544.22-02. If the line items are insufficient, funds may be taken from #204-5400-544.32-22.**

Reports.

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

- Advertising & Communications
- Public/Media Relations
- Visitors Center/Services
- Group Sales & Marketing

MUSEUM/SENIOR CENTER

Reports.

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

- Museum Monthly Report
 1. Museum Van Policy.
- Senior Center Monthly Report

COMMUNITY DEVELOPMENT

Community Development Re-submittals Fee Policy – Request Approval

Dir. Joseph reviewed the proposed re-submittal fee policy. Staff recommends a re-submittal fee of up to 20% of the original fee charged. Dir. Joseph stated the architects and engineers will be notified of the policy. Trustee Levine requested the Community Development Department present a review of the process at the end of the year.

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Following discussion, **the Committee recommends approval of the Re-Submittal Fee Policy subject to Town Attorney White's approval of the appeal process.**

Commercial Food Prep Air Emission Regulation (Smokers) - Request Approval

Dir. Joseph reviewed the history of the possibility of regulating meat smoking activities. He reviewed regulatory options including:

- A. Status quo: prohibited in CD district but allowed in the CO district.
- B. Adoption of setback standards for the CO district in order to mitigate impacts to adjacent property.
- C. Prohibition of all wood fired smokers in all commercial districts. This regulation would simply prohibit the use of solid fuel in association with commercial food preparation. This would simplify enforcement, since any equipment that is not electric or gas fired would be non-compliant.
- D. State regulations pertaining to opacity.

Public Comment

Sid and Laura Brown, Big Horn Restaurant, stated the meat smokers give diversity to the food industry. Mr. Brown stated Big Horn Restaurant tries to keep smoking to a minimum and has only smoked four times since December.

Barry Bernier, Glassworks Studio and Gallery, stated the smoke has affected the business and the employees. Big Horn Restaurant smokes more in the summer than in the winter. She stated the aroma is molecules of what is being burned. She questioned whether the nuisance code could be enforced.

Ed Grueff, 3225 Devils Gulch Road, stated Big Horn Restaurant's smoker is actually an oven that uses propane. He stated the smell is what most people notice rather than the smoke. He stated the Town is out of its jurisdiction because it is a County Health Dept. issue.

Following discussion, **the Committee recommends staff refer the information to the Larimer County Health Department and follow up with the Town attorney to see if the Town can take action if the need arises.**

Sign Permit Fee Waiver (Mrs. Walsh's Garden) – Request Approval. Barry Bernier requested a fee waiver for a sign permit for Mrs. Walsh's Garden. Concluding all discussion, **the Committee recommends approval of the sign permit fee waiver for Mrs. Walsh's Garden.**

Extension of FOSH Agreement – Request Approval. Town Administrator Repola reviewed the request for the extension of the FOSH agreement. Staff recommends amending the 2002 agreement for an additional year for feasibility determination and construction. This would enable the Town to finalize the studies and make a determination as to how it should proceed relative to the performing arts facility. Concluding all discussion, **the Committee recommends approval of FOSH Agreement extension by one year.**

Reports.

- Reports provided for informational purposes and made a part of the proceedings.
- Activity and Budget Summaries

There being no further business, Chairman Pinkham adjourned the meeting at 9:48 a.m.