

## RECORD OF PROCEEDINGS

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*Town of Estes Park, Larimer County, Colorado, April 3, 2008*

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 3<sup>rd</sup> day of April 2008.

Committee: Chairman Pinkham, Trustees Eisenlauer and Levine

Attending: Chairman Pinkham, Trustees Eisenlauer and Levine

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

Absent: None

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

### **PUBLIC COMMENT.**

None

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

#### **KIWANIS CLUB REQUEST FOR WAIVER OF SPECIAL EVENT VENDOR FEES.**

In past years, the Kiwanis Club has sold hot beverages during the Catch the Glow Parade and served food at the archery competition during Elkfest. With the implementation of Special Event vendor fees, the Club will be charged \$20 per event to continue these fundraising activities. The Club is requesting the Special Event vendor fees be waived. Laverne Mertz spoke on behalf of the Kiwanis Club and described projects the Club supports within the community including the sponsorship of the Builder's Club at the Middle School, prayer breakfasts, and mentoring activities at the elementary school. He stated the Kiwanis Club has, at the Town's request, assisted Special Events staff, and will continue to do so in the future.

The Committee acknowledged the Kiwanis Club's contributions to the community, voiced appreciation for the assistance the Kiwanis Club provides the Town, and stated compensation should be paid to the Club for their assistance when it is specifically requested by Town staff. The Committee discussed the need to remain consistent with existing policy and **recommends denial of the Kiwanis Club's request for a waiver of the Special Event Vendor fee.**

#### **2008 PARADE SCHEDULE AND ROAD CLOSURES – REQUEST APPROVAL.**

Three parades are scheduled during 2008: the Rooftop Rodeo Parade on Tuesday, July 8, 2008 at 10:30 a.m.; the Scottish Highland Festival parade on Saturday, September 6, 2008 at 9:30 a.m.; and the Catch the Glow Parade on Friday, November 28, 2008. Special Events staff is requesting road closures along Elkhorn Avenue to allow for staging of these events and to remove traffic from the parade route. **The Committee recommends approval of the road closures as outlined.**

#### **COOLEST CAR SHOW ROAD CLOSURES – REQUEST APPROVAL.**

The Coolest Car Show, a fundraiser for the Estes Park Museum Friends & Foundation, is scheduled to be held in Bond Park on July 4, 2008. Provided the weather is dry and cars can be displayed on the Bond Park turf, the Special Events staff is requesting the closure of Park Lane, and MacGregor Avenue from Elkhorn Avenue north to Park Lane. In the event of inclement weather, staff requests the closure of Park Lane, and MacGregor Avenue from Elkhorn Avenue north to Wonderview to accommodate parking

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the cars along the roadway. The roads will be blocked by temporary barriers that can be moved in the event of an emergency situation. Staff will ensure that any vendors associated with The Coolest Car Show obtain the required Special Event Vendor License. The **Committee recommends approval of the road closures as outlined.**

**NEW ROOFTOP RODEO COMMITTEE MEMBERS – REQUEST APPROVAL.**

The Rooftop Rodeo Committee Membership is traditionally approved by the Town Board each October. Special Events staff is requesting the approval of new committee members at this time so that they can participate as active committee members. Interns who have met the requirements for membership set forth by the Rooftop Rodeo Committee bylaws are: David Ankrom, Ed Brehon, Ginny Hutchinson, and Jan Larson. The **Committee recommends approval of the four new Rodeo Committee members referenced above to active membership and, as requested by staff, will approve Rodeo Committee membership twice a year.**

**REPORTS.**

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

- Marketing
- Public Relations Report

The Committee discussed economic predictions for the summer tourist season, promotional programs that are underway, and promotions related to the Democratic National Convention to be held in Denver in August.

**MUSEUM/SENIOR CENTER SERVICES DEPARTMENT.**

**SENIOR CENTER POLICY MANUAL – REQUEST APPROVAL.**

Senior Center staff compiled a department policy manual at the request of the Town Clerk to be consistent with other Town departments. The manual contains policies that have previously been approved by the Community Development Committee and subsequently the Town Board, and new and revised policies. Approval dates are noted on each previously approved policy, with revisions and new policy on the following topics:

- General information
- Solicitations and petitions
- Sale of Goods within Facility
- Fee Structure
- Memorials
- Class Registrations
- Updated Rental Program Fees (revised)

The Estes Park Senior Citizens Center, Inc. Board reviewed and endorsed the policy manual. The **Committee recommends approval of the Estes Park Senior Center Policy Manual as presented.**

**REPORTS.**

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

- Museum Monthly Report
- Senior Center Monthly Report

The Committee discussed “Imagine This”, senior center day trips, van usage, and the increase in e-mail mailing list subscribers.

**COMMUNITY DEVELOPMENT.**

**WILDLIFE HABITAT STUDY CONTRACT – REQUEST APPROVAL.**

Staff solicited Requests for Proposal (RFP) to prepare a wildlife habitat scoping, mapping, and habitat protection study for a 32 square mile area comprising the Estes

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Valley Planning Area. The study would inventory and prioritize existing wildlife habitat based on species diversity, unique habitats, species at risk or species endangered, with focus on sensitivity to development. A primary objective of this analysis is to identify and map the highest value or most sensitive wildlife habitats in the Estes Valley. The map will then be used to identify specific lands within the valley that will be subject to a higher level of site specific wildlife analysis and impact mitigation as land is developed.

Dir. Joseph stated the targeted solicitation for RFP was sent to four firms: EDAW, Inc.; Colorado Natural Heritage Program (CNHP); ERO Resources Corp.; and Walsh Environmental Scientists and Engineers, LLC. The Committee discussed the scope of work for the wildlife habitat study, an open space study, the qualifications of the companies, and requested examples of similar work products produced by the companies. Chairman Pinkham informed the Committee that the Estes Valley Land Trust will soon be receiving a study identifying the ecological and scenic value of the Estes Valley which will be made available to the Town. After discussion the **Committee requested that the Wildlife Habitat Study Contract be taken as an action item to the April 8<sup>th</sup> Town Board meeting.**

**REPORTS.**

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

- Community Development Financial
- Monthly Building Permit Summary

**ADMINISTRATION.**

**SUBDIVISION IMPROVEMENT GUARANTEE/INTEREST ON CASH DEPOSITS POLICY – REQUEST APPROVAL.**

In 2007, David Habecker requested reimbursement of the interest earned on money he had deposited with the Town as a guarantee for subdivision improvements. At the March Community Development meeting the Committee agreed that Mr. Habecker is entitled to receive interest on his cash deposit and directed staff to create a draft policy for review. The policy, which will become part of the finance department policy manual, is as follows:

1. **Interest accrued on deposits:** All cash deposits retained by the town will accrue interest at the rate set by the local money market fund. Accrued interest will be disbursed when the deposit is refunded to the customer minus the following applicable administrative fees:  
Set up: \$200  
Release at Completion of Phase: \$300  
Final Release: \$300  
Expiration of Warranty Period: \$200
2. **Refund of Deposits:** Cash guarantees for subdivision improvements will be refunded to the customer at which time the Community Development Director has determined all subdivision improvements have been completed according to improvement guarantee contract.
3. **Appeal Procedure:** Decisions by the Community Development Director may be appealed first to the Town Administrator and then to the Community Development Committee.

Staff recommends applying the same administrative fees for all improvement guarantees, regardless of type. The fees applied to letters of credit are included in the draft policy. The appropriate amounts would be deducted from any amount due. The Committee asked that the policy be retroactive to the date of Mr. Habecker's deposit and requested information related to the number of people within that time period who made cash deposits and would be affected by the policy. The **Committee recommends the policy be taken as an action item to the April 8<sup>th</sup> Town Board meeting.**

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**MISCELLANEOUS.**

Trustee Eisenlauer and Town Administrator Halburnt congratulated Trustee Pinkham on his election as Mayor and Trustee Levine on his re-election as trustee and thanked Trustee Pinkham for his service to the Community Development Committee.

There being no further business, Chairman Pinkham adjourned the meeting at 9:29 a.m.

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Cynthia Deats, Deputy Town Clerk