

RECORD OF PROCEEDINGS

Town of Estes Park, Larimer County, Colorado, March 5, 2009

Minutes of a 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 5th day of March 2009.

Committee: Chairman Levine, Eisenlauer and Miller

Attending: All

Also Attending: Town Administrator Halburnt, Deputy Town Administrator Richardson, Directors Kilsdonk, Pickering, Joseph, Mgr. Marsh and Mgr. Winslow and Town Clerk Williamson

Absent: None

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

PUBLIC COMMENT.

Dr. James Durward/Longs Peak Scottish/Irish Festival provided the Committee with an update on this year's event. He requested the Town help to squelch the rumors that the festival would no longer be held in Estes Park. The Committee expressed their appreciation for the efforts of the festival staff and volunteers and commended them all for a wonderful event. The Town would do everything possible to eliminate such rumors in the future.

Steve Lange/1979 Class Reunion Member requested a fee waiver for the O'Connor Picnic shelter for the Estes Park High School 30th class reunion to be held on August 8th. Staff would research past practices and report to the Committee next month.

RECOMMENDATIONS TO TOWN BOARD.

Sidewalk Sale Resolution – Request Approval.

Mgr. Winslow stated the event has traditionally been conducted in the fall; however, the Downtown Business Advisory Committee (DBAC) has requested the event also be conducted in the spring. Therefore, staff requests approval of the Resolution to hold the first spring "Surprise Sale Days" on April 18th and 19th between 9:00 a.m. and 5:30 p.m. each day. The event is open to all Estes Park businesses holding a current Town Business license. Merchants without sidewalk frontage may reserve a space in Bond Park.

Paul Fishman/DBAC recommended Andrew Hart/Code Enforcement Officer attend their next meeting on March 9th to review the rules/regulations for the sale. The Committee agreed this would be beneficial; however, the Committee expressed the need for the DBAC to take the lead in enforcing the rules on the day of the sale.

The Committee recommends approval of the Resolution as an action item on the March 24th Town Board meeting.

Town Administrator Halburnt left the meeting at 8:21 a.m.

Contract with Tri-State Fireworks for July 4th – Request Approval.

Mgr. Winslow requested approval to contract with Tri-State Fireworks for the July 4th fireworks show contract at a cost of \$30,000. The RFP was sent to three companies and only one bid was received from Tri-State. The contract includes the appropriate insurance, permissions from the Bureau of Reclamation and the Estes Valley Recreation and Park District and an option to renew the contract in 2010. The American Legion has conducted fundraising in the past and raised \$19,000 for the

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Town in 2008. The **Committee recommends approval of the firework contract with Tri-State Fireworks at a cost of \$30,000 for 2009 from account #222-5500-455-22-20.**

Contract with Party Time Rental for Tent Rental – Request Approval.

The Special Events Dept. has rented tents each year for the Wool Market to provide shelter for animals, participants and visitors. An RFP was sent to four companies and two bids were received. Staff recommends accepting the low bid from Party Time Rental Inc., a company the department has used in the past. The **Committee recommends approval of the contract with Party Time Rental Inc. for a cost of \$17,933.50 from account #222-5500-455-24-01.**

Special Events Policy Manual – Fairground Parking Lot Fees – Request Approval.

A proposed fee schedule for the rental of parking spaces at the fairgrounds was reviewed with the Town Board at a recent study session. Staff has discussed the fee structure further with Public Works Dir. Zurn and reviewed the fee structure of other facilities. The following fees are being proposed: \$1.20/paved space with a \$25 minimum; \$250/unpaved lot, \$125/half unpaved lot and \$75/quarter unpaved lot. All fees would be per day. For events such as fairs or carnivals an additional per person fee would be negotiated with the renter of the property. Staff estimates the department's revenues would increase by \$500 with approximately five hours of staff time expended. The **Committee recommends approval of the parking lot fees to the Special Event Policy Manual as outlined above.**

Special Events Policy Manual – Bond Park Usage Fees & Vendor Fees – Request Approval.

Mgr. Winslow requests approval of a new flat fee rental for Bond Park of \$200/day. This fee would help to offset expenses associated with the use of the park. The flat fee was preferred by event organizers over a damage deposit. The current Municipal Code requires vendors in the CD – Commercial Downtown district to obtain a special event vendor license. The Committee heard public comment from special event coordinators at the October 2008 meeting on the increased time and paperwork the vendor licensing requirements have caused for their entity and for each of the vendors. Staff recommends eliminating the licensing fee requirement in the Municipal Code and adding a \$20 per vendor per event fee payable by the special event coordinator to the Special Event Dept. Policy Manual. After further discussion, the **Committee recommends approval of the Bond Park usage fees and the vendor fees to the Special Event Policy Manual.**

Rodeo Committee Membership – Request Approval.

The Rooftop Rodeo Committee membership has been approved annually in October; however, in order for new members to participate in meeting they must be approved by the Board. The following interns have met the requirements of the Committee's bylaws and are requesting the Board's approval: Kathy Brown, George Cottingham, Walt Hester and Ronella Risler. The **Committee recommends approval of the new Rooftop Rodeo Committee members as outlined above.**

REPORTS.

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

- Stanley Park Fairground Events.
- Marketing Committee.
- Media Relations.
- Conference Center Year End Report.

MUSEUM/SENIOR CENTER SERVICES DEPARTMENT.

REPORTS.

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

- Museum Monthly Report

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- Senior Center Monthly Report

The Committee thanked Dir. Kilsdonk for her efforts and time with this year's Citizen's Information Academy.

Deputy Town Administrator Richardson stated the Museum Board has agreed to contribute funds for the replacement of carpet in the exhibit area, lighting and painting of the buildings behind the museum in lieu of purchasing a storage facility. The Museum has received a grant to conduct an assessment for a storage facility. The Museum Board would continue fundraising efforts for a future storage facility.

The Committee expressed appreciation for the efforts of the Senior Center staff to utilize green products for the Meals on Wheels program and for setting an example for the community.

COMMUNITY DEVELOPMENT.

DISCUSSION ITEM.

Sign Code Banners.

Dir. Joseph stated staff received a request from a local business owner, Karen Steadman, to consider a revision to the existing sign code to allow banners. The current sign code prohibits banners including temporary banners. It is staff's opinion that permitting temporary banners would be time consuming to enforce and might have a negative impact on the image of the community.

Karen Steadman/Karen's Flowers of Estes, Inc. reviewed her current and past history with staff's interpretation of the sign code related to her business, including an attempt to get a temporary banner, painting over a hand-painted sign on the front of her business and denial of a building permit for the construction of a handicap ramp because of a sign code violation. She presented the Committee with photos of other businesses throughout Estes Park that current display banners, and stated the sign code has not been enforced equally. She requested the Town review the sign code and allow temporary banners to be displayed.

Dir. Joseph stated the Town has made allowance for temporary business banners for new businesses or relocation of a business prior to the new sign being installed. He expressed concern with the potential enforcement issues a temporary banner policy would create. The current code provides the code enforcement officer with language that is clear and easy to enforce.

Deputy Town Administrator Richardson recommended staff conduct a comprehensive research for the use of banners in like sized/type of communities. He stated the current code addressed past site pollution issues and staff would review past issues/concerns, other resort community practices and address the current violations.

Mayor Pro Tem Levine and Trustee Miller expressed a need to allow temporary/special event banners through a permit process and the need to have flexibility.

After further discussion, the **Committee recommends staff review the sign code for banners and report to the Committee on proposed changes.**

REPORTS.

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

- Community Development Financial
- Monthly Building Permit Summary

The Committee requested staff prepare and send to all the Trustees a quarterly summary report of building permits.

ADMINISTRATION

RECOMMENDATIONS TO TOWN BOARD.

Ordinance to Delete Community Special Event Vendor Licensing Requirements – Request Approval.

Town Clerk Williamson presented the Ordinance that would remove the requirement for special event coordinators and special event vendors to obtain a license prior to conducting business in the CD – Commercial Downtown district. The current vendor license fee would be collected and remitted to the Town by the special event coordinator as outlined in the Special Event Department Policy Manual recommended by the Committee. This Ordinance would also address the licensing requirements for Town owned facilities. Currently, groups renting the fairgrounds have not obtained business licenses because they pay a rental fee to use the facility. This practice is inconsistent with the Municipal Code. The exemption added to section 5.20.100 addresses this practice and exempts any business, profession or occupation solely conducted on property owned by the Town from obtaining a business license. **The Committee recommends approval of the Ordinance to the Town Board.**

Shuttle Contract with McDonald Transit – Request Approval.

Deputy Town Administrator Richardson stated the Town Board approved the continuation of the shuttle system for 2009. Staff researched various vendors to provide the equipment and/or the staff; however, only one provider, McDonald Transit Association, has offices and shops in Estes Park to provide all necessary services including: equipment, labor (local residents), maintenance and fuel. The fee structure for services contains a base rate amount with a factored overage based on the previous three year shuttle history. McDonald Transit will also manage the acquisition of three gasoline buses including a handicap accessible bus that the Town will lease. Staff reviewed the use of alternative fuel buses and determined the equipment and fuel was too expensive. A larger bus would be used on the camper route (22-24 passenger) and smaller (16-18 passenger) buses for the remaining routes. The agreement has been reviewed by Town Attorney White. Exhibit A will be updated to reflect operating hours of 10:00 a.m. to 8:00 p.m. **The Committee recommends approval of the 2009 shuttle contract with McDonald Transit for \$180,509 and the option to renew the contract for 2010 and 2011.**

There being no further business, Chairman Levine adjourned the meeting at 9:38 a.m.

Jackie Williamson, Town Clerk