

## RECORD OF PROCEEDINGS

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*Town of Estes Park, Larimer County, Colorado, March 22, 2012*

Minutes of a Regular meeting of the **COMMUNITY DEVELOPMENT / COMMUNITY SERVICES COMMITTEE** of the Town of Estes Park, Larimer County, Colorado. Meeting held in Town Hall in said Town of Estes Park on the 22<sup>nd</sup> day of March, 2012.

Committee: Chair Levine, Trustees Elrod and Miller

Attending: All

Also Attending: Interim Town Administrator Richardson, Directors Chilcott and Kilsdonk, Managers Winslow and Mitchell, and Recording Secretary Bailey

Absent: None

Chair Levine called the meeting to order at 7:59 a.m.

### **PUBLIC COMMENT.**

None

### **COMMUNITY SERVICES DEPARTMENT.**

#### **REPORTS.**

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

- **Senior Center Quarterly Report** – The Senior Center offers a wide variety of monthly planned programs and daily drop-in opportunities. Manager Mitchell reported that attendance at planned programs is running at 100% capacity in 2012. Overall attendance in the first two months has been down 4% over the same time frame in 2011. The Meals on Wheels program has seen a 10% increase in meals delivered due to new customers using the service during recuperative periods. Manager Mitchell participated in the Larimer County Office on Aging's Visioning session in February and met with the Lyons Senior Center board to discuss the future of senior services and delivery of senior nutrition services. Manager Mitchell confirmed that Staff tries to track free wi-fi uses at the Senior Center.
- **Special Events Quarterly Report** – Manager Winslow reported on the planning and maintenance that goes on during the first quarter to prepare for events later in the year, in addition to the few events that Staff manage and support during this time period. All of the 2011 shows, except the Cat Show, are coming back with an additional three events joining the summer schedule in 2012. The new events include Ride the Rockies, Marshall Tucker Band, and Bio Blitz. Staff is working on implementation of the recently approved online permitting process, researching online tickets sales for ticketed events, and researching a fee based wireless access at the Fairgrounds. There was discussion on the possibility of advertising supported free wireless access for attendees. Foreman Lindeman attended Arena/Dirt Management School in January to expand knowledge on preparing arenas for the event season. Manager Winslow confirmed that the Winter Festival, having moved from Bond Park to the Fairgrounds, still provided traffic to local businesses as a shuttle, which had high usage, ran back and forth from the event to downtown.
- **Events Financial Report** – Manager Winslow presented a financial report of the many events that the Town produces, supports, or rents facilities to. All received revenues are assigned a project code to help staff track event revenues and expenses on an individual basis. There is a challenge in producing exact and

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accurate amounts due to maintenance expenses that are divided amongst all applicable events. Total revenues for 2011 events were \$553,786. Total expenses for 2011 events included personnel expenses of \$289,973 and O&M expense of \$549,225 for a total of \$839,198. The 2011 events had 224,993 attendees and were supported with 13,084 volunteer hours. Staff is working with Finance to better track costs through the system. The Committee noted that there are benefits to the Town in terms of sales tax and lodging that are not recognized on this report.

**COMMUNITY DEVELOPMENT DEPARTMENT.**

**REPORTS.**

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

- Monthly Report – Director Chilcott reported on the following topics:
  - Outreach/Communication – External Customers: Staff created a new handout about code compliance, began work on a census/trends report, and offered a free day of International Code Council (ICC) training to local engineers, architects, and contractors and a local architecture firm attended wind bracing training.
  - Outreach/Communication – Internal Customers: Staff began using the intranet for internal communication and posted the Community Development's policy manual, the Zucker audit and implementation plan, and development review schedules to the intranet. Staff will post the draft Code Compliance Policy Manual on the intranet for review and comment by other departments.
  - Staff Development/Training: Secretary Thompson attended a Building Permit Technician class offered by the ICC. Building Inspector Traufeld attended ICC training focusing on plumbing and mechanical systems and was also cross-trained to issue over-the-counter permits. Chief Building Official Birchfield attended training on wind provisions. Director Chilcott attended training on adult education and management conflict.
  - Addressing: Former addressing coordinator for Larimer County, Karlin Goggin, is working to correct data entry in the PTWin permit data. This will enable records to transfer to Sungard OneSolution.
  - Building Codes, Permits, and Inspections: Seventy-three permits were issued and paid for in January and February, 2012, comparable to 2011 permit activity. Fifty-eight of those were turned around in one day. Building Division staff monitored for compliance with their strict performance standards. Staff created a spreadsheet of permit information to determine compliance, starting with permits that typically do not require review by other departments. Staff will create a report of the permits that do require review by others in the coming months.
  - Code Compliance: Staff created a new handout, drafted policies, closed old cases, and continued to improve case management.
  - Current Planning: Staff is reviewing an Estes Park Medical Center plan to expand parking, and two horse and carriage ride applications, all of which are special reviews that will be forwarded to the Planning Commission and Town Board in April.
  - Long-Range Planning: Staff continued to participate in ongoing Planning Commission discussion about updating the Estes Valley Comprehensive Plan.
  - Boards and Commissions: Interviews were held for the Estes Valley Board of Adjustment and the Creative Sign Review Board open positions on March 14, 2012 and recommendations will be forwarded to the Town Board on March 27<sup>th</sup>. The February Planning Commission study session discussed how to create a vision statement of the Estes Valley and a draft public engagement plan will be brought to elected officials to determine whether to proceed with developing a vision

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statement. There may be potential for significant turnover on the Planning Commission as Commissioner Fraundorf resigned after accepting a position with the Town and Commissioners Norris and Klink are running for positions on the Town Board of Trustees and the Fire District Board, respectively, and expect to resign their positions if elected. The March 20<sup>th</sup> Planning Commission Meeting was rescheduled to March 22<sup>nd</sup> to accommodate Town Administrator interviews. This meeting will discuss accessory dwelling unit code amendments.

- Office Organization/Records Management: Building Division staff was assisted by Shelly Tressell, Simplicity Organizing Services, with file organization due to lack of space for storage. The filing space issue is being addressed by file digitization, eliminating paper when possible, and replacing the existing traditional filing cabinets with a high-capacity filing system.
- Technology – Permitting Software, Geographic Information Systems (GIS): With Utilities Superintendent Fraundorf leadership, staff is “restarting” the Sungard implementation, and will involve widespread involvement of Town staff, rather than being limited to Community Development staff. Preparation continues by Staff for the transition to new software. A five-year Xerox DocuShare contract was cancelled by Staff because it never worked properly.
- Policies and Procedures: Staff drafted code compliance policies and will hire Karlin Goggin to draft addressing policy/procedures. Ms. Goggin led a successful multi-year addressing project for Larimer County.

**MISCELLANEOUS.**

Chair Levine commented how thankful he was to have served on this Committee for the past eight years. Director Kilsdonk and Manager Winslow thanked Chair Levine for his years of service. Trustees Miller and Elrod thanked Chair Levine for making it a pleasure to serve on this Committee with him.

There being no further business, Chair Levine adjourned the meeting at 8:58 a.m.

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Rebecca Bailey, Recording Secretary