Town Board of Trustees Study Session

July 8, 2025 from 4:30 p.m. – 6:45 p.m.

Town Hall Board Room, 170 MacGregor Ave, Estes Park

Accessibility Statement
The Town of Estes Park is committed to providing equitable access to our services. Contact us if you need any assistance accessing material at 970-577-4777 or townclerk@estes.org.

Meeting Participation
This meeting will be streamed live & available on the Town YouTube page. Click on the following links for more information on Digital Accessibility, Meeting Translations.

Public comment
Public comments are not typically heard at Study Sessions, but may be allowed by the Mayor with agreement of a majority of the Board.

Agenda

4:30 p.m.	Cleave Street Redevelopment Update.
5:00 p.m.	Big Horn Parking Structure Design Update.
5:30 p.m.	Water Master Plan – Collaborative Development of Treatment Alternatives.
6:30 p.m.	Trustee & Administrator Comments & Questions.
6:40 p.m.	Future Study Session Agenda Items.
6:45 p.m.	Adjourn for Town Board Meeting.

Informal discussion among Trustees and staff concerning agenda items or other Town matters may occur before this meeting at approximately 4:15 p.m.

Report

To: Honorable Mayor Hall & Board of Trustees

From: Town Administrator Machalek

Department: Town Administrator's Office

Date: July 8, 2025

Subject: Cleave Street Redevelopment Update

No packet material was provided for this item.

Report

To: Honorable Mayor Hall & Board of Trustees

Through: Town Administrator Machalek

From: Derek Pastor, PMP, Project Manager

Dana Klein, CPP, Parking & Transit Manager

Department: Public Works

Date: July 8, 2025

Subject: Big Horn Parking Structure Design Update

Objective:

Present an update to the Town Board regarding the current progress, challenges and request feedback from the Town Board regarding the Big Horn Parking Structure.

Present Situation:

The genesis of this project is based on various conversations during past Town Board Study Sessions and Town Board meetings. Most recently, during the April 22, 2025 Town Board meeting, staff were directed to engage with the design/architectural firm DESMAN to begin the design process of a multi-level parking structure. There was also a request to design components to this structure that will accommodate an upper level of workforce housing for future consideration.

During a Pre-Application Community Development Review meeting on May 15, 2025, and a subsequent follow-up meeting on June 4, 2025, several issues and concerns were raised, causing the project to be paused until further information could be gathered, along with needed input from the Town Board.

Proposal:

The following topics have been brought up as potential concerns:

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1. Property line setbacks requirements for adjacent structures and right-of-way access
2. Driveway access and spatial distancing
3. Pedestrian activation along Cleave St

Also, staff will discuss the current parking inventory projections based on known information as compared to the original Town-prepared conceptual design.

Lastly, staff will present a brief overview of current and projected expenses related to this project.

1. Property line setbacks requirements for adjacent structures and right-of-way access. The unique topography of the Big Horn Parking Lot (Big Horn Dr and Cleave St intersection) caused some initial confusion in the interpretation of the setback requirements. Although the setback requirements on Cleave St and adjacent to the building to the west are clear, the north and east boundaries of Big Horn Dr were in question. The design team had been operating under the interpretation that the setbacks for this area were 0ft. After discussions with Community Development, it was confirmed the setback requirement will be 8ft. This will lead to 12-15 less parking spaces than originally thought. Community Development did recommend a path to maximize the setback on this property by vacating a section of right-of-way along Big Horn Drive. Staff is currently working on those requirements with Community Development.

2. Driveway access and spatial distancing. Appendix D of the Development Code identifies the following requirements:

    a. Collector Streets. To the maximum extent feasible, all driveways shall be spaced at least one hundred fifty (150) feet from the pavement edge of any other driveway.

    b. Corner Lots. A driveway or curb cut on a corner lot shall be set back a minimum of fifteen (15) feet from the property line at the corner or shall be a minimum of thirty (30) feet from the cross-street curb line, whichever is greater.

The Larimer County Urban Area Street Standards (LCUASS) Table 7.3 and 7.4 has different requirements for the same conditions:

a. Collector Streets can have 30 minimum feet distance between driveway edges.

b. Corner lots can have 100 feet minimum distance between driveways and intersections (measured center to center)

Following the Development code requirement for Collector Street driveway spacing would effectively eliminate an entire level of parking from Big Horn Dr as there would be insufficient distance and grade changes to allow for the concept of two unique entrances along Big Horn Dr. Also, Staff and the design team are currently evaluating the placement of the driveway access on Cleave St. to determine the pros and cons of having the driveway closer to Cleave St. or closer to the building on the west related to pedestrian and vehicle safety.

Staff are actively working on the requirements to request a variance with the Board of Adjustments to follow the LCUASS guidelines for the collector streets.

3. Pedestrian Activation. The Downtown Master Plan (DMP) encourages/suggests pedestrian activation in any new buildings/designs. Cleave Street is identified as a “priority edge” (p 41) and indicates that it is important to activate the public realm along priority edges and that the ground floor of a building is critical to the downtown pedestrian experience. The DMP promotes placemaking with a mix of uses that activates pedestrian-oriented streets. The plan also encourages creating “eyes on the street” to enhance the feeling of safety. This is achieved with active ground floor uses. The DMP suggests designs should create diverse visual interest along routes and walkways, such as windowed storefronts, landscaping, art and natural features; routes along blank building walls or in areas with little visual interest will not be inviting to pedestrians” (p A.19). All of these statements are recommended suggestions, not requirements.

In designing this structure for current, and eventually future uses, they conflict and contradict each other. The current design would not have any pedestrian activation, aside from potential visual interests and landscaping on the structure. In designing for future uses, according to the current development code, the bottom level needs to have 12ft clearance from the floor to ceiling. The current design is planning for the standard parking garage floor to ceiling clearance of 8ft 6in. To meet the 12ft clearance requirement, the design would need to add three (3) additional feet of height to the bottom level, which would increase the height of the 2nd and 3rd levels, and the locations and/or slopes of the corresponding driveway entrances. It is possible these additional three feet of height would prevent a driveway on the upper level of Big Horn Dr. Additionally, if there is the ability of the 3rd level of parking, this additional three feet of height would ultimately affect the overall height of the 4th level of housing, making that optional future design questionable due to the overall structure maximum height requirements.

When looking at the existing buildings and business in the downtown corridor, very few have floor to ceiling heights greater than 9 feet. The Downtown Master Plan makes suggestions for this, but not a requirement for future uses. After discussions with the design team, they have routinely created parking garage spaces with 8ft 6 in – 9ft floor to ceiling with future re-use in mind. In their experience, they have utilized spacing within the support structures for utilities or raceways that would normally be found above a ceiling structure.

4. Parking Space Inventory. The conceptual idea originally presented to the Town Board was created by town staff and had estimated the overall parking inventory to approximately be a net gain of 81 parking spaces; 41 spaces from the current Big Horn Parking Lot and 14 parallel parking spaces along Big Horn Dr would be removed to add 3 levels of parking of approximately 136 spaces. As the design team, who are subject matter experts in this field, continue to develop a design with a goal of maximizing

parking, those total parking space approximations have changed. The design team has considered various factors including an elevator, stairwell, turning radii, clearance requirements for the existing electrical transformer, clearances from driveway entrances, structural support column placements, among other criteria. Current projections are now estimated to have a net gain of 55 (110 total spaces) parking spaces with an 8ft setback. If the setback is 0ft, the estimated parking inventory would be a net gain if 67 (122 total spaces)

Current Capacity	41 spaces		
	Spaces lost	New spaces	Net gain
Town-designed conceptual idea	-41 spaces -14 parallel spaces	136	81
Designer projections assuming 0ft set back	-41 spaces -14 parallel spaces	122	67
Designer projections assuming 8ft set back	-41 spaces -14 parallel spaces	110	55

6. Budget review. At the April 22nd Town Board meeting, the project budget was approved for $600,000. The design services contract with DESMAN is $458,882, with approval to spend up to $500,000 on design efforts. The remaining $100,000 was intended for future CMGC services when the design progressed to the appropriate phase. Since the time the design began, there have been additional services necessary that are outside those of DESMAN's scope.

Description	Budget	Committed	Proposed
Project Budget (Related to design services)	$600,000		
DESMAN (contract amount $458,882)		$55,635 (invoiced to date)	
Title Commitment Development		$550	
Traffic Impact Study		$11,000	
Geotechnical Studies			$18,150

Advantages:

- A new parking structure with multiple levels of increased parking supply mitigates the loss of on-street parking caused by the Cleave Street Improvement Project.
- This project may initiate Phase III of the Downtown Parking Management Plan (expanded paid parking downtown) to provide additional parking revenue to service the future project construction debt.
- This project may initiate Phase IV of the Downtown Parking Management Plan (expanded parking supply in downtown Estes Park) if the designed project is built.
- Forward- thinking design will better prepare the Town for future growth around parking and housing accommodations.

Disadvantages:

- Additional construction along Cleave Street will bring more construction disturbance for Cleave Street business owners which have already endured the daily disruption of a major construction project, as well as ongoing private business construction.
- Parking spaces will be temporarily unavailable in the current Big Horn parking lot during the construction of a new parking structure; however, expanded parking supply will mitigate this temporary loss by delivering more parking spaces for decades into the future.
- Construction costs are preliminarily estimated to be $6M, or $39,000 per stall. This money could be used for other transit or parking priorities in town.

Action Recommended:

1. Is the Town Board comfortable with staff moving forward with the concept of vacating a portion of the right-of-way to maximize the project area?
2. Is the Town Board comfortable with staff moving forward with a variance request from the Board of Adjustments for the driveway access and spatial distancing?
3. Does the Town Board have an opinion on pedestrian activation regarding the ceiling clearance height of the first level?
4. Does the decreased parking inventory projections change the opinion of the Town Board on this project?

Finance/Resource Impact:

The design phase of this project is funded through the Parking Operating account (256-590-569-32-21). The Project Code is – BHPKGS. At this time, there is no additional funding being requested. A future construction contract will be brought to the Town Board for consideration after the design is completed and an accurate Opinion of Probable Construction Cost is in hand.

Level of Public Interest:

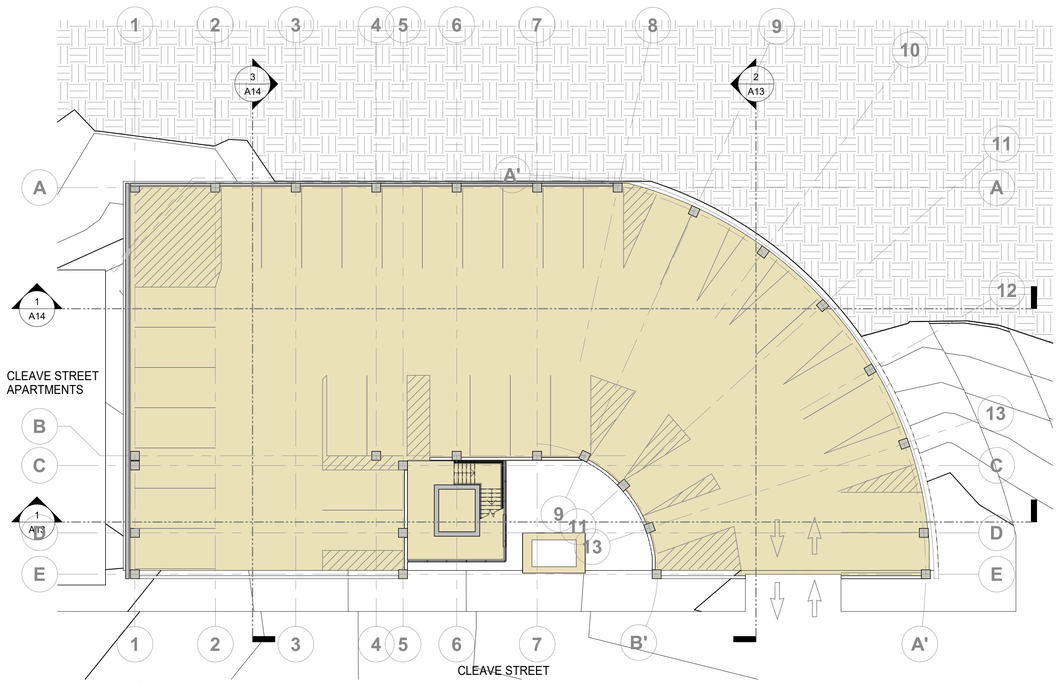
The level of public interest is expected to be high because of the scope and ultimate impact/ benefit to the surrounding businesses, residents, and visitors, and the broader community interest in the future discussion related to expanded paid parking that may be triggered by this project.

Attachments:

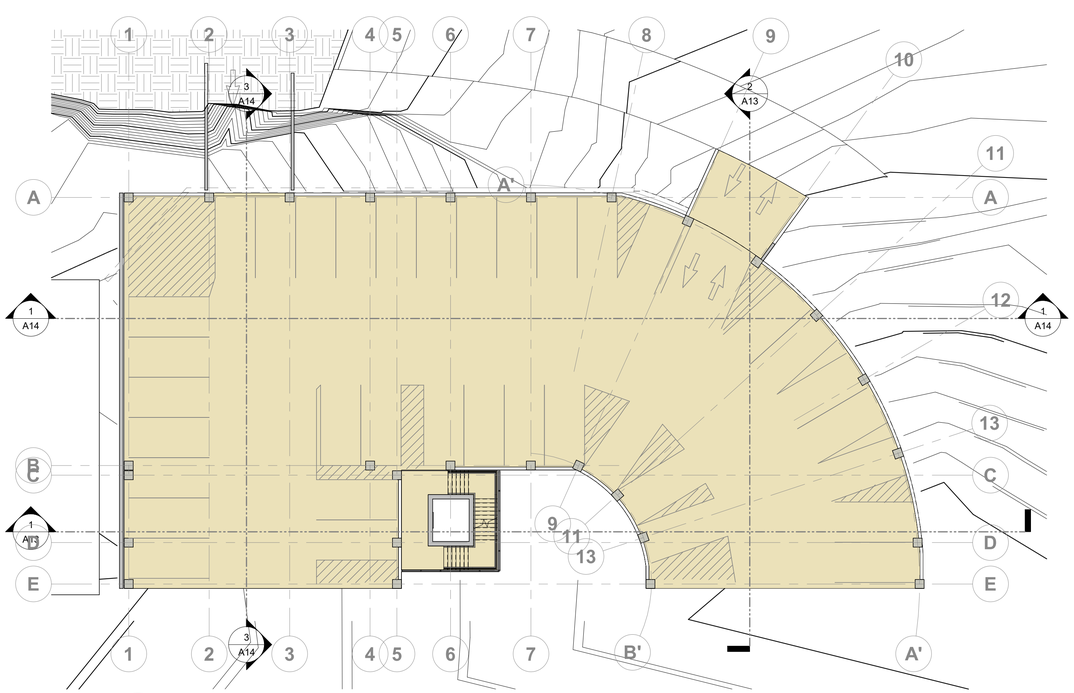
1. Big Horn Parking Structure Conceptual Design
2. Presentation

ATTACHMENT 1

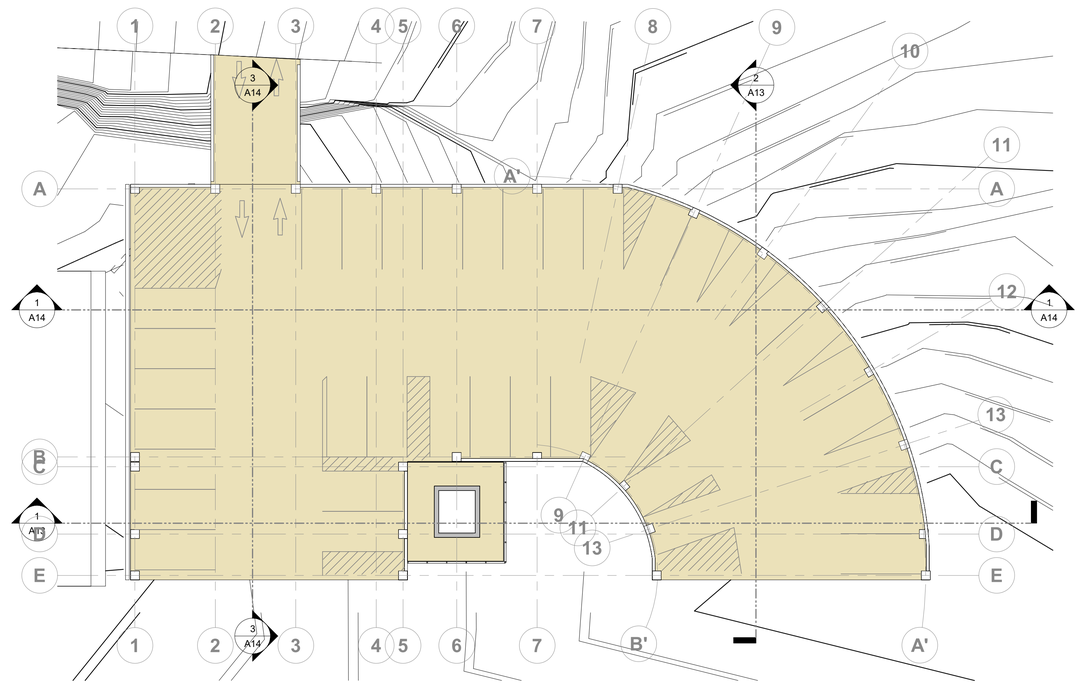
OPTION 1 - FLOOR PLANS



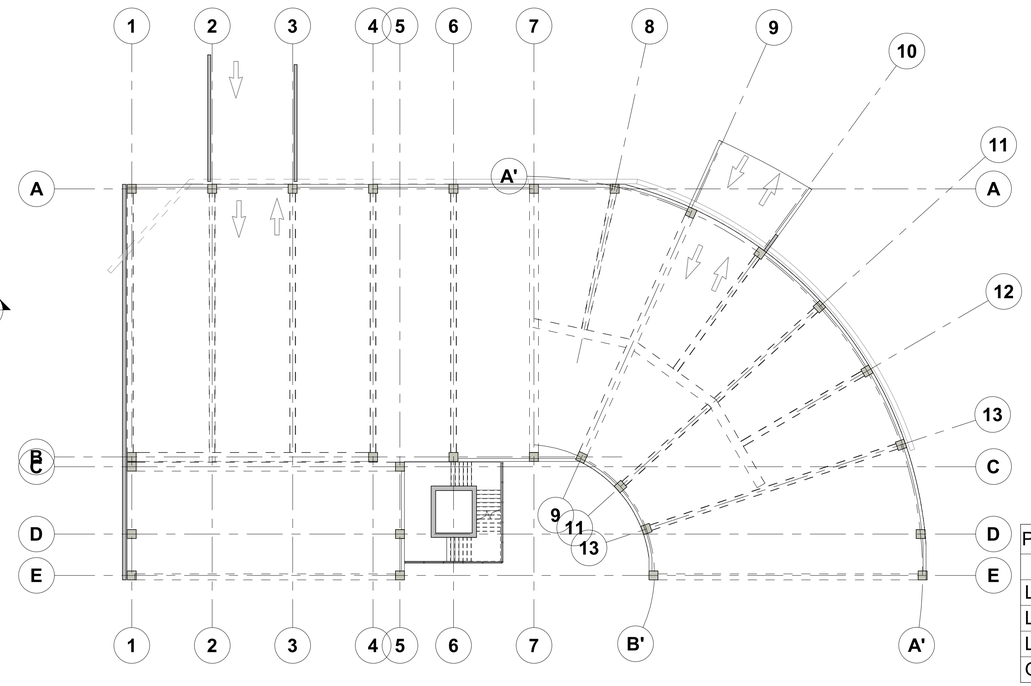
1 A11 OPTION 1 - LEVEL 1 FLOOR PLAN
SCALE: 1/16" = 1'-0"



2 A11 OPTION 1 - LEVEL 2 FLOOR PLAN
SCALE: 1/16" = 1'-0"



3 A11 OPTION 1 - LEVEL 3 FLOOR PLAN
SCALE: 1/16" = 1'-0"



4 A11 OPTION 1 - FRAMING PLAN
SCALE: 1/16" = 1'-0"

PARKING SCHEDULE - OPTION 1		
LEVEL	STALL	COUNT
LEVEL 1	9 FT	38
LEVEL 2	9 FT	36
LEVEL 3	9 FT	36
Grand total: 110		

0 8' 16' 32'
SCALE: 1/16" = 1'-0"

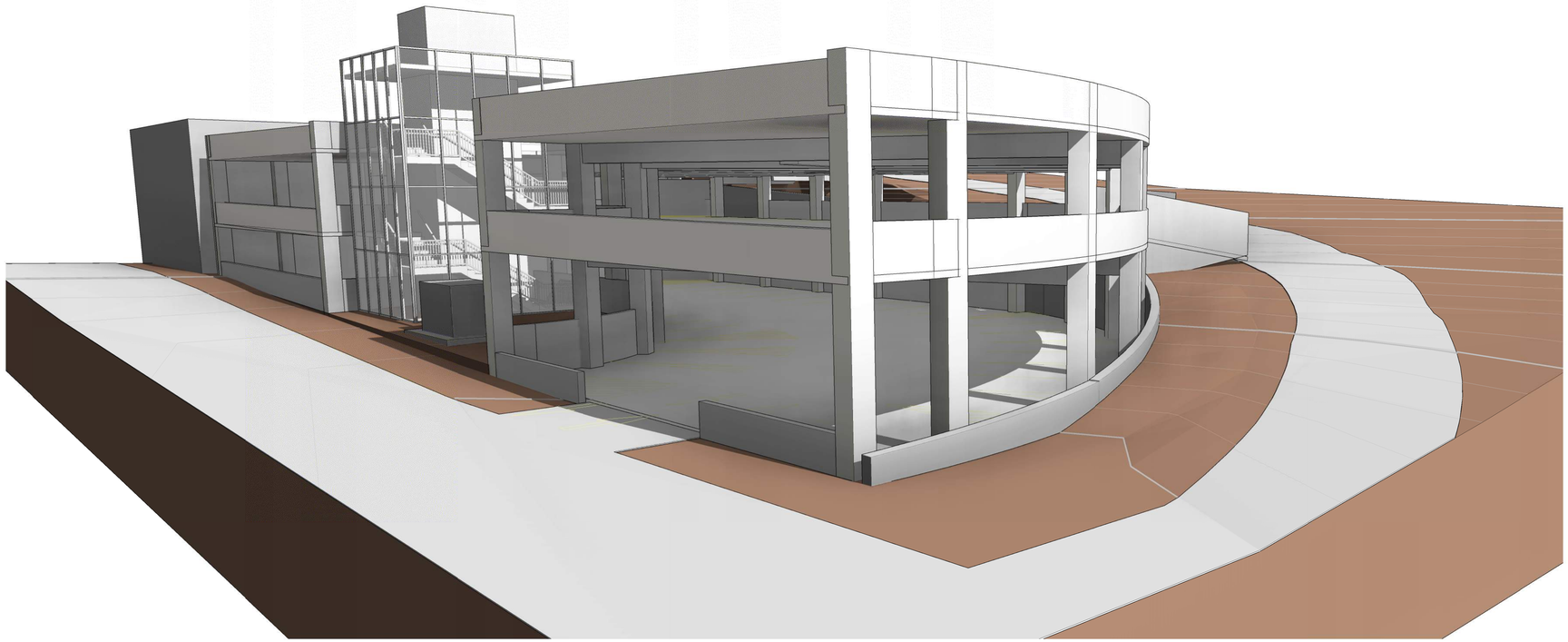
May 30, 2025

Sheet No.
A11

Estes Park Big Horn Garage
Estes Park, Colorado

DESMAN Design Management
www.desman.com

OPTION 1 - SCHEMATIC PERSPECTIVE VIEW AT CLEAVE STREET AND BIG HORN DRIVE



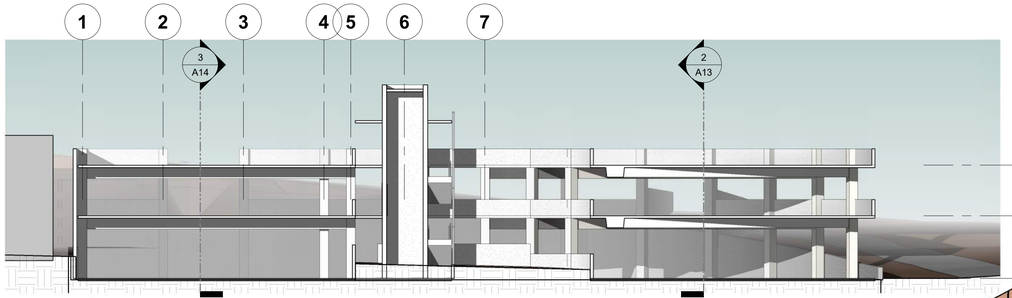
May 30, 2025

Sheet No.
A12

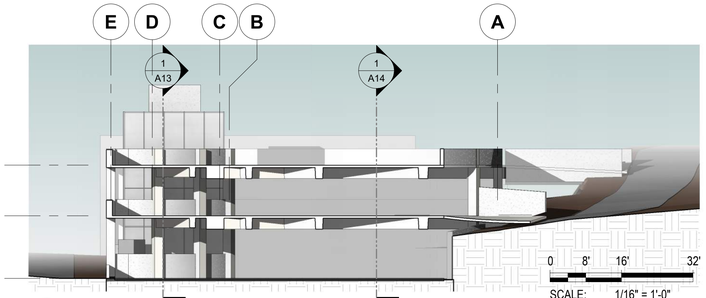
Estes Park Big Horn Garage
Estes Park, Colorado

DESMAN
Design Management
www.desman.com

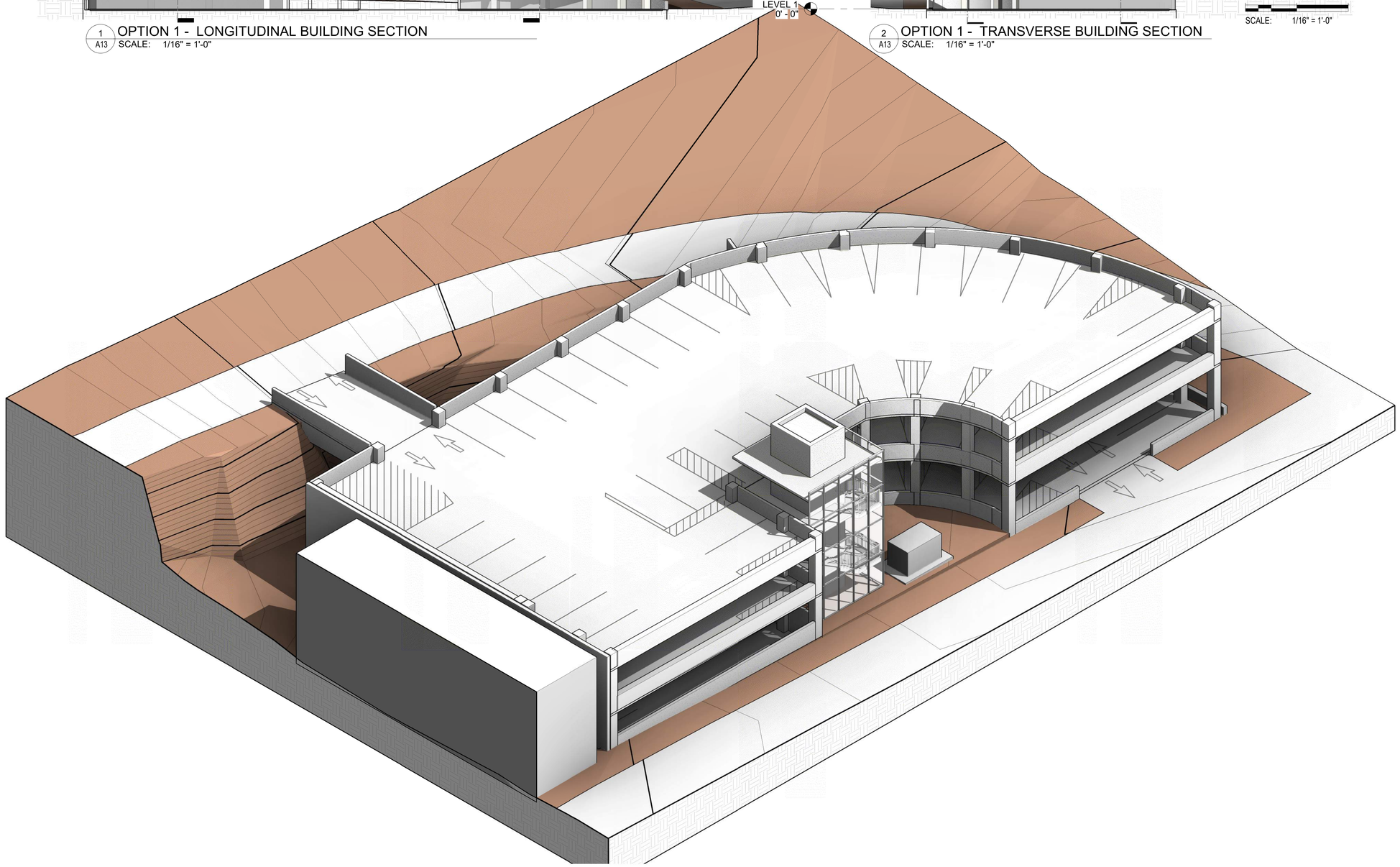
OPTION 1 - BUILDING SECTIONS AND 3D VIEW



1 / A13 OPTION 1 - LONGITUDINAL BUILDING SECTION
SCALE: 1/16" = 1'-0"



2 / A13 OPTION 1 - TRANSVERSE BUILDING SECTION
SCALE: 1/16" = 1'-0"



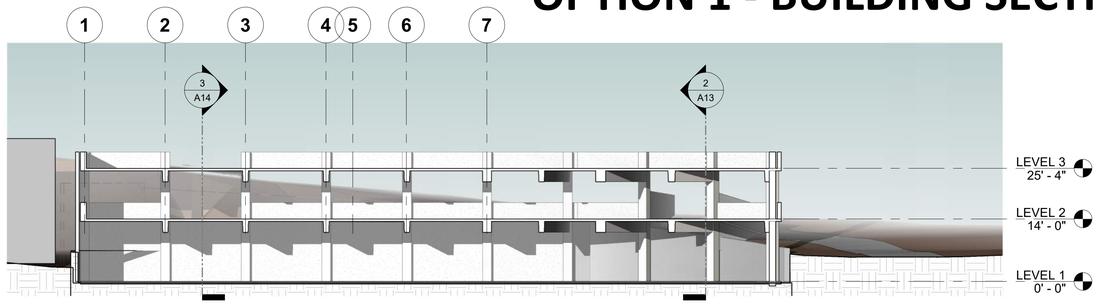
May 30, 2025

Sheet No.
A13

Estes Park Big Horn Garage
Estes Park, Colorado

DESMAN
Design Management
www.desman.com

OPTION 1 - BUILDING SECTIONS AND 3D VIEW



1 / A14 OPTION 1 - LONDITUDINAL BUILDING SECTION
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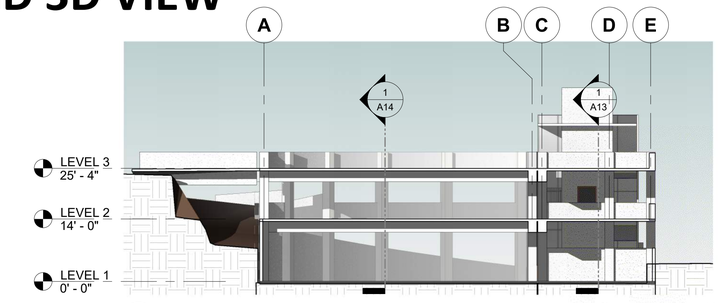
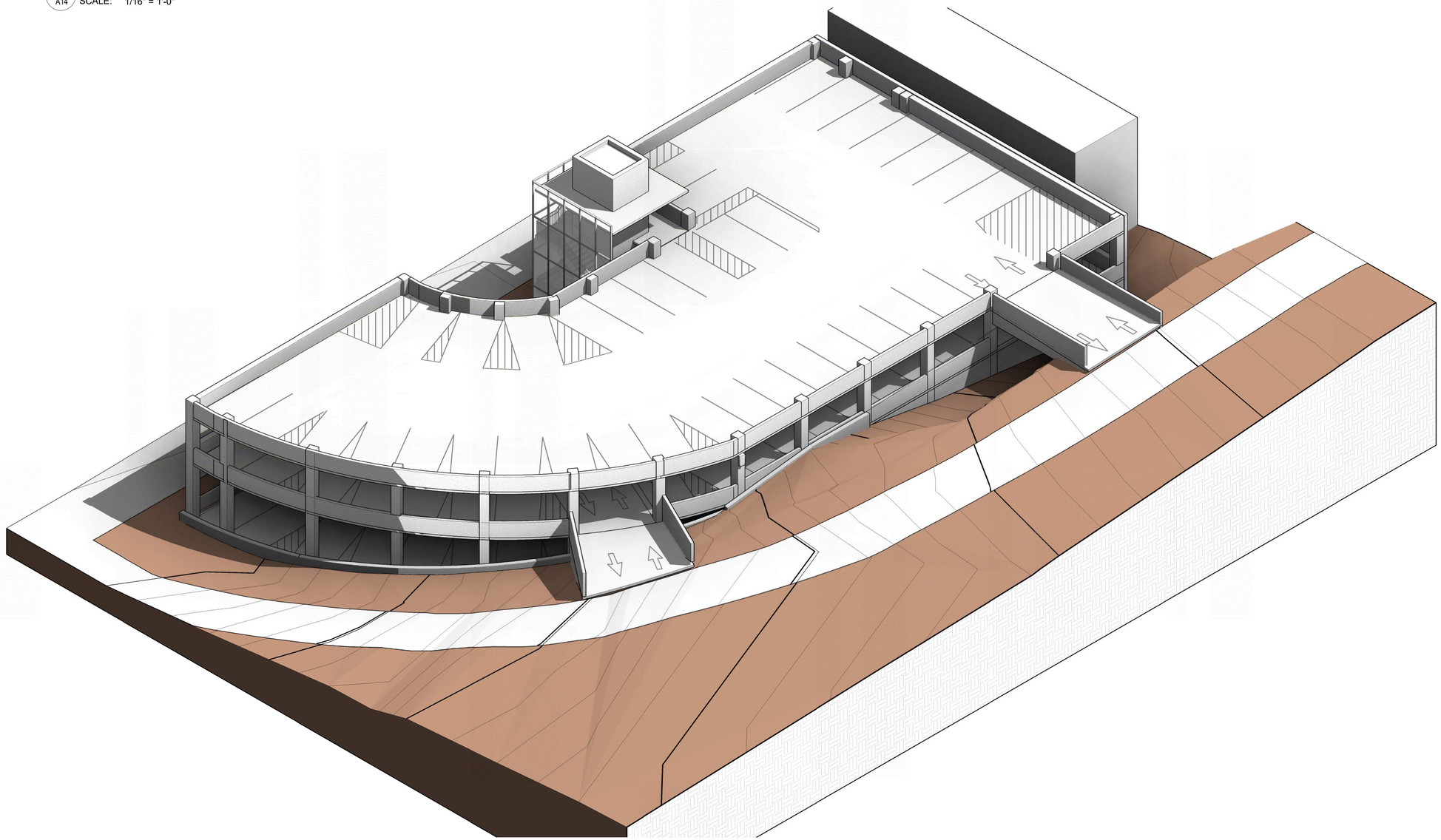


3 / A14 OPTION 1 - TRANSVERSE BUILDING SECTION
SCALE: 1/16" = 1'-0"

8' 16' 32'
SCALE: 1/16" = 1'-0"



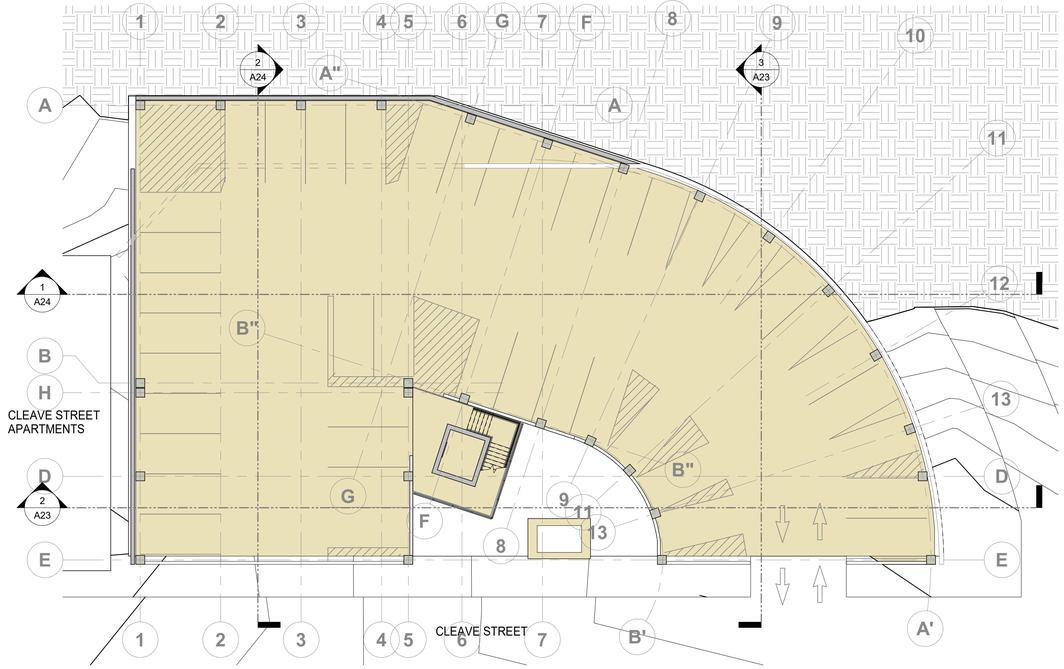
May 30, 2025

Sheet No.
A14

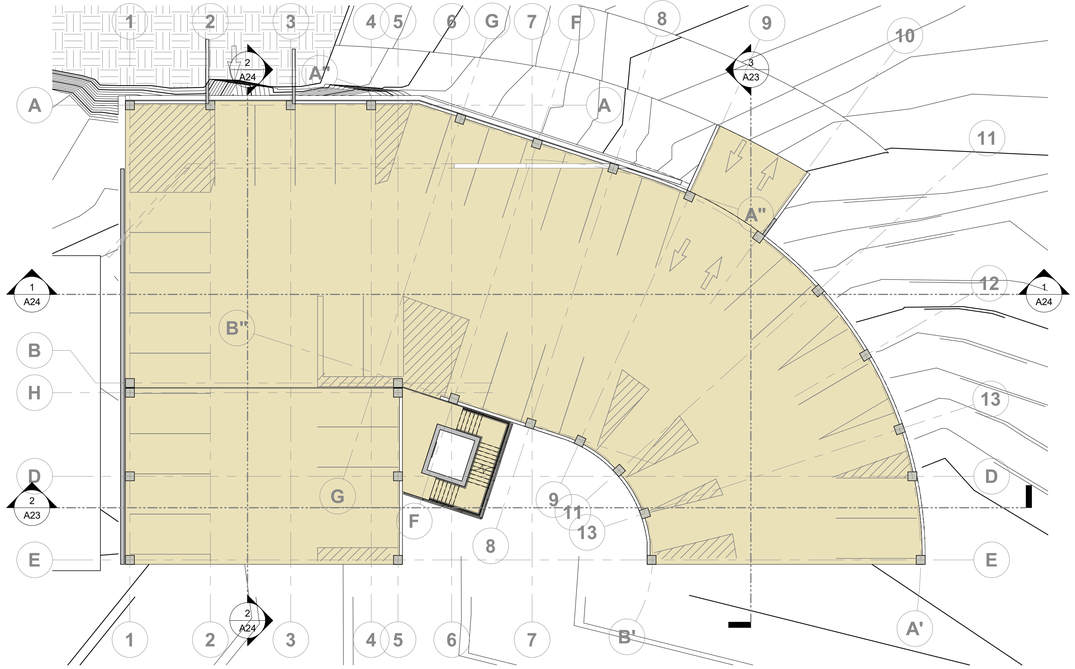
Estes Park Big Horn Garage
Estes Park, Colorado

DESMAN
Design Management
www.desman.com

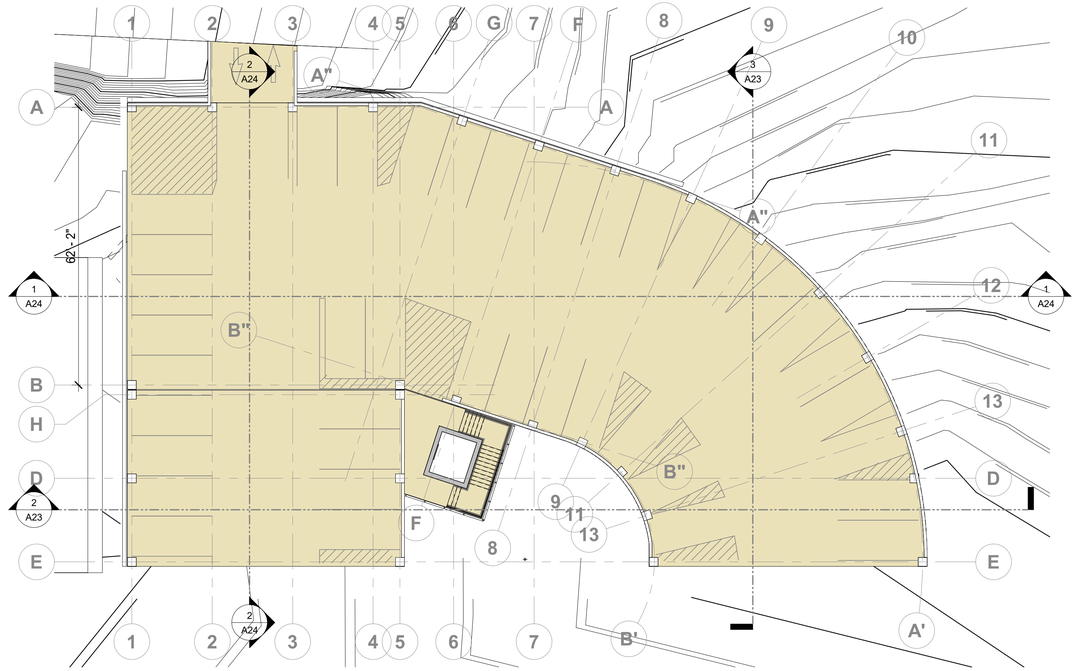
OPTION 2 - FLOOR PLANS



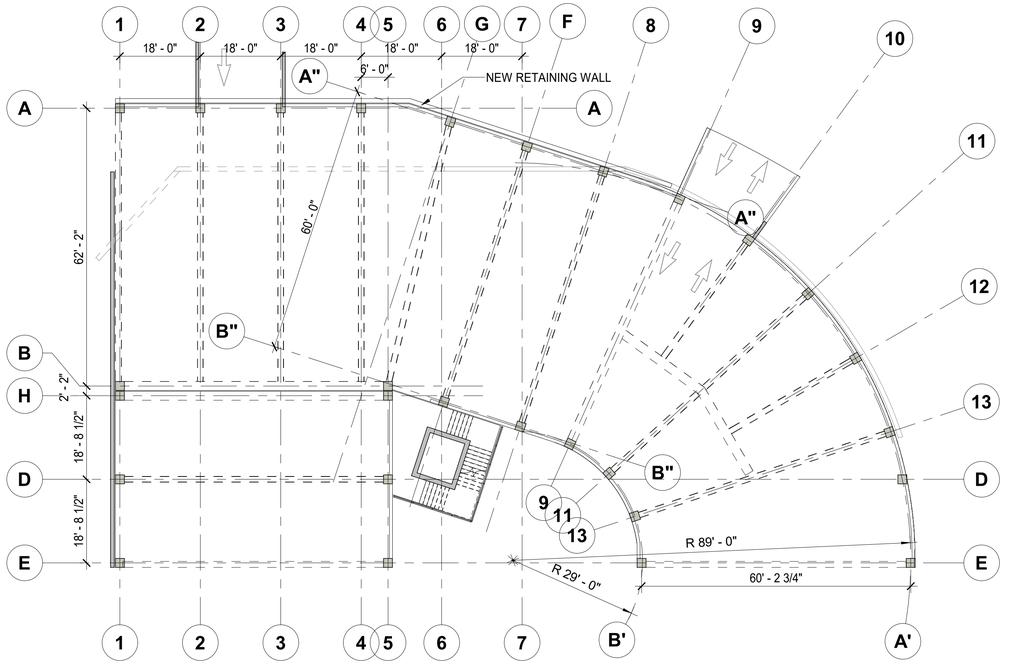
1 A21 OPTION 2 - LEVEL 1 FLOOR PLAN
SCALE: 1/16" = 1'-0"



2 A21 OPTION 2 - LEVEL 2 FLOOR PLAN
SCALE: 1/16" = 1'-0"



3 A21 OPTION 2 - LEVEL 3 FLOOR PLAN
SCALE: 1/16" = 1'-0"



4 A21 OPTION 2 - FRAMING PLAN
SCALE: 1/16" = 1'-0"

PARKING SCHEDULE - OPTION 2		
LEVEL	STALL	COUNT
LEVEL 1	9 FT	42
LEVEL 2	9 FT	40
LEVEL 3	9 FT	40
Grand total: 122		

0 8' 16' 32'
SCALE: 1/16" = 1'-0"

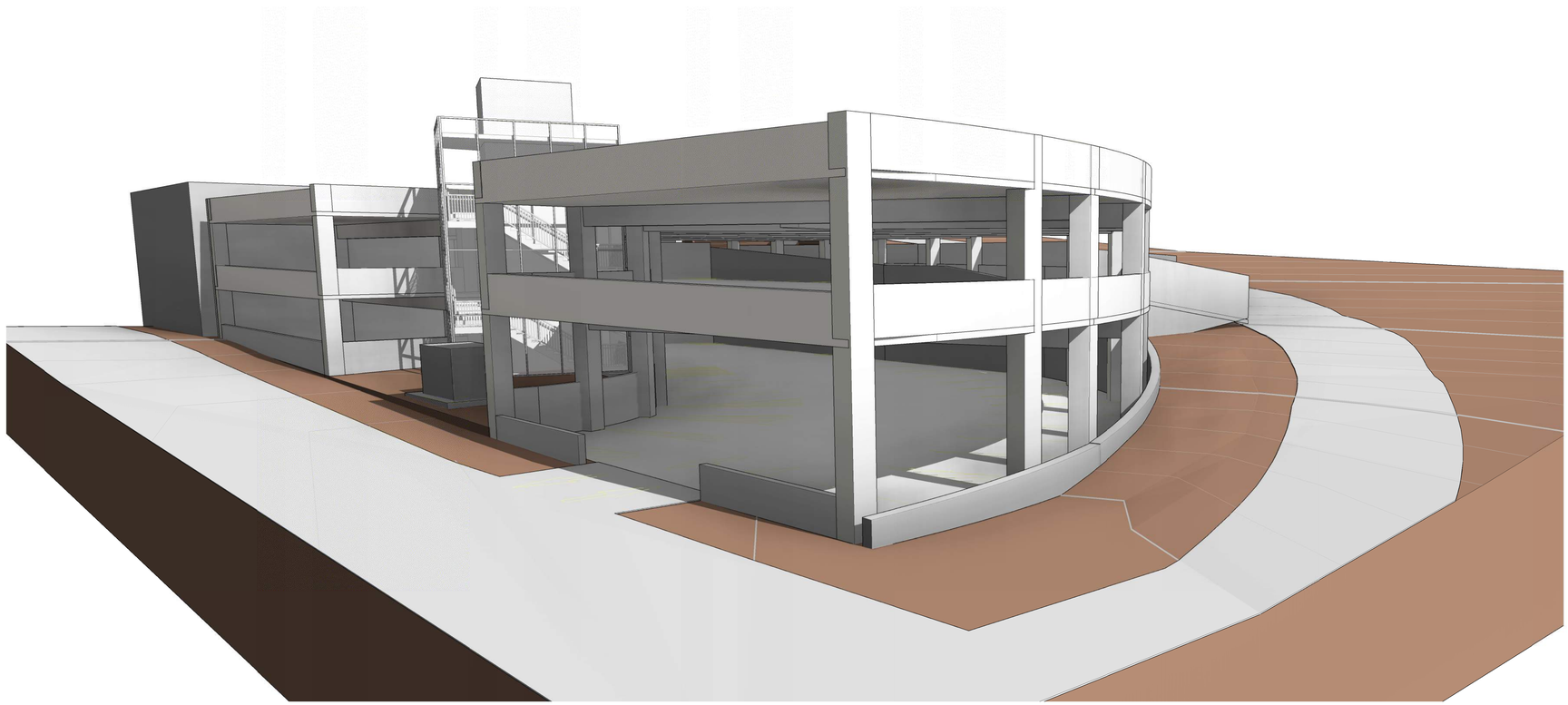
May 30, 2025

Sheet No.
A21

Estes Park Big Horn Garage
Estes Park, Colorado

DESMAN Design Management
www.desman.com

OPTION 2 - SCHEMATIC PERSPECTIVE VIEW AT CLEAVE STREET AND BIG HORN DRIVE



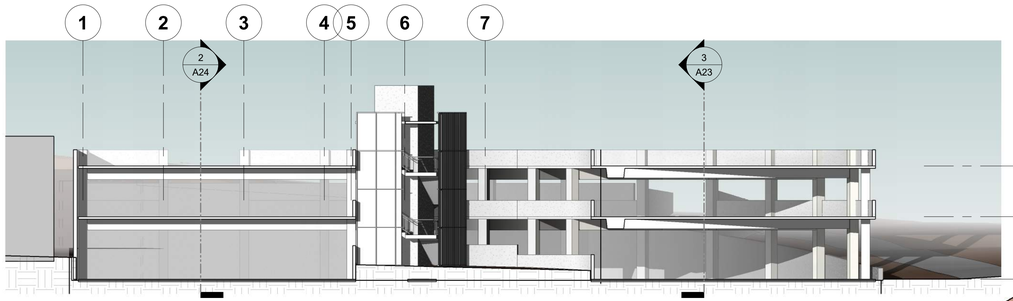
May 30, 2025

Sheet No.
A22

Estes Park Big Horn Garage
Estes Park, Colorado

DESMAN
Design Management
www.desman.com

OPTION 2 - BUILDING SECTIONS AND 3D VIEW



2 A23 OPTION 2 - LONGITUDINAL BUILDING SECTION
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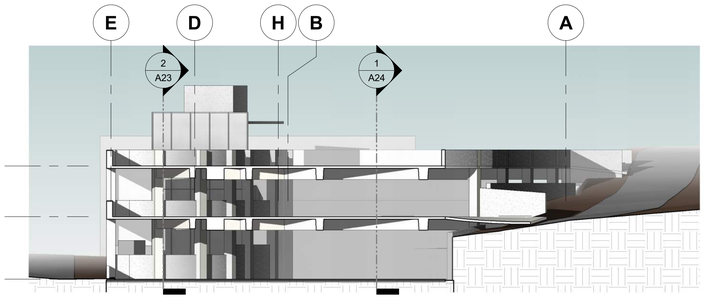
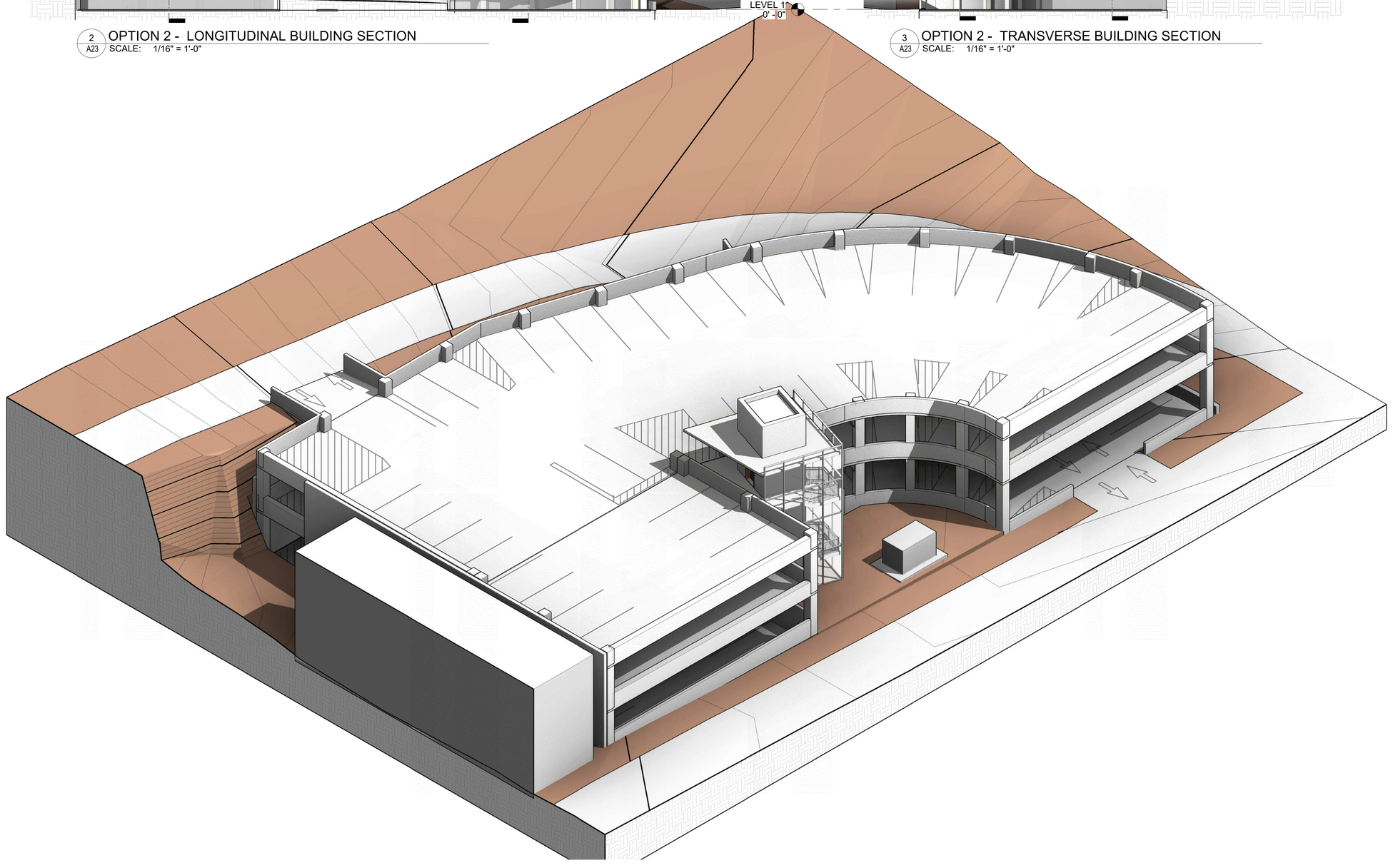


3 A23 OPTION 2 - TRANSVERSE BUILDING SECTION
SCALE: 1/16" = 1'-0"



May 30, 2025

Sheet No.
A23

Estes Park Big Horn Garage
Estes Park, Colorado

DESMAN
Design Management
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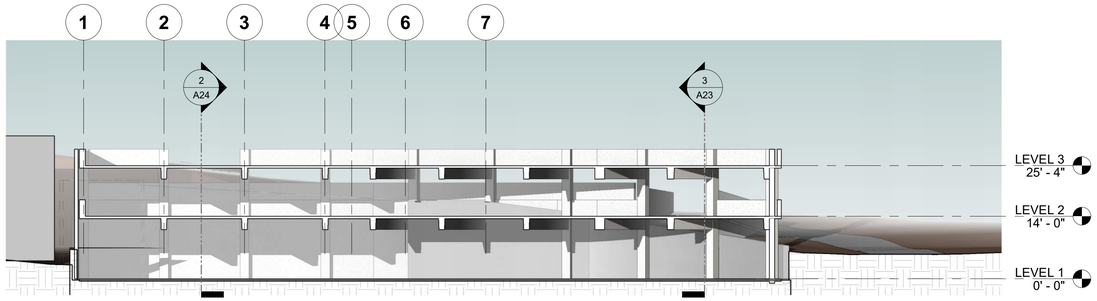
OPTION 2 - BUILDING SECTIONS AND 3D VIEW



1 A24 OPTION 2 - LONDITUDINAL BUILDING SECTION
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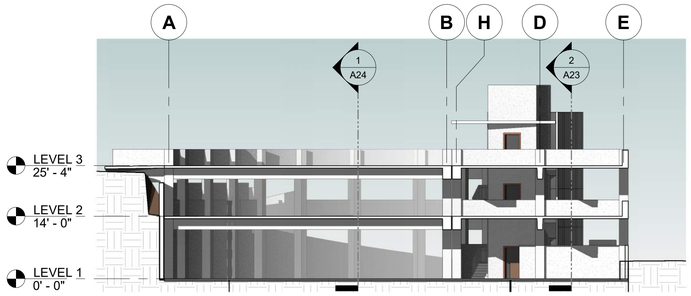
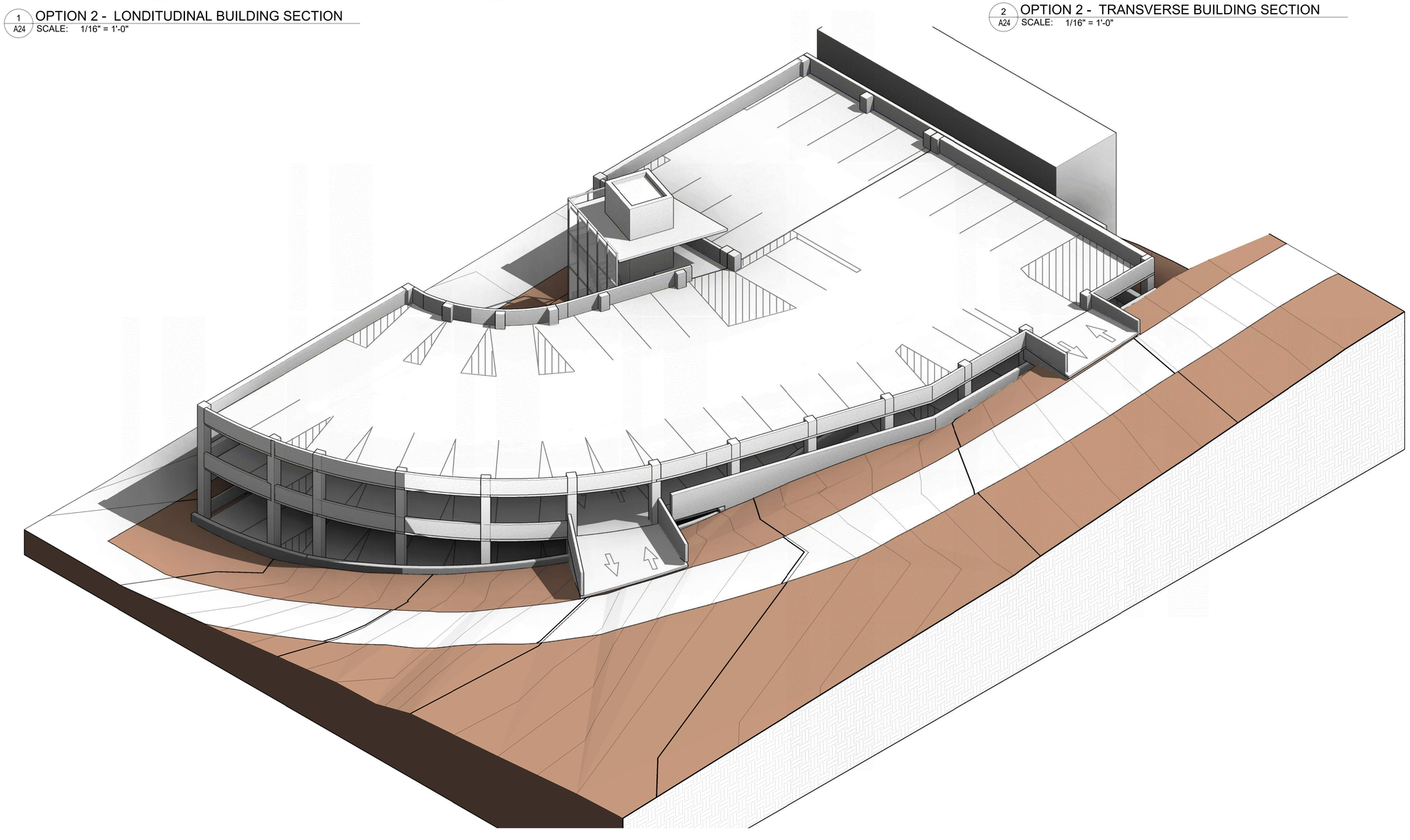


2 A24 OPTION 2 - TRANSVERSE BUILDING SECTION
SCALE: 1/16" = 1'-0"



May 30, 2025

Sheet No.
A24

Estes Park Big Horn Garage
Estes Park, Colorado

DESMAN
Design Management
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ATTACHMENT 2

Big Horn Parking Structure Design Update

Town Board Study Session
July 8, 2025

Derek Pastor, Project Manager

1

How we got here

- Downtown Master Plan and Downtown Parking Management Plan both identified the need for additional parking inventory, and specifically mentioned Cleave Street as a possible location
- February 2023, Town Board approved the Parking Revenue Task Force recommendation to set aside funds for design of a parking structure
- May 2024, staff were directed by the Town Board to expand the scope of the design to a multi-level structure with design to accommodate a fourth-level for future workforce housing
- April 2025, after Town Board approved a budget amendment to provide funding, staff engaged with DESMAN to begin the design process

2

Where we are now

After multiple meetings with Community Development as part of the Pre-Application Design Review process, multiple issues were identified that could affect the design and layout of the structure:

- Property line setbacks requirements for adjacent structures and right-of-way access
- Driveway access and spatial distancing
- Pedestrian activation along Cleave St

Staff will also present an update on the following:

- Projected/updated parking inventory
- Up-to-date accounting of committed and proposed expenses

3

Property Line Setbacks

Current Property Line and Setback Area

Property Line

Setback Line

Proposed New Property Line and Setback Area

Proposed Vacated Area of Right of Way

4

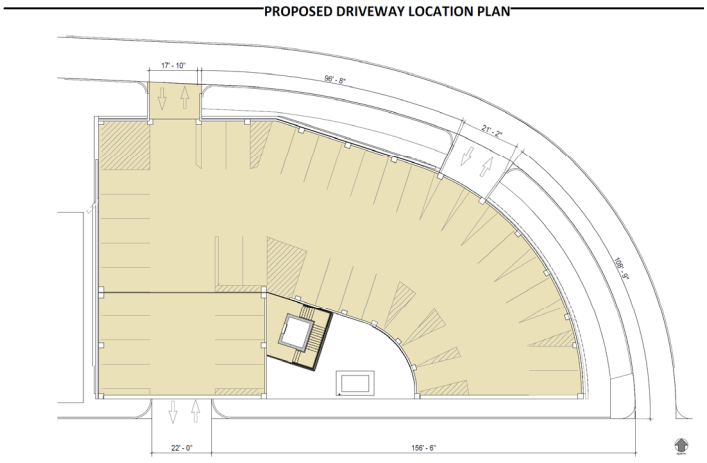
Driveway Access and Spatial Distancing

The current Development Code and the Larimer County Urban Area Street Standards (LCUASS) offer differing requirements for the distances between two driveways and distances between a driveway and road intersections:

	Driveway – Driveway	Driveway - Intersection
Development Code	150 ft	30ft
LCUASS	30 ft	100ft

5

Driveway Access and Spatial Distancing (con't)



6

Cleave St Pedestrian Activation

- The Downtown Master Plan encourages/suggests pedestrian activation in any new buildings/designs. Cleave Street is identified as a "priority edge" and indicates the importance to activate the public realm along priority edges and that the ground floor of a building is critical to the downtown pedestrian experience. The plan promotes placemaking with a mix of uses that activates pedestrian-oriented streets.
- In designing for future uses, the current development code requires the bottom level needs to have 12ft clearance from the floor to ceiling. The current design is planning for the standard parking garage floor to ceiling clearance of 8ft 6in.

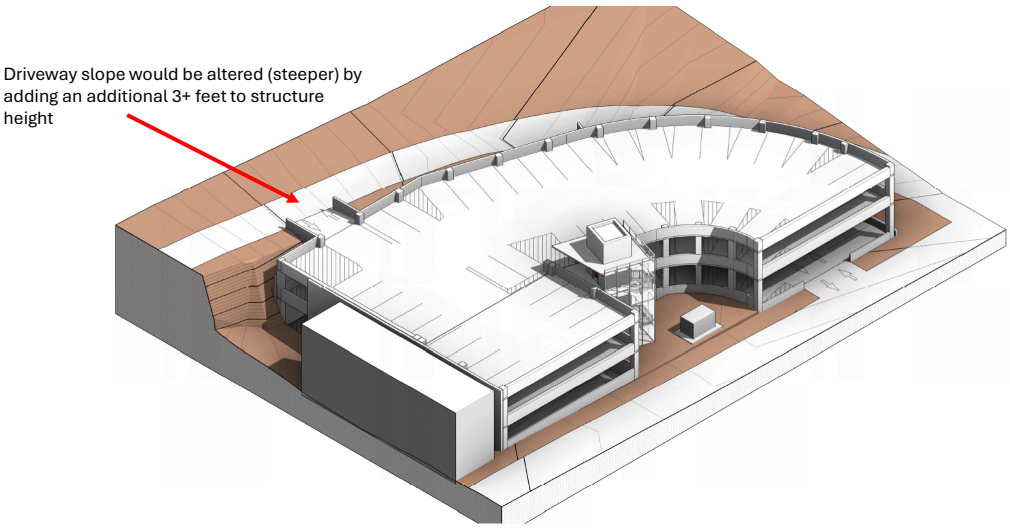
7

Cleave St Pedestrian Activation

- By raising the structure an additional 3.5 ft, would create access issues with the slope of the upper-level entrance on Big Horn making the 3rd level obsolete.
- Additionally, if the 3rd level can remain, the future upper-level housing becomes questionable due to required ceiling heights of the housing and maximum overall structural height requirements. Predictions are this would reduce the upper-level housing height from 18ft down to 15 ft.

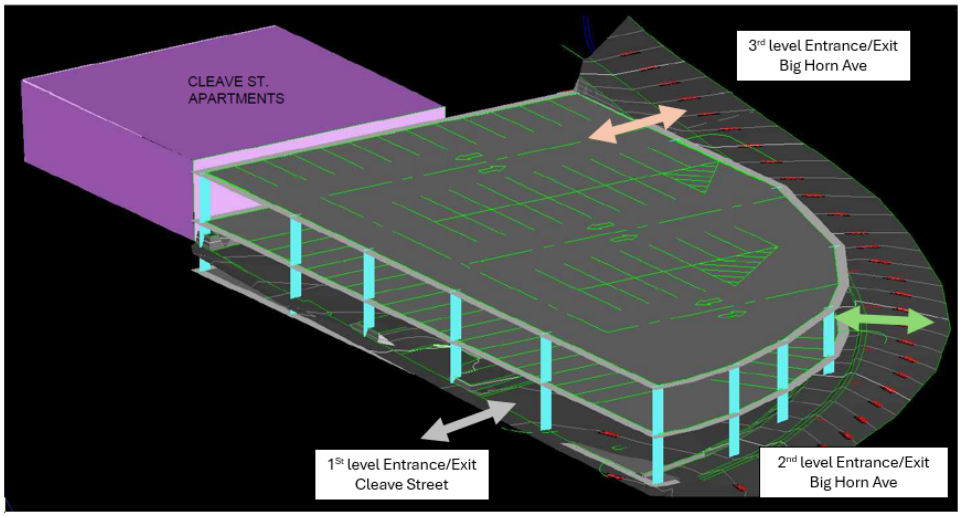
8

Cleave St Pedestrian Activation



9

Parking Inventory Counts



10

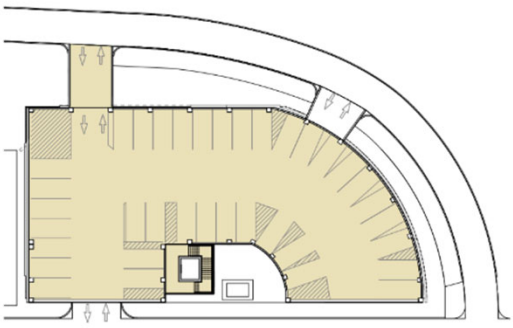
Parking Inventory Counts (con't)

The parking garage design team identified the following aspects of the structure that the Town staff were not aware of or considered:

- An elevator
- A stairwell
- Necessary vehicle turning radii
- Clearance requirements for the existing electrical transformer
- Clearances from driveway entrances
- Structural support column placements

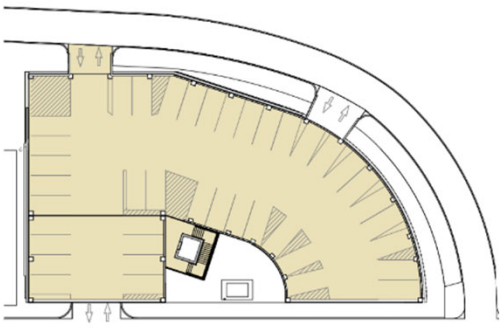
11

Parking Inventory Counts (con't)



1 PLAN WITHIN SETBACKS AS OF RIGHT NOW

PARKING SCHEDULE - OPTION 1		
LEVEL	STALL	COUNT
LEVEL 1	9 FT	38
LEVEL 2	9 FT	36
LEVEL 3	9 FT	36
Grand total: 110		



2 PROPOSED PLAN OUTSIDE OF SETBACKS

PARKING SCHEDULE - OPTION 2		
LEVEL	STALL	COUNT
LEVEL 1	9 FT	42
LEVEL 2	9 FT	40
LEVEL 3	9 FT	40
Grand total: 122		

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Parking Inventory Counts (con't)

Updated Parking Inventory Projections

Current Capacity	41 spaces

	Spaces Lost	New Spaces	Net Gain
Town-designed conceptual idea	- 41 spaces - 14 parallel spaces	136	81
Designer projections assuming 0 ft setback	- 41 spaces - 14 parallel spaces	122	67
Designer projections assuming 8 ft setback	- 41 spaces - 14 parallel spaces	110	55

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Current Budget Position

Description	Budget	Committed	Proposed
Project Budget (Related to design services)	$600,000		
DESMAN (contract amount $458,882)		$55,635 (invoiced to date)	
Title Commitment Development		$550	
Traffic Impact Study		$11,000	
Geotechnical Studies			$18,150

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Where are we going?

The below items are for the Board to discuss and provide direction to the staff:

1. Is the Town Board comfortable with staff moving forward with the concept of vacating a portion of the right-of-way along Big Horn Drive to maximize setbacks of the project area?
2. Is the Town Board comfortable with staff moving forward with a variance request from the Board of Adjustments for the driveway access and spatial distancing to be aligned with LCUASS guidelines?
3. Does the Town Board have an opinion on pedestrian activation regarding the ceiling clearance height of the first level?
4. Does the decreased parking inventory projections change the opinion of the Town Board on this project?

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Communication Strategy

The following are the various ways Town staff plan to engage the community throughout the project:

- (2) open house-style meetings at the conceptual design and 30% design phases
- Webpage/link on Town website
- Online engagement/surveys
- Presentations to the Town Board and Transportation Advisory Board (if applicable)
- Video recordings of events for future viewing
- Utilization of the Chamber of Commerce
- Farmer's Market
- Door-to-Door flyer deliveries to business owners and residents in the area
- Weekly e-mail communications via distribution list
- Formal and Informal neighborhood meetings

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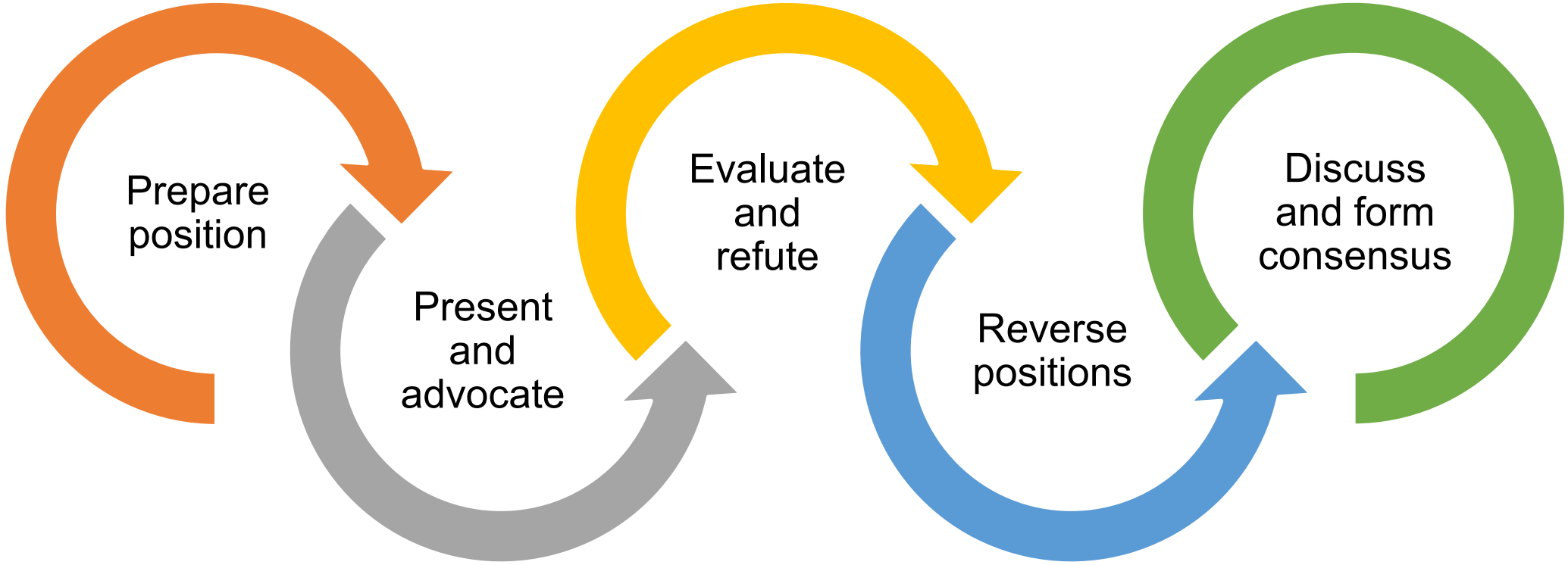
Water Master Plan – Collaborative Development of System Treatment

Town Board Study Session
July 8, 2025

Agenda

- Purpose and Approach
- Collaborative Development
- One Year-round Treatment Plant
- Two Treatment Plants
- Synthesis of Teams' Positions
- Next Steps

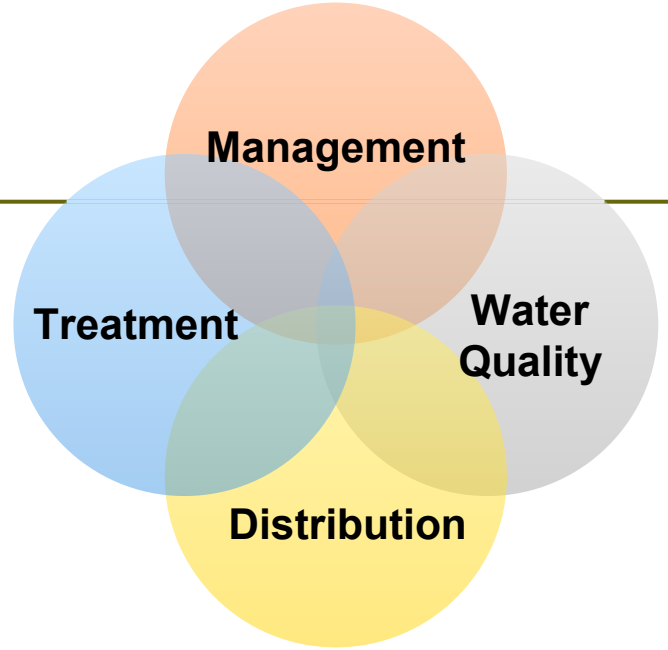
Purpose and Approach



"Constructive Controversy" Approach

David W Johnson and Roger T Johnson

Collaborative Development

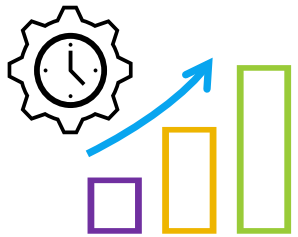


Which is best for Estes Park – one plant or two plants?

- Split into 2 teams and represent your team's position
- Build on previous discussions and data
- Investments in the system are required (condition assessment scores are low)
- No specific location or treatment process
- Peak day demand is 6 MGD
- Adequate water rights exist

Role	One Plant	Two Plants
Team Lead	Travis Machalek	Jacqui Wesley
Management	Jason Fredricks	Reuben Bergsten
Treatment	James Rossi	Mike Northcutt
Distribution	Dan Marotti	Jason Lang
Water Quality	Deb Callahan	Maddy Koth
Construction	Mike Dantimo	Mike Dantimo

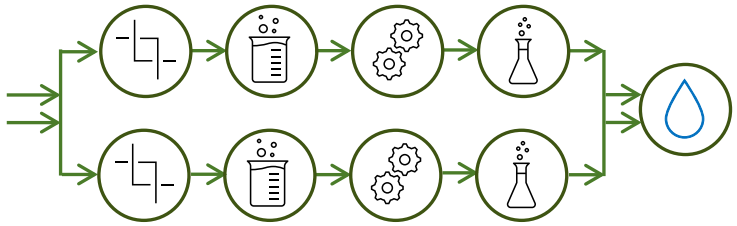
One Year-Round Treatment Plant



Efficiency

Compliance

Cost savings



Redundancy

Safety and Security

Water Management

Meets Town's Mission and Goals

One Plant Team Findings

- Budgeting and facilities/building costs
- Planning for regulatory compliance
- Subject matter expertise, focused O&M, and single SOPs
- Efficient inventory management and ordering
- Single site for disaster-hardening, risk management planning, security, and safety
- Less compliance reporting and single location for planning compliance upgrades

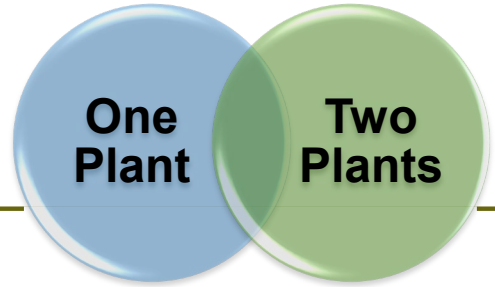
Two Treatment Plants

- Diversity of location
- Reduces single point of failure risk
- Supports our existing system
- Emphasizes our existing investments
- Staff Familiarity
- Water Rights are in place
- Meets Town's mission and goals

Two Plant Team Findings

- Estes Park is the ONLY larger public water system in the area – there are not potential emergency connections
- Geographic diversity adds natural disaster protection and use of multiple raw water sources
- Historical reliability – multiple plants have served us well
- Our distribution system is set up for the current plant locations – allows for gravity flow in many parts of the system

Synthesis of the Teams Positions



- Consensus of both teams:
  - Redundancy in supply and treatment is critical for reliable service
  - Process redundancy can be achieved at a single site with proper design
  - Switching back and forth with different processes and locations is challenging to our operators and water quality
- Existing plants' configurations are not ideal – processes, expandability, and no redundancy (supply and treatment)
- Cost to achieve high-quality and reliable service with our existing plants is very high

Consensus of Findings

Multiple independent raw water sources at plant(s)	Provides reliable raw water even if a supply is compromised
Redundancy in treatment trains and equipment	Allows units to be out of service and meet peak day demand
Hardening of treatment plant(s) & site	Reduces risk/impacts from natural or man-made disasters
Expandability of treatment plant(s)	Allows capacity or treatment additions to meet future needs

We can meet these needs by:

- Bringing all our water rights independently to a single plant location
- Constructing a new expandable plant with multiple redundant treatment trains for year-round operations
- Completing required improvements and maintenance at MLWTP to allow for seasonal operation
- Decommissioning GCWTP due to poor condition and declining functionality

Next Steps

Activity	Status
Update population and demand projections *(study session 7/22)*	July 2025
Complete Water master plan	Q3 2025
Develop cost for required improvement at MLWTP and proposed new plant	Q4 2025
Preliminary study for MLWTP raw water pipeline	Completed
Initiate planning and identification of funding for MLWTP improvements and new plant	Spring 2026
Rate Study Initiation	Q4 2025

Questions and Discussion

Future Study Session Items

July 22, 2025

- The Future of Estes Park's Water System Service Area Population and Demands
- Curb and Gutter Philosophy

August 12, 2025

- Development Code Update
- Vehicle/Motorcycle Parking Limitations Code Amendment

Items Approved - Unscheduled

- Joint Study Session with the Estes Valley Fire Protection District on Sales Tax
- Visit Estes Park Intergovernmental Agreement with Larimer County
- Police Department Facility Financing
- Overnight Parking
- Liquor License Process

Items for Town Board Consideration

- None