## AGENDA

**ACCESSING MEETING TRANSLATIONS**  
*(Accediendo a las Traducciones de la Reunión)*

To access written translation during the meeting, please scan the QR Code or click this link for up to 48 other languages *(Para acceder a la traducción durante la reunión, par favor escanee el código QR o haga clic en el enlace para hasta 48 idiomas más):*

[https://attend.wordly.ai/join/FLUL-1105](https://attend.wordly.ai/join/FLUL-1105)

Choose Language and Click Attend *(Selezione su lenguaje y haga clic en asistir)*

Use a headset on your phone for audio or read the transcript can assist those having difficulty hearing *(Use un auricular en su teléfono para audio o lea la transcripción puede ayudar a aquellos que tienen dificultades para escuchar)*.

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**No public comment will be heard**  
*This study session will be streamed live and available on the Town YouTube page at www.estes.org/videos*

<table>
<thead>
<tr>
<th>Time</th>
<th>Agenda Item</th>
<th>Presenter/Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>5:00 p.m.</td>
<td>Overview of Meeting Translations Using Wordly.</td>
<td><em>(Town Clerk Williamson)</em></td>
</tr>
<tr>
<td>5:15 p.m.</td>
<td>Audit Committee Sunset Review.</td>
<td><em>(Town Administrator Machalek)</em></td>
</tr>
<tr>
<td>5:20 p.m.</td>
<td>Board Member “Cooling Off” Period.</td>
<td><em>(Town Administrator Machalek)</em></td>
</tr>
<tr>
<td>5:40 p.m.</td>
<td>179 Stanley Circle Drive Check-in and Next Steps.</td>
<td><em>(Deputy Town Administrator Damweber and Manager Bangs)</em></td>
</tr>
<tr>
<td>6:00 p.m.</td>
<td>Joint Discussion with Estes Park Board of Education on Childcare.</td>
<td><em>(Town Administrator Machalek)</em></td>
</tr>
<tr>
<td>6:35 p.m.</td>
<td>Trustee &amp; Administrator Comments &amp; Questions.</td>
<td></td>
</tr>
<tr>
<td>6:40 p.m.</td>
<td>Future Study Session Agenda Items.</td>
<td><em>(Board Discussion)</em></td>
</tr>
<tr>
<td>6:45 p.m.</td>
<td>Adjourn for Town Board Meeting.</td>
<td></td>
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</tbody>
</table>

Informal discussion among Trustees concerning agenda items or other Town matters may occur before this meeting at approximately 4:30 p.m.
TOWN BOARD STUDY SESSION MEETING
November 14, 2023

Overview of Meeting Translations Using Wordly.

No packet material will be provided for this item.
Report

To: Honorable Mayor Koenig
    Board of Trustees

From: Town Administrator Machalek

Date: November 14, 2023

RE: Audit Committee Sunset Review

Purpose of Study Session Item:
Conduct sunset review for Audit Committee.

Present Situation:
Town Board Governing Policy 1.6.1.8 states that committees will undergo a regular sunset review at least once every five years. The last sunset review for the Audit Committee took place in October 2018.

Per Town Board Governing Policy 1.6.1.9, a committee sunset review shall include a review of the Board and Commission’s Mission Statement, and of the Board of Trustees’ Charge to the Committee of their role, responsibility, and authority. The Audit Committee is provided for by Section 2.08.010 of the Estes Park Municipal code, which states:

“At the first regular meeting following the certification of the results of each biennial election, the Mayor shall appoint two (2) Trustees to the Audit Committee with the Mayor serving as the third member. In the event it is necessary to establish a specialist committee to review a matter between regularly scheduled Town Board meetings, the Mayor shall establish and appoint the members of the special committee.”

Finance/Resource Impact: N/A

Level of Public Interest
Low

Attachments
- None
Purpose of Study Session Item:
Review staff research on governing board member “cooling-off periods” in market competitor communities. A “cooling-off” period as it is used in this discussion refers to a rule that prohibits a former member of a governing body for an organization from serving as an employee of that organization for a certain period of time after their service on the governing board concludes.

Present Situation:
The Town Board asked staff to research cooling-off periods for governing board members at the October 10th Town Board Study Session.

Proposal:
Staff reviewed the codes and charters of our market communities to determine whether or not these communities had a cooling-off period for former governing board members. Staff attempted to make direct contact with market communities in cases where no code or charter provision creating a cooling-off period was found.

Staff collected data from 30 of our 31 market communities. Of those communities, 33% (10) had a cooling-off period for any employee position, 57% (17) had no cooling-off period, and 10% (3) had a cooling-off period only for the City/Town Manager position.

Of the communities that had a cooling-off period of any kind (12), two had a six-month period, five had a one-year period, four had a two-year period, and one prohibited employment for any office which was created, or for which salary was increased, during the time the governing board member was serving.

Finance/Resource Impact:
N/A

Level of Public Interest
Low

Attachments
1. Summary of Cooling-Off Period Research
<table>
<thead>
<tr>
<th>Community</th>
<th>&quot;Cooling-Off&quot; Period?</th>
<th>If Y, how long?</th>
<th>If Y, where</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arvada</td>
<td>Y</td>
<td>1 year</td>
<td>Charter</td>
</tr>
<tr>
<td>Aspen</td>
<td>Only for City Manager</td>
<td>1 year</td>
<td>Charter</td>
</tr>
<tr>
<td>Avon</td>
<td>Y</td>
<td>6 months</td>
<td>Charter</td>
</tr>
<tr>
<td>Black Hawk</td>
<td>Y</td>
<td>N/A</td>
<td>Charter</td>
</tr>
<tr>
<td>Boulder</td>
<td>Y</td>
<td>6 months</td>
<td>Municipal Code</td>
</tr>
<tr>
<td>Breckenridge</td>
<td>N</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Broomfield</td>
<td>N</td>
<td>-</td>
<td>-</td>
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<tr>
<td>Durango</td>
<td>N</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Erie</td>
<td>Y</td>
<td>1 Year</td>
<td>Charter</td>
</tr>
<tr>
<td>Firestone</td>
<td>N</td>
<td>-</td>
<td>-</td>
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<tr>
<td>Fort Collins</td>
<td>Y</td>
<td>1 Year</td>
<td>Charter</td>
</tr>
<tr>
<td>Greeley</td>
<td>N</td>
<td>-</td>
<td>-</td>
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<tr>
<td>Lafayette</td>
<td>N</td>
<td>-</td>
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<tr>
<td>Longmont</td>
<td>N</td>
<td>-</td>
<td>-</td>
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<tr>
<td>Louisville</td>
<td>Y</td>
<td>2 Years</td>
<td>Charter</td>
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<tr>
<td>Loveland</td>
<td>N</td>
<td>-</td>
<td>-</td>
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<tr>
<td>Mead</td>
<td>N</td>
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<tr>
<td>Northglenn</td>
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<tr>
<td>Snowmass Village</td>
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<tr>
<td>Steamboat Springs</td>
<td>Only for City Manager</td>
<td>2 Years</td>
<td>Charter</td>
</tr>
<tr>
<td>Superior</td>
<td>Y</td>
<td>1 Year</td>
<td>Municipal Code</td>
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<tr>
<td>Telluride</td>
<td>N</td>
<td>-</td>
<td>-</td>
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<tr>
<td>Thornton</td>
<td>Y</td>
<td>2 years</td>
<td>Charter</td>
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<td>Vail</td>
<td>N</td>
<td>-</td>
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</tr>
<tr>
<td>Westminster</td>
<td>Y</td>
<td>2 Years</td>
<td>Charter</td>
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<tr>
<td>Adams County</td>
<td>N</td>
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<tr>
<td>Boulder County</td>
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<td>Larimer County</td>
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<tr>
<td>Pitkin County</td>
<td>Y</td>
<td>1 Year</td>
<td>Charter</td>
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<tr>
<td>Weld County</td>
<td>N</td>
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<td>-</td>
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<tr>
<td>Summit County</td>
<td>No Response/Code</td>
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</tbody>
</table>
Report

To: Honorable Mayor Koenig
   Board of Trustees

Through: Town Administrator Machalek

From: Carlie Bangs, Housing & Childcare Manager

Date: November 14, 2023

RE: 179 Stanley Circle Drive Check In and Next Steps

Purpose of Study Session Item:
Check in with the Town Board on the development of 179 Stanley Circle Drive and next steps.

Town Board Direction Requested:
Staff requests direction on next steps for the Town-owned parcel of land at 179 Stanley Circle Drive.

Present Situation:
At its July 25, 2023 Study Session, the Town Board directed staff to look into the development potential of a Town-owned property located at 179 Stanley Circle Drive (Parcel #2530213920). While there are still some access questions to work out, we have determined that the site can accommodate somewhere in the range of 10-12 housing units if rezoned to allow for greater density.

The 2023 Housing Needs Assessment and Strategic Plan indicates a great need for additional housing in the Estes Valley, especially for local employees. The Town of Estes Park conducted its own organizational housing survey of its employees in April of this year. The survey demonstrates a need and desire for all types of housing, especially with respect to newly recruited employees relocating to the area. While we plan to lease some units to help with this need in the short term, we also hope to build units owned and managed by the Town to help address this and other organizational housing needs in the longer term.

The subject property is located between Stanley Circle and Stanley Avenue, across Stanley Avenue from the Ridgeline Hotel. Currently zoned E (Estate), the site is just under 1 acre. If zoned to maximize density, the site could potentially accommodate around 10-12 units. Currently there is a single-family home on the property that is used as a "duty house" for employees who live outside of the Estes Valley but are on-call or otherwise need to be in Town for work related reasons. Rezoning of this property would allow greater density development than one single-family home.
Staff is interested in the development potential of 179 Stanley Circle Drive for Town employee workforce housing and would like guidance from the Town Board on the next steps.

Proposal:
Staff has identified 179 Stanley Circle Drive as property with potential to build Town-employee housing with financial support from the Housing Reserve fund and grant funding.

Development readiness is an important consideration when applying for grants for the development of workforce housing. Many grant opportunities have risen lately at a state level due to the Town opting-in to Proposition 123. This parcel of land is not poised to be competitive for those funds, as is. Initiating the predevelopment process, beginning
with rezoning to RM (Multi-family Residential) will make the Town more competitive in future grant applications.

- Is the Town Board interested in constructing Town employee housing at this location?
- If so, is the Town Board interested in staff initiating the rezoning process?
- If so, is the Town Board interested in maximizing the development potential of this property?

Staff proposes that the Town Board consider directing staff to take next steps to rezone and conduct preliminary planning of the site for Town-employee housing.

*Directing staff to begin the rezoning process would not indicate the Board’s opinion on whether a rezoning is ultimately appropriate. Staff would initiate the rezoning process that would then allow the Board to later exercise its judgement at a public meeting and consider rezoning 179 Stanley Circle Drive to RM (Multi-family Residential) based on criteria described in the development code.*

**Advantages:**
- Utilizing Town-owned property to develop workforce housing will help address the need for additional housing units in the community without the Town purchasing new real estate.
- Access to Town-owned affordable housing will support the recruitment and retention of Town staff.
- The Town will be competitive in grants for the development of housing as 6E funds cannot be used to fund Town-employee housing developments.

**Disadvantages:**
- Possible opportunity costs of building housing on Town-owned property (will not be able to use property for other purposes once housing is developed).

**Finance/Resource Impact:**
To be determined.

**Level of Public Interest**
Moderate.

**Attachments:**
1. Presentation
179 Stanley Circle Drive
Check In and Next Steps

Study Session
November 14, 2023

Carlie Bangs
Housing & Childcare Manager
Town of Estes Park

Purpose

Check in with the Town Board on the development of 179 Stanley Circle Drive and next steps.
Present Situation

- Town-owned property
- Zoned E (Estate)
- 0.76 acre
- Density Potential: ~ 12 units

179 Stanley Cir. Dr.

Is the Town Board interested in constructing Town employee housing at this location?

*If so*, is the Town Board interested in staff initiating the rezoning process?

*If so*, is the Town Board interested in maximizing the development potential of this property?
Joint Discussion with Estes Park Board of Education on Childcare.

No packet material will be provided for this item.
November 28, 2023
- Growing Water Smart Overview
- Water Division 101 and Water Master Plan
- 2023 Paid Parking Program Year-End Report

December 12, 2023
- Updated ADA Transition Plan

Items Approved – Unscheduled:
- Noise Ordinance
- Governing Policies Updates
- Stanley Park Master Plan Implementation
- Downtown Loop Updates as Necessary

Items for Town Board Consideration:
- Draft Arts Master Plan – December 12, 2023
- Encore Arts Update – December 12, 2023
- HR Strategic Plan and Organizational Culture Update – January 9, 2024
- Substandard Rental Housing
- Racial Covenants Research and Ordinance