



Special Joint Study Session between the Town Board of Trustees and the Estes Park School District Board of Education

September 9, 2025 from 3:30 p.m. – 4:30 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 link for more information on [Digital Accessibility](#).

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

3:30 p.m. Discussion on a Proposal for a Land Exchange between the
School District and Town for the Purposes of Constructing a
New Police Department Facility

Presented by Town Administrator Machalek and Deputy Town

Administrator Damweber

Informal discussion among Trustees and staff concerning agenda items or other Town matters may occur before this meeting at approximately 3:15 p.m.

JOINT MEETING: TOWN BOARD/SCHOOL DISTRICT

LAND SWAP PROPOSAL

SEPTEMBER 9, 2025

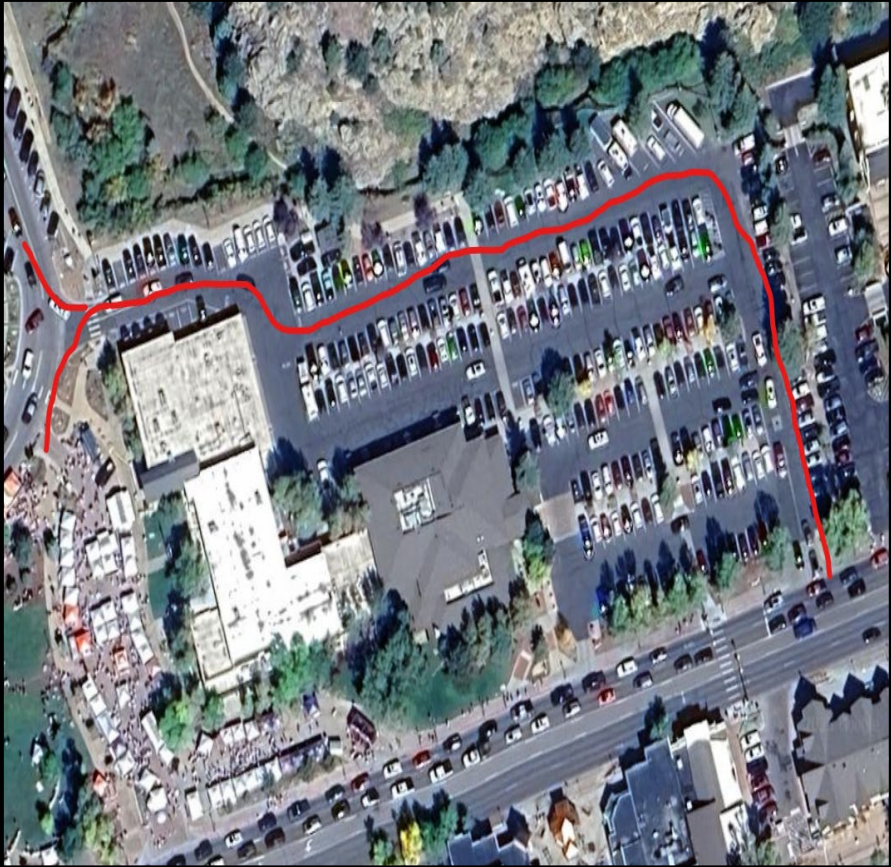
AGENDA

- Meeting Norms
- Overview of Proposal
- Q&A
- Next Steps?

Meeting Norms

- Come with an open mind
- Assume everyone is here with good intentions
- Respect each other's time
- Be transparent
- Ask questions

NEW POLICE FACILITY: THE NEED



- Moved into current location in 1974 (51 years ago) into a disconnected, retrofitted portion of a former elementary school build in 1934 (91 year ago).
- Police Department space is beyond its useful life.
- Critically undersized - dedicated space is approximately 7,000 sq. ft.; across town facilities uses approximately 13,000 sq. ft.
- Key deficiencies – no secure parking segregated from tourists/visitors; inadequate physical controls for safely transferring arrestees from vehicles to holding cells (sally port); inadequate secure and integrated evidence storage; lack of emergency operations center integration; lack of communications center integration.
- Town Facilities Master Plan (2022):
“Entirely inadequate. The department has been shoe-horned into a space that jeopardizes the Police Department’s ability to respond to emergencies to keep officers, staff and residents safe.”

SITE REVIEW CRITERIA



- **Central location** that optimizes response to critical infrastructure such as schools, special events, and downtown
- Provide **safe and secure facility** with public and secure separations for both the building and the site
- **Operational Suitability:** Site visibility; Vehicular Circulation; Emergency Response Times; Future Expansion
- **Site & Environmental Characteristics:** Zoning & Land Use; Topography & Geotechnical; Utilities; Site Considerations; Surround Site Uses
- **Public Access:** Public Accessibility; Public Perception
- **Financial & Logistical Feasibility:** Acquisition Costs; Acquisition Difficulty; Acquisition Timeline; Infrastructure Costs

"TOP FIELD" PROPOSAL OVERVIEW



- Delivered to Superintendent Bode on July 23 (Town staff previously met with School Board in May); discussed by School Board at their Aug. 11 meeting.
- Precipitated by previous discussions related to potential shared space for other municipal/school functions and the work of the Long Range Planning Committee.
- The Town proposes to exchange three acres of District-owned property known as Top Field (Parcel A), located at the northeast corner of Community Drive and Brodie Avenue, for Town-owned property (Parcel B) of comparable size and value on Manford Avenue.
- Parcel B includes the Town-owned land upon which the District's CTE building is located and is adjacent to the District's practice field.
- This option would ensure that the District retains its current total acreage and contiguous property while enabling the Town to proceed with the construction of a new Police Department facility.

PROPOSAL CONSIDERATIONS



- With the assistance of an architectural consulting firm (Infusion Architects), the Town has thoroughly evaluated over a dozen possible sites, including property owned by the Town, property owned by the Bureau of Reclamation, commercial properties currently on the market, and others.
- Top Field (Parcel A) was identified as the best and most viable option primarily due to its ideal location, size, and possibility to swap for a similarly situated parcel adjacent to School property, a portion of which the School is leasing from the Town.
- Would leave room for playground to be relocated closer to the school.

POTENTIAL BENEFITS TO SCHOOL/COMMUNITY



- **Enhanced security** for students, faculty, and staff
 - Response time / Deterrence
- Opportunity to **address traffic** issues
- Move **playground closer** to school building
- **Relationship building** opportunities

CONCERNS/QUESTIONS



- Timing relative to School's Master Planning process
- Existing leases (CTE Building / Bike track)
- Deed restrictions on Stanley property
- Liability for bike track property
- Traffic during drop-off and pick-up
- Other possible uses for Top Field (housing for teachers?)
- Noise from sirens
- Safety concerns (arrests, sex offender registry, emergency vehicles responding to calls, etc.)
- **Other?**

STANLEY PARK/ SANBORN PROPERTY



Stanley Deed Restriction Applicability

- Southern portion of parcel (below baseball fields) is NOT subject to deed restriction
- Town previously took legal action to quiet deed restriction on southern parcel

Recreation District – Stanley Park Lease

- 27 acres
- Expires in 2029

School District – Career & Technical Education (CTE) Lease

- Executed in 2019 – no lease fee (free)
- Two 25-year terms renewable at School District sole discretion

DISCUSSION

QUESTIONS

NEXT STEPS?