



Town Board of Trustees Regular Meeting

Tuesday, July 8, 2025, 7:00 p.m.

Town Hall Board Room, 170 MacGregor Ave, Estes Park

Accessibility Statement

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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](#).

Agenda

Pledge of Allegiance

Agenda Approval

Public Comment

Town Board Comments/Liaison Reports

Town Administrator Report

Consent Agenda

1. [Expenditure Approval Lists – Bills](#)
2. Town Board Meeting & Study Session Minutes dated June 24, 2025
3. Estes Park Planning Commission Minutes dated April 15, 2025 and May 20, 2025 (acknowledgement only)

Reports & Discussion Items (Outside Entities)

1. **Base Funding Report: Estes Arts District**

Liquor Items

- 1. Resolution 69-25 Transfer of Ownership from JWC Stanley Holding, LLC dba The Stanley Hotel to Stanley Partnership for Art Culture and Education LLC dba The Stanley Hotel, 333 Wonderview Avenue, Hotel & Restaurant Liquor License**

Description: Consider the transfer of the current liquor license to the new business owner to allow them to continue the sale of alcohol at the location.

Action Items

- 1. Initiated Ordinance Petition – To Amend the Estes Park Development Code Regarding Rezonings and Planned Unit Development Applications**

Description: Town Clerk to present the citizen-initiated ordinance petition. Per state statute the Board must adopt the ordinance as presented or set an election date.

- 2. Initiated Ordinance Petition – To Repeal Section 11.4 and Associated Building Height Limits in Section 4.3 of the Estes Park Development Code**

Description: Town Clerk to present the citizen-initiated ordinance petition. Per state statute the Board must adopt the ordinance as presented or set an election date.

- 3. Ordinance 13-25 Replace Ordinance 07-22 Considering the Inclusion of Certain Properties Located within the Town of Estes Park into the Municipal Sub-District, Northern Colorado Water Conservancy District**

Description: Consider replacing the 2022 adopted ordinance for compliance with the District's rules & regulations.

4. Resolution 72-25 Increase Contingency for the Prospect Mountain Water Improvements Project

Description: Complete the project by funding additional work resulting from unforeseen construction and higher-than-anticipated costs, development and water rights fees.

5. Resolution 73-25 Contingent Award of the Spruce Knob and Carriage Hills Water Systems Construction

Description: Consider conditionally awarding the construction contract to one of the top two bidders in accordance with Town Policy 602 Local Preference.

6. Resolution 74-25 Request DOLA Amend Grant EIAF B-022 to Extend the Deadline for Broadband Planning and Implementation Grant Agreement

Description: Staff recommends reducing the construction scope due to inflationary fiscal constraints.

Reports & Discussion Items

1. Transportation Advisory Board (TAB) Next Steps – Sunsetting and Bylaws Review

Description: Review TAB role, bylaws, and possible sunsetting. Follow up on conversations at the June 10, 2025 Town Board meeting.

Request to Enter Executive Session

To discuss purchase acquisition lease transfer or sale of any real personal or other property interest, Section 24-6-402(4)(a), C.R.S., and for a conference with an attorney for the Board for the purpose of receiving legal advice on specific legal questions, Section 24-6-402(4)(b), C.R.S. - Real Property Considerations for Development of Housing at the Fish Hatchery Property.

Adjourn

Town of Estes Park, Larimer County, Colorado, June 24, 2025

Minutes of a Regular meeting of the Board of Trustees of the Town of Estes Park, Larimer County, Colorado. Meeting held in the Town Hall in said Town of Estes Park on the 24th day of June, 2025.

Present: Gary Hall, Mayor
Marie Cenac, Mayor Pro Tem
Trustees Bill Brown
Kirby Hazelton
Frank Lancaster
Mark Igel
Cindy Younglund

Also Present: Travis Machalek, Town Administrator
Jason Damweber, Deputy Town Administrator
Greg White, Special Counsel
Jackie Williamson, Town Clerk

Absent: Dan Kramer, Town Attorney

Mayor Hall called the meeting to order at 6:00 p.m.

It was **moved and seconded** (Brown/Hazelton) **to enter executive session to discuss purchase acquisition lease transfer or sale of any real personal or other property interest, Section 24-6-402(4)(a) C.R.S., and for a conference with an attorney for the Board for the purpose of receiving legal advice on specific legal questions, Section 24-6-402(4)(b), C.R.S., to discuss the purchase of real property at several potential locations for relocation of the police department, and it passed unanimously.**

The Board entered into executive session at 6:02 p.m. and concluded the executive session at 6:52 p.m.

Mayor Hall reconvened the meeting at 7:00 p.m. and all desiring to do so, recited the Pledge of Allegiance.

PROCLAMATION.

Mayor Hall proclaimed 2025 as the “Year of Philanthropy” in honor of the 50th anniversary of the NoCo Foundation which provides support to local nonprofits. Kristen Todd of the NoCo Foundation was present to thank the Board and the community for their ongoing support and noted approximately \$7 million has been donated to the Estes Valley throughout the years.

AGENDA APPROVAL.

It was **moved and seconded** (Cenac/Hazelton) **to approve the agenda**, and it passed unanimously.

PUBLIC COMMENTS.

Melissa Wood/County resident, Linda Hanick/Town resident and former Transportation Advisory Board (TAB) member, and Wally Wood/County resident and current TAB member stated concern over the discussion and decision to remove Belle Morris from the TAB; discussion to sunset TAB; the need to consider reorganizing of TAB; and the need to remove Trustee Igel as the liaison.

TRUSTEE COMMENTS.

Board comments were heard and have been summarized: TAB considered the two transportation plans and each member provided their comments on the plans rather than one letter from the Chair; questioned the role of TAB and suggested it move to an advisory board; attended the recent groundbreaking for the Habitat for Humanity on Raven Avenue; reminder of the upcoming Trustee Talk; Rooftop Rodeo to be held July 5 – 10;

a number of Board members and staff attended a Platte River Power Authority meeting with the other member communities to discuss the organic contract; Sister Cities thanked the board for taking action to support the peace pole and informational plaque for the organization; the Opioid Abatement Council was recognized by the State for their work; Clarity of Place has begun crafting recommendation for the Tourism Master Plan, completed a stakeholder survey, a resident sentiment survey, and a community visioning session; Development Code open house to be held on the rewrite of the code; commented the Town continues to be fortunate to be a member of Platte River Power Authority; the Board would discuss the future of TAB at the July 8, 2025 meeting; thanked Belle Morris for her efforts on TAB; and noted the action taken at the last meeting to remove Belle Morris from TAB was per the bylaws.

TOWN ADMINISTRATOR REPORT.

Town Administrator Machalek noted the Town expects the upcoming July 4th weekend and start of the Rooftop Rodeo to be busy, and stated individuals can text EPEVENTS to 888-777 for alerts on the fireworks show, traffic, and parking.

CONSENT AGENDA:

1. Expenditure Approval Lists - Bills.
2. Town Board Meeting and Study Session Minutes dated June 10, 2025.
3. Resolution 63-25 Amendment Seven to the Agreement with SAFEbuilt Colorado, LLC Revising the Town's Collected Permit Fees from 0% to 10% & Extending the Term to December 31, 2026 for Building Services.
4. Resolution 64-25 Renew a Memorandum of Understanding with Headwaters Economics Inc., Regarding Participation in the Community Planning Assistance for Wildfire Program.
5. Resolution 65-25 Memorandum of Understanding with the Larimer County Sheriff's Office to Complete Pre-employment Background Investigations for Police Personnel.

It was **moved and seconded** (Igel/Brown) **to approve the Consent Agenda Items 1, 2, 4, and 5**, and it passed unanimously.

Consent Item #3 - Resolution 63-25 Amendment Seven to the Agreement with SAFEbuilt Colorado, LLC Revising the Town's Collected Permit Fees from 0% to 10% & Extending the Term to December 31, 2026 for Building Services. Director Careccia stated the amendment to the contract would revise the terms of the service and extend the current Professional Services Agreement with SAFEbuilt Colorado to provide building safety services through the end of December 2026. The only change to the service agreement would be the fee schedule. Board comments and questions were summarized: the need exists to continue to review and analyze if a 90/10 split would be appropriate; questioned the Town's satisfaction with the services provided by SAFEbuilt; and whether the contract would be consistent with other communities that contract with SAFEbuilt. It was **moved and seconded** (Brown/Younglund) **to approve the Consent Agenda Item 3**, and it passed unanimously.

REPORTS AND DISCUSSION ITEMS: (Outside Entities).

1. **BASE FUNDING REPORT: ESTES NONPROFIT NETWORK.** Outreach Director McPherson thanked the Town for the continued support and valued partnership to the local nonprofits. She provided an overview of how the Network supports local nonprofits that represent 10% of the GDP and over \$300 million in revenue brought in by local nonprofits. The Network further assists nonprofits with workforce development, training over 500 board members, provides board governance training, and grant writing support.

PLANNING COMMISSION ITEMS:

- 1. ORDINANCE 08-25 REZONING 685 PEAK VIEW DRIVE FROM E-1 (ESTATE) TO R (SINGLE-FAMILY RESIDENTIAL), FRANK THEIS, CMS PLANNING AND DEVELOPMENT, INC., (OWNER-APPLICANT) DAVID EMERSON, HABITAT FOR HUMANITY OF THE ST. VRAIN VALLEY/APPLICANT.** Mayor Hall opened the public hearing and Planner Hornbeck presented an application for a proposed Zoning Map Amendment (rezoning) from E-1 (Estate) to R (Single-Family Residential) for the 4.46-acre site that contains a single residence built in 1965. The conceptual subdivision plan has twelve residential lots ranging in size from 9,000 to 18,000 square feet. He identified the site as being outside of all mapped hazard areas including flood, fire, and geologic; however, the site was previously identified as an important wildlife habitat area per the 1996 Comprehensive Plan wildlife map. It was noted the property was annexed with the Dannels Addition in 1954 with R-1 zoning with a minimum lot size of 9,000 square feet per single family dwelling, increased in 1972 to 18,000 square feet, and down-zoned again in 2000 to a less intense zoning of E-1, which requires one acre (43,560 square feet) minimum lot size per dwelling unit. He stated the application complies with the relevant standards and criteria set forth in the Estes Park Development Code (EPDC) and addressed changes in conditions related to 264% increase in home prices; the cost burden of renters with households paying more than 30% of gross income toward housing; the proposed development would be compatible and consistent with the policies and intent of the Estes Forward Comprehensive Plan and existing growth and development patterns in the area; and adequate utilities exist to serve the future proposed development. The proposed rezoning has received numerous public comments opposing the rezoning with comments including a lack of a change in conditions, incompatible with the neighborhood character and density, concern with the environmental impact related to drainage, wildlife, and wildfire risk, increase in traffic, an illegal spot zoning, and the proposed homes would not be affordable. Staff's response to the comments including the fact that changes in adopted plans and policies has occurred since the last zoning in 2000; the area is not mapped within a high fire danger; traffic memo indicates no adverse traffic impacts are anticipated; case law indicates rezoning in conformance with adopted land use policies, such as the Comprehensive Plan; would not be considered spot zoning; the proposed development is 2.6 units per acre and compatible with the development in the adjacent neighborhood; and the applicant has volunteered to record deed restrictions on eight (8) of the properties at 80 – 115% AMI. The Estes Park Planning Commission recommended the rezoning to the Town Board at their June 17, 2025 meeting with conditions of approval.

David Emerson/Habitat for Humanity noted the organization develops homeownership properties for individuals in the 80% AMI; have not had foreclosures; operate as the builder and mortgage holder for the properties; 84% of homeowners remain in their Habitat homes and grown in their homes; the individuals are vetted, stay in their homes, and become a part of the community; and Habitat has a contract to purchase the lots from the owner/developer.

Public comment in opposition of the rezoning application was heard from Mark Hewitt/County resident, Dana Fritz/Town resident, Christy Jacobs/Town resident, Stephanie Pawson/Town resident, Jed Eide/Town resident, Christann Higley/Town resident, Larry Bader/Town resident, Laura Rustin/Town resident, Steve Wende/Town resident, Norma McKern/County resident, Don Smith/County resident, Kristin Poppitz/County resident, and Rebecca Urquhart/Town resident. Those opposing stated there had not been a change in conditions in the Peak View area; stated a rezoning to R – Residential high density zoning would be spot zoning; the plan presented was poorly conceived; the rezoning and proposed plan would damage the character and quality of the adjoining properties; concern the applicant has involved Habitat Humanity to gain support for the project; concern the density of housing would increase the fuel load in the area during a wildfire; the density would increase the difficulty in evacuating the area in the case of an emergency; expressed concern with the impact on the wildlife; the proposal would not be consistent with the Comprehensive Plan; the rezoning does not meet the criteria set forth in the Development Code; a previous Town Board rejected the rezoning application; and noted the scale and intensity of use should be compatible with the neighborhood.

Those speaking in favor of the rezoning included Dan and Sara Barwinski/Town residents, Scott Moulton/Town resident and Estes Park Housing Authority Executive Director, and Jon Bryson/Town resident. Those speaking in favor stated support for Habitat for Humanity; noted the proposal would provide young families with the ability to own a home; advances the goals of the Comprehensive Plan; creates stable homes in the community; stated the proposal was the change of condition from the 2023 proposal and the development of attainable housing; the plan creates an opportunity for homeownership in the valley; housing at the price point proposed continues to be difficult and critical to the community; and the proposal would change families lives.

Board comments and question were heard and have been summarized: questioned the realistic timeframe for buildout of the eight attainable lots; questioned what binds Habitat for Humanity to the project; a condition of approval would deed restrict eight (8) lots for attainable housing; commented middle income housing has not been built for those wanting a starter home; stated concern that the proposal would be used as justification for a change in conditions; noted the development would provide diversity of housing and community within the area; the newly adopted Comprehensive Plan should not be disregarded as the process allowed for public engagement and involvement by a community led committee; the density of the property to the west of the proposed development was noted as similar; zoning should not be considered static; the rezoning of the valley in 2000 was completed by reviewing the current land use at the time and did not consider the future use of the properties; and the Board should balance the property rights of the developer and the adjacent developed properties.

Dave Emerson/Habitat for Humanity stated a purchase and sells agreement has been entered into with the developer for the eight (8) lots with the condition the developer completes the approval/entitlements within two (2) years. A deed restriction would be executed within 60 days of approval of the rezoning to ensure the lots remain attainable and could only be removed by future action of the Board.

It was moved and seconded (Hazelton/Younglund) to extend the meeting past 10:00 p.m. to complete the agenda, and it passed unanimously.

Mayor Hall closed the public hearing and it was **moved and seconded (Younglund/Hazelton) to approve Ordinance 08-25,** and it passed with Mayor Hall and Trustee Igel voting “No”.

Mayor Hall called a break at 10:00 p.m. and reconvened the meeting at 10:10 p.m.

2. **ORDINANCE 09-25 AMENDING SECTION 5.3 OF THE ESTES PARK DEVELOPMENT CODE REGARDING VEHICLE BASED ACCOMMODATIONS FOR SEASONAL EMPLOYEES.** Mayor Hall opened the public hearing and Planner Washam presented the ordinance that would extend the one-year pilot program and amend the access requirements for electric and water connections from the program, in order to allow qualified individuals to use an RV or similar vehicle as a temporary dwelling unit on private commercial property pursuant to the Estes Park Development Code section 5.3.D.7. The initial pilot program was approved by the Town Board through the approval of Ordinance 06-24 in April 9, 2024 with the program ending October 31, 2024. Inquiries were received but no applications were submitted citing “full hookups” as a limitation. The pilot program was extended with the approval of Ordinance 04-25 on April 8, 2025 with the Board directing staff to consider removing the requirement for water and electric connections for eligible vehicles to allow self-contained vehicles and increasing options for potential applicants. The proposed ordinance would remove the requirements and extend the VBASE program through October 31, 2026. Mayor Hall closed the public hearing. It was **moved and seconded (Igel/Brown) to approve Ordinance 09-25,** and it passed unanimously.

ACTION ITEMS:

1. **ORDINANCE 07-25 PROPOSED ELECTRIC RATE INCREASE.** Mayor Hall reconvened the public hearing that was continued on June 10, 2025. Meghan Helper

presented the rate study reviewed at the previous Town Board meeting. Bill Urquhart/Town resident stated he heard from customers praise for the utility's response, noted prices are too high, and the utility continues to make too much profit. He noted building confidence in the utility and addressing the concerns requires consistency with best industry practice and reasonableness. Mayor Hall closed the public hearing. It was **moved and seconded** (Hazelton/Brown) **to approve Ordinance 07-25**, and it passed unanimously.

2. **RESOLUTION 66-25 MAKING CERTAIN FINDINGS OF FACT REGARDING THE PROPOSED ANNEXATION OF ELKHORN LODGE PHASE II TO THE TOWN OF ESTES PARK.** Mayor Hall opened the public hearing. Planner Hornbeck stated the annexation was referred to the Town Board on March 25, 2025 and found to be in substantial compliance at the Town Board meeting on May 13, 2025. He presented Resolution 66-25 to determine if the Elkhorn Lodge Phase II would be eligible for annexation, determine compliance of the annexation petition submitted, and make certain findings of fact related thereto in accordance with the Municipal Annexation Act and Colorado Constitution to proceed to an annexation and zoning hearing. Staff has completed a review of the annexation application and has found it meets the criteria. Katlin Reeves/County resident questioned the urbanization of the property and how it meets the state statute to be annexed. She noted the RE-1 zoning district has been designated in the Development Code to preserve the rural character of the property, and therefore, does not meet the requirements for annexation. Mayor Hall closed the public hearing. It was **moved and seconded** (Hazelton/Cenac) **to approve Resolution 66-25**, and it passed unanimously.
3. **RESOLUTION 67-25 2045 TRANSPORTATION PLAN.** Manager Klein stated the Town Board approved a contract with Kimley-Horn to prepare a Multimodal Transportation Plan (MTP) and Transit Development Plan (TDP) to guide the implementation of projects to create a transportation network that integrates all modes of travel addressing safety, equity, and ease of navigation. The plan provides a list of prioritized projects addressing vehicular, active transportation, and transit mobility. The MTP would guide the Town's mobility and circulation for the next 20 years. The TDP performed a comprehensive needs-based evaluation of The Peak system and provided recommendations for transit service enhancement for the next five (5) years. It was **moved and seconded** (Younglund/Cenac) **to approve Resolution 67-25**, and the motion passed unanimously.
4. **RESOLUTION 68-25 AMENDMENT TO THE 2005 CONTINENTAL WATER BANK INC., WATER LEASE AGREEMENT.** Director Bergsten and Special Counsel White outlined the Town's Windy Gap water has been used as replacement water for the surrounding area, including Glacier View, Saddle Notch Ranch, Mary's Lake Campground, Cheley Camp, and the Idlewild Water Users Association. To comply with state water law as it relates to replacement water, individual well owners would each need to secure replacement water and acquire a water court-approved augmentation plan, a financially unfeasible burden for smaller properties. The Continental Water Bank (CWB) provides smaller properties with the ability to meet their replacement water obligations. The 2005 Water Lease Agreement provides CWB with a supply of replacement water. The agreement would include an annual fee to cover administrative costs, an annual lease payment to the Town, the temporary transfer of six (6) Colorado-Big Thompson (C-BT) units from the company to the Town, and require a CWB property to annex upon the request of the Town or upon the property being provided water service by the Town. It was **moved and seconded** (Lancaster/Hazelton) **to approve Resolution 68-25**, and it passed unanimously.
5. **ORDINANCE 10-25 LAND LEASE WITH PLATTE RIVER POWER AUTHORITY (PRPA) FOR LOT 4, ELM ROAD 2ND ADDITION.** Mayor Hall opened the public hearing. Director Bergsten stated Platte River Power Authority (PRPA), the Town's municipally owned wholesale power and transmission provider, requires a utility-scale battery site in Estes Park. The project would support PRPA's Resource Diversification Policy to decarbonize the electric generation while maintaining or improving reliability. The undeveloped Town owned site connects to the Town's electric supply station, making it ideal for battery infrastructure. The property would be leased to PRPA who

would then sublease it to a private partner able to leverage federal tax credits to reduce the project's total cost. Town Board comments and questions were heard and summarized: questioned the number of batteries that would be included; whether a development plan would be needed and would the lease be contingent on the development plan; esthetics would be a concern as Moraine leads to the entrance of Rocky Mountain National Park; concern was heard on the visibility of the site and the environmental impacts; questioned the value of the land; questioned if other Town owned properties were considered; and noted the importance of continuity of power and a stable foundation of power. Mayor Hall closed the public hearing. **It was moved and seconded** (Hazelton/Brown) **to approve Ordinance 10-25**, and it passed unanimously.

Whereupon Mayor Hall adjourned the meeting at 11:12 p.m.

Gary Hall, Mayor

Jackie Williamson, Town Clerk

RECORD OF PROCEEDINGS

Town of Estes Park, Larimer County, Colorado June 24, 2025

Minutes of a Study Session meeting of the **TOWN BOARD** of the Town of Estes Park, Larimer County, Colorado. Meeting held at Town Hall in the Board Room in said Town of Estes Park on the 24th day of June, 2025.

Board: Mayor Hall, Mayor Pro Tem Cenac, Trustees Brown, Hazelton, Igel, Lancaster, and Younglund

Attending: All

Also Attending: Town Administrator Machalek, Deputy Town Administrator Damweber, Special Counsel White, and Deputy Town Clerk Beers

Absent: Town Attorney Kramer

Mayor Hall called the meeting to order at 3:40 p.m.

STATE WILDFIRE CODE. The Colorado Department of Public Safety, Division of Fire Prevention and Control, through establishment of a Wildfire Resiliency Code Board, would be adopting the Colorado Wildfire Resiliency Code on June 30, 2025 establishing minimum standards for the protection of life and property from the hazards of wildfire. Municipalities would have nine months (March 31, 2026) from State adoption to adopt their own wildfire regulations meeting or exceeding those established in the Code. Director Careccia introduced Dan Wester/SAFEbuilt Chief Building Official, Jon Landkamer/Estes Valley Fire Protection District (EVFPD) Division Chief and Stacey Sutherland/EVFPD Prevention Lieutenant who were present to answer questions. Division Chief Landkamer reviewed the draft Code which addressed: establishing a code official to administer and enforce the Code; permits required for applicable construction; would establish criteria for the submittal and preparation of construction documents; identify wildfire hazard areas via official maps; regulations for structure hardening to reduce risk of ignition; and establish requirements for plantings, trees, walls, and fences within designated ignition zones around structures. He stated the Town of Estes Park and the EVFPD act as a compliance agency and would be responsible for identifying which hazard map to adopt. If adopted, the Code would supersede the adopted International Building Code and would require evaluations and compliance on construction and alterations for new, existing, and moved structures and their appendices which reside within the designated Wildland Urban Interface (WUI) areas.

Board comments and questions have been summarized: requested additional detail on the provisions for alterations of the exterior of the structure, the process for obtaining approval, and from which agency; how wildfire risks are identified and by which agencies; requested clarification on which areas are identified as high-risk; questioned if there are price comparisons for the use of specific non-combustible material; questioned fencing which contains a percentage of combustible material may be impacted by the Code; how testing of materials would be conducted; how homeowners insurance companies may be mandating compliance with the Code; and questioned if staff anticipates sections where the wildfire code and building code conflict with each other.

BUSINESS VIEWPOINT. Brownfield's Manager Palmesano spoke regarding Estes Park's unique location, hospitality, visitation, nature and the lasting impacts of a positive customer experience. There being no Board questions, they thanked Manager Palmesano for the presentation, her observations and perspective on the customer experience.

Town Board Study Session – June 10, 2025 – Page 2

POLICE DEPARTMENT FACILITY UPDATE. Staff provided a status update on efforts to relocate the Police Department (PD) out of Town Hall. In late 2024, the Town contracted with Redstone Architects Inc. and Infusion Architects to conduct a pre-design study to identify programmatic and space needs, and evaluate potential sites which involved engagement with the Town and PD leadership. The pre-design study included a space needs analysis, review of potential locations, conceptual floor and site plans, and cost projections. Chief Stewart provided facility project goals and objectives including: identify a central location which optimizes response to critical infrastructure such as schools, special events, and downtown; a safe and secure facility with public and secure separations for both the building and the site; safe and welcoming environment for staff and the community; opportunity to expand services and community outreach events; and a modern state of the art facility would address retention and recruitment while providing space for the public and the department for public purposes. Staff noted the existing space and uses in Town Hall which was estimated at 7,644 square feet. Melissa Jennings and Randal Johnson, design consultants, reviewed the space analysis and the method for determining square footage, identifying efficient use of essential space and options for a single or multi-story building. Finance Director Zimmerman reviewed construction cost of a 30,000 square foot facility with anticipated construction in 2027 at \$31,359,000, with a total project cost of approximately \$33 million with land acquisition and financing cost. The annual debt service would be dependent on the financing option and has been estimated at approximately \$2,230,788 - \$2,245,675. A comparative analysis of neighboring municipalities PD relocations was reviewed including: staff size, square footage, and financing for Timnath, Windsor, Evans, Firestone, and Erie. Staff stated the Town does not have funds appropriated for land acquisition, relocation, or construction of a new facility. Staff stated the use of current sales tax revenues or certificates of participation (COPs) would not require a ballot issue presented to registered voters. Alternative methods for financing could include a new or increased sales tax, or a general obligation bond funded by property tax. Both options would require a ballot issue presented to registered voters. Based on ongoing impacts and challenges the current PD facility poses to the professional management and execution of law enforcement responsibilities, staff recommended a bond authorization ballot issue at the April 2026 Municipal Election or General Election on November 4, 2026. Staff requested Board feedback and guidance on the proposed financing and ballot timeline for the construction of a new facility.

Board comments and questions have been summarized: concerned the facility may need to be increased to address future needs; questioned the availability of grants to offset costs; questioned if staff anticipates changes to sales tax revenues that may impact the project; and could the PD building qualify as the collateral for COPs. Additional discussion ensued regarding recent state legislation that provides fire districts the ability to pursue sales tax to fund operations, potentially lower sales tax rates for the larger district service area, and eliminate the Town's sales tax allocation to fund operations.

TRUSTEE & ADMINISTRATOR COMMENTS & QUESTIONS.

None.

FUTURE STUDY SESSION AGENDA ITEMS.

It was requested and determined the Business Use of Golf Carts on Trails would be handed over to the Transportation Advisory Board for public input to be presented as a Report & Discussion Item at a future meeting, and the Visit Estes Park Intergovernmental Agreement with Larimer County; and a Joint Study Session with the EVFPD were approved/unscheduled.

There being no further business, Mayor Hall adjourned the meeting at 5:33 p.m.

Bunny Victoria Beers, Deputy Town Clerk

Minutes of a Regular meeting of the **ESTES PARK PLANNING COMMISSION** of the Town of Estes Park, Larimer County, Colorado. Meeting was held in said Town of Estes Park on April 15, 2025.

Commission: Chair Charles Cooper, Vice Chair David Arterburn, Dick Mulhern, Chris Pawson

Attending: Commissioners Cooper, Arterburn, Mulhern, Pawson, Community Development Director Steve Careccia, Planner Paul Hornbeck, Town Attorney Dan Kramer, Recording Secretary Karin Swanlund

Absent: none

Chair Cooper called the meeting to order at 1:30 p.m. There were six people in the audience.

INTRODUCTIONS

AGENDA APPROVAL

It was moved and seconded (Cooper/Mulhern) to approve the agenda. The motion passed 4-0.

CONSENT AGENDA APPROVAL

It was moved and seconded (Arterburn/Mulhern) to approve the consent agenda. The motion passed 4-0.

PUBLIC COMMENT: none

ACTION ITEMS:

- 1. Election of Officers

It was moved and seconded (Mulhern/Pawson) to appoint Charles Cooper as Chair and David Arterburn as Vice Chair. The motion passed 4-0.

- 2. Rezone 685 Peak View Dr. Senior Planner Hornbeck
Request to continue the item to the May 20, 2025 Planning Commission meeting

It was moved and seconded (Arterburn/Mulhern) to approve the continuance request. The motion passed 4-0.

DISCUSSION:

- 1. Design Workshop Consultants Development Code Update
Eric Krohngold and Phillip Supino reviewed the plan and cadence of the project they have been hired to do. They asked that the Planning Commission be the driving force/steering committee for the rewrite, requesting candid, direct feedback.

Summary of presentation:

Process Discussion included key goals for the Code update. (see Commissioner comments below)

The implementation of Housing, Natural Environment, Built Environment, and Transportation, all subjects taken from the Comprehensive Plan action statements, was also discussed.

Next steps: Meet with the Board of Trustees, organize code recommendations, hold a community open house on June 25, and launch the project website.

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Commissioner Comments/Questions:

Balance is key

Community Member input: how and where

Localize “Best Practices”

Ensure transparency of changes

Ensure consistency with Community Values

Differentiate aspirational vs. law

Wildlife buffers/migration- updated information needed

Revise land use definitions that do not match the Zoning District

Affordable Housing/Starter Home Zoning should be explored

Rezoning requirements and density issues need to be addressed

Changes in conditions need clarity

Design Standards should address quality development

Update drainage/landscape/lighting standards

Sidewalks/Paths to nowhere do not seem practical

Address building maintenance/blight/aesthetics

Fire mitigation

Development incentives for builders to develop what the Town wants

Housing terms: workforce, affordable, attainable, need clarity

Parking standards/incentives

2. Member Recruitment

Director Careccia reported that the open Commissioner position is being actively recruited. He asked that current Commissioners spread the word.

3. Upcoming meetings

The May 20th meeting will have three action items: VBASE update, the Stanley Park courts plan, and the Coyote Run rezone. A joint meeting with the Town Board will be scheduled for early June.

There being no further business, Chair Cooper adjourned the meeting at 3:30 p.m.

Chuck Cooper, Chair

Karin Swanlund, Recording Secretary

Town of Estes Park, Larimer County, Colorado, May 20, 2025

Minutes of a Regular meeting of the **ESTES PARK PLANNING COMMISSION** of the Town of Estes Park, Larimer County, Colorado. Meeting was held in said Town of Estes Park on May 20, 2025.

Commission: Chair Charles Cooper, Vice Chair David Arterburn, Dick Mulhern, Chris Pawson

Attending: Commissioners Cooper, Arterburn, Mulhern, Pawson, Community Development Director Steve Careccia, Planner Kara Washam, Town Board Liaison Frank Lancaster, Recording Secretary Karin Swanlund

Absent: Mulhern, Pawson

Chair Cooper called the meeting to order at 1:30 p.m. There were three people in the audience.

INTRODUCTIONS

There was no quorum; therefore, no official meeting was held.

AGENDA APPROVAL

CONSENT AGENDA APPROVAL

PUBLIC COMMENT:

CONTINUED ITEMS:

- 1. Rezone 685 Peak View Dr.
Request to continue the item to the June 17, 2025, Planning Commission meeting

ACTION ITEMS:

- 1. Code Amendment Vehicle-Based Accommodations Planner II, Washam

A request to consider an amendment of the Estes Park Development Code (EPDC) to remove the requirement for electric and water availability for the Vehicle-Based Accommodations for Seasonal Employees (VBASE) program

DISCUSSION:

- 1. Community Conversations Eric White, Adult Services Director
Estes Valley Library.

Eric shared a slide show explaining Community Conversations and how it will benefit the Development Code update. The main goal is to give people from across the community a voice and inform decision-making.

There being no further business, Chair Cooper adjourned the meeting at 1:50 p.m.

Chuck Cooper, Chair

Karin Swanlund, Recording Secretary



Report

To: Honorable Mayor Hall & Board of Trustees

Through: Town Administrator Machalek

From: Director Endsley

Department: Town Administrator's Office

Date: July 8, 2025

Subject: Base Funding Report: Estes Arts District

No packet material was provided for this item



Memo

To: Honorable Mayor Hall & Board of Trustees

Through: Town Administrator Machalek

From: Jackie Williamson, Town Clerk

Department: Town Clerk

Date: July 8, 2025

Subject: Resolution 69-25 Transfer of Ownership from JWC Stanley Holding, LLC dba The Stanley Hotel to Stanley Partnership for Art Culture and Education LLC dba The Stanley Hotel, 333 Wonderview Avenue, Hotel & Restaurant Liquor License

Type: Public Hearing, Quasi-Judicial

Objective:

Transfer an existing liquor license located at 333 Wonderview Avenue to the applicant, Stanley Partnership for Art Culture and Education LLC dba The Stanley Hotel.

Present Situation:

A Hotel & Restaurant license is currently held at the location referenced above by JWC Stanley Holding, LLC dba The Stanley Hotel. The applicant is requesting a transfer of the license and submitted a complete application to the Town Clerk's office on May 15, 2025, and a temporary permit was issued May 15, 2025. The temporary permit authorizes the transferee to continue the sale of alcohol as permitted under the current license while the application to transfer ownership of the license is pending. The applicant submitted all necessary paperwork and fees and has previously completed TIPS training.

Proposal:

The Town Board to review and consider the application to transfer the existing license to Stanley Partnership for Art Culture and Education LLC dba The Stanley Hotel.

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.

Advantages:

The transfer of the license provides the business owner with the opportunity to continue operating an existing, liquor-licensed establishment without an interruption of service to its clientele.

Disadvantages:

The business owner is denied the opportunity to continue operating an existing liquor-licensed business during the licensing process

Action Recommended:

Approval to transfer the existing Hotel & Restaurant liquor license to Stanley Partnership for Art Culture and Education LLC dba The Stanley Hotel.

Finance/Resource Impact:

The fee paid to the Town of Estes Park for a Hotel & Restaurant liquor license transfer is \$1319. The fee covers the administrative costs related to processing the application, background checks, and business licensing. In addition, the renewal fee payable to the Town for a Hotel & Restaurant liquor license is \$869 per year.

Level of Public Interest:

Low.

Sample Motion:

I move to **approve/deny** Resolution 69-25 for the transfer of Hotel & Restaurant liquor license filed by Stanley Partnership for Art Culture and Education LLC dba The Stanley Hotel.

Attachments:

1. Procedures for Transfer
2. Resolution 69-25
3. Application, Diagram, Individual History

PROCEDURE FOR TRANSFER OF LIQUOR LICENSE

MAYOR.

The next order of business is convening the Liquor Licensing Authority for the Town of Estes Park. A public hearing on the application to transfer a Hotel & Restaurant liquor license held by JWC Stanley Holding, LLC dba The Stanley Hotel to Stanley Partnership for Art Culture and Education LLC dba The Stanley Hotel, 333 Wonderview Avenue, Estes Park, Colorado.

TOWN CLERK.

Will present the application to transfer a Hotel & Restaurant license to Stanley Partnership for Art Culture and Education LLC dba The Stanley Hotel and confirm the following:

- The application was filed **May 15, 2025**.
- The Town has received all necessary fees and hearing costs.
- The applicant is filing as a **LLC**.
- There is no police report with regard to the investigation of the applicant as the applicant is a quasi-governmental entity.
- Status of T.I.P.S. Training: **Complete**

MAYOR.

- Ask the Board of Trustees if there are any questions of any person speaking at any time during the course of this hearing.
- Declare the public hearing closed.

MOTION:

I move that Resolution 69-25 be approved/denied to transfer a Hotel & Restaurant license held by JWC Stanley Holding, LLC dba The Stanley Hotel to Stanley Partnership for Art Culture and Education LLC dba The Stanley Hotel, 333 Wonderview Avenue, Estes Park, Colorado.

CLOSING:

I declare the Liquor Licensing Authority for the Town of Estes Park is adjourned and I now reconvene the regular Town Board meeting.

RESOLUTION 69-25

APPROVING A TRANSFER OF A HOTEL & RESTAURANT LIQUOR LICENSE FROM
JWC STANLEY HOLDING, LLC DBA THE STANLEY HOTEL TO
STANLEY PARTNERSHIP FOR ART CULTURE AND EDUCATION LLC DBA
THE STANLEY HOTEL, 333 WONDERVIEW AVENUE, ESTES PARK, CO 80517

WHEREAS, the Town Board of Trustees acting in their capacity as the Liquor Licensing Authority for the Town of Estes Park held a public hearing on July 8, 2025 for a Transfer of a Hotel & Restaurant Liquor License, filed by Stanley Partnership for Art Culture and Education LLC dba The Stanley Hotel, 333 Wonderview Avenue; and

WHEREAS, C.R.S. § 44-3-303 and § 44-3-307 and Regulation 304 requires the licensing authority shall consider the requirements outlined in said sections for a transfer application; and

WHEREAS, the Board of Trustees finds the application meets the requirements outlined in the aforementioned section of the statutes and liquor regulations for the granting of this transfer of a liquor license.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF ESTES PARK, COLORADO:

The Board approves the application for a Transfer of a Hotel & Restaurant Liquor License, filed by Stanley Partnership for Art Culture and Education LLC dba The Stanley Hotel, 333 Wonderview Avenue, Estes Park, Colorado.

DATED this _____ day of _____, 2025.

TOWN OF ESTES PARK

Mayor

ATTEST:

Town Clerk

APPROVED AS TO FORM:



Town Attorney

DR 8404 (08/08/24)
 COLORADO DEPARTMENT OF REVENUE
 Liquor Enforcement Division
 PO BOX 17087
 Denver CO 80217-0087
 (303) 205-2300

Colorado Liquor Retail License Application

* **Note that the Division will not accept cash** ☐ Paid by Check Date Uploaded to Movelt

☒ Paid Online

☐ New License ☐ New-Concurrent ☒ Transfer of Ownership ☐ State Property Only ☐ Master file

- All answers must be printed in black ink or typewritten
- Applicant must check the appropriate box(es)
- Applicant should obtain a copy of the Colorado Liquor and Beer Code: SBG.Colorado.gov/Liquor

Applicant is applying as a/an ☐ Individual ☒ Limited Liability Company ☐ Association or Other
☐ Corporation ☐ Partnership (includes Limited Liability and Married Couple Partnerships)

Applicant Name If an LLC, name of LLC; if partnership, at least 2 partner's names; if corporation, name of corporation

Stanley Partnership for Art Culture and Education LLC

FEIN Number

99-4053826

State Sales Tax Number

[REDACTED]

Trade Name of Establishment (DBA)

The Stanley Hotel

Business Telephone

(970) 577-4000

Address of Premises (specify exact location of premises, include suite/unit numbers)

333 Wonderview Avenue

City

Estes Park

County

Larimer

State

CO

ZIP Code

80517

Mailing Address (Number and Street)

333 Wonderview Avenue

City or Town

Estes Park

State

CO

ZIP Code

80517

Email Address

mrrios@StanleyHotel.com

If the premises currently has a liquor or beer license, you **must** answer the following questions.

Present Trade Name of Establishment (DBA)

The Stanley Hotel

Present State License Number

12-72337

Present Class of License

Hotel & Restaurant (City)

Present Expiration Date

09/17/2025

Section A Nonrefundable application fees*

- ☐ Application Fee for New License\$1,100.00
- ☐ Application Fee for New License with Concurrent Review\$1,200.00
- ☒ Application Fee for Transfer.....\$1,100.00

Section B Liquor License Fees*

- ☐ Add Optional Premises to H & R\$100.00 X Total
- ☐ Add Sidewalk Service Area.....\$75.00
- ☐ Arts License (City).....\$308.75
- ☐ Arts License (County).....\$308.75
- ☐ Beer and Wine License (City).....\$351.25
- ☐ Beer and Wine License (County).....\$436.25
- ☐ Brew Pub License (City).....\$750.00
- ☐ Brew Pub License (County).....\$750.00
- ☐ Campus Liquor Complex (City)\$500.00
- ☐ Campus Liquor Complex (County)\$500.00
- ☐ Campus Liquor Complex (State)\$500.00
- ☐ Club License (City)\$308.75
- ☐ Club License (County).....\$308.75
- ☐ Distillery Pub License (City).....\$750.00
- ☐ Distillery Pub License (County)\$750.00
- ☐ Entertainment Facility License (City).....\$500.00
- ☐ Entertainment Facility License (County).....\$500.00
- ☒ Hotel and Restaurant License (City).....\$500.00
- ☐ Hotel and Restaurant License (County)\$500.00
- ☐ Hotel and Restaurant License with one optional premises (City).....\$600.00
- ☐ Hotel and Restaurant License with one optional premises (County).....\$600.00

Section B Liquor License Fees* (Continued)

<input type="checkbox"/>	Liquor-Licensed Drugstore (City).....	\$227.50
<input type="checkbox"/>	Liquor-Licensed Drugstore (County).....	\$312.50
<input type="checkbox"/>	Lodging Facility License (City).....	\$500.00
<input type="checkbox"/>	Lodging Facility License (County)	\$500.00
<input type="checkbox"/>	Manager Registration - H & R	\$30.00
<input type="checkbox"/>	Manager Registration - Tavern	\$30.00
<input type="checkbox"/>	Manager Registration - Lodging & Entertainment	\$30.00
<input type="checkbox"/>	Manager Registration - Campus Liquor Complex	\$30.00
<input type="checkbox"/>	Optional Premises License (City)	\$500.00
<input type="checkbox"/>	Optional Premises License (County)	\$500.00
<input type="checkbox"/>	Racetrack License (City)	\$500.00
<input type="checkbox"/>	Racetrack License (County)	\$500.00
<input type="checkbox"/>	Resort Complex License (City).....	\$500.00
<input type="checkbox"/>	Resort Complex License (County).....	\$500.00
<input type="checkbox"/>	Related Facility - Campus Liquor Complex (City).....	\$160.00
<input type="checkbox"/>	Related Facility - Campus Liquor Complex (County)	\$160.00
<input type="checkbox"/>	Related Facility - Campus Liquor Complex (State)	\$160.00
<input type="checkbox"/>	Retail Gaming Tavern License (City).....	\$500.00
<input type="checkbox"/>	Retail Gaming Tavern License (County).....	\$500.00
<input type="checkbox"/>	Retail Liquor Store License - Additional (City).....	\$227.50
<input type="checkbox"/>	Retail Liquor Store License - Additional (County).....	\$312.50
<input type="checkbox"/>	Retail Liquor Store (City)	\$227.50

Section B Liquor License Fees* (Continued)

- ☐ Retail Liquor Store (County).....\$312.50
- ☐ Tavern License (City).....\$500.00
- ☐ Tavern License (County).....\$500.00
- ☐ Vintners Restaurant License (City).....\$750.00
- ☐ Vintners Restaurant License (County).....\$750.00

Questions? Visit: SBG.Colorado.gov/Liquor for more information

Do not write in this space - For Department of Revenue use only

Liability Information

License Account Number

Liability Date

License Issued Through (Expiration Date)

Total

\$

Application Documents Checklist and Worksheet

Instructions: This checklist should be utilized to assist applicants with filing all required documents for licensure. **All** documents must be properly signed and correspond with the name of the applicant exactly. **All** documents must be typed or legibly printed. Upon final State approval the license will be mailed to the local licensing authority. Application fees are nonrefundable.

Questions? Visit: SBG.Colorado.gov/Liquor for more information

Items submitted, please check all appropriate boxes completed or documents submitted

I. Applicant information

- ☒ Applicant/Licensee identified
- ☒ State sales tax license number listed or applied for at time of application
- ☒ License type or other transaction identified
- ☒ Return originals to local authority (additional items may be required by the local licensing authority)
- ☒ All sections of the application need to be completed
- ☐ Master file applicants must include the Application for Master File form DR 8415 and applicable fees to this Retail License Application

II. Diagram of the premises

- ☒ No larger than 8½" X 11"
- ☒ Dimensions included (does not have to be to scale). Exterior areas should show type of control (fences, walls, entry/exit points, etc.)
- ☒ Separate diagram for each floor (if multiple levels)
- ☒ Return originals to local authority (additional items may be required by the local licensing authority)
- ☒ Kitchen - identified if Hotel and Restaurant
- ☒ Bold/Outlined Licensed Premises

III. Proof of property possession (One Year Needed)

- ☒ Deed in name of the applicant (or) (matching Applicant Name provided on page 1) date stamped / filed with County Clerk
- ☐ Lease in the name of the applicant (or) (matching Applicant Name provided on page 1)
- ☐ Lease assignment in the name of the applicant with proper consent from the landlord and acceptance by the applicant
- ☐ Other agreement if not deed or lease. (matching Applicant Name provided on page 1)

IV. Background information (DR 8404-I) and financial documents

- ☒ Complete DR 8404-I for each principal (individuals with more than 10% ownership, officers, directors, partners, members)
- ☒ Fingerprints taken and submitted to the appropriate Local Licensing Authority through an approved State Vendor. Master File applicants submit results to the State
Do not complete fingerprint cards prior to submitting your application.
The Vendors are as follows:
IdentoGO
Appointment Scheduling Website: <https://uenroll.identogo.com/workflows/25YQHT>
Phone: 844-539-5539 (toll-free)
IdentoGO FAQs: <https://cbi.colorado.gov/sections/biometric-identification-and-records-unit/biometric-identification-and-records-unit-faqs>
State Liquor Code for IdentoGO: 25YQHT
Colorado Fingerprinting
Appointment Scheduling Website: <http://www.coloradofingerprinting.com/cabs/>
Phone: 720-292-2722 833-224-2227 (toll free)
State Liquor Code for Colorado Fingerprinting: C030LIQI

- ☐ Purchase agreement, stock transfer agreement, and/or authorization to transfer license
- ☐ List of all notes and loans (Copies to also be attached)

V. Sole proprietor/husband and wife partnership (if applicable)

- ☐ Form DR 4070 Lawful Presence Affidavit
- ☐ Copy of State issued Driver's License or Colorado Identification Card for each applicant

VI. Corporate applicant information (if applicable)

- ☐ Certificate of Incorporation
- ☐ Certificate of Good Standing
- ☐ Certificate of Authorization if foreign corporation (out of state applicants only)

VII. Partnership applicant information (if applicable)

- ☐ Partnership Agreement (general or limited).
- ☐ Certificate of Good Standing

VIII. Limited Liability Company applicant information (if applicable)

- ☒ Copy of articles of organization
- ☒ Certificate of Good Standing
- ☒ Copy of Operating Agreement (if applicable)
- ☐ Certificate of Authority if foreign LLC (out of state applicants only)

IX. Manager registration for Hotel and Restaurant, Tavern, Lodging & Entertainment, and Campus Liquor Complex licenses when included with this application

- ☒ \$30.00 fee
- ☐ If owner is managing, no fee required

1. Is the applicant (including any of the partners if a partnership; members or managers if a limited liability company; or officers, stockholders or directors if a corporation) or managers under the age of twenty-one years?..... ☐ Yes ☒ No

2. Has the applicant (including any of the partners if a partnership; members or managers if a limited liability company; or officers, stockholders or directors if a corporation) or managers ever (in Colorado or any other state):

a. Been denied an alcohol beverage license?..... ☐ Yes ☒ No

b. Had an alcohol beverage license suspended or revoked?..... ☐ Yes ☒ No

c. Had interest in another entity that had an alcohol beverage license suspended or revoked?..... ☐ Yes ☒ No

If you answered yes to a, b or c above, explain in detail on a separate sheet.

3. Has a liquor license application (same license class), that was located within 500 feet of the proposed premises, been denied within the preceding two years?..... ☐ Yes ☒ No

If "yes", explain in detail.

4. Are the premises to be licensed within 500 feet, of any public or private school that meets compulsory education requirements of Colorado law, or the principal campus of any college, university or seminary? ☐ Yes ☒ No

or

Waiver by local ordinance? ☐ Yes ☐ No

Other

5. Is your Liquor Licensed Drugstore (LLDS) or Retail Liquor Store (RLS) within 1500 feet of another retail liquor license for off-premises sales in a jurisdiction with a population of greater than (>) 10,0000? **NOTE:** The distance shall be determined by a radius measurement that begins at the principal doorway of the LLDS/RLS premises for which the application is being made and ends at the principal doorway of the Licensed LLDS/RLS.....N/A ☐ Yes ☐ No

6. Is your Liquor Licensed Drugstore (LLDS) or Retail Liquor Store (RLS) within 3000 feet of another retail liquor license for off-premises sales in a jurisdiction with a population of less than (<) 10,0000? **NOTE:** The distance shall be determined by a radius measurement that begins at the principal doorway of the LLDS/RLS premises for which the application is being made and ends at the principal doorway of the Licensed LLDS/RLS.....N/A ☐ Yes ☐ No

For additional Retail Liquor Store only.

a. Was your Retail Liquor Store License issued on or before January 1, 2016?... ☐ Yes ☐ No

b. Are you a Colorado resident?.....N/A ☐ Yes ☐ No

7. Has a liquor or beer license ever been issued to the applicant (including any of the partners, if a partnership; members or manager if a Limited Liability Company; or officers, stockholders or directors if a corporation)? If yes, identify the name of the business and list any **current** financial interest in said business including any loans to or from a licensee..... ☒ Yes ☐ No

8. Does the applicant, as listed on line 2 of this application, **have legal possession of the premises by ownership**, lease or other arrangement?..... ☒ Yes ☐ No

☒ Ownership ☐ Lease ☐ Other (Explain in detail)

a. If leased, list name of landlord and tenant, and date of expiration, **exactly** as they appear on the lease:

Landlord

Tenant

Stanley Partnership for Art Culture and Education LLC

Expires

b. Is a percentage of alcohol sales included as compensation to the landlord? If yes, complete question on page 9..... ☐ Yes ☒ No

c. Attach a diagram that designates the area to be licensed in black bold outline (including dimensions) which shows the bars, brewery, walls, partitions, entrances, exits and what each room shall be utilized for in this business. This diagram should be no larger than 8½" X 11".

9. Who, besides the owners listed in this application (including persons, firms, partnerships, corporations, limited liability companies) will loan or give money, inventory, furniture or equipment to or for use in this business; or who will receive money from this business? Attach a separate sheet if necessary.

Last Name		First Name	
<input type="text" value="None"/>		<input type="text"/>	
Date of Birth (MM/DD/YY)	FEIN or SSN Number	Interest/Percentage	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Last Name		First Name	
<input type="text"/>		<input type="text"/>	
Date of Birth (MM/DD/YY)	FEIN or SSN Number	Interest/Percentage	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Last Name		First Name	
<input type="text"/>		<input type="text"/>	
Date of Birth (MM/DD/YY)	FEIN or SSN Number	Interest/Percentage	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Attach copies of all notes and security instruments and any written agreement or details of any oral agreement, by which any person (including partnerships, corporations, limited liability companies, etc.) will share in the profit or gross proceeds of this establishment, and any agreement relating to the business which is contingent or conditional in any way by volume, profit, sales, giving of advice or consultation.

10. Optional Premises or Hotel and Restaurant Licenses with Optional Premises:

Has a local ordinance or resolution authorizing optional premises been adopted? ☐ Yes ☐ No

Number of additional Optional Premise areas requested. (See license fee chart)

For the addition of a Sidewalk Service Area per Regulation 47-302(A)(4), include a diagram of the service area and documentation received from the local governing body authorizing use of the sidewalk. Documentation may include but is not limited to a statement of use, permit, easement, or other legal permissions.

11. Liquor Licensed Drugstore (LLDS) applicants, answer the following:

a. Is there a pharmacy, licensed by the Colorado Board of Pharmacy, located within the applicant's LLDS premise? ☐ Yes ☐ No

If "yes" a copy of license must be attached.

12. Club Liquor License applicants answer the following: Attach a copy of applicable documentation

a. Is the applicant organization operated solely for a national, social, fraternal, patriotic, political or athletic purpose and not for pecuniary gain?..... ☐ Yes ☐ No N/A

b. Is the applicant organization a regularly chartered branch, lodge or chapter of a national organization which is operated solely for the object of a patriotic or fraternal organization or society, but not for pecuniary gain?..... ☐ Yes ☐ No

c. How long has the club been incorporated?.....

d. Has applicant occupied an establishment for three years (three years required) that was operated solely for the reasons stated above?..... ☐ Yes ☐ No

13. Brew-Pub, Distillery Pub or Vintner's Restaurant applicants answer the following:

a. Has the applicant received or applied for a Federal Permit? (Copy of permit or application must be attached)..... ☐ Yes ☐ No N/A

14. Campus Liquor Complex applicants answer the following:

a. Is the applicant an institution of higher education?..... ☐ Yes ☐ No N/A

b. Is the applicant a person who contracts with the institution of higher education to provide food services?..... ☐ Yes ☐ No

If "yes" please provide a copy of the contract with the institution of higher education to provide food services.

15. For all on-premises applicants.

a. For all Liquor Licensed Drugstores (LLDS) the Permitted Manager must also submit an Manager Permit Application - DR 8000 and fingerprints.

Last Name of Manager

First Name of Manager

16. Does this manager act as the manager of, or have a financial interest in, any other liquor licensed establishment in the State of Colorado? If yes, provide name, type of license and account number...... ☒ Yes ☐ No

Name

Type of License

Account Number

17. Related Facility - Campus Liquor Complex applicants answer the following:

- a. Is the related facility located within the boundaries of the Campus Liquor Complex?..... ☐ Yes ☐ No N/A

If yes, please provide a map of the geographical location within the Campus Liquor Complex.

If no, this license type is not available for issues outside the geographical location of the Campus Liquor Complex.

- b. Designated Manager for Related Facility - Campus Liquor Complex

Last Name of Manager

First Name of Manager

18. Entertainment Facility License

N/A

If Applicant is applying for an Entertainment Facility License, you affirm that your business model and aligns with the statutory privileges and requirements: ☐ Yes ☐ No

Pursuant to 44-3-103(15.5) C.R.S., an Entertainment Facility means an establishment in which the primary business is to provide the public with sports or entertainment activities within its licensed premises; and that, incidental to its primary business, sells and serves alcohol beverages at retail for consumption on the licensed premises; and has sandwiches and light snacks available for consumption on the licensed premises.

If Applicant is applying for a Lodging Facility License, you affirm that your business model and aligns with the statutory privileges and requirements: ☐ Yes ☐ No

Pursuant to 44-3-103(29) C.R.S., a Lodging Facility means an establishment in which the primary business is to provide the public with sleeping rooms and meeting facilities; and that sells and serves alcohol beverages at retail for consumption on the licensed premises; and has sandwiches and light snacks available for consumption on the licensed premises.

19. Tax Information.

- a. Has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant, been found in final order of a tax agency to be delinquent in the payment of any state or local taxes, penalties, or interest related to a business?..... ☐ Yes ☒ No
- b. Has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant failed to pay any fees or surcharges imposed pursuant to section 44-3-503, C.R.S.?..... ☐ Yes ☒ No

If applicant is a corporation, partnership, association or limited liability company, applicant must list all **Officers, Directors, General Partners, and Managing Members**. In addition, applicant must list any stockholders, partners, or members with **ownership of 10% or more in the applicant**. All persons listed below must also attach form DR 8404-I (Individual History Record), and make an appointment with an approved State Vendor through their website. See application checklist, Section IV, for details.

Name				Date of Birth (MM/DD/YY)	
Colorado Educational and Cultural Facilities Authority				N/A	
Street Address					
180 Glenarm Place, Suite 1201					
City	State	ZIP Code	Position	% Owned	
Denver	CO	80202	Member	100	
Name				Date of Birth (MM/DD/YY)	
John Cullen IV				<div></div>	
Street Address					
210 Twin Owl Lane					
City	State	ZIP Code	Position	% Owned	
Estes Park	CO	80517	CEO/ Manager	0	
Name				Date of Birth (MM/DD/YY)	
<div></div>				<div></div>	
Street Address					
<div></div>					
City	State	ZIP Code	Position	% Owned	
<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	
Name				Date of Birth (MM/DD/YY)	
<div></div>				<div></div>	
Street Address					
<div></div>					
City	State	ZIP Code	Position	% Owned	
<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	
Name				Date of Birth (MM/DD/YY)	
<div></div>				<div></div>	
Street Address					
<div></div>					
City	State	ZIP Code	Position	% Owned	
<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	

- ** If applicant is owned 100% by a parent company, please list the designated principal officer on above.
- ** Corporations - the President, Vice-President, Secretary and Treasurer must be accounted for above (Include ownership percentage if applicable)
- ** If total ownership percentage disclosed here does not total 100%, applicant must check this box:

☒ Applicant affirms that no individual other than these disclosed herein owns 10% or more of the applicant and does not have financial interest in a prohibited liquor license pursuant to Article 3 or 5, C.R.S.

I would like to apply for a Two-Year Renewal..... ☐ Yes ☒ No

Oath Of Applicant

I declare under penalty of perjury in the second degree that this application and all attachments are true, correct, and complete to the best of my knowledge. I also acknowledge that it is my responsibility and the responsibility of my agents and employees to comply with the provisions of the Colorado Liquor or Beer and Wine Code which affect my license.

Printed Name

John Cullen IV

Title

CEO/ Manager

Authorized Signature


John Cullen IV (Nov 26, 2024 13:33 MST)

Date (MM/DD/YY)

11/26/2024

Report and Approval of Local Licensing Authority (City/County)

Date application filed with local authority

5/15/2025

Date of local authority hearing (for new license applicants; cannot be less than 30 days from date of application)

7/8/2025

For Transfer Applications Only - Is the license being transferred valid?..... ☒ Yes ☐ No

The Local Licensing Authority Hereby Affirms that each person required to file DR 8404-I (Individual History Record) or a DR 8000 (Manager Permit) has been:

☒ Fingerprinted

☒ Subject to background investigation, including NCIC/CCIC check for outstanding warrants

That the local authority has conducted, or intends to conduct, an inspection of the proposed premises to ensure that the applicant is in compliance with and aware of, liquor code provisions affecting their class of license

(Check One)

☐ Date of inspection or anticipated date

☒ Will conduct inspection upon approval of state licensing authority

☐ Is the Liquor Licensed Drugstore (LLDS) or Retail Liquor Store (RLS) within 1,500 feet of another retail liquor license for off-premises sales in a jurisdiction with a population of > 10,000?

☐ Yes ☐ No

☐ Is the Liquor Licensed Drugstore (LLDS) or Retail Liquor Store (RLS) within 3,000 feet of another retail liquor license for off-premises sales in a jurisdiction with a population of < 10,000? ☐ Yes ☐ No

NOTE: The distance shall be determined by a radius measurement that begins at the principal doorway of the LLDS/RLS premises for which the application is being made and ends at the principal doorway of the Licensed LLDS/RLS.

☐ Does the Liquor-Licensed Drugstore (LLDS) have at least twenty percent (20%) of the applicant's gross annual income derived from the sale of food, during the prior twelve (12) month period? ☐ Yes ☐ No

The foregoing application has been examined; and the premises, business to be conducted, and character of the applicant are satisfactory. We do report that such license, if granted, will meet the reasonable requirements of the neighborhood and the desires of the adult inhabitants, and will comply with the provisions of Title 44, Article 4 or 3, C.R.S., and Liquor Rules. **Therefore, this application is approved.**

Local Licensing Authority Approves this license for a two-year renewal..... ☐ Yes ☐ No

If "No", please cite the law, regulation, local ordinance or resolution that gives the local licensing authority the ability to deny the applicant and grounds for denial. Also, please provide any and all investigative reports, and administrative or criminal action that relate or justify this denial.

Proof of Violation

--

Local Licensing Authority for Telephone Number ☐ Town, City
☐ County

Printed Name <input type="text"/>	Title <input type="text"/>
Signature <input type="text"/>	Date (MM/DD/YY) <input type="text"/>
Printed Name <input type="text"/>	Title <input type="text"/>
Signature <input type="text"/>	Date (MM/DD/YY) <input type="text"/>

Tax Check Authorization, Waiver, and Request to Release Information

I, John Cullen IV

am signing this Tax Check Authorization, Waiver and Request to Release Information (hereinafter
"Waiver") on behalf of

(the "Applicant/Licensee")

Stanley Partnership for Art Culture and Education LLC

to permit the Colorado Department of Revenue and any other state or local taxing authority to release information and documentation that may otherwise be confidential, as provided below. If I am signing this Waiver for someone other than myself, including on behalf of a business entity, I certify that I have the authority to execute this Waiver on behalf of the Applicant/Licensee.

The Executive Director of the Colorado Department of Revenue is the State Licensing Authority, and oversees the Colorado Liquor Enforcement Division as his or her agents, clerks, and employees. The information and documentation obtained pursuant to this Waiver may be used in connection with the Applicant/Licensee's liquor license application and ongoing licensure by the state and local licensing authorities. The Colorado Liquor Code, section 44-3-101. et seq. ("Liquor Code"), and the Colorado Liquor Rules, 1 CCR 203-2 ("Liquor Rules"), require compliance with certain tax obligations, and set forth the investigative, disciplinary and licensure actions the state and local licensing authorities may take for violations of the Liquor Code and Liquor Rules, including failure to meet tax reporting and payment obligations.

The Waiver is made pursuant to section 39-21-113(4), C.R.S., and any other law, regulation, resolution or ordinance concerning the confidentiality of tax information, or any document, report or return filed in connection with state or local taxes. This Waiver shall be valid until the expiration or revocation of a license, or until both the state and local licensing authorities take final action to approve or deny any application(s) for the renewal of the license, whichever is later. Applicant/Licensee agrees to execute a new waiver for each subsequent licensing period in connection with the renewal of any license, if requested.

By signing below, Applicant/Licensee requests that the Colorado Department of Revenue and any other state or local taxing authority or agency in the possession of tax documents or information, release information and documentation to the Colorado Liquor Enforcement Division, and is duly authorized employees, to act as the Applicant's/Licensee's duly authorized representative under section 39-21-113(4), C.R.S., solely to allow the state and local licensing authorities, and their duly authorized employees, to investigate compliance with the Liquor Code and Liquor Rules. Applicant/Licensee authorizes the state and local licensing authorities, their duly authorized employees, and their legal representatives, to use the information and documentation obtained using this Waiver in any administrative or judicial action regarding the application or license.

Name (Individual/Business)

Stanley Partnership for Art Culture and Education LLC

Social Security Number/Tax Identification Number

[REDACTED]

Home Phone Number

[REDACTED]

Business/Work Phone Number

(970) 577-4000

Street Address

333 Wonderview Avenue

City

Estes Park

State

CO

ZIP Code

80517

Printed name of person signing on behalf of the Applicant/Licensee

John Cullen IV

Applicant/Licensee's Signature (Signature authorizing the disclosure of confidential tax information)

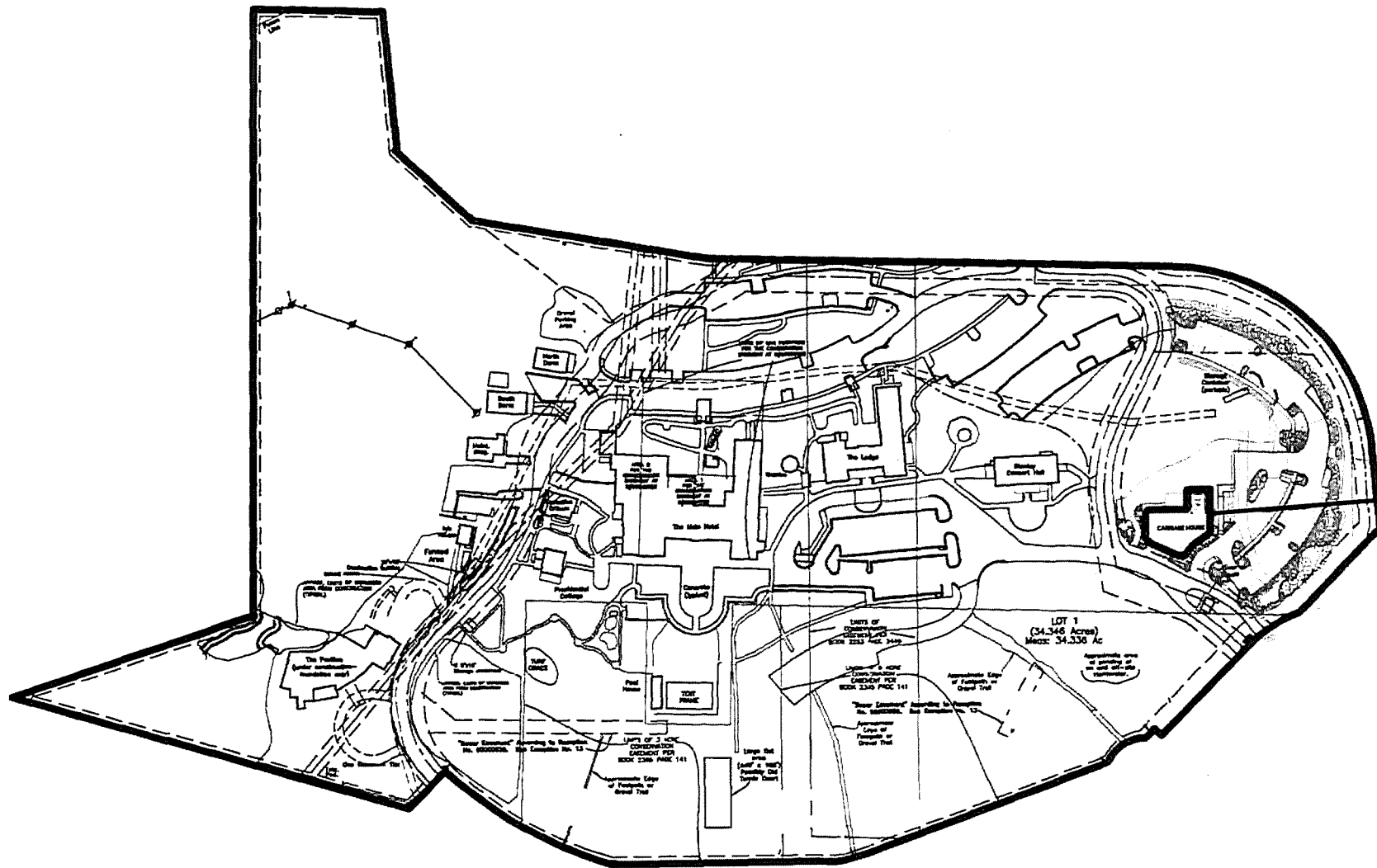

John Cullen IV (Nov 26, 2024 13:33 MST)

Date Signed

11/26/2024

Privacy Act Statement

Providing your Social Security Number is voluntary and no right, benefit or privilege provided by law will be denied as a result of refusal to disclose it. § 7 of Privacy Act, 5 USCS § 552a (note).

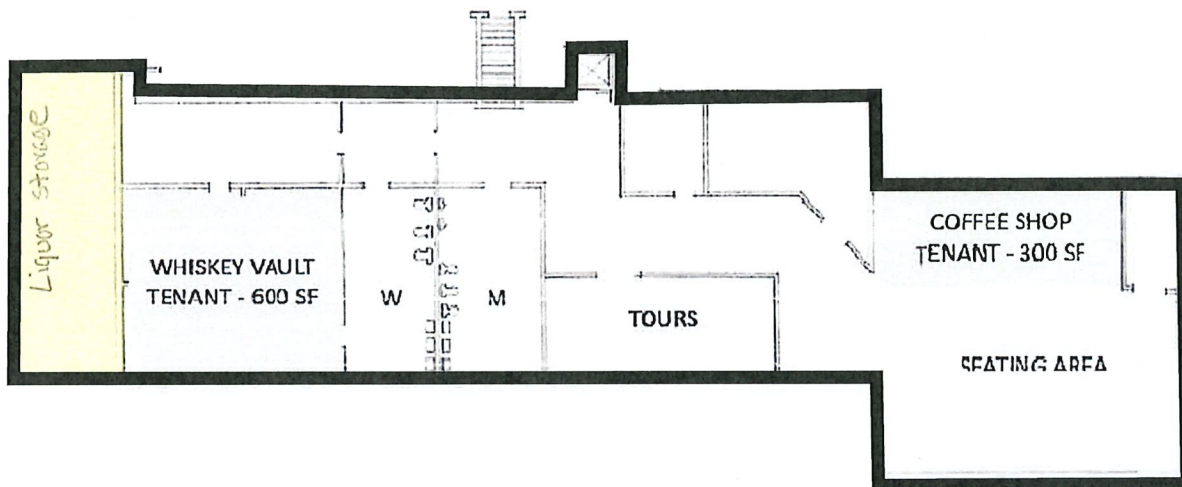


Area Excluded
from license:
Separately
licensed by Post
Chicken - Hotel &
Restaurant Liquor
License (State # -
03-14762)

1 SITE PLAN - LOT 1

Stanley Partnership for Art Culture and Education, LLC, d/b/a The Stanley Hotel
333 East Wonderview Avenue, Estes Park, CO 80517

■ = Alcohol Storage

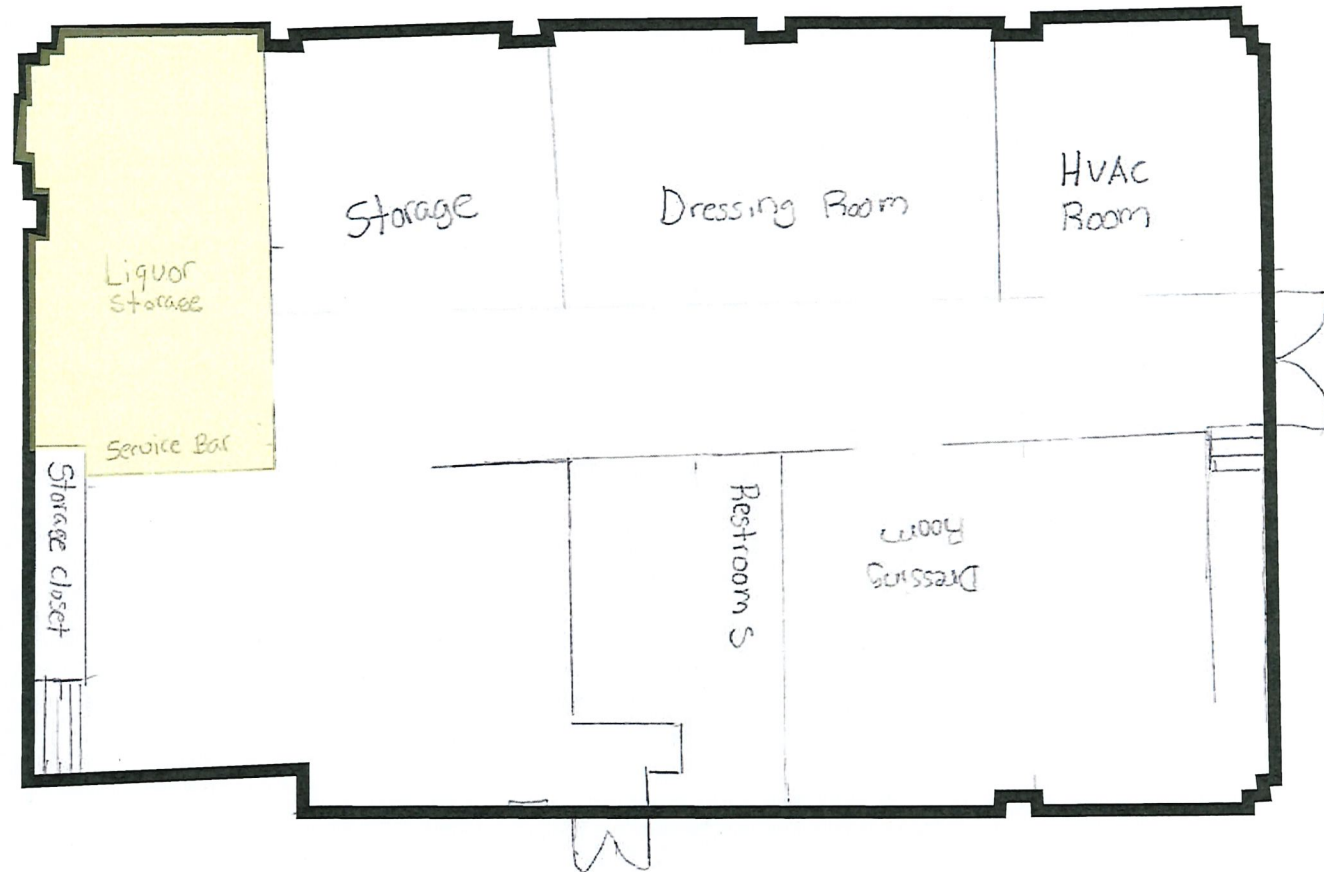


**The Stanley Hotel
Basement Floor Diagram**

333 E. Wonderview Ave., Estes Park, CO 80517



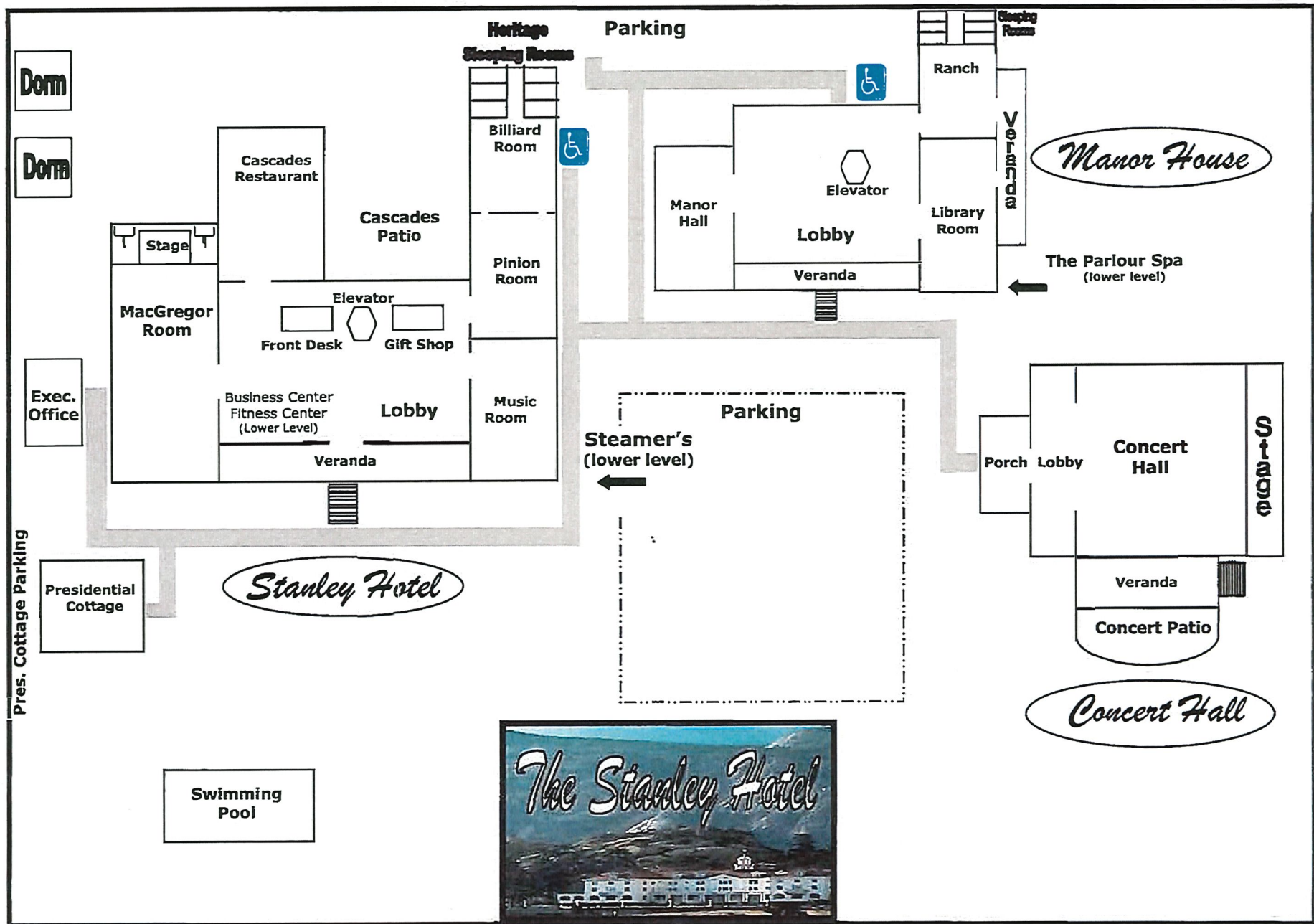
■ = Alcohol Storage



Stanley Partnership for Art Culture and Education, LLC, d/b/a The Stanley Hotel

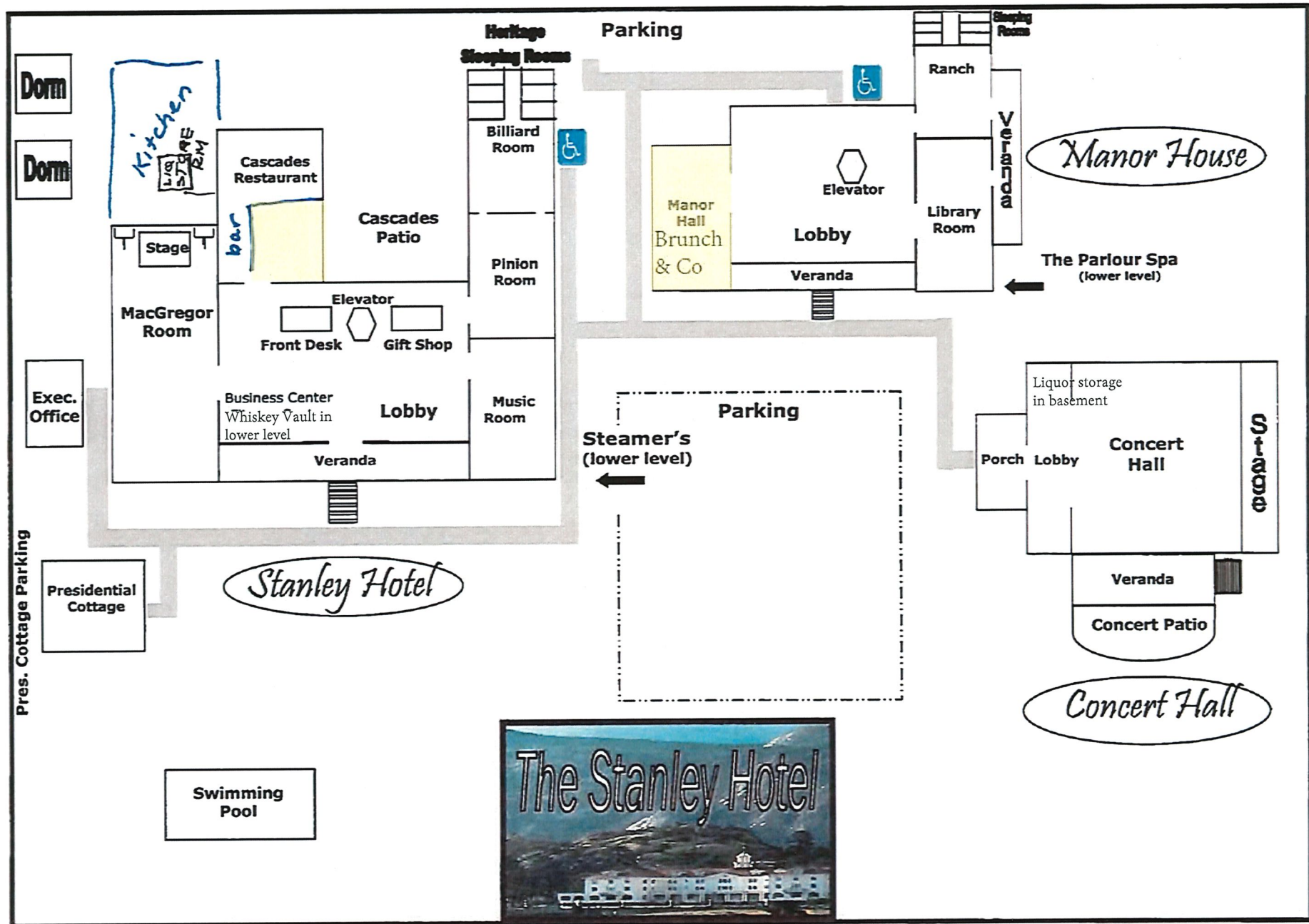
Concert Hall Basement
333 E. Wonderview Ave., Estes
Park, CO 80517





Stanley Partnership for Art Culture and Education, LLC
 333 Wonderview Avenue, Estes Park, CO 80517

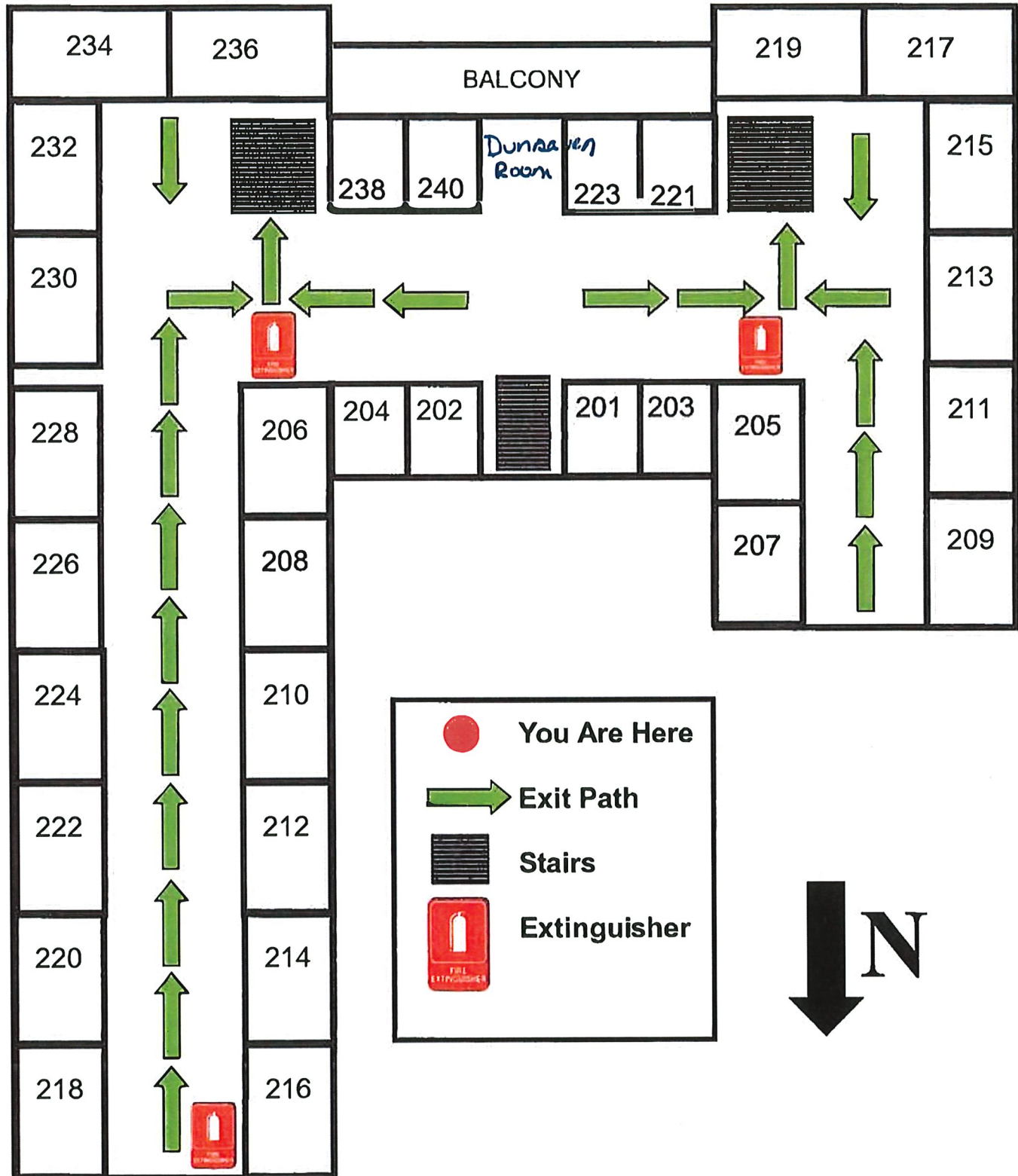
■ = Alcohol Storage/Service



Stanley Partnership for Art Culture and Education, LLC
333 Wonderview Avenue, Estes Park, CO 80517

Evacuation Plan

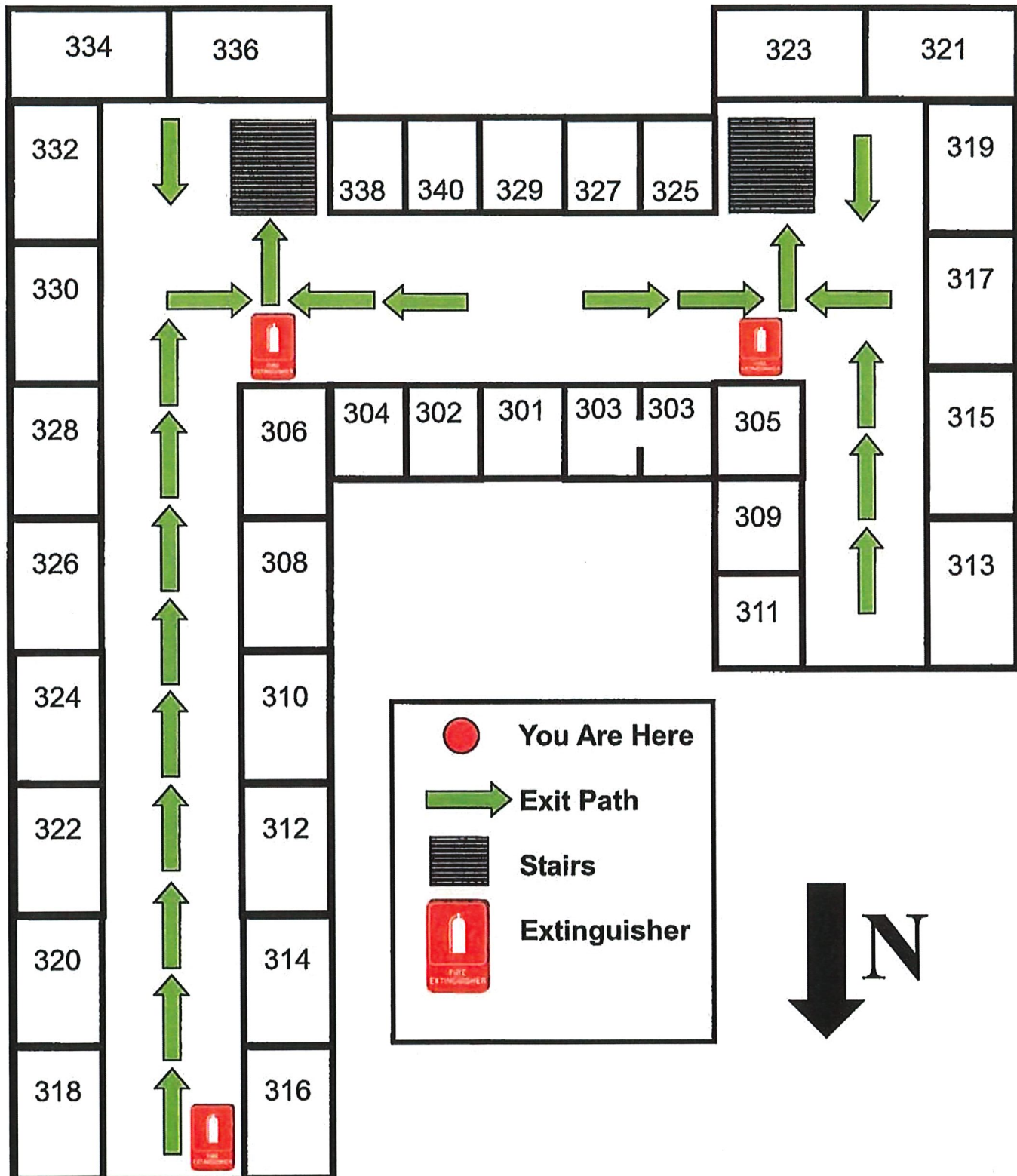
Second Floor



**IN CASE OF EMERGENCY DO NOT USE THE ELEVATOR
PLEASE USE THE EXIT NEAREST YOU**

Evacuation Plan

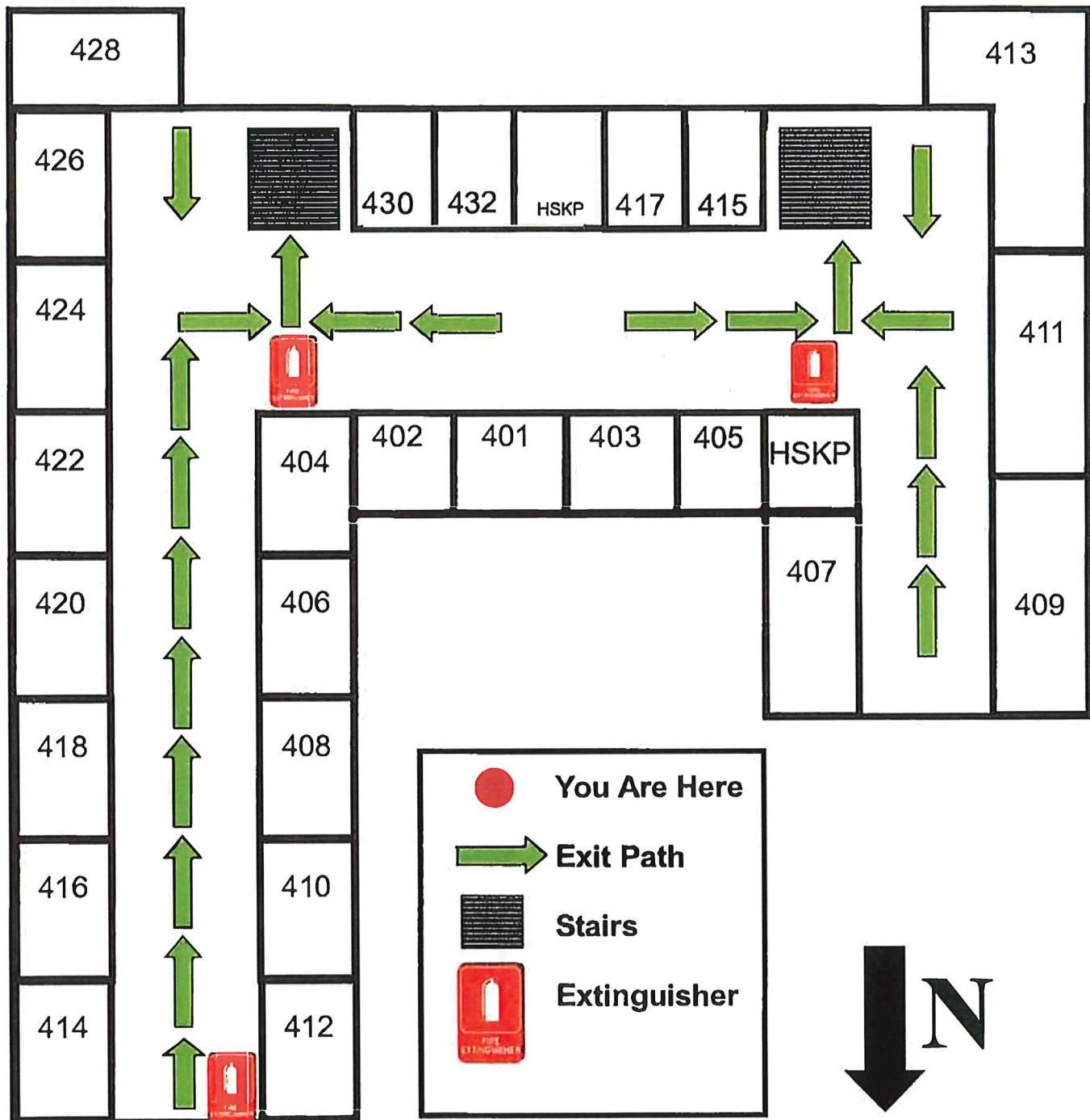
Third Floor



**IN CASE OF EMERGENCY DO NOT USE THE ELEVATOR
PLEASE USE THE EXIT NEAREST YOU**

Evacuation Plan

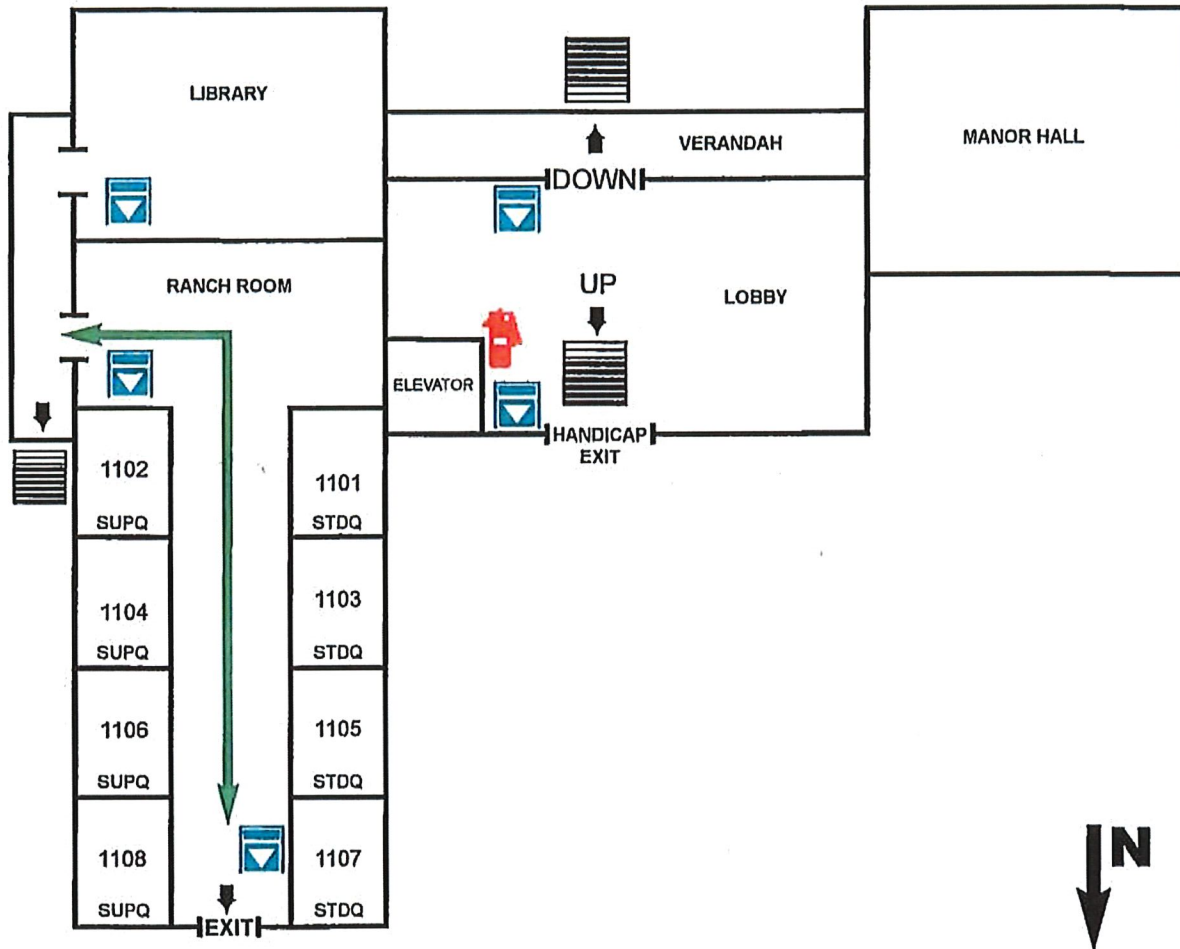
Fourth Floor



**IN CASE OF EMERGENCY DO NOT USE THE ELEVATOR
PLEASE USE THE EXIT NEAREST YOU**

Evacuation Plan

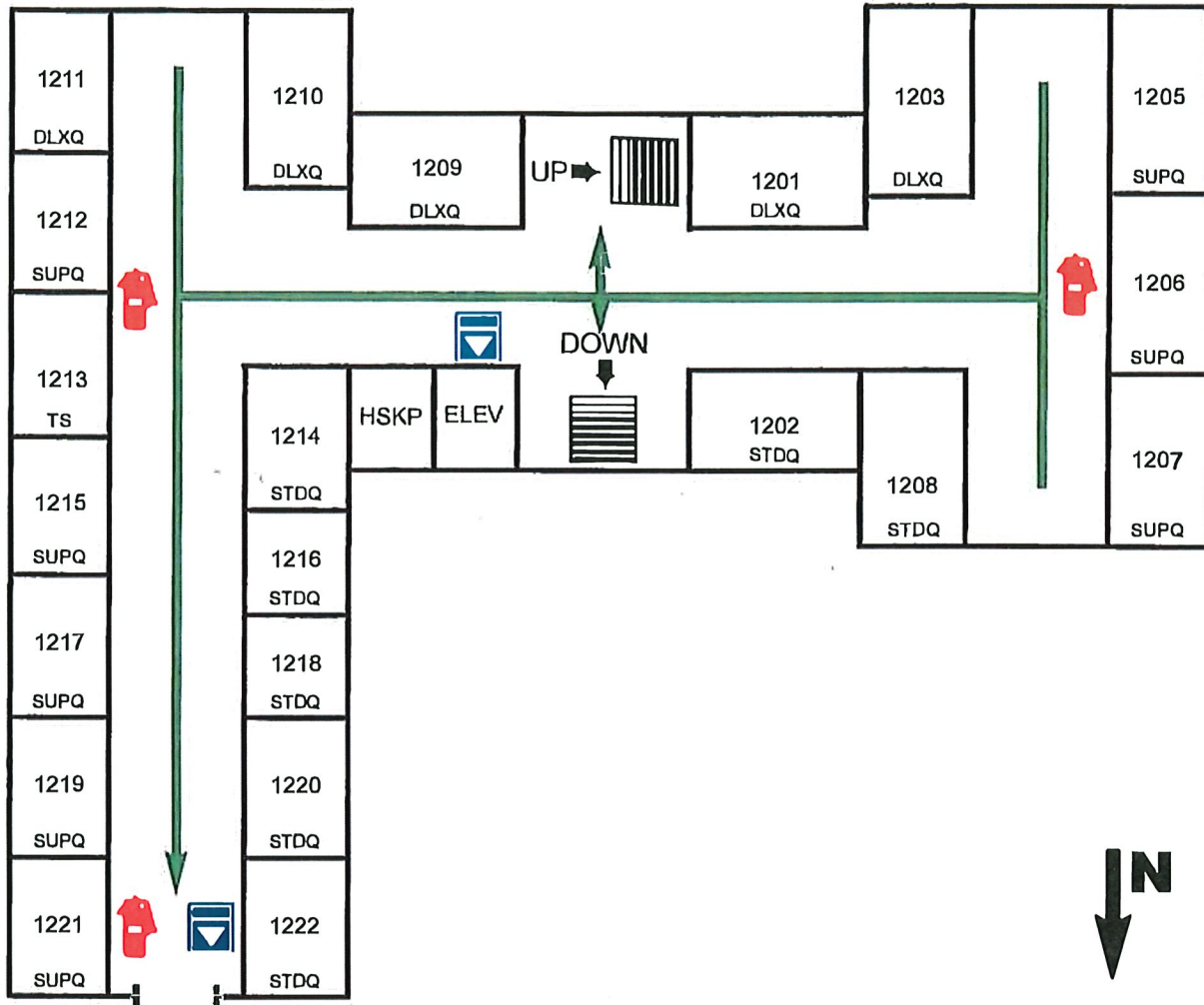
MANOR FIRST FLOOR



**IN CASE OF EMERGENCY
DO NOT USE THE ELEVATOR
PLEASE USE THE EXIT NEAREST YOU**

Evacuation Plan

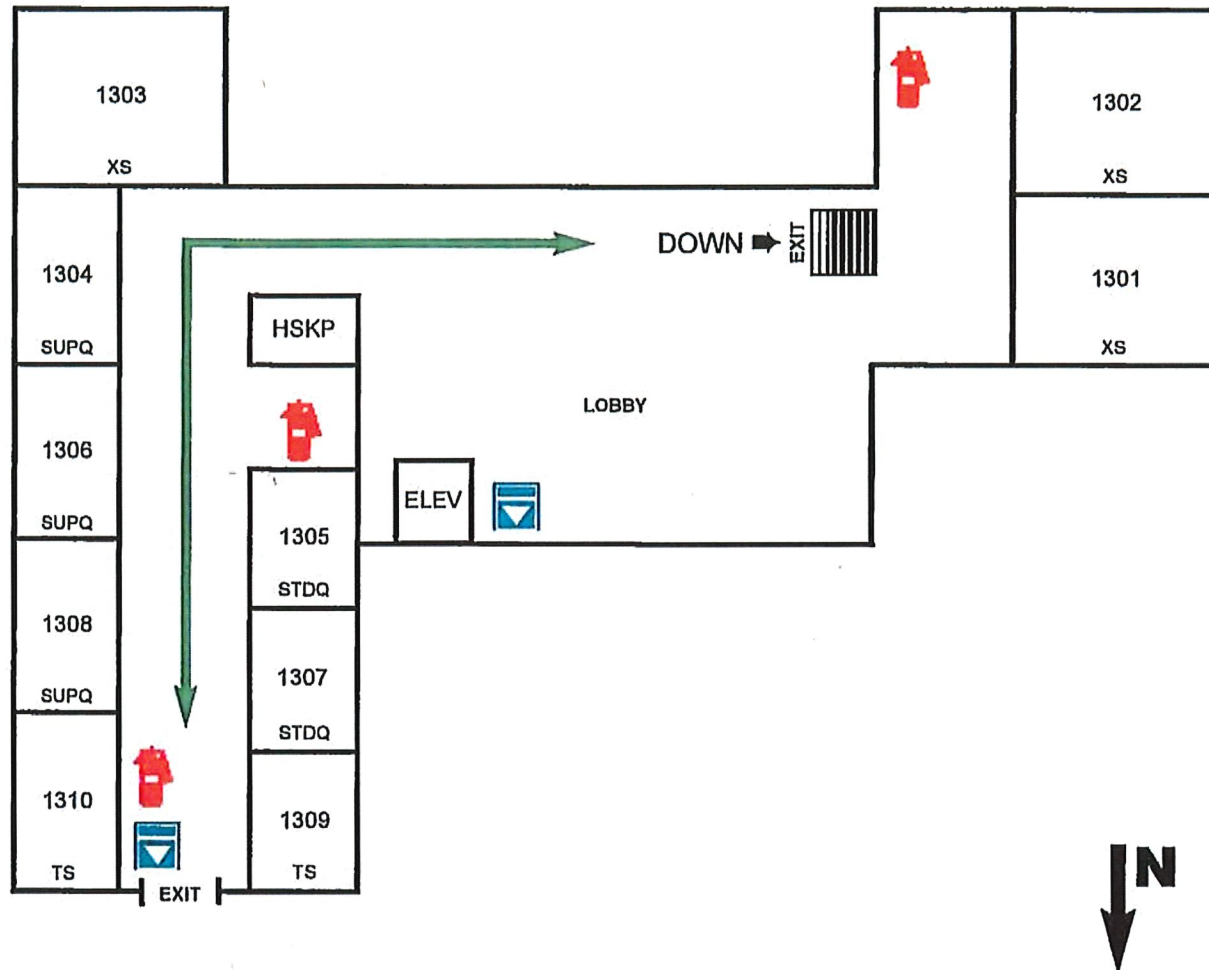
MANOR SECOND FLOOR



IN CASE OF EMERGENCY
DO NOT USE THE ELEVATOR
PLEASE USE THE EXIT NEAREST YOU

Evacuation Plan

MANOR THIRD FLOOR



**IN CASE OF EMERGENCY
DO NOT USE THE ELEVATOR
PLEASE USE THE EXIT NEAREST YOU**

Individual History Record

To be completed by the following persons, as applicable: sole proprietors; general partners regardless of percentage ownership, and limited partners owning 10% or more of the partnership; all principal officers of a corporation, all directors of a corporation, and any stockholder of a corporation owning 10% or more of the outstanding stock; managing members or officers of a limited liability company, and members owning 10% or more of the company; and any intended registered manager of Hotel and Restaurant, Tavern and Lodging and Entertainment class of retail license

Notice: This individual history record requires information that is necessary for the licensing investigation or inquiry. All questions must be answered in their entirety or the license application may be delayed or denied. If a question is not applicable, please indicate so by "N/A". **Any deliberate misrepresentation or material omission may jeopardize the license application.** (Please attach a separate sheet if necessary to enable you to answer questions completely)

Name of Business

The Stanley Hotel

Home Phone Number

Cellular Number

Your Full Name (last, first, middle)

Cullen IV, John

List any other names you have used

None

Mailing address (if different from residence)

333 E. Wonderview Avenue, Estes Park, CO 80517

Email Address

jcullen@grandheritage.com

1. List current residence address. Include any previous addresses within the last five years. (Attach separate sheet if necessary)

Current Street and Number

210 Twin Owl Lane

Current City, State, ZIP

Estes Park, CO 80517

From:

September 2019

To:

Present

Previous Street and Number

Previous City, State, ZIP

From:

To:

Individual History Record (Continued)

2. List all employment within the last five years. Include any self-employment. (Attach separate sheet if necessary)

Name of Employer or Business

Stanley Hotel

Address (Street, Number, City, State, ZIP)

333 E. Wonderview Avenue, Estes Park, CO 80517

Position Held

President

From:

1989

To:

Present

Name of Employer or Business

Address (Street, Number, City, State, ZIP)

Position Held

From:

To:

Name of Employer or Business

Address (Street, Number, City, State, ZIP)

Position Held

From:

To:

3. List the name(s) of relatives working in or holding a financial interest in the Colorado alcohol beverage industry.

Name of Relative

None

Relationship to You:

Position Held

Name of Licensee

Name of Relative

Relationship to You:

Position Held

Name of Licensee

Individual History Record (Continued)

Name of Relative

Relationship to You:

Position Held

Name of Licensee

Name of Relative

Relationship to You:

Position Held

Name of Licensee

4. Have you ever applied for, held, or had an interest in a Colorado Liquor or Beer License, or loaned money, furniture, fixtures, equipment or inventory to any licensee?

☒ Yes

☐ No

(If yes, answer in detail.)

1) The Stanley Hotel - Estes Park - 12-72337-0000 - Since 2006.
2) Fall River Resort - Skyview at Fall River Village - Estes Park - 03-16923 - Since 2022.

5. Have you ever received a violation notice, suspension, or revocation for a liquor law violation, or have you applied for or been denied a liquor or beer license anywhere in the United States?

☐ Yes

☒ No

(If yes, answer in detail.)

6. Have you ever been convicted of a crime or received a suspended sentence, deferred sentence, or forfeited bail for any offense in criminal or military court or do you have any charges pending?

☐ Yes

☒ No

(If yes, answer in detail.)

7. Are you currently under probation (supervised or unsupervised), parole, or completing the requirements of a deferred sentence?

☐ Yes

☒ No

(If yes, answer in detail.)

Individual History Record (Continued)

8. Have you ever had any professional license suspended, revoked, or denied?... ☐ Yes ☒ No

(If yes, answer in detail.)

--

Personal and Financial Information

Unless otherwise provided by law, the personal information required in this section will be treated as confidential. The personal information required in this section is solely for identification purposes.

Date of Birth	Social Security Number	Place of Birth		
		Maryland		
U.S. Citizen <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If Naturalized, state where	When		
Name of District Court	Naturalization Certificate Number	Date of Certification		
If an Alien, Give Alien's Registration Card Number	Permanent Residence Card Number			
Height	Weight	Hair Color	Eye Color	Gender
6'3"	200	Brown	Brown	Male

Do you have a current Driver's License/ID? If so, give number and state. ☒ Yes ☐ No

Driver's License Number	Driver's License State
	MD

Financial Information

9. Total purchase price or investment being made by the applying entity, corporation, partnership, limited liability company, other.....
10. List the total amount of the **personal** investment, made by the person listed on page 1 in this business including any notes, loans, cash, services or equipment, operating capital, stock purchases or fees paid.....

NOTE: If corporate investment only, please skip to and complete question 12

NOTE: Question 10 should reflect the total of questions 11 and 13

Personal and Financial Information (Continued)

11. Provide details of the personal investment described in question 10. You must account for all of the sources of this investment. (Attach a separate sheet if needed)

Type: Cash, Services or Equipment

N/A

Account Type

Bank Name

Amount

Type: Cash, Services or Equipment

Account Type

Bank Name

Amount

Type: Cash, Services or Equipment

Account Type

Bank Name

Amount

Type: Cash, Services or Equipment

Account Type

Bank Name

Amount

12. Provide details of the corporate investment described in question 9. You must account for all of the sources of this investment. (Attach a separate sheet if needed)

Type: Cash, Services or Equipment

Bonds - Corporate Funds

Loans

N/A

Account Type

Checking

Bank Name

UMB Bank

Amount

\$11,154.00

Type: Cash, Services or Equipment

Loans

Account Type

Bank Name

Amount

Type: Cash, Services or Equipment

Loans

Account Type

Bank Name

Amount

13. Loan Information (Attach copies of all notes or loans)

Name of Lender

N/A

Address

Term

Security

Amount

Personal and Financial Information (Continued)

Name of Lender

Address

Term

Security

Amount

Name of Lender

Address

Term

Security

Amount

Name of Lender

Address

Term

Security

Amount

Oath of Applicant

I declare under penalty of perjury that this application and all attachments are true, correct, and complete to the best of my knowledge.

Authorized Signature

John Cullen IV (Nov 26, 2024 13:33 MST)

Print Signature

Title

Date (MM/DD/YY)



Memo

To: Honorable Mayor Hall & Board of Trustees

Through: Town Administrator Machalek

From: Jackie Williamson, Town Clerk

Department: Town Clerk

Date: July 8, 2025

Subject: Initiated Ordinance Petition – To Amend the Estes Park Development Code regarding Rezonings and all Planned Unit Development Applications

Type: Public Hearing

Objective:

Present an Initiated Ordinance filed with the Town Clerk's Office to amend the Estes Park Development Code regarding Re-Zonings and/or all Planned Unit Developments (PUDs) Applications.

Present Situation:

On November 18, 2024 a letter was sent to the petitioners, James and Kristine Poppitz, approving the form of the petition to address development applications, which allowed the petition to be circulated. Upon approval of the form of the petition, the Town Clerk contacted the Larimer County Elections Office and determined the total registered electors within Estes Park. State statute 31-11-104 requires a petition to be signed by at least 5% of the registered electors; the total number of signatures required was established at 246.

On May 16, 2025, the Town Clerk received 43 signed petition sections containing 405 signatures. The Town Clerk reviewed the signatures to verify the registration of the individual against the voter registration list supplied to the Town by the Larimer County Elections Office. A preliminary statement of sufficiency was issued on June 13, 2025

certifying the petition was signed by 5% or 246 registered voters within the Town of Estes Park.

Total number of signatures submitted:	405
Total number of signatures reviewed	405
Total number of signatures rejected:	144
Total number of signatures accepted:	261
Number of signatures required:	246

Pursuant to 31-11-110 CRS, a 40-day protest period is provided from the date the petition was submitted (May 16, 2025), and if no protest of the initiated ordinance petition is received within the 40-days (June 25, 2025), a final determination of petition sufficiency is established.

Proposal:

Per 31-11-104 (1) CRS, the Board of Trustees within 20 days from the final statement of sufficiency (June 25, 2025) must either: (1) adopt, without alteration, the citizen initiated ordinance as proposed, Ordinance 11-25, or (2) refer the Initiated Ordinance to the registered electors of the municipality to an election no less than 60 days (August 24, 2025) and not more than 150 days (November 22, 2025) days.

If the Board refers the ordinance to an election, staff has determined the only viable option would be to join the coordinate general election on November 4, 2025. This is due to a number of factors including the need for 90 days (on or after October 7, 2025) to conduct a special mail ballot election and the statutory requirement limiting special elections from occurring within 32 days before or after a general election in November (on or before September 30, 2025).

Advantages:

None.

Disadvantages:

None.

Action Recommended:

Staff does not have a recommendation as this is a legislative action requiring Town Board direction.

Finance/Resource Impact:

The Town would incur the cost to codify the ordinance if passed by the Town Board which is minimal and funds for codification are budgeted annually.

Staff has discussed joining the general election in November with the Larimer County Election offices and have received an estimate of approximately \$6,000 to \$20,000 pending if the State and/or the County have questions on the ballot.

Level of Public Interest:

Medium. There has been an increase interest in development related issues as well as engagement from Preserve Estes Park.

Sample Motions:

Motion #1

I move to adopt Ordinance 11-25.

Motion #2 if applicable (If the Ordinance is not adopted the following motion needs to be made.)

I move to approve Resolution 70-25 referring Initiated Ordinance 11-25 to the coordinated general election on November 4, 2025.

Attachments:

1. Ordinance 11-25
2. Certification of Petition Sufficiency
3. Resolution 70-25

ORDINANCE NO. 11-25

**CITIZEN INITIATED ORDINANCE TO AMEND THE ESTES PARK
DEVELOPMENT CODE REGARDING REZONINGS AND
PLANNED UNIT DEVELOPMENT APPLICATIONS**

WHEREAS, on May 16, 2025, an Initiated Ordinance Petition was filed with the Town Clerk; and

WHEREAS, on July 8, 2025, the Town Clerk presented a Statement of Sufficiency to the Town Board stating that the Initiated Ordinance Petition has the requisite number of signatures; and

WHEREAS, the Board of Trustees have reviewed the Initiated Ordinance Petition.

**NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF
THE TOWN OF ESTES PARK, COLORADO AS FOLLOWS:**

Section 1: All applications, motions, or requests made for all re-zonings and/or all Planned Unit Developments (PUDs) in Estes Park, Colorado will not be approved without written approval by the record owner(s) of the subject property/properties and two-thirds (2/3) of the record owner(s) of all properties five hundred feet (500') or less from the outermost boundaries of the subject property/properties.

Section 2: This Ordinance shall take effect and be enforced thirty (30) days after its adoption and publication.

PASSED AND ADOPTED by the Board of Trustees of the Town of Estes Park, Colorado this ____ day of _____, 2025.

TOWN OF ESTES PARK, COLORADO

By: _____
Mayor

ATTEST:

Town Clerk

I hereby certify that the above Ordinance was introduced at a regular meeting of the Board of Trustees on the ____ day of _____, 2025 and published by title in a newspaper of general circulation in the Town of Estes Park, Colorado, on the ____ day of _____, 2025, all as required by the Statutes of the State of Colorado.

Town Clerk

APPROVED AS TO FORM:



Town Attorney




TOWN OF ESTES PARK

I, Jackie Williamson, Town Clerk, do hereby certify that:

1. On May 16, 2025, petition representative Kristine Poppitz submitted forty-three (43) petition sections to initiate an ordinance to amend the Estes Park Development Code as outlined in the full text of the petition as it relates to all applications for rezonings and planned unit developments; and
2. Said petition requests the initiated ordinance be placed before the Town Board of Trustees for adoption or set for election; and
3. An initiative petition seeking consideration at a regular or special election must be signed by registered electors of the Town equal in number to at least five (5) percent of the total registered voters on the day the form of the petition was certified; and
4. The number of signatures of registered voters who live within the Town of Estes Park town limits required for said petition to be sufficient is 246; and
5. Upon examination of the petition, I have determined that the petition contains 261 valid signatures, and the petition is therefore sufficient.
6. This determination of sufficiency is subject to protest as outlined in 31-11-110 *Protest*. A protest can be filed within forty (40) days after the filing date of the petition, May 16, 2025. The deadline to file will be 5:00 p.m. on June 25, 2025; and if protested, this determination of sufficiency will be superceded by a new determination of sufficiency or insufficiency following the hearing on the protest(s) and certification of the results of the hearing.
7. A breakdown of the particulars of each petition section is attached.

Signed this 13th day of JUNE, 2025.



Jackie Williamson, Town Clerk

RESOLUTION 70-25

**TO REFER CITIZEN INITIATED ORDINANCE 11-25 TO THE LARIMER COUNTY
COORDIANATED ELECTION ON NOVEMBER 4, 2025**

WHEREAS, on May 16, 2025, an Initiated Ordinance Petition was filed with the Town Clerk; and

WHEREAS, on July 8, 2025, the Town Clerk issued a Statement of Sufficiency and presented the petitions to the Town Board on July 8, 2025 stating that the Initiated Ordinance Petition has the requisite number of signatures; and

WHEREAS, the Board of Trustees have reviewed the Initiated Ordinance Petition; and

WHEREAS, following said review the Board of Trustees did not adopt the Initiated Ordinance Petition as presented.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF
THE TOWN OF ESTES PARK, COLORADO:**

1. Initiated Ordinance 11-25 is hereby referred to the registered electors of the Town of Estes Park, Colorado for the General Election with Larimer County on November 4, 2025.
2. The Town Clerk is hereby ordered to publish forthwith the Initiated Ordinance.
3. The ballot question shall read as follows:

Shall an ordinance be adopted which states that all applications, motions or requests for rezonings and/or all planned unit developments (PUDs) will not be approved without written approval by the record owner(s) of the subject property/properties and two-thirds (2/3) of the record owner(s) of all properties five hundred feet (500 feet) or less from the outermost boundaries of the subject property/properties?

YES _____
NO _____

DATED this _____ day of _____, 2025.


TOWN OF ESTES PARK

Mayor

ATTEST:

Town Clerk

APPROVED AS TO FORM:



Town Attorney



Memo

To: Honorable Mayor Hall & Board of Trustees

Through: Town Administrator Machalek

From: Jackie Williamson, Town Clerk

Department: Town Clerk

Date: July 8, 2025

Subject: Initiated Ordinance Petition – To Repeal Section 11.4 and Associated Building Height Limits in Section 4.3 of the Estes Park Development Code

Type: Public Hearing

Objective:

Present an Initiated Ordinance filed with the Town Clerk's Office to repeal the Estes Park Development Code section 11.4 and associated building height limits in section 4.3 as outlined in the petition.

Present Situation:

On November 18, 2024 a letter was sent to the petitioners, James and Kristine Poppitz, approving the form of the petition to address development applications, which allowed the petition to be circulated. Upon approval of the form of the petition, the Town Clerk contacted the Larimer County Elections Office and determined the total registered electors within Estes Park. State statute 31-11-104 requires a petition to be signed by at least 5% of the registered electors; the total number of signatures required was established at 246.

On May 16, 2025, the Town Clerk received 43 signed petition sections containing 393 signatures. The Town Clerk reviewed the signatures to verify the registration of the individual against the voter registration list supplied to the Town by the Larimer County Elections Office. A preliminary statement of sufficiency was issued on June 13, 2025

certifying the petition was signed by 5% or 246 registered voters within the Town of Estes Park.

Total number of signatures submitted:	393
Total number of signatures reviewed	393
Total number of signatures rejected:	112
Total number of signatures accepted:	281
Number of signatures required:	246

Pursuant to 31-11-110 CRS, a 40-day protest period is provided from the date the petition was submitted (May 16, 2025), and if no protest of the initiated ordinance petition is received within the 40-days (June 25, 2025), a final determination of petition sufficiency is established.

Proposal:

Per 31-11-104 (1) CRS, the Board of Trustees within 20 days from the final statement of sufficiency (June 25, 2025) must either: (1) adopt, without alteration, the citizen initiated ordinance as proposed, Ordinance 12-25, or (2) refer the Initiated Ordinance to the registered electors of the municipality to an election no less than 60 days (August 24, 2025) and not more than 150 days (November 22, 2025) days.

If the Board refers the ordinance to an election, staff has determined the only viable option would be to join the coordinate general election on November 4, 2025. This is due to a number of factors including the need for 90 days (on or after October 7, 2025) to conduct a special mail ballot election and the statutory requirement limiting special elections from occurring within 32 days before or after a general election in November (on or before September 30, 2025).

Advantages:

None.

Disadvantages:

None.

Action Recommended:

Staff does not have a recommendation as this is a legislative action requiring Town Board direction.

Finance/Resource Impact:

The Town would incur the cost to codify the ordinance if passed by the Town Board which is minimal and funds for codification are budgeted annually.

Staff has discussed joining the general election in November with the Larimer County Election offices and have received an estimate of approximately \$6,000 to \$20,000 pending if the State and/or the County have questions on the ballot.

Level of Public Interest:

Medium. There has been an increase interest in development related issues as well as engagement from Preserve Estes Park.

Sample Motions:

Motion #1

I move to adopt Ordinance 12-25.

Motion #2 if applicable (If the Ordinance is not adopted the following motion needs to be made.)

I move to approve Resolution 71-25 referring Initiated Ordinance 12-25 to the coordinated general election on November 4, 2025.

Attachments:

1. Ordinance 12-25
2. Certification of Petition Sufficiency
3. Resolution 71-25

ORDINANCE NO. 12-25

**CITIZEN INITIATED ORDINANCE TO REPEAL SECTION 11.4
AND ASSOCIATED BUILDING HEIGHT LIMITS IN SECTION
4.3 OF THE ESTES PARK DEVELOPMENT CODE**

WHEREAS, on May 16, 2025, an Initiated Ordinance Petition was filed with the Town Clerk; and

WHEREAS, on July 8, 2025, the Town Clerk presented a Statement of Sufficiency to the Town Board stating that the Initiated Ordinance Petition has the requisite number of signatures; and

WHEREAS, the Board of Trustees have reviewed the Initiated Ordinance Petition.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF ESTES PARK, COLORADO AS FOLLOWS:

Section 1: Estes Park Development Code Section 11.4 - ATTAINABLE/WORKFORCE HOUSING DENSITY BONUS and associated building height limits in § 4.3 – Residential Zoning Districts are hereby repealed.

Section 2: This Ordinance shall take effect and be enforced thirty (30) days after its adoption and publication.

PASSED AND ADOPTED by the Board of Trustees of the Town of Estes Park, Colorado this ____ day of _____, 2025.

TOWN OF ESTES PARK, COLORADO

By: _____
Mayor

ATTEST:

Town Clerk

I hereby certify that the above Ordinance was introduced at a regular meeting of the Board of Trustees on the ____ day of _____, 2025 and published by title in a newspaper of general circulation in the Town of Estes Park, Colorado, on the ____ day of _____, 2025, all as required by the Statutes of the State of Colorado.

Town Clerk

APPROVED AS TO FORM:



Town Attorney




TOWN OF ESTES PARK

I, Jackie Williamson, Town Clerk, do hereby certify that:

1. On May 16, 2025, petition representative Kristine Poppitz submitted forty-three (43) petition sections to initiate an ordinance to amend sections 11.4 and 4.3; of the Estes Park Development Code; and
2. Said petition requests the initiated ordinance be placed before the Town Board of Trustees for adoption or set for election; and
3. An initiative petition seeking consideration at a regular or special election must be signed by registered electors of the Town equal in number to at least five (5) percent of the total registered voters on the day the form of the petition was certified; and
4. The number of signatures of registered voters who live within the Town of Estes Park town limits required for said petition to be sufficient is 246; and
5. Upon examination of the petition, I have determined that the petition contains 281 valid signatures, and the petition is therefore sufficient.
6. This determination of sufficiency is subject to protest as outlined in 31-11-110 *Protest*. A protest can be filed within forty (40) days after the filing date of the petition, May 16, 2025. The deadline to file will be 5:00 p.m. on June 25, 2025; and if protested, this determination of sufficiency will be superceded by a new determination of sufficiency or insufficiency following the hearing on the protest(s) and certification of the results of the hearing.
7. A breakdown of the particulars of each petition section is attached.

Signed this 13th day of JUNE, 2025.


Jackie Williamson, Town Clerk

RESOLUTION 71-25

TO REFER CITIZEN INITIATED ORDINANCE 12-25 TO THE LARIMER COUNTY
GENERAL ELECTION ON NOVEMBER 4, 2025

WHEREAS, on May 16, 2025, an Initiated Ordinance Petition was filed with the Town Clerk; and

WHEREAS, on July 8, 2025, the Town Clerk issued a Statement of Sufficiency and presented the petitions to the Town Board on July 8, 2025 stating that the Initiated Ordinance Petition has the requisite number of signatures; and

WHEREAS, the Board of Trustees have reviewed the Initiated Ordinance Petition; and

WHEREAS, following said review the Board of Trustees did not adopt the Initiated Ordinance Petition as presented.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF ESTES PARK, COLORADO:

- 1. Initiated Ordinance 12-25 is hereby referred to the registered electors of the Town of Estes Park, Colorado for the General Election with Larimer County on November 4, 2025.
- 2. The Town Clerk is hereby ordered to publish forthwith the Initiated Ordinance.
- 3. The ballot question shall read as follows:

Shall an ordinance be adopted which states that section 11.4 of the Estes Park Development Code (which provides density bonuses in the RM Multi-Family Residential zoning district for attainable and workforce housing for persons living and/or working in the Estes Valley), and associated building height limits in section 4.3 - Residential Zoning Districts, are hereby repealed?

YES ____
NO ____

DATED this ____ day of _____, 2025.

TOWN OF ESTES PARK

Mayor

ATTEST:

Town Clerk

APPROVED AS TO FORM:



Town Attorney



Memo

To: Honorable Mayor Hall & Board of Trustees

Through: Town Administrator Machalek

From: Reuben Bergsten, Utilities Director & Greg White, Special Counsel

Department: Utilities, Water Division

Date: July 8, 2025

Subject: Ordinance 13-25 Replacing Ordinance 07-22 Considering the Inclusion of Certain Properties Located within the Town of Estes Park into Northern Colorado Water Conservancy's Municipal Subdistrict

Type: Public Hearing

Objective:

Compliance with Northern Colorado Water Conservancy's Municipal Subdistrict's (Subdistrict) rules and regulations.

Present Situation:

The Town's municipal water system uses Windy Gap water which the Subdistrict oversees. The Subdistrict's rules and regulations require all properties receiving Windy Gap water be included in the Subdistrict. Certain properties using the Town's municipal water system were inadvertently not included in the Subdistrict. Pursuant to Colorado State Statute, the Town Board may include these properties into the Subdistrict by passing an ordinance consenting to the inclusion of the specific properties.

Proposal:

The adoption of this ordinance will bring the water customers within the Town's boundary into compliance with Subdistrict's rules and regulations and allow the required public records to be filed with the County Recorder.

This ordinance is the first step in the process to include all water customers' properties into the Subdistrict. Staff is working on the second step which will bring the remaining water customers' properties, outside the Town's boundary, into the Subdistrict.

All costs to include these properties into the Subdistrict are in the approved Water Division budget.

Advantages:

Passage of this ordinance will allow the Town to continue providing Windy Gap water to its water customers in compliance with the Subdistrict's requirements. Eventually, all properties receiving Town water will be included in the Subdistrict, as required by the Subdistrict's rules and regulations.

Disadvantages:

None.

Action Recommended:

Adoption of the ordinance.

Finance/Resource Impact:

Fees required to include these properties in the Subdistrict are in the approved budgeted, Project code NCWCD, Account# 503-7000-580.35-54, \$79,048.

Level of Public Interest:

Low.

Sample Motions:

I move for the **adoption** of Ordinance 13-25.

Attachments:

1. Ordinance 13-25
2. Exhibit A to Ordinance 13-25

ORDINANCE NO. 13-25

AN ORDINANCE CONSENTING TO THE INCLUSION OF CERTAIN
PROPERTIES LOCATED WITHIN THE TOWN OF ESTES PARK INTO THE
MUNICIPAL SUBDISTRICT, NORTHERN COLORADO
WATER CONSERVANCY DISTRICT

WHEREAS, the Town of Estes Park is the holder of three (3) units of Windy Gap water under the Rules and Regulations of the Municipal Subdistrict, Northern Colorado Conservancy District (the "Subdistrict"); and

WHEREAS, certain properties located within the Town of Estes Park have inadvertently not been included within the boundaries of the Subdistrict; and

WHEREAS, it is necessary for the Town of Estes Park to consent to the inclusion of said properties within the Subdistrict, pursuant to the provisions of section 37-45- 136(3.6) C.R.S; and

WHEREAS, the Town Board wishes to use the provisions of section 37-45- 136(3.6) C.R.S., to consent to the inclusion of those properties within the Subdistrict, which properties were not included at the time of annexation of the property to the Town of Estes Park.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF ESTES PARK, COLORADO AS FOLLOWS:

Section 1: Pursuant to the provisions of section 37-45-136(3.6) C.R.S, the Board of Trustees of the Town of Estes Park hereby consents to the inclusion of the properties set forth on Exhibit "A" attached hereto and incorporated herein by reference within the boundaries of the Subdistrict.

Section 2: The Board of Trustees hereby authorizes the Utilities Director or designee to file the necessary documents for inclusion of the lands as set forth on Exhibit "A" and pay all fees necessary to accomplish the inclusion of the lands within the Subdistrict.

Section 3: This Ordinance shall take effect and be enforced thirty (30) days after its adoption and publication by title.

PASSED AND ADOPTED by the Board of Trustees of the Town of Estes Park, Colorado this ____ day of _____, 2025.

TOWN OF ESTES PARK, COLORADO

By: _____
Mayor

ATTEST:

Town Clerk

I hereby certify that the above Ordinance was introduced at a regular meeting of the Board of Trustees on the _____ day of _____, 2025 and published by title in a newspaper of general circulation in the Town of Estes Park, Colorado, on the _____ day of _____, 2025, all as required by the Statutes of the State of Colorado.

Town Clerk

APPROVED AS TO FORM:

Special Counsel

Exhibit A to Ordinance No. 13-25

PARCEL NUMBER	LEGAL DESCRIPTION - METES AND BOUNDS	ANNEXATION ORDINANCE
3516400031	TR IN NW 1/4 OF SE 1/4 16-5-73, EP, DESC AS E 100 FT OF W 700 FT OF NW 1/4 OF SE 1/4 LY N OF C/L FALL RIV & S OF S LN HWY	Ordinance 13-05
3516400091	TR IN NW 1/4 OF SE 1/4 16-5-73, EP, DESC AS BEG AT CEN 1/4 COR, S 0 37' W ALG 1/4 SEC LN 186.5 FT TO SERLY ROW HWY 34; TH ALG ROW S 85 7' E 401.15 FT TPOB, TH ALG ROW S 85 7' E 15.85 FT, S 62 56' E 93.9 FT, TH LEAV ROW S 0 37' W 238.36 FT, N 60 40' W 114	Ordinance 13-05
3515300006	PAR IN NE 1/4 OF SE 1/4 16-5-73 & NW 1/4 OF SW 1/4 15-5-73, EP, BEG AT S 1/16 COR COMMON TO SEC 15 & 16 LOC ON NRLY BANK FALL RIV, E 528 FT, N 330 FT, W TO PT ON SRLY ROW HWY 34 WH BEARS N 89 45' E 146.7 FT FROM PT WH BEARS N 1 19' E 330 FT FROM POB, TH	Ordinance 13-05
3526100033	POR NE OF NE SEC 26 & SE OF SE SEC 23-5-73, DESC AS BEG AT PT WH NE COR SEC 26 BEARS E 465 FT; TH S 20 15' E 360.3 FT M/L TO CEN FALL RIV RD; TH S 86 12' W 161 FT; TH S 64 14' W 242.7 FT; TH S 88 40' W 128.9 FT; TH N 1 47' E 719.1 FT; TH E 324.8 FT; TH	Ordinance 16-73
3523400001	COM AT SE COR 23-5-73, N 176 FT, W 150 FT, N 224 FT, W 150 FT, SWRLY TO PT WH IS 315 FT W & 290 FT 4 IN N OF SE COR, S 290 FT 4 IN, E 315 FT TO BEG, ESTES PK; LESS RD DESC IN 1707-231	Ordinance 16-73
3523400004	COM 315 FT W OF SE COR 23-5-73, N 290 FT 4 IN, W 150 FT, S 290 FT 4 IN, E 150 FT TO BEG, ESTES PK	Ordinance 16-73
3523400003	POR OF SE 1/4 OF SE 1/4 23-5-73 DESC AS POR OF FOL DESC PAR LY N OF N LN HWY AS IN 1069-236; COM AT PT 400 FT N & 150 FT W OF SE COR, TH N 290 FT, W 150 FT, S 290 FT, E 150 FT TPOB	Ordinance 16-73
3523300018	TR IN SE 1/4 OF SW 1/4 23-5-73 DESC AS BEG AT PT N 0 10' 30" E 486.20 FT FROM S 1/4 COR, TH N 89 49' W 500 FT TPOB; TH N 0 10' 30" E 500 FT, TH N 89 49' W 130 FT, TH S 0 10' 30" W 500 FT, TH S 89 49' E 130 FT TPOB, ESTES PK (C13N001030E)	Ordinance 16-73
3523400019	COM AT SE COR 23-5-73, N 89 51' W 1000 FT, N 0 1' E 907.6 FT TPOB, N 0 1' E 243.9 FT, N 89 5' 8" W 170 FT, S 19 27' 24" W 158.17 FT, S 66 21' E 243 FT TPOB, ESTES PK	Ordinance 16-73
3523300009	BEG AT NW COR OF SW OF SW 23-5-73, S 89 46' E ALG N LN OF SW OF SW 345 FT TO PT ON N LN HWY 16, S 61 25' W ALG N LN SD HWY 395.5 FT TO W LN, N 36' E ALG W LN 191.7 FT M/L TPOB, ESTES PK	Ordinance 16-73
3523400005	COM 290.4 FT N & 315 FT W OF SE COR 23-5-73, TH W 195 FT, N 311.8 FT, TH SERLY TO PT 501.2 FT N & 300 FT W OF SE COR, S 101.2 FT, TH SRLY TO BEG, ESTES PK; ALSO COM AT SE COR, N 400 FT, W 150 FT TPOB, W 150.19 FT, N 70.49 FT, S 66 25' E 163.88 FT, S 4.92	Ordinance 16-73
3523400025	TR IN SE 1/4 23-5-73 DESC: BEG AT PT WH BEARS N 61 58' W 1326 FT, S 79 31' W 129.2 FT, N 69 48' W 128.2 FT FROM SE COR, N 69 48' W 26 FT, S 81 34' W 72.35 FT, N 27 24' E 290.06 FT TO PT ON SRLY R/W HWY 34 BY PASS, TH ALG SD R/W S 66 20' E 80 FT, S 26 20'	Ordinance 16-73
3523400038	TR IN SE 1/4 23-5-73 DESC: BEG AT PT WH BEARS N 61 58' W 1326 FT FROM SE COR, S 79 31' W 129.2 FT, N 69 48' W 128.2 FT, N 26 20' 20" E 249.69 FT TO PT ON SRLY R/W HWY 34 BYPASS, TH ALG SD R/W S 66 20' E 149.17 FT, S 0 1' W 184.65 FT TPOB CONT 1.0482 AC M	Ordinance 16-73
3523400012	BEG AT PT IN SE OF SE 23-5-73 WH IS 1000 FT W & 579 FT N OF SE COR, W 40 FT, S 62 56' W 50.5 FT, W 85 FT, N TO S LN HWY 34 AS DESC IN 1073-473, S 66 21' E ALG SD LN 185.6 TO PT WH IS N OF POB, TH S TPOB; LESS HWY, LESS 1103-363, ESTES PK; LESS RD AS PER	Ordinance 16-73
3523400021	TR IN SE OF SE 23-5-73 DESC AS BEG AT PT 191.2 FT N, 718.7 FT W OF SE COR, N 472.4 FT TO S R/W HWY 34, N 66 21' W 88.3 FT, N 77 39' 30" W 102 FT, N 66 21' W 104.7 FT, S 464 FT, E 15 FT, S 245 FT, E 150 FT, N 136.3 FT, E 116.3 FT TO BEG; EX RD, ESTES PK;	Ordinance 16-73
3523400024	COM AT PT 1170 FT W OF SE COR 23-5-73; TH N 0 1' E 618.8 FT TO CEN RD, TH ALG CEN SD RD S 79 31' W 129.2 FT, N 69 48' W 45.4 FT TPOB, S 26 21' W 263 FT, N 34 42' W 203.4 FT, N 27 24' E 105.6 FT, N 81 34' E 82.7 FT, S 69 48' E 108.8 FT TPOB, ESTES PK; LES	Ordinance 16-73

3523400922	POR SE 1/4 23-5-73	Ordinance 16-73
3523400037	COM AT PT 556 FT N, 1000 FT W OF SE COR 23-5-73, S 128 FT, W 155 FT, N 128 FT, E 155 FT TPOB; ALSO COM AT PT 556 FT N, 1000 FT W OF SE COR, N 22.93 FT, N 89 49' W 40 FT, S 63 1' W 50.5 FT, N 89 49' E TPOB	Ordinance 16-73
3523400011	POR OF SE 1/4 23-5-73 DESC: COM AT PT 428 FT N & 1000 FT W OF SE COR, S 128 FT, W 170 FT, N 256 FT, E 15 FT, S 128 FT, E 155 FT TPOB	Ordinance 16-73
3523400018	POR OF S 1/2 OF SE 1/4 23-5-73, COM AT SE COR, N 89 51' W 1000 FT, N 0 1' E 1151.65 FT TPOB, N 89 5' 8" W 170 FT, S 19 27' 24" W 158.91 FT TO PT ON NRLY ROW HWY 34 BY-PASS, N 66 31' 32" W 99.25 FT, N 27 24' E 305.15 FT, N 88 51' E 3.57 FT, N 89 31' 49"	Ordinance 16-73
3523400010	BEG 835 FT W OF SE COR 23-5-73, N 55 FT, W 150 FT, N 0 1' E 245 FT, N 89 49' W 185 FT, S 0 1' W 300 FT M/L TO PT ON HWY R/W IN NE OF NE 26-5-73, TH ALG SD R/W S 23 47' E 51.3 FT, S 44 16' E 320 FT M/L, N 77 17' 30" E 94.1 FT, N 0 1' E 292.9 FT M/L TPOB;	Ordinance 16-73
3523400039	BEG AT SE COR 23-5-73, TH ALG E LN N 234 FT, N 41 2' 27" W 60.44 FT TPOB, N 41 2' 27" W 168.01 FT, S 230.31 FT, E 47.23 FT, N 31 20' 41" E 121.28 FT TPOB (SPLIT FROM 35230 00 002)	Ordinance 16-73
3524300023	BEG AT PT FROM WH SW COR 24-5-73 BEARS N 89 45' W1084.5 FT, N 5 40' E 166.8 FT, S 89 31' E 235.2 FT TO W LN ALFRESCO PL, TH S ALG SD W LN 165.2 FT TO SW COR SD ALFRESCO PL, N 89 45' W 254.3 FT TO BEG; LESS HWY, ESTES PK	Ordinance 16-73
3524300014	NEW PARCEL I, DESC AS: POR OF SW 1/4 24-5-73 & SE 1/4 23-5-73; BEG AT SW COR 24-5-73; TH S 89 49' 59" E 153.84 FT; TH N 00 28' 41" E 220.19 FT; TH S 89 43' 25" W 21.41 FT; TH N 83 42' 59" W 135.25 FT; TH N 41 47' 45" W 28.9 FT; TH S 31 16' 27" W 90.	Ordinance 16-73
3524300015	BEG AT PT WH SW COR 24-5-73 BEARS N 89 45' W 153.8 FT, S 89 45' E 157.6 FT, N 0 16' E 232.7 FT, N 89 37' W 157 FT, S 0 23' W 233.1 FT TPOB; EX HWY AS IN 1064-388, ESTES PK	Ordinance 16-73
3524300016	BEG AT PT WH SW COR 24-5-73 BEARS N 89 45' W 311.4 FT, S 89 45' E 121.5 FT, N 0 23' E 232.4 FT, N 89 37' W 121.5 FT, S 0 16' W 232.7 FT TO BEG; LESS HWY, ESTES PK	Ordinance 16-73
3523400002	POR OF 23 & 24-5-73 BEG AT SW COR SEC 24, TH ALG W LN SW 1/4 N 504.6 FT TPOB, TH 53.10 FT ALG CUR CONC NE, C/A 1 5' 47", RAD 2775 FT, RAD LN PASS THROUGH BEARS S 20 13' 9" W, N 270.27 FT, W 50 FT, TH W 150 FT, S 192.19 FT, S 67 11' 30" E 68.25 FT TO BE	Ordinance 16-73
3524300022	BEG AT PT WH SW COR 24-5-73 BEARS N 89 45' W 917.4 FT, N 23' E 167.2 FT, S 89 31' E 182.8 FT, S 5 40' W 166.8 FT, N 89 45' W 167.1 FT TPOB; LESS STATE HWY, ESTES PK	Ordinance 16-73
3524300020	BEG AT PT WH SW COR 24-5-73 BEARS N 89 45' W 795.4 FT, S 89 45' E 122 FT, N 0 23' E 231.4 FT, N 89 37' W 122 FT, S 0 23' W 231.7 FT TPOB; LESS STATE HWY, ESTES PK AND ALSO BEG AT PT WH SW COR 24-5-73 BEARS N 89 45' W 674.4 FT, S 89 45' E 121 FT, N 0 23'	Ordinance 16-73
3524300017	BEG AT PT WH SW COR 24-5-73 BEARS N 89 45' W 432.4 FT, S 89 45' E 121 FT, N 0 23' E 232.15 FT, N 89 37' W 121 FT, S 0 23' W 232.4 FT TPOB; LESS STATE HWY, ESTES PK	Ordinance 16-73
3524300018	BEG AT PT FROM WH SW COR 24-5-73 BEARS N 89 45' W 432.4 FT, S 89 45' E 242 FT, N 23' E 231.9 FT, N 89 37' W 242 FT, S 23' W 232.4 FT TPOB; LESS HWY, LESS W 121 FT, ESTES PK	Ordinance 16-73
3525200001	BEG AT PT FROM NW COR 25-5-73 WH BEARS N 89 45' W 917.4 FT, S 89 45' E 421.4 FT TO SW COR AL FRESCO PL, S 247 FT M/L TO NE COR SUNNY AC, TH ALG N LN SUNNY AC N 89 36' W 373.7 FT, N 10 31' W 254.4 FT TPOB, ESTES PK; LESS RD AS PER 91026456	Ordinance 16-73
3525200007	BEG AT PT WH NW COR 25-5-73 BEARS N 38 26' W 498.1 FT, N 0 16' E 244.2 FT, S 86 31' W 195 FT, S 1 11' E 245.9 FT, N 86 5' E 189 FT TPOB, ESTES PK; LESS RD AS PER 91026461	Ordinance 16-73

3525200006	BEG AT PT WH NW COR 25-5-73 BEARS N 89 45' W 112.5 FT, S 89 45' E 198.9 FT, S 16' W 143.9 FT, S 86 31' W 195 FT, N 1 11' W 156.6 FT TPOB, ESTES PK	Ordinance 16-73
3525200005	PT W 1/2 OF NW 1/4 25-5-73 DESC: BEG AT PT WH NW COR IS N 81 6' W 761.8 FT, S 18 30' W 141.6 FT, S 33 50' W 120.1 FT, S 85 30' W 59 FT, N 8 9' W 252.9 FT, S 87 35' E 206.6 FT TPOB; LESS RD AS PER 91032906	Ordinance 16-73
3525200003	BEG AT PT WH NW COR 25-5-73 BEARS N 81 06' 00" W 761.8 FT, TH S 89 09' 00" E 186.7 FT; TH S 10 31' 00" E 135.8 FT TO N LN SUNNY ACRES; TH ALG SD N LN N 89 36' 00" W 256.3 FT; TH N 18 30' 00" E 141.6 FT TPOB, ESTES PK; LESS RD AS PER 91026455	Ordinance 16-73
3525200012	BEG AT PT WH NW COR 25-5-73 BEARS N 38 26' W 498.1 FT, N 0 16' E 244.2 FT, N 83 8' E 139.9 FT, S 1 6' W 246.4 FT, S 85 30' W 136.7 FT TO BEG, ESTES PK; LESS RD AS PER 91026460	Ordinance 16-73
3525200013	BEG AT PT WH BEARS N 89 45' W 311.4 FT FROM NW COR 25-5-73, N 89 45' W 226.3 FT, S 4 30' E 107.2 FT, S 78 51' W 98.3 FT, S 83 8' W 139.9 FT, N 16' E 143.9 FT TO BEG, ESTES PK	Ordinance 16-73
3525200004	BEG AT PT WH NW COR 25-5-73 BEARS N 89 45' W 537.7 FT, S 89 45' E 195.3 FT, S 9 28' E 116.3 FT, N 87 35' W 206.7 FT, N 4 30' W 107.2 FT TPOB, ESTES PK	Ordinance 16-73
3525200002	BEG AT PT WH BEARS S 81 6' E 761.8 FT FROM NW COR 25-5-73, S 89 9' E 186.7 FT, N 10 31' W 118.6 FT, N 89 45' W 184.4 FT, S 9 28' E 116.3 FT TO BEG, ESTES PK; LESS RD AS PER 91026458; ALSO LESS RD PER 89036276	Ordinance 16-73
3525200011	BEG AT PT WH NW COR 25-5-73 BEARS N 49 54' W 581.7 FT, N 1 6' E 246.4 FT, N 78 51' E 98.3 FT, S 8 9' E 252.9 FT, S 85 30' W 137.6 FT TPOB, ESTES PK; LESS RD AS PER 91026459	Ordinance 16-73
3526100034	COM 180 FT W OF NE COR 26-5-73, W 285 FT, S 20 15' E 341.27 FT, N 88 13' 42 174.93, N 1 27' W 314.87 FT TO BEG, ESTES PK; LESS RD DESC IN 1707-234	Ordinance 16-73
3526300048	COM AT W 1/4 COR OF 26-5-73, TH S ALG W LN OF NW OF SW S 0 19' 15" W 755.8 FT TPOB, S 89 38' 20" E 99.94 FT, TH ALG W LN LOT 10 S 0 4' 9" W 211.14 FT TO SW COR LOT 10, N 89 54' 46" W 100.87 FT, N 0 19' 15" E 211.62 FT TPOB (SPLIT FROM 35263 00 020)	Ordinance 09-94
3526400008	COM AT PT WH SW COR OF SE 26-5-73 BEARS S 70 45' W 1523.4 FT, N 60 53' E 50 FT, N 48 41' E 563 FT, S 13 5' E 611 FT TO CEN BIG T RIV, TH WRLY ALG C/L RIV TO PT WH IS S 6 15' E 220 FT FROM POB, N 6 15' W 220 FT TO BEG, EP	Ordinance 15-82
2531300016	COM AT S 1/4 COR 31-5-72, EP, N 0 48' W 410.15 FT TPOB, N 76 38' 4" W 791.96 FT TO ERLY R/W HWY 7, N 38 56' 21" E 235.03 FT, S 73 53' 32" E 266.67 FT, S 73 33' 42" E 379.53 FT, S 0 48' E 184.52 FT TPOB; ALSO LOT 2 MASONIC SUB, EP (COMBINE 25313-16-002	Ordinance 10-02
2531310001	TR A, REIDS S ST VRain, DESC AS; COM AT S 1/4 COR 31-5-72, N 0 48' W 805.72 FT, N 63 18' 32" W 248.75 FT TPOB, N 61 20' 32" W 221.97 FT TO ERLY R/W HWY 7, N 38 56' 21" E 24.5 FT ALG SD R/W, TH ALG ARC CUR L, C/A 1 58' 23", RAD 2914.79 FT, L/C N 37 57'	Ordinance 159
2531310002	TR B, REIDS S ST VRain, DESC AS COM AT S 1/4 COR 31-5-72, N 0 48' W 805.72 FT TPOB, N 63 18' 32" W 248.75 FT, N 42 35' 18" E 131.58 FT, S 62 29' 25"E 147.97 FT, S 0 48' E 140.27 FT TPOB	Ordinance 159
	BEAR CREEK LUXURY	
3523328001	UNIT 1, BEAR CREEK LUXURY CONDOS EPK (20040102043)	Ordinance 16-73
3523328002	UNIT 2, BEAR CREEK LUXURY CONDOS EPK (20040102043)	Ordinance 16-73
3523328003	UNIT 3, BEAR CREEK LUXURY CONDOS EPK (20040102043)	Ordinance 16-73
3523328004	UNIT 4, BEAR CREEK LUXURY CONDOS EPK (20040102043)	Ordinance 16-73

3523328005	UNIT 5, BEAR CREEK LUXURY CONDOS EPK (20040102043)	Ordinance 16-73
3523328006	UNIT 6, BEAR CREEK LUXURY CONDOS EPK (20040102043)	Ordinance 16-73
	CARRIAGE HILLS	Ordinance 10-91
3401215001	LOT 1, CARRIAGE HILLS 6TH, EP	Ordinance 10-91
3401215002	LOT 2, CARRIAGE HILLS 6TH, EP	Ordinance 10-91
3401215003	LOT 3, CARRIAGE HILLS 6TH, EP	Ordinance 10-91
3401215004	LOT 4, CARRIAGE HILLS 6TH, EP	Ordinance 10-91
3401215005	LOT 5, CARRIAGE HILLS 6TH, EP	Ordinance 10-91
3401215006	LOT 6, CARRIAGE HILLS 6TH, EP	Ordinance 10-91
3401215007	LOT 7, CARRIAGE HILLS 6TH, EP	Ordinance 10-91
3401215008	LOT 8, CARRIAGE HILLS 6TH, EP	Ordinance 10-91
3401215009	LOT 9, CARRIAGE HILLS 6TH, EP	Ordinance 10-91
3401215010	LOT 10, CARRIAGE HILLS 6TH, EP	Ordinance 10-91
3401215011	LOT 11, CARRIAGE HILLS 6TH, EP	Ordinance 10-91
3401215012	LOT 12, CARRIAGE HILLS 6TH, EP	Ordinance 10-91
3401215013	LOT 13, CARRIAGE HILLS 6TH, EP	Ordinance 10-91
3401215014	LOT 14, CARRIAGE HILLS 6TH, EP	Ordinance 10-91
3401128016	LOT 16, CARRIAGE HILLS 6TH, EP	Ordinance 10-91
3401128017	LOT 17, CARRIAGE HILLS 6TH, EP	Ordinance 10-91
3401128018	LOT 18, CARRIAGE HILLS 6TH, EP	Ordinance 10-91
3401128019	LOT 19, CARRIAGE HILLS 6TH FIL, EP	Ordinance 10-91
3401128020	LOT 20, CARRIAGE HILLS 6TH, EP	Ordinance 10-91
3401128021	LOT 21, CARRIAGE HILLS 6TH, EP	Ordinance 10-91
3401128022	LOT 22, CARRIAGE HILLS 6TH, EP	Ordinance 10-91
3401128023	LOT 23, CARRIAGE HILLS 6TH, EP	Ordinance 10-91
3401128025	LOT 25, CARRIAGE HILLS 6TH, EP	Ordinance 10-91
3401128026	LOT 26, CARRIAGE HILLS 6TH, EP	Ordinance 10-91
3401128027	LOT 27, CARRIAGE HILLS 6TH, EP	Ordinance 10-91
3401128029	LOT 29, CARRIAGE HILLS 6TH, EP	Ordinance 10-91
3401128030	LOT 30, CARRIAGE HILLS 6TH, EP	Ordinance 10-91

3401128031	LOT 31, CARRIAGE HILLS 6TH, EP	Ordinance 10-91
3401128032	LOT 32, CARRIAGE HILLS 6TH, EP	Ordinance 10-91
3401128033	LOT 33, CARRIAGE HILLS 6TH, EP	Ordinance 10-91
3401128034	LOT 34, CARRIAGE HILLS 6TH, EP	Ordinance 10-91
3401128035	LOT 35, CARRIAGE HILLS 6TH, EP	Ordinance 10-91
3401215036	LOT 36, CARRIAGE HILLS 6TH, EP	Ordinance 10-91
3401215037	LOT 37, CARRIAGE HILLS 6TH, EP	Ordinance 10-91
3401215038	LOT 38, CARRIAGE HILLS 6TH, EP	Ordinance 10-91
3401215039	LOT 39, CARRIAGE HILLS 6TH FIL, EP	Ordinance 10-91
3401125001	LOT 1, CARRIAGE HILLS, 7TH, EP	Ordinance 10-91
3401125002	LOT 2, CARRIAGE HILLS, 7TH, EP	Ordinance 10-91
3401125003	LOT 3, CARRIAGE HILLS, 7TH, EP	Ordinance 10-91
3401125011	LOT 11, CARRIAGE HILLS, 7TH, EP	Ordinance 10-91
3401125012	LOT 12, CARRIAGE HILLS, 7TH, EP	Ordinance 10-91
3401125013	LOT 13, CARRIAGE HILLS, 7TH, EP	Ordinance 10-91
3401125014	LOT 14, CARRIAGE HILLS, 7TH, EP	Ordinance 10-91
3401125015	LOT 15, CARRIAGE HILLS, 7TH, EP	Ordinance 10-91
3401125016	LOT 16, CARRIAGE HILLS, 7TH, EP	Ordinance 10-91
3401125017	LOT 17, CARRIAGE HILLS, 7TH, EP	Ordinance 10-91
3401125018	LOT 18, CARRIAGE HILLS, 7TH, EP	Ordinance 10-91
3401125019	LOT 19, CARRIAGE HILLS, 7TH, EP	Ordinance 10-91
3401125020	LOT 20, CARRIAGE HILLS, 7TH, EP	Ordinance 10-91
3401125021	LOT 21, CARRIAGE HILLS, 7TH, EP	Ordinance 10-91
3401125022	LOT 22, CARRIAGE HILLS, 7TH, EP	Ordinance 10-91
3401125023	LOT 23, CARRIAGE HILLS, 7TH, EP	Ordinance 10-91
3401125024	LOT 24, CARRIAGE HILLS, 7TH, EP	Ordinance 10-91
3401125025	LOT 25, CARRIAGE HILLS, 7TH FIL, EP	Ordinance 10-91
3401125027	LOT 27, CARRIAGE HILLS, 7TH, EP	Ordinance 10-91
3401125028	LOT 28, CARRIAGE HILLS, 7TH, EP	Ordinance 10-91
3401125029	LOT 29, CARRIAGE HILLS, 7TH, EP	Ordinance 10-91

3401125030	LOT 30, CARRIAGE HILLS, 7TH, EP	Ordinance 10-91
3401125031	LOT 31, CARRIAGE HILLS, 7TH, EP	Ordinance 10-91
3401125032	LOT 32, CARRIAGE HILLS, 7TH, EP	Ordinance 10-91
3401125033	LOT 33, CARRIAGE HILLS, 7TH, EP	Ordinance 10-91
3401125034	LOT 34, CARRIAGE HILLS, 7TH, EP	Ordinance 10-91
3401125035	LOT 35, CARRIAGE HILLS, 7TH, EP	Ordinance 10-91
3401125936	LOT 36, CARRIAGE HILLS, 7TH, EP	Ordinance 10-91
3401125037	LOT 37, CARRIAGE HILLS, 7TH, EP	Ordinance 10-91
3401125038	LOT 38, CARRIAGE HILLS, 7TH, EP	Ordinance 10-91
3401125039	LOT 39, CARRIAGE HILLS, 7TH, EP	Ordinance 10-91
3401125040	LOT 40, CARRIAGE HILLS, 7TH, EP	Ordinance 10-91
3401125041	LOT 41, CARRIAGE HILLS, 7TH, EP	Ordinance 10-91
3401125042	LOT 42, CARRIAGE HILLS, 7TH, EP	Ordinance 10-91
2406211043	LOT 43, CARRIAGE HILLS, 7TH, EP	Ordinance 10-91
2406211044	LOT 44, CARRIAGE HILLS, 7TH, EP	Ordinance 10-91
2406211045	LOT 45, CARRIAGE HILLS, 7TH, EP	Ordinance 10-91
2406211046	LOT 46, CARRIAGE HILLS, 7TH, EP	Ordinance 10-91
2406211047	LOT 47, CARRIAGE HILLS, 7TH, EP	Ordinance 10-91
2406211048	LOT 48, CARRIAGE HILLS, 7TH, EP	Ordinance 10-91
2406211049	LOT 49, CARRIAGE HILLS, 7TH, EP	Ordinance 10-91
2406211050	LOT 50, CARRIAGE HILLS, 7TH, EP	Ordinance 10-91
2406211051	LOT 51, CARRIAGE HILLS, 7TH, EP	Ordinance 10-91
2406211052	LOT 52, CARRIAGE HILLS, 7TH, EP	Ordinance 10-91
2406211053	LOT 53, CARRIAGE HILLS, 7TH, EP	Ordinance 10-91
2406211054	LOT 54, CARRIAGE HILLS, 7TH, EP	Ordinance 10-91
2406211055	LOT 55, CARRIAGE HILLS, 7TH, EP	Ordinance 10-91
2406211056	LOT 56, CARRIAGE HILLS, 7TH, EP	Ordinance 10-91
2406211057	LOT 57, CARRIAGE HILLS, 7TH, EP	Ordinance 10-91
2406211058	LOT 58, CARRIAGE HILLS, 7TH, EP	Ordinance 10-91
2406211059	LOT 59, CARRIAGE HILLS, 7TH, EP	Ordinance 10-91

3401125060	LOT 60, CARRIAGE HILLS, 7TH FIL, EP	Ordinance 10-91
3401125061	LOT 61, CARRIAGE HILLS, 7TH, EP	Ordinance 10-91
3401125062	LOT 62, CARRIAGE HILLS, 7TH, EP	Ordinance 10-91
3401125063	LOT 63, CARRIAGE HILLS, 7TH, EP	Ordinance 10-91
3401125064	LOT 64, CARRIAGE HILLS, 7TH, EP	Ordinance 10-91
3401125065	LOT 65, CARRIAGE HILLS, 7TH, EP	Ordinance 10-91
3401125066	LOT 66, CARRIAGE HILLS, 7TH, EP	Ordinance 10-91
3401125067	LOT 67, CARRIAGE HILLS, 7TH, EP	Ordinance 10-91
3401125068	LOT 68, CARRIAGE HILLS, 7TH, EP	Ordinance 10-91
3401125069	LOT 69, CARRIAGE HILLS, 7TH, EP	Ordinance 10-91
3401125070	LOT 70, CARRIAGE HILLS, 7TH, EP	Ordinance 10-91
3401125071	LOT 71, CARRIAGE HILLS, 7TH, EP	Ordinance 10-91
3401125072	LOT 72, CARRIAGE HILLS, 7TH, EP	Ordinance 10-91
3401125073	LOT 73, CARRIAGE HILLS, 7TH, EP	Ordinance 10-91
3401125074	LOT 74, CARRIAGE HILLS, 7TH, EP	Ordinance 10-91
3401125075	LOT 75, CARRIAGE HILLS, 7TH, EP	Ordinance 10-91
3401125076	LOT 76, CARRIAGE HILLS, 7TH, EP	Ordinance 10-91
3401125077	LOT 77, CARRIAGE HILLS, 7TH, EP	Ordinance 10-91
3401125078	LOT 78, CARRIAGE HILLS, 7TH, EP	Ordinance 10-91
3402406916	LOT 16, CARRIAGE HILLS, 8TH FILING; LESS RD PER 86072532	Ordinance 01-00
	CLOUD NINE SUB	
3516416001	Lot 1, CLOUD NINE SUB, EP (20170058299)	Ordinance 10-17
	DEER CREST	
3523306001	LOT 1, DEER CREST SUB, ESTES PARK	Ordinance 16-73
3523309056	TR 56A, ESTES PARK AMD LOT 2 DEER CREST SUB & TR'S 56 & 57 FALL RIVER ADD, EP	Ordinance 16-73
3523308057	TR 57, ESTES PARK AMD LOT 2 DEER CREST SUB & TR'S 56 & 57 FALL RIVER ADD, EP	Ordinance 16-73
	ELKHORN EST	
3523411002	TRACT B1, AMD TRACT B, BOOTH RESUB OF LOTS 2-5 & 7, AND PORS OF LOTS 1,6,8 & 9, ELKHORN EST, EP (20130049373)	Ordinance 16-73
	EDWARDS	
3523414001	TRACT 15A, EDWARDS SUB, EP	Ordinance 16-73
3523414002	TRACT 15B, EDWARDS SUB, EP	Ordinance 16-73

	FALL RIVER ADDITION	
3523323061	TR 61A, FALL RIVER ADDITION TO TOWN OF ESTES PARK, AMD TR 59, 61, 62 & 63, EP (20030133966)	Ordinance 16-73
3523323062	TR 62A, FALL RIVER ADDITION TO TOWN OF ESTES PARK, AMD TR 59, 61, 62 & 63, EP (20030133966)	Ordinance 16-73
3523310001	LOT 1, STREAMSIDE AMD PLAT OF TR 59A FALL RIVER ADD AND LOT 2, OF AMD PLAT LOT 2, DEER CREST SUB, AND TR'S 56 & 57, FALL RIVER ADD TO THE TOWN OF ESTES PARK;(20050101901) LESS PHASE 1 CONDOS @20060048203; LESS SUPP 1 20110046573; LESS; LESS SUPP 1 AMND;	Ordinance 16-73
	FALL RIVER CONDOS	
3523420002	UNIT B, BLDG 503, FALL RIVER CONDOS, EP (99037226)	Ordinance 16-73
3523420004	UNIT D, BLDG 503, FALL RIVER CONDOS, EP (99037226)	Ordinance 16-73
	FISH CREEK	
2531464002	LOT 2, FISH CREEK ADD, EP	Ordinance 20-95
2531464003	LOT 3, FISH CREEK ADD, EP	Ordinance 20-95
	GRADY MINOR SUB	
3526111001	Lot 1, GRADY MINOR SUB, EP (20190043822)	Ordinance 16-73
	JAMES-MCINTYRE	
3522405007	LOTS 7 & 8, JAMES-MCINTYRE, ESTES PK	Ordinance 16-73
	JONES	
3524315002	LOT 2, JONES SUB, EP	Ordinance 16-73
	MOUNTAIN HAVEN	
3526450004	UNIT 4, MOUNTAIN HAVEN CONDOMINIUMS (20030096970)	Ordinance 15-82
	PARK CONDOS	
2531366001	CIC, PARK CONDOS, EP (99037912)	Ordinance 14-95
2531365001	UNIT 1, BLDG A, PARK CONDOS, EP (99037912)	Ordinance 14-95
2531365002	UNIT 2, BLDG A, PARK CONDOS, EP (99037912)	Ordinance 14-95
2531365004	UNIT 2, BLDG B, PARK CONDOS, EP (99037912)	Ordinance 14-95
	PARK RIVER WEST	
3525326001	LOT 1, THE PARK RIVER WEST SUBDIVISION, EP (2001098391); LESS 20030077911; 20030106552; 20030125222; 20040012984; 20040083612; 20040099929; 20040117482; 20050022660; 20050100769;LESS 20060017346; 20060073966; AKA CIC (FOR CONDOS)	Ordinance 15-82
	PROSPECT ESTATES ADDITION	
3536406002	TRACT B, PROSPECT ESTATES ADDITION, EP	Ordinance 02-82
	PROSPECT ESTATES	
3536410001	LOT 1, PROSPECT ESTATES, EP	Ordinance 02-82

3536410002	LOT 2, PROSPECT ESTATES, EP	Ordinance 02-82
3536410003	LOT 3, PROSPECT ESTATES, EP	Ordinance 02-82
3536410004	LOT 4, PROSPECT ESTATES, EP	Ordinance 02-82
3536410005	LOT 5, PROSPECT ESTATES, EP	Ordinance 02-82
3536410006	LOT 6, PROSPECT ESTATES, EP	Ordinance 02-82
3536410007	LOT 7, PROSPECT ESTATES, EP	Ordinance 02-82
3536410008	LOT 8, PROSPECT ESTATES, EP	Ordinance 02-82
3536410009	LOT 9, PROSPECT ESTATES, EP	Ordinance 02-82
3536410010	LOT 10, PROSPECT ESTATES, EP; EX POR BY QUIET TITLE IN 1383-457	Ordinance 02-82
3536410011	LOT 11, PROSPECT ESTATES, EP; EX POR BY QUIET TITLE IN 1383-457	Ordinance 02-82
3536410012	LOT 12, PROSPECT ESTATES, EP; EX POR BY QUIET TITLE IN 1383-457	Ordinance 02-82
3536410013	LOT 13, PROSPECT ESTATES, EP; EX POR BY QUIET TITLE IN 1383-457	Ordinance 02-82
3536410014	LOT 14, PROSPECT ESTATES, EP	Ordinance 02-82
3536410015	LOT 15, PROSPECT ESTATES, EP	Ordinance 02-82
3536410017	LOT 17, PROSPECT ESTATES, EP	Ordinance 02-82
3536410016	LOT 16, PROSPECT ESTATES, EP	Ordinance 02-82
3536410018	LOT 18, PROSPECT ESTATES, EP	Ordinance 02-82
	PROSPECT ESTATES 2ND	
3536422003	LOT 3, PROSPECT ESTATES SUB 2ND FIL, EP	Ordinance 02-82
3536423011	LOT 11, PROSPECT EST SUB 3RD FIL, EP	Ordinance 02-82
3536423012	LOT 12, PROSPECT EST SUB 3RD FIL, EP	Ordinance 02-82
3536423013	LOT 13, PROSPECT EST SUB 3RD FIL, EP	Ordinance 02-82
3536423014	LOT 14, PROSPECT EST SUB 3RD FIL, EP	Ordinance 02-82
3536423015	LOT 15, PROSPECT EST SUB 3RD FIL, EP	Ordinance 02-82
3536423016	LOT 16, PROSPECT EST SUB 3RD FIL, EP	Ordinance 02-82
3536423017	LOT 17, PROSPECT EST SUB 3RD FIL, EP	Ordinance 02-82
3536423018	LOT 18, PROSPECT EST SUB 3RD FIL, EP	Ordinance 02-82
3536423019	LOT 19, PROSPECT EST SUB 3RD FIL, EP	Ordinance 02-82
3536423020	LOT 20, PROSPECT EST SUB 3RD FIL, EP	Ordinance 02-82
3536423021	LOT 21, PROSPECT EST SUB 3RD FIL, EP	Ordinance 02-82
3536423022	LOT 22, PROSPECT EST SUB 3RD FIL, EP	Ordinance 02-82

3536423023	LOT 23, PROSPECT EST SUB 3RD FIL, EP	Ordinance 02-82
3536423024	LOT 24, PROSPECT EST SUB 3RD FIL, EP	Ordinance 02-82
3536423025	LOT 25, PROSPECT EST SUB 3RD FIL, EP	Ordinance 02-82
3536423026	LOT 26, PROSPECT EST SUB 3RD FIL, EP	Ordinance 02-82
3536423027	LOT 27, PROSPECT EST SUB 3RD FIL, EP	Ordinance 02-82
3536423031	LOT 31, PROSPECT EST SUB 3RD FIL, EP	Ordinance 02-82
3536423030	LOT 30, PROSPECT EST SUB 3RD FIL, EP	Ordinance 02-82
3536423029	LOT 29, PROSPECT EST SUB 3RD FIL, EP	Ordinance 02-82
3536423037	LOT 37, PROSPECT EST SUB 3RD FIL, EP	Ordinance 02-82
3536423034	LOT 34, PROSPECT EST SUB 3RD FIL, EP	Ordinance 02-82
3536423033	LOT 33, PROSPECT EST SUB 3RD FIL, EP	Ordinance 02-82
	PROSPECT EST SUB	
3536423028	LOT 28, PROSPECT EST SUB 3RD FIL, EP	Ordinance 02-82
3536423036	LOT 36, PROSPECT EST SUB 3RD FIL, EP	Ordinance 02-82
3536423035	LOT 35, PROSPECT EST SUB 3RD FIL, EP	Ordinance 02-82
	PROSPECT MOUNTAIN SUB	
3536407001	LOT 1, PROSPECT MOUNTAIN SUB, A PUD, EP	Ordinance 02-82
3536407002	LOT 2, PROSPECT MOUNTAIN SUB, A PUD, EP	Ordinance 02-82
3536407003	LOT 3, PROSPECT MOUNTAIN SUB, A PUD, EP	Ordinance 02-82
3536407004	LOT 4, PROSPECT MOUNTAIN SUB, A PUD, EP	Ordinance 02-82
3536407005	LOT 5, PROSPECT MOUNTAIN SUB, A PUD, EP	Ordinance 02-82
	PROSPECT MOUNTAIN SUB PUD 3RD	
3536413009	LOT 9, PROSPECT MTN SUB, PUD, 3RD FILING, EP	Ordinance 02-82
3536413011	LOT 11, PROSPECT MTN SUB, PUD, 3RD FILING, EP	Ordinance 02-82
3536413012	LOT 12, PROSPECT MTN SUB, PUD, 3RD FILING, EP	Ordinance 02-82
3536413013	LOT 13, PROSPECT MTN SUB, PUD, 3RD FILING, EP	Ordinance 02-82
3536413014	LOT 14, PROSPECT MTN SUB, PUD, 3RD FILING, EP	Ordinance 02-82
	PROSPECT MOUNTAIN SUB PUD 4TH	
3536415016	LOTS 16 & 17, PROSPECT MTN SUB, PUD 4TH, EP	Ordinance 02-82
3536415019	LOT 19, PROSPECT MTN SUB, PUD 4TH, EP	Ordinance 02-82
3536415018	LOT 18, PROSPECT MTN SUB, PUD 4TH, EP	Ordinance 02-82

3536415020	LOT 20, PROSPECT MTN SUB, PUD 4TH, EP	Ordinance 02-82
3536415021	LOT 21, PROSPECT MTN SUB, PUD 4TH, EP	Ordinance 02-82
3536415022	LOT 22, PROSPECT MTN SUB, PUD 4TH, EP	Ordinance 02-82
	PROSPECT MOUNTAIN SUB PUD 5TH	
3536416023	LOT 23, PROSPECT MTN SUB, PUD, 5TH FILING, EP	Ordinance 02-82
3536416024	LOT 24 & 25, PROSPECT MTN SUB, PUD, 5TH FILING, EP(COMBINE 35364-16-025)	Ordinance 02-82
3536416026	LOT 26, PROSPECT MTN SUB, PUD, 5TH FILING, EP	Ordinance 02-82
3536416027	LOT 27 AMENDED, PROSPECT MTN SUB, PUD, 5TH FILING, EP (20100027950)	Ordinance 02-82
	PROSPECT MOUNTAIN SUB PUD 7TH	
3536418031	LOT 31, PROSPECT MOUNTAIN SUB PUD 7 TH , EP	Ordinance 02-82
3536418032	LOT 32, PROSPECT MOUNTAIN SUB PUD 7 TH , EP	Ordinance 02-82
3536418033	LOT 33, PROSPECT MOUNTAIN SUB PUD 7 TH , EP	Ordinance 02-82
3536418034	LOT 34, PROSPECT MOUNTAIN SUB PUD 7 TH , EP	Ordinance 02-82
3536418035	LOT 35, PROSPECT MOUNTAIN SUB PUD 7 TH , EP	Ordinance 02-82
3536418036	LOT 36, PROSPECT MOUNTAIN SUB PUD 7TH, EP	Ordinance 02-82
3536418037	LOT 37, PROSPECT MOUNTAIN SUB PUD 7TH, EP	Ordinance 02-82
3536421001	LOT 38A, AMD LOT 38 PROSPECT MTN SUB PUD 7TH, EP	Ordinance 02-82
3536421002	LOT 38B, AMD LOT 38 PROSPECT MTN SUB PUD 7 TH , EP	Ordinance 02-82
	SEYBOLD	
3523407001	LOT 1, SEYBOLD SUB E P	Ordinance 16-73
	SOLITUDE SUB	
2529318001	LOT 3, SOLITUDE SUB (CONDOS) EP (2002030494); LESS 20030077909; LESS 20030096972; LESS 20030133970; LESS 20040011582; LESS 20080002696; AKA CIC	Ordinance 14-01
2529314005	LOT 5, SOLITUDE SUBDIVISION, EP (2002030494) LESS 20040027677; LESS 20040045029; LESS 20050016175; LESS 20050037947; AKA CIC	Ordinance 14-01
2529320001	LOT 6, SOLITUDE SUB EP (2002030494); LESS 20030106550; AKA CIC; LESS POR PER 20210027268;	Ordinance 14-01
	SOLITUDE III	
2529317001	UNIT 1, LOT 3, SOLITUDE III CONDOS, EP (20030077909)	Ordinance 14-01
2529317002	UNIT 2, LOT 3, SOLITUDE III CONDOMINIUMS, SUPP MAP NO. 1 (20030096972)	Ordinance 14-01
2529317003	UNIT 3, SOLITUDE III CONDOMINIUMS, SUPP MAP NO. 3, EP (20040011582)	Ordinance 14-01
2529317004	UNIT 4, LOT 3, SOLITUDE III CONDOMINIUMS, SUPP MAP NO. 2, EP (20030133970)	Ordinance 14-01
2529317005	UNIT 5, SOLITUDE 3 CONDOS SUPP 4, EPK (20080002696)	Ordinance 14-01

	SOLITUDE IV	
2529315001	UNIT 1, LOT 4, SOLITUDE IV CONDOS, SUPP. NO. 1, EP (20030072507)	Ordinance 14-01
2529315002	UNIT 2, LOT 4, SOLITUDE IV CONDOMINIUMS, EP (2003-0024978)	Ordinance 14-01
2529315003	UNIT 3, LOT 4, SOLITUDE IV CONDOMINIUMS, EP (20030024978)	Ordinance 14-01
2529315004	UNIT 4, LOT 4, SOLITUDE IV CONDOMINIUMS, SUPP MAP NO. 2, EP (20030133971)	Ordinance 14-01
2529315007	UNIT 7, LOT 4, SOLITUDE IV CONDOMINIUMS, SUPP MAP NO. 2, EP (20030133971)	Ordinance 14-01
2529315005	UNIT 5, SOLITUDE IV CONDOS, SUPP MAP NO. 3, EP 20040081157	Ordinance 14-01
2529315006	UNIT 6, SOLITUDE IV CONDOS, SUPP MAP NO. 3, EP 20040081157	Ordinance 14-01
2529316001	CIC, (LOT 4) SOLITUDE IV CONDOMINIUMS, EP (2003-0024978) LESS 20030133971	Ordinance 14-01
	SOLITUDE V	
2529319001	UNIT 1, SOLITUDE VI CONDOS, EP (20030106550)	Ordinance 14-01
2529324001	UNIT 1, SOLITUDE V CONDOS, SUPP NO. 2, EP (20040081158)	Ordinance 14-01
2529324002	UNIT 2, SOLITUDE V CONDOMINIUMS, SUPP MAP 1 (UNIT 2), EP (20040045029)	Ordinance 14-01
2529319003	UNIT 3, SOLITUDE VI CONDOS, EP (20030106550)	Ordinance 14-01
2529324003	UNIT 3, SOLITUDE V CONDOS, SUPP NO. 2, EP (20040081158)	Ordinance 14-01
2529324004	UNIT 4, SOLITUDE V CONDOMINIUMS, (UNIT 4) EP (20040027677)	Ordinance 14-01
2529324005	UNIT 5, SOLITUDE V CONDOS SUPP 3 LOT 5 EPK (20050016175)	Ordinance 14-01
2529324006	UNIT 6, SOLITUDE 5 CONDOS SUPP 4 EP (20050037947)	Ordinance 14-01
2529329007	Unit 7, SOLITUDE VI CONDOS SUPPLEMENT NO 1, EP (20210027268)	Ordinance 14-01
	STEELE SUB	
3536412001	LOT 1, STEELE SUB, EP	Ordinance 02-82
3536412002	LOT 2, STEELE SUB, EP	Ordinance 02-82
	SUMMERSET ON FALL RIVER	
3522426001	UNIT 1, EVANS BLDG, SUMMERSET ON FALL RIVER CONDOS, EP	Ordinance 16-73
3522429006	UNIT 6, BIG HORN MTN BLDG, SUMMERSET ON FALL RIVER CONDOS SUPP 3, EP	Ordinance 16-73
3522427003	UNIT 3, DEER MTN BLDG, SUMMERSET ON FALL RIVER CONDOS SUPP 1, EP	Ordinance 16-73
3522427004	UNIT 4, DEER MTN BLDG, SUMMERSET ON FALL RIVER CONDOS SUPP 1, EP	Ordinance 16-73
3522430007	UNIT 7, ARROWHEAD MTN BLDG, SUMMERSET ON FALL RIVER CONDOS SUPP 3, EP	Ordinance 16-73
3522430008	UNIT 8, ARROWHEAD MTN BLDG, SUMMERSET ON FALL RIVER CONDOS SUPP 3, EP	Ordinance 16-73
3522433010	UNIT 10, EMERALD MTN BLDG, SUMMERSET ON FALL RIVER CONDOS, SUPP 5, EP	Ordinance 16-73
3522428005	UNIT 5, CASTLE MTN BLDG, SUMMERSET ON FALL RIVER CONDOS SUPP 2, EP	Ordinance 16-73

3522433011	UNIT 11, EMERALD MTN BLDG, SUMMERSET ON FALL RIVER CONDOS, SUPP 5, EP	Ordinance 16-73
3522426002	UNIT 2, EVANS BLDG, SUMMERSET ON FALL RIVER CONDOS, EP	Ordinance 16-73
	SUNDANCE MOUNTAIN SUBDIVISION	
3516412003	LOT 3, SUNDANCE MOUNTAIN SUBDIVISION (2001046744), EP	Ordinance 05-01
	WILSON	
3523409003	LOT 3, WILSON SUB, EP	Ordinance 16-73
	WITT SUBDIVISION	
3523422001	LOTS 1 AND 2, WITT SUBDIVISION, EP 20040003702 (COMBINED 3523422002)	Ordinance 16-73
3523422003	LOT 3, WITT SUBDIVISION, EP 20040003702	Ordinance 16-73
3523422004	LOT 4, WITT SUBDIVISION, EP 20040003702	Ordinance 16-73



Memo

Through: Town Administrator Machalek

From: Reuben Bergsten, Utilities Director and Jacqueline Wesley, P.E., Project Manager

Department: Utilities Department

Date: July 8, 2025

Subject: Resolution 72-25 Increase Contingency for the Prospect Mountain Water Improvements Project

Type: Resolution

Objective:

Complete the Prospect Mountain water project by funding additional construction work resulting from differing site conditions, unanticipated permit compliance and County requirements, and changes to electrical service; extended interim financing costs; and development and water rights fees that are greater than those estimated at the time of budget development.

Present Situation:

As a result of the Prospect Mountain Water Company (PMWC) bankruptcy, the Town assumed ownership through the Voluntary Transfer Agreement, which requires the former PMWC customers to fund the reconstruction of their old water system to current Town standards. The costs include administrative costs and paying the Town development/water rights (tap fees).

The Town obtained project grants and loans from the United States Department of Agriculture Rural Development (USDA-RD) and the Colorado Department of Local Affairs (DOLA) totaling \$15, 298,000 for eligible costs. Ineligible costs include Town-provide labor to support the construction of the project.

In August 2022, the project advertised for bids and the selected qualified low bidder was Wagner Construction. When their base bid of \$10,732,588 was combined with two additive alternates, the total bid price was \$11,011,726. On September 29, 2022, the Board approved entering into the funding agreement with the USDA-RD (Resolution 67-22 and Resolution 68-22) as outlined in the LOC and the contract with Wagner Construction (Resolution 82-22).

The existing project budget is \$15,298,000 per the USDA financing letter of conditions. We estimate the final project cost to be \$15,800,000, including all USDA-RD grant and loan eligible costs and ineligible costs (Town labor). The total project budget includes USDA-eligible costs (defined in the Letter of Conditions) and ineligible costs (e.g. Town labor). This is an increase of \$502,000 (3.28%) in the total project budget to be used for extended interim loan interest, the remaining town tap fees (development and water rights fees), Northern Water inclusions, Town labor, and changes during construction.

The largest project cost item is the USDA-eligible construction cost for work completed by Wagner Construction. The current construction cost is \$11,589,079.84, including the two additive alternatives and contingency funded change orders. The estimated remaining value of pending change orders and additional contingency is \$400,000, bringing the estimated total contract value to \$11,900,000 (part of the \$15,800,000 discussed above). This is an increase of \$1,167,412 (10.64%) from the original bid and alternates.

The following change orders have altered the value of the construction work.

1. Increase in manhole size at the request of the Water Division.
2. Increase in quantity of air vac/release valves/vaults, fire hydrants, and 6-inch DIP.

3. Decrease in quantity of 8" bends, concrete encasement, 8x8 tees, 6x8 tees, 8-inch DIP, 8" gate valves, rigid pavement (concrete), temporary piping, water service connection and extension, and blowoff assemblies.
4. Increase in the quantity of rock during construction from the original bid quantity. The bid quantity of rock excavation was 4,585 cubic yards (CY) for the mains and 676 CY along the tank access. The total quantity of rock was estimated at the time of bidding as 5,261 CY. The additional rock quantity encountered during construction is 3,397.05 CY, for a total increased construction value of \$490,448.60.
5. Requirements of Larimer County permits: The requirements of the Larimer County permits acquired by the Contractor differed from those anticipated at bid time. Differences include additional stormwater sampling, more roadway surface restoration with different materials, and additional traffic control.

Proposal:

Staff request the following:

1. Increase the project contingency funding used by staff to authorize change orders with Wagner Construction not to exceed \$11,900,000. Staff will work with USDA-RD to adjust the LOC line items to not exceed \$15,298,000 for the USDA-RD funded portions of the project.
2. Approval for increasing the total project budget to \$15,800,000, which includes USDA-RD funded eligible items and ineligible items such as Town labor.

Future adjustments to the project budget may be required to cover interim loan interest costs, remaining town tap fees, testing, and Northern Water Inclusion costs once they are calculated.

Advantages:

- Increasing project funding will allow the project to close out the outstanding Town labor costs.
- Increasing contingency funding will allow enable continuation of construction.

- The project will be completed enabling closeout with the USDA.

Disadvantages:

- The cost of construction is higher than the original bid; however, the requirement for repayment of all costs by the previous PMWC customers does not change.
- Additional administrative actions are required; however, the USDA-RD has agreed to make adjustments with within the LOC upper limit.

Action Recommended:

Staff recommends approval of the resolution.

Finance/Resource Impact:

503-7000-580.35-54 PMLOAN Prospect Mountain Water System Improvements, \$502,000 increase. Staff will work with finance to differ existing capital projects to cover the increase.

Level of Public Interest:

Low with only interested parties being the former customers of the Prospect Mountain Water Company who are financially responsible for all project costs.

Sample Motion:

I move for the approval/denial of Resolution 72-25 amending the project budget and authorizing additional contingency for Wagner Construction's contract via change orders to be executed by the Town Administrator and Utilities Director.

Attachments:

1. Resolution 72-25
2. Presentation

RESOLUTION 72-25

A RESOLUTION INCREASING THE PROSPECT MOUNTAIN WATER SYSTEM
IMPROVEMENTS PROJECT’S CONTINGENCY

WHEREAS, on September 29, 2022, the Town approved Resolution 82-22 approving a construction contract with Wagner Construction, Inc. for the Prospect Mountain Water Distribution Improvements Project; and

WHEREAS, the United States Department of Agriculture – Rural Development provided a revised letter of conditions dated September 27, 2022 detailing funding in the form of grants and loans from the USDA-RD for a project cost of \$15,298,000 including construction, contingency, and other project elements; and

WHEREAS, the project costs are expected to exceed the contingency.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF ESTES PARK, COLORADO:

The budget for the project contingency is increased by \$502,000.

DATED this _____ day of _____, 2025.

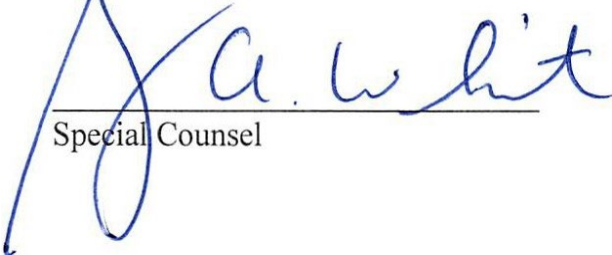
TOWN OF ESTES PARK

Mayor

ATTEST:

Town Clerk

APPROVED AS TO FORM:



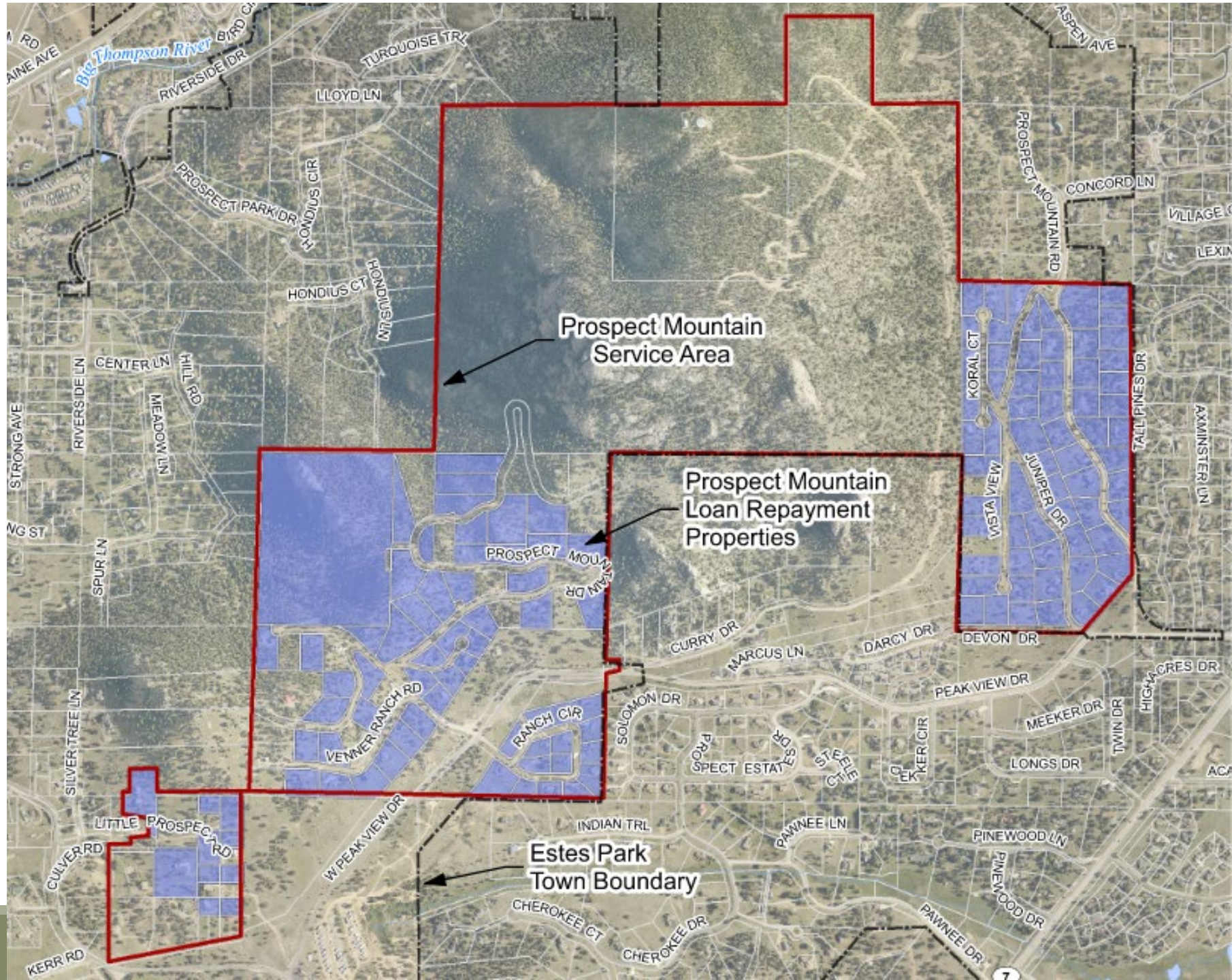
Special Counsel

Prospect Mountain Water System Improvements Project - Increase in Project Contingency

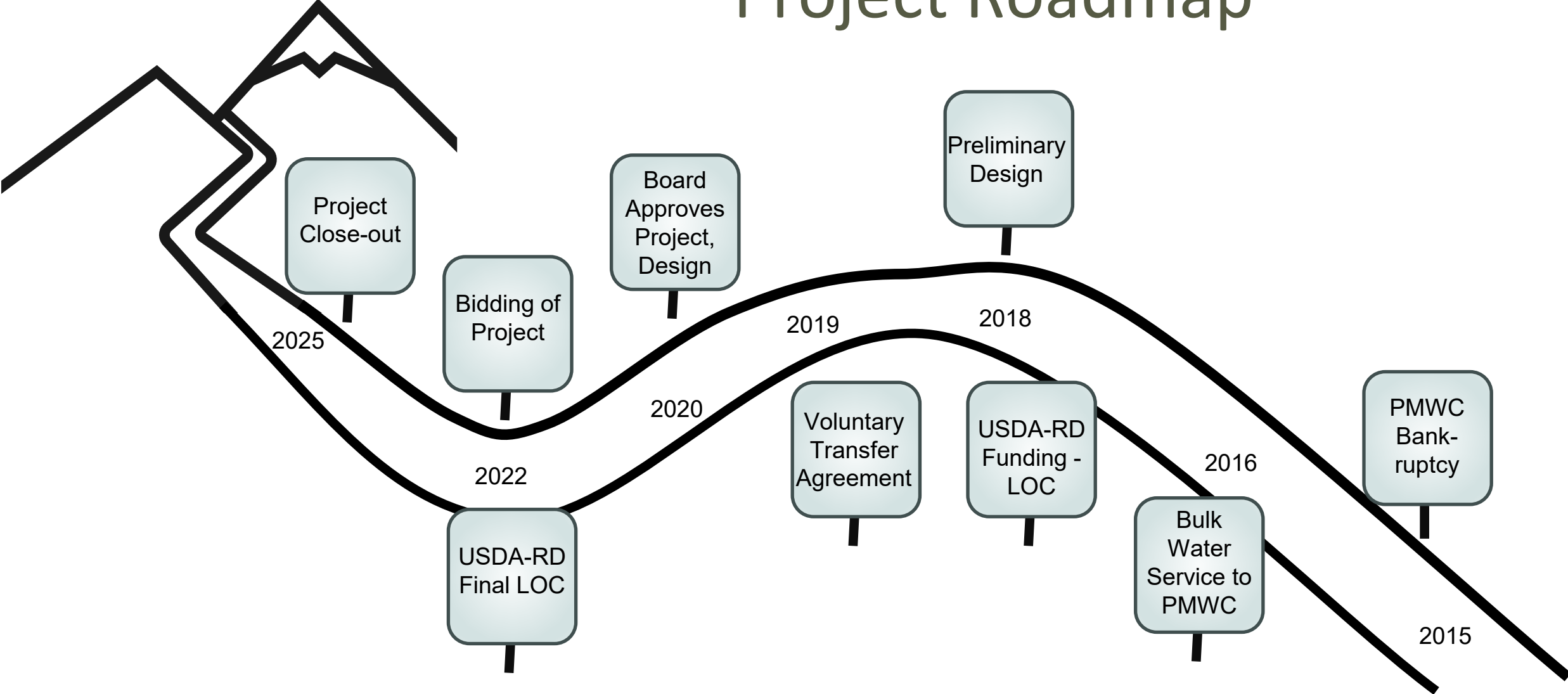
Town Board Meeting:
July 8, 2025



Project Overview



Project Roadmap



Current Status

Work Completed:

- Pipeline and hydrants complete, 2 services remaining
- Tank constructed and pump station operational

Work Remaining:

- Disinfect/test/fill tank, place into service
- Final connections
- Restoration – roads and yards/surfaces



Original Budget

Project Component	LOC Value
Administration	\$537,000
Construction	\$10,732,588
Contingency	\$999,292
Engineering Fees	\$1,421,500
Interest - Interim	\$125,000
Remaining Development/ WR Fees	\$1,064,120
Easement Acquisition	\$250,000
Testing	\$161,000
Northern Water Inclusion	\$7,500
Total Budget/LOC	\$15,298,00

Funding Sources:

USDA-RD Loan 1	\$4,493,000
USDA-RD Grant 2	\$6,547,000
USDA-RD Grant 3	\$3,988,000
Applicant Contribution	\$245,000
DOLA Grant	\$25,000
Total Funding	\$15,298,000

Use of Contingency

Item and Description	Amount
Bid Alternates 1 and 2	\$279,138.00
Change Orders	\$577,353.84
Rock excavation overages 1-8, (3350.14 CY)	\$493,598.60
Town requested changes	\$72,010.18
Various quantity adjustments and seeding change	(\$229,230.75)
Asphalt replacement required by Larimer County	\$240,975.81
Total	\$856,491.84

LOC Contingency	\$999,292
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Pending Items

<u>Item and Description</u>	<u>Estimated Amount</u>
Pending Change Orders	
**County stormwater permit testing (contractor proposal)	\$154,543.10
**County shut-down incurred costs (contractor proposal)	\$108,237.49
**Traffic control required by the County (contractor proposal)	\$46,791.24
Change road materials (est.)	\$20,500

** These items are identified by the Contractor as changes but have not been agreed to by the Engineer or Town. Additional supporting information has been requested by the contractor for these items.

Requested Revised Budget

Project Component	Amount
Construction	\$10,732,588
Contingency	\$1,501,292
Admin, Engineering, Interim loan interest, Town Development/ Water Rights fee, easements, testing, Northern Water Inclusion	\$3,566,120
Total Budget	\$15,800,000

Funding Source	Amount
USDA-RD Loan	\$4,493,000
USDA-RD Grant (>68% of cost)	\$10,535,000
Applicant Contribution	\$245,000
Additional Contingency (per Resolution XX-25)	\$502,000
DOLA Grant	\$25,000
TOTAL	\$15,800,000



Memo

To: Honorable Mayor Hall & Board of Trustees

Through: Town Administrator Machalek

From: Project Manager Wesley and Director Bergsten

Department: Utilities

Date: July 8, 2025

Subject: Resolution 73-25 Contingent award of the Spruce Knob and Carriage Hills
Water Systems Construction

Type: Resolution

Packet material will be provided by Monday, July 7, 2025 📎



Memo

Through: Town Administrator Machalek

From: Reuben Bergsten, Director and Joe Lockhart, Line Superintendent

Department: Utilities

Date: July 8, 2025

Subject: Resolution 74-25 Request DOLA Amend Grant EIAF B-022 to Extend the
Deadline for Broadband Planning and Implementation Grant Agreement

Type: Resolution

Objective:

Our objective is to request DOLA (Department of Local Affairs) extend the deadline for our Broadband Planning and Implementation grant agreement #EIAF B-022 for staff to address the reduced project scope.

Present Situation:

The DOLA funded Broadband Implementation Grant was awarded to support expansion of fiber-optic-based broadband services within the Town of Estes Park Power & Communications Division service area. This included Glenhaven, Allenspark, and Highway 36 areas. In addition, a fiber design was created for Pinewood Springs. We need more time to develop options for the entire scope of work outlined in the original grant agreement.

Proposal:

We request the Town Board authorize the Mayor to sign and submit a letter to DOLA requesting an extension of the grant deadline. The extension will allow Staff time to define the reduced scope of work and develop options for future services in the Power and Communications service area.

Advantages:

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.

This will allow us to close our grant agreement.

Disadvantages:

None

Action Recommended:

Approval of the resolution authorizing the Mayor to sign the proposed amendment to our grant agreement.

Finance/Resource Impact:

None

Level of Public Interest:

Low

Sample Motion:

I move for the approval/denial of resolution 74-25

Attachments:

1. Resolution 74-25
2. Summary of changes

RESOLUTION 74-25

A RESOLUTION REQUESTING THE DEPARTMENT OF LOCAL AFFAIRS AMEND
GRANT EIAF B-022's SCOPE OF PROJECT

WHEREAS, the Town of Estes Park acting by and through its Power and Communications Enterprise passed [Resolution 34-22](#) approving the DOLA (Colorado Department Of Local Affairs) Broadband Initiative planning and Implementation grant program application; and

WHEREAS, the Town of Estes Park acting by and through its Power and Communications Enterprise passed [Resolution 96-22](#) accepting DOLA Grant EIAF-B022; and

WHEREAS, inflation drove costs to exceed the project's planned estimates; and

WHEREAS, the project funds were depleted before the grant's defined scope was completed.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF ESTES PARK, COLORADO:

Request an amendment to EXHIBIT B – SCOPE OF PROJECT (SOP) paragraph 2.2 as follows:

2.2. Work Description. The Town of Estes Park (Grantee) will utilize in-house staff and work with a previously hired qualified contractor to complete expansion of broadband service within the Town of Estes Park Power & Communications Division service area. Work includes: final design and installation of approximately 15.4 miles of fiber to Glen Haven. The Glen Haven area has four (4) cabinet boundary areas. Each cabinet contains several terminals that will service between 4 to 12 premises. Additional Work includes: preliminary engineering for middle mile fiber to the Pinewood Springs area located approximately 12 miles from Estes Park, and all the side roadways within the Pinewood Springs area. Grantee will own and maintain all broadband infrastructure and, in accordance with §9 below, a contractor will be hired in addition to in-house staff to complete the Work.

The Town Board authorizes the Mayor to send a letter to DOLA to provide detailed reasons for the Town's request to amend the Grant Agreement as stated in this Resolution and, if necessary, request an extension of the term of the Grant Agreement.

DATED this _____ day of _____, 2025.

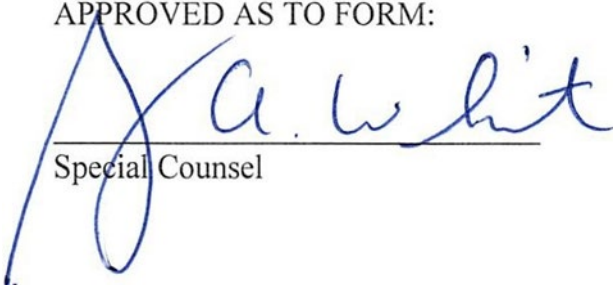
TOWN OF ESTES PARK

Mayor

ATTEST:

Town Clerk

APPROVED AS TO FORM:



Special Counsel

**DOLA EIAF B-022 - Estes Park Broadband Planning and Implementation
Amendment to extend the deadline due to changing Scope of Work
Town of Estes Park
June 12, 2025.**

Reason for Revision:

Construction on the grant's scope of work commenced immediately upon receipt of the award letter on August 22, 2022. By early 2023, the effects of inflation became apparent, necessitating a shift from independent contractors to the more cost-effective, albeit slower, utilization of in-house staff.

Our initial optimism that this approach would allow us to remain within the original budget proved unfounded as inflation and a higher than planned take rate. We planned for 20% in the first year and we had a 44% take rate in the Hwy 43/grant funded area.

We completed the design for the entire grant funded area. The Allenspark area required an additional cabinet.

We could not complete construction of:

- a. two cabinets along Hwy 34 and
- b. four of five cabinets in the Allenspark/Hwy 7 grant funded area

Summary of Changes:

Include language to add use of in-house staff in addition to contractors.

Remove the fiber construction in Allenspark. Although we completed one cabinet, the original grant scope only included four cabinets.

Remove fiber construction along Highway 34.

Revised Scope of Work:

Work Description.

- The Town of Estes Park (Grantee) will work with a previously hired qualified contractor.
 - Revised to add the utilization of in-house staff in addition to previously hired qualified contractors.

- Final Design and Installation of:
 - Retain approximately 15.4 miles of fiber to Glen Haven which was completed September 1, 2023. The demand for broadband services exceeded the original grant scope of 20% take rate resulting in higher-than-expected costs.
 - Remove from the scope approximately 7 miles of fiber east along Highway 34, due to higher costs.
 - Remove approximately 78 miles of fiber for the Allenspark area, which is partially (21 miles installed from Estes to Allenspark) October 1, 2023
- Cabinet Boundary Areas that feed approximately 200 premises per cabinet. Each cabinet contains several terminals that will service between 4 to 12 premises each.
 - Glen Haven segment included four (4) cabinet boundary areas, Completed September 1, 2023.
 - Remove the Allenspark segment which had included four (4) cabinet boundary areas. One cabinet was completed October 1, 2023; however, as we completed the final design an additional cabinet had to be added.
 - Remove the highway 34 segment.
- We completed the preliminary engineering for middle mile fiber to the Pinewood Springs area located approximately 12 miles from Estes Park, and all the side roadways within the Pinewood Springs area..

Deliverables:

- Digital photos of the project will be submitted with the Final Report.
- Preliminary plans for the Pinewood Springs area will be submitted with the Final Report.

Updated Timeline

Construction and design began August 22, 2022.

Final Report July, 2025.



Report

To: Honorable Mayor Hall & Board of Trustees

From: Town Administrator Machalek

Department: Town Administrator's Office

Date: July 8, 2025

Subject: Transportation Advisory Board Next Steps - Sunsetting/Bylaw Review

Objective:

This is for Town Board discussion only. No packet material has been provided outside of the Transportation Advisory Board (TAB) bylaws for reference.

Attachments:

1. TAB Bylaws

TRANSPORTATION ADVISORY BOARD BYLAWS [ADOPTED 06/2024]

I. ROLE

The mission of the Town of Estes Park Transportation Advisory Board (TAB) is to advise the Town Board and the Public Works staff on:

1. *Local and Regional Comprehensive Transportation Planning Policies* that protect air quality, diminish congestion, and enhance the safety and quality of life for the citizens, businesses, and visitors to the Estes Valley, including but not limited to pedestrian, bicycle, automobile, and transit modes; and
2. *Maintenance, Operation, and Expansion Programs* for all modes of the Town's transportation system; and
3. *Transportation Capital Projects* to ensure the Town's transportation goals and policies for roads, trails, parking, signage, and transit are implemented.

"Chair" in the remainder of this document will refer to the Chair of TAB.

II. MEETINGS

- A. *Meetings.* Shall be held when needed, as determined by the Chair or the Public Works Director, who shall consider the question together on a monthly basis. A consistent meeting date and time shall be set by the TAB by majority vote. Any item on the agenda which cannot be heard and considered by the conclusion of the meeting may be continued until and heard at the next regularly scheduled meeting or a specially scheduled meeting and shall have priority over any other matters to be heard and considered.
- B. *Special Meetings.* May be held at any time upon call by the Chair or the Public Works Director. Notice of at least three (3) calendar days shall be given to each member of the TAB. The time, place, and purpose of the special meeting shall be specified in the notice to the committee members. Should a special meeting be scheduled, notification must be provided to the Public Works Director in an effort to adequately notify the public in accordance with the State of Colorado Open Meetings Law Section 24-6-402(2)(c) C.R.S.
- C. *Cancellation of Meetings.* Scheduled meetings of the TAB may be cancelled or rescheduled upon determination by the Chair. Any cancelled meeting requires notification to the Public Works Director in an effort to adequately notify the public.
- D. *Meeting Procedures.* Chair shall preside in accordance with generally accepted norms for the conduct of parliamentary procedure. The TAB may overturn a

parliamentary determination of the Chair by majority vote. Robert's Rules of Order may be considered as a parliamentary guide.

- E. *Open Meetings.* All meetings and action of the TAB shall be in full compliance with state statutes governing open meetings, as amended and incorporated herein by reference. It is the responsibility of the assigned staff member of the Public Works Department to be familiar with these statutes and regulations.
- F. *Attendance by Non-members.* Meetings may be attended by persons who are not members of the TAB. At the discretion of the Chair, non-members may be allowed to speak at meetings. However, in no event shall non-members be allowed to vote on matters for which a vote is required.

III. MEMBERS AND QUORUM

- A. *Membership.* The TAB consists of a maximum of nine (9) members. Members must reside within the Estes Park R-3 School District. Appointments of members shall be made by the Town Board in accordance with Policy 102.
- B. *Terms.* Members shall be appointed to a three (3) year term. The terms of the members shall be staggered so that the terms of an equal number of the members, or as equal a number as possible, expire on the last day of March each year. There are no term limitations, and members may be reappointed by the Town Board in accordance with Policy 102.
- C. *Vacancies.* Vacant positions shall be filled by appointment by the Town Board for the unexpired portion of the term of the position to be filled.
- D. *Quorum.* A quorum for transaction of business of the TAB shall consist of a majority of the appointed (voting) member positions that are filled at the time. This is the minimum number of members required to be present to open a meeting and conduct business.
- E. *Action.* Any action by the TAB shall be by majority vote of the members attending any regular or special meeting at which a quorum is present, unless otherwise provided by law or ordinance. A tie vote shall constitute failure of the motion on the floor.
- F. *Town Board Liaison.* The Town Board may appoint one of its members as a liaison to the TAB, who shall receive copies of all notices, documents, and records of proceedings of the TAB which any member would also receive.

IV. OFFICERS

- A. *Officers.* There shall be a Chair and a Vice-Chair as selected by the TAB.

B. *Elections.* Officers shall be elected by the members annually, at the first regularly scheduled meeting of each year. Officers shall be members of the TAB. Notification of who is elected Chair and Vice-Chair will be sent to the Town Clerk.

C. *Chair Responsibilities:*

1. Preside at all meetings
2. Ensure that all meetings are conducted with decorum and efficiency
3. Call special meetings in accordance with the bylaws
4. Authority to cancel a meeting
5. Sign any documents prepared by the TAB for submission to the Town Board or Town departments
6. Represent the TAB in dealings with the Town Board or other organizations
7. The Chair has the same right as any other member of the Board to vote on matters before the TAB, to move or second a motion, and to speak for or against proposals.

D. *Vice-Chair Responsibilities:*

1. Assist the Chair as requested
2. Accept and undertake duties delegated by the Chair
3. Preside over meetings or perform other duties of the Chair in the event the Chair is absent or unable to act.

E. *Chair Pro Tem.* In the absence of the Chair and Vice-Chair at a given meeting, the TAB may elect a voting member to serve as Chair for the duration of that meeting.

V. STAFF ROLE

An assigned staff member of the Public Works Department is responsible for proper notification of meeting, preparation and distribution of agenda, assembly of packet and minute taking for all meetings.

VI. ATTENDANCE

Regular attendance by the members of the TAB is expected. In the event any member misses three (3) consecutive regular meetings or a total of four (4) regular meetings in a calendar year, the Town Board may remove its appointed member for neglect of duty and designate a new member to fill the vacancy.

VII. GENERAL PROVISIONS

Recommendations for amendments to these bylaws may be adopted at any regular or special meeting of the TAB by a majority of the membership of the TAB provided that notice of such possible amendments is given to all members at least five (5) days prior to the meeting at which action is to be taken. Any amendments shall be subject to approval by the Town Board.

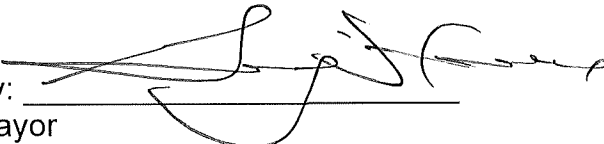
VIII. COMPLIANCE WITH TOWN POLICIES

- A. In addition to these bylaws, the TAB shall operate in compliance with the adopted Town Board policy on Town Committees, Policy 102, as amended. The terms of this policy are incorporated into these bylaws by this reference. A copy of the policy, along with these bylaws, shall be provided to each member at the time of their appointment.
- B. Failure to comply with applicable Town policies may be grounds for an official reprimand or censure by the TAB and/or a recommendation to the Town Board for removal.

IX. CONFLICT OF INTEREST

All members of the TAB are subject to the standards of conduct under the State of Colorado Code of Ethics, Sections 24-18-101 et seq., C.R.S., and Article XXIX of the Colorado Constitution (Amendment 41). At the time of introduction of an individual item on the TAB agenda in which the member has a conflict of interest, the member shall state that a conflict of interest exists and then abstain from participating and voting on the matter. A member having a conflict of interest on any matter shall not attempt to influence other members of the TAB at any time with regard to said matter.

Adopted this 11th day of June, 2024.
ESTES PARK BOARD OF TRUSTEES

By: 
Mayor