Minutes of a Joint Study Session meeting of the ESTES PARK TOWN BOARD, LARIMER COUNTY COMMISSION, AND ESTES VALLEY PLANNING COMMISSION 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 14th day of June, 2018.

Town Board: Mayor Jirsa, Mayor Pro Tem Walker, Trustees Bangs, Cenac, Marchink, Norris and Zornes

County Commission: Chair Johnson and Commissioners Donnelly and Gaiter

Planning Commission: Commissioners Doyle, Foster, Hull, Leavitt, Murphree, Schneider, and White

Also Attending: Town Administrator Lancaster, County Manager Hoffman, Attorney White, Larimer County Attorney Haag, Community Development Director Hunt, County Planner Whitley and Town Clerk Williamson

Absent: County Commissioner Gaiter, Mayor Pro Tem Walker and Estes Valley Planning Commissioner Murphree

Meeting was called to order at 6:00 p.m. by Mayor Jirsa and co-chaired by Larimer County Commissioner Johnson.

Mayor Jirsa and Commissioner Johnson provided opening remarks and stated the joint meeting would be a collaborative effort to discuss the development of a new Comprehensive Plan for the Estes Valley. Commissioner Johnson stated Larimer County has been developing a new Comprehensive Plan for the County minus the Estes Valley. The process provides the community with the opportunity to be involved in the future planning of the area and to address the concerns, wishes and desires of the community. He further discussed the use of Systematic Development of Informed Consent (SDIC), the need to identify the stakeholders including those with dissenting viewpoints, utilize a fair process, and the process would require significant staff involvement.

EVPC Chair Leavitt commented a new Comprehensive Plan would provide a vision for the community 20 years from now, identify the key issues impacting the community, a framework for future planning and zoning, the need for full and active support throughout the development of the new plan, broad engagement by the community, and the need for guidance on planning and zoning issues before the new Comprehensive Plan has been completed and adopted.

Timeframes
The initial timeframe outlines advance work to be completed in 2018, core task list to be completed in 2019-2020, and final adoption in early 2021. The advance work would identify roles and responsibilities, identify the entities and stakeholders to be involved in the process, and defining working groups.

Trustee Cenac stated the Comprehensive Plan should be a living document reviewed and updated on a regular basis. She stated funds should not be allocated to the project unless the document would be updated after formal adoption. She recommended an update every 3 to 5 years.
Discussion ensued on the timeframe and when a consultant could be hired to begin work on the development of the planning process and when could community meetings be held. It was noted by staff, the 2021 adoption would be the worst-case scenario and the timeline could be accelerated. The group discussed the need to adopt the Plan prior to the next election, with some members stating the new Board would need to have buy in because they would be implementing the Plan and corresponding code amendments. The general consensus was to complete the Plan as soon as possible to move the community forward.

EVPC Commissioner Doyle stated the development of a grant application and securing funding for a consultant would take time and may not be identified until later in 2018. The EVPC, staff and stakeholders can develop a proposal prior to identifying a consultant. This would allow the Town and County to drive the direction of the process rather than the consultant and complete work in advance.

Commissioner Johnson stated a combined grant application with the Town and County would be seen by DOLA as a stronger application. County staff could assist the Town in developing the grant application because they recently completed a successful application for the County’s Comprehensive Plan.

**Suggested Budget**
EVPC Chair Leavitt stated the Planning Commission would request additional funding for 2018 to complete initial work and hire an additional administrative assistant for the project.

Trustee Marchink requested information on the process used by the County to begin the Comprehensive Planning process and questioned if staff completed tasks prior to identifying the consultant. He stated concern with completing work that would need to be redone by a consultant. Prior to issuing an RFP/RFQ the County identified the work to be completed, framework for what is comprehensive, topics of concern, and identify key elements such as identifying areas (neighborhoods). The use of local citizen boards provided extensive knowledge on key areas of concern for the community.

Trustee Norris stated consensus was reached on identifying key stakeholder groups, start discussions with stakeholders, begin grant application, and develop descriptive RFP. Trustee Cenac stated the Board has not agreed to move forward with the project and funding, which should be addressed at an upcoming meeting before moving forward.

Director Hunt stated staff would request additional funding, $5,000 in funding from both the Town and County, and $10,000 from the current Community Development fund would be used to complete advance work in 2018. He stated an RFP/RFQ would be ready in September.

**Other Resources:**
Director Hunt stated the staff would be busy with this project and would require additional resources to ensure normal work load and project work load are completed on time.

**Consultant Selection**
Director Hunt reconfirmed the RFP/RFQ would be completed in September 2018 and released in late November/December once the 2019 budgets have been approved. Trustee Cenac questioned the procedure used to select the consultant. Director Hunt stated the selection would be made by the Town and County through an interview process. The RFP/RFQ would be reviewed by all three bodies prior to release.

**Content**
EVPC Commissioner Doyle reviewed plans from Fort Collins, Fruita, Salida, Silverthorne, Parker, Ault, Lakewood and Summit and Garfield County plans to identify
the specific content of Comprehensive Plans, including introduction and background, vision, guising principles and future directions, issues and elements, implementation, action plan and monitoring, and appendices. Overall Comprehensive Plans tend to be very similar in content and the items addressed.

EVPC Chair Leavitt stated Resolution #08-17 outlined the key elements to be addressed through an update of the Comprehensive Plan.

Director Hunt stated reviewing well structured Plans developed for Colorado communities would aid in the development of a structure for the Estes Valley Comprehensive Plan. He also stated the process utilized by Oklahoma City, Oklahoma, a successful community driven process, would be appropriate.

Stakeholder Involvement
EVPC Chair Leavitt stated the stakeholders should be identified and engaged at the beginning of the process. County Manager Hoffman stated the County had success at engaging the community by attending events already established such as a pancake breakfast. The County utilized a stakeholder group with a representative from each neighborhood and large groups. This group would provide feedback and report back to the main stakeholder group.

Trustee Norris stated the community can be divided into retirees, working families with and without childcare needs, and Hispanic community as stakeholder groups.

Administrator Lancaster would recommend the Board and Planning Commission attend SDIC training. The training addresses the process for identifying the affected interest parties in order to address each groups different interests through a process of Citizen Participation by Objective (CPO).

Consensus
Trustee Norris would provide a list of items in which consensus was reached including items related to the content of the RFP/RFQ proposal, stakeholder identification, SDIC training and use of the CPO process, timeline, communication plan, grant application, and identifying a steering committee. Both the Town and County would schedule the item for an upcoming meeting to take action on supporting the Comprehensive Plan project. The DOLA grant application would be prepared and submitted in December.

Miscellaneous
The group discussed concerns regarding the process and comments have been summarized: concerned with the scope and the amount of work to be completed, direction of the process continues to be unclear, how to get public engagement, the process should be comprehensive and involve all sectors of the community, identifying a creative consultant, utilizing an effective community engagement process similar to the process used by Jackson Hole, develop and interim plan to move applications through the process during the development of the new Plan, and develop a plan to regularly update the new Plan once it has been adopted.

There being no further business, Mayor Jirsa adjourned the meeting at 7:38 p.m.

Jackie Williamson, Town Clerk