

WINTER PARK TOWN COUNCIL WORKSHOP

Winter Park Town Hall - 50 Vasquez Road
Tuesday, June 5, 2018– 10:00am



WORKSHOP AGENDA

1. Memorial Discussion (10:00 a.m. – 10:30 a.m.)
2. Rendezvous Room Rental Discussion (10:30 a.m. – 11:00 a.m.)
3. Special Event Waiver of Fees Discussion (11:00 a.m. – 11:15 a.m.)
4. Public Works Facilities Master Plan Discussion (11:15 a.m. – 11:30 a.m.)
5. Discussion of ADU Policies (11:30 a.m. – 11:45 a.m.)

MEMO

TO Stan Zemler, Interim Town Manager
FROM Gerry Vernon, Capital Projects and Parks Manager
DATE June 5, 2018
RE Memorials

The topic of dedicated memorials can be a delicate issue for any Town to consider. Everyone wishes to honor those that have contributed greatly to the community in some manner. However, it is difficult to find the right mechanism to provide the appropriate honor that will not eventually inundate the Town as well as overburden Staff with their maintenance and upkeep.

Recently, the Town has received the three following requests for memorials:

1. A memorial picture/bust of Mr. John Catz depicting his involvement in the Grand County Blues Society and Blues from the Top festival.
2. Mr. Mike Wolf, a dedication plaque in the rock garden in Wolf Park that describes how Wolf Park was conceived by his family and ultimately constructed by the Town.
3. Headwater Trails Alliance inquired about a bench/plaque along the Fraser River honoring a man (person unknown) that fished the river between Winter Park and Old Town.

Staff is seeking direction on how to proceed with memorial requests. The options are:

1. Forego request for dedication memorials
2. Loose acceptance policy – Council consideration of each request
 - a. Private donation/private maintenance
 - b. Town participation/Town maintenance
3. Regulate Memorials by ordinance

Attachments: Email from New Castle, Colorado
Ordinance from Firestone, Colorado

Gerry Vernon

From: Dani Jardee
Sent: Thursday, May 03, 2018 11:00 AM
To: Gerry Vernon
Subject: FW: Memorial Question

Here is another response to memorials, it sounds as if a lot of people place the responsibility on the citizens!

From: Melody Harrison <mharrison@newcastlecolorado.org>
Sent: Thursday, May 03, 2018 10:55 AM
To: Dani Jardee <djardee@wpgov.com>
Subject: RE: Memorial Question

Ah! I understand, Dani.

So, regarding the naming of places or things after people – our loose policy here is that we only name things after people who have passed. AND, those places (such as trails) are decided on by the council. Sometimes we have gone out to the public and done a “Name the Bridge or Park” contest and the council selects from those results.

The memorial statue we have was organized by a citizen group. The council donated money to the memorial, and we helped prep the area it was placed (which was one of our parks), but the council purposefully declined any leadership role in making it happen. That was on the group to do – they actually raised something crazy like \$150K to get it done.

We have had a couple benches and one engraved stone – always on the citizens to initiate, organize and pay for, and council assisting in placing and financial donations to their cause. Currently we have a citizen group creating a children’s park where they will grow veggies and herbs, there is a display area for kids artwork, and they have some interactive displays they want to install in the park. The land was donated to the town specifically for this project, and staff has helped place irrigation in the park and some other groundwork, but the citizen group has done the whole thing themselves.

Like I said, we have no formal policy, but the town council has been in agreement with our loose policy for many years, and they consider each request individually.

Good luck!

*Melody L Harrison, CMC
Town Clerk
Town of New Castle
450 W. Main Street
PO Box 90
New Castle, CO 81647
Office: 970-984-2311
Fax: 970-984-2716*

From: Dani Jardee [<mailto:djardee@wpgov.com>]
Sent: Wednesday, May 2, 2018 3:21 PM
To: Melody Harrison <mharrison@newcastlecolorado.org>
Subject: RE: Memorial Question

Hi Melody,

Requests like memorial busts, benches, engraved stones, gardens, etc. We would like to not do them, and our council agreed. However that was just a discussion had before my time, nothing was finalized or made formal. I was just curious what other towns did. Hope that helps to clarify my question!

Thank you,

Danielle Jardee

Town Clerk

Town of Winter Park

(970)726-8081 ext. 208

djardee@wpgov.com

From: Melody Harrison <mharrison@newcastlecolorado.org>

Sent: Wednesday, May 02, 2018 3:10 PM

To: Dani Jardee <djardee@wpgov.com>

Subject: RE: Memorial Question

Hi Danielle,

What do you mean by memorial request?

We have had people request the flag at town hall to be lowered to honor someone, which is acceptable if the council allows it.

We have had a citizen group who organized a memorial statue to be built and placed in honor of a local boy who died in the fight against ISIS.

We have had people suggest naming trails, parks, bridges and whatnot after people to 'memorialize' them and their contributions to the town...

We have done memorial proclamations too ...

Melody L Harrison, CMC

Town Clerk

Town of New Castle

450 W. Main Street

PO Box 90

New Castle, CO 81647

Office: 970-984-2311

Fax: 970-984-2716

From: CML Municipal Clerks Listserv [<mailto:CLERKSLIST@LIST.CML.ORG>] **On Behalf Of** Dani Jardee

Sent: Wednesday, May 2, 2018 2:47 PM

To: CLERKSLIST@LIST.CML.ORG

Subject: [CLERKSLIST] Memorial Question

Hello All,

I was wondering if your city or town has a policy regarding Memorial requests?? Or if your city or town does not do Memorials, what is the procedure to do that!

Thank you,

Danielle Jardee

Town Clerk
Town of Winter Park
(970)726-8081 ext. 208
djardee@wpgov.com

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ORDINANCE NO. 922

AN ORDINANCE AMENDING THE FIRESTONE MUNICIPAL CODE BY THE ADDITION OF CHAPTER 12.38 CONCERNING PRIVATELY-DONATED MEMORIALS ON TOWN PROPERTY

WHEREAS, from time to time, the Town receives requests for various types of privately-donated memorials to be placed on Town property; and

WHEREAS, the Town desires to adopt policies and procedures for the approval, placement, appearance, maintenance, removal, and relocation of privately-donated memorials to be placed on Town property in order to manage aesthetic impacts to and facilitate proper maintenance of such property; and

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF FIRESTONE, COLORADO:

Section 1. The Firestone Municipal Code is hereby amended by the addition of a new Chapter 12.38 entitled "Privately-Donated Memorials," to read as follows:

Chapter 12.38

Privately-Donated Memorials

Sections:

- 12.38.010 Purpose.
- 12.38.020 Request to place memorial.
- 12.38.030 Requirements.
- 12.38.040 Review criteria.
- 12.38.050 Maintenance and clearing of existing memorials.
- 12.38.060 Removal and relocation.

12.38.010 - Purpose.

The purpose of this chapter is to establish standards for the approval, placement, appearance, maintenance, removal, and relocation of privately-donated memorials to be placed on Town property in order to manage aesthetic impacts to and facilitate proper of maintenance of such property.

12.38.020 – Request to place memorial.

No memorial shall be permitted on Town property unless such memorial is approved by the Town Board of Trustees. To donate a memorial, a person must first submit a written request on a form supplied by the Town.

12.38.030 - Requirements.

No memorial shall be permitted on Town property unless such memorial meets the following requirements:

A. The memorial consists solely of a combination of a plaque and an existing or proposed structure to which the plaque is affixed, such as a stone, bench or other object deemed appropriate by the Town, dedicated in memory of a person or group of persons;

B. The plaque is no larger than twenty-four (24) inches in height, and twenty-four (24) inches in length and is consistent in design and materials with other memorials placed on Town property; and

C. The memorial consists solely of text and a Town logo, which logo, if included, shall be of a design supplied by the Town. The memorial shall not include any images of the person or persons being memorialized, or any other images, etchings, carvings, or design features.

12.38.040 - Review criteria.

Each request for a memorial proposed to be placed on Town property shall be reviewed by the Director of Public Works or the Director's designee. Upon completion of such review, the reviewer shall provide the Board of Trustees a written evaluation of the request based on the following factors:

A. The suitability of the proposed location of the memorial structure;

B. The appropriateness of the memorial's design, including but not limited whether the proposal meets the requirements of section 12.38.030;

C. The memorial's significance to the community or lack thereof;

D. The appropriateness and anticipated longevity of the proposed materials comprising the memorial;

E. The provisions for long-term maintenance and upkeep of the memorial, and for ensuring the memorial against vandalism and disrepair.

The Board of Trustees shall approve or deny the request based on these factors.

12.38.050 Maintenance and clearing of existing memorials.

A. This section applies to both exiting and newly-donated memorials on Town property.

B. Unless otherwise agreed in writing by an instrument approved by the Board of Trustees and signed by the Mayor or Town Manager, the maintenance and upkeep of any memorial structure shall be the responsibility of the person or entity placing such approved memorial on Town property. A plan for perpetual care thereof shall be specified in a written memorandum of understanding between the Town and the person or entity placing such approved memorial on Town property.

C. If any items are placed on or near a memorial, including but not limited to flowers, potted plants or wreaths, then at the sole discretion of the Director of Public Works, the Town shall have the right to remove and dispose of such items, including without limitation in the event such items become frosted, faded, withered, or otherwise unsightly; have accumulated, or interfere with the use, maintenance or enjoyment of Town property.

D. If a memorial falls into disrepair or becomes unsightly or deteriorated and is not promptly repaired, then at the sole discretion of the Director of Public Works, the Town may remove the memorial and dispose of it.

12.38.060 Removal and relocation.

The Town shall have the right in its sole discretion to remove or relocate any memorial if and when the memorial interferes with site maintenance, site construction activities, or any existing or proposed use, or the enjoyment, of the Town property where the memorial is located, or is inconsistent with the provisions of this chapter. Prior to or within a reasonable time after the removal or relocation, the Town shall provide a letter to the donor(s) of the memorial notifying the donor(s) of any action related to the removal or relocation of the memorial pursuant to this section. Such letter(s) shall be sent to the donor at the last-known address(es) on file with the Town. This section applies to both existing and newly-donated memorials on Town property.

Section 2. If any portion of this ordinance is held to be invalid for any reason, such decision shall not affect the validity of the remaining portions of this ordinance. The Board of Trustees hereby declares that it would have passed this ordinance and each part hereof irrespective of the fact that any one part be declared invalid.

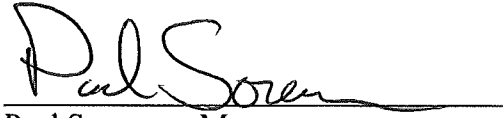
Section 3. All other ordinances or portions thereof inconsistent or conflicting with this ordinance or any portion hereof, are hereby repealed to the extent of such inconsistency or conflict.

Section 4. The repeal or modification of any provision of the Municipal Code of the Town of Firestone by this ordinance shall not release, extinguish, alter, modify, or change in whole or in part any penalty, forfeiture, or liability, either civil or criminal, which shall have been incurred under such provision, and each provision shall be treated and held as still remaining in force for the purpose of sustaining any and all proper actions, suits, proceedings,

and prosecutions for the enforcement of the penalty, forfeiture, or liability, as well as for the purpose of sustaining any judgment, decree, or order which can or may be rendered, entered, or made in such actions, suits, proceedings, or prosecutions.

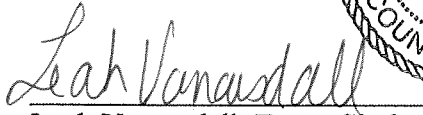
INTRODUCED, READ, ADOPTED, APPROVED, AND ORDERED PUBLISHED IN FULL this 24th day of January, 2018.

TOWN OF FIRESTONE, COLORADO


Paul Sorensen, Mayor



ATTEST:


Leah Vanarsdall, Town Clerk

MEMO

TO Stan Zemler, Interim Town Manager
FROM Gerry Vernon, Capital Projects and Parks Manager
DATE June 5, 2018
RE Hideaway Park Stage and Rendezvous Room Use

Believe it or not, the Hideaway Park Stage is reaching its first-year anniversary. The facility has been a tremendous asset to the Community and continues to work flawlessly in the park for our public events.

Over the last year, the space has been used by the Town, the Chamber, and the Rendezvous Development Group, the Resort (one time) and one Town employee. The primary use during the “off season” has been limited to the Rendezvous Room for small office type meetings during the day. That space lends itself very well for meetings of less than 20 people and has little impact on staff to keep the space clean and presentable.

Other groups and individuals are interested in using the Rendezvous Room for meetings, social gatherings, and other small events. It was originally thought that the facility could also be “rented” out for larger gatherings, weddings, etc. but it was decided to hold off on rentals/reservations until actual use of the facility determined appropriate uses.

Staff is seeking direction on expanding use of the facility to the public to include use of the stage and/or the Rendezvous Room with the following considerations:

1. Yes vs. No
2. Fee vs No Fee
3. Residents vs. Non-Residents
4. Weekday Use vs. Weekend Use
5. Other considerations

Anything other than use during the weekdays during working hours will require additional staff time and effort.

Reservations during the “off season” may still limit the flexibility of the Chamber to provide year-round events.

Staff’s recommendation – Given observations over the last year, Staff would recommend public use of the Rendezvous Room through reservations for small meetings and other events during the week and during normal working hours. Other use will put the facility in competition with other event venues, possibly limit the flexibility for year-round chamber events, and would require additional staff time to keep the facility clean and operational.



MEMO

TO Winter Park Town Council
FROM Dani Jardee, Town Clerk
CC
DATE May 30, 2018
RE Special Event Waiver of fees

On the Town of Winter Park's Special Event Packet Application Checklist is a note that non-profit organizations can ask for a waiver of fees. Currently the Town's fee is \$150.00 for a special event. Therefore, when a special event comes in front of Council and it is approved, the waiver of fees is being approved as well. As we move special events to consent agenda, our staff wanted to make sure Council was aware of these fee waivers.

SPECIAL EVENT PERMIT APPLICATION PACKET

Application Checklist

_____ Completed Town of Winter Park Special Event Permit Application

_____ Completed Form DR 8439 (**only if planning to serve alcohol**)

_____ Applicable Fees*

_____ \$150 Local Special Event Permitting Fee

_____ \$100 Local Liquor Permitting Fee

Please note State fees are not applicable as of August 1, 2011

_____ *If this event is on behalf of a non-profit organization and applicant is requesting a waiver of the \$150 local permitting fee, please check the box to the left.

Property Possession Checklist

_____ Evidence of Permission to Use Premises

_____ Site Plan/Floor Diagram – 8 ½” x 11”, identify all entrances and exits, seating arrangements, bar location, dimensions of area to be licensed (if planning to serve alcohol). If applicable, include plans for security, sanitation, waste removal, parking and accessibility.

Applicant Checklist

_____ Contact Information

_____ Current Certificate of Good Standing from the Secretary of State (if incorporated)

_____ Non-profit Charter or Proof of Non-profit Status (if requesting waiver of fees)

_____ Reports and Statements filed with the Secretary of State (if a political group)