



**CITY OF BOULDER
CITY COUNCIL AGENDA ITEM**

MEETING DATE: February 19, 2019

AGENDA TITLE: Call-Up Item: Consideration of a Use Review application (case no. LUR2018-00058) for a change in the operating characteristics of the Colorado Chautauqua Cottage 1 (aka Galey Cottage) within Chautauqua located at 900 Baseline that operates in the use category of “Government Facility.” Proposed is a small events and meeting space venue as well as a lodging at Chautauqua. No change to the square footage of the building is proposed. Exterior improvements and maintenance are proposed as approved through case no. HIS2017-00369. Minor landscape changes are also proposed.

PRESENTER/S

Jane S. Brautigam, City Manager
Tanya Ange, Deputy City Manager
Chris Meschuk, Assistant City Manager / Interim Planning Director
Charles Ferro, Development Review Manager
Elaine McLaughlin, Senior Planner

EXECUTIVE SUMMARY

On Feb. 7, 2019, the Planning Board unanimously approved (5-0, Bowen, Ensign absent) the above-referenced Use Review application as provided in the attached Notice of Disposition (**Attachment A**), finding the project consistent with the Site Review criteria of section 9-2-14(h), B.R.C. 1981.

The Planning Board decision is subject to City Council call-up within 30 days. Because the 30-day call-up period concludes on Saturday Feb. 9, 2019 the Land Use Code section 1-1-10(b), B.R.C. 1981 requires that if the last day of the call-up period is on a Saturday, “*the period is extended to include the next day which is not a Saturday, Sunday or legal holiday.*” In this case, the 30-day call-up period is extended to Monday March 11, 2019. There are two City Council meetings within this time-period for call-up consideration on: **Feb. 19, 2019** and **March 5, 2019**. The staff memorandum to Planning Board and other related background materials from the Planning Board website are found [here](#). The draft minutes of the Planning Board discussion are provided for reference in **Attachment B**.

COMMUNITY SUSTAINABILITY ASSESSMENTS AND IMPACTS

- Economic – The proposed change of operating characteristics will allow for the on-going vitality and economic sustainability of Chautauqua.
- Environmental – The proposed change of operating characteristics are consistent with the Use Review criteria that address compatibility and character of the area. The cottage character will remain the same as there are no exterior changes planned except installation of energy efficient windows which were reviewed and approved under the Landmarks Alteration Certificate process. Interior walls are proposed to be augmented with greatly improved insulation for energy efficiency as well as noise attenuation.
- Social – the planned operating characteristics will further Chautauqua principles for education, culture, entertainment, lodging, and recreation.

OTHER IMPACTS

- Fiscal – no fiscal impacts are anticipated
- Staff time – the Use Review application was completed under standard staff review time.

BOARD AND COMMISSION FEEDBACK

At its public hearing on Feb. 7, 2019 the Planning Board unanimously approved the application with the following action: on a motion by L. Payton seconded by P. Vitale the Planning Board voted 5-0 (D. Ensign, B. Bowen absent) to approve Use Review (case no. LUR2018-00058) incorporating the staff memorandum and the attached Use Review Criteria Checklist as findings of fact, and subject to the recommended conditions of approval and an additional condition that events will end by 9:00 p.m. rather than 10:00 p.m. as originally stated.

In the Planning Board deliberation, there was also a motion to amend the main motion, by C. Gray and seconded by J. Gerstle, to reduce the number of events per month to no more than 20 events per month instead of 26, and including no more than 8 evening events instead of 10 evening events, the Planning Board voted 2:3 (H. Zuckerman, L. Payton, and P. Vitale opposed; D. Ensign, B. Bowen absent) and motion failed.

Consistent with the Land Use Code section 9-4-4(c), B.R.C. 1981, if the City Council disagrees with the decision of the Planning Board, it may call up the application within a 30-day call up period which expires on March 11, 2019. The City Council may consider this application for call-up at the **Feb. 19, 2019** City Council public hearing.

PUBLIC FEEDBACK

The required public notice was given in the form of written notification mailed to all property owners within 600 feet of the subject property and a sign posted on the property for at least 10 days. Staff received a significant number of emails during this application review, some of the comment letters were from the same sender, and those comments are found in the Planning Board agenda item packet [here](#). After the Planning Board memo was published, a number of additional emails were received and can be found [here](#). Many comment letters indicated concern about the change of operating characteristics while others articulated support for the change to ensure long term viability of the overall Chautauqua use. During the review process, because of the influx of letters received in the review, predominately from members of the cottager community who expressed concerns about the

proposed event space use, staff recommended that the applicant provide additional outreach to the entire cottager community to, “allow the applicant to present their proposed management plan and intended mitigation measures, and to hear the concerns from all (or most of) the cottagers.” Given that a number of cottagers are part time residents who live outside of the state, organizing a cottager-wide meeting proved difficult and instead, the applicant hosted two facilitated meetings between CCA representatives and cottager representatives, the first on Dec. 3, 2018 and the second on Jan. 7, 2019. All notice requirements of Section 9-4-2, B.R.C. 1981 have been met.

BACKGROUND: Context and History

Chautauqua Cottage 1, also referred to as the Galey Cottage, is owned by the non-profit Colorado Chautauqua Association (CCA) and is the cottage located nearest the Chautauqua Auditorium on the east side of Chautauqua. The City of Boulder owns the land underlying the Colorado Chautauqua along with the Auditorium, the Dining Hall and the Academic Hall and the ranger station. Since its founding in 1898, the City has leased 26 acres of the land and those buildings to CCA which is tasked with the management and stewardship of Chautauqua. The CCA also own the Community House, the Missions House Lodge and the Columbine Lodge as well as 60 of the 99 cottages on the premises, including Cottage 1. The other 39 cottages are privately owned – with the land subleased to the private individuals. Figure 1 illustrates this context. For decades, Chautauqua has been defined as a “government facility use” within the under-lying zoning of RL-1 (Residential – Low 1) which is an allowed use through application for Use Review.



Figure 1: Chautauqua and Location of Cottage 1

Chautauqua is regarded as one of the primary destinations within the Boulder for community members and visitors alike and is unique for its dramatic setting at the base of the Flatirons, as well as the cultural, entertainment, educational, lodging, and recreational offerings. It is one of only 25 National Historic Landmarks in the state. It is one of only a few remaining of the Chautauqua movement in the United States, and the only Chautauqua west of the Mississippi River that has been in continuous operation since its founding. Established on the principles of the original New York Chautauqua, the impetus for the Colorado Chautauqua came from educators from the State of Texas along with officers of the Southern Pacific Railroad who were searching for a Chautauqua location as a summer retreat for teachers. Boulder city leaders offered land, facilities, and public utilities and partnered with the educators to create the Chautauqua as a forum for educators, performers, and for those seeking retreat and lodging and embraced the vision of a “university experience for all.”



Figure 2: Historic Photos of Early Chautauqua

Chautauqua continues that tradition with venues that provide a variety of cultural and entertainment opportunities including music, theater and dance performances; talks and film; along with a setting for youth camps, weddings and memorial services. It's notable that over the past 118 years, Chautauqua has hosted a variety of speakers from the Reverend Jesse Jackson to Williams Jennings Bryant and Al Gore to TEDx talks; and a significant variety of musical performances.

Project Description and Review Process. Under the city's lease agreement, the CCA has first right of refusal on the sale of any private cottage in the leasehold and in June 2017 the CCA purchased the Cottage 1 (see Figure 3 for front elevation) which was the first cottage acquisition the CCA made in 16 years. On Jan. 18, 2018 the CCA was granted a Landmark Alteration Certificate for replacement of non-historic windows and doors on the Gale Cottage.

Application for Use Review for the change to operating characteristics was filed initially in March 2018 and in May, the staff-level disposition of approval was called up by the Planning Board. Prior to the Planning Board Hearing, and after receipt of a number of emails from the "cottager community" articulating concerns about the changes planned, the applicant withdrew the original application to hold a number of meetings between representatives of the CCA and of the cottagers during the summer months.



Figure 3: Front (North-Facing) Elevation of Cottage 1

After a new application was filed in September, on-going cottager concerns were expressed again through a number of emails sent to staff. On staff's recommendation, the applicant held two facilitated discussions between CCA and cottager representatives. After a revised management plan was submitted and given the level of interest created by the application, staff referred the application to the Planning Board with a recommendation of approval. On Feb. 7, 2019 the Planning Board unanimously approved the Site Review application with conditions (5-0, Bowen and Ensign absent).

Project Description. As described in the staff memo to Planning Board found [here](#), the applicant is proposing to change the operating characteristics of Cottage 1 through the applicant's management plan, (Refer to Exhibit B of Attachment A) from full-time cottage occupancy to the following:

- Nightly Lodging and Long-Term Rentals:
 - 4-night minimum – May – September
 - 4-night minimum – Special weekends and Holidays
 - 2-night minimum – October – April
 - Potential month-to-month rental – November – March
- Green Room Space:
 - For visiting artists and conductors associated with Auditorium and Community House events
 - Occurs between June and September (typically from 3pm to 9pm)
- Private Events and CCA-Sponsored Events
 - Small social events that are not likely to cause concerns about noise; non-profit and corporate meetings; workshops; classes and/or lectures

ANALYSIS

In approving the Use Review application with conditions, the Planning Board found that the application is consistent with the Use Review criteria of the land use code [section 9-2-15\(e\), B.R.C.](#)

[1981](#). In addition, the board noted the consistency of the proposed project with mission of Chautauqua for cultural, educational, social and recreational values of the community. The staff memorandum to Planning Board and other related background materials are available on the city website for Planning Board found [here](#).

MATRIX OF OPTIONS

Consistent with the land use code section 9-4-4(c), B.R.C. 1981, if City Council disagrees with the decision of the Planning Board, it may call up the application on or before **March 11, 2019**. There are two City Council meetings within this time-period for call-up consideration on **Feb. 19, 2019** or **March 5, 2019**.

ATTACHMENTS

- A: Planning Board Notice of Disposition dated Feb. 7, 2019
- B: Draft Minutes of Planning Board hearing dated Feb. 7, 2019 (FORTHCOMING)



City of Boulder Planning & Development Services

CITY OF BOULDER PLANNING BOARD NOTICE OF DISPOSITION

You are hereby advised that on February 7, 2019 the following action was taken by the Planning Board based on the standards and criteria of the Land Use Regulations as set forth in Chapter 9-2, B.R.C.1981, as applied to the proposed development.

DECISION:	APPROVED WITH CONDITIONS
PROJECT NAME:	CHAUTAUQUA COTTAGE 1 (aka Galey Cottage)
DESCRIPTION:	Use Review for a change in the operating characteristics of the Colorado Chautauqua Cottage 1 (aka Galey Cottage) to a small events and meeting space venue as well as a lodging at Chautauqua.
LOCATION:	900 BASELINE RD (Colorado Chautauqua); Cottage Address: 1 Chautauqua Park aka 1 Chautauqua Dr aka 1 Goldenrod Dr
LEGAL DESCRIPTION:	See Exhibit A
APPLICANT/OWNER::	COLORADO CHAUTAUQUA ASSOCIATION
APPLICATION:	Use Review, LUR2018-00058
ZONING:	Residential Low-1 (RL-1)
CASE MANAGER:	Elaine McLaughlin
VESTED PROPERTY RIGHT:	No; the owner has waived the opportunity to create such right under Section 9-2-20, B.R.C. 1981.

APPROVED MODIFICATIONS FROM THE LAND USE REGULATIONS: **None**

This decision may be called up by the City Council on or before **March 11, 2019**. If no call-up occurs, the decision is deemed final on **March 12, 2019**.

FOR CONDITIONS OF APPROVAL, SEE THE FOLLOWING PAGES OF THIS DISPOSITION.

IN ORDER FOR A BUILDING PERMIT APPLICATION TO BE PROCESSED FOR THIS PROJECT, A SIGNED DEVELOPMENT AGREEMENT AND SIGNED FINAL PLANS MUST BE SUBMITTED TO THE PLANNING DEPARTMENT WITH DISPOSITION CONDITIONS AS APPROVED SHOWN ON THE FINAL PLANS. IF THE DEVELOPMENT AGREEMENT IS NOT SIGNED WITHIN NINETY (90) DAYS OF THE FINAL DECISION DATE, THE PLANNING DEPARTMENT APPROVAL AUTOMATICALLY EXPIRES.

Pursuant to Section 9-2-12 of the Land Use Regulations (Boulder Revised Code, 1981), the Applicant must begin and substantially complete the approved development within three years from the date of final approval. Failure to "substantially complete" (as defined in Section 9-2-12) the development within three years shall cause this development approval to expire.

At its public hearing on February 7, 2019, the Planning Board approved the request with the following motion:

On a motion by L. Payton seconded by P. Vitale the Planning Board voted 5-0 (D. Ensign, B. Bowen absent) to approve Use Review (no. LUR2018-00058) incorporating the staff memorandum and the attached Use Review Criteria Checklist as findings of fact, and subject to the recommended conditions of approval and an additional condition that events will end by 9:00 p.m. rather than 10:00 p.m. as originally stated.

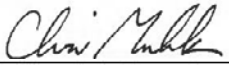
Physical Address
1739 Broadway, Third Floor
Boulder CO 80302

Mailing Address
PO Box 791
Boulder CO 80306-0791

BoulderPlanDevelop.net
plandevlop@bouldercolorado.gov
P: 303-441-1880 F: 303-441-4241

CONDITIONS OF APPROVAL

1. The Applicant shall ensure that **the development shall be in compliance with the plans prepared by the Applicant** on November 19, 2017 on file in the City of Boulder Planning Department, except to the extent that the development may be modified by the conditions of this approval.
2. The Applicant shall **operate the use in accordance with the Management Plan** dated January 14, 2018 which is attached to the Notice of Disposition.
3. The Applicant **shall not expand or modify the approved use**, except pursuant to subsection 9-2-15(h), B.R.C. 1981.
4. **Events will end by 9:00 p.m.** rather than 10:00 p.m. as originally stated.

By: 
Chris Meschuk, Secretary of the Planning Board

**Exhibit A of Planning Board Disposition:
Legal Description**

HOUSE KNOWN AS COTTAGE NUMBER ONE (1) BOULDER COLORADO CHAUTAUQUA, LOCATED ON LOT NUMBER ONE IN TEXADO PARK, IN THE N 1/2 OF SECTION 1, TOWNSHIP 1 SOUTH, RANGE 71 WEST: OF THE 6TH PRINCIPAL MERIDIAN, IN THE COUNTY OF BOULDER, STATE OF COLORADO, ACCORDING TO THE PLAT OF SAID TEXADO PARK NOW ON FILE IN THE OFFICE OF THE DIRECTOR OF FINANCE AND RECORDS OF THE CITY OF BOULDER; SAID PROPERTY BEING SUBJECT OF MEMORANDUM OF LEASE BETWEEN THE CITY OF BOULDER (LESSOR) AND THE COLORADO CHAUTAUQUA ASSOCIATION, A COLORADO NON PROFIT CORPORATION, DATED OCTOBER 8, 2015 AND RECORDED OCTOBER 20, 2015 AT RECEPTION NO. 03480382.



Management Plan for Cottage 1

January 14, 2018

**Colorado Chautauqua Association
900 Baseline Road, Boulder, CO 80302**

I. Background

Colorado Chautauqua Association (CCA), a Colorado non-profit organization, is applying for a use review for Cottage 1, Block 6, lots 3, 4 & 5, 900 Baseline Rd., City of Boulder. The City of Boulder categorizes land use at Colorado Chautauqua as a “government facility” use.

On October 8, 2015, the City of Boulder and CCA extended its ongoing lease arrangement through December 31, 2035. This mutually beneficial co-stewardship arrangement has been in place now for 120 years. Per the lease arrangement, the City owns the Chautauqua Historic District, as well as the Auditorium, Dining Hall, and Academic Hall buildings. CCA leases those three buildings and approximately 28 acres of grounds from the City. In addition, the Association owns 61 cottages, two lodges, and the Community House. Thirty-eight (38) cottages within the leasehold are privately owned.

As part of the lease agreement, CCA has first right of refusal on the sale of any private cottage in the leasehold. In early June of 2017, CCA exercised its right to purchase Cottage 1 (also known as the Galey Cottage), the first cottage acquisition CCA has made in 17 years. Cottage 1 is one of the bigger cottages in the leasehold and is located close to the central core of CCA’s operations.

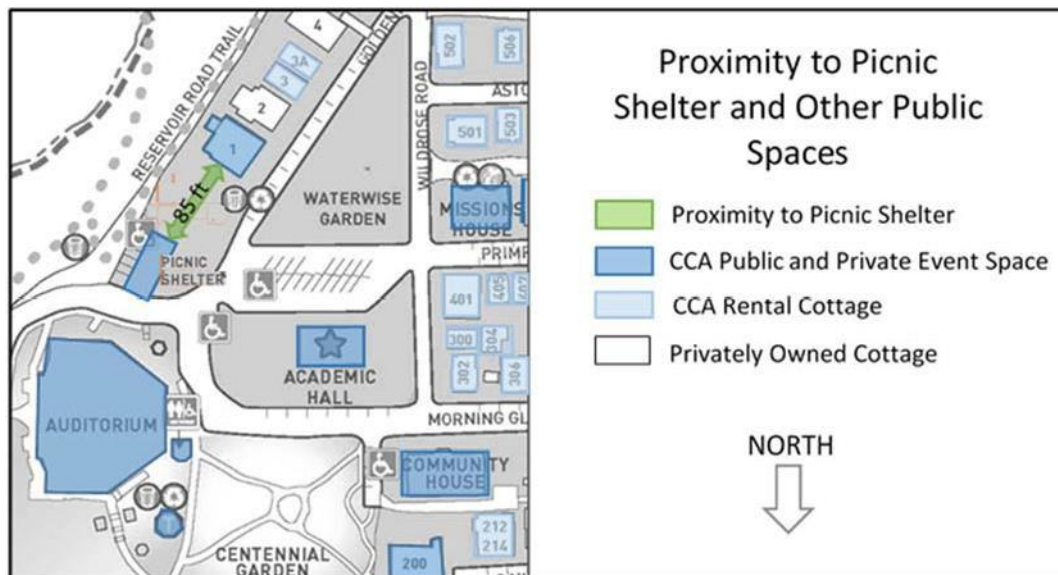
Proximity to Public Spaces

Unlike cottages located further to the south and in other areas of the Chautauqua Historic District, Cottage 1’s location, with its proximity to public event venues, nearby parking areas, traffic circulation, and popular trailheads, is consistent with a mixed-use designation.

Proximity to Picnic Shelter

Cottage 1 is located approximately 85 feet from CCA's Picnic Shelter, which serves as a facility for public and private events at Chautauqua. These events sometimes occur in conjunction with Auditorium concerts, where alcohol and food are served. Occasionally, people renting the shelter play non-amplified music, as well. When not reserved for use through CCA's Private Events Department, the Picnic Shelter is available to the public. Occupants of Cottage 1 have historically been subjected to varying levels of noise from activity in the Picnic Shelter, including:

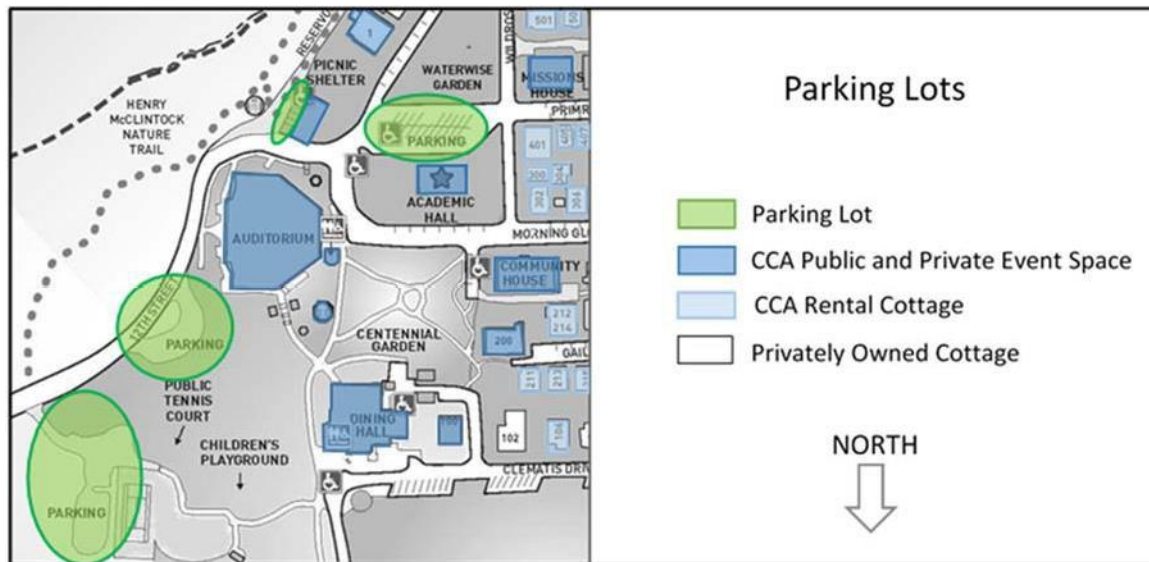
- shelter activity spilling over into Cottage 1's front yard;
- people talking loudly in nearby parking lots; and
- vehicles circulating in the core of the campus.



Proximity to Parking

Immediately to the east of the Picnic Shelter is a parking lot with space for 10 vehicles. Visitors typically park at this lot to use the Picnic Shelter or to hike along the Reservoir Road Trail. This trail runs along the east side of the leasehold, behind Cottage 1 and all cottages on Goldenrod Drive. Hikers talking loudly as they walk the Reservoir Road Trail is a common complaint from residents who live on Goldenrod Drive.

Additionally, Cottage 1 is about 75 feet from the southeast corner of CCA's Academic Hall parking lot, with space for 23 vehicles. Vehicles commonly circulate east and west through two separate circulation routes to the north and south of the parking lot. A significant number of people who park in the lot, and/or drive through the lot, come to Chautauqua to hike on Open Space and Mountain Parks' land adjacent to Chautauqua.



II. Mitigation of Interior Noise from Nightly Rentals and Private Events

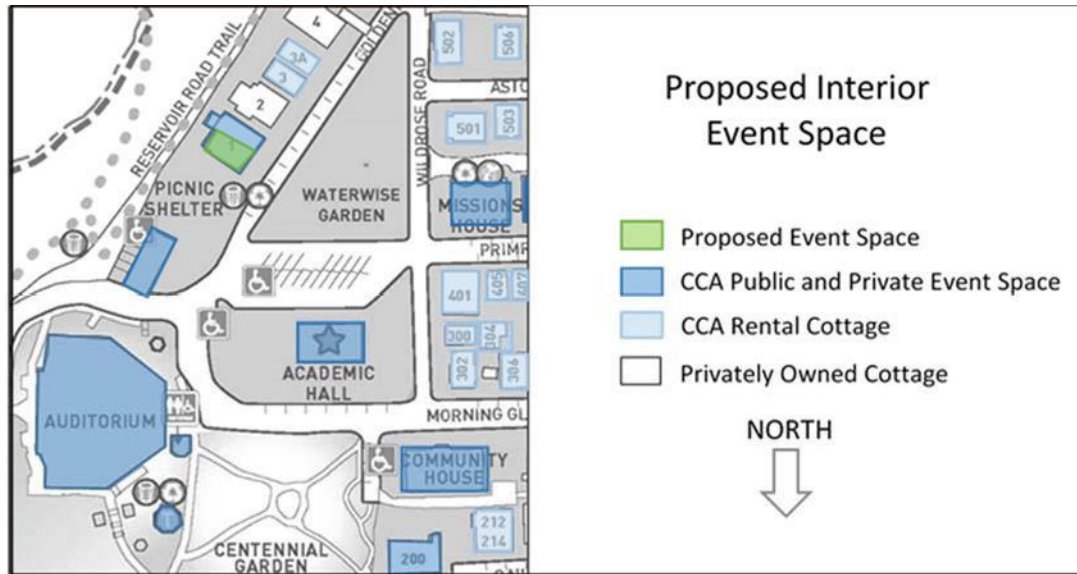
Building Improvements

Constructed in 1925, Cottage 1 has knob and tube wiring and an electric service panel that has not been used in the construction industry since the 1980's due to fire risk. The structure has never been insulated, is not in compliance with current building code requirements, and needs substantial maintenance. CCA intends to upgrade Cottage 1 to comply with current code and to address fire risk and other safety considerations, which are a threat to the building, to its occupants, and to nearby properties.

To mitigate interior noise from both private events and lodging, CCA intends to insulate the walls of Cottage 1 (maximum R-value) and fit the current inefficient single pane windows with historically appropriate wood frame storm windows. The insulation, combined with the storm windows and frames and air conditioning for summer use, will more effectively seal the building, both attenuating sound transmission from the interior of the building and increasing energy efficiency.

Proximity of Event Space to Neighboring Property

After rehabilitation is complete, CCA intends to use the property for nightly lodging and long-term rentals, green room space for visiting artists, and small CCA-sponsored and private events. Events will occur principally in the living room, dining room and enclosed porch area, rooms that are not directly adjacent to Cottage 2, the nearest neighbor. In total, there is approximately 15 feet of exterior space and another 12 feet of interior space between the proposed event space and the neighboring cottage.



Conditions of Use – Lodging

Quiet Hours

CCA enforces campus-wide “quiet hours” from 11pm to 8am, year-round and from 1pm-3pm from June 15th through August 15th. CCA has staff on-call 24 hours per day, 7 days per week to monitor and ensure compliance with quiet hours. CCA’s *Lodging Registration Card*, which must be signed by all guests, states:

CCA observes quiet hours daily from 1pm - 3pm (June 15th - August 15th) and between 11pm - 8am throughout the year. Please be mindful of your fellow cottagers. Excessive noise complaints could result in penalties, including being evicted from the premises immediately, and without refund.

Conditions of Use – Events

CCA guests may not exceed the sound limits established by city ordinance. For city-compliance purposes, the Galey Cottage “property line” shall be defined as:

- South – half the distance between Cottage 1 and Cottage 2
- West – east side of flagstone walkway
- North - 50 feet north of building
- East – west side of Reservoir Road Trail

CCA will randomly monitor events at the Galey Cottage to ensure sound levels do not exceed limits established by city ordinance and will track any noise complaints. Sound measurements and valid complaints will be included in the data provided to the cottager-elected Board member and to

the cottager's association at a quarterly meeting/conference call during the course of the first year of operation, or longer if deemed necessary. The purpose of these meetings/calls is to determine corrective action, if warranted.

Cottage 1 will also be subject to extensive rules and regulations governing private events at Chautauqua. These regulations are included in the *Chautauqua Conditions for Use* and include the following provisions:

- *Acoustic music (up to 3 pieces) is permitted.*
- *Struck percussive devices are not allowed, except for stringed instruments.*
- *Live music must be approved by the Private Events Department in advance of an event, and all music must be turned off at 9:30 pm.*
- *No DJ's are allowed.*
- *Persistent problems with music and/or noise at a private gathering will cause the event to be shut down.*

Enforcement

CCA uses high quality sound equipment to monitor infractions.

III. Mitigation of Outdoor Noise from Public Spaces and Private Events

Landscaping Changes to Enhance the Buffering Effect of Cottage 1

As noted earlier, acquisition of Cottage 1 gives CCA management authority over the property between the Picnic Shelter and Cottage 1. Planned landscape treatments will clearly define the space associated with Picnic Shelter use, as opposed to the space associated with Cottage 1 and will create an effective and natural buffer between Cottage 1, the Picnic Shelter and the parking lot.

The recommended landscaping treatments visually and physically deter activities from migrating beyond the Picnic Shelter and parking areas into the front yard of Cottage 1. Currently, these activities can and do impact Cottage 1, Cottage 2 and other cottages along Goldenrod Drive.

Additionally, hardscaping on the south side of Cottage 1, which currently provides access to the cottage through a rear entrance, will be removed and replaced with grass and shrubs. Landscape plans include a living fence, or vegetative screen, adjacent to the east-side deck of Cottage 1. Selected plant material will provide foliage throughout the year and will result in an additional and attractive visual and sound buffer between Cottage 1 and Cottage 2. (See Landscape Plan LP-1)

Limiting Access to Cottage 1 from the South

Historically, the south entrance to Cottage 1, via a walkway between Cottage 1 and 2, was used as the primary entrance to the cottage, rather than the main door, which is located on the north side of the building. To reduce impacts to the occupants of Cottage 2, CCA intends to eliminate access to Cottage 1 from the south by the following means:

- Eliminate the south entry door;

- Eliminate access to the deck attached to the east side of Cottage 1 by removing 38-inches of the deck on the south end so the south edge of the deck aligns with the south edge the cottage (see Proposed Main Level Plan A-1);
- Reconfigure the flagstone walkway on the south side of the building so that it approaches Cottage 2 only.

Totally eliminating access to Cottage 1 from the south means that no pedestrian traffic, no catering access for event-related activities, and no nightly lodging or rental activity will occur between the two structures. This will reinforce the separation between the two cottages and significantly reduce noise and activity when compared with the previous use. Additionally, eliminating access to the south entrance will restore the prominence of the main entrance in accordance with the Chautauqua Design Guidelines.

ADA Access

CCA considered three alternatives for ADA access to Cottage 1, including:

- 1) access at the front entrance on the north side of the building;
- 2) access at the rear entrance on the south side of the building;
- 3) and access from the east side through the garage, which is below-grade and would require an elevator to take patrons from inside the garage to the first floor.



Creating ADA access at either the north or south entrances resulted in significant visual impact to the neighborhood. Because of these visual impacts, and to mitigate noise and disruption to occupants of Cottage 2, CCA settled on the east entrance/elevator as the best solution. The existing garage entrance will be modified for access and the interior space will be finished to provide an attractive entrance. Vehicles can pull up directly to the garage from Reservoir Road.

Exterior Changes

Proposed changes to the non-historic east elevation, including modifications to allow ADA access, have been reviewed and approved by the Landmarks Board. No changes are planned to

the north, west and south elevations, which will retain their historic integrity. Treatment of these elevations will be limited to needed repairs and maintenance, in compliance with local and national historic preservation standards, as well as purposeful landscaping designed to mitigate picnic shelter noise and serve as a visual and sound buffer between Cottage 1 and Cottage 2.

IV. Times of Operation

Private events must end by 10pm and all supporting activities must be off the property by 11pm. The east deck will be closed to any activity from 10pm to 8am.

Furthermore, Cottage 1 will not be used for any private events during the last week of June and the first three weeks of July, when cottagers are most likely visiting the grounds.

V. Type and Frequency of Use

Type of Use

CCA intends to use the property for nightly lodging and long-term rentals, as well as small private events, as described below:

- Nightly Lodging and Long-Term Rentals
 - 4-night minimum – May – September
 - 4-night minimum – Special weekends and Holidays
 - 2-night minimum – October – April
 - Potential month-to-month rental – November – March
- Green Room Space
 - For visiting artists and conductors associated with Auditorium and Community House events
 - Occurs between June and September (typically from 3pm to 9pm)
- Private Events and CCA-Sponsored Events
 - Small social events that are not likely to cause concerns about noise; non-profit and corporate meetings; workshops; classes and/or lectures

Frequency of Use

Nightly Lodging

Use of Cottage 1 will fluctuate daily, weekly, and seasonally. Historically, no CCA lodging or meeting facility is booked 100% of the year. Nightly lodging averages around 65% occupancy throughout the year, ranging from 90% to 100% in the peak season to 10% to 20% in the off season.

In the first few years of operation, CCA expects frequency of use to be below the average for more established venues at Chautauqua. Nightly rentals are more likely to occur during the off-season to accommodate demand for other uses of Cottage 1 during the high season. Note that when Cottage 1 is being used for nightly lodging, the number of private events is reduced accordingly.

Events

Event use will depend on both market interest in booking a new venue and CCA operational needs (e.g., CCA meetings and events, support for artists performing in the Auditorium, etc.). Use on any given day will also vary since rental for one purpose typically excludes rental for other purposes. If, for example, Cottage 1 is booked for nightly lodging, it cannot be booked for meetings and social occasions during that time, and conversely if it is booked for a meeting or social occasion, it cannot be booked for nightly lodging. If booked for green room use, it cannot be used for either meetings or social events.

CCA has estimated the number of private events that would be desirable, given financial, use management, and community considerations, and intends to limit total events to 26 events per month with a maximum of 10 evening events per month.

Meetings/Social Occasions

For seated events and meeting space, CCA will place a maximum of seven (7) 36" round tables in the existing living room and dining room area, with four chairs at each table, for a maximum of 28 people. In addition, there will be seating for twelve (12) people on the enclosed porch during warmer months, for a maximum of 40 guests. Occupancy would be subject to review and approval by the Chief Fire Marshall, City of Boulder, but will in no case exceed 40 guests. The load bearing capacity of the entire first floor and east deck will be increased to 100 lbs/square foot to meet code requirements for gathering space use.

Number of Guest Rooms

Prior to CCA's acquisition of Cottage 1, the property consisted of 3-bedrooms with a second-floor loft area used for sleeping quarters. Proposed changes to the facility include ADA access and an ADA accessible bathroom on the first floor, which will eliminate one bedroom. Thus, for CCA lodging and long-term rental use, the cottage will be reduced to 2-bedrooms on the main floor, and an open second-floor loft for sleeping. The lofted sleeping quarters occupy 618 square feet of open space. The current non-compliant half-bath on the upper-floor will be replaced with a full bath that is code compliant.

The second-floor loft will be available for residential use only. No events will occur on the second level of the cottage.

Length of Stay

The proposed nightly lodging and long-term rental use does not differ substantially from the previous residential use, other than length of stay. Occupants may be staying anywhere from 2 to 4 days to several months, depending on the time of year and other use requirements.

Number of Guests for Lodging/Long-term Rental

The number of lodging guests or long-term rental occupants will be limited to 12 individuals. Occupancy is subject to review and approval by the Chief Fire Marshall, City of Boulder, but in no case will occupancy for rental purposes exceed 12 people.

Parking Plan

There are 276 public parking spaces available to residents, guests, visitors, and employees within the CCA leasehold. In addition, 15 private cottages have off-street parking, some with room for more than one vehicle, and five (5) CCA-owned cottages have off-street parking. There are also eight (8) ADA parking spaces, bringing the total number of parking spaces within the CCA leasehold to 304. In addition, bicycle racks can accommodate up to 35 bicycles.

Chautauqua Access Management Plan (CAMP Pilot)

During summer weekends, the Chautauqua Access Management Plan (CAMP) has drastically reduced parking difficulties in the leasehold. During these weekends, parking is by permit only and 40 of the 276 public parking spaces are converted to paid parking.

During the 2017 CAMP pilot, CCA effectively accommodated 10 different user groups requiring parking access at Chautauqua. Data provided by Fox, Tuttle, and Hernandez, transportation consultants to the City of Boulder, confirmed there was ample parking available within the CCA leasehold. On average, 146 spaces were vacant between 8am and 5pm on weekend days, including the Picnic Shelter parking area and the Academic Hall lot, which are near Cottage 1. The City of Boulder is recommending the CAMP program continue for the next five years. Typically, parking in the evening is not a problem; on concert nights, access to the leasehold is controlled at the two entrances as set forth by CCA's City-approved parking plan.

Transportation data have consistently demonstrated that parking issues in the Chautauqua leasehold stem largely from Open Space and Mountain Parks users. Visitor data collected in preparation for drafting the *Collaborative Stewardship Framework* indicated that in addition to hikers, the Chautauqua Green and the Dining Hall typically have more users than either CCA's lodging guests or guests at private events. The relative impact of the proposed use for Cottage 1 should be minor.

Event Parking

During the peak summer season, CCA limits the total number of events on campus and requires guests to shuttle to private events. In the non-peak season, based on CCA's experience managing parking for events at the Community House, there is an average of one (1) vehicle parked at Chautauqua for every five (5) guests. Given the maximum occupancy for private events at Cottage 1 (i.e., 40), CCA expects a maximum of 8 vehicles associated with a private event.

The 1:5 ratio of vehicles to guests is the result of CCA encouraging guests to utilize alternative transportation rather than personal or rented vehicles. CCA is able to maintain this ratio because many guests 1) stay at Chautauqua and walk to events on campus; 2) are dropped off and picked up later; 3) walk or ride bicycles; and/or 4) use alternate vehicle transportation (e.g., UBER, shuttle, bus transportation).

CCA makes every effort to help guests learn about and secure alternate transportation, but guests who do drive to an event at Cottage 1 will be encouraged to park in the half-moon lot or the tennis court lot north of the Auditorium, which can accommodate up to 58 vehicles, or in the Academic Hall lot.

Nightly Lodging and Long-Term Rental Parking

Based on a maximum occupancy of 12 individuals, and assuming roughly half the occupants will be children based on the proposed building layout favoring family guests, CCA estimates there will be 2 to 3 personal vehicles associated with a nightly stay or long-term rental. There is adequate parking for these vehicles in the lots adjacent to Academic Hall, in the half-moon lot or tennis court lot north of the Auditorium, and in the Cottage 1 driveway, which provides an additional space. Additional parking is also available throughout the leasehold.

CCA Employee/Catering Staff Parking

Catering Staff

Catering services for private events at Chautauqua are provided through our ongoing lease with 3 Leaf Catering, which also leases the Chautauqua Dining Hall from CCA. Private events are typically managed at the event site by 1 or 2 catering staff, who normally park around the Green, on Baseline Road, in the surrounding neighborhood, or in the leasehold. As such, catering staff have a very nominal impact on parking within the leasehold. Additionally, catering deliveries to Cottage 1 are done with small vehicles resembling golf carts. No cars or vans would be parking at Cottage 1 for catering purposes.

CCA Employees

CCA employees will not be in Cottage 1 or on the property except to address maintenance and housekeeping needs and to setup and breakdown private events. These employees will already be on-site to perform other duties, so no additional parking is needed to accommodate these functions.

Given minimal bus service to Chautauqua during most of the year, the long distances most employees must travel from outside of Boulder, and the varied hours employees need to be on-site, Eco Passes are not an effective incentive for reducing vehicle traffic for employees. However, as part of the CAMP pilot, CCA has developed a transportation demand management program (TDM) in partnership with the City of Boulder. The program has been very effective and includes bus coupons, ride sharing incentives and UBER subsidies.

Concert Patrons

During the summer concert season (i.e., Colorado Music Festival performances and other CCA promoted concerts in the Auditorium), CCA operates the “Hop to Chautauqua” bus through a contractual agreement with Via Mobility, in partnership with the City of Boulder. In addition, starting at 5:00pm on the day of the performance, access to the leasehold is restricted by signage, sawhorses, and CCA-hired security monitors. Hang tags are distributed in advance to residents, guests, CMF staff and artists, and CCA employees, and in the absence of a hang tag, access is allowed only to newly arriving lodging guests, guests of residents, and to handicapped patrons.

The Hop to Chautauqua service and restricted access to Chautauqua have been in place for years and are well-known to most people who attend performances at the Auditorium. As a result, the parking impact within the leasehold related to Auditorium performances has been significantly reduced.

To further reduce concerns about parking and congestion, and to ensure that guests at the Galey Cottage park in appropriate areas:

- CCA will provide event-specific signage directing guests attending events to acceptable parking areas;
- CCA will attach a map to the *Conditions of Use* document directing Galey guests to the parking lots adjacent to Academic Hall, the half-moon lot, the tennis court north of the Auditorium, and the Cottage 1 driveway.
- A Google Maps pin will be assigned to help Uber, Lyft and others navigate to the Cottage.
- Use of public transportation to events will be encouraged.

VI. Food and Alcohol

Catering

Renovation plans for the kitchen in Cottage 1 are designed primarily for lodging guests and long-term renters, with an adjoining scullery to support catering services. Catered food will be prepared off-site and delivered to the property. Catering access will be from Reservoir Road to the existing garage, located below ground level. An elevator from inside the garage to the first floor will accommodate catering services and ADA access.

Alcohol

CCA allows lodging guests to consume alcohol within the confines of their lodging unit. Alcohol use at private events is managed through CCA’s partnership and lease arrangement with the Dining Hall contractor, 3 Leaf Catering. The following existing restrictions will be incorporated into the use agreement for Cottage 1:

- All alcohol must be purchased through, and served by, a licensed bartender provided by the Chautauqua Dining Hall and hired specifically to work the event;
- Alcoholic beverage service will be limited to four (4) hours during the event, with the last beverage served no later than 9:45 p.m. This period begins with the serving of the first alcoholic beverage and will not be extended for any reason;
- Alcoholic beverage service must be served in conjunction with food;
- No kegs are allowed.

VII. Tents and other Temporary Structures

If there is a request for a tented event on the Gale property, CCA will meet with the cottager-elected board representative and a representative of the cottager's association to see if there are objections and to address any concerns.

VIII. Neighborhood Outreach

Communication

CCA representatives have met with the owners of Cottage 2 on several occasions to discuss CCA's plans for Cottage 1 and to hear and respond to their concerns. Since purchasing Cottage 1, CCA has discussed plans for Cottage 1 at cottager meetings, staff meetings, and Board meetings, and staff have had numerous one-on-one conversations with cottagers and others. In addition, CCA regularly updates the cottager community on the status of the project by means of a quarterly electronic newsletter and also posts all Board minutes of meetings on its website.

IX. History of Gale Cottage Dispute Resolution

In February of 2018, CCA applied for a change of use for the Gale Cottage from residential use to mixed use. The City of Boulder's Planning and Development Services department recommended approval of the change of use, however CCA withdrew its application in response to concerns expressed by the cottager community.

Summer Task Force

Representatives of the cottager community, CCA staff and the CCA Board formed a task force to find solutions to the concerns expressed by cottagers. The group met five (5) times over the course of several weeks (July 23, August 1, August 6, August 8, and August 13) to work out acceptable revisions. Between meetings, the cottager representatives regularly surveyed the larger cottager community, seeking input on a variety of questions. The task force reached a mutually acceptable agreement, which a majority of cottagers approved.

The key elements of the summer task force agreement are reflected in this document and are also noted below:

Event Parameters

- Maximum number of events reduced from 45 per month to 26 per month (42% reduction)
- Maximum number of event guests reduced from 50 per event to 40 per event (20% reduction)
- Maximum number of evening events reduced from 15 per month to 10 per month (33% reduction)
- No events during the last week of June or first three weeks of July (i.e. the 4 weeks when cottagers are primarily in residence)

Noise

- No DJs allowed
- Deck closed at 10 pm during private events
- Carefully controlled bookings (e.g., no parties or celebrations likely to exceed noise restrictions)

Other

- Miscellaneous changes to language in the Management Plan
- Board-level approval of campus use management policy
- Board to set aside time to discuss mission next summer while cottagers are present

Facilitated Meetings

Despite CCA having made the above revisions to the Management Plan following summer discussions with cottager representatives, some cottagers remained dissatisfied and continued to write letters of opposition to the Planning Department. Planning Services Staff recommended a professionally facilitated meeting to address ongoing concerns, to which CCA agreed. CCA and the cottagers chose four representatives each to meet and discuss these concerns. The facilitator recommended two meetings, which were held on December 10, 2018 and January 7, 2019.

These facilitations resulted in the following additional changes with respect to private events, which are included in this revised Management Plan, but repeated here for clarity.

Noise

- Music in Cottage 1 must be turned off at 9:30 pm.
- References to amplified music were replaced with requirements to abide by the City of Boulder's noise ordinance.

Parking and Congestion

- CCA will provide event-specific signage directing guests to acceptable parking areas;
- CCA will attach a map to the *Conditions of Use* document directing Galey guests to the parking lots adjacent to Academic Hall, the half-moon lot and the tennis court lot north of the Auditorium, and the Cottage 1 driveway.
- A Google Maps pin will be assigned to help Uber, Lyft and others navigate to the Cottage.

- Use of public transportation to events will be encouraged.

Tents and other Temporary Structures

- If there is a request for a tented event on the Galey property, CCA will discuss the event with the cottager-elected board representative and a representative of the cottager's association to see if there are objections and to address any concerns.

Communication

- Work with cottagers to clarify the role of the cottager-elected Board member;
- Closely monitor events in Cottage 1 and collect data to be shared at quarterly meetings/conference calls with the cottager-elected board member and a designated representative of the cottager's association. The purpose of these discussions is to determine corrective action, if necessary. This information will include:
 - Number of events and attendees
 - Noise levels (based on random monitoring) and complaints, if any
 - Reported parking and congestion challenges related to Galey events
- Environmental impacts associated with Galey events
- Provide updates on important events in the CCA newsletter to cottagers;
- Provide a special letter to cottagers when major initiatives or developments occur;
- Hold "open houses" to discuss any major new events/initiatives at CCA;
- Assign at least one CCA representative to attend formal cottager meetings in the summer;
- Announce annual meeting/Board meeting dates as early as possible;
- Provide access to CCA Board minutes on its website.

X. Good Neighbor Responsibilities

Replacing Sewer Line for Cottage 2

Sewer lines from Cottage 1 and Cottage 2 join between the two cottages. A shared line connects with the City sewer system at Goldenrod Drive. An inspection of Cottage 1 revealed obstructions in the sewer lines from both cottages, as well as along the shared line to the City sewer system. As an act of good faith, CCA replaced the sewer lines from both cottages to the City sewer system at CCA expense.

In addition, large rocks underneath the Cottage 2 sewer line needed to be removed to replace the sewer line. CCA removed these rocks at no expense to the owners of Cottage 2.

To be provided as a separate item