



Town of Green Mountain Falls

Regular Board of Trustee Meeting Agenda

10615 Green Mountain Falls Road

Tuesday, October 15, 2019 7:00 p.m.

REGULAR MEETING:

1. CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE
2. ADDITIONS, DELETIONS, OR CORRECTION TO THE AGENDA
3. CONSENT AGENDA
 - a. Approve Board of Trustees Meeting Minutes from September 17 and October 1, 2019
 - b. Bring into Record the Checks Run October 10, 2019
4. NEW BUSINESS
 - a. Consideration of the Variance for 10680 Mountain Ave
 - b. Introduction of Ordinance 19-06, An Ordinance Amending Section 2-28 And Adding A New Section 2-39 To The Town Of Green Mountain Falls Municipal Code Concerning Regular And Special Meetings And Work Sessions
 - c. Introduction of Ordinance 19-07, An Ordinance Amending Section 2-228 Of The Town Of Green Mountain Falls Municipal Code Concerning Planning Commission Meetings
 - d. Discussion and/or Consideration of the 2020 DRAFT budget
5. OLD BUSINESS
 - a. Final Adoption, Ordinance 2019-05, An Ordinance Repealing And Reenacting Section 2-224 Of The Green Mountain Falls Municipal Code Concerning Terms Of Planning Commission Members
 - b. Resolution 2019-10, A Resolution Of The Town Of Green Mountain Falls, Colorado, Adjusting The Terms Of Members Of The Town's Planning Commission
6. PUBLIC INPUT: 3 Minutes per speaker
7. CORRESPONDENCE

8. REPORTS

- a. Trustees
- b. Town Manager
- c. Town Clerk
- d. Public Works

9. ADJOURN

TOWN OF GREEN MOUNTAIN FALLS
Regular Board of Trustee Meeting
September 17, 2019 – 7:00 P.M.

REGULAR MEETING MINUTES

Board Members Present

Mayor Jane Newberry
Trustee Margaret Peterson
Trustee Tyler Stevens
Trustee Katharine Guthrie

Board Members Absent

Trustee Chris Quinn

Town Attorney

Not present

Town Manager

Angie Sprang

Public Works

Marshal's Dept.

Virgil Hodges

Town Clerk

Laura Kotewa

1. Call to Order/Roll Call/Pledge of Allegiance

Mayor Newberry called the meeting to order at 7:01 p.m. The Pledge of Allegiance was recited, and roll was taken.

2. Additions, Deletions, or Corrections to the Agenda

Mayor Newberry made a motion, seconded by Trustee Guthrie, to accept the Meeting Agenda.

Motion passed.

3. Consent Agenda

- a. Approve Board of Trustees Meeting Minutes September 3, 2019
- b. Bring into Record Checks Run September 4-12, 2019

Trustee Stevens made a motion, seconded by Trustee Peterson to accept the Consent Agenda. Motion carried.

4. New Business

- a. PPRTA – Pikes Peak Rural Transportation Authority – GMF 2020 Budget Request

Ms. Angie Sprang shared information regarding the PPRTA memo. The Board asked for some specific 2020 project information.

5. Old Business

a. Reading of the Creek Week Proclamation

Mr. Larry Smalls of the Fountain Creek Watershed District shared some information about Creek Week, September 28-October 6, 2019. Rocco Blasi will head up the Green Mountain Falls effort to clean our creek from the pool to the Lake.

Trustee Stevens made a motion to approve participation. The motion was seconded by Trustee Guthrie. Motion passed.

b. DOLA – Department of Local Affairs – Grant Project Update with Attention To the Request for Easement Funding for El Paso Trail – tabled at the last Board Meeting

The Board sought some clarification in what information might be needed beyond what could be found on the El Paso Assessor's site, and that this precedent might be viewed as opportunity to increase costs in the future, based on larger city projects.

Trustee Stevens made a motion to approve the additional expenditure after the exploration by Wilson & CO of other means to obtain the information. Mayor Newberry seconded, and the motion passed.

6. Public Input – 3 Minutes Per Speaker

No public comments were heard.

7. Correspondence:

There was no correspondence.

8. Reports

a. Trustees –

Trustee Guthrie reported that our Marshal can COOK. Mayor Newberry reported the success of the September 14th Town Potluck and Fire Mitigation presentation. Trustee Stevens was complimented on his fancy blue uniform. It was also noted that emulating Woodland Park's water management plan might be a good idea for Green Mountain Falls.

b. Town Manager – nothing beyond her written report.

c. Town Clerk – nothing beyond her written report.

9. Executive Session

Mayor Newberry invited Ms. Angie Sprang and entered into Executive Session at 7:25 pm. Executive session concluded at 7:39 pm and the Regular Meeting reconvened. No Action was taken during the Executive Session.

10. Work Session

Mr. Clay Brown and Ms. Denise Lindbom from DOLA facilitated a discussion to develop a work plan to unite the Board and Town Staff in the effort to reach town goals. They mentioned communications and expectations as being key.

A plan was created and will be available as part of an upcoming agenda packet.

11. Adjournment

Meeting adjourned at 8:59 p.m.

Jane Newberry, Mayor

Laura J. Kotewa, Town Clerk/Treasurer

TOWN OF GREEN MOUNTAIN FALLS
Regular Board of Trustee Meeting
October 1, 2019 – 7:00 P.M.

REGULAR MEETING MINUTES

Board Members Present

Mayor Jane Newberry
Trustee Margaret Peterson
Trustee Tyler Stevens
Trustee Katharine Guthrie

Board Members Absent

Trustee Chris Quinn

Town Attorney

Not present

Town Manager

Angie Sprang

Public Works

Marshal's Dept.

Virgil Hodges

Town Clerk

Laura Kotewa

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- 1. Public workshop** - Ordinance 2019-05, An Ordinance Repealing And Reenacting Section 2-224 Of The Green Mountain Falls Municipal Code Concerning Terms Of Planning Commission Members

The workshop convened at 7:03pm, with a comment heard from Rocco Blasi regarding Planning Commission coordination, and was adjourned at 7:06pm.

2. Call to Order/Roll Call/Pledge of Allegiance

Mayor Pro Tem Stevens called the meeting to order at 7:06 p.m. The Pledge of Allegiance was recited, and roll was taken.

3. Additions, Deletions, or Corrections to the Agenda

There were no additions.

4. Consent Agenda

- a. Bring into Record Checks Run September 28, 2019

Trustee Peterson made a motion, seconded by Trustee Guthrie to accept the Consent Agenda. Motion carried.

5. Liquor Licensing Authority

- a. Consideration of the Mucky Duck Liquor License Renewal

The Board convened as the Local Liquor Licensing Authority at 7:08 pm.

Trustee Guthrie made a motion to approve the Mucky Duck Liquor License renewal with a second made by Trustee Peterson. Motion carried unanimously.

The Licensing Authority adjourned and the Regular meeting convened at 7:09 pm.

6. New Business

- a. Budget Status Update

Ms. Angie Sprang shared budget notes and entertained questions from the Board. The Board requested more updated Occupancy Tax information with the 2020 Budget Proposal.

- b. Discuss BoT Meeting Schedule – Monthly vs. Bi-Weekly?

Discussion took place and the Board recommended a change to once per month Board meetings on the 1st Tuesday with an option for a second meeting during the month which could be used as a working meeting if needed. This format should begin in the month of November. The Ordinance update should also include removal of other meeting guidelines that may be cumbersome or out of date.

7. Old Business

- a. Public Hearing and Final Adoption, Ordinance 2019-05, An Ordinance Repealing And Reenacting Section 2-224 Of The Green Mountain Falls Municipal Code Concerning Terms Of Planning Commission Members

Trustee Guthrie made a motion to table Ordinance 2019-5 until the next Board to allow the Planning Commission to review. The Resolution to adjust terms is also to be send to the Planning Commission for review. Trustee Peterson seconded. Motion carried.

- b. Belvidere Project Update and Presentation

Mr. Omar Lopez and Ms. Jennifer Irvin from El Paso County were present to give an update regarding the citizen concerns and the process to correct the issues

which included undercutting, and the inability to safely access some driveways along Blevidere.

Trustee Peterson made a motion to approve the proposals in conjunction with the Pikes Peak Rural Transportation contract. Trustee Guthrie seconded, and the motion passed.

c. Goal Setting Workshop Follow-Up

Ms. Angie Sprang presented a written version of the goal and workshop of the previous Board meeting. There were no additions or deletions, and it was agreed upon to revisit the work plan in January 2020.

8. Public Input – 3 Minutes Per Speaker

Ms. Ann Esch addressed the Board with a question concerning the 2020 workplan.

7. Correspondence:

- a. Trails Committee minutes from July 11, 2019 were read into the record.

8. Reports

- a. Trustees –

Trustee Guthrie mentioned a Halloween Event scheduled for October 31st at the Sallie Bush Center – an indoor trunk or treat. Trustee Peterson encouraged parents to patrol at the bus stop, and commended Marshal Hodges' efforts to protect and serve in Green Mountain Falls.

- b. Town Manager –

Ms. Angie Sprang asked again that citizens use our Kudos/Concerns reporting form on the town website https://appengine.egov.com/apps/co/GrnMtnFalls/Kudos_Concern instead of approaching Public Works employees. This will enable prioritizable project listings.

- c. Town Clerk –

Ms. Laura Kotewa shared her report and added some information about possible access to a diesel internship program.

d. Marshal –

Marshal Virgil Hodges shared a verbal accounting of his recent activities.

9. Adjournment

Meeting adjourned at 8:01 p.m.

Jane Newberry, Mayor

Laura J. Kotewa, Town Clerk/Treasurer

5:00 PM

10/10/19

Accrual Basis

Town of Green Mountain Falls
Expenses by Vendor Summary
October 10, 2019

	<u>Oct 10, 19</u>
CEBT	3,312.40
Century Link	40.82
Chase Card Services	922.85
Colorado Springs Gazette, LLC	65.98
Colorado Springs Utilities	750.17
Comcast	86.90
Hardcastle Heating & Air	700.00
Hoffman, Parker, Wilson & Carberry	1,209.00
Municipal Code Corporation	300.00
SCOTT'S POOL & SPA SERVICE	883.88
Waste Management	95.10
	<hr/>
TOTAL	<u><u>8,367.10</u></u>

BOARD OF TRUSTEES AGENDA MEMO

DATE: 10 October 2019	SUBJECT:
Presented by: Julia Simmons, Town Land Use Planner	Variance V2019-003 – Front Setback, 10680 Mountain Avenue

Board of Trustees Recommended Action:

- Public hearing
- Review proposed project application for compliance with Green Mountain Falls Zoning Ordinance
- Approve, approve subject to conditions, or disapprove

Proposal:

The Applicants request approval of a Zoning Variance to build a deck at 10680 Mountain Avenue.

Staff Findings:

The Applicant is appearing before the Board to present proposed plans for replacing and expanding a deck at 10680 Mountain Avenue, a single-family home in the R-1 5,000 zoning designation.

The proposed deck will encroach on the front property line and will therefore be noncompliant with the 15-foot front setback. The proposed deck will extend from the existing side yard sliding door and will be sited entirely within the platted lot lines, as shown in an ILC survey from 2012. The proposed structure will be compliant with side and rear setbacks of 5 and 10 feet, respectively [§16-305(d)(4)].

The deck expansion will require the demolition of an approximately 11' x 4' existing structure and increase the size to approximately 22' x 17'. Grading and excavation will not be necessary. A permit and inspection from RBD will be required for building a deck over 200 square feet.

The Applicants met with Staff for a pre-application consultation, submitted materials, and paid the \$200 fee required to schedule a Public Hearing.

A petition letter (**attached**) was sent via certified mail to the only adjoining property owner for signature and comments. No comments were received at the time this staff report was written and posted. Town Staff posted a Public Hearing Notice in a conspicuous location at 10680 Mountain Avenue on 24 September 2019. An additional public hearing notice was posted on October 1, 2019 in anticipation of a hearing before the Board of Trustees on the 15th of October 2019.

Planning Commission Findings:

Minutes from the 8 October Planning Commission meeting are not available for the Board to review. The following represents points from the discussion that resulted in the Commission voting unanimously to approve Variance V2019-003:

The Commission needs to see an ILC survey in order to make decisions regarding a Variance.

A hard copy of the 2012 ILC was provided by the Applicant at the meeting. A zoomed-in version is provided in the electronic application.

Rather than grant a Variance for setbacks, the Applicant should pursue a vacation of the ROW so the home can clear title and the deck will be compliant.

The Applicant is working with Staff to request a replat and vacation of ROW, but that request will take some time and several meetings with the Advisory Body and Board of Trustees. The general contractor is currently working in the home and the owner would prefer he build the deck improvements in conjunction with the indoor remodel. The existing deck is rotted and crumbling. Even if the Applicant is granted vacation of ROW, it does not necessarily mean that the 15-foot front setback will be met.

A deck replacement in the existing footprint could be built in its existing nonconforming size and would not require a Variance.

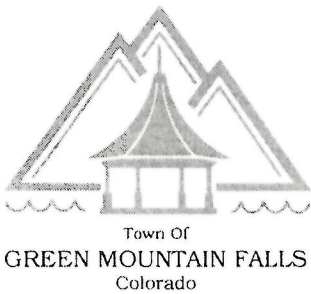
The existing deck is a small structure that does not have stairs. Stairs are necessary to sufficiently access the backyard and the laundry. In addition, the Applicant would like an extended structure where her small children can play safely.

The contractor timeline isn't a hardship that the PC will consider in granting a Variance.

Given the unusual lot size and shape, the inaccessibility to the backyard, the inability to access the laundry beneath the house, and the unsafe existing structure, the Planning Commission all agreed that the homeowner does meet the requirements of hardship in the Land Use Code and voted to approve the Variance.

Issue Before the Board:

Whether the Applicants' proposed project meets the procedural requirements and substantive standards to approve a Zoning Variance.



Town of Green Mountain Falls
P.O. BOX 524
GREEN MOUNTAIN FALLS, CO 80819
(719) 684-9414
www.gmfco.us
Variance Application

General Information

- This is a request to deviate from current subdivision or zoning requirements in the GMF Town Code
- Applicants are responsible for understanding the procedure and are required to demonstrate how the proposed project meets criteria set forth in §16-709 (Zoning) or §17-111 (Subdivision) of the GMF Town Code
- A completed application shall be submitted thirty (30) days prior to regularly scheduled Planning Commission meeting

Applicant Information

I am the property owner (if not the owner, please provide proof of authorization for submitting application)
Name: Molly Nord Email: MLAMBERT232@GMAIL.COM
Address: PO BOX 774 GMF 80819 Phone: 719-313-0796

Property Owner Information

Name: Molly Nord Email: MLAMBERT232@GMAIL.COM
Address: PO BOX 774 GMF 80819 Phone: 719-313-0796

Property Information

Property Address 10680 MOUNTAIN AVE
Planning Commission Review Date _____ Plan Review No. _____
Regional Building Permit Date _____ Permit Number _____
Zoning Designation (§16-301) R-1 5,000 Lot Size 8100 sqft
Town Code Setback Requirements: Front 15 Side 5 Rear 10
Hillside Overlay Zone Designation (§16-312) ☐ ILC Survey Completed (date) Jan 16, 2012

Variance Petition

Petition Application Requirements (on a separate sheet, provide the following information)

- ☐ Describe the project in detail, including how the project meets the objectives of architectural review (§16-705)
- ☐ State the variance request to be approved; include the benefits to yourself, the neighborhood, and the community
- ☐ Explain how the variance would not be injurious to the neighborhood or otherwise detrimental to the public
- ☐ Explain how the variance would be used to overcome an exceptional physical condition or unique circumstance, and how ~~strict application of the zoning requirements place an unusual and unnecessary hardship on the property owner~~
- ☐ Explain how adjacent property owners would not be adversely affected by the variance; include whether the variance will impair an adequate supply of light and air to adjacent properties
- ☐ Whether the Hillside Overlay Zone is applicable and how the variance request meets the intent of §16-714

Site Plan

Include the following site plan(s) with the application form and petition. All plans should be neat, clear, legible and drawn to a standard engineer's scale. Inaccurate, incomplete, and poorly drawn plans may be rejected. Plans must not exceed 24 in. x 36 in. and should be folded no larger than 9 in. x 14 in. with the lower righthand corner exposed for a stamp.

Development Plan (2 copies)

All plans should be neat, clear, legible and drawn to a standard engineer's scale. Inaccurate, incomplete, and poorly drawn plans may be rejected. Plans must not exceed 24 in. x 36 in. and should be folded no larger than 9 in. x 14 in. with the lower righthand corner exposed for a stamp.

Cover Sheet:

- a. Vicinity Map
- b. Owner Name and Address
- c. Date of preparation; proposed dates of construction
- d. Total development plan area in acres or square feet

Plan Sheets:

- a. Applicant name, owner name, address of property
- b. North arrow
- c. Sheet number (e.g., X of Y)
- d. Property boundaries and dimensions (if determined by official survey, include a copy)
- e. Existing and proposed lots and tract lines, with dimensions
- f. Existing and proposed topography (contour lines or slope in approximate percentage)
- g. Show and label all access points to the property from adjacent streets and alleys
- h. Other suitability considerations:
 - i. Grading and excavation plan
 - ii. Vegetation plan
 - iii. Steep slopes
 - iv. Geologic Hazards (unstable slope, rockfall area, debris flow area)
 - v. Wildfire

Public Notice:

Prior to submitting a Variance Application and Petition, the applicant shall contact the adjoining property owners for their comments and signatures on the petition. If adjoining property owners are not available for signature, the applicant will provide all necessary contact information to the Town Clerk.

All costs associated with the certified mailing (copies, envelopes, postage) are the responsibility of the applicant.

Affidavit (signature required)

I declare under penalty of perjury that the statements made in this form are true and complete to the best of my knowledge


Authorized Signature

9/8/19
Date

PLANNING COMMISSION AGENDA MEMO

DATE: 8 October 2019	SUBJECT:
Presented by: Julia Simmons, Town Land Use Planner	Variance V2019-003 – Front Setback, 10680 Mountain Avenue

Planning Commission Recommended Action:

- Public hearing
- Review proposed project application for compliance with Green Mountain Falls Zoning Ordinance
- Recommend approval, approval subject to conditions, or disapproval to the Board of Trustees

Proposal:

The Applicants request an approval recommendation to the Board for Architectural Review and Zoning Variance to build a deck at 10680 Mountain Avenue.

Staff Findings:

The Applicant is appearing before the Planning Commission to present proposed plans for replacing and expanding a deck at 10680 Mountain Avenue, a single-family home in the R-1 5,000 zoning designation.

The proposed deck will encroach on the front property line and will therefore be noncompliant with the 15-foot front setback. The proposed deck will extend from the existing side yard sliding door and will be sited entirely within the platted lot lines, as shown in an ILC survey from 2012. The proposed structure will be compliant with side and rear setbacks of 5 and 10 feet, respectively [§16-305(d)(4)].

The deck expansion will require the demolition of an approximately 11' x 4' existing structure and increase the size to approximately 22' x 17'. Grading and excavation will not be necessary.

A petition letter (**attached**) was sent via certified mail to the only adjoining property owner for signature and comments. No comments were received at the time this staff report was written and posted. Town Staff posted a Public Hearing Notice in a conspicuous location at 10680 Mountain Avenue on 24 September 2019. An additional public notice was posted in anticipation of a hearing before the Board of Trustees on the 15th of October, 2019.

The Applicants met with Staff for a pre-application consultation, submitted materials, and paid the \$200 fee required to schedule a Public Hearing.

The Applicants submitted a checklist answer form and graphical depictions (**attached**) of the lot and proposed design. All GMF Variance requests must include an explanation of how the proposed project meets the standards in §§16-705, 16-709, 16-711:

1. Describe the project in detail, including how the project meets the objectives of architectural review (§16-705)
2. State the variance request to be approved; include the benefits to yourself, the neighborhood, and the community
3. Explain how the variance would not be injurious to the neighborhood or otherwise detrimental to the public
4. Explain how the variance would be used to overcome an exceptional physical condition or unique

circumstance, and how strict application of the zoning requirements place an unusual and unnecessary hardship on the property owner

5. Explain how adjacent property owners would not be adversely affected by the variance; include whether the variance will impair an adequate supply of light and air to adjacent properties
6. Whether the Hillside Overlay Zone is applicable and how the variance request meets the intent of §16-714

Attached for the Commission's review:

- GMF Zoning Ordinance **§16-705 Architectural Review**
- GMF Zoning Ordinance **§16-709 Variances** and **§16-711 Zoning District Amendments**
- Plan GMF Comprehensive Plan Goals and Policies

Issue Before the Commission:

Whether the Applicants' proposed project meets the procedural requirements and substantive standards to recommend approval of a Zoning Variance to the Board of Trustees.

10680 MOUNTAIN AVE VARIANCE PETITION (NW DECK)

1. Project Detail

Location: 10680 Mountain Avenue, Green Mountain Falls, CO 80819

Project: Replacement and expansion of existing deck in NW corner of home

Reason: The existing deck is deteriorated to the point of being unsafe. There are exposed nails, broken boards, no handrails and no steps that access into the backyard. We are proposing a replacement and expansion to provide a safe outdoor area for our 1 and 3-year-old children to play. They must be inside the fenced yard and need a flat surface. The back yard is all dirt and rocks with terrain not suitable for such young children to play on, even with supervision. We would like a larger deck area to allow room to play. The existing deck is unusable.

Dimensions: Existing deck is 11ft-5in x 4ft and new deck will be approximately 22ft-10in x 17ft-4in
**approximate dimensions due to angles in design

Architectural review:

This design meets the architectural review standards for the following reasons:

- 1) Aesthetics/Safety: The existing deck is extremely old, falling apart, and has no steps to the ground area or proper handrails to be safely used. It is aesthetically unpleasing and will be replaced by a new, structurally sound deck.
- 2) Materials/Colors: The existing deck is a combination of old painted wood made of different materials and varied lumber dimensions. The new deck material will be all-natural wood and will be finished with a neutral stain/sealer to blend with surrounding features.
- 3) Trees: No trees will be removed. Two existing trees will be incorporated into the design and will protrude through the deck area. Footers will be located so they do not damage the root system of trees.
- 4) Compatibility: The surrounding homes all have wooden decks.

Additional details:

- Existing deck must be removed entirely due to rot, lack of supports, damaged and dangerous materials (protruding nails, rotten boards, broken rails etc.)
- Deck will be expanded approximately 13 feet toward the NW to follow the existing fence line for a total dimension of ~17ft-4in
- Deck will be expanded approximately 11 feet toward the NE with an angled section and steps added
- The NW corner of the home, where the existing deck is located, is on the property line. All deck expansion area is on the property but much of it falls within the 15 front set back.

2. Variance Request

Request: We are requesting a variance to rebuild and expand the existing deck in the NW corner of the house, which falls inside the front lot 15-foot set back area.

Benefits to neighborhood and surrounding community: The existing deck is severely deteriorated and unsightly. There are no repairs that would make it more aesthetically pleasing. The new deck will be made of natural wood and will be covering a dirt area that has no vegetation. Overall, the appearance will be greatly improved and will benefit the neighborhood and surrounding homes by increasing the value of the property and making it more appealing when viewed from the road above the property.

Benefits to homeowners: The existing deck is deteriorated to the point of being unsafe. There are exposed nails, broken boards, no handrails and no steps that access into the backyard. We are proposing a replacement and expansion to provide a safe outdoor area for our 1 and 3-year-old children to play. They must be inside the fenced yard and need a flat surface. The back yard is all dirt and rocks with terrain not suitable for such young children to play on, even with supervision. We would like a larger deck area to allow room to play. The existing deck is unusable.

Additionally, the homeowners are pursuing correction to the lot line, but will not have that done in time for their contractor to complete the deck. The contractor is scheduled for September 2019 through November 2019. By allowing this variance, it will enable the homeowners to have the deck built while their contractor is scheduled and move in with a safe location for their children to play.

No detriment to public or neighborhood: This deck rebuild and expansion is all within our fenced yard area. The only people that would see this deck area are our neighbors to the West across Mountain Avenue. Instead of seeing a pile of dirt and a broken-down porch, they would see a new natural wood deck area in its place. Hikers will also be able to see it when walking down Mountain Avenue to the trail head. Again, the improvement is significant and will be a much more pleasing view for anyone looking into our yard.

Hardship/Reasoning/Unique Circumstance: The replacement and expansion of the deck will be within the 15-foot front set back area. This is unavoidable due to the location of the lot lines that were drawn after the home was built in 1923. When lot lines were drawn, the front lot line was inadvertently placed running directly through the home.

If the zoning requirements were strictly applied in this case, then a large portion of our home would reside in Town Right of Way and we would have exterior doors leading to empty space and a drop off into the back yard. It is unreasonable to enforce a 15-foot front setback for the deck area when the lot line is so clearly misplaced.

There is a plan to correct the lot lines so the property may clear title and to make the home/deck area compliant with the setback requirements, if possible. This lot line correction is a lengthy process and we must have this deck replaced before that process can be completed. It is required for the safety of our two small children and our contractor is scheduled to be working on the home from September 2019 until the end of November 2019. We are requesting this variance to allow the deck to be rebuilt and expanded during this timeframe. It should be a temporary variance and is only needed until this lot line correction is completed. No estimated date is available at this time.

No impact to adjacent property owners: This deck rebuild and expansion is all within our fenced yard area. The area adjacent to the North is Town Right of Way for the undeveloped area of Illinois Ave. The lot to the E/NE has a small cabin and is opposite where the deck will be built. The proposed deck area is not in view from their property and will have zero impact on their residence. The property to the S/SE is an undeveloped alley and then vacant land. There is no impact to light and air supply to adjacent properties.

Hillside Overlay: The lot is in the HO Zone. The area in question is not a characteristic hillside area as described in Subsection 16-312(a). The deck area has no "significant natural features that include ridgelines, bluffs, slope, vegetation, drainage, rock outcroppings, geologic conditions and other physical factors and which, if disturbed for purposes of development, can cause physical damage to public or private property or both." There is no vegetation impacted and the only trees in the area will be incorporated into the design and not disturbed. There is no excavation and drainage will continue as it was originally, since the deck area is open below and will allow water to flow with no diversions.

3. Attachments and Additional Information

Survey 10680 Mountain Ave dated January 12, 2012 - Attached

Development Plan - Attached

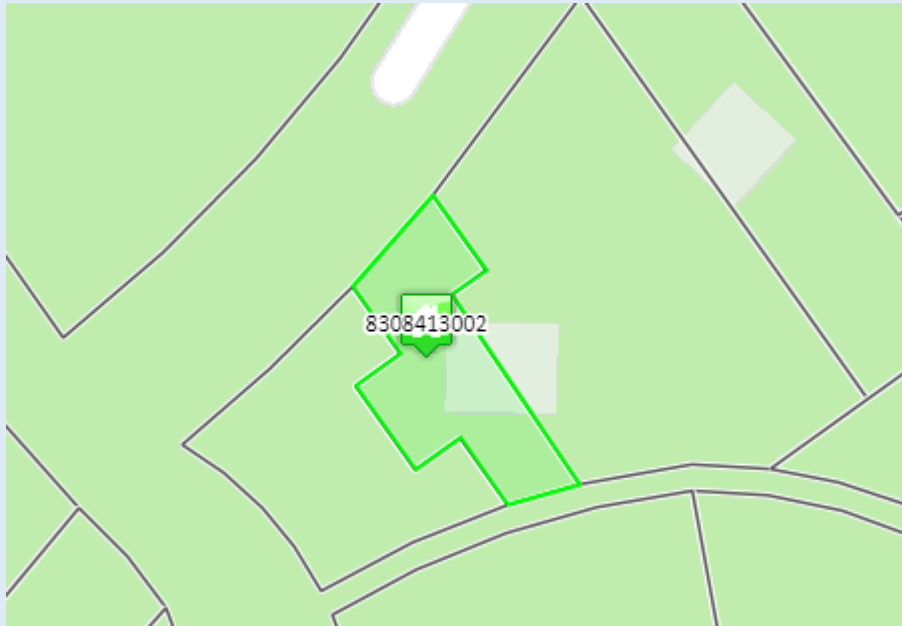
*Adjoining lot owner information – Below *will be mailed notice of variance request*

➔ 10691 Illinois Avenue – Adjacent to NE lot line

Owner: John D Bell and Lisa M Bonwell

Mailing address: 4845 NEWSTEAD PL COLORADO SPRINGS CO, 80906-5935

Schedule number: 8308413002



If there are any further questions, please feel free to contact me at 719-313-0796.

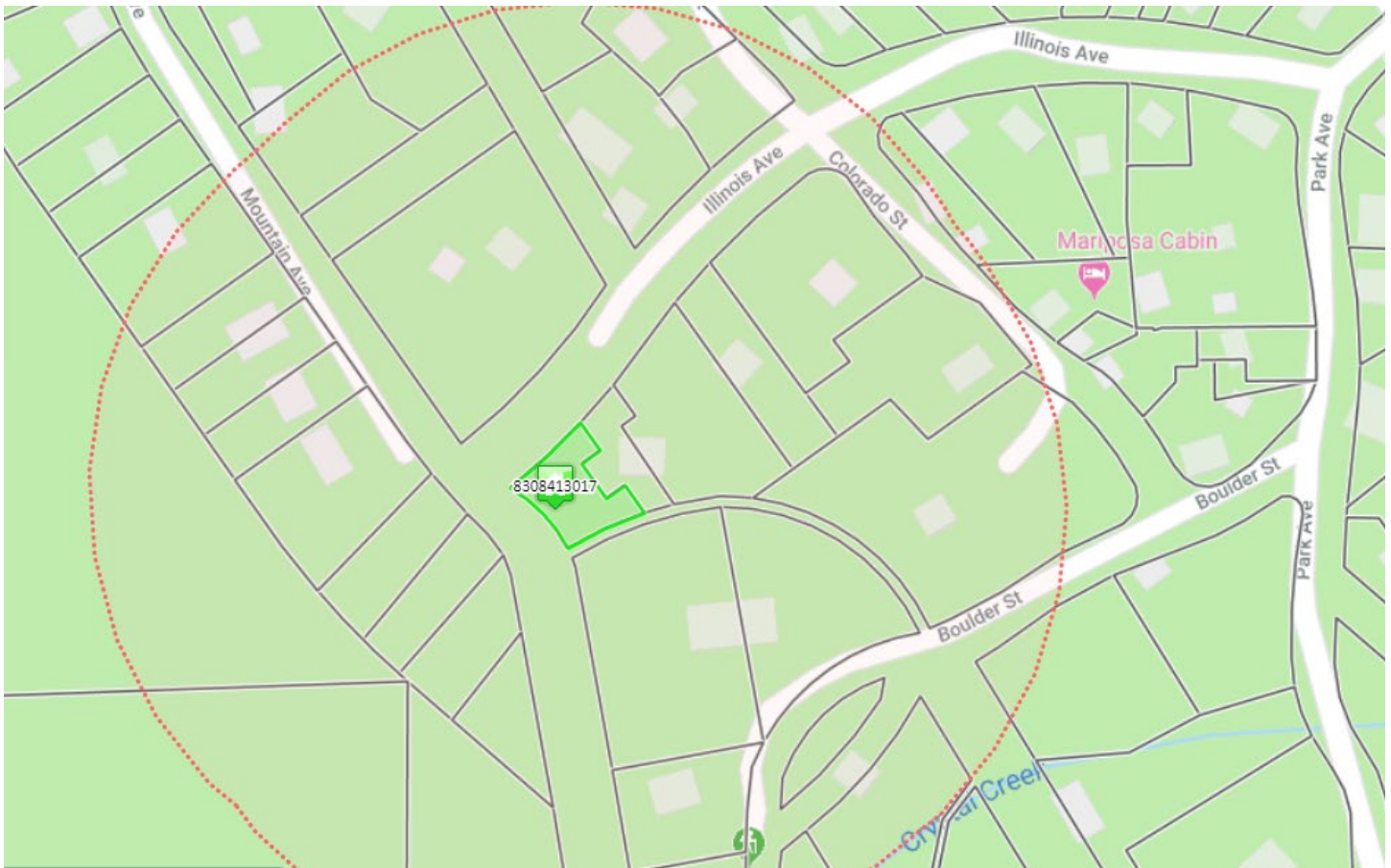
Sincerely,

Molly Nord

10680 MOUNTAIN AVENUE DEVELOPMENT PLAN FOR VARIANCE PETITION

OWNER: CHRISTOPHER AND MOLLY NORD

PREPARED: 24-SEPT-2019
PROPOSED CONSTRUCTION: 01-NOV-2019
DEVELOPMENT PLAN AREA: APPROXIMATELY 535 SQFT OF DECK AREA



[illegible]

REAR SETBACK LINE @ 10'

SIDE SETBACK LINE @ 5'

DECK

WOOD DECK

FRAME RESIDENCE

WOOD DECK

SHED

10' SETBACK

North

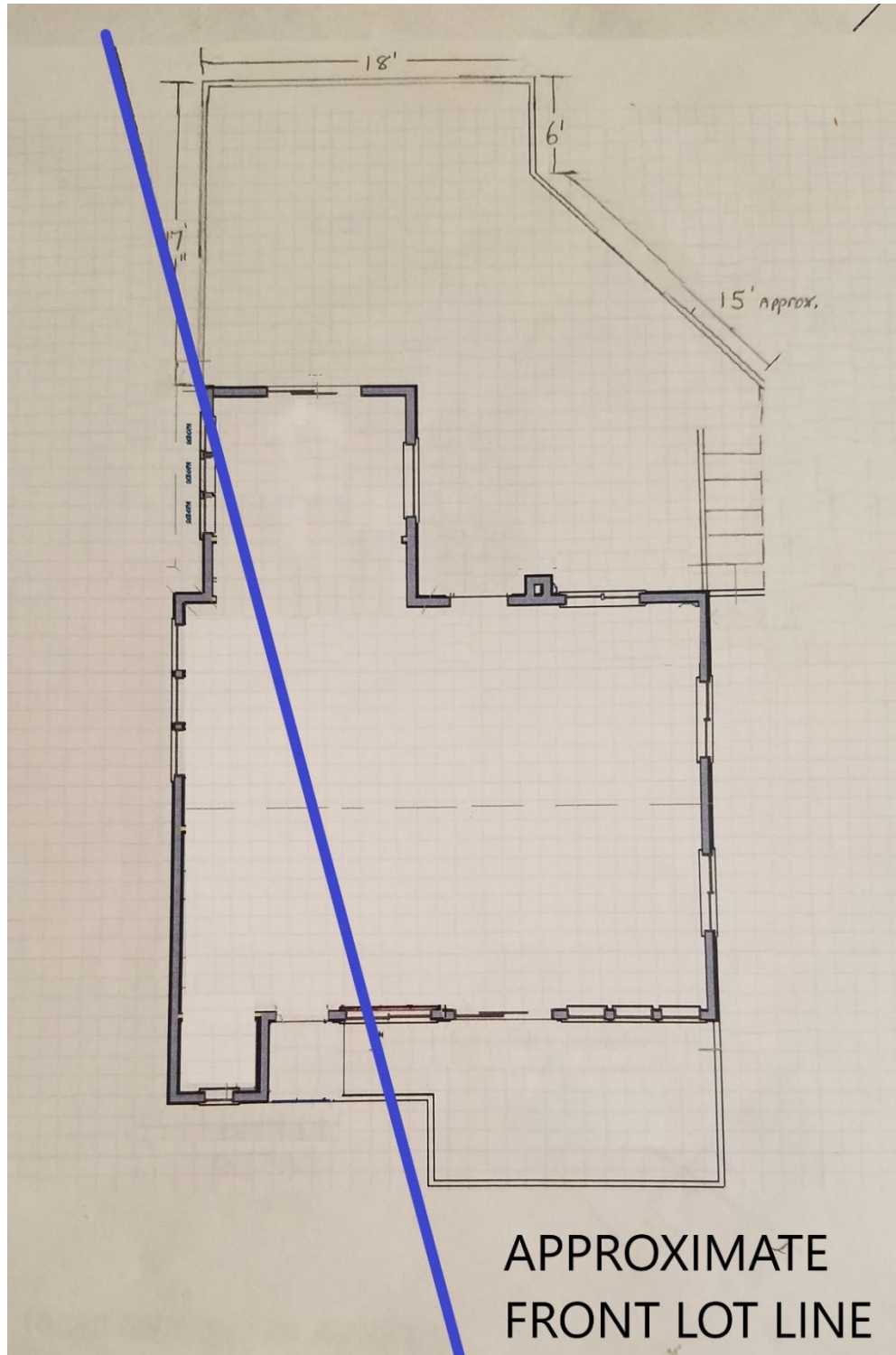
DETAIL
1"=30'

10680 MOUNTAIN AVENUE

APPLICANT: CHRISTOPHER AND MOLLY NORD
OWNER: CHRISTOPHER AND MOLLY NORD
ADDRESS: 10680 MOUNTAIN AVENUE, GREEN MOUNTAIN FALLS, CO 80819



Construction diagram showing dimensions of proposed deck area and existing home/lot line



APPLICANT: CHRISTOPHER AND MOLLY NORD
OWNER: CHRISTOPHER AND MOLLY NORD
ADDRESS: 10680 MOUNTAIN AVENUE, GREEN MOUNTAIN FALLS, CO 80819



Existing deck





September 24, 2019

Dear Green Mountain Falls Property Owner:

The Planning Commission has set a Public Hearing to consider a request from Christopher and Molly Nord, property owners of 10680 Mountain Avenue.

The Nord's are requesting a variance to allow for replacement and expansion of their deck on the NW corner of the property with a setback of less than 15 feet to the front lot line. The home was built in 1923 before official lot lines were placed. When lot lines were placed, the front lot line was located through the existing residence leaving no setback to the home or deck area, as shown in attached documents. Current Green Mountain Falls Municipal Zoning Code, Section 16-305(4)(a), states that for R-1 5,000 Single Family Residential District, there will be a fifteen (15) foot setback for developments to the front lot line. Enclosed is a copy of the variance submission that Mr. and Mrs. Nord will submit for review to the Planning Commission, along with a copy of the development plan. The Green Mountain Falls Land Use Code requires that property owners within 100' of the petitioner's property be notified of any request for a zoning amendment in order to solicit public input.

The Planning Commission will hold a Public Hearing on Tuesday, October 8, 2019 at 6:30 p.m. at the Town Hall. The Board of Trustees will hold a Public Hearing on Tuesday, October 15, 2019 at 7:00 p.m. If you have any questions, please contact Julia Simmons, Land Use Planner for the Town of Green Mountain Falls. 719-684-9414 or at planner@gmfco.us

Please respond in writing to the Town of Green Mountain Falls at PO Box 524, Green Mountain Falls, CO 80819 or via email to planner@gmfco.us

____ IN FAVOR OF GRANTING A FRONT LOT SETBACK VARIANCE

____ OPPOSED TO GRANTING A FRONT LOT SETBACK VARIANCE

COMMENTS: _____

Property Owner: _____

Green Mountain Falls Property Address: _____

Sec. 16-705. - Building permits; architectural review.

- (a) Purpose. The purpose of architectural review is to ensure that high standards of design are maintained for all residential, business and commercial buildings and uses in development and construction in the Town. Anyone seeking to renovate the exterior of, add to or construct a new building shall be subject to Planning Commission approval anywhere within the Town. In promoting the general purposes of this Land Use Code, the specific intent of this Section is to:
- (1) Protect the historic and architectural qualities of the Town's building stock;
 - (2) Promote development and building consistent with the policies of the Comprehensive Plan;
 - (3) Promote a consistent standard in architectural design and the construction of aesthetically pleasing structures;
 - (4) Improve the general quality of the environment and promote conservation of natural and manmade resources of the Town;
 - (5) Encourage land uses which are orderly, functionally efficient, healthful, convenient to the public and aesthetically pleasing;
 - (6) Encourage development of safe and attractive residential areas that are compatible with existing historical development in a variety of housing styles;
 - (7) Encourage the construction of safe, convenient and attractive commercial facilities and residences;
 - (8) Promote neighborhood integrity by congruity in architecture and cohesiveness in style;
 - (9) Encourage the preservation of the Town's early styles of architecture; and
 - (10) Promote visual relief throughout the community by preservation of mountain vistas, creation of open space and variation of styles of architecture.
- (b) Design review policies. There are two (2) areas of policy in which the Planning Commission directs its review. The guidelines for each of these policy areas are intended to provide general direction to an applicant coming before the Planning Commission. The policies are:
- (1) Building design and function.
 - a. Building design. Buildings should demonstrate compatibility in materials and consistency in style throughout all exterior elevations. Building components, such as windows, doors, arches and parapets, should have proportions appropriate to the architecture of the structure.
 - b. Additions. All additions should relate to the existing building in design, details, colors and materials.
 - c. Energy efficiency. Buildings should be designed and oriented to maximize energy efficiency and conservation.
 - d. Color. Building color should complement architectural details and blend with surrounding buildings or dominant structures and should be appropriate to the architectural style proposed.
 - e. Historical significance. Plans should show consideration for historical elements, if any, of significance existing on the site.
 - (2) Site and neighborhood compatibility.
 - a. Relation to site. Buildings should be designed to relate to the existing landforms and the contours of the site and present an integrated appearance.
 - b. Neighborhood compatibility. Buildings should have a harmonious relationship with the surrounding neighborhood. Significant factors in establishing this relationship are a sense of scale, roof-lines, colors and materials.
- (c) Requirements.
- (1) Materials.

- a. The use of natural materials (wood and stone) for the exterior surfaces of all buildings and other structures is encouraged. Corrugated metal, plastic and fiberglass are prohibited.
 - b. Vinyl and aluminum siding that meet the requirements of the Uniform Building Code are allowed, provided that the installation results in a uniform appearance absent of buckling and drooping.
 - c. Exterior nontextured concrete block and concrete walls (nontextured) must be covered with a veneer, stucco or other surfacing. Paint is not an acceptable cover.
 - d. All roof surfaces shall meet the requirements of the Uniform Building Code. Corrugated metal, plastic and fiberglass are not permitted. Class A roof coverings are recommended for fire resistance. Color selection to be approved prior to permit issuance.
- (2) Colors. Natural wood or earth tones (i.e., dark shades of brown or green) for exterior surfaces are encouraged.
- (3) Trees shall not be removed on any lot except as follows:
 - a. Actual land occupied for buildings plus a fifteen-foot clearance strip adjacent to the perimeter thereof;
 - b. On off-street parking areas and driveways providing access thereto; or
 - c. Diseased trees, trees damaged by natural causes and other trees which interfere with utility lines.
- (d) Procedure.
 - (1) The Town Clerk shall forward plans and drawings for the proposed construction of all residential, business, commercial, public and semi-public structures, including its accessory uses and structures, to the Planning Commission for its review.
 - (2) The Planning Commission shall review plans and exterior design of all proposed residential, business, commercial, public and semi-public structures. Before approving any new residential, business, commercial, public or semi-public principal building and its accessory uses and structures, the Planning Commission shall find that the character of the proposed construction is in harmony with the established exterior architectural appeal of structures already located in the neighborhood and with approved public plans for the surrounding area so that existing and future land values within the Town will not be depreciated. The Planning Commission shall restrict its consideration in each case to the effect of the proposed construction on the health, safety, morals, and general welfare of the Town, keeping particularly in mind the unique characteristics of certain existing structures in the Town and that the prosperity of the entire Town is involved in the preservation of established sections of the Town. As a minimum, the following specific criteria shall be considered by the Planning Commission:
 - a. Architectural compatibility;
 - b. Bulk of the proposed building or structure in relation to surrounding buildings and land;
 - c. Vehicular access and parking;
 - d. Pedestrian access; and
 - e. Relation to existing and future open space.
 - (3) The Board of Trustees, after review and recommendation by the Planning Commission, may vary the requirements of this Section if the same may be granted without substantial detriment to the compatibility with surrounding uses and natural land features.

(Ord. 97-01)

Sec. 16-709. - Variances.

- (a) No variance in the strict application of the provisions of this Land Use Code, including building requirements, signs and fences, shall be recommended by the Planning Commission or approved by the Board of Trustees unless it finds that the following requirements and standards are satisfied. It is the intent of this Article that the variance be used only to overcome some exceptional physical condition of a parcel of land located within the neighborhood which poses practical difficulty to its development and prevents its owner from using the property as intended by this Land Use Code. Any variation granted shall be the minimum adjustment necessary for the reasonable use of the land.
- (b) The applicant must prove that the variance will not be contrary to the public interest and that practical difficulty and unnecessary hardship will result if it is not granted. In particular, the applicant shall establish and substantiate that the appeal for the variance conforms to the requirements and standards listed below:
 - (1) The granting of the variance shall be in harmony with the general purpose and intent of the regulations imposed by this Land Use Code on the district in which it is located and shall not be injurious to the neighborhood or otherwise detrimental to the public.
 - (2) The granting of the variance will not permit the establishment of any use which is not permitted in the district.
 - (3) There must be proof of unique circumstances. There must exist special circumstances or conditions, fully described in the findings, applicable to the land or buildings for which the variance is sought, which circumstances or conditions are peculiar to such land or buildings in the neighborhood and which circumstances or conditions are such that the strict application of the provisions of this Land Use Code would deprive the applicant of the reasonable use of such land or building.
 - (4) There must be proof of unnecessary hardship. It is not sufficient proof of hardship to show that greater profit would result if the variance were granted. Furthermore, the hardship complained of cannot be self-created; nor can it be established on this basis by one who purchases with or without knowledge of the restrictions; it must be suffered directly by the property in question; and evidence of variances granted under similar circumstances shall not be considered.
 - (5) The granting of the variance is necessary for the reasonable use of the land or building and the variance as granted by the Board of Trustees is the minimum variance that will accomplish this purpose. The report of the Planning Commission shall fully set forth the circumstances by which this Land Use Code would deprive the applicant of any reasonable use of his or her land. Mere reasonable loss in value shall not justify a variation; there must be a deprivation of beneficial use of land.
 - (6) The proposed variance will not impair an adequate supply of light and air to adjacent property, substantially increase the congestion in the public streets, increase the danger of fire, endanger the public safety or substantially diminish or impair property values within the adjacent neighborhood.
 - (7) The granting of the variance requested will not confer on the applicant any special privilege that is denied by this Land Use Code to other lands, structures or buildings in the same district.
- (c) The Board of Trustees may prescribe any safeguard that it deems necessary to substantially secure the objectives of the regulations or provisions to which the variance applies.
- (d) Upon application, the Planning Commission, after giving notice as required by law, shall schedule a public hearing of the proposed variance. The Planning Commission shall consider and decide all proposed variations, taking into account the standards enumerated above.
- (e) Procedure. Procedures for variance hearings shall be the same as those for zoning and rezoning, with the exception of the publication requirement contained in Paragraph 16-711(f)(2) below, which shall not be required.

Sec. 16-711. - Zoning district amendments.

- (a) Petition required. A zoning petition shall be required to zone or rezone any property within the corporate boundaries of the Town. Such petitions shall conform to the requirements of Subsection (c) below.
- (b) Submission deadline. The petitioner shall submit the petition and all required items to the Town Clerk no later than thirty (30) days prior to any regular meeting of the Planning Commission at which the petitioner desires to be heard.
- (c) Petition submittal requirements.
 - (1) Letter of intent. The petitioner shall submit a letter of intent with all zoning, rezoning, special use and variance of use requests. Such letters may contain any information relevant to the petition but shall contain the following, when applicable:
 - a. The reason for the change in zone classification;
 - b. The total number of acres in the requested area;
 - c. The number of apartment buildings;
 - d. The number of dwelling units per building;
 - e. The number of dwelling units per acre;
 - f. The number of industrial sites proposed;
 - g. Typical lot sizes: length and width;
 - h. Acres and percent of land to be set aside as open space, not to include parking, drives and access roads;
 - i. Type of proposed recreational facilities;
 - j. If phased construction is proposed, how it will be phased;
 - k. Anticipated schedule of development;
 - l. How water and sewer will be provided; and
 - m. Proposed uses, relationship between uses and densities.
 - (2) Legal description and drawing. The drawing shall be at a scale suitable to describe the information required and shall include:
 - a. Boundary description of the land to be zoned which shall illustrate the legal description;
 - b. Existing land uses on the property;
 - c. Adjoining property ownership and use;
 - d. Existing and proposed structures;
 - e. Existing and proposed easements; and
 - f. Name and addresses of the petitioner, owners of all interest in the property and the preparer.
 - (3) Zoning petition.
- (d) Distribution. The Town Clerk shall distribute copies of submitted materials to such local, regional, state and federal agencies as may be deemed appropriate.
- (e) Planning Commission action and procedure.
 - (1) The Planning Commission shall review each petition at a regularly scheduled public meeting.
 - (2) Public notice.
 - a. A plain notice, not less than two (2) square feet in size, of the date and place of the hearing of all petitions shall be posted in a conspicuous place on the property site by the Town Clerk at least two (2) weeks prior to the Planning Commission meeting. The notice shall contain the specific subject matter of the hearing, including the present zone, if any, and the proposed zone or the special use contemplated. The location

and phone number of the public office where additional information may be obtained shall also be included on such notice. Such notices shall be changed in the event that the time or place of such hearing is changed.

- b. Prior to submitting the petition, the petitioner shall either contact the adjoining property owners for their comments and signatures on the petition form, or cause a certified letter to be sent to said owners by the Town Clerk. The requirements for the letter may be obtained from the Town Clerk.
- c. The petition and the letter shall state that the adjoining property owner may appear in person at the Planning Commission hearing or, if unable to attend, submit a statement further expressing his or her opinions and comments of the petition.
- d. The agenda of the Planning Commission meeting shall be made available to the public and posted on the Town bulletin board no later than four (4) days prior to the meeting.

(3) Action of the Planning Commission.

- a. Unless postponed at the request of the petitioner, the Planning Commission shall have a maximum period for taking action on the petition extending from the date of the first meeting through the next regularly scheduled Planning Commission meeting.
- b. The Planning Commission may approve, approve subject to certain conditions or disapprove.
- c. The Planning Commission shall publicly state, and the secretary shall record, the reason for the action taken on the petition.
- d. Upon any of the above actions or at the expiration of the maximum period for taking action, the petition shall be placed on the agenda of the next regularly scheduled meeting of the Board of Trustees which allows for the proper notice requirements.
- e. Without the request or consent of the petitioner, the Planning Commission may move to postpone action on the petition until the next regularly scheduled Planning Commission meeting. At the request or with the consent of the petitioner, action on the petition may be postponed until a definite date or until the occurrence of a certain event. If so postponed, the petition shall be heard by the Planning Commission on the definite date or, in the case of postponement to the occurrence of a certain event, at the written request of the petitioner.
- f. No petition shall remain postponed in excess of one hundred eighty (180) days unless a longer period of time is requested by the petitioner and granted by the Planning Commission. Petitions postponed in excess of one hundred eighty (180) days or an extension thereof shall be deemed withdrawn and a new petition shall have to be submitted with an additional filing fee.
- g. A nonrefundable administrative fee as set by resolution of the Board of Trustees will be paid by the petitioner at the time of the submittal.

(f) Action and procedure of the Board of Trustees.

- (1) The Board of Trustees shall hold a hearing on each petition at a regularly scheduled public meeting.
- (2) Public notice.
 - a. A plain notice, not less than two (2) square feet in size, of the date and place of hearing of all petitions shall be posted in a conspicuous place on the property site by the Town Clerk at least two (2) weeks prior to the Board of Trustees meeting. The notice shall contain the specific subject matter of the hearing, including the present zone, if any, and the proposed zone or the special use contemplated. The location and phone number of the public office where additional information may be obtained shall also be included on such notice. Such notice shall be changed in the event that the time or place of such hearing is changed.
 - b. Zoning and rezoning petitions. At least fifteen (15) days' notice of the time and place of a public hearing

shall be published in an official paper or in a paper of general circulation in the Town.

- c. The Town Clerk shall notify all adjoining property owners of the date, time and place of the public hearing on each petition.
- d. The agenda of the Board of Trustees' meetings shall be made available to the public and posted on the Town bulletin board no later than four (4) days prior to the meeting.

(3) Action of the Board of Trustees.

- a. The Board of Trustees may approve, approve subject to certain conditions or disapprove the petition. An approval or approval subject to conditions shall require the favorable vote of a majority of the Board of Trustees except when a protest against such petition is signed by the owners of twenty percent (20%) or more of the area of the lots:
 - 1. Within the proposed areas of change;
 - 2. Immediately adjacent in the rear thereof extending one hundred (100) feet therefrom;
 - 3. Directly opposite thereto extending one hundred (100) feet from the street frontage of such opposite lots.
 - b. In all cases, a favorable vote of three-fourths ($\frac{3}{4}$) of the Board of Trustees shall be required.
 - c. The Board of Trustees may move to postpone action on the petition to a definite date or to the occurrence of a certain event. The petition shall be heard by the Board of Trustees on the definite date or, in the case of postponement to the occurrence of a certain event, at the request of the petitioner. No petition shall remain postponed in excess of one hundred eighty (180) days unless a longer period of time is requested by the petitioner and granted by the Board of Trustees. Petitions postponed in excess of one hundred eighty (180) days or an extension thereof shall be deemed withdrawn and a new petition shall have to be submitted with an additional filing fee.
- (g) Denied petitions. If a zone or rezone petition has been disapproved by the Board of Trustees, resubmittal of the previously denied petition will not be accepted for a period of one (1) year if it pertains to the same parcel of land and is a petition for a change to the same zone that was previously denied. However, if evidence is presented showing that there has been a substantial change in physical conditions or circumstances, the Planning Commission may reconsider said petition. The time limitation of one (1) year shall be computed from the date of final determination by the Board of Trustees or, in the event of court litigation, from the date of the entry of final judgment of any court of record.
- (h) Petitioner must be present. It is a requirement of the Planning Commission and the Board of Trustees that either the petitioner or his or her representative be present at the public hearings to present the petition.
- (i) Filing fee. Filing fees for zoning and rezoning petitions shall be established by resolution of the Board of Trustees.

(Ord. 97-01)

BOARD OF TRUSTEES AGENDA MEMO

DATE: 10/15/2019	AGENDA NO	SUBJECT:
Presented by: Angie Sprang, Town Manager		An Ordinance Amending Section 2-28 and Adding a New Section 2-39 to the Town of Green Mountain Falls Municipal Code Concerning Regular and Special Meetings and Work Sessions

Recommended Action:

Approve modification to the Town of Green Mountain Falls, Municipal Code Sec. 2-28(a) and the addition of new section 2-39 as stated, or with Trustee amendments.

Background:

Town Staff requests and amendment to the Municipal Code of the Town of Green Mountain Falls. The recommended change will update the current Trustee meeting schedule from twice monthly to once monthly. As always, a second meeting can be called by the Mayor or members of the Board. The second monthly meeting could also be a Work Session, not for conducting business, but for the purposes of discussing Code update drafts or addressing other matters that require in depth planning, brainstorming, and discussion.

The new language is also intended to reduce future potential ordinance change legal review costs, by including discretionary language; such as, “or at other dates and times as determined by the Board of Trustees.” This, discretionary language, sets a time and location for Citizens to expect the Trustees to meet on a monthly basis, and allows for changes as business necessitates. Of course, any changes will be posted for the public in accordance with regulations, in the designated public area(s).

Staff believes that the new schedule will be an efficient use of Staff time, and a respectful and efficient use of Elected Officials and Volunteers time. In consideration of this change Staff asks:

1. If the Trustees should approve, would the Trustees like Staff to recommend a second meeting, if Staff believes Town business will take more than 1.5 hours/2 hours/3 hours?
2. Would the Trustees like to keep the regular meeting schedule with a 7:00pm start time?
3. Any other items for discussion/consideration.

Issue before the Board:

Consideration of the modification to the Town of Green Mountain Falls, Municipal Code Sec. 2-28(a) and the addition of new section 2-39 as stated, or with Trustee amendments.

TOWN OF GREEN MOUNTAIN FALLS

ORDINANCE NO. 2019-06

AN ORDINANCE AMENDING SECTION 2-28 AND ADDING A NEW SECTION 2-39 TO THE TOWN OF GREEN MOUNTAIN FALLS MUNICIPAL CODE CONCERNING REGULAR AND SPECIAL MEETINGS AND WORK SESSIONS

WHEREAS, the Board of Trustees desires to change procedures for regular and special meetings and work sessions.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF GREEN MOUNTAIN FALLS, COLORADO:

Section 1. Section 2-28 of the Green Mountain Falls Municipal Code is hereby amended to read as follows:

Sec. 2-28. - Regular and special meetings.

(a) Regular Meetings. All regular meetings of the Board of Trustees shall be held at Town Hall; 10615 Green Mountain Falls Road; Green Mountain Falls, Colorado, or at such other places as determined by Board of Trustees. Regular meetings of the Board of Trustees shall be held monthly on the first Tuesdays of each month, commencing at 7:00 p.m., or at such other dates and times as determined by the Board of Trustees.

(b) Special Meetings. Special meetings shall be called by the Clerk on the written request of the Mayor or any three members of Board of Trustees on at least twenty-four (24) hours written notice to each member of Board of Trustees; but a special meeting may be held on shorter notice if all members of Board of Trustees are present or have waived notice thereof in writing. No business shall be transacted at any special meeting of Board of Trustees unless the same has been stated in notice of such meeting.

Section 2. A new Section 2-39 of the Green Mountain Falls Municipal Code is hereby added to read as follows:

Sec. 2-39. – Work Sessions.

(a) Work Session Board of Trustees Meetings – The Board of Trustees may meet informally on third Tuesday of each month, or at other times upon call of the Mayor or at the request of three members of the Board of Trustees to discuss matters pending or proposed.

(b) The Town Manager or Clerk shall prepare the agenda, after consultation with the Mayor, for work sessions. All matters to appear on the agenda shall be filed with the Town Manager or Clerk no later than twelve noon the Wednesday prior to the work session.

(c) Work sessions of the Board of Trustees are open to the press and public. No binding action may be taken at any work session. The Town Manger or Clerk, or his or her designee, shall keep brief minutes of work sessions.

Section 3. Safety Clause. The Board of Trustees hereby finds, determines and declares that this Ordinance is promulgated under the general police power of the Town of Green Mountain Falls, that it is promulgated for the health, safety and welfare of the public and that this Ordinance is necessary for the preservation of health and safety and for the protection of public convenience and welfare. The Board of Trustees further determines that this Ordinance bears a rational relation to the proper legislative object sought to be attained.

Section 4. Severability. If any clause, sentence, paragraph, or part of this Ordinance or the application thereof to any person or circumstances shall for any reason be adjudged by a court of competent jurisdiction invalid, such judgment shall not affect application to other persons or circumstances.

Section 5. Effective Date. This Ordinance shall be effective thirty (30) days after passage.

INTRODUCED AND ORDERED PUBLISHED the ____ day of _____, 2019, at the Green Mountain Falls Town Hall, 10615 Green Mountain Falls Road, Green Mountain Falls, Colorado.

ADOPTED AND ORDERED PUBLISHED the ____ day of _____, 2019.

Jane Newberry, Mayor

ATTEST:

Laura Kotewa, Town Clerk/Treasurer

Published in the Pike Peaks Courier, _____ 2019.

BOARD OF TRUSTEES AGENDA MEMO

DATE: 10/15/2019	AGENDA NO	SUBJECT:
Presented by: Angie Sprang, Town Manager		An Ordinance Amending Section 2-228 of the Town of Green Mountain Falls Municipal Code Concerning Planning Commission Meetings

Recommended Action:

Approve modification to the Town of Green Mountain Falls, Municipal Code Sec. 2-228 as stated, or with Trustee amendments.

Background:

Town Staff requests and amendment to the Municipal Code of the Town of Green Mountain Falls. The recommended change will update the current Planning Commission (an Advisory Board to the Board of Trustees) meeting schedule from twice monthly to once monthly. As always, a second meeting can be called as business necessitates. The second monthly meeting could also be a Work Session, not for conducting business, but for the purposes of discussing Code update drafts or addressing other matters that require in depth planning, brainstorming, and discussion.

The new language is also intended to reduce future potential ordinance change legal review costs, by including discretionary language. This, discretionary language, sets a time and location for Citizens to expect the Planning Commission to meet on a monthly basis, and allows for changes as business necessitates. Of course, any changes will be posted for the public in accordance with regulations, in the designated public area(s).

Staff believes that the new schedule will be an efficient use of Staff time, and a respectful and efficient use of Elected Officials and Volunteers time.

Issue before the Board:

Consideration of the modification to the Town of Green Mountain Falls, Municipal Code Sec. 2-228 as stated, or with Trustee amendments.

Respectfully Submitted,
Angie Sprang

TOWN OF GREEN MOUNTAIN FALLS

ORDINANCE NO. 2019-07

AN ORDINANCE AMENDING SECTION 2-228 OF THE TOWN OF GREEN MOUNTAIN FALLS MUNICIPAL CODE CONCERNING PLANNING COMMISSION MEETINGS

WHEREAS, the Board of Trustees desires to change regular Planning Commission meetings from two times per month to one time per month with an option for an additional meeting if necessary.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF GREEN MOUNTAIN FALLS, COLORADO:

Section 1. Section 2-228 of the Green Mountain Falls Municipal Code is hereby amended to read as follows:

Sec. 2-228. - Meetings.

All meetings of the Planning Commission shall be open to the public and citizens shall have reasonable opportunity to be heard under such rules as the Planning Commission may prescribe. Regular meetings shall be held on the second Tuesday of each month. A second meeting may be called by the Town Manager or Planning Department Staff on the fourth Tuesday of the month, if the work load necessitates. Notice of such meetings and an agenda for each meeting will be published at least four (4) calendar days prior to the meeting; the same may be accomplished by posting said agenda and date of meeting on the Town bulletin board located at the Town Hall. Additional meetings may be called by the chairman of the Planning Commission, any four (4) Planning Commission members or the Mayor on at least twenty-four (24) hours' notice.

Section 2. Safety Clause. The Board of Trustees hereby finds, determines and declares that this Ordinance is promulgated under the general police power of the Town of Green Mountain Falls, that it is promulgated for the health, safety and welfare of the public and that this Ordinance is necessary for the preservation of health and safety and for the protection of public convenience and welfare. The Board of Trustees further determines that this Ordinance bears a rational relation to the proper legislative object sought to be attained.

Section 3. Severability. If any clause, sentence, paragraph, or part of this Ordinance or the application thereof to any person or circumstances shall for any reason be adjudged by a court of competent jurisdiction invalid, such judgment shall not affect application to other persons or circumstances.

Section 4. Effective Date. This Ordinance shall be effective thirty (30) days after passage.

INTRODUCED AND ORDERED PUBLISHED the ____ day of _____,
2019, at the Green Mountain Falls Town Hall, 10615 Green Mountain Falls Road, Green Mountain
Falls, Colorado.

ADOPTED AND ORDERED PUBLISHED the ____ day of _____, 2019.

Jane Newberry, Mayor

ATTEST:

Laura Kotewa, Town Clerk/Treasurer

Published in the Pike Peaks Courier, _____ 2019.

BOARD OF TRUSTEES AGENDA MEMO

DATE: 10.15.2019	AGENDA NO	SUBJECT:
Presented by: Angie Sprang, Town Manager & Laura Kotewa, Town Clerk/Treasurer		2020 First Draft Budget Memo

Recommend action: Discuss the first draft of the 2020 Town of Green Mountain Falls budget.

The first draft of the Town of Green Mountain Falls 2020 Municipal Budget is hereby submitted in accordance with the “Local Government Budget Law” of the State of Colorado. This budget working draft sets forth projections of Town expenditures and revenues for the period of January 1, 2020 through December 31, 2020.

The Town’s Municipal Budget is more than a compilation of revenue and expenditure projections; in that, it reflects the goals and priorities, and policies established by the Board of Trustees for Green Mountain falls during 2020.

The General Fund

Total General Fund revenues are projected at \$573,752, and projected expenditures \$550,717. Sales tax collections, a major source of revenue for the Town, are estimated to stay the same at \$122k for 2020. Intergovernmental revenues is conservatively projected at 92k, down from 148k in 2019, a number which could go up considerably dependent upon potential State and County grant funds. Short-term rental revenues are projected to stay the same as data is currently incomplete for 2019. Full evaluation and an adjustment of projected 2020 revenues based on data collected from the first, second, and third quarter of 2019 will be included in the final draft of the 2020 budget. Staff will continue to seek grant funding to match Trustee goals for 2020 during the last quarter of 2019. License and permit fees will likely need to increase to match the cost of doing business (see attached highlights on attached Town of Calhan Municipal Code 15.01.040 Fees).

Capital Improvements Fund

The Capital Improvements Fund is a working document showing current project roll over only, further Staff evaluation and recommendations are pending research on potential grants and Trustee primary goals for 2020. To spark priority-based budgeting discussions, items for Trustee consideration are the Comp Plan priorities (top 3/5/10 priorities?), and a list of potential grant opportunities discussed at our DOLA goal setting session in September. Further Staff recommendations for capital projects/improvements will come from the Town Manager and new Public Works Director. Staff is currently evaluating grant opportunities, road conditions, and the state of public works assets/equipment to develop recommendations for Trustee consideration.

Comp Plan: https://www.colorado.gov/pacific/sites/default/files/190628_GMF_ComprehensivePlan_print%20quality.pdf

Conservation Trust Fund

The Conservation Trust Fund is projected to have approximately \$8.5k in revenues during 2020. These revenues come from lottery proceeds and per State Statute can be used for parks and recreation improvements and/or parks and recreation matching grant funds. Some ideas for the use of these funds could be:

1. Public restroom closure and replacement with 3rd party-maintained porta potty’s (consider: an \$830 per year increase, current annual cost \$5,398, 3rd party porta potty costs \$6,228 – all subject to inflation).
2. Potential matching grant funds for a GOCO grant to convert pool to a skate park or other consideration and or tennis court repairs.
3. Other thoughts, considerations, ideas?

In summary, Trustee assistance and guidance in preparation of the 2020 budget document is appreciated. It has been a pleasure to work with Town Staff to create this working budget first draft, and I look forward to continuing to work with the Town of Green Mountain Falls Citizens, Board of Trustees, and Town Staff to drive community initiatives forward during the 2020 fiscal year.

Respectfully submitted,
Angie Sprang & Laura Kotewa



TOWN OF GREEN MOUNTAIN FALLS **2020 Annual Budget** **General Fund Revenue Detail**

Acct. #	Description	2018 Actual Revenue	2019 Adopted Budget	2019 Year-End Projections	2020 Proposed Budget	Notes
INTERGOVERNMENTAL REVENUE						
	Grants - State	94,906	32,400	73,089	18,000	
	Grants - El Paso County	-	7,500	-	-	
	HUTF	35,866	28,200	28,200	28,933	
	Interest	2,612	2,100	2,100	700	
	Motor Vehicle Fees - El Paso County	4,210	2,500	2,500	2,500	
	Motor Vehicle Fees - Teller County	138	300	300	200	
	Reimbursements - PPRTA	38,217	38,200	40,689	39,139	
	Road and Bridge - El Paso County	1,404	700	700	1,300	
	Road and Bridge - Teller County	208	100	100	100	
	Severance/Mineral Lease	666	700	700	1,400	
	Total Intergovernmental Revenue	178,226	112,700	148,378	92,272	
TAXES						
	Colorado Sales Tax (3%)	117,677	122,600	122,600	122,600	
	GMF Town Sales Tax	-	-	-	-	We are researching this
	Property Tax - El Paso County	147,479	150,900	150,900	149,000	
	Property Tax - Teller County	9,282	9,300	9,300	9,300	
	Specific Ownership - El Paso County	18,639	16,500	16,500	17,600	
	Specific Ownership - Teller County	923	800	800	400	
	Auto Use Tax - El Paso County	51,116	41,800	41,800	40,000	
	Auto Use Tax - Teller County	2,661	2,600	2,600	1,000	
	PPRBD Construction Use Tax	16,805	8,000	8,000	17,000	
	Short Term Rental Occupancy Tax	4,186	43,400	43,400	30,000	Enforcement will be key
	Tobacco Tax	313	300	300	300	
	Franchise-Cable	11,018	10,900	10,900	10,900	
	Franchise-Electric	20,990	19,900	19,900	19,900	
	Franchise-Gas	13,097	12,600	12,600	12,600	
	Franchise-Telephone	4,200	4,200	4,200	4,200	
	Total Taxes	418,385	443,800	443,800	434,800	
COURT FEES						
	Court - Traffic	685	1,000	1,000	260	
	Court - Non Traffic Offenses	-	-	-	500	
	Court - DUI	220	-	-	-	
	Total Court Fees	905	1,000	1,000	760	
LICENSE AND PERMIT FEES						
	Animal Licenses	415	400	325	625	See Draft 2020 fee schedule.
	Business Licenses	9,050	8,500	7,800	9,050	We anticipate more revenues from fees
	Excavation, Road and Grading Permits	393	300	51	900	with retainer base fee/hourly structure
	Liquor Licenses	526	500	500	500	
	Plan and Engineering Review Fees	1,385	500	2,500	5,000	
	Platt Review	-	-	-	800	
	Revocable Permits	250	300	50	250	
	Short Term Rental Licenses	2,160	6,000	3,500	9,200	
	Speial Use Permits	625	600	600	600	
	Special Event Permits	2,000	1,400	2,500	2,500	
	Variance Permits and Waivers	-	-	1,400	4,000	
	Total License and Permit Fees	16,804	1,400	19,226	33,425	

RENTAL AND ADMISSION FEES

Gazebo - Rentals	6,975	6,000	6,000	7,000
Pool - Admissions & Passes	3,621	7,500	4,626	5,000
Total Rentals and Admission Fees	10,596	13,500	10,626	12,000

PUBLIC SAFETY

Traffic Control Fees-Special Events	-	-	-	400
VIN Checks	-	-	75	75
Total Public Safety	-	-	-	475

OTHER REVENUE SOURCES

General Fund -Donations - Monies	-	-	-	-
General Fund -Donations - In-kind	-	-	-	-
GMF Promotional Merchandise	55	-	20	20
Insurance - Claim Proceeds	16,934	-	4,963	-
Miscellaneous Revenue	731	-	-	-
Total Other Revenue Sources	17,720	-	4,983	20

TOTAL GENERAL FUND REVENUE

642,636	572,400	628,013	573,752
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TOWN OF GREEN MOUNTAIN FALLS **2020 Annual Budget** **General Fund Expenditure Detail**

Acct#	Description	2018 Actual Expenditures	2019 Adopted Budget	2019 Year-End Projections	2020 Proposed Budget	Notes
ADMINISTRATION DEPARTMENT						
LABOR						
	Labor - Full Time	103,121	121,000	121,000	118,000	
	Labor - Part Time	-	-	19,000	8,000	*consider adding 1 part time planner up to 38k
	Labor - Health Insurance	3,338	20,400	15,000	23,200	*additional 11K
	Labor - FICA	7,442	9,300	8,100	9,300	*additional 4K
	Labor - State Unemployment Insurance	112	200	200	200	
	Labor - Workman's Comp	712	1,200	1,200	1,200	*additional 40
	Labor - Retirement	-	-	-	1,750	
	Labor - Employee Share Health Insurance	-	-	-	-	
	Labor - Hiring/New Employee Expenses	-	500	1,802	-	
	Labor - Cell Phone Stipend	60	1,500	-	-	
	Total Administration Labor	114,786	154,100	166,302	161,650	
OPERATIONS						
	Insurance - Surety Bond	1,094	500	500	500	
	Maintenance - Building	1,984	1,600	1,600	1,600	
	Publications - Code	525	2,000	2,000	3,000	
	Publications - Legal Notices	1,411	1,200	1,200	1,200	
	Services - Professional	68,912	29,000	19,203	-	
	Supplies - Office	4,452	3,700	3,700	3,400	includes new phones and cell signal booster
	Training - Professional Development, Per Diem	872	4,500	4,500	5,000	
	Total Administration Operations	79,251	42,500	32,703	14,700	
UTILITIES						
	Utilities - Electric	2,077	2,100	2,100	2,100	
	Utilities - Natural Gas	553	700	700	700	
	Utilities - Telephone/Internet	1,490	1,700	970	2,500	
	Total Administration Utilities	4,121	4,500	3,770	5,300	
	TOTAL ADMINISTRATION DEPARTMENT	198,158	201,100	202,775	181,650	
INTERDEPARTMENTAL EXPENSES						
	Banking Fees and Interest charges	124	200	200	200	
	Capital Improvement Transfers	-	-	-	-	
	Election	962	-	-	6,200	
	Fees - Annual Dues	1,915	600	600	1,000	
	Fees - Software	-	-	-	2,000	
	Fees - Payroll Processing	1,281	900	900	900	
	Fees - Tax Collection	3,888	3,800	3,800	2,500	
	Insurance - Board Members Workman's Comp	933	1,000	1,000	1,200	
	Insurance - Claim Deductibles	-	-	1,000	-	
	Insurance - Property/Casualty Liability Premiums	11,463	11,000	11,000	17,000	
	Services - Audit	-	6,100	11,000	6,250	
	Services - IT	4,822	5,600	6,230	6,000	
	Services - Marketing	-	-	-	3,000	
	Services - Non-Professional (Labor)	-	-	-	-	
	Services - Professional	50,975	29,000	19,203	10,000	
	Services - Town Attorney	36,300	14,000	17,456	20,000	
	Total Interdepartmental Expenses	112,662	72,200	72,389	76,250	
	TOTAL INDEPARTMENTAL	112,662	72,200	72,389	76,250	
JUDICIAL DEPARTMENT						
SERVICES						
	Services - Professional	1,000	1,800	1,800	1,800	
	Services - Prosecutor	690	3,000	3,000	3,000	
	Total Judicial Services	1,690	4,800	4,800	4,800	
	TOTAL JUDICIAL DEPARTMENT	1,690	4,800	4,800	4,800	
PUBLIC SAFETY DEPARTMENT						
LABOR						
	Labor - Full Time	38,875	41,600	46,500	46,500	
	Labor - Part Time	-	-	-	-	
	Labor - Health Insurance	16,712	11,200	6,410	11,600	
	Labor - FICA	4,268	3,200	3,200	3,200	
	Labor - State Unemployment Insurance	36	100	100	100	
	Labor - Workman's Comp	1,763	2,700	2,700	2,700	
	Labor - Retirement	-	-	-	-	
	Labor - Employee Share Health Insurance	(4,420)	-	-	-	
	Labor - Hiring/New Employee Expenses	-	-	-	-	
	Labor - Cell Phone Stipend	180	-	-	-	
	Total Public Safety Labor	57,414	58,800	58,910	64,100	

OPERATIONS

Equipment	5,576	-	-	-	figure out class of equip exp- replacement or repair
Fees - Annual Dues	1,532	2,000	2,000	2,000	
Insurance - Surety Bond	-	200	100	200	
Maintenance - Vehicle	4,432	4,000	500	4,000	
Supplies - Ammunition	-	500	-	500	
Supplies - Clothing	501	1,000	1,000	1,000	
Supplies - Fuel	1,162	3,000	1,500	3,000	
Supplies - Office	1,273	700	425	700	
Supplies - Operational	4,406	4,000	3,000	4,000	
Training - Certifications	90	500	100	400	
Training - Professional Development, Per Diem	-	2,000	-	2,000	
Total Public Safety Operations	18,971	17,900	8,625	17,800	

UTILITIES

Utilities - Electric	314	900	900	900	
Utilities - Natural Gas	727	400	400	400	
Utilities - Telephone/Internet	2,154	2,000	187	360	
Total Public Safety Utilities	3,195	3,300	1,487	1,660	
TOTAL PUBLIC SAFETY DEPARTMENT	79,580	80,000	69,022	83,560	

PARKS AND RECREATION DEPARTMENT**PARKS****OPERATIONS**

Supplies - Operational	1,449	1,800	700	700	
Maintenance - Grounds	5,253	5,000	5,000	5,000	
Services - Wildlife Mitigation	3,591	-	4,679	1,000	
Services - Non-Professional (Labor)	-	-	-	-	
Total Parks Operations	10,292	6,800	10,379	6,700	

UTILITIES

Utilities - Electric - Fountain	1,194	1,300	600	600	
Utilities - Electric - Gazebo	440	600	600	600	
Total Parks Utilities	1,634	1,900	1,200	1,200	
TOTAL PARKS	11,927	8,700	11,579	7,900	

POOL**LABOR**

Labor - Health Insurance	793	-	-	-	
Labor - Part Time	7,158	15,000	11,112	12,000	
Labor - FICA	548	1,100	850	850	
Labor - State Unemployment Insurance	21	100	-	100	
Labor - Workman's Comp	-	200	-	-	
Labor - Hiring/New Employee Expenses	-	300	280	280	
Training - Professional Development, Per Diem	0	-	-	-	
Total Pool Labor	8,520	16,700	12,242	13,230	

OPERATIONS

Maintenance - Building	5,527	1,300	2,849	1,700	
Services - Inspections	130	100	130	130	
Supplies - Office	32	100	37	50	
Supplies - Operational	-	2,000	766	800	
Training - Certifications	-	-	-	-	
Total Pool Operations	5,689	3,500	3,782	2,680	

UTILITIES

Utilities - Electric	3,004	2,800	1,149	1,200	
Utilities - Natural Gas	952	1,200	621	630	
Utilities - Telephone/Internet	815	800	208	210	
Utilities - Water	-	-	-	-	
Total Pool Utilities	4,772	4,800	1,978	2,040	
TOTAL POOL	18,981	25,000	18,002	17,950	
TOTAL PARKS AND REC DEPARTMENT	30,907	33,700	29,581	25,850	

PUBLIC WORKS DEPARTMENT**LABOR**

Labor - Full Time	32,603	32,300	32,300	48,880	
Labor - Part Time	18,795	33,500	20,000	20,280	
Labor - Health Insurance	6,342	10,200	9,514	11,508	
Labor - FICA	4,259	5,400	3,621	5,400	
Labor - Overtime	5,147	3,700	3,700	5,000	
Labor - State Unemployment Insurance	109	200	200	200	
Labor - Workman's Comp	3,005	3,600	3,600	3,600	
Labor - Retirement	-	800	-	-	
Labor - Employee Share Health Insurance	-	-	-	-	
Labor - Hiring/New Employee Expenses	-	-	-	-	
Labor - Cell Phone Stipend	180	800	-	-	
Total Public Works Labor	70,440	90,500	72,935	94,868	

OPERATIONS

Equipment - Purchase	415	800	-	-
Equipment - Rental	32	3,000	249	3,000
Equipment - Repair and Service	19,644	12,500	12,500	12,500
Maintenance - Building	277	2,500	2,500	-
Maintenance - Roads	27,848	40,200	39,700	39,139
Maintenance - Vehicle	10,360	3,500	3,500	4,000
Services - Non-Professional (Labor)	35,992	-	22,798	-
Supplies - Fuel	7,554	6,300	6,300	6,300
Supplies - Office	1,735	1,400	300	300
Supplies - Operational	2,530	2,000	2,952	3,000
Supplies - Clothing	1,110	800	589	-
Tools	360	300	300	500
Training - Certifications	-	1,600	800	650
Training - Professional Development, Per Diem	950	-	-	450
Total Public Works Operations	108,807	74,900	92,488	69,839

UTILITIES

Utilities - Electric	1,683	500	2200	3000
Utilities - Natural Gas	892	2300	2300	2300
Utilities - Telephone/Internet	998	1500	1500	1500
Utilities - Trash	1,094	1100	1100	1100
Utilities - Electric - Street Lights	500	500	2200	6000
Total Public Works Utilities	5,166	5,900	9,300	13,900
TOTAL PUBLIC WORKS DEPARTMENT	184,413	171,300	174,723	178,607

we owe old balance (5k) pd at +\$100 per month currently

TOTAL GENERAL FUND EXPENDITURES

607,411	563,100	553,290	550,717
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TOWN OF GREEN MOUNTAIN FALLS 2020 Annual Budget General Fund Summary

Acct. #	Description	2018 Actual Bdgt Totals	2019 Adopted Budget	2019 Year-End Projections	2020 Proposed Budget	Notes
REVENUE						
	Intergovernmental Revenue					
	Taxes					****this information will be added and shared after input is sharec
	Court Fees					
	License and Permit Fees					
	Rental and Admission Fees					
	Public Safety					
	Other Revenue Sources					
	TOTAL GENERAL FUND REVENUE					
EXPENDITURES						
	Administration					
	Intergovernmental					
	Judicial					
	Public Safety					
	Parks & Recreation					
	Public Works					
	TOTAL GENERAL FUND EXPENDITURES					
	Excess (Deficiency) of Revenue over Expenditure					
OTHER FINANCING SOURCES/USES						
	Transfer - Capital Reserve Fund					
	Total Other Financing Sources (Uses)					
	Net Change in Fund Balance					
CUMULATIVE FUND BALANCE						
	Beginning Fund Balance					
	Net Change in Fund Balance					
	Ending Fund Balance					
Less Restrictions, Commitments & Assignments:						
	TABOR Reserve					
	Town Contingency					
	Fund Balance Assignments					
	Unassigned Fund Balance					



TOWN OF GREEN MOUNTAIN FALLS
2020 Annual Budget
Capital Improvement Fund Detail

Acct. #	Description	2018 Actual	2019 Adopted Budget	2019 Year-End Projections	2020 Proposed Budget	Notes
REVENUE						
INTERGOVERNMENTAL REVENUE						
	Capital - Pikes Peak Rural Transportation Authority	-	284,700	127,359	157,341	
	Capital - State Grants - DOLA 1 (Comp Plan 2018)	-	-	-	-	
	Capital - State Grants - DOLA 2 (Flood Recovery)	-	-	97,644	97,644	
	Capital - State Grants - Dept of Natural Resources	-	-	9,000	9,000	unused balance - Lake Valve
	Capital - Block Grants - El Paso County	-	-	-	24,700	proposed ADA grant work - returned
	Capital - Federal Grants	-	16,500	-	-	
	Total Intergovernmental Revenue	-	301,200	234,003	288,685	
OTHER REVENUE						
	Capital - Bank Interest	-	1,500	1,500	2,100	
	Capital - Donations - Monies	21,250	-	-	-	
	Total Other Revenue	21,250	1,500	1,500	2,100	
OTHER FINANCING SOURCES						
	Transfer from General Fund	138,098	48,700	-	-	
	Transfer from Conservation Trust Fund	-	-	-	8,500	
	Capital - Donations - In-kind	-	-	-	-	
	Total Other Financing Sources	138,098	48,700	-	8,500	
	TOTAL CAPITAL IMPROVEMENT REVENUE	159,348	351,400	235,503	299,285	
EXPENDITURES						
Capital Outlay (from General Fund)						
	Capital - Hardware	-	3,300	3,300	-	
	Capital - Equipment	-	-	-	-	
	Capital - Vehicles	-	-	-	-	
	Capital - Repairs - Facilities	-	-	-	-	
	Capital - Repairs - Park	-	46,000	-	41,000	ADA grant work 10k, Restroom 19K,
	Capital - Repairs - Pool	-	-	-	-	lake valve 12k,
	Capital - Repairs - Roads and Infrastructure	-	-	-	-	Armor Lake W Shore 0k
	Belvidere widening/overlay	-	222,369	75,000	-	
	Maple St bridge	-	35,200	24,411	-	
	Midland culvert	-	52,000	24,411	-	
	Belvidere/Olathe sediment removal	-	26,500	-	-	
	El Paso Trail road and drainage	-	40,800	24,411	-	
	Iona Ave road and drainage	-	32,300	24,411	-	
	Hotel St water diversion	-	13,000	-	-	
	Ute Pass Ave water diversion	-	8,000	-	-	
	Foster Ave water diversion	-	5,000	-	-	
	Iona Ave road and drainage	-	23,000	-	-	
	Stilling Basins	-	66,000	-	148,341	
	Altitude sign replacement	-	3,000	-	-	
	TOTAL CAPITAL IMPROVEMENT FUND EXPENSES	159,348	576,469	175,944	189,341	
	NET CHANGE IN CAPITAL IMPROVEMENT FUND BALANCE	-	(225,069)	59,559	109,944	
CUMMULATIVE FUND BALANCE						
	BEGINNING BALANCE	-	-	-	51,059	
	Net Change in Capital Fund Balance	-	(225,069)	59,559	109,944	
	ENDING FUND BALANCE	-	(225,069)	59,559	161,003	
Less Restrictions, Commitments & Assignments:						
	TABOR Reserve	(4,200)	(8,500)	(8,500)	-	*will be added when info received
	Ending Fund Balance	(4,200)	(233,569)	51,059	109,944	



TOWN OF GREEN MOUNTAIN FALLS
2020 Annual Budget
Conservation Trust Fund Detail

Acct. #	Description	2018 Actual	2019 Adopted Budget	2019 Year-End Projections	2020 Proposed Budget	Notes
REVENUE						
Intergovernmental Revenue						
CTF - Lottery Proceeds		8,809	9,000	9,000	8,500	
	Total Intergovernmental Revenue	8,809	9,000	9,000	8,500	
Other Revenue						
CTF - Bank Interest		167	300	300	180	
	Total Other Revenue	167	300	300	180	
	Total Cons Trust Fund Revenue	8,976	9,300	9,300	8,680	
EXPENDITURES						
Parks and Recreation						
Labor Allocation - Parks and Recreation Projects		5,940	9,100	9,100	8,500	
	Total Parks and Recreation Expenditures	5,940	9,100	9,100	8,500	
	Total Cons Trust Fund Expenses	5,940	9,100	9,100	8,500	
	NET CHANGE IN FUND BALANCE	3,036	200	200	180	
OTHER FINANCING SOURCES						
CTF - Transfer to Capital Improvement Fund		(27,204)	(8,800)	(8,800)	(8,500)	
	Total Other Financing Sources	(27,204)	(8,800)	(8,800)	(8,500)	
CUMMULATIVE FUND BALANCE						
BEGINNING BALANCE		25,337	1,169	1,169	1,369	
Net Change in Capital Fund Balance		(24,168)	200	200	180	
	ENDING FUND BALANCE	1,169	1,369	1,369	1,549	
Less Restrictions, Commitments & Assignments:						
Town Contingency		-	-	-	-	
	Restricted Fund Balance	1,169	1,369	1,369	1,549	

	Town of Green Mountain Falls Fee Schedule as Adopted by Resolution 2018-25 Effective 1/1/2019	
Green Mountain Falls 2019 Fee Schedule		
Code Authority	Description	Fee
	Publications, Hard Copy	
1-50	Municipal Code Book	actual cost
1-50	Zoning Code section of Code Book	\$0.25/page
1-50	Comprehensive Plan	actual cost
	Administrative	
state law	Notary Public services	\$5.00/document
state law	Open Records fees	See separate policy and fee schedule
	Law enforcement fees	
	Personal service of documents	\$30.00
	Court fees:	
2-138	Subpoena issue fee	\$30.00
8-9(e)	Court costs	\$30.00 per appearance
8-9(e)	Surcharge	\$20.00 per offense
	License fees	
	Business license	\$50.00
6-103	Peddler and solicitor	\$50.00
Ord. 2018-02	Mobile Food Vendor license	\$50.00
6-53	Liquor Licenses	see State fee schedule
6-122	Restaurant fee	\$200.00
Ord. 2018-04	Short Term Rental	\$300 for new application \$150 for renewal
10-294	Fireworks sales license	\$75.00
	Animals	
7-132	Dog license fee	Neutered/spayed \$12.00 Not altered \$20.00 Late renewal fee \$15.00
7-135	Duplicate dog license fee	\$5.00
7-142	Dog redemption fee	\$15.00
7-164	Horse permit	\$30.00

	Planning/Land Use	
11-41	Sidewalk/Curb permit	\$100.00
11-41	Road cut permit - gravel road	\$3.00/square yard. Minimum fee \$25.00
11-41	Road cut permit - paved	\$4.00/square yard. Minimum fee \$25.00
11-71	Address number fee	\$10.00
11-114	Easement fee	\$50.00/year
	Annexation fee	\$500.00 + \$35/acre for 1-5 acres; + \$15/each acre over 5
16-707(c)	Fence permit - new fencing and repair of existing fence	\$50.00
16-705	Plan/architectural review	\$125.00
16-706	Sign permits	\$125.00 new \$50.00 repair
16-709	variance Permit	\$200.00
16-710	Special Use Permit	\$200.00
16-711	Zone/Rezone	\$300.00 + \$50.00/lot
16-713	Planned Use Development	\$500.00 + \$50.00/lot
16-813	Development in Flood Hazard Zone	\$100.00
17-22	Replat	\$150.00/lot
17-22	Preliminary Plat	\$200.00 + \$50.00/lot
17-23	Final Plat	\$200.00 + \$50.00/lot
17-94	Grading Plan Review	\$125.00
17-102	Driveway permit	\$25.00
17-133	Minor subdivision	\$200.00
18-61	Revocable permit	\$25.00/year
	Any outside engineering services	Actual Cost Pass-Through
	Facilities Use	
11-95	Gazebo rental	\$100.00/hr (2 hr minimum) plus hourly increments thereafter
	Event Fee for use of public property or rights of way	\$500.00/day or \$150.00/hour (2 hr minimum) + \$100.00 deposit
	Traffic control fee (Accounts for the placement of barricades only; applicant is responsible for preparing traffic control plan and is responsible for supporting personnel costs)	\$100.00/hr (2 hour minimum)
	See separate schedule for pool pricing	

	Town of Green Mountain Falls Fee Schedule as Adopted by Resolution _____ Effective 1/1/2020	
Green Mountain Falls DRAFT 2020 Fee Schedule		
Code Authority	Description	Fee
	Publications, Hard Copy	
1-50	Comprehensive Plan	actual cost
1-50	Municipal Code Book	actual cost
1-50	Zoning Code section of Code Book	\$0.25/page
	Administrative	
state law	Notary Public services	\$5.00/document
state law	Open Records fees	See separate policy and fee schedule
	Law enforcement fees	
	Personal service of documents	\$30.00
	Court fees:	
8-9(e)	Court costs	\$30.00 per appearance
2-138	Subpoena issue fee	\$30.00
8-9(e)	Surcharge	\$20.00 per offense
	License fees	
	Business license	\$50.00
10-294	Fireworks sales license	\$75.00
6-53	Liquor Licenses	see State fee schedule
Ord. 2018-02	Mobile Food Vendor license	\$50.00
6-103	Peddler and solicitor	\$50.00
6-122	Restaurant fee	\$200.00
Ord. 2018-04	Short Term Rental	\$350 for new application \$200 for renewal
	Animals	
7-132	Dog license fee	\$25
7-135	Dog license - Duplicate	\$5.00
7-142	Dog redemption fee	\$15.00
7-164	Horse permit	\$30.00
	Planning/Land Use	
	Excavation	
	Grading Permit	\$300.00
	Road Cut/Driveway - Gravel	\$200.00
	Road Cut/Driveway - Paved	\$300.00
11-41	Sidewalk/Curb permit	\$100.00

	Other	
11-71	Address number fee	\$10.00
18-61	Revocable permit	\$25.00/yr
16-711	Special Use Permit	\$300.00 + \$50.00/lot
	Plan Review	
	Accessory Unit	\$100.00
	Annexation fee	\$500.00 + \$35/acre for 1-5 acres; + \$15/each acre over 5
16-705	Architectural	\$250.00
	Deck - New	\$150.00
	Deck - Replacement -Existing footprint	\$50.00
	Engineering Review	Actual Cost Pass-Through + Administrative fee (\$50)
16-707(c)	Fence permit - new fencing or existing fence repair	\$50.00
17-102	Grading Plan Review	\$25.00
17-23	Plat Review - Preliminary	\$200.00 + \$50.00/lot
17-94	Plat Review - Final Plat	\$125.00
17-22	Plat Review - Replat	\$200.00/lot
16-706	Sign permits	\$125.00 new \$50.00 repair
	Variance, Waiver and Zoning	
16-813	Development in Flood Hazard Zone	\$150.00/lot
11-114	Easement fee	\$50.00/year
17-133	Minor subdivision	\$25.00/year
16-713	Planned Use Development	\$100.00
16-709	Variance - Subdivision	\$500.00
16-709	Variance - Zoning	\$400.00
	Waiver - Hillside Overlay	\$200.00
16-711	Zone/Rezone	\$500.00 + \$50.00/lot
	Facilities Use	
11-95	Gazebo rental	\$100.00/hr (2 hr minimum) plus hourly increments thereafter
	Event Fee for use of public property or rights of way	\$500.00/day or \$150.00/hour (2 hr minimum) + \$100.00 deposit
	Traffic control fee (Accounts for the placement of barricades only; applicant is responsible for preparing traffic control plan and is responsible for supporting personnel costs)	\$100.00/hr (2 hour minimum)
	**See separate schedule for pool pricing	

Chapter 15
LAND DEVELOPMENT CODE

ARTICLE 1

15.01 – General Provisions

15.01.010 – Title

This title shall be known and may be cited as the “Calhan Land Development Code” may hereafter be referred to in the Title as “this Land Development Code” or “this Title.”

15.01.020 – Authority

This Title is adopted pursuant to the authority granted to the Town pursuant to Article 23, Title 31, as amended, and to the extent that such state statutes are not inconsistent with this Title.

15.01.030 - Interpretation

Whenever a provision of this title and a provision of any other law of the Town covers the same subject matter, whichever restrictions are more restrictive or impose higher standards or requirements shall govern. This Title is not intended and shall not abrogate or annul any permits issued or agreements made prior to the effective date of the ordinance codified in this title.

15.01.040 – Fees.

- A. Reasonable fees sufficient to cover the costs of administration, inspection, publication of notice and similar matters may be charged to applicants for any approvals required under this Title and other administrative relief. The amount of the fees charged shall be established by resolution of the Board of Trustees filed in the office of the Town Clerk.
- B. Fees established in accordance with Subsection (A) above shall be paid upon submission of a completed land use application or notice of appeal. Applications which are not accompanied by the appropriate fee shall be considered incomplete and will not be processed nor shall any permit be issued.
- C. The Town will bill applicants for any and all costs of professional or consulting services which the Town incurs as a result of a developer or his or her project. Professional or consulting services include but are not limited to: legal, engineering or hydrological services. The applicant shall pay the Town the actual costs of these professional or consulting services plus fifteen percent (15%) to cover administrative costs. The Town may require the applicant to pay the estimated costs of the professional or consulting services up front. Refunds will be provided if the amount paid exceeds the final costs of

Green Mountain Falls Board Meeting – Goal Setting Session September 17, 2019

Clay's Presentation on Board & Manager A-Team Approach

1. Goals
 2. Work plan
 3. Budget
- Board wants to avoid “Over reaching, under resourcing”
 - Formal Manager Performance Review – Quarterly – Starting with last quarter of 2019

Goals In the next three months Oct. 1 – Dec. 31:

Board Goals	Manager Goals
Public Works - Stabilize Public Works: Hire proper staff, Create a Staffing Plan, Goals of Public Works, Year Long Calendar, Public Works Budget next 5 years	Public Works - Stabilize Public Works: Hire proper staff, Create a Staffing Plan, Goals of Public Works, Year Long Calendar, Public Works Budget next 5 years
Budget – Present amended/supplemental budget for 2019 on October 1 st , present 2020 budget October 15 th	Budget – Present amended/supplemental budget for 2019 on October 1 st , present 2020 budget October 15 th
Get up to speed on issues and challenges - Tying up loose ends of general administration.(e.g. grants, creating events booklet, Town Archives)	Get up to speed on issues and challenges - Tying up loose ends of general administration.(e.g. catching up on current grants with Pil)
Develop Fire Mitigation Strategies	Develop Fire Mitigation Strategies – Meet with DOLA Colorado Recovery Office (CRO) & Dept. of Homeland Security & Emergency Management (DHSEM) in the 1 st quarter

Timeline for Public Works:

- Public works staffing plan by October 31st
- Yearlong calendar by December 31st

Three to Six Months Goals Jan. 1 – March 31:

Board Goals	Manager Goals
Implementation of capital projects	More Up to Speed on issues and challenges
Ordinance Revision/code update with continual review schedule, assess cost, public input/education (start with bear ordinance)	Develop better communications with the town e.g. social media, public input/education (start with bear ordinance)
Comp Plan Priorities (Top Ten)	Grant Opportunities for Community Improvements e.g. grants for amphitheater style seating in the park, single hauler trash (for bear prevention), waste diversion (recycling, compost), storm water drainage plan, streets plan, asset inventory/management plan
Wildland Fire Mitigation Action	Evaluate previous quarter

*Clay/Denise Follow up-See how to get an intern to assist with the archives

*Have CRO/DHSM get in touch with Angie

TOWN OF GREEN MOUNTAIN FALLS

ORDINANCE NO. 2019-05

AN ORDINANCE REPEALING AND REENACTING SECTION 2-224 OF THE GREEN MOUNTAIN FALLS MUNICIPAL CODE CONCERNING TERMS OF PLANNING COMMISSION MEMBERS

WHEREAS, the Board of Trustees desires to change the terms of Planning Commission members from 2 years to 4 years and limit individuals to a maximum of two consecutive terms.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF GREEN MOUNTAIN FALLS, COLORADO:

Section 1. Section 2-224 of the Green Mountain Falls Municipal Code is hereby repealed and reenacted, to read as follows:

Sec. 2-224. - Members, terms of office.

Members of the Planning Commission shall serve two (4) year terms or until a replacement member is appointed. They shall serve without compensation. A chairman shall be elected from among the appointed members who shall serve for a term of two (2) years with eligibility for re-election. No individual shall serve more than two consecutive four-year terms as a member of the Planning Commission.

Section 2. Safety Clause. The Board of Trustees hereby finds, determines and declares that this Ordinance is promulgated under the general police power of the Town of Green Mountain Falls, that it is promulgated for the health, safety and welfare of the public and that this Ordinance is necessary for the preservation of health and safety and for the protection of public convenience and welfare. The Board of Trustees further determines that this Ordinance bears a rational relation to the proper legislative object sought to be attained.

Section 3. Severability. If any clause, sentence, paragraph, or part of this Ordinance or the application thereof to any person or circumstances shall for any reason be adjudged by a court of competent jurisdiction invalid, such judgment shall not affect application to other persons or circumstances.

Section 4. Effective Date. This Ordinance shall be effective thirty (30) days after passage.

INTRODUCED AND ORDERED PUBLISHED the ____ day of _____, 2019, at the Green Mountain Falls Town Hall, 10615 Green Mountain Falls Road, Green Mountain Falls, Colorado.

ADOPTED AND ORDERED PUBLISHED the ____ day of _____, 2019.

Jane Newberry, Mayor

ATTEST:

Laura Kotewa, Town Clerk/Treasurer

Published in the Pike Peaks Courier, _____ 2019.

RESOLUTION NO. 2019-10

**TITLE: A RESOLUTION OF THE TOWN OF GREEN MOUNTAIN FALLS,
COLORADO, ADJUSTING THE TERMS OF MEMBERS OF THE
TOWN'S PLANNING COMMISSION**

WHEREAS, the Board of Trustees desires to adjust the terms of the members of the Town's Planning Commission so that members shall serve staggered terms ending on December 31st of each year; and

WHEREAS, this Resolution shall extend the terms of the three members whose terms end on different dates in 2019 to December 31, 2019 and shall extend the terms of the two members whose terms end on different dates in 2020 to December 31, 2020.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF
THE TOWN OF GREEN MOUNTAIN FALLS, COLORADO, THAT:**

Section 1. The terms of the current members of the Planning Commission shall be amended as follows and upon expiration thereof, successive terms of those members' offices shall be for four years each ending on December 31st as set forth in Section 2-224 of the Town of Green Mountain Falls Municipal Code, which is being amended concurrently with this Resolution to extend terms of office for Planning Commission members from 2 years to four years:

Member	Term Ending
Eric Caldwell	December 31, 2020
Dick Bratton	December 31, 2019
Rocco Blasi	December 31, 2019
Greg Williamson	December 31, 2019
Nathan Scott	December 31, 2020

INTRODUCED, READ and PASSED this ____ day of _____, 2019.

TOWN OF GREEN MOUNTAIN FALLS,
COLORADO

Jane Newberry, Mayor

(SEAL)

ATTEST:

Laura Kotewa, Town Clerk