



**TOWN OF GREEN MOUNTAIN FALLS
PLANNING COMMISSION MEETING
Tues Mar 12, 2019- 6:30 PM at Town Hall**

AGENDA

1. CALL TO ORDER/ROLL CALL welcome guests
2. ADDITONS DELETIONS & CORRECTIONS TO THE AGENDA
3. APPROVE notes Of Feb 26 Workshop
4. PUBLIC INPUT - For Items not on the Agenda
- 5 COMP PLAN- Presentation by Kristy Bruce & Jennifer Gardner, Logan Simpson, Inc.
 - Overall Progress Report
 - Report on Evaluation of 2007 Plan
 - Report on Opportunities Survey
 - Plan Framework/Outline- Plan Content
 - Review new draft Base Map
 - Draft Updated Zoning Map
 - Tiny Homes- Report on Research of Code and Case Studies
6. NEW BUSINESS
 - a. **PUBLIC HEARING-** Rezone Town Hall Parcel from B to P-F
 - b. Plan Review- 6825 Howard St.-Deck Replacement- Bradley Ware, owner
7. OLD BUSINESS
 - a. Finalize Frequently Asked Questions- (tabled from Feb 12, 26)- Caldwell
 - b. Finalize PC Plan Review Checklist- (tabled from Feb 12, 26)
 - c Finalize new Form "Request for PC Review"-(tabled from Feb 26_-Town Clerk
 - d. Discussion of revision to Sec 16-705 Architectural Review (c)(1) Materials-
(tabled from Feb12 & Feb 26)- Commissioner Williamson
8. ADJOURN

**TOWN OF GREEN MOUNTAIN FALLS
PLANNING COMMISSION Workshop
Tuesday, February 26, 2019 – 6:30 P.M.**

Commission Members Present

Vice Chair Dick Bratton
Commissioner Nathan Scott

Commission Members Absent

Chair Eric Caldwell
Commissioner Roco Blassi
Commissioner Gregory Williamson

Secretary

Katharine Guthrie

Due to lack of quorum a Workshop was conducted.

Affordable Housing

Building standards are a concern regarding 'affordable housing' including tiny houses.

How does GMF Planning Commission define 'affordable housing?'

Housing needs and an assessment of current housing options was assigned to Logan Simpson as part of the Comp Plan.

Is it desirable to have mixed housing for the health of the community?

Plan review application must be completed and fee paid before the Planning Commission reviews a plan.

Rezone Town Hall Parcel

Town Clerk will mail letters out tomorrow to neighboring landowners within 100ft. of property lines.

Public Notice will be posted.

A Public Hearing to be held at Planning Commission meeting on March 12, 2019.

Findings will be forwarded to Town Board of Trustees who will also hold a Public Hearing.

Request for Planning Commission Review Form

Draft of form created by Town Clerk and presented to Planning Commission.

Town Clerk to finalize the form following feedback from Planning Commission.

The public and town office staff needs a flow chart or a matrix of requirements for building projects. It is a reasonable expectation that the public be able to receive answers to most questions regarding projects from town office staff.

A clear path has not been made public for projects that need several reviews at different stages. This will be informed by frequently asked questions to save time for the public and town office staff.

Specific needs are judged on a project specific basis but guidelines need to be clarified for the public and GMF office staff so that answers to inquiries are consistent. This information will include a caveat that additional requirements may apply to specific projects and will be determined by discussion and review with the Planning Commission.

Project planners are encouraged to come before the Planning Commission in the early stages of planning.

Review Form will be made public on town website for public information.

Code Sections applicable to a project are referenced in the form and can be linked.

Will post the Planning Commission checklist (an internal document) for Plan Review on website.

Fees are not listed on the Review Form. Instead the fee schedule is on the same tab.

When the PC Review Form is created as a fillable document it will include a link to the fee schedule.

At this time the PC Review Form will be a printable document online.

Comprehensive Plan

Logan Simpson to provide a progress report and ask for input at the PC meeting on March 12, 2019.

A printable view of the new base map has been emailed to all the appropriate parties and committees working on the Comp Plan for their review.

The map will also be available on the town website.

New base map is 95% complete.

Asser's map does not match up with Logan Simpson map.

Commissioner Scott to look into map and zoning for census.

Adjourned: 8:39

Katharine Guthrie—Secretary

ZONING DISTRICT AMENDMENT- GMF TOWN HALL PARCEL

TO: GMF Town Board of Trustees

SUBJECT: **ZONING DISTRICT AMENDMENT-- GMF TOWN HALL PARCEL**

FROM: GMF Planning Commission

The GMF Planning Commission Recommends that the GMF Board of Trustees approve the rezoning of the Town Hall Parcel (Schedule 8308101100) from B-Business District to PF- Public Facilities District.

The following Information is required by GMF Municipal Code Sec.16-711 Zoning

LETTER OF INTENT Sec. 16-711(c)(1)

a. The reason for the change in Zone Classification:

The primary reason for changing the Zone Classification from B-Business to P-F Public Facilities District is to reflect the actual and planned use of the parcel. The current zoning is incorrect.

Additionally, approval of this change is also needed to revise the Official Zoning Map currently being updated as a part of the GMF Comprehensive Plan.

b. Total number of acres: 1.56 A

c. The entire parcel is owned by the Town of Green Mountain Falls.

d. There are no residential dwelling units on the parcel.

(2) Legal description and drawing (subdivision map attached - Lot 1).

a. Boundary description of the land to be rezoned. (map attached)

b. Existing land uses on the property: PF -Public Facilities (Town Hall).

c. Adjoining property ownership and use: (map showing adjoining property owners-attached)

d. Existing and proposed structures: Existing structures- GMF Town Hall.

A Town Hall is a permitted use in a PF Public Facilities District (Sec 16-313 (c)).

No additional structures are proposed.

e. Existing and proposed easements: No additional easements are planned.

f. Name and Address of

1. Petitioner: GMF Planning Commission.

2. Owner: Town of Green Mountain Falls

3. Preparer: Dick Bratton, Vice Chairman, GMF Planning Commission,
GMF Town Hall, 10615 Green Mountain Falls Road,
Green Mountain Falls, CO 80819-0524

Attachments:

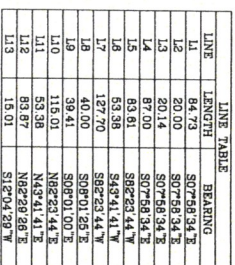
1. Map of Subdivision and legal description

2. Map- "Rezone Town Hall Parcel " showing adjoining property owners

3. Sec 16-313. PF Public Facilities District

4. Sec 16-310. B Business District

A REPLAT OF LOT 1, LOT 2A AND LOT 2B, GREEN MOUNTAIN FALLS TOWN HALL
SUBDIVISION, RECEPTION NO 214713433, PART OF THE NW¹/₄ SEC. 8, TOWNSHIP 13
SOUTH, RANGE 68 WEST, 6TH PM GREEN MOUNTAIN FALLS, EL PASO COUNTY, COLORADO
SHEET 2 OF 2



CURVE TABLE			CHORD
CURVE LENGTH	RADIUS	BEARING	
C1 11.48	17.00	N63°02'43"E	11.27
C2 45.26	67.00	N63°02'43"E	44.40
C3 24.99	37.00	N63°02'43"E	24.52
C4 31.75	47.00	N63°02'43"E	31.17
C5 36.50	57.00	N63°02'43"E	37.75
C6 18.24	27.00	N63°02'43"E	17.89

- FOUND PLASTIC CAPPED REBAR STAMPED PLS 28995, APPARENT ORIGINAL MONUMENT
- ③ FOUND ALUMINUM CAPPED REBAR STAMPED PLS 28658, APPARENT ORIGINAL MONUMENT
- ⑤ FOUND 1/2 REBAR, APPARENT ORIGINAL MONUMENT
- SET ALUMINUM CAPPED 1/2" REBAR STAMPED PLS 2597 AS PER MONUMENT RECORDS
- FOUND ALUMINUM CAPPED REBAR, ILLIGIBLE, POSITIONED AS PER MONUMENT RECORDS

LEGEND:

GRAPHIC SCALE - FEET

0 30 60 90

30

0

30

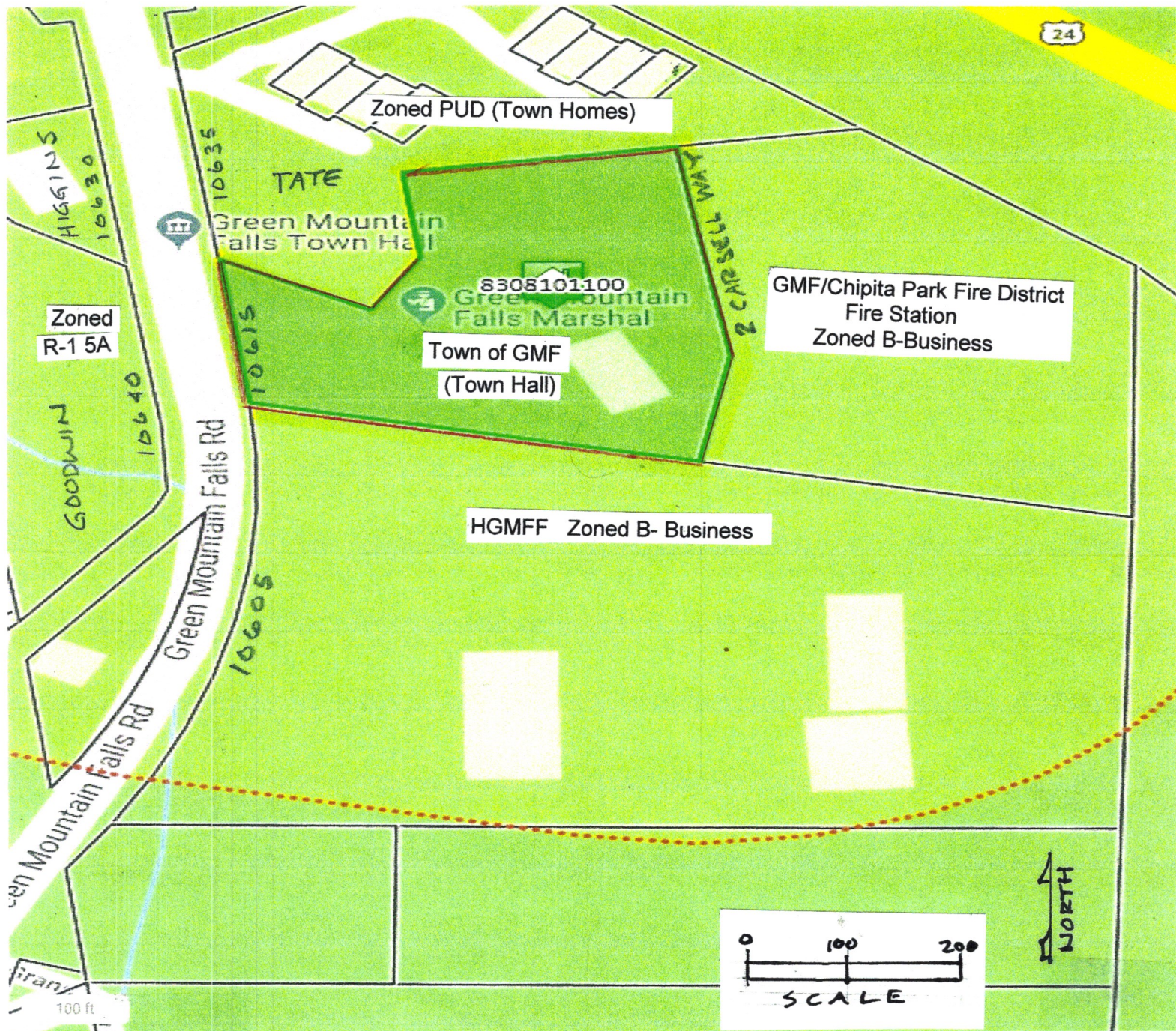
60

90

BASIS OF BEARINGS: Assumed

S77°55.00"E, along the south boundary

of Lot 2, monumented as shown.



REZONE TOWN HALL PARCEL

Rezone From B- Business to PF-Public Facilities

9 FEB 2019

GMF CODE - CHAPTER 16 ZONING

Zoning — Zoning Districts & Map

Sec. 16-313. PF Public Facilities District.

(a) Description and purpose. The Public Facilities District is intended to provide land which is used by or reserved for use by the Town, the City of Colorado Springs, El Paso County, Teller County, the federal government or a public utility. In general, the existing or proposed use is a unique governmental or utility service or function. The term *public facility* may be used to describe the existing or future use of the land or the character of the ownership of the land. For purposes of this Section, utility transmission, distribution or collection line rights-of-way or easements and drainage rights-of-way or easements are not required to be designated as Public Facilities Districts.

(b) Where established. Approval for a Public Facilities District requires a determination that a public need exists and the use and location are compatible with adjacent land uses. Where necessary to make this determination, conditions regarding setbacks from adjacent uses or property lines, landscaping, screening, access and the placement and size of signs and amount of parking may be approved with the establishment of the Public Facilities Zoning District. A development plan which conforms to the provisions of Section 16-712 shall be approved before any building permits may be issued or before construction of any public facility or utility may begin.

(c) Permitted uses. Uses allowed in this District are limited to governmental functions or utility services provided by the Town, the City of Colorado Springs, El Paso County, Teller County, the State, the federal government or a public utility. These uses are not typically listed as permitted or conditional uses in other zoning districts. Development standards, such as lot size, setbacks, height of structures, etc., are determined at the time of zoning or development plan review in accordance with the provisions of Section 16-712. (Ord. 97-01)

(2) Permit a concentrated intensive development of the permitted uses while maintaining an adequate relationship between the intensity of land uses and the capacity of supporting utilities and transportation networks; and

(3) Encourage the aesthetic development of buildings and storefronts through construction, landscaping and proper maintenance that is compatible with the historical character of the Town.

(b) Permitted principal uses:

(1) Business and professional offices, medical and dental clinics;

(2) Retail stores such as groceries, clothing, small appliances, jewelry, sporting goods, books, antiques, bakery and candy;

(3) Service establishments such as barber shops, beauty parlors, watch and jewelry repair, pharmacies, laundry and dry cleaners, package liquor stores, taverns, lounges, cafes and restaurants;

(4) Post office, banks and printing establishments;

(5) Hotels, motels and bed and breakfast dwellings;

(6) Public buildings, fire station, library, museum and art galleries;

(7) Educational institutions;

(8) Religious institutions; and

(9) Parks and playgrounds.

(c) Uses requiring special approval (special uses):

(1) Multiple dwelling apartments;

Sec. 16-310. B Business District.

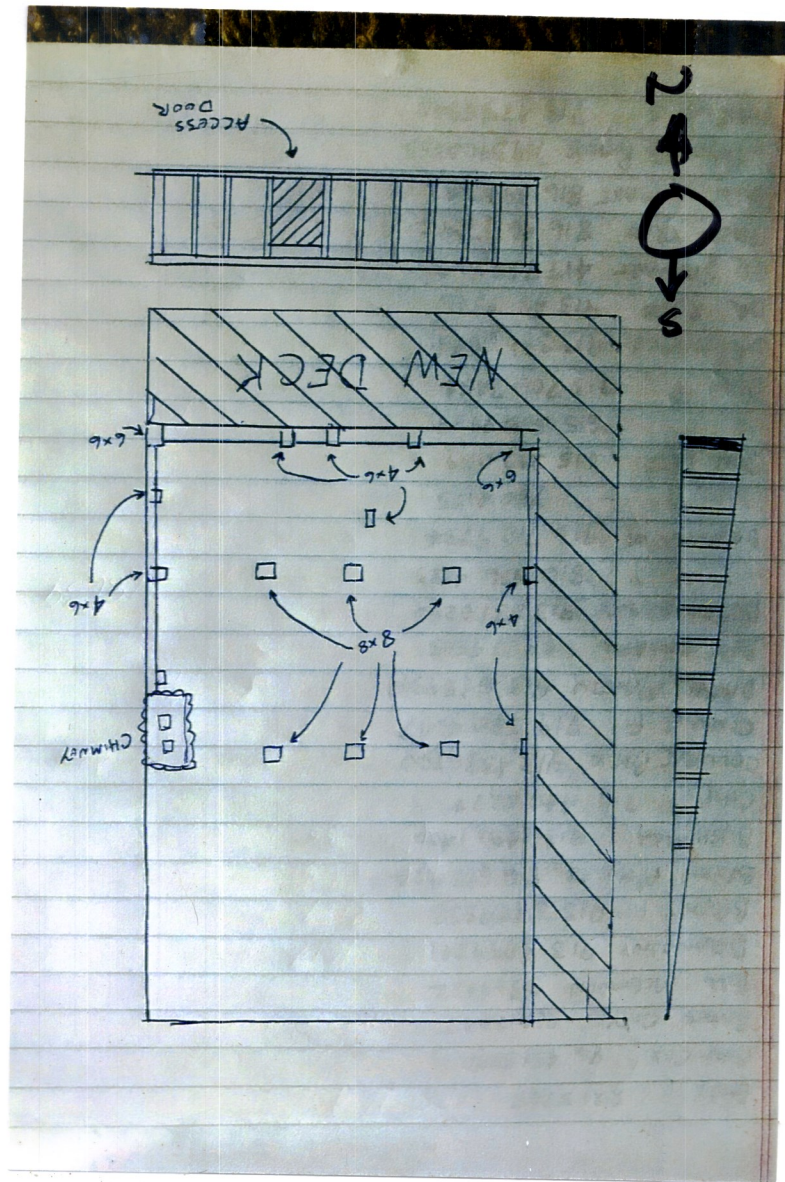
(a) The B Business District is established, in which the principal use of land is for retailing and personal services to the general public. The uses permitted within this District are those that will provide the maximum amount of service to the general public without creating an adverse impact. The specific intent of this Section is to:

(1) Encourage the development of and the continued use of the land for retail, service, office and associated business and commercial uses that can be aggregated at low densities without inducing undue hazards to public health and safety;

WARE
6825
HOWARD
ST.



WARE
6825 HOWARD ST



Town of Green Mountain Falls

P.O. Box 524
10615 Unit B – Green Mountain Falls Rd
Green Mountain Falls, CO 80819
719-684-9414

REQUEST FOR PLANNING COMMISSION REVIEW

Must be received by Town Clerk at least 5 days prior to PC Meeting date.

Requesting Landowner's Name BRADLEY WARE

Project Type (such as- new home, addition, deck, garage, shed, fence, etc.)

REPLACE UNSAFE DECK

Project Location (GMF Street Address) 6825 HOWARD STREET

E-MAIL WAREAREWENOW@aol.com

Phone (913) 927-5749 Cell (913) 432-0582

Owner's USPS Mailing Address WAREAREWENOW@aol.com

Submit with this Request:

6009 OUTLOOK
SHAWNEE MISSION, KS. 66202

- OR -

4723 REEDER
OVERLAND PARK, KS
66214

Site Plan- Scale Drawing (Showing property lines and setback distances for all new structures).

~~Application form for Fence Permit (if applicable).~~ * N/A

~~Application form for Grading and Erosion Control Plan~~ * N/A
(for excavations over 50 CY or 300 SF).

Payment for GMF Plan Review Fee (\$125).

Payment for Contractor's GMF Business License Fee (\$50/yr) for each contractor.

~~Payment for Fence Permit (\$50)~~ N/A

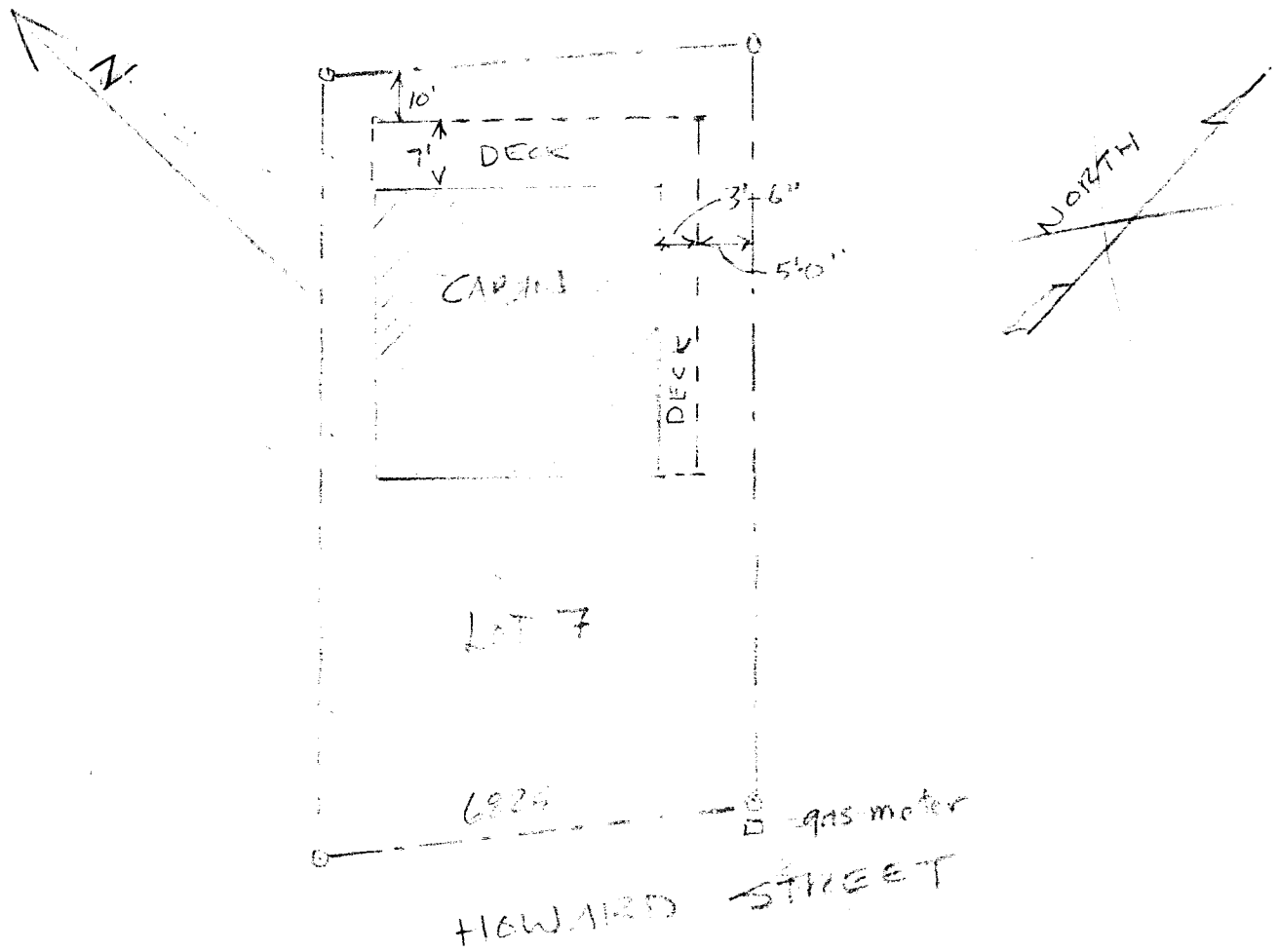
~~Payment for Grading Plan Review Fee (\$125+ any engineering services needed).~~ N/A

~~Payment for Revocable Permit Fee (\$25/yr) if applicable.~~ N/A

~~Payment for Contractor's GMF Business License Fee (\$50/yr) for each contractor.~~

~~* Forms available from Town Clerk or Town web site www.coloradogov/greenmountainfalls~~ N/A

Bradley M. Ware
pd \$125.00 3/1/19 [Signature]



6825 HOWARD ST.
 PARADIGM WARE
 DECK PROJECT
 SITE PLAN
 SCALE 1" = 20'-0"

14 FEB 2014

DRAFT- As of 30 Jan 2017

GMF PLANNING COMMISSION (PC)

FREQUENTLY ASKED QUESTION

QUESTIONS for GMF PC

Reference GMF Municipal Code at www.colorado.gov/greenmountainfalls

Where do I get a Building Permit ? They are issued by the Pikes Peak Regional Building Department (RBD). GMF Does not issue Building Permits

What is the procedure for getting my project approved by the Planning Commission ?

Submit a "Request for PC Review" form to the Town Clerk. The form is available on the Town web site under "Forms".

What is a SITE PLAN ? A scale drawing showing Property Lines and the location of all existing and proposed structures on the lot.

What is SETBACK ? A prescribed minimum distance from the nearest property line to any new structures. inimum distances are prescribed in the Municipal Code Sec 16-301

What Fees apply ? Town Plan Review Fee (\$125) and Town Business License Feesforall contractors (\$50/yr for each contractor). Other fees may apply to some projects.

QUESTIONS FOR REGIONAL BUILDING DEPARTMENT (RBD)

Visit RBD Web Site for answers at www.pprbd.org.

Do I need a BUILDING PERMIT for my project ? See list on RBD web site.

What work does NOT require a Building Permit ? See list on RBD web site.

How do I get an RBD Building Permit ? Visit RBD web site for instructions.

Where can I get design and construction standards for a deck ? RBD web site.

Does My contractor need a license from RBD ? See RBD web site.

Does my Roofer need an RBD Contractor's license ? Yes- See RBD web site.

How do I get an RBD Building Permit ? Visit RBD web site for instructions. www

GMF does not issue Building Permits. RBD does.

DRAFT as of 30 Jan 2019

Town of Green Mountain Falls

Planning Commission Checklist for Plan Reviews

References: GMF Municipal Code-Chapter 16 Zoning, 17 Subdivisions, 18 Buildings
Code is on Town Web site at www.colorado.gov/greenmountainfalls

SUBMITTALS TO TOWN CLERK

- ☐ Completed Form "Request for PC Review" received by Town Clerk
- ☐ GMF Fees paid (Plan Review Fee \$125, Contractor GMF Business License Fee (\$50/yr)
- ☐ Site Plan Drawing
- ☐ Application for Fence Permit (If applicable) (16-501 et al)
- ☐ Grading and Erosion Control Plan (If applicable) (17-83, 16-205, 16-206)

MASTER PLAN AND POLICY COMPLIANCE 16-201 et al

- ☐ Natural Resources. Manmade Hazards **16-203**
- ☐ Scenic Quality **16-214**

SITE PLAN

- ☐ Solar Gain considered **16-217**
- ☐ Setbacks are adequate- Shows distance of new buildings/additions to lot lines **16-301** et al
- ☐ Shows any new signs **16-401 et al**
- ☐ Shows location and height of any new fences and retaining walls **16-501** et al
- ☐ Shows location of any new accessory Buildings (including sheds) 16-601 et al
- ☐ Shows Off Street Parking **16-603**
- ☐ Shows any proposed tree cutting **16-705 (c)(3)**

ZONING COMPLIANCE

- ☐ Permitted Use ? **16-305 et al**
- ☐ Special Use ? **16-710 et al**

GRADING PLANS/DRAINAGE PLANS (If required by **17-83 et al, 16-205, 16-206**)

CONSTRUCTION DRAWINGS

- ☐ Show location of all exterior work
- ☐ Shows Finished Building height **16-305** et al
- ☐ Design meets Architectural Review Standards **16-73, 16-705**
- ☐ Exterior Materials indicated and comply with Architectural Review Standards **16-705**

OTHER

- ☐ Contractor has RBD License ? www.pprbd.org - 327-2880
- ☐ Chairman Stamps and Signs Construction Drawings to allow RBD to conduct a RBD Plan Review and issue a Building Permit

DRAFT As of 30 Jan 2019

(GMF letterhead)

REQUEST FOR PLANNING COMMISSION REVIEW

Must be received by Town Clerk at least 5 days prior to PC Meeting date.

Requesting Landowner's Name _____

Address _____

E-MAIL _____

Phone _____ Cell _____

Project Location (GMF Street Address) _____

Project Type (such as- new home, addition, deck, garage, shed, fence, etc.)

Submit with this Request:

Site Plan- Scale Drawing (Showing property lines and setback distances for all new structures).

Application form for Fence Permit- if applicable). *

Application form for Grading and Erosion Control Plan *
(for excavations over 50 CY or 300 SF).

Payment for GMF Plan Review Fee (\$125).

Payment for Fence Permit (\$50)

Payment for Grading Plan Review Fee (\$125+ any engineering services needed).

Payment for Revocable Permit Fee (\$25/yr)- if applicable.

Payment for Contractor's GMF Business License Fee (\$50/yr) for each contractor.

* Forms are available from Town Clerk or Town web site www.coloradogov/greenmountainfalls



****see highlights below for items possibly needing adjustment**

Town of Green Mountain Falls

P.O. Box 524, 10615 Green Mountain Falls Road, Green Mountain Falls, CO 80819
(719) 684-9414 www.gmfco.us

2019 APPLICATION –PLAN REVIEW

*Payment to Town Clerk due **10 days** prior to a Planning Commission meeting to ensure placement on the Agenda

***Must be accompanied by a site plan, and appropriate town permit application for the work to be completed, if applicable**

*all plans should be submitted to the town clerk at time of payment in electronic form

APPLICANT/LAND OWNER: _____

MAILING ADDRESS: _____

PHONE NUMBER: _____ EMAIL ADDRESS: _____

SITE ADDRESS OR PARCEL NUMBER: _____

DATE WORK IS TO BE STARTED: _____ COMPLETED: _____

BRIEF PROJECT DESCRIPTION: _____

*If the project includes road work, an Erosion Control Plan/Grading Permit may be required.

SIGNATURE

TITLE

Date

***Reference Sections 16-705, 707, and 715, Sections 17-81, 85, 100 of Green Mountain Falls Municipal Code**

*****Plan Review Fee can be found in the current year fee schedule on our website under Forms**

For office use:

Fee Amount: _____ Date Collected: (due **10 days** before PC meeting) _____

Payment Type: _____

Independent Engineering Review Date (if applicable) : _____

Planning Commission Action/Date (attach minutes) : _____

BOT Approval Date (if applicable): _____