



Town of Green Mountain Falls

Regular Board of Trustees Meeting Agenda 10615 Green Mountain Falls Road Tuesday, March 19, 2019 - 7:00 p.m.

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 Minutes from March 5, 2019
 - b. Bring into Record Checks run March 14, 2019
4. NEW BUSINESS
 - a. Introduction of Ordinance 2019-02, An Ordinance Repealing And Reenacting Section 16-711 Of The Green Mountain Falls Municipal Code Concerning Zoning Amendments
 - b. Introduction of Ordinance 2019-03, An Ordinance Rezoning The Town Hall Property From Business To Public Facility
 - c. Consideration of Application for new Trails Committee Member
 - d. Consideration of Colorado Springs Utilities Request for Utility Easement Across Town Hall Parcel.
5. OLD BUSINESS
6. PUBLIC INPUT
7. CORRESPONDENCE
 - a. Planning Commission Minutes March 12, 2019
8. REPORTS
 - a. Trustees
 - b. Town Manager
 - c. Town Clerk/Treasurer
 - d. Public Works
9. ADJOURN

TOWN OF GREEN MOUNTAIN FALLS
Regular Board of Trustee Meeting
March 5, 2019 – 7:00 P.M.

MEETING MINUTES

Board Members Present

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

Interim Town Manager

Jason Wells

Town Clerk

Laura Kotewa

Board Members Absent

Trustee Chris Quinn

Town Attorney

Not present

Public Works

Marshal's Dept.

Virgil Hodges

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

Mayor Newberry called the meeting to order at 7:03 p.m. The Pledge of Allegiance was recited.

2. Additions, Deletions, or Corrections to the Agenda

Mayor Newberry made a motion, seconded by Trustee Peterson, to accept the Agenda. Motion passed.

3. Consent Agenda

- a. Approve Board of Trustees Meeting Minutes February 19, 2019
- b. Bring Into Record Bills Run February 28, 2019
- c. Bring Into Record Bill Run March 1, 2019

Mayor Newberry made a motion, seconded by Trustee Peterson to accept the Consent Agenda, with the correction that Trustee Peterson seconded the motion to accept the February 19th agenda. Motion carried.

4. NEW BUSINESS

- a. Presentation by City of Woodland Park/Matrix Engineering Staff Regarding the City's Storm Water Management Program and Fountain Creek Watershed Flood Control and Greenway District's Basin-wide Planning Efforts

Mr. Jason Wells introduced the agenda item, along with the city representatives from Woodland Park and from Matrix Design Corp. Questions from the board and audience were addressed.

- b. Consideration of Special Event Permit Application for 40th Annual Thin Air Nationals Rod Run (July 20, 2019)

A presentation was shared by the event sponsors, with questions from the board addressed.

Mayor Newberry made a motion to approve the application, with Trustee Stevens providing a second. Motion carried.

The fee for the Application is \$700.00, to be paid by check by the end of the week.

- c. Resolution No. 2019-08 Approving a Third Amended Intergovernmental Agreement with the Pikes Peak Rural Transportation Authority and Other Member Jurisdictions

Trustee Stevens provided a brief synopsis of the item. Mayor Newberry provided the motion seconded by Trustee Stevens. Motion passed by unanimous vote.

- d. Ratification of Amendments to Agreement for Professional Services -- Flood Recovery Project Design and Engineering

Mr. Jason Wells provided some information about the history of the contract and changes.

A motion to approve the changes was made by Trustee Stevens, seconded by Trustee Guthrie, and passed unanimously.

- e. Consideration of 2018 Audit Engagement Letter

There was discussion of the requirements to change Accountants every 5 years. Logan and Associates will have been used for 3 with this agreement.

Mayor Newberry made a motion, which was seconded by both Trustees Peterson and Stevens. Motion passed.

5. OLD BUSINESS

- a. Update/Discussion on Town Manager Recruitment Process

Mr. Jason Wells reported that an initial review had been completed and there were 7 viable candidates. The Board was asked how they would like to proceed. It was decided that a first interview would be held by a panel to narrow the candidates to a top 3-4. The Board also gave input on several appropriate questions, and Trustee Stevens volunteered to be a part of the panel.

6. PUBLIC INPUT – 3 Minutes Per Speaker

No one from the audience stepped forward.

7. CORRESPONDENCE:

- a. Planning Commission Workshop Minutes February 26, 2019
- b. Creek Week email

These items were brought into the record. Mayor Newberry will serve as point of contact for the Creek Week Cleanup project, with the dates being September 28-October 6, 2019.

8. REPORTS

- a. Trustees – nothing shared.
- b. Town Manager – Touched on highlights from his submitted report.
- c. Town Clerk – Touched on highlights from her submitted report.
- d. Marshal – The Marshal shared a verbal report.

9. EXECUTIVE SESSION

- a. Pursuant to C.R.S § 24-6-402(e) for the purpose of discussing matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators

Mayor Newberry called a Recess at 9:44pm, and the regular meeting reconvened at 10:04pm.

10. ADJOURNMENT

Meeting adjourned at 10:05p.m.

Jane Newberry, Mayor

Laura J. Kotewa

2:36 PM

03/14/19

Accrual Basis

Town of Green Mountain Falls
Expenses by Vendor Summary
March 14, 2019

	Mar 14, 19
Black Hills Energy	149.98
Chase Card Services	1,539.60
Colorado Springs Gazette, LLC	69.99
Colorado Springs Utilities	586.37
Comcast	123.92
Foxworth Galbraith	25.65
Hoffman, Parker, Wilson & Carberry	2,069.71
Napa Auto Parts	194.71
Sanders Consulting, LLC	45.00
VANDERHOEF, Danny	85.60
Wells, Jason	16.47
Wilson & Company, Inc., Engineers & Archit	1,223.50
TOTAL	<u>6,130.50</u>

TOWN OF GREEN MOUNTAIN FALLS

ORDINANCE NO. 2019-02

AN ORDINANCE REPEALING AND REENACTING SECTION 16-711 OF THE GREEN MOUNTAIN FALLS MUNICIPAL CODE CONCERNING ZONING AMENDMENTS

WHEREAS, the Board of Trustees desires to simplify its rezoning process.

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

Section 1. Section 16-711 of the Green Mountain Falls Municipal Code is hereby repealed and reenacted to read as follows:

Sec. 16-711. – Zoning Amendments

(a) Initiation of zoning changes. A rezoning may be initiated by the Town, by an initiative petition, or by application of the fee owners of the property that is the subject of the rezoning.

(b) Submittal requirements. An application for rezoning shall include the following, as applicable:

- (1) Proof of ownership of the subject property satisfactory to the Town;
- (2) The reason for the change in zone classification;
- (3) The total number of acres in the requested area;
- (4) The number of apartment buildings;
- (5) The number of dwelling units per building;
- (6) The number of dwelling units per acre;
- (7) The number of industrial sites proposed;
- (8) Typical lot sizes: length and width;
- (9) Acres and percent of land to be set aside as open space, not to include parking, drives and access roads;
- (10) Type of proposed recreational facilities;

- (11) If phased construction is proposed, how it will be phased;
- (12) Anticipated schedule of development;
- (13) How water and sewer will be provided;
- (14) Proposed uses, relationship between uses and densities; and
- (15) 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.

(c) Procedure.

(1) Public hearing. The Planning Commission shall conduct a public hearing on the application within seventy-five (75) days of the filing of a complete application and prepare recommendations for the Board of Trustees. After receipt of the Planning Commission recommendation, the Board of Trustees shall conduct a public hearing and render a decision.

(2) Criteria. The Town shall consider whether the rezoning complies with at least one of the following criteria:

- a. The proposed rezoning furthers the goals and policies of the Comprehensive Plan;
- b. The rezoning is consistent with the purpose statement of the proposed zoning district;
- c. There have been significant changes in the area to warrant a zoning change; or
- d. There was an error in establishing the current zoning.

(3) Notice. Notice of the public hearings shall be provided by posting the property and by publication in an official paper or paper of general circulation in the Town at least fifteen (15) days prior to the public hearing. The notice shall describe the time and place of the hearing, the nature of the application, and the subject property.

(d) Protests.

(1) If a valid petition opposing a change in zoning classification is filed with the Town, the proposed amendment may then only be adopted by a favorable vote of two-thirds of all members of the Board of Trustees.

(2) To be valid, the petition shall:

a. Be signed by the owners of either ten percent (10%) or more of the property subject to the proposed change; or by ten percent (10%) or more of the area of land extending a radius of five hundred (500) feet from the boundaries of the property which is subject to the proposed change;

b. Be received by the Town at least twenty-four (24) hours prior to the public hearing before the Board of Trustees; and

c. Be on a form provided by the Town and containing all the information requested on the form.

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.

TOWN OF GREEN MOUNTAIN FALLS

ORDINANCE NO. 2019-03

AN ORDINANCE REZONING THE TOWN HALL PROPERTY FROM BUSINESS TO PUBLIC FACILITY

WHEREAS, the Town owns a parcel of property located within the Town upon which the Town Hall is located, which has a legal description of Lot 1 The Amended Green Mountain Falls Fire Station Sub, County of El Paso, State of Colorado (“the Parcel”);

WHEREAS, the Town desires to rezone the Parcel from its current zoning of Business District (B) to the Public Facilities District (PF);

WHEREAS, the requirements for an amendment to the zoning districts are set forth in Section 16-711 of the Green Mountain Falls Municipal Code;

WHEREAS, the Planning Commission held a public hearing and provided comments on the application to rezone the Parcel on March 12, 2019;

WHEREAS, notice of the public hearing before the Board of Trustees was properly posted and published; and

WHEREAS, the Board of Trustees, upon reviewing the comments of the Planning Commission, hearing the statements of staff and the public, and giving due consideration to the matter, determines as provided below.

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

Section 1. The Board of Trustees, having found and determined that the proposed rezoning is consistent with the Green Mountain Falls Comprehensive Plan, the Parcel is hereby rezoned to Public Facilities District (PF). Pursuant to Section 16-302(c) of the Green Mountain Falls Municipal Code, staff is directed to update the Town’s zoning map to reflect this amendment with seven working days of the effective date of this Ordinance.

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.

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

Jane Newberry, Mayor

ATTEST:

Laura Kotewa, Town Clerk/Treasurer

Published in the Pike Peaks Courier, _____ 2019.



GMF Town Clerk <gmftownclerk@gmail.com>

REQUEST TO REZONE TOWN HALL PARCEL

1 message

Dick Bratton <trails007@aol.com>

Wed, Mar 13, 2019 at 4:06 PM

To: time4playnow@hotmail.com, gmfnwberry@gmail.com, margaretp0409@gmail.com, gmfcquinn@gmail.com, GMF@tymosaco.net, rocblasi@gmail.com, trails007@aol.com, suntourusa@gmail.com, nathanscott76@gmail.com, gwill.1955@gmail.com
Cc: GMFhodes@gmail.com, GMFTownClerk@gmail.com, gmftownmanager@gmail.com

MEMO TO: GMF Town Board of Trustees

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

FROM: Dick Bratton, Vice Chairman, GMF Planning Commission

At the GMF Planning Commission Meeting on Mar 12, 2019, after a Public Meeting, the following motion passed unanimously (5-0):

"The Planning Commission recommends that the Town 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 submitted in accordance with

GMF Municipal Code Sec.16-711 Zoning:

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

a. The reason for the change in Zone Classification:

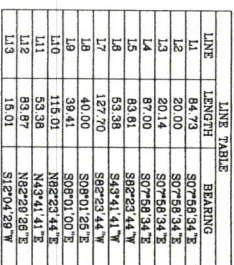
The primary reason for changing the Zone Classification from B-Business to P-F Public Facilities District is to reflect the actual and planned use of the parcel. The current zoning is incorrect and should be corrected..

Additionally, TB approval of this change is 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](#)

A REPLAY OF LOT 1, LOT 2A AND LOT 2B, GREEN MOUNTAIN FALLS TOWN HALL
SUBDIVISION, RECEPTION NO 214713433, PART OF THE NW¹/₄NE¹/₄ SEC.8, TOWNSHIP 13
SOUTH, RANGE 68 WEST, 6TH PM GREEN MOUNTAIN FALLS, EL PASO COUNTY, COLORADO
SHEET 2 OF 2



CURVE TABLE			
CURVE LENGTH	RADIUS	BEARING	CHORD
C1	11.48	17.00	N63°02'43"E 11.27
C2	45.58	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 31.15
C5	35.50	57.00	N63°02'43"E 37.77
C6	18.24	27.00	N63°02'43"E 17.89

- FOUND PLASTIC CAPPED REBAR STAMPED PLS 26965, 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
- ◆ FOUND ALUMINUM CAPPED REBAR, ILLIGIBLE, POSITIONED AS PER MONUMENT RECORDS

LEGEND:

BASIS OF BEARINGS: Assumed S77°55'00"E, along the south boundary of Lot 2, monumented as shown.

Wall anchor w/ CRA
4" gate valve w/ MJ adapters
and 4" flushing hydrant assembly

New 2" copper service
existing meter pit

2" Poly-Cam
service connection

3/4" Poly-Cam
service connection

Purple boundary denotes
easement requirement

Wall anchor
w/ CRA

New 3/4" service line for
10580 US Hwy 24 - add
new curb stop at property
line and new meter pit 5'
into property then intercept
existing service

Approx. 900 LF ~ 4" SDR 9 HD

Purple boundary denotes
easement requirement

Wall anchor
w/ CRA

Purple boundary denotes
easement requirement

Connection to future 8" water main
(see GMF Fire Station plans)

UTE PASS PLANT RES

Discontinuing Property

210 UNKNOWN Private

10615



W US HIGHWAY 24

GREEN MTN FALLS RD

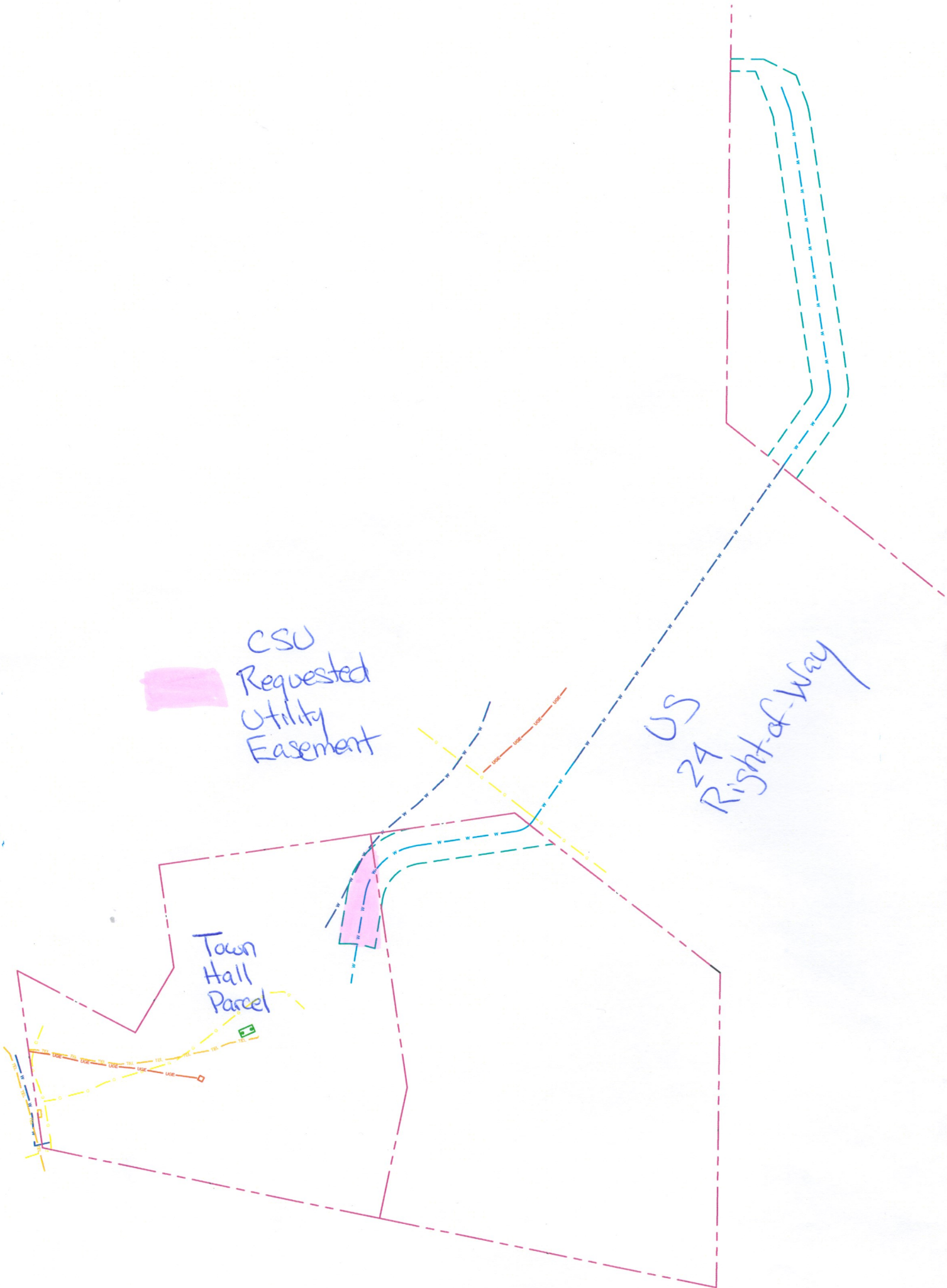
On Sub Feeder Distribution (22.5' x 4')

On Feeder Distribution (22.5' x 4')

CSU
Requested
Utility
Easement

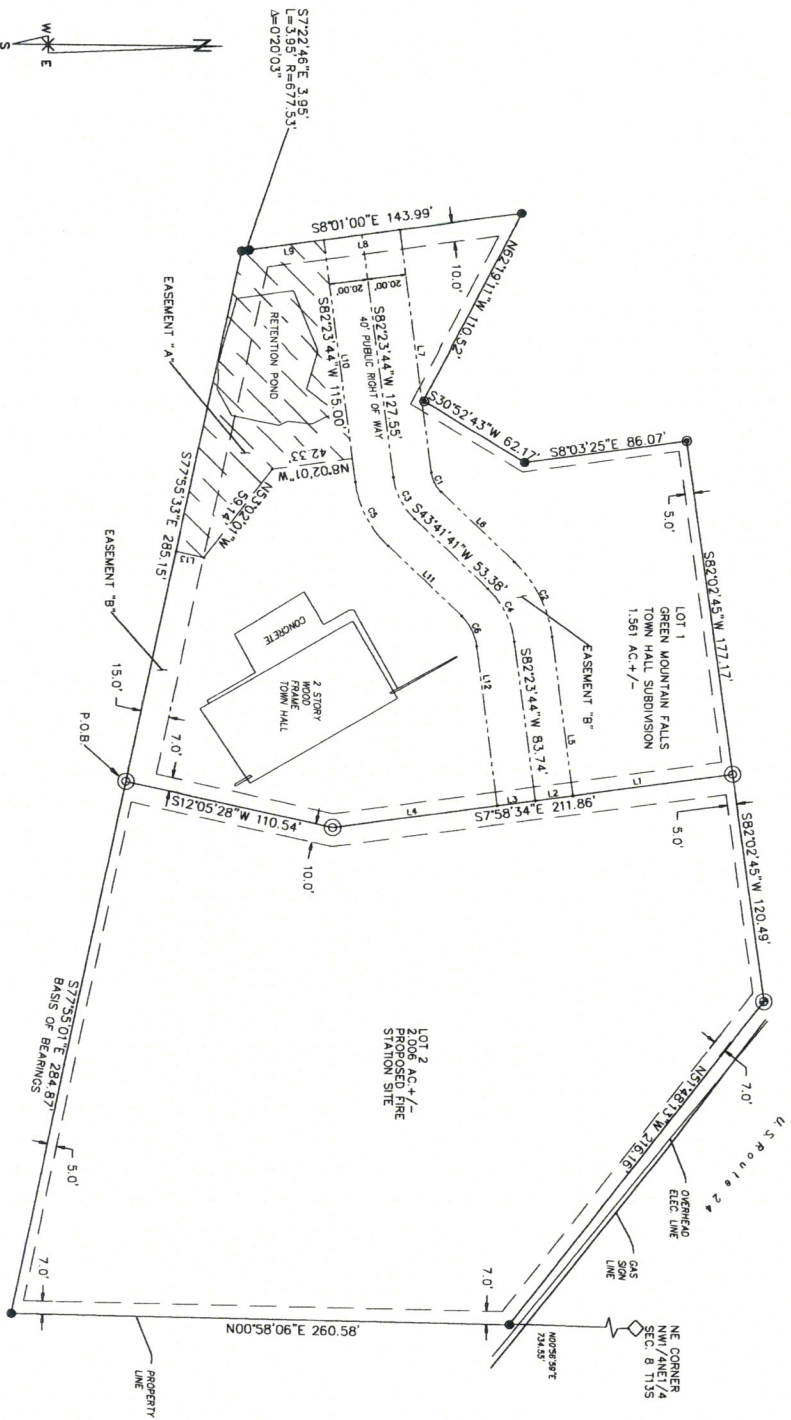
US
24
Right-of-Way

Town
Hall
Parcel



AMENDED GREEN MOUNTAIN FALLS FIRE STATION SUBDIVISION

A REPLAT OF LOT 1, LOT 2A AND LOT 2B, GREEN MOUNTAIN FALLS TOWN HALL
SUBDIVISION, RECEPTION NO 214713433, PART OF THE NW¼NE¼ SEC.8, TOWNSHIP 13
SOUTH, RANGE 68 WEST, 6TH PM GREEN MOUNTAIN FALLS, EL PASO COUNTY, COLORADO
SHEET 2 OF 2



LEGEND:

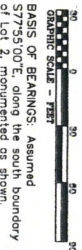
- FOUND PLASTIC CAPPED REBAR STAMPED PLS 26965, APPARENT ORIGINAL MONUMENT
- FOUND ALUMINUM CAPPED REBAR STAMPED PLS 26956, APPARENT ORIGINAL MONUMENT
- FOUND 1/2" REBAR, APPARENT ORIGINAL MONUMENT
- SET ALUMINUM CAPPED 1/2" REBAR STAMPED PLS 25971
- FOUND ALUMINUM CAPPED REBAR, ILLEGIBLE, POSITIONED AS PER MONUMENT RECORDS

CURVE TABLE

CURVE	LENGTH	RADIUS	BEARING	CHORD
C1	11.48	17.00	N63°02'43"E	11.27
C2	45.28	67.00	N63°02'43"E	44.40
C3	44.99	67.00	N63°02'43"E	24.52
C4	31.75	67.00	N63°02'43"E	31.15
C5	18.24	27.00	N63°02'43"E	17.89

LINE TABLE

LINE	LENGTH	BEARING
L1	84.73	S87°58'54"W
L2	20.00	S07°58'54"W
L3	87.00	S07°58'54"W
L4	63.81	S82°23'44"W
L5	53.38	S43°41'41"W
L6	127.70	S82°23'44"W
L7	40.00	S08°01'00"E
L8	39.41	N62°23'44"E
L9	115.01	N43°41'41"E
L10	53.38	N82°28'28"E
L11	83.87	S12°04'28"W
L12	15.01	S12°04'28"W



BASIS OF BEARINGS: Assumed
S77°55'00"E, along the south boundary
of Lot 2, monumented as shown.



The Town of Green Mountain Falls

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

Committee Volunteer Application

Volunteer Position applying for: TRAILS COMMITTEE

Name: DONALD WALKER

Street Address: 10855 BELVIDERE AVE., P.O. BOX 4

City, State: GREEN MTN. FALLS, CO

Zip Code: 80819

Phone Number: 719-684-0727

Email address: dwalker2@sbcglobal.net

How many years have you been a resident of Green Mountain Falls: 1 FULL TIME, 20 PART

Current Employer/Occupation: RETIRED

Work Experiences that may apply: RANCHING, ENGINEERING

Other Volunteer Experiences that may apply: N/A

Any Special Qualifications that may apply to this volunteer position: N/A

Other Current Volunteer Positions you hold: N/A

Reasons for choosing this Volunteer Opportunity: LOVE COMMUNITY

*Please attach any other relevant information/documentation that would enhance your application.

By signing below, you acknowledge that the Town of Green Mountain Falls IS NOT liable for any harm and/or injury sustained while volunteering at any Town facilities or activities.

You also agree that all information you have provided in this application is true to the best of your knowledge.

Volunteer Signature: _____

Date: 2.24.2019

Are you 18 years or older? YES ☒ NO ☐

If NO, Guardian Signature: _____

**TOWN OF GREEN MOUNTAIN FALLS
Planning Commission
10615 Green Mountain Falls Road
March 12, 2019 6:30 P.M.**

MEETING MINUTES

Commission Members Present

Chair Eric Caldwell
Vice Chair Dick Bratton
Commissioner Rocco Blasi
Commissioner Nathan Scott
Commissioner Gregory Williamson

Commission Members Absent

Secretary

Katharine Guthrie

1. Call to Order/Roll Call

Chair Eric Caldwell called the meeting to order at 6:33 PM

2. Additions, Deletions, or Corrections to the Agenda

M/S: Bratton/Williamson

Motion: Move to approve the agenda as submitted.

Vote: Motion carries. All aye.

3. Approve notes PC Workshop 2/26/19

No action necessary.

4. Public Input

Ann Esch reported that the visit of city representatives from Woodland Park at the Board of Trustees meeting on 3/5/19 was helpful and good to see they really want to cooperate.

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

“Small Homes” may be a better term as “Tiny Homes” are typically on wheels

GMF has no minimum building size specified per zone

Pikes Peak Building Dept. is currently working on regulations
Put more focus on affordable housing and not just 'Tiny Homes.'

Next Steps

- i. Illustrative Land Use Plan
- ii. Strategic Action Plan & Adaptive Management and Monitoring
- iii. Town Meeting #3
- iv. Public Draft Plan Chapter Review

6. New Business

Chair Caldwell adjourned the PC meeting at 7:20 PM

- a. PUBLIC HEARING--Rezone Town Hall Parcel from Business to Public Facility

Chair Caldwell opened the Public Hearing at 7:20 PM

Currently Town Hall Parcel is zoned for commercial use.

Public Comments:

Mac Patrone inquired about the need or value of a zoning change.

What is the value of reflecting the ground use and changing the zoning from commercial to municipal property?

Commissioner Williamson requested a cost benefit analysis to ensure there are no negative issues associated with the zoning change.

If in the future the town disillusioned incorporation, all municipal facilities and properties become property of the school district.

Chair Caldwell adjourned the Public Hearing at 7:33.

Chair Caldwell reopened the PC Meeting at 7:33.

Commissioner Bratton: Request to propose some findings and determination.

Rezone Town Hall parcels from B (Business District) to P-F (Public Facilities District)

Findings and Determinations:

1. The change from B (Business) to P-F (Public Facility) is justified. B (Business) zoning does not reflect the actual current land use of the parcel (Sec 16-310). P-F (Public Facilities) is more accurate in describing the current land use which is the site of the recently built Town Hall and Marshal's facility (Sec 16-133).

M/S: Bratton/Caldwell

Motion: Move that the Findings and Determinations that have been read are acceptable to the Planning Commission and hereby approve of the motion.

Vote: Motion carries. All aye.

M/S: Bratton/Blasi

Motion: Move that the Planning Commission recommends that the Town Board of Trustees approve rezoning of the Green Mountain Falls Town Hall parcel Schedule 8308-101 from B (Business District) to P-F (Public Facilities District).

Vote: Motion carries. All aye.

None of adjacent neighbors to Town Hall attended the Public Hearing.

- b. Plan Review--6825 Howard St.--Deck replacement--Bradley Ware, owner
The Site Plan does not clearly reflect the property lines. Therefore, setbacks cannot be determined. It must be determined that the deck is not on someone else's property.

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M/S: Bratton/Williamson

Motion: Recommend that we table this issue until we can obtain information on the property line location.

Vote: Motion carries. All aye.

7. Old Business

- a. Finalize Frequently Asked Questions (tabled from 2/12/19 and 2/26/19) Caldwell

M/S: Caldwell/Blasi

Motion: Move to table

Vote: Motion carries. All aye.

- b. Finalize PC Plan Review Checklist (tabled from 2/12/19 and 2/26/19)

M/S: Caldwell/Blasi

Motion: Move to table

Vote: Motion carries. All aye.

- c. Finalize new form "Request for PC Review" (tabled from 2/26/19) Town Clerk

M/S: Caldwell/Blasi

Motion: Move to table

Vote: Motion carries. All aye.

- d. Discussion of revision to Sec 16-705 Architectural Review (c)(1) Materials (tabled from 2/12/19 and 2/26/19) Commissioner Williamson

8. Adjourn

There being no further business, the meeting adjourned at 8:28 PM.

Eric Caldwell, Chair

Katharine Guthrie, Recording Secretary



The 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

Memorandum

To: Mayor and Board of Trustees
From: Jason S. Wells, Interim Town Manager
Re: Management Report
Date: March 19, 2019

1) Flood Response

- a) Outside Funding Eligibility/Disaster Declaration
 - i) Outside Funding Sources
 - (1) Department of Local Affairs – \$139,730 awarded to address priority infrastructure projects
 - (2) NRCS Emergency Watershed Protection Program - Award Announcement Pending
- b) Priority Projects
 - i) Midland Culvert Replacement - \$51,715
 - ii) Maple St. Bridge Repair - \$35,184
 - iii) Olathe/Belvidere Sediment Removal - \$26,413
 - (1) Possible Coordination w/ Belvidere Ave Resurfacing Project in Spring
 - iv) El Paso Trail Road Rehabilitation - \$40,711
 - v) Iona Ave Culvert Replacement - \$32,282
- c) Next Steps for Each Project:
 - i) Wilson & Company Design/Engineering Scope of Work Underway
 - (1) Rights of entry delivered to property owners for initial survey work – awaiting responses
 - (2) Next Steps
 - (a) Survey team to be deployed to each project site
 - (b) Design/Engineering/Permitting
 - (c) Bid solicitation/review
 - (d) Construction

2) Departmental Info

- a) Town Clerk/Treasurer
 - i) See included comprehensive report
 - ii) Items of Mutual Clerk/Mgr. Interest
 - (1) Vendor Permitting – Draft Info Forthcoming Per Board Instruction
 - (a) Reduced Business License Fee (i.e. based on daily operation rather than year-round)
 - (b) Clarity that Temporary Vendors May Operate Only in Conjunction with Approved Events
 - (c) Clarity that Individual Vendors Are Responsible for Collecting/Remitting Applicable Taxes
- b) Marshall's Office
 - i) Verbal report to be provided

Management Report

January 27, 2017

c) Public Works

i) Parks

- (1) Water Service – CSU Regulatory Compliance/Backflow Preventers ** On Hold Due to Staffing/Funding
- (2) Restrooms – 2019 Capital Reserve Priority

ii) Road Maintenance

- (1) Outsourcing - Culvert Clean-Outs; Ann St. Pilot Project
- (2) Olathe Ave Culvert Replacement
- (3) Implementation of Defined Zone-Based Maintenance Protocols

iii) Belvidere Ave Improvement Project – deferred to late April/May per County decision

iv) Lake/Park Improvements

- (1) Memorial Park Bench Policy?

d) Pool

e) Finance/Budgeting

i) Chart of Accounts Overhaul

ii) Mid-Year Budget Amendment Process

f) Planning/Land Use

i) Town Hall Parcel Rezone – See Separate Agenda Item

ii) Revocable Permit Audit?

iii) Clarification of Application Requirements, Mandated Processes, Fees, Etc.

(1) Plan Review

- (a) Grading Plans
- (b) Site/Development Plans
- (c) Architectural Design/Building Plans
- (d) Others?

(2) Revocable Permits

(3) Grading Permits/Erosion Control Plans

(4) Fence/Shed Permits

iv) Economic Development

(a) Fiber Optics/Broadband

(b) Follow Through on EPC Enterprise Zone Designation - ** On Hold

v) Request to Elevate Portion of Iona Rd.

- (1) Referred to Planning Commission for Initial Consideration

g) Human Resources

i) Employee Recruitment

(1) Town Manager Position

(a) Round 1 Interviews Scheduled

(b) Travel Cost Allowance for Out-of-State Applicants?

(2) Planning Technician/VISTA Member

(a) Position Closes March 25th

(b) Interviews Scheduled/Completed

(3) 2019 Seasonal Staff – Pool/Public Works

(4) On-Call Staff – Public Works/Admin

ii) Needed Personnel Policies (in addition to recently-adopted Employee Handbook)

Management Report

January 27, 2017

- (1) Compensation policy – Completed
 - (2) Cell phone stipend policy – Completed
 - (3) Personal Information/Privacy (Necessitated by HB 2018-1128) – On Hold Pending Training
- h) Information Technology
 - i) 2018-2019 Budgeted Hardware Acquisitions
 - ii) Desktop Support/Data Backup Contract Executed
 - iii) Website
 - (1) Site Content Being Constantly Increased/Managed – Public/Board Feedback Encouraged
- 3) Grants
 - a) Flood Recovery (2) – See Above
 - b) DoLA Town Manager Grant - \$38,223.23 remaining as of December 31st (of original \$125K award)
 - i) Q4 2018 Requests for Reimbursement Have Been Submitted/Funds Received
 - c) DoLA Comp Plan Update Grant
 - i) Q4 2018 Requests for Reimbursement Has Been Submitted/Funds Received
 - ii) \$27,966.13 remaining as of December 31st (of original \$50K award)
 - d) HGMFF Comp Plan Update Grant
 - i) Q4 2018 Request for Reimbursement Has Been Submitted
 - ii) \$27,966.13 remaining as of December 31st (of original \$50K award)
 - e) Kirkpatrick Foundation Sidewalk Replacement Grant ** On Hold Awaiting Planning Staff
 - f) Fishing is Fun Automated Lake Valve Grant - 2/13 Discussion w/ State Wildlife Contact ** On Hold Awaiting Staff
 - g) CDBG - Lake Access Grant - \$7,500 – ADA Fishing Pier – ** On Hold Awaiting Staff
 - i) Notice to Proceed Issued on 9/5/2018
 - ii) Project Management/Grant Administration Needs
- 4) Intergovernmental
 - a) Pike's Peak Area Council of Governments
 - i) DoLA Mini-Grant for GIS Needs –Senior Transportation Planner Assigned ** On Hold Pending Planning Staff
 - b) Pike's Peak Regional Building Department
 - i) Contact Director re: Possible Online Permit Processing Enhancements ** On Hold
 - c) Colorado Springs Utilities
 - i) Coordination w/ Utility Regarding Street Light Billing ** On Hold
 - (1) Public Input
 - (2) Field Inventory
- 5) Insurance Administration
 - a) CIRSA
 - i) Claims
 - (1) June 24th Hail Damage ** On Hold
 - (a) Adjuster Estimate - \$41,899 (\$33,269 received less depreciation)
 - (b) Solicitation of Quotes from Multiple Roofing Companies Completed
 - (c) Next Steps
 - (i) Coordinate with CIRSA on Quotes
 - (ii) Execute Contract with Preferred Roofer
 - (iii) Work to Commence in Spring
- 6) Emergency Management

Management Report

January 27, 2017

a) Coordination w/ CUSP re: Fire Mitigation Efforts Underway

7) Legal

a) Established/Required Rezoning Process – See Separate Agenda Item

b) Vendor Permitting – See Above Guidance/Ordinance Forthcoming



The 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

To: Mayor and Board of Trustees
From: Laura J. Kotewa Town Clerk
Re: Town Clerk Report
Date: March 5, 2019

Routine activities continuing

- Forms updates
- Payroll
- Accounts payable
- Agenda packet preparation
- Meeting management
- Legal notices and postings

Training

I have registered for a SIPA training (IT and website) on April 16th.

IT

An Office 365 upgrade to a cloud based storage to replace our outdated servers will have to wait until a mid year amended budget is prepared to see if there is room for the project this year or next. We are moving ahead to purchase the licenses, and to update staff email addresses, hopefully to the gmfc.us domain we use for the website. Email address updates for Board members will have to wait until at least midyear.

Process Improvement

We have decided to change our chart of accounts for the 2020 Budget. 2018 year end closeout should be done this week.

Planning Commission/Pool/Public Works support

We have held 2 interviews, with 3 coming up in the next 2 weeks for the Planning Technician. Our other openings were posted on Indeed on March 13, and we are getting decent response.

Unmet needs

- We are progressing towards a printer with a reasonable maintenance cost through a Flair recommendation.



The Town of Green Mountain Falls

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Town of Green Mountain Falls Monthly Maintenance Report

February 2019

To the BOT, Staff and Citizens of GMF

Public Works:

1st – Road assessment, cdl prep, cdl test, shop and yard picked up, organized and sediment removal behind shed

2nd – OFF

3rd – OFF

4th – Road assessment, bear trash/lake and ice checks, January Maintenance report, PTO.

5th – Emailed maintenance report, vehicle maintenance, Olathe Culvert, cleaned and stocked Town Hall restrooms, Town Hall trash

6th – Returned office emails and calls, serviced large plow, scraped/blew out shop, Sanded, A little plowing, plow truck prep, Snow Removal Operations

7th – Sanded pavements and steeps, Olathe Culvert,

8th – Filled in Olathe Culvert, road assessment, vehicle maintenance

9th – OFF

10th – OFF

11th – Road assessment, picked up shop yard and shop, Gary/Mike/Travis/Jason @ Town Hall, fueled up Hotsy/gas cans

12th – CDL prep/study, vehicle maintenance, cleaned up shop, cleaned/stocked Town Hall restrooms, vacuumed Town Hall

13th – CDL Prep, CDL TEST ☺

14th – PTO, Town Hall trash, emailed Jason RTA pic's

15th – Olathe and Ann Culvert's with Badger, plow truck prep

16th – OFF

17th – Snow Removal Operations

18th – Presidents Day! Snow Removal Operations

19th – Vehicle maintenance, PTO, snow plow maintenance, time sheets,



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Snow Removal Operations

20th – Snow Removal Operations

21st – Auto Truck plow maintenance, sick-PTO

22nd – Picked up plow truck from Auto Truck, tire chains, picked up shop, fueled up plow trucks, prepped plow trucks for upcoming snow, Snow Removal Operations

23rd – Snow Removal Operations

24th – Snow Removal Operations

25th – Road assessment, Town Hall trash/boxes, Lowe's lumber for Town Hall shelves, hauled approximately 36tons of free dirt from new Fire Dept, fueled dump truck

26th – Built shelves at Town Hall, cleaned and stocked Town Hall restrooms, vacuumed and removed trash at Town Hall

27th – Installed wall brackets on new shelves, Ute Pass Sand and Gravel to get free rock for sinkhole, removed snow piles at the bottom of Foster Ave, made a new small drainage ditch on Maple St, filled in sinkhole, Town Hall easement, mixed dirt at shop

28th – Picked up shop, plow truck prep, staff lunch with Virgil, stocked Town Hall restrooms, banked 3hrs for upcoming snow storm

Maintenance Report:

**To the BOT and Staff
Public Works Department
Danny Vanderhoef
719-684-7850**