



Town of Green Mountain Falls
Agenda
Planning Commission Regular Meeting
November 10, 2020

***Zoom Online Meeting Information**

Meeting Link: <https://us02web.zoom.us/j/84630038537?pwd=VkJvSUIQNkMzNWYvNHdtaFg2M2F5UT09>

Meeting ID: **846 3003 8537**

Meeting Password: **977390**

Please register for public comment by 4:00 PM, November 10, 2020: clerk@gmfco.us

TIME**		ITEM	DESIRED OUTCOME
6:30	1.	CALL TO ORDER	
6:30	2.	ADDITIONS, DELETIONS, OR CORRECTIONS TO THE AGENDA	PC Action Recommended
6:30	3.	APPROVAL OF MEETING MINUTES Approval of the October 27, 2020 Regular Meeting Minutes	PC Action Recommended
6:35	4.	PUBLIC COMMENT The Commission will hear testimony on items not germane to the agenda	
		NEW BUSINESS	
6:40	5.	Planning Commission Draft Bylaws for Discussion and Recommendation, Presented by Mallory Redmond	Discussion, Direction to Staff Recommended
6:50	6.	Planning Commission Operating Norms for Discussion and Recommendations to Staff, Presented by Chair Todd Dixon	Discussion, Direction to Staff Recommended
7:00	7.	Land Use Code Ordinance Rewrite Update, Presented by Julia Simmons	Informational Only
7:10	8.	ADJOURN	

*Until further notice, Planning Commission meetings will be held virtually using Zoom

**Please note, times are approximate



MEETING MINUTES

**Planning Commission Meeting
October 27, 2020
6:30 p.m. Zoom Virtual Meeting**

Commissioners Present: Todd Dixon, Sean Ives, Lamar Matthews, Gregory Williamson, Paul Yingling

Ex Oficio Member: Mayor Jane Newberry

Board of Trustees Liaison: Katharine Guthrie

GMF Staff: Julia Simmons

[Link to Zoom Video Recording](#)

Agenda Item	Discussion/ Motion	M/S	TD	SI	LM	GW	PY	JN
1. CALL TO ORDER / ROLL CALL	Commissioner Dixon called the meeting to order at 6:31 pm.							
2. ADDITIONS, DELETIONS, & CORRECTIONS TO THE AGENDA	Commissioner Dixon made motion made to combine 6a, 6b and 6c and move to the first item of new business. Motion carries. All aye.	PY/LM	aye	aye	aye	aye	aye	-
3. APPROVAL OF MINUTES August 11, 2020 Regular Meeting	Commissioner Matthews made motion to accept the minutes as submitted; seconded by Commissioner Yingling. Motion carries. All aye.	LM/PY	aye	aye	aye	aye	aye	-
4. PUBLIC COMMENT	No members of the public asked to be recognized for comment.							
5. UNFINISHED BUSINESS								
5a. PR2020-17 Addition – Architectural and Zoning Plan Review of Garage and Master Bedroom Addition to Single-Family Home at 10330 El Paso Avenue. William Fisher, Applicant, on Behalf of Cord Smith, Owner	Item 5a, Unfinished Business, was considered after the Variance V2020-02, Item 6a. Staff report highlights and recommendation reviewed. Move to approve PR2020-17 – Architectural and Zoning Plan Review of Garage and Master Bedroom Addition to Single-Family Home at 10330 El Paso Avenue. Motion carries; all aye.	LM/PY	aye	aye	aye	aye	aye	-
6. NEW BUSINESS								

Agenda Item	Discussion/ Motion	M/S	TD	SI	LM	GW	PY	JN
6a. V2020-02 Variance – Side Setback Variance – (9.05 ft where 10 ft is required) at 10330 El Paso Avenue. William Fisher, Applicant, on Behalf of Cord Smith, Owner	Staff report highlights are reviewed. Bill Fisher, 610 Rosita in Palmer Lake; architect representing Cord Smith, homeowner, answered PC and staff questions regarding the project. Move to recommend approval of V2020-02. Motion carries. All aye.	GW/PY	aye	aye	aye	aye	aye	-
6b. GR2020-02 Grading Permit at 10330 El Paso Avenue. William Fisher, Applicant, on Behalf of Cord Smith, Owner	Staff reported highlights and were reviewed by PC. Bill Fisher, 610 Rosita in Palmer Lake; architect representing Cord Smith, homeowner, answered PC and staff questions regarding the project. Cord Smith, 10330 El Paso Ave, gave testimony regarding project as well. Move to approve grading plan subject to 3rd party engineering review hired by the Town of GMF, and that no further work be conducted on grading until approval is complete. Commissioner Dixon asked for clarification and friendly amendment to motion: if 3rd party engineer approves grading plan and does not require erosion control plan, then it can be approved by Town Planner. Motion carries. 4 aye 1 nay.	GW/LM	nay	aye	aye	aye	aye	-
6c. DR2020-02 Driveway Permit at 10330 El Paso Avenue. William Fisher, Applicant, on Behalf of Cord Smith, Owner	Staff report highlights and recommendation reviewed. Cord Smith, 10330 El Paso Avenue, gave testimony and answered staff questions. Move to approve Driveway Permit DR2020-02 at 10330 El Paso Avenue. Motion carries. All aye.	PY/LM	aye	aye	aye	aye	aye	-
7. OTHER BUSINESS								

Agenda Item	Discussion/ Motion	M/S	TD	SI	LM	GW	PY	JN
7a. Planning Commission Management Discussion	<p>Chair Dixon presents draft meeting procedure outline and asks for PC feedback on agenda format, minutes format, meeting management.</p> <p>A dashboard for the Comprehensive Plan is recommended for the Planning Commission's Website.</p> <p>Possibility of a workshop with the Board of Trustees in early 2021.</p> <p>Plan to continue to coordinate with Town Planner on Agenda and continue use of Comprehensive and Strategic Plan for compass moving forward.</p>							
8. ADJOURNMENT	Chair TD adjourned the meeting at 8:08 PM							



To: Planning Commission
From: GMF Land Use & Planning
Date: November 9, 2020
Re: Draft Planning Commission Bylaws

Background

As part of the ongoing efforts to improve transparency and support all volunteers who serve on GMF Boards and Commissions, Town Attorney drafted bylaws for Planning Commission consideration.

Conclusion/Recommendation

Staff recommends the advisory body review and discuss all sections of the draft document for suggestions and amendments.

A finalized document can be added to the agenda of the next regular meeting for approval and finalization by the Board of Trustees.

BYLAWS

ARTICLE I
GENERAL

SECTION 1. POWERS AND DUTIES. The GREEN MOUNTAIN FALLS PLANNING COMMISSION (the "PLANNING COMMISSION"), acting by and through its appointed members, shall have all the powers granted by the Board of Trustees of Green Mountain Falls (the "Board of Trustees") and the Colorado Revised Statutes and shall perform all duties provided therein.

SECTION 2. OFFICE. The office of the _____ shall be at the Green Mountain Falls Town Hall.

ARTICLE II
DIRECTORS

SECTION 1. APPOINTMENT AND TERMS. The appointment and the terms of office of the members of the PLANNING COMMISSION shall be as provided by resolution of the Board of Trustees.

SECTION 2. REMOVAL. Members may be removed by the Board of Trustees as provided by resolution of the Board of Trustees.

SECTION 3. CODE OF ETHICS. Each member of the PLANNING COMMISSION shall comply with the Town's Code of Ethics as set forth in Article XI, Chapter 2, of the Green Mountain Falls Municipal Code, as amended (the "Code"). If any member has a conflict of interest, as defined by the Code, with regard to any matter before the PLANNING COMMISSION, the member shall follow the disclosure and other requirements of Section 2-62 of the Code, as amended.

SECTION 4. ALTERNATES. By resolution, the Board of Trustees has appointed alternate members of the _____. At each meeting of the _____, if a regular member is not present at the time of roll call, an alternate member who is present at the time of roll call shall be seated as a member for that meeting, by motion of the _____. Alternate members may take part in the discussion of any matter that comes before the _____, except for quasi-judicial matters, in which they may not participate unless they have been a) appointed in the place of an absent member for the duration of the matter and b) designated to do so by the chair in place of an absent member. Alternate members may not serve as officers of the _____.

ARTICLE III
OFFICERS

SECTION 1. ELECTION. The officers of the PLANNING COMMISSION shall be a Chair, a Vice-Chair and a Secretary, they shall be elected annually by the PLANNING COMMISSION at the first regular meeting of each calendar year, and the shall assume their

duties upon election. In the same manner, the _____ shall also elect a secretary who may be a non-member, employee of the Town.

SECTION 2. CHAIR. The Chair shall preside at all meetings of the _____. Except as otherwise authorized by resolution of the _____, the Chair shall sign all contracts, deeds and other instruments made by the _____. The Chair shall appoint such standing committees as authorized by a vote of the _____.

SECTION 3. VICE-CHAIR. The Vice-Chair shall perform the duties of the Chair in the absence from the Town or incapacity of the Chair; and in case of a vacancy in the office of the Chair, the Vice-Chair shall perform such duties as are imposed on the Chair until such time as the _____ selects a new Chair from among its members.

SECTION 4. SECRETARY. The Secretary shall attest to the signature of the Chair on documents, keep the records of the _____, shall record all votes, and shall cause to be kept a record of the proceedings of the _____ in a journal of proceedings to be kept for such purposes, and shall perform all other duties incident to this office. The Secretary may be a non-member of the _____ who is employed by the Town.

SECTION 7. ADDITIONAL DUTIES. The officers of the _____ shall perform such other duties and functions as may from time to time be required by the _____.

SECTION 8. VACANCIES. Should the office of Chair, Vice-Chair, or Secretary become vacant, the _____ shall select a successor from its membership at the _____'s next regular meeting to serve for the unexpired term of said office.

ARTICLE IV **MEETINGS**

SECTION 1. REGULAR MEETINGS. A regular meeting shall be held at Town Hall on the _____ [day/time] of each month with notice as required by Colorado law and the Code. If additional room or facilities are needed, with approval of the Board of Trustees or Town Manager, the Chair may change the site of the meeting to another public location within the Town of Green Mountain Falls that is open and accessible to the general public, provided notice of such change is made not less than 24 hours prior to the scheduled meeting time.

SECTION 2. SPECIAL MEETINGS. Special meetings may be called by the Chair, any 3 members, or the Town Manager with at least 24 hours' written notice.

SECTION 3. QUORUM. A majority of the appointed non-vacant seats shall constitute a quorum, but a smaller number may adjourn until a quorum is obtained.

SECTION 4. VOTING. When a quorum is in attendance, action may be taken by the _____ upon an affirmative vote of the majority of the members present. The yeas and nays shall be entered upon the minutes of every meeting, except where there is a unanimous vote.

SECTION 5. ABSENCES. A member who is unable to attend a meeting shall notify the Secretary in advance of the meeting, stating the reason for his or her absence. More than ____ ()

absences from meetings within any calendar year may constitute the basis for removal. Remote participation pursuant to rules and regulations adopted by the Board of Trustees, as they may be amended, shall not constitute an absence.

SECTION 6. RULES OF PROCEDURE. The meetings of the PLANNING COMMISSION shall be conducted according to the PLANNING COMMISSION's adopted Rules of Procedure, which may, in the future, be revised to include procedures for allowing members to participate in meetings through telephonic or digital means.

SECTION 7. OPEN MEETINGS. The PLANNING COMMISSION shall make all policy decisions, pass resolutions, adopt rules and regulations, and take action only at meetings open to the public. Notices of meetings shall be posted in compliance with the Colorado Open Meetings Law, C.R.S. § 24-6-401, *et seq.*, and the Code.

SECTION 8. EXECUTIVE SESSIONS. The _____ may enter into executive sessions as permitted by the Colorado Open Meetings Law, C.R.S. § 24-6-401, *et seq.* Attendance at executive sessions shall be limited to the members of the _____ and such persons as the _____ may also invite as required for advice and information.

ARTICLE V MANAGEMENT

SECTION 1. POLICIES. The _____ may adopt policies as it deems appropriate. All policies shall be reviewed by the Board of Trustees before adoption, and all adopted policies shall be available for public inspection at the Town Clerk's office.

SECTION 2. ANNUAL REPORT AND WORK PLAN. Annually the _____ shall present to the Board of Trustees a written report summarizing the work of the _____ during the preceding calendar year. At that time, the _____ shall also present for the Board of Trustees review and approval a proposed work plan for the new year.

SECTION 3. RELATIONSHIP WITH THE TOWN OF GREEN MOUNTAIN FALLS. The _____, its officers and members shall always strive to provide regular and comprehensive communications regarding the _____'s activities with the Mayor, Board of Trustees and Town Manager of the Town of Green Mountain Falls. The _____ shall cooperate with the Town of Green Mountain Falls to further the Town's adopted goals.

SECTION 4. GIFTS. Neither the _____ nor any member of the _____ shall accept donations on behalf of the Town. Offers of donations shall be forwarded to the Town Manager for handling according to the Town's Donation Acceptance policy.

ARTICLE VI BOOKS AND RECORDS

SECTION 1. RECORDKEEPING. The _____ shall maintain adequate and correct accounts of its meetings, policies, resolutions, and activities. All records shall be open to inspection by the public at any reasonable time.

SECTION 2. RECORDS TO BE PUBLIC. All resolutions and orders, as soon as practicable after their passage, shall be recorded in a book kept for that purpose and authenticated by the signature of the Chair and attested to by the Secretary. A record shall also be made of all other proceedings of the _____, with minutes of the meetings and reports entered into the record. Said records shall be public records, shall be open to inspection as required by law, and shall be provided to the Town Clerk.

ARTICLE VII
APPROVAL, AMENDMENT TO AND SUSPENSION OF BYLAWS

SECTION 1. These Bylaws shall be reviewed and approved by the Board of Trustees.

SECTION 2. AMENDMENT. Amendments to these Bylaws are subject to Board of Trustee approval after adoption by _____ following first reading at the previous meeting.

SECTION 3. SUSPENSION. Any requirement of these Bylaws may be waived by a written consent signed by all members, except those required by law.

Adopted [date] _____, by Res. No. _____

Approved by the BOT on _____ [date]

Green Mountain Falls Planning Commission (PC)
Operating Norms
V0

The Planning Commission has agreed to use the following Operating Norms for Planning Commission meetings. These Norms may be altered, deleted or new Norms created at will by the Planning Commission to assist them with conducting their meetings and establishing consistency for their meetings.

1. Agendas
 - a. The PC will use the following Agenda format:
2. Minutes
 - a. The PC will use the following Agenda format:
 - b.
3. Order of Old/New Business property-related items
 - a. Start of the Public Hearing: The individual running the meeting (Chair, Vice-Chair or designated Commissioner) will make a statement that the Public Hearing has begun once at the start of any business related to property.
 - b. Staff Report: Staff will be asked to report on the specific agenda item. Staff has an expectation of providing the report as part of the public notification process.
 - c. Questions/Clarifications from PC on Staff Report: PC members will be given the opportunity to ask staff questions and/or clarification to the specific agenda item.
 - d. Applicant Comments/Statements: The Applicant will be given an opportunity to provide input on their project to the PC.
 - e. Questions/Clarification from PC for Applicant: PC members will be given the opportunity to ask the Applicant questions or ask for clarifications on their project.
 - f. Public Comments: If any members of the public are present, they will be given the opportunity to provide comments to the specific agenda item. Comments should be limited to 3 minutes.
 - g. Questions/Clarification from PC: PC members will be given a final opportunity to ask for questions and/or clarification from either staff or the Applicant on the specific agenda item.
 - h. Call for motion/second: The individual running the meeting will call for a motion and any seconds.
 - i. Clarification of motion: The individual running the meeting will ask the PC if any clarification of the motion is needed. The motion may be altered during this time.

j. Call for vote: The individual running the meeting will call for a vote on the agenda item.

k.

4. Others??

