



**Town of Green Mountain Falls
Planning Commission Special Meeting
Agenda
May 25, 2021 • 6:30 PM • Virtual Meeting***

	ITEM	DESIRED OUTCOME
1.	CALL TO ORDER	
2.	ADDITIONS, DELETIONS, OR CORRECTIONS TO THE AGENDA	
3.	APPROVAL OF MINUTES May 11, 2021 Regular Meeting Minutes	Action Recommended
4.	PUBLIC TESTIMONY**	
	UNFINISHED BUSINESS	
5.	Concept Proposal to Purchase Town of Green Mountain Falls Land at 7035 Oak Street. Clay Gafford, Applicant.	Action Recommended
	NEW BUSINESS	
6.	Land Use Code Rewrite Project - Annotated Outline Presentation. Nina Williams, Wilson and Williams LLP and Zachary Trainor, GMF Project Staff.	Information
7.	Proposal to change Planning Commission Regular Meeting Start Time to 3:00 PM. Angie Sprang, Town Manager.	Action Recommended
	OTHER BUSINESS	
8.	Housekeeping Announcements Next Regular Meeting June 8, 2021	Information
9.	Adjournment	

*[Zoom Meeting Link](#)

Meeting ID: 857 2714 2936

Passcode: 792345

** Members wishing to participate during public testimony should contact GMF staff: staff@gmfco.us 719-684-9414

Planning Commission Members:

Todd Dixon, Chair

Lamar Matthews, Commissioner

Sean Ives, Commissioner

Gregory Williamson, Vice Chair

Paul Yingling, Commissioner



MEETING MINUTES

Planning Commission

May 11, 2021

6:30 p.m. Zoom Virtual Meeting

Link to Meeting Recording

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

Commissioners Absent: Sean Ives

Ex Oficio Member: Mayor Jane Newberry

Board of Trustees Liaison: Katharine Guthrie

GMF Staff: Julia Simmons, Zachary Trainor

Agenda Item	Motion/Discussion	M/S	TD	SI	LM	GW	PY	JN
1. CALL TO ORDER / ROLL CALL	Chairperson Dixon called the meeting to order at 6:30 PM.							
2. ADDITIONS, DELETIONS, & CORRECTIONS TO THE AGENDA	Motion to approve the agenda as submitted All aye, motion passes		Y	-	Y	Y	Y	-
3. APPROVAL OF MINUTES- February 9, 2021	Motion to approve the minutes of the April 27, 2021 meeting as posted. All aye, motion passes	LM/PY	Y	-	Y	Y	Y	-
4. Public Testimony								
5. FEN2021-01 Fence Permit at 10310 Mountain Avenue. John Gustafson, Applicant.	Motion to approve FEN2021-01 for a fence permit at 10310 Mountain Avenue with no conditions. All aye, motion passes	LM/GW	Y		Y	Y	Y	-

Agenda Item	Motion/Discussion	M/S	TD	SI	LM	GW	PY	JN
6. Concept Proposal to Purchase Town of Green Mountain Falls Land at 7035 Oak Street. Clay Gafford, Owner 7045 Oak Street	<p>Staff introduced the item with a summary of the memo and reiterated that the Applicant's full proposal has several components; the item of business is to consider the feasibility of purchasing GMF property at 7035 Oak and create a checklist of supplemental documents for a second presentation. The Applicant's presentation and Commission's discussion is posted to the GMF Website.</p> <p>Motion from Commissioner Yingling to forward to the Board of Trustees a favorable recommendation for the concept plan to purchase town property at 7035 Oak Street sale.</p> <p>No second was offered, the motion falls to the floor.</p> <p>Questions the PC would like addressed in the discussion of feasibility (concept proposal):</p> <ul style="list-style-type: none"> • Is there a Town use for this lot? • Can a person or entity build on this lot? • Is there value in the property to GMF Town? • Is there liability for the Town to maintain the property? <p>Motion to table the item until more information can be presented in a staff report.</p> <p>All aye, motion passes</p>	LM/GW	Y	-	Y	Y	Y	-
7. Resolution 2021-10, Consideration of and Recommendation to the Board of Trustees on a Memorial Bench and Brick Program	<p>Staff presented information on other memorial bench programs and introduced the resolution.</p> <p>Motion to forward a recommendation to the Board of Trustees that the policy be created with a standard based-on the Englewood example with the option to go through the Planning Commission if there is a proposal outside of the standard choices.</p> <p>Three aye, one abstention, motion passes.</p>	TD/LM	Y	-	Y	A	Y	-

Agenda Item	Motion/Discussion	M/S	TD	SI	LM	GW	PY	JN
8. Housekeeping and Announcements	PC special meeting on May 25, 2021 to present the LUC rewrite annotated outline.							
9. Adjournment	Chair Dixon adjourned the meeting at 7:59 PM.							



To: Planning Commission
From: GMF Staff
Date: May 24, 2021
Re: Concept Proposal for Purchase of GMF Property at 7035 Oak Street

Background/ Discussion

The Applicant, Clay Gafford of 7045 Oak Street, appeared before the Commission at the May 11, 2021 regular meeting with a proposal to purchase GMF Town Property at 7035 Oak Street (EPC Assessor Parcel ID 8308101030, shown in Attachment A). The new item of business was to consider the “concept presentation” of feasibility per GMF Municipal Code §11-116 – 11-120 and to determine the checklist of items necessary for a “formal” or “second presentation.”

The Commissioners heard from the Applicant and discussed the proposal, moving to table the item until further information was available with a list of questions for staff/applicant to answer. Action on the concept proposal was postponed without a defined future date. Planning staff and Town Manager are working with the Applicant to bring more details to the Planning Commission. The Applicant has requested more time, suggesting he could have materials available by the June regular public meeting.

Conclusion

With the quick turnaround between meetings, staff is recommending the Commission take public testimony on the item and postpone consideration of the subject line business until June 8, 2021.

EL PASO COUNTY - COLORADO

8308101030
7035 OAK ST

Total Market Value
\$9,975

OVERVIEW

Owner:	GREEN MOUNTAIN FALLS TOWN OF
Mailing Address:	PO BOX 524 GREEN MTN FLS CO, 80819-0524
Location:	7035 OAK ST
Tax Status:	Exempt
Zoning:	-
Plat No:	287
Legal Description:	LOT 12 BLK 4 GREEN MOUNTAIN FALLS

MARKET & ASSESSMENT DETAILS

	Market Value	Assessed Value
Land	\$9,975	\$0
Improvement	\$0	\$0
Total	\$9,975	\$0

No buildings to show.

LAND DETAILS

Sequence Number	Land Use	Assessment Rate	Area	Market Value
1	POLITICAL SUBDIVISION	29.000	3500 SQFT	\$9,975

TAX ENTITY AND LEVY INFORMATION

County Treasurer Tax Information

Tax Area Code: **HBG** Levy Year: **2020** Mill Levy: **99.762**

Taxing Entity	Levy	Contact Name/Organization	Contact Phone
EL PASO COUNTY	7.755	FINANCIAL SERVICES	(719) 520-6400
EPC ROAD & BRIDGE SHARE	0.165	-	(719) 520-6498
TOWN OF GREEN MOUNTAIN FALLS	17.588	LAURA KOTEWA	(719) 684-9414
EPC-GREEN MTN FALLS ROAD & BRIDGE SHARE	0.165	-	(719) 520-6498
MANITOU SPRINGS SCHOOL NO 14	53.144	SUZI THOMPSON	(719) 685-2011
PIKES PEAK LIBRARY	3.855	MIKE VARNET	(719) 531-6333
GREEN MTN FALLS/CHIPITA PARK FIRE	17.090	JEFF IDLEMAN	(719) 684-2293



Town of GMF Planning Commission

RE: 7035 and 7045 Oak St.

Planning Commission Members

I am inquiring about the possibility to purchase a 20' x 50' section of Oak St along the front property line. My home at 7045 Oak St is one of the oldest buildings in GMF you can see it in any old photo showing the down town area. I believe the main part of the house has been here since the late 1880's. The front of the original structure was built on the front property line along Oak St. Then a later addition of 8' by 20' was built on the Oak St ROW. I believe this was constructed in 1920. I can not get a clear title due to this encroachment. My mother purchased the property in 1975 and my sisters and I inherited it when she passed.

I would also like to buy the old town hall lot 7035 Oak St. It is a small lot 25' x 140' 3,500 sq ft. It is also in the flood plain. The lot is too small to build any thing on per building codes (minimum 5000 sq ft lot) and would have to deal with flood plain regulations. I would like to purchase the property to have off street parking and add privacy. The vacant lot is not maintained by the town and it collects junk, cars have been abandoned and left for months before being towed. The history sign about the old town hall and the garden area in the front of the lot is not maintained and I have taken it on myself since the fire destroyed the old Hall. I would continue to maintain old sign commemorating the old Town Hall.

I will be addressing "factors and reasons for sale of public land" listed in Chapter 11 of the municipal code sections 11-116 and 11-117

11-116. Factors to be considered in sale of public land.

- (1) Conformation with the town Comprehensive Plan. (all property purchased will remain R-1 and be combined into one lot.)
- (2) Adverse effects to the town if property is sold. (Property has no practical use for the town lot is too small and in flood plain.)
- (3) Benefits to the town if property is sold. (revenue from sale of property along with new property taxes.

11-117 Reasons for sale.

- (1) Reduction in towns liability. (There are numerous possible liabilities with the property. The septic system is still in place it was never removed. There are (2) manhole covers for the septic tank readily accessible on the front of the Lot. (3) seepages pits 7' by 3' abandoned in middle of lot. Gas pipe stubbed up and abandoned. Old woodshed with most of the roofing blown off and rotting away. Lot was never cleaned up properly

when old TH burned. Major pieces were hauled away and 6 to 10 inches of fill spread over site covering over any hazardous materials left from burnt building)

(2) Increase in tax base. (there are no taxes being collected on property now if property is sold a new tax base will be created.

(3) Assistance to property owners who do not have clear title to their property due to encroachment of their property upon public land. (As I mentioned earlier the front of my house is located in the ROW of Maple St.. I can not get clear title unless I can buy a 50' by 20' section of Maple St.

I have attached the following:

El Paso County Assessors information on fore mentioned properties.

Septic permit information.

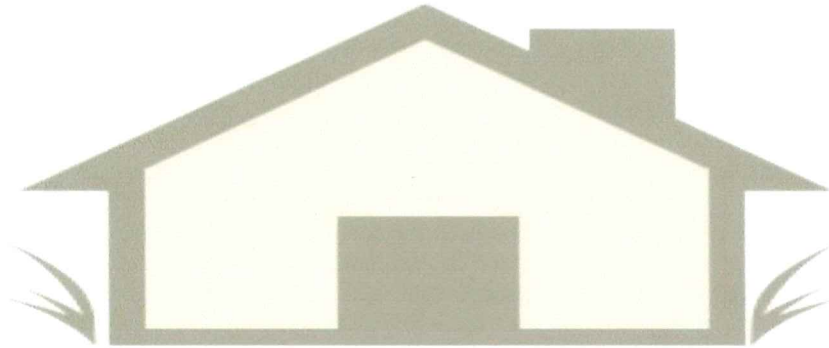
Town of GMF Land use approval application

Old photo showing house at 7045 Oak st. and town hall 7035 Oak st.

8308101030
7035 OAK ST

Total Market Value
\$8,400

No Photo Available



OVERVIEW

Owner:	GREEN MOUNTAIN FALLS TOWN OF
Mailing Address:	PO BOX 524 GREEN MTN FLS CO, 80819-0524
Location:	7035 OAK ST
Tax Status:	Exempt
Zoning:	-
Plat No:	287
Legal Description:	LOT 12 BLK 4 GREEN MOUNTAIN FALLS

MARKET & ASSESSMENT DETAILS ?

	Market Value	Assessed Value
Land	\$8,400	\$0
Improvement	\$0	\$0
Total	\$8,400	\$0

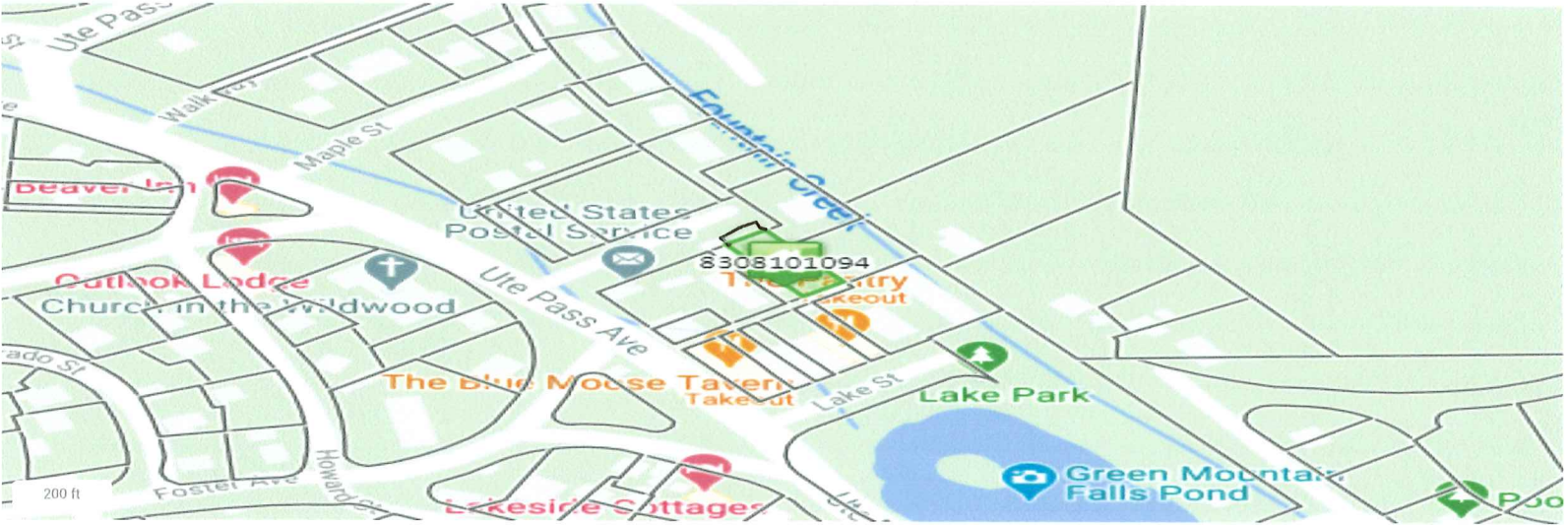
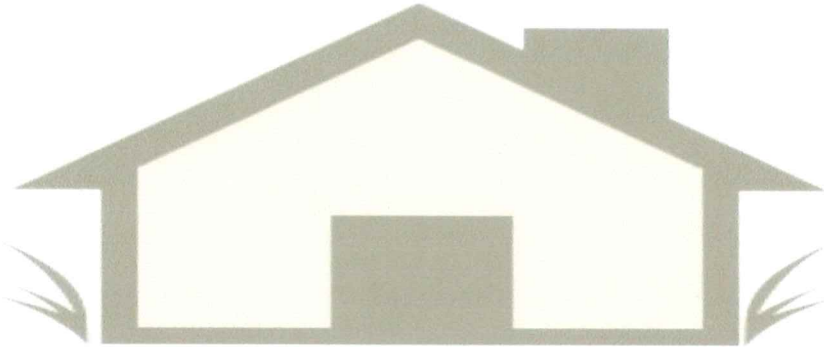
LAND DETAILS

SEQUENCE NUMBER	LAND USE	ASSESSMENT RATE	AREA	MARKET VALUE
1	POLITICAL SUBDIVISION	29.000	3500 SQFT	\$8,400

8308101094
7045 OAK ST

Total Market Value
\$180,959

No Photo Available



OVERVIEW

Owner:	MCCAMAN KAREN ANN
Mailing Address:	PO BOX 534 GREEN MTN FLS CO, 80819-0534
Location:	7045 OAK ST
Tax Status:	Taxable
Zoning:	-
Plat No:	207
Legal Description:	LOT 13R BLOCK 4 GREEN MOUNTAIN FALLS AS VACATED BY REC# 208097939

MARKET & ASSESSMENT DETAILS ?

	Market Value	Assessed Value
Land	\$34,700	\$2,480
Improvement	\$146,259	\$10,460
Total	\$180,959	\$12,940

LAND DETAILS

SEQUENCE NUMBER	LAND USE	ASSESSMENT RATE	AREA	MARKET VALUE
1	SINGLE FAMILY RES.	7.150	7534 SQFT	\$34,700

BUILDINGS DETAILS

▼ Residential - RANCH (1)

Market Value \$146,259

Assessment Rate	7.15	Above Grade Area	930
Bldg #	1	First Floor Area	930
Style Description	RANCH	Above First Floor Area	0
Property Description	FRAME AVERAGE QUALITY	Lower Level Living Area	0
Year Built	1920	Total Basement Area	180
Dwelling Units	1	Finished Basement Area	
Number of Rooms	4	Garage Description	-
Number of Bedrooms	2	Garage Area	-
Number of Baths	1.00	Carport Area	-

SALES HISTORY

	SALE DATE	SALE PRICE	SALE TYPE	RECEPTION
+	06/12/2018	\$61,700	Family/In-House transfer; Partial interest conveye	218066933
+	04/18/2017	\$0	-	217044205
+	04/07/2009	\$0	-	209035108

TAX ENTITY AND LEVY INFORMATION

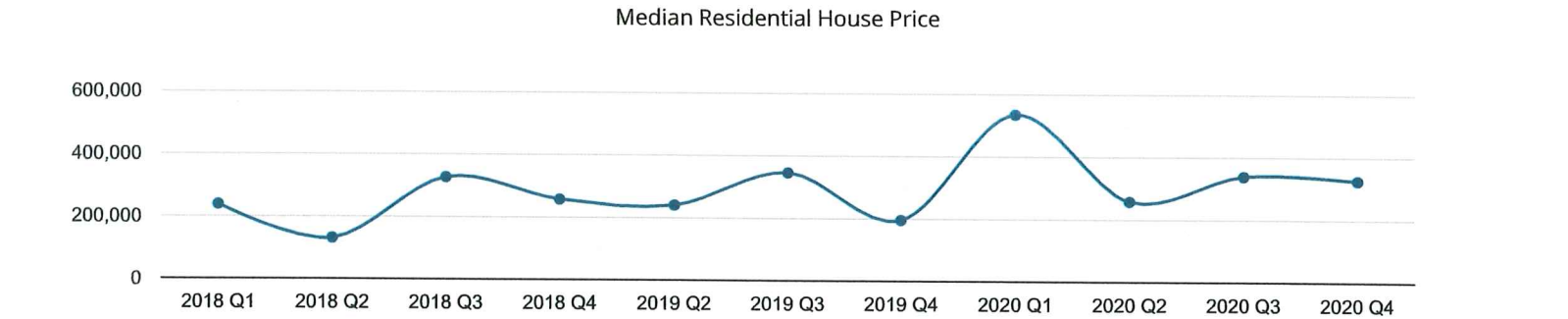
County Treasurer Tax Information

Tax Area Code: HBG Levy Year: 2020 Mill Levy: 99.762

TAXING ENTITY	LEVY	CONTACT NAME/ORGANIZATION	CONTACT PHONE
EL PASO COUNTY	7.755	FINANCIAL SERVICES	(719) 520-6400
EPC ROAD & BRIDGE SHARE	0.165	-	(719) 520-6498
TOWN OF GREEN MOUNTAIN FALLS	17.588	LAURA KOTEWA	(719) 684-9414
EPC-GREEN MTN FALLS ROAD & BRIDGE SHARE	0.165	-	(719) 520-6498
MANITOU SPRINGS SCHOOL NO 14	53.144	SUZI THOMPSON	(719) 685-2011
PIKES PEAK LIBRARY	3.855	MIKE VARNET	(719) 531-6333
GREEN MTN FALLS/CHIPITA PARK FIRE	17.090	JEFF IDLEMAN	(719) 684-2293

MAP SHEET

- Click to view Map Sheet 1
- Click to view Map Sheet 2



EL PASO CITY-COUNTY HEALTH DEPARTMENT
501 NORTH FOOTE AVENUE
COLORADO SPRINGS, COLORADO
475-8240 EXT. 220

Application for permit to construct, Remodel, or Install a Sewage Disposal System

Name of Owner Gran Mtn Falls Town Hall Phone _____

Address of Property 7035 Oak St, GME

Legal Description of Property Lot # 12 Block 4, Gran Mtn Falls

Owner's Address (if different) _____ Phone _____

Systems Contractor _____ Address _____

Type of Construction _____ Source and Type of Water Supply Municipal

Size of Lot _____

The construction of the Sewage Disposal System will comply with all applicable Laws, Ordinances, Standards or Resolutions.

HEALTH DEPARTMENT USE ONLY

Permit Number _____ Receipt Number _____

Number of Bedrooms _____ Tank Capacity 750 gallons Absorption area 198 ~~250~~ Sq. Ft.

REMARKS Three dry wells 7' x 3'

APPLICATION IS ☒ APPROVED ☐ DENIED

ENVIRONMENTALIST Steve B. Rose DATE 9-28 19 77

PLOT PLAN WILL INCLUDE THE FOLLOWING

Plot plan may be drawn on the back of this sheet or on a separate sheet.

1. Streams, Lakes, Ponds, Irrigation Ditches and other Water Courses
2. North Direction
3. Location of Property Line
4. Buildings
5. Wells
6. Location of Proposed Septic System
7. Location of percolation test
8. Geographical features
9. Other Information as required

EL PASO COUNTY HEALTH DEPARTMENT
COLORADO SPRINGS, COLORADO

SEWAGE DISPOSAL INSPECTION FORM

APPROVAL:

YES ☒ NO ☐

#8308101030

ENVIRONMENTALIST

DATE

1-31-78

Steve R. Rose

LOCATION (street :

7035 Oak St

Green Mtn Falls

OCCUPANT

Town Hall

LEGAL DESCRIPTION

TYPE OF CONSTRUCTION

Town Meeting Hall & Office

NO. OF BEDROOMS

SYSTEM INSTALLED BY

Town & Rusty Handlin

COMMERCIAL MFG.

El Paso Rec-Cast

SIZE

750

TYPE OF MATERIAL

Concrete

NO. COMPARTMENTS

2

WIDTH

LENGTH

DEPTH (total)

LIQ. CAP.

750

DISPOSAL FIELD: BED OR TRENCH DEPTH

WIDTH

LENGTH

SQ. FT.

DISTANCE BETWEEN LINES

ROCK

DEPTH

UNDER

OVER

LEACHING PITS (NO.)

2

LINING MATERIAL

Rock

CAPACITY SQ. FT.

198

NORTH

88
2
176

See Attached Drawing

1009

Acres 1.0
Water Supply Municipal

EL PASO COUNTY CITY-COUNTY HEALTH DEPARTMENT
501 North Foote Avenue Colorado Springs, Colorado - 475-8240

N 04985

Receipt No. _____

PERMIT - No Fee

TO CONSTRUCT, ALTER, REPAIR OR MODIFY AN INDIVIDUAL SEWAGE DISPOSAL SYSTEM

Issued To Green Mtn Falls Town Hall Date 9-27-77

Address of Property 7035 Oak St, GMF
(Permit valid at this address only)

Builder - Contractor - Owner Address _____ Phone _____

Sewage-Disposal System work to be performed by City of Green Mtn Falls Phone _____

This Permit is issued in accordance with Regulation XII and Article 2 of Chapter 66, Colorado Revised Statutes 1963, as amended by the addition of a new Section 66-2-16. (H.B. 1205, 7-1-65). PERMIT EXPIRES upon completion-installation of sewage-disposal system or at the end of six (6) months from date of issue, whichever occurs first - (unless work is in progress).

This Permit does not denote approval of zoning and acreage requirements.

Permit Fee \$50.00
Date of Expiration 3-29-78
Environmental list Charles Dowling MD. MPH.
Gloria B. Rosen
Director, City-County Health Department

NOTE: LEAVE ENTIRE SEWAGE-DISPOSAL SYSTEM UNCOVERED FOR FINAL INSPECTION.

24-HOUR ADVANCE NOTICE REQUIRED

Septic tank 750 gals. Field _____ OR _____
Seepage bed _____ ft. long _____ ft. wide. Seepage pit 3 Seepage pits 7' dia by 3 ft deep
Feet of trench 198 Total sq. ft. _____ diam. _____ w/d _____
inches wide _____ inches wide _____ w/d _____

The Health Officer shall assume no responsibility in case of failure or inadequacy of a sewage-disposal system, beyond consulting in good faith with the property owner or representative. Free access to the property shall be authorized at reasonable times for the purpose of making such inspections as are necessary to determine compliance with requirements of this regulation.

Sec. 11-115. - Decision not binding on future requests for easements.

Municipal Code



No decision by the Board of Trustees to grant any said easement shall be controlling on any subsequent request for similar grants of public land.

(Ord. 92-04 §1)

Sec. 11-116. - Factors to be considered in sale of public land.



The following factors shall be considered in review by the Planning Commission and Board of Trustees of any request to purchase public lands. Said factors shall not be exclusive, however:

- (1) Conformation with the Town Comprehensive Plan;
- (2) Adverse effects to the Town if property is sold;
- (3) Benefits to the Town if property is sold.

(Ord. 92-04 §1)

Sec. 11-117. - Reasons for sale.



The following reasons for sale of public land shall be deemed sufficient justification for such sale;

- (1) Reduction in Town liability;
- (2) Increase in tax base;
- (3) Assistance to property owners who do not have clear title to their land due to an encroachment of their property upon public land.

(Ord. 92-04 §1)

Sec. 11-118. - Presentations required to purchase public land.



Anyone wishing to purchase public land owned by the Town will be required to make two (2) presentations to the Planning Commission, as further described below, as a precondition to seeking the Board of Trustees' agreement to said sale:

- (1) The first presentation shall include clear identification of the land to be purchased and a discussion of the feasibility of the proposed easement (Step #1 - Concept Approval).
- (2) The second presentation shall include the formal submittal requirements (Step #2 - Formal Submittal).
- (3) After the required presentations, the Planning Commission will then make its recommendation to the Board of Trustees, which has final authority for approval or denial. Any decision to sell public land shall be by Ordinance passed by the Board of Trustees.
- (4) The procedure for the first and second presentation to the Planning Commission shall be

Municipal Code

determined by the Planning Commission, which shall set forth guidelines in the form of check lists for preparation for said proceedings. Said guidelines shall be available to the public, and may be provided at the office of the Town Clerk.

- (5) No second presentation will be scheduled before the Planning Commission until the guidelines for presentation as set forth in the document available to the public have been met. Review of said guidelines shall be made by the Town Clerk as a prerequisite to scheduling said presentation before the Planning Commission.

(Ord. 92-04 §1)

Sec. 11-119. - Determination of fair market value for purchase.

The fair market value for public land may be determined by the Board of Trustees on an annual basis. Said value shall be based upon the average square footage price of undeveloped but developable lots located within the boundaries of the Town. Said fair market value shall be applied to the sale of any public land, unless the Board of Trustees determines, after hearing evidence from the petitioning party, that said value is not appropriate in the case of a specific proposed purchase. If the petitioning party wishes the application of any other square footage price petitioning party shall bear any costs incurred in determining said applicable price.

(Ord. 92-04 §1)

Sec. 11-120. - Decision not binding on future requests for purchase.

No decision by the Board of Trustees to sell any public land shall be controlling on any subsequent request for sale of public land.

(Ord. 92-04 §1)

Sec. 11-121—11-140. - Reserved.

< Secs. 10-336—10-340. - Reserved.

CHAPTER 15 - Annexation >



Land Use Approval Application

This application form must be submitted with each land use approval request. Please refer to the appropriate Checklist of Supplemental Materials for a complete list of all documents that must accompany this form.

More information is available on the [Land Use & Planning](#) webpage.

PART I – APPLICANT INFORMATION

Applicant: Darrell Clay Gafford
Address: 7045 Oak St GMF 80819
E-Mail: claygafford@aol.com
Phone: 719-684-5587
owner(s): Karen McCaman and Darrell Gafford
Address: same as above
E-mail: "
Phone: "

PART II- PROPERTY INFORMATION

Address: 7045 Oak St	
Zoning Designation: R-1	Lot Size: 7534 sq ft
Hillside Overlay zone? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Land Survey Included: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

PART III- LAND USE

Brief Project Description: Purchase town property to allow clear title and off street parking
Type of Land Use Approval:

PART IV- CERTIFICATION & SIGNATURE

Certification: The undersigned applicant certifies under oath and under penalties of perjury that the information found in the application is true and accurate to the best of their knowledge. I certify that I understand that the proposed development will be in accordance with all provisions of the Town of Green Mountain Falls Municipal Code and other applicable regulations.

Applicant Signature Darrell C Gafford Date 2/19/21

Owner Signature Darrell C Gafford Date 2/19/21

Owner Signature _____ Date _____

id lived on a
raveled on the
to the Santa
Terminal Railway.

who has had
a vacation time

often Mr Trotter
in the house and fresh
things come Dodge

in the out house. The
house about hiking up
train from Newton
it was called

ing is still standing.
very memory of

Jack Kieffinger

7035 OLD TOWN HALL 7045 OAK ST



Lake street about 1910. In later years Trotter's Store would have been on the far right, closest to the R.R. Tracks. Imposing building just left of center became El Pueblo.

Morrow Photo

(UPHS)

Overview

Description of the Project

The **Town of Green Mountain Falls** (“Town”) is working with **Wilson Williams LLP**, a land use and municipal law firm in Arvada, and **Zach Trainor**, Town Planning Intern, to update its *Land Use Code* (designated by the Town as Chapters 16, 17 and 18 of the Green Mountain Falls Municipal Code).

The existing Town Land Use Code (“Code”) is outdated and needs to be updated to keep up with the significant changes that have occurred since it was written. There are many parts of the Code that have not been amended since 1997 and those pieces that have been changed have not been part of a cohesive update. We want to make sure we have the planning tools to preserve what makes Green Mountain Falls exceptional and to continue to improve as our community grows. A new zoning code is also necessary to successfully implement the goals of the 2019 Comprehensive Plan, which provides vision and direction for this Code rewrite.

Members of the Green Mountain Falls Community have expressed the need for an enforceable and understandable code that can streamline planning and land use functions. Key goals of the project include making make the Code more user-friendly, updating development review procedures, updating zoning and overlay districts, revising use regulations, improving development standards, and to address community-specific goals identified in the 2019 Comprehensive Plan.

The Land Use Code rewrite project is intended to result in a simpler and more user-friendly document, and additionally is expected to:

- *Implement the Green Mountain Falls Comprehensive Plan (2019)*
- *Make it “easier to do the right thing,” and easier to develop what the community wants*
- *Explain what is expected of property owners and developers*
- *Clarify what can be built, and where it can be developed*
- *Make development review and approval more predictable and transparent*
- *Establish straightforward, accessible regulations that also reflect land use best practices and modern zoning principles*

The **Table** below depicts the scope of the Land Use Code update – the issues that will be addressed and the related areas that are not being tackled by this effort.



Land Use Code Update Scope of the Project	
What it is	What it <u>IS NOT</u>
<ul style="list-style-type: none"> Implementation of Comprehensive Plan into relevant parts of Chapters 16, 17 and 18 	<ul style="list-style-type: none"> Changes to the Comprehensive Plan, or development of new plans or revised policies
<ul style="list-style-type: none"> Standards for land use, location, and intensity of development 	<ul style="list-style-type: none"> A rezoning
<ul style="list-style-type: none"> Subdivision standards 	<ul style="list-style-type: none"> Technical or engineering standards for roadways or drainage
<ul style="list-style-type: none"> Development standards addressing topics such as: <ul style="list-style-type: none"> Parking Landscaping Lighting Trail connectivity 	<ul style="list-style-type: none"> A development plan for a specific project
	<ul style="list-style-type: none"> A revision of building or fire codes, including wildfire mitigation issues
	<ul style="list-style-type: none"> An update to development fees

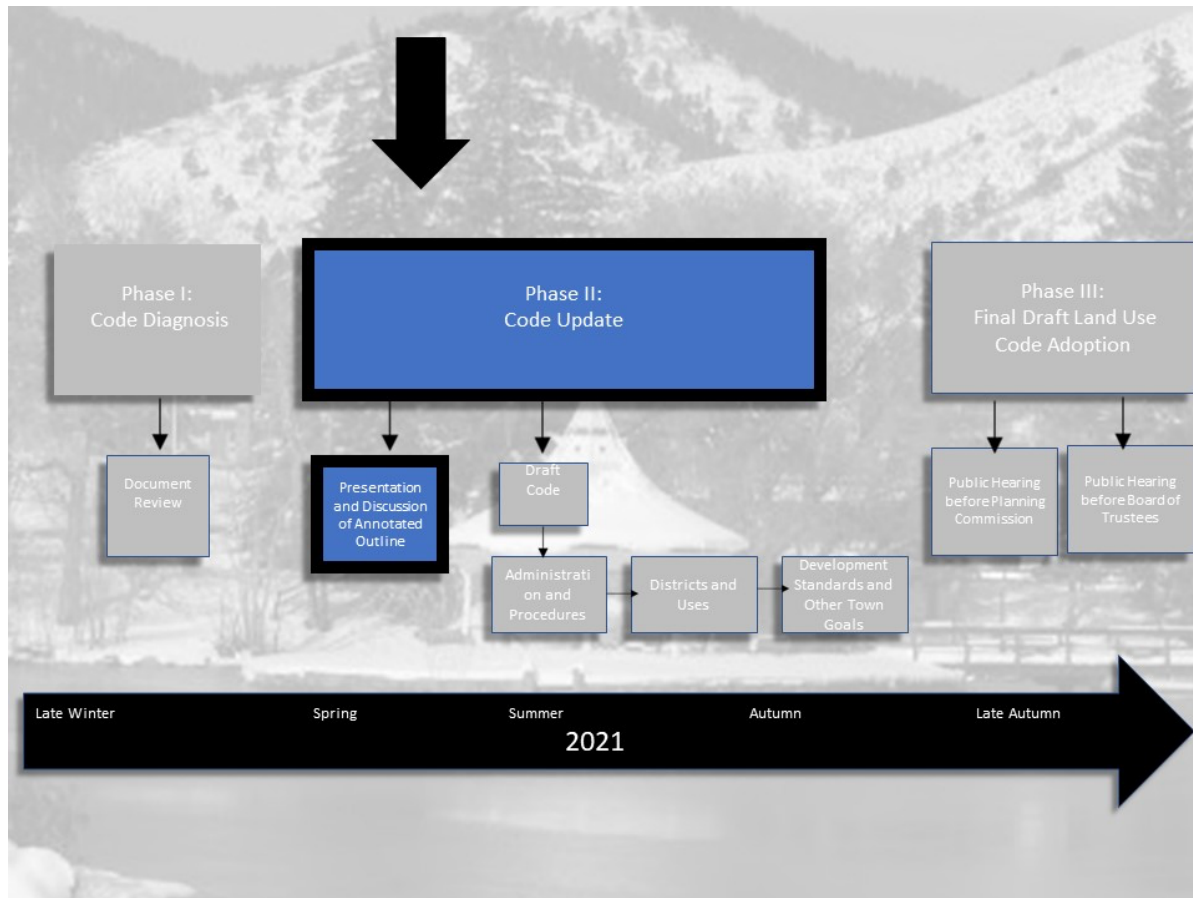
Description of the Project

Green Mountain Falls kicked off its Zoning and Land Use Code Rewrite Project in the first quarter of 2021. The contract was approved by Board of Trustees and awarded to Nina Williams, Wilson Williams LLP, and Planner Intern Zachary Trainor who started on January 25th. The project officially began with an overview presentation during the Planning Commission regular meeting on March 9th.

Phase I of the project included an initial document review, as well as community outreach efforts. The Town Planning and Land Use Office produced a public letter and online survey which asked the community to identify issues and opportunities with the code update. The survey was promoted on the Green Mountain Falls website, Facebook page, and sent out via email. Hard copies were also posted on the Town bulletin board, at Town Hall and were distributed by volunteers. While the online survey is closed, community members are still encouraged to share opinions with staff via the project webpage that was launched during Phase I. A community input meeting was held on April 27, 2021 to gather more public feedback, which provided valuable information moving forward. The project is currently starting the second Phase, which is the “Code Update.” This phase begins with the presentation and discussion of an annotated outline during a May 25th Planning Commission Meeting.



Project Scope and Timeline



*After the presentation of this Annotated Outline, there will be 3 more public community meetings to review and discuss the Land Use Code update, drafted in 3 installments. Finally, there will be a Public Hearing before the Planning Commission as well as a public hearing before the Board of Trustees, to adopt the final draft of the revised Land Use Code.

Overview of this Outline Report

As a result of Community Input and Planning Commission meetings, survey, interviews, and our own assessment of the Code, key themes surfaced and serve as the organization of the recommendations detailed in this report.

Following an expanded description of the key themes for improving the Land Use Code, this is our **“Annotated Outline”** showing an outline for a new structure for the document. A final section titled **“Beyond the Land Use Code”** provides future considerations for the Town to effectively implement the new Land Use Code.



Make the Code More User-Friendly

Provide Clarity and Predictability

“People are frustrated because they don’t understand what is required.”
62.5% of Town survey respondents identified the need for “more clarity regarding when a permit is required” as something the Code re-write should address.

Removing vague language or subjective terms is one way to make the Code more transparent. When guidelines are not clearly defined, it leads to differing interpretations, which makes the permitting process less predictable. Wordy or ambiguous phrases lead to confusion. We recommend removing jargon and vague language, and ensuring that all key terms are defined.

Make Less Difficult to Use and Understand

We heard from the community, through your survey responses and input meetings, a strong desire to make the Code easier to use and understand: “Simplify! We are a small town,” “Make it easier to do the right thing,” and “Requirements should be simplified.” 75% of those who responded to the survey expressed support for displaying information in tables rather than long written descriptions.

Standardize the Code Structure

Throughout the Code, we recommend basic organizational and stylistic improvements, such as clearer titles and headings, categorizing long lists of standards in the same location, and grouping similar information. These improvements will make information in the Code easier to find.

Reorganize the Code

The Land Use Code should be reorganized to remove obsolete sections, organize requirements and standards in the same location, and consolidate procedures and regulations from similar sections and articles that are currently freestanding or separate. We recommend a more intuitive, streamlined approach to organizing the Land Use Code, as shown in the Annotated Outline towards the end of this report.



Relocate Submittal Requirements, Specific Fees and Policies

We recommend that forms, certificates, and lists of submittal requirements be relocated to, or included within, an Administrative Manual, where staff has more flexibility to make updates. This decreases the length of the Code, makes it simpler to find what is needed in the Code, and eliminates the necessity for Code amendments to make changes to otherwise administrative materials. The manual would be referenced where needed in the Code, so applicants know where to find these materials. During the drafting process, we will identify specific provisions recommended for relocation to this manual.

Along the same lines, any specific dollar amount required for an application fee should be moved outside the Code, and into the Schedule of Fees that is approved by the Board of Trustees via resolution, from time to time. We also recommend removing the entire current Article II, entitled “Policies” from the Land Use Code itself.

Finally, we recommend eliminating references to terms such as: submitting documents to the Planning Commission directly; requirements for how Planning Commission distributes copies of applications; deadlines for staff review; and specific staff positions or titles. Because Town resources have been limited and inconsistent, it is important that the Code is flexible under various staffing conditions and budgets. This allows the Code to work for the community’s needs, and doesn’t require an Ordinance and code amendment for every ministerial change.

Provide Tables to Better Illustrate What is Permitted and Where

At minimum, we recommend creating the Tables listed below. Other opportunities to replace text with tables are encouraged.

- 1) Use Table: clarifying, in one location, which uses within each Zoning District are permitted, prohibited or special/conditional uses.
- 2) Dimensional Standards Table: where readers can easily find what is required for their Zoning District related to setbacks, building height, minimum lot area, minimum frontage, maximum density, etc.
- 3) Summary Tables: relating to decision-making and appeal bodies, as well as review procedures and noticing requirements, with references to applicable Code sections.

By way of example, if the current Code had a “Use Table,” identifying the permitted principal uses stated within Chapter 16, it would look like the Table below. A Table with the current zoning district’s “Dimensional Standards” follows.



LAND USE CODE UPDATE: ANNOTATED OUTLINE

	<u>Zoning District:</u>	R1 5,000	R1 10,000	R1 20,000	R1 5 Acre	R2	B	PUD	PF	PL
<u>Uses</u>										
<u>RESIDENTIAL USES</u>										
Rooming Houses								P		
Family Child Care Homes, Small								S		
Family Child Care Homes, Large								S		
Group Homes								S		
Mobile Home Parks								P		
Multiple-Family Dwellings (Multiple Family Apartments)							S	P		
Retirement Homes								P		
Human Service Establishments								S		
Nursing home								S		
Single-Family Dwellings		p	p	P	P	P		P		
Two-Family Dwellings (Duplex)						P		P		
<u>AGRICULTURAL USES</u>										
<u>EDUCATIONAL USES</u>		S	S	S	S	S	P			
<u>ENTERTAINMENT USES</u>								S		
<u>INDUSTRIAL USES</u>								S		
<u>INSTITUTIONAL USES</u>										
Religious		S	S	S	S	S	P	P		
Libraries							P			
Museums							P			
Art Galleries							P			
Fire Stations							P			
Hospitals										
Nonprofit Clubs / Lodges										
Public Buildings (w/no repair or storage facilities)		S	S	S	S	S				
Public Park, Playgrounds and Recreational Areas		S	S	S	S	S	P			



LAND USE CODE UPDATE: ANNOTATED OUTLINE

	<u>Zoning District:</u>	R1 5,000	R1 10,000	R1 20,000	R1 5 Acre	R2	B	PUD	PF	PL
<u>RETAIL USES</u>								S		
Bank							P			
Printing Establishments							P			
Retail Business							P			
<u>SERVICES</u>										
Animal Clinic										
Drive-in or Drive-Through Services										
Hotels and Motels							P			
Kennels, Catteries										
Medical and Dental Clinics							P			
Professional Offices							P			
Restaurant							P			
Service Business							P			
Automobile Filling Stations							S			
Commercial Garages							S			
<u>GOVERNMENT/ UTILITIES</u>									P	
Town									P	
City of Colorado Springs									P	
County, State, Federal									P	
Public Utility									P	
<u>PUBLIC OWNERSHIP/ CONTROL</u>										
Playground equipment, athletic fields, tennis courts, swimming pools and other facilities associated with public parks										P
Passive open space preservation, and use and designation of trails										P



Current Dimensional Standards

Zoning District:	R1 5000	R1 10000	R1 20000	R1 5 Acre	R2	B
Minimum lot area	5,000 sq ft	10,000 sq ft	20,000 sq ft	5 acres	20,000 sq ft	10,000 sq ft
Minimum frontage	50 feet	100 feet	100 feet	100 feet		x
Minimum lot width	50 feet	100 feet	100 feet	200 feet	100 feet	x
Front setback	15 feet	15 feet	15 feet	50 feet	Not less than most restrictive adjacent zoning district setback	15 feet
Side setback	5 feet	10 feet	10 feet	25 feet	(See above)	Where adjoining residential district, standards of that district apply. If no side yard, side wall of building must be of 4-hour fire-resistant material. If material not 4-hour fire-resistant, side yard 5 ft
Rear setback	10 feet	10 feet	10 feet	50 feet	(See above)	15 feet
Maximum building height	35 feet	35 feet	35 feet	Average slope of less than 15%, 35 ft. Average slope of 15% or greater, 25 ft	35 feet	



Update Review Procedures

Many stated that the current standards are difficult to enforce and comply consistently. In the survey feedback results and the community input meeting, we heard “Please make sure that the Code is enforceable. What is the point if it is not being enforced.”

There is a strong desire to modernize the approval process to be more predictable and direct, and less confusing. The community input meeting, as well as the survey responses, help us identify the development applications which should require a public hearing, and the requests under the Code which probably can be reviewed and approved administratively. Although we recommend considering greater deference to staff to determine compliance with the Land Use Code, certain applications should still require public hearings. It is also important to establish clear guideposts for when the Town Manager or Planner is given final decision-making authority.

The Land Use Code describes procedures for review and evaluation of various application types.

For each **Review Procedure**, we recommend that the Land Use Code:

- Evaluate thresholds for various types of review,
- Establish common review procedures,
- Clarify the procedures, and
- Establish objective criteria

We recommend that the requirements and procedures for the various development applications be consolidated and located within the same part of the Code. This will ensure a more consistent approach to procedures, and a more predictable process. It is also important that clear evaluation and approval criteria be included for each development review. Vague criteria is open to considerable subjective interpretation, which results in uncertainty for applicants, delays due to resubmittals, and inconsistent decisions.



Establish a Site Plan Review Procedure

We heard from community members and property owners that far too many applications require review by the Planning Commission, which can result in an unpredictable process. Therefore, an additional recommendation is to simplify these procedures. One way this can be accomplished is by establishing a dedicated site plan review procedure, which would be meant to simply review whether or not a project complies with the code requirements (like parking and landscaping). For uses that require an additional, subjective evaluation of compatibility on a particular site, there could be a conditional use permit procedure.

This new site plan review procedure could apply to all use types permitted “by right” in the use table, but could distinguish whether reviewed administratively or through the public hearing process, based on the project size and intensity. For example, a **Minor Site Plan** could be reviewed and approved administratively, while a **Major Site Plan** would be reviewed and approved by the Planning Commission. The threshold could be more than 15 residential units, or more than 20,000 square feet of non-residential would require a **Major Site Plan** review.

Another option is that Town staff could review all site plans administratively. Many municipalities are deciding to delegate site plan review and approval authority to staff, especially following a Land Use Code update, such as this one, when the development and use-specific standards have been updated to address local concerns. Again, the intent of the site plan review is merely to check compliance with the Code standards which does not (and should not) require a public hearing.



Update Zoning and Overlay Districts

Review and Update Zoning Districts

When updating the Town's Zoning Districts, we will take into consideration the Future Land Use Plan, found in Section 4.2 of the Town Comprehensive Plan and summarized below.

Future land uses guide the vision for development types and direct future zoning changes:

- **Single and Two-Family Residential**
 - Most of the existing residential areas within Town
 - Single-family, detached homes
 - "Diversity of housing styles" from historic to newer development
- **Multi-Family Residential**
 - Range of housing choices
 - Higher density than single-family
- **Downtown Village**
 - Core of Town
 - Mix of lodging, churches, businesses, residential and public facilities
 - Mix of uses, architectural styles, small businesses and community assets
- **Business**
 - Provides a place for commercial, businesses, and offices
 - Residential uses allowed in this area, but not the predominant use
 - Includes commercial areas that provide services and goods
- **Public and Semi-Public**
 - Public facilities and services serve life-sustaining and safety needs of the Town's residents and are located throughout the Town
- **Parks**
 - Publicly owned areas designated as either maintained parks or mountain parks
 - Intended to preserve, enhance and reinforce the quality of life and to provide areas for trails, pivotal to the culture and character of Green Mountain Falls
- **Open Space**
 - Privately owned areas designated as open space
 - Intended to preserve, enhance and reinforce the quality of life and to provide areas for trails, pivotal to the culture and character of Green Mountain Falls



Overlay Zone Districts

The purpose of zone district overlays is to establish tailored design criteria and specific standards that allow a municipality to review and direct the quality of development and redevelopment. Because the **Hillside Overlay Zone** now covers a significant majority of the Town limits, it no longer makes sense for these regulations to be included within an Overlay Zoning District. We will gather more public input, and conduct further research, to determine how these standards have been working and practically applied, and which requirements should be moved to general Land Use Code sections that apply to development within the entire Town.

Based on the input and needs of the community, we recommend adding Overlay Zones such as **Historic Preservation** and **Downtown Commercial Core**.

Revise Use Regulations

As described above, we will create a Use Table that comprehensively identifies what use types are permitted, not permitted, and conditionally permitted in each zoning district - all in one chart. This Schedule of Uses will contain broad and simple use categories, and additional subcategories, that make it easy to find uses in the table. Accessory and temporary uses (eg: ADUs, street patios) will be listed under a separate use category at the end of the table.

Additionally, this table can include an additional column, titled "Use-Specific Standards," listing applicable cross-references to new Code sub-sections (which will be appropriately tailored to address unique impacts and community concerns for certain uses).



Improve Development Standards

Based upon the Comprehensive Plan and community input, the Town may want its Land Use Code to address:

- Protecting historic areas
- More “walkable” access
- Improving connectivity of streets and trails
- Considering relaxed standards for certain desired projects
- Enhancing landscaping standards, such as parking areas, streets, screening
- Updating lighting standards
- Revisiting parking standards
- Exterior façade, painting siding, roofs, decks, fence designs
 - ⇒ Some of these development and design standards can apply broadly, and some can be tailored to the use or district or context.

While determining what types of development standards to include, the Town should consider:

- Incentivizing desired development
 - The Land Use Code should make it easier to develop what the community wants
- Site and building design standards
 - This can be a way to better protect sensitive natural areas, including steep slopes, floodplains, and areas of natural hazards. Review of those sensitive areas can be built into the site plan review process.
 - (We heard: “I would like to see incentives for homeowners to harden their property against fire and to remove dead and diseased trees.”)
 - Code can also address pedestrian access, road connectivity, or circulation to ensure sites are compatible with neighboring development and prioritize mobility.
 - Dedication standards could be included, including open space, common areas, and other community amenities potentially required for some developments
 - Minimum building design standards
 - Could be added for certain new districts or developments
- Ensuring Consistency with technical engineering standards
 - Including streets, sidewalks, trees, utilities



Address Certain Community-specific Goals Identified in 2019 Comprehensive Plan

Green Mountain Falls Comprehensive Plan has the following Vision Statement for Development within the Town:

An appropriately-sized, safe community, home to a mix of residential, commercial, recreational, and cultural uses that together generate a high quality of life.

While revising the Land Use Code, we will address the following goals identified by the Town:

- Make Town more walkable and bikeable
- Attract commercial growth
- Commercial development on east side of Hwy 24
- Preserve historic, scenic Downtown
- Diverse housing types



Annotated Outline

Based upon the recommendations of this report, our proposed structure of the new Land Use Code can be found below. Following the tables, additional details are provided on what is recommended to be included within each new proposed article.

*(*We recommend moving the topic of Annexation, found within current Chapter 15, to the Land Use Code Chapter 16, for consistency)*

Current Land Use Code vs. Proposed Land Use Code			
Current		Proposed	
Chapter 16	Zoning	Chapter 16	Zoning and Land Use Development
Article I:	General Provisions	Article 1:	General Provisions
Article II:	Policies	Article 2:	Zoning Districts
Article III:	Zoning Districts and Map	Article 3:	Use Regulations
Article IV:	Signs	Article 4:	Development & Design Standards
Article V:	Fences	Article 5:	Subdivisions
Article VI:	Accessory Buildings and Uses	Article 6:	Historic Preservation
Article VII:	Administration & Procedures	Article 7:	Administration & Procedures
Article VIII:	Flood Damage Protection	Article 8:	Rules of Construction/Definitions
Article IX:	Local Improvement Districts		
Article I:	General		
Chapter 17	Subdivisions		No Chapter 17
Article I:	General		(Subdivision moves to Chapter 16)
Article II:	Plats		
Article III:	Design		
Article IV:	Improvements		
Article V:	Grading		
Article VI:	Variances and Modifications		
Article VII:	Vacations		
Chapter 18	Building Regulations	Chapter 18	Building Regulations
Article I:	Pike's Peak Regional Building Code	Article 1:	Pikes Peak Regional Building Code
Article II:	Uniform Fire Code	Article 2:	Uniform Fire Code
Article III:	Revocable Permits	Article 3:	Septic System Health Regulations
Article IV:	Street Improvements Required	Article 4:	



Overview of Proposed Organization for a New Land Use Code

Article 1: General Provisions

This Article carries forward and consolidates general and relevant information related to the overall establishment of the Land Use Code. It includes the purpose and authority, enforcement of the Code, and regulations related to nonconformities.

We suggest the following outline for Article 1 of Chapter 16

- 16-1-10: Title, Authority and Severability
- 16-1-20: Purpose
- 16-1-30: Applicability
- 16-1-40: Transition from Prior Regulations
- 16-1-50: Nonconformities
- 16-1-60: Enforcement

Article 2: Zoning Districts

This Article will introduce the new lineup of zoning districts, and include the dimensional standards for those districts. It will also discuss overlay districts and planned developments.

We suggest the following outline for Article 2 of Chapter 16

- 16-2-10: Purpose and Applicability
- 16-2-20: Zoning Districts Established
- 16-2-30: Residential Districts
- 16-2-40: Mixed-Use Districts
- 16-2-50: Nonresidential Districts
- 16-2-60: Planned Development District
- 16-2-70: Overlay Districts
- 16-2-80: Measurements and Exceptions

Article 3: Use Regulations

This Article combines similar use-specific standards into one location. Sections that regulate use will be organized separately from zoning district standards and review procedures.

We suggest the following outline for Article 3 of Chapter 16

- 16-3-10: Purpose and Applicability
- 16-3-20: Table of Allowed Uses
- 16-3-30: Use-Specific Standards
- 16-3-40: Accessory Uses and Structures
- 16-3-50: Temporary Uses and Structures
- 16-3-60: Planned Development District



Article 4: Development and Design Standards

This Article consolidates design standards in one place. The article also adds other topic areas that assign standards to development.

We suggest the following outline for Article 4 of Chapter 16

- 16-4-10: Flood Damage Protection
- 16-4-20: Signs
- 16-4-30: Fences
- 16-4-40: Grading and Drainage
- 16-4-50: Streets, Utilities and Services
- 16-4-60: Access, Connectivity and Circulation
- 16-4-70: Off-Street Parking and Loading
- 16-4-80: Landscaping, Buffering and Screening
- 16-4-90: Site and Building Design
- 16-4-100: Lighting
- 16-4-110: Operation and Maintenance

Article 5: Subdivisions

This Article includes those subdivision regulations we recommend be carried forward from the current Chapter 17, that will not be addressed elsewhere in the new Chapter 16.

We suggest the following outline for Article 5 of Chapter 16

- 16-5-10: Purpose and Applicability
- 16-5-20: General Provisions for All Subdivisions
- 16-5-30: Lot and Block Layout
- 16-5-40: Street Standards
- 16-5-50: Required Improvements and Dedications
- 16-5-60: Residential Condominium Standards



Article 6: Historic Preservation

Both the Comprehensive Plan, and recent community input, expressed the desire that the Land Use Code help preserve the Town's historic, scenic downtown. This article can serve as a framework for the Town to seek to establish a Downtown Historic District, to be identified as such by the Federal and State governments. This Article will also help protect, preserve and enhance historic buildings, sites, structures and neighborhoods, and promote high standards of building design and preservation in the historic downtown.

We suggest the following outline for Article 6 of Chapter 16

- 16-6-10: Purpose and Applicability
- 16-6-20: Designation of local historic districts and landmarks; procedure
- 16-6-30: Historic district and landmark designation review standards
- 16-6-40: Activities subject to review and certificate of approval regarding landmarks or within historic districts
- 16-6-50: Demolition or relocation of buildings, structures or sites
- 16-6-60: Certificates of approval; procedure
- 16-6-70: Certificates of approval; review standards
- 16-6-80: Exempt Activity and Exceptions
- 16-6-90: Removal of landmark, contributing or historic district designation

Article 7: Administration and Procedures

This Article streamlines regulations and review procedures. The current Code lists procedures throughout various articles, whereas this new article consolidates them for easy reference.

We suggest the following outline for Article 7 of Chapter 16

- 16-7-10: Table of Review Procedures
- 16-7-20: Common Review Procedures
- 16-7-30: Ordinance Amendments
- 16-7-40: Development Permits and Approvals
- 16-7-50: Subdivision Approvals
- 16-7-60: Flexibility and Relief Procedures
- 16-7-70: Review and Decision-Making Bodies



Article 8: Rules of Construction and Definitions

This Article carries forward, and updates, the definitions section. The definitions are proposed to be located at the end of Chapter 16, to reduce the length of Article 1, General Provisions, and make the Code more user-friendly.

We suggest the following outline for Article 8 of Chapter 16

- 16-8-10: Rules of Construction
- 16-8-20: Definitions of Use Categories and Use Types
- 16-8-30: Other Terms Defined



Beyond the Land Use Code

Mapping the Updated Zoning Districts

Although changes to the zoning map are not part of the scope of the Land Use Code update project, the Town should begin to strategize how to convert changes to the list of districts into an updated Official Town Zoning Map. We recommend the Town adopt any renamed zoning districts as part of the Land Use Code adoption. For proposed district consolidations or significant changes, the Town should begin conversations with property owners in those zoning districts to explain the implications. Applying new zoning districts and any other significant map changes should be considered following adoption of the updated Code.

Any process of assigning properties to a zoning district will require a clear methodology and criteria for decision-making to ensure property owners are aware of any changes to their zoning designation, and the opportunities for requesting a specific designation or appealing an initial rezoning recommendation.

Future Land Use Map

Fortunately, the 2019 Green Mountain Falls Comprehensive Plan already includes a future land use map, which guides the vision for development and growth, and directs future zoning district changes. The Town's recent Comp Plan, and the associated Future Land Use Map, helps identify: key community and neighborhood centers; the most appropriate locations for small businesses, public facilities and mixed uses; the best places for increased density; and the areas designated as open space, parks and trails.

Development Application and Other Fees

The Land Use Code includes various references to fees, but as stated previously, this project will not include amendments to those fee amounts. The rewrite project will ensure that any reference to specific dollar amounts for fees be removed, and directed for relocation within the Town Fee Schedule. To the extent possible, the Town should revisit and analyze all its fees on a regular basis.

Business Licensing

Some of the standards within the Land Use Code may require compliance with business licensing and other code procedures and fees outside the Land Use Code (such as short-term rentals, restaurants, and mobile food vendors and peddlers). If applicable, the draft Land Use Code update will ensure appropriate cross-reference to those additional requirements, but will not include changes to those requirements. As licensing requirements are updated over time in Chapter 6 of the Green Mountain Falls Municipal Code, the Land Use Code should reflect new or changes to existing cross-referencing as needed.





To: Planning Commission
From: Angie Sprang, Town Manager
Date: May 25, 2021
Re: Farwell & Meeting Time Discussion

Background/ Discussion

Sadly, Julia Simmons, Planning Director, is moving on and her last day with Green Mountain Falls will be Wednesday, May 26, 2021. As you all know, Ms. Simmons has been a valued member of the Green Mountain Falls Team for two years and has made considerable contributions to the Town during that time. It was an honor to work with a colleague who is committed to their success and their co-worker's success. The professionalism and decorum that she brought to the team is evident in projects such as the Red Devil Mountain Annexation and the Land Use Code Revision/Rewrite project, to name just a few. Ms. Simmons will be sincerely missed and remembered with warm thoughts and memories. The Staff at GMF wish Ms. Simmons the very best in all her future endeavors.

Due to the upcoming staffing changes in the Planning Department, Staff respectfully requests members of the Planning Commission review the current Planning Commission meeting time.

Currently, the regular and special meetings are scheduled on the second and fourth Tuesday of each month respectively at 6:30PM.

Staff is requesting that the start time of Planning Commission meetings be moved from 6:30PM to 3:00PM, or at anytime that works for members to meet regularly during Town Hall regular business hours of operation. Town Hall hours of operation are Monday through Wednesday 8:30AM to 5:00PM.

I sincerely look forward to the opportunity to facilitate the Planning Commission going forward and thank you for your consideration of this request.

All the best to Julia! She will be missed.

Respectfully Submitted,

Angie Sprang

Article IX

Sec. 2-224. - Meetings.

(a) The Planning Commission shall meet at the call of the Town Manager or the Town Manager's designee.

(b) Public notice conforming to the requirements of [Section 2-61](#) hereof and [Chapter 16](#) of the Code shall be required prior to any public hearing.

(Ord. No. 2020-03, § 1, 7-7-2020)

Ordinance 2019.12.3- Establishes the day but not times.