

TOWN OF GREEN MOUNTAIN FALLS
PLANNING COMMISSION MEETING

Tues Feb 26, 2019- 6:30 PM at Town Hall

AGENDA

1. CALL TO ORDER/ROLL CALL welcome guests
2. ADDITONS DELETIONS & CORRECTIONS TO THE AGENDA
3. APPROVE MINUTES Of Feb 12 Meeting
4. PUBLIC INPUT - For Items not on the Agenda
5. NEW BUSINESS
 - a. Consider Approval-Plan Review- 6825 Howard St.-Deck Replacement- Bradley Ware, owner
6. OLD BUSINESS
 - a. Discussion of the Rezone of Town Hall Parcel from B to P-F (tabled from Feb 12 Meeting)
 - b. Consider Approval of Frequently Asked Questions- (tabled from Feb 12) Caldwell
 - c. Consider Approval of PC Plan Review Checklist- (tabled from Feb 12)
 - d. Consider Approval of new Form "Request for PC Review" (tabled from Feb 12)
"to be finalized by Administrative Staff"
 - e. Discussion of revision to Sec 16-705 Architectural Review (c)(1) Materials-
(Tabled from Feb12)- Commissioner Williamson
7. COMP PLAN
 - a. Prepare for Logan Simpson briefing at Mar 12 PC meeting-
Subjects: Plan Form/Outline, Initial review of Current Land Use Map,
Future Land Use Map, and Updated Zoning Map
 - b. Review new draft Base Map.
8. ADJOURN

**TOWN OF GREEN MOUNTAIN FALLS
PLANNING COMMISSION MEETING
Tuesday, February 12, 2019 – 6:30 P.M.**

MEETING MINUTES

PC Members Present

Chairman Eric Caldwell
Vice Chairman Dick Bratton
Commissioner Rocco Blasi
Commissioner Nathan Scott

PC Members Absent

Mayor Jane Newberry
Commissioner Gregory Williamson

Secretary

Katharine Guthrie

1. Call to Order/Roll Call

Chairman Eric Caldwell called the meeting to order at 6:34 pm.

2. Additions, Deletions, or Corrections to the Agenda

M/S: Vice Chairman Bratton/Chairman Caldwell

Motion: Move to approve the agenda as amended (addition of 5d regarding the migration to electronic packets).

Vote: Motion carried. All yea.

3. Approve Minutes of January 22, 2019

M/S: Vice Chairman Bratton/Chairman Caldwell

Motion: Move to approve minutes as submitted following the correction of the spelling of Commissioner Williamson's name.

Vote: Motion carried. All yea.

4. Public Input

None

5. New Business

a. Plan review—2 Carsell Way/New Fire Station—Construction Drawings

M/S: Chair Eric Caldwell/Vice Chair Dick Bratton

Motion: Move to approve plans as submitted.

Vote: Motion carried. All yea.

Resolution: Plans stamped and plans to be scanned

b. Plan Review—11150 Belvedere-Deck-Greg Williamson

M/S: Chair Caldwell/Rocco Blasi

Motion: Move to approve the plan as submitted with the condition that appropriate fees are paid.

Vote: Motion carried. All yea.

Page 2 Planning Commission Minutes February 12, 2019

Resolution: Plans stamped. To collect appropriate fees, Town clerk will mail Plan Review forms to Mike Correu, Project Manager.

c. Rezone—Town Hall Parcel from B to P-F Recommended to Town Board—Vice Chair Bratton

Town Attorney to be consulted to see if town code and zoning change can be done concurrently.

M/S: Chair Caldwell/Rocco Blasi

Motion: Table item until the next PC meeting.

Vote: Motion carried. 3:1 Blasi, Caldwell, Scott—yea. Bratton—no.

d. Migration to electronic packets for the Planning Commission
Commission approve the transition.

6. Old Business

a. Consideration of Approval of Frequently Asked Questions having been assigned to Chair Caldwell.

Feedback—additional questions to be included, additional definitions, and standardized terminology for clarity. A matrix for projects, permits, variances, and plan reviews that includes Regional Building and Green Mountain Falls requirements.

b. Consideration of Approval of Plan Review Checklist (Old “Green Sheet”) having been assigned to Vice Chair Dick Bratton

To be addressed at the next PC meeting

c. Consideration of Approval of Request for PC Review Form having been prepared by Vice Chair Dick Bratton

To be finalized by administrative staff

d. Discussion of revision to Sec 16-705 Architectural Review-(c)(1) Materials
“Corrugated metal, plastic, and fiberglass are prohibited” having been assigned to Commissioner Williamson

To be addressed when Commissioner Williamson is present.

7. Comp Plan

a. Progress Report

No discussion

b. Comp Plan—Review new draft of Base Map

No discussion

c. Discuss Tiny Homes/Small Houses/Park Model Houses—Chair Caldwell

“How do we define affordable housing?” to be addressed at the next PC meeting.

Page 3 Planning Commission Minutes February 12, 2019

8. Adjourn

Adjourned at 7:26 pm

Eric Caldwell-Chairman

ATTEST:

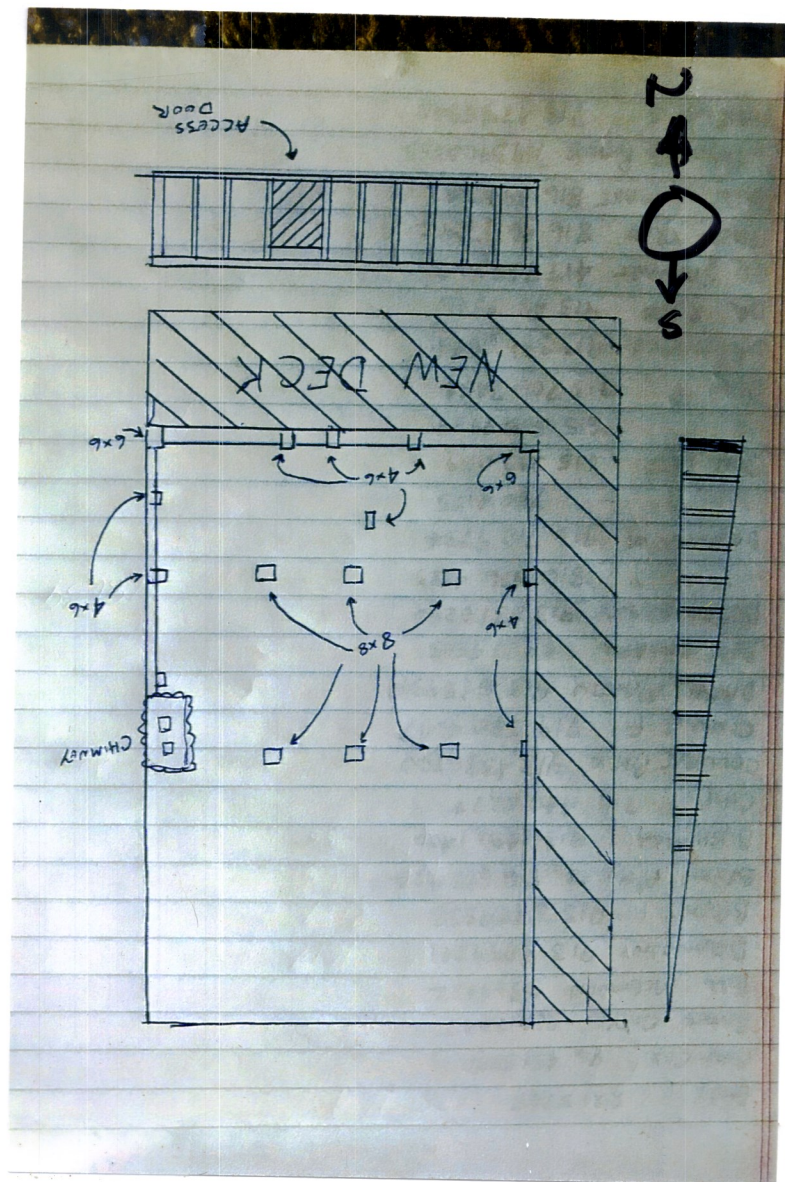
Katharine Guthrie-Secretary

DRAFT

WARE
6825
HOWARD
ST.



WARE
6825 HOWARD ST



DRAFT as of Feb 7, 2019

ZONING DISTRICT AMENDMENT- GMF TOWN HALL PARCEL

TO: GMF Town Board of Trustees

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

FROM: GMF Planning Commission

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

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

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

a. The reason for the change in Zone Classification:

The primary reason for changing the Zone Classification from B Business to PF Public Facilities District is to reflect actual and planned use of the parcel. Additionally, 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:

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 (map attached).

a. Boundary description of the land to be rezoned. (See EPC Assessor's web site)

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

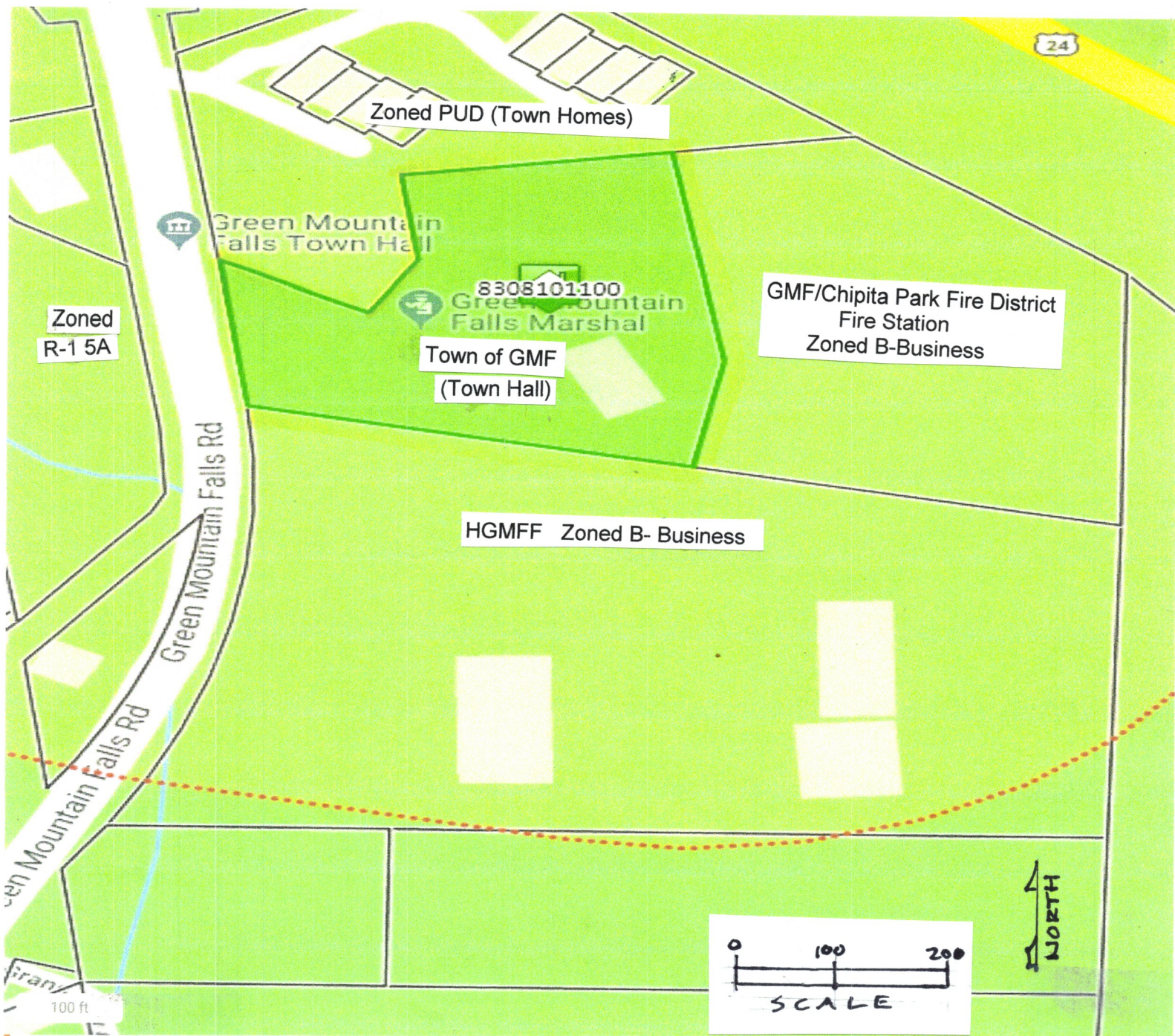
c. Adjoining property ownership and use:

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

The parcel is fully developed. No additional structures are planned.

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

f. Name and Address of Petitioner and preparer: Dick Bratton, Vice Chairman,
GMF Planning Commission, GMF Town Hall, 10615 Green Mountain Falls Road,
GMF 80819-0524



REZONE TOWN HALL PARCEL

Rezone From B- Business to PF-Public Facilities

9 FEB 2019

13 Feb 2019

ZONING DISTRICT AMENDMENT - GMF TOWN HALL PARCEL

REZONE from B-Business to PL-Public Lands

SCHEDULE

12 Feb PC meeting-

PC agrees to begin Rezoning procedures per Sec 16-711

PC Reviews Draft Zoning Amendment letter to Town Board (TB)

20 Feb Town Clerk prepares letter to neighbors and petition form.

27 Feb Public Notice per Sec 16-711 (2)

Town Clerk Posts the Site to Announce PC Public Hearing on 12 Mar

Town Clerk notifies abutting neighbors on all 4 sides of PC Public Hearing
on 12 Mar with a petition form enclosed.

7 Mar Post PC Agenda

12 Mar PC Meeting

Deadline for written comments to PC

PC Holds Public Hearing and reviews any petitions

PC Votes on a recommendation to TB on the Rezoning

13 Mar

Town Clerk Places Notice in newspaper about TB Public Hearing on 2 Apr

Town Clerk Posts Site and notifies abutting neighbors on 4 sides of TB Public
Hearing with a petition form enclosed

25 Mar Town Clerk posts TB Agenda

and places PC Rezoning Recommendation letter in TB Packet

2 Apr TB Meeting

Deadline or written comments

TB Holds Public Hearing- Reviews any petitions

TB approves the Rezoning

TB Passes an Ordinance To Rezone

NOTICE OF PUBLIC HEARING

Proposed Rezoning

Notice is hereby given that the Green Mountain Falls Planning Commission will hold a Public Hearing on March 12, 2017 at 7 PM at Town Hall- 10615 GMF Road.

Subject of the Hearing is a proposal to change the zoning of the 1.56 Acre Town Hall parcel from B- Business District to P-F Public Facilities District.

Descriptions of these zone districts is in Sec 16-310 and Sec 16-313 of the GMF Municipal Code which is available on the Town web site.

The primary reason for changing the Zone Classification from B-Business District to P-F Public Facilities District is to reflect the actual use of the parcel for government functions. Additionally, approval of this change is needed to allow revision the Official Zoning Map currently being updated as a part of the GMF Comprehensive Plan.

The entire parcel (tax Schedule 8308101100) is owned by the Town of Green Mountain Falls and is used as the site for the existing new Town Hall facility.

Property owners of adjoining parcels may appear in person at the Planning Commission hearing or, if unable to attend, submit a statement further expressing his or her opinions and comments of the petition.

Additional information may be obtained from the Town Clerk at Town hall or by phone at 684-9414.

An additional Public Hearing will also be held before the Town Board of Trustees at a regular Board meeting.

DRAFT As of 17 Feb 2017

(GMF Letterhead)

GMF ZONING PETITION FORM
REZONING THE GMF TOWN HALL PARCEL FROM B to P-F

The purpose of this form is to give property owners of adjoining parcels (within 100 ft) the opportunity to comment on the proposed rezoning of the GMF Town Hall parcel (Schedule 8308101100)

Check One:

☐ In favor of Rezoning from B-Business to P-F Public Facilities

Comments: _____

☐ Not in favor of Rezoning from B-Business to P-F Public Facilities

Comments: _____

Address of the Adjoining Property

Signature of Property Owner

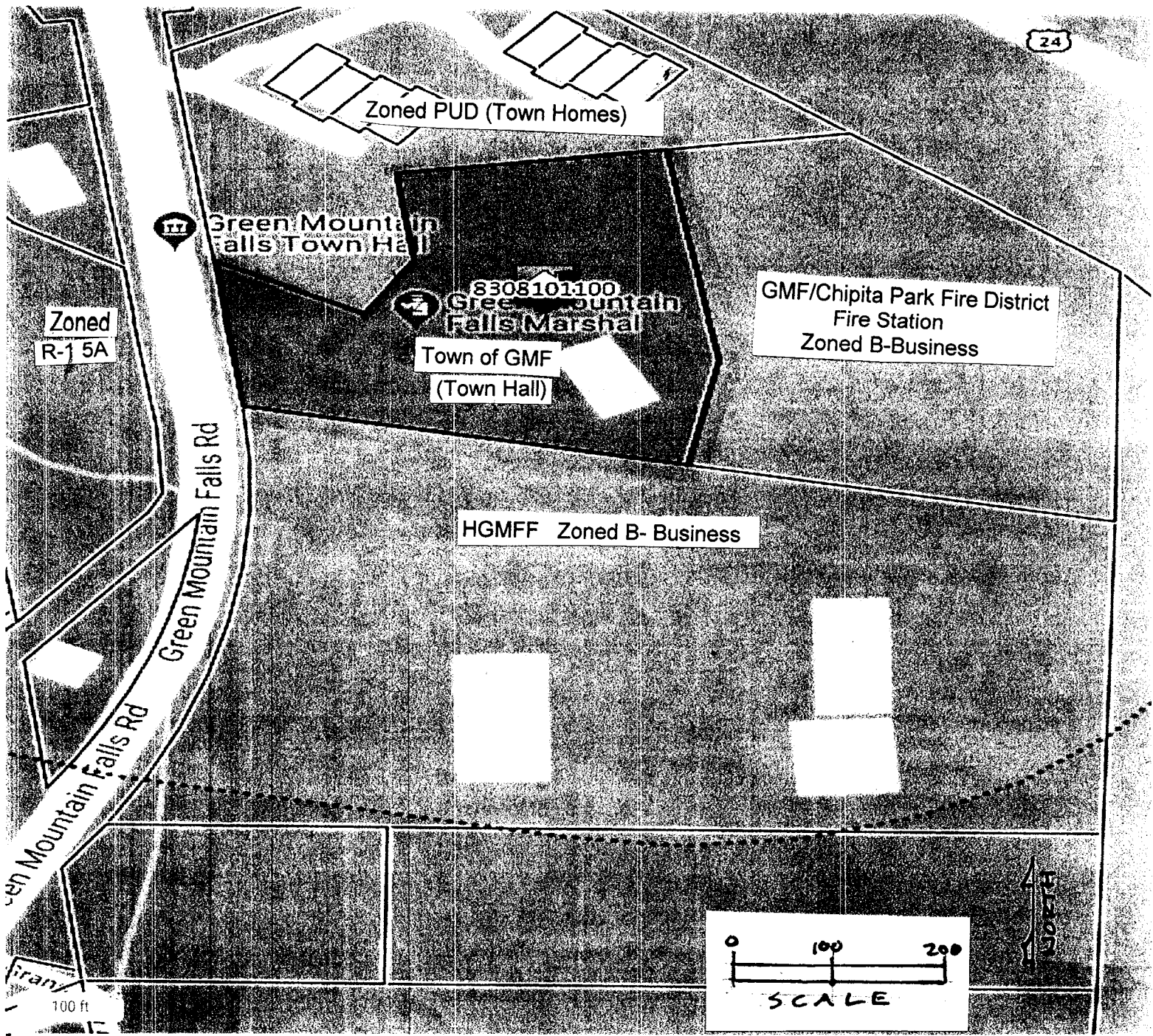
date

Printed Name of Property Owner

E-Mail Address

Phone Number

Please submit to Town Clerk before Mar 12



REZONE TOWN HALL PARCEL

Rezone From B- Business to PF-Public Facilities

9 FEB 2019

DRAFT- As of 30 Jan 2017

GMF PLANNING COMMISSION (PC)

FREQUENTLY ASKED QUESTION

QUESTIONS for GMF PC

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

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

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

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

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

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

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

QUESTIONS FOR REGIONAL BUILDING DEPARTMENT (RBD)

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

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

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

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

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

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

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

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

GMF does not issue Building Permits. RBD does.

DRAFT as of 30 Jan 2019

Town of Green Mountain Falls

Planning Commission Checklist for Plan Reviews

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

SUBMITTALS TO TOWN CLERK

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

MASTER PLAN AND POLICY COMPLIANCE 16-201 et al

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

SITE PLAN

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

ZONING COMPLIANCE

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

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

CONSTRUCTION DRAWINGS

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

OTHER

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

DRAFT As of 30 Jan 2019

(GMF letterhead)

REQUEST FOR PLANNING COMMISSION REVIEW

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

Requesting Landowner's Name _____

Address _____

E-MAIL _____

Phone _____ Cell _____

Project Location (GMF Street Address) _____

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

Submit with this Request:

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

Application form for Fence Permit- if applicable). *

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

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

Payment for Fence Permit (\$50)

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

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

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

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



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

Town of Green Mountain Falls

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

2019 APPLICATION –PLAN REVIEW

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

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

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

APPLICANT/LAND OWNER: _____

MAILING ADDRESS: _____

PHONE NUMBER: _____ EMAIL ADDRESS: _____

SITE ADDRESS OR PARCEL NUMBER: _____

DATE WORK IS TO BE STARTED: _____ COMPLETED: _____

BRIEF PROJECT DESCRIPTION: _____

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

SIGNATURE

TITLE

Date

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

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

For office use:

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

Payment Type: _____

Independent Engineering Review Date (if applicable) : _____

Planning Commission Action/Date (attach minutes) : _____

BOT Approval Date (if applicable): _____