



## **SPECIAL MEETING AGENDA**

**Planning Commission**  
**Tuesday, July 28, 2020**  
**6:30 p.m. \*Zoom Virtual Meeting**

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**1. CALL TO ORDER**

**2. ADDITIONS, DELETIONS, & CORRECTIONS TO THE AGENDA**

**3. MINUTES**

- a. Minutes of the June 9, 2020 Regularly Scheduled Meeting

**4. PUBLIC COMMENT**

- a. Members of the Public May Address Items Not Germane to the Agenda

**5. NEW BUSINESS**

- a. PR2020-10 Single Family Home – Plan Review for 800 SF Residential Construction at 13105 Iona Trail. Michael Cantrell, Rustic Mountain Builders on Behalf of Cheri Graham, Owner
- b. GR2020-01 Single Family Home and Driveway – Grading Permit with Erosion Control Plan for 800 SF Residential Construction and Driveway Access at 13105 Iona Trail. Michael Cantrell, Rustic Mountain Builders on Behalf of Cheri Graham, Owner
- c. PR2020-11 Deck Replacement – Plan Review for Existing Deck Repairs and Replacement at 10775 Denver Street. Beth Knox Gomez, Owner.
- d. PR2020-12 Deck Replacement - Plan Review for Replacing 200 SF Deck at 6880 Denver Avenue. Quentin M. Trumble, Aletheia Building Co., LLC, on Behalf of Rick and Debra Brewster, Owners.
- e. Election of Officers- Vice Chair

**6. UNFINISHED BUSINESS**

**7. OTHER BUSINESS**

- a. [Plan GMF 2019 Comprehensive Plan](#) Implementation – Presentation and Discussion. Commissioner Rocco Blasi
- b. [Green Mountain Falls Ordinance 2020-03](#) Amending Chapter 2– Discussion. Commissioner Rocco Blasi

**8. ADJOURNMENT**

\*Participants can join by using the following Zoom Meeting link and phone number:

[Meeting Link](#)

Meeting ID: 834 7944 0754

Passcode: 626264

Meeting Phone: +1 346 248 7799



**MEETING MINUTES**  
**Planning Commission**  
**June 9, 2020**  
**6:30 p.m. Zoom Virtual Meeting**

Commissioners Present: Dick Bratton, Rocco Blasi, Paul Yingling; Mayor Jane Newberry

Commissioners Absent: N/A

Board of Trustees Liaison and Recorder: Katharine Guthrie

GMF Staff: Julia Simmons

Agenda Item	Motion/Discussion	M/S	Vote			
			RB	DB	JN	PY
1. CALL TO ORDER	Chair Bratton called the meeting to order at 6:33 pm					
2. ADDITIONS, DELETIONS, & CORRECTIONS TO THE AGENDA	Move to accept the agenda with the addition to the agenda discussion of Ordinance 2020-02 as Item 7b. Motion carries. All aye.	DB/PY	aye	aye		aye
3a. May 26, 2020	Move to accept the minutes as submitted. Motion carries. All aye.	RB/PY	aye	aye		aye
4. PUBLIC COMMENT	No members of the public asked to be recognized for public comment					
5. UNFINISHED BUSINESS						
6. NEW BUSINESS						
6a. PR2020-07 SFH Addition and New Deck – Plan Review for Single-Family Home Addition and New Deck at 11145 Hondo Avenue. Kimber Janney of Kiva Construction, Applicant, on Behalf of David Douglas and Lamar Matthews, Owners.	Move to approve PR2020-07 SFH Addition and New Deck at 11145 Hondo Avenue on the condition that all appropriate GMF business licenses are obtained. Motion carries. All aye.	PY/RB	aye	aye		aye
6b. PR2020-08 SFH Addition – Plan Review for Single-Family Home Addition at 10775 Mountain Avenue. Ian Willis and Carolyn Lucchetta, Owners.	Move to approve PR2020-08 SFH – Addition at 10775 Mountain Avenue with the condition that all appropriate GMF business licenses are obtained. Motion carries. All aye.	RB/PY	aye	aye		aye
6c. PR2020-09 Accessory Structure Rehabilitation – Plan Review of Improvements to Existing Garage at 6992 Colorado Street. Cara M. Bennett and Timothy L. McPherson, Owners.	Move to approve PR2020-09 SFH – Accessory Structure Rehabilitation – Plan Review of Improvements to Existing Garage at 6992 Colorado Street on the condition that all appropriate GMF business licenses are obtained.	RB/PY	aye	aye		aye

	Motion carries. All aye.					
7. OTHER BUSINESS						
7a. Planning Commission Vacancies – Volunteer Interviews for Permanent and Alternate Members - Discussion and Recommendation to Board of Directors on the Following Applications: Todd Dixon, Nancy Entenza, Sean Ives, Adam Peters, Donald Vsetecka	Move to recommend the appointment of two permanent Planning Commission members: Todd Dixon and Sean Ives. Motion carries. All aye. Chair recommended deferring any discussion of alternates until they are included in an ordinance.	RB/PY	aye	aye		aye
7b. Discussion of Ordinance 2020-02 Concerning Boards, Committees and Commissions	Commissioners will forward individual comments to the Town Manager for inclusion in the Board packet.					
		PY/RB				
Chair requested a motion to adjourn.	Move to adjourn.					
8. ADJOURNMENT	Chair Bratton adjourned the meeting at 8:01 pm					



To: Planning Commission  
From: GMF Land Use & Planning  
Date: July 25, 2020  
Re: Plan Review PR2020-10, SFH Construction, 13105 Iona Trail

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### **Background**

The Applicant is requesting the Planning Commission's consideration for the construction of a new 800 SF residential structure. The builder has been working with Town Staff for a year on designs for a Code-compliant structure. Staff received Land Use Approval Applications for Plan Review, Grading and Erosion Control, and a Driveway with all fees on July 15, 2020. This scope of review on this agenda item is limited to the residential structure. The driveway permit, grading, and erosion control is included in a separate agenda item.

### **Discussion**

#### **Sec. 16-306. - R-1 10,000 Single-Family Residential District.**

The electronic file maintained by Town Hall, *Official Town Zoning Map 2007*, and the El Paso County Assessor's Office show the 12,258 SF lot is zoned R-1 10,000 Single-Family Residential.

The R-1 10,000 Zoning designation's intent is two-fold: *(1) Encourage the development and continued use of the existing and/or surrounding residential uses without inducing undue hazards to public health or safety; and (2) Prohibit any uses which would substantially interfere with the use and enjoyment of existing and/or future residential use within the Town.* The permitted principal use is single-family dwellings.

Development requirements:

- (1) Minimum lot area: ten thousand (10,000) square feet.*
- (2) Minimum frontage: one hundred (100) feet.*
- (3) Minimum lot width: one hundred (100) feet at front building setback line.*
- (4) Setback requirements:*
  - a. front, fifteen (15) feet*
  - b. side, ten (10) feet*
  - c. rear, ten (10) feet*

Site plan sheet P-1 shows the footprint of the two-bedroom, one-bathroom home in relation to the lot setbacks and area, which meet the minimum Zoning Code requirements.

In the development requirements §16-306 (d)(f): *Off-street parking: refer to Section 16-604.* However, §16-604, does not exist in current code and may have been deleted during one of the many piecemeal amendments since the mid-90s. However, §16-601 – §16-603 focuses on



parking regulation as it pertains to the development of accessory buildings, home occupation, and off-street parking. Whether the Code requires all construction in R-1 10,000 to create off-street parking by building an accessory structure isn't clearly written; given the err in reference and the language in §16-603(a)(1), Staff is maintaining that off-street parking is a consideration, but creating a garage on a small lot seems contrary to the character of small rural lots

*Off-street parking spaces shall be required as an accessory use for all uses in all zone districts in the Town. The required number of parking spaces shall be provided before development of the use; upon alteration or modification of a particular use, such as by the addition of beds, classrooms, employees, seats, square footage, students or units, the parking spaces provided shall be changed accordingly.*

#### **Sec. 16-705. - Building permits; architectural review**

The purpose and intent [§16-705(a)] of this section, which serves as the focus for the Commission's review, lists policy language that encourages, promotes, and improves, giving the Commission little guidance for making defensible decisions.

Furthermore, §16-705(b), design review policies, are again, merely policy suggestions encouraging compatibility and harmony: *there are two (2) areas of policy in which the Planning Commission directs its review. The guidelines for each of these policy areas are intended to provide general direction to an applicant coming before the Planning Commission.* The only specific direction is given in §16-705(c)(1)a-c, which defines acceptable materials:

- a. *The use of natural materials (wood and stone) for the exterior surfaces of all buildings and other structures is encouraged. Corrugated metal, plastic and fiberglass are prohibited.*
- b. *Vinyl and aluminum siding that meet the requirements of the Uniform Building Code are allowed, provided that the installation results in a uniform appearance absent of buckling and drooping.*
- c. *Exterior nontextured concrete block and concrete walls (nontextured) must be covered with a veneer, stucco or other surfacing. Paint is not an acceptable cover.*
- d. *All roof surfaces shall meet the requirements of the Uniform Building Code. Corrugated metal, plastic and fiberglass are not permitted. Class A roof coverings are recommended for fire resistance. Color selection to be approved prior to permit issuance.*

Section 16-705(d)- Procedure, directs the advisory body to review all proposed plans for character in harmony with the neighborhood, but nevertheless restricts its consideration to health and welfare of the community:

*Before approving any new residential, business, commercial, public or semi-public principal building and its accessory uses and structures, the Planning Commission shall find that the character of the proposed construction is in harmony with the established exterior architectural appeal of structures already located in the neighborhood and with approved public plans for the surrounding area so that existing and future land values within the Town will not be depreciated. The Planning Commission shall restrict its consideration in each case to the effect of the proposed construction on the health, safety, morals, and general welfare of the Town, keeping particularly in mind the unique characteristics of certain existing structures in the Town and that the prosperity of the entire Town is involved in the preservation of established sections of the Town.*

Section §16-705(d)(2) gives *the following specific criteria* to be considered, but does not make an attempt to quantify nor qualify standards:

- a. Architectural compatibility;*
- b. Bulk of the proposed building or structure in relation to surrounding buildings and land;*
- c. Vehicular access and parking;*
- d. Pedestrian access; and*
- e. Relation to existing and future open space.*

All this is to say that without design standards nor meaningful guidance beyond setbacks, Staff concludes the development plans meet the intent of §16-705, architectural review.

#### **§16-312. - HO Hillside Overlay Zone**

The subject property would have been a on Scott Avenue, which is a platted ROW that was never improved; the address was most-logically determined to be on Iona Trail. The vacant lot is in the designated hillside overlay, per the *2007 Official Town Zoning Map*. The description and purpose: *to specify conditions for any type of development in areas where, due to topography, disturbance of the natural environment or for other reasons, problems are created which are detrimental to the public health, safety and welfare. It is the intent of these regulations to prevent physical damage to public and private property and to aid in the preservation of the natural heritage of the Town.*

The subject lot is a unique size and shape with hills and drainage making development a challenge with respect to run-off and erosion. As such, the property owner and general contractor gave considerable thought to creating appropriate siting and size while consulting a professional engineer for grading and erosion management. The 800-SF residential structure is sited on a relatively flat area with access off Iona down a driveway that will be graded to a 1% slope, toward the proposed home and 4% grade away from the structure. A grading and erosion control plan were submitted. The requirements of slope and suitability for Hillside Overlay Zone §16-714 will be confirmed by an engineer, hired by GMF staff at a cost to the Applicant. Third party engineering will review the site plan drawings, erosion control plan, and grading plan to confirm the requirements in GMF Zoning Code are met and that potential issues involving downslope private property and public ROW are mitigated.

Typically, the Public Works Director would review new construction to comment on grading, trenching, and staging. In the absence of that position, the third party on-call engineer will comment for best practices and how heavy equipment will be mobilized and staged to minimize any damage to public roads and ingress/egress at the site. Preventative and corrective measures will need to be addressed by the Applicant; any damage to ROW shown to be a result of heavy equipment must be remediated by the Applicant and sub-contractors.

#### **Conclusion**

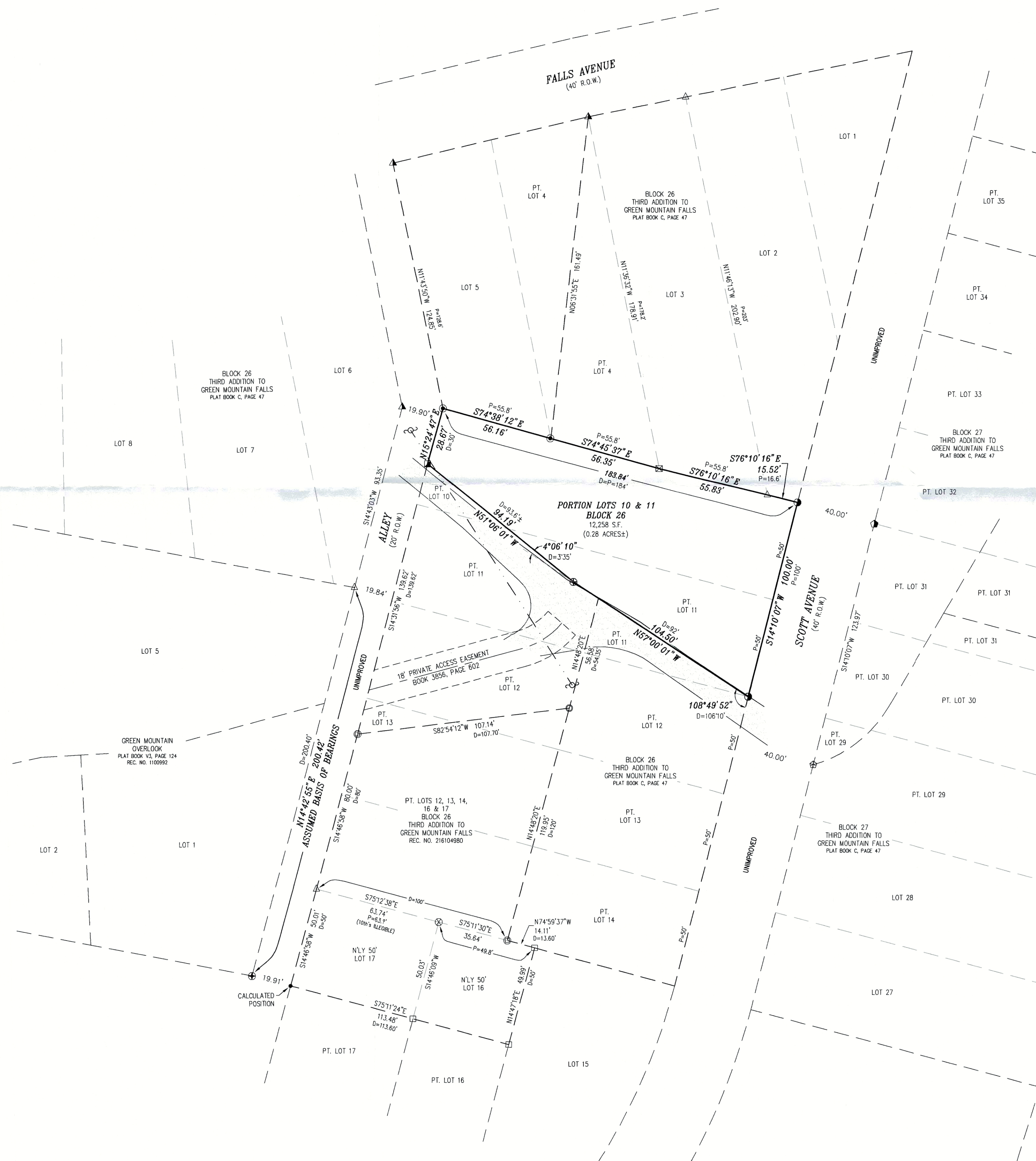
Staff has reviewed the site plans and recommends Plan Review approval of the 800 SF single family residence at 10330 Iona Trail with the following conditions:

1. Third party on-call engineering review of the site plan for erosion control compliance, the cost of which will be passed-through to the Applicant;
2. The builder and all sub-contractors must show proof of current GMF business license



# LAND SURVEY PLAT

## PORTIONS OF LOTS 10 & 11, BLOCK 26, THIRD ADDITION TO GREEN MOUNTAIN FALLS LOCATED IN THE NW1/4 OF SECTION 8, T. 13 S., R. 68 W. OF THE 6th P.M. TOWN OF GREEN MOUNTAIN FALLS, EL PASO COUNTY, COLORADO



### LEGEND:

- SET 5/8" REBAR AND ORANGE CAP STAMPED "RAMPART PLS 38560"
- FOUND 1/2" REBAR (NO CAP)
- FOUND 1/2" REBAR (NO CAP) IN 12" O.D. CONCRETE CYLINDER
- FOUND 3/4" REBAR (NO CAP)
- ⊠ FOUND 5/8" O.D. IRON PIPE
- ▲ FOUND 7/8" O.D. IRON PIPE
- FOUND 7/8" O.D. IRON PIPE IN 12" O.D. CONCRETE CYLINDER
- △ FOUND 1" O.D. IRON PIPE
- ⊗ FOUND 1-1/8" O.D. IRON PIPE
- ⊕ FOUND CARRIAGE BOLT (12" BELOW GRADE)
- ⊕ FOUND REBAR AND YELLOW CAP STAMPED "ML MARCH PLS 15672"
- ⊕ FOUND REBAR AND YELLOW CAP STAMPED "LS 12043"
- ⊕ FOUND REBAR AND YELLOW CAP STAMPED "LS 18235"
- ⊕ FOUND REBAR AND YELLOW CAP STAMPED "W.K. CLARK PLS 4842"
- ⊕ FOUND REBAR AND 1-1/2" ALUMINUM CAP STAMPED "JERRY DOLPH LS 5199"
- POWER/UTILITY POLE
- OVERHEAD UTILITY LINE
- ▬ GRAVEL DRIVING SURFACE

### LEGAL DESCRIPTION:

AS DESCRIBED IN WARRANTY DEED RECORDED IN BOOK 6764 AT PAGE 1221 UNDER RECEPTION NO. 095123157 OF THE RECORDS OF THE EL PASO COUNTY CLERK AND RECORDER (AREA OF CONCERN NO. 1):  
PART OF LOTS 10 AND 11 IN BLOCK 26 IN THE THIRD ADDITION TO GREEN MOUNTAIN FALLS AS FOLLOWS:  
BEGINNING AT THE NORTHWESTERLY CORNER OF LOT 10 RUNNING EASTERLY ON THE NORTH LINE 184 FEET TO THE NORTHEASTERLY CORNER THEREOF, THENCE SOUTHERLY ON THE EASTERLY LINE OF LOTS 10 AND 11 TO THE SOUTHEAST CORNER OF LOT 11 ANGLE RIGHT 106 DEGREES 10 MINUTES 92 FEET, THENCE ANGLE RIGHT 3 DEGREES 35 MINUTES 93.6 FEET MORE OR LESS TO A POINT ON THE WESTERLY LINE OF LOT 10 WHICH IS 30 FEET SOUTHERLY FROM THE NORTHWEST CORNER OF LOT 10, THENCE NORTHERLY ON THE WEST LINE OF SAID LOT, 30 FEET TO THE POINT OF BEGINNING, COUNTY OF EL PASO, STATE OF COLORADO.  
LOCATED IN THE NORTHWEST ONE-QUARTER (NW1/4) OF SECTION 8, TOWNSHIP 13 SOUTH, RANGE 68 WEST OF THE 6th P.M., TOWN OF GREEN MOUNTAIN FALLS, EL PASO COUNTY, COLORADO.  
SAID PARCEL CONTAINS 12,258 SQUARE FEET (0.28 ACRES) OF LAND, MORE OR LESS.

### NOTES:

- 1.) ALL BEARINGS USED HEREIN ARE BASED UPON AN ASSUMED BEARING OF N14°42'55"E, A DISTANCE OF 200.42 FEET (200.40 FEET PER THE PLAT OF GREEN MOUNTAIN OVERLOOK, AS RECORDED IN PLAT BOOK V3 AT PAGE 124 UNDER RECEPTION NO. 1100992 OF THE RECORDS OF THE EL PASO COUNTY CLERK AND RECORDER) BETWEEN THE SOUTHEAST CORNER OF LOT 1 OF SAID GREEN MOUNTAIN OVERLOOK, AS MONUMENTED BY A REBAR AND YELLOW CAP STAMPED "W.K. CLARK PLS 4842" AND THE NORTHEAST CORNER OF LOT 5 OF SAID GREEN MOUNTAIN OVERLOOK, AS MONUMENTED BY A 1" O.D. IRON PIPE.
- 2.) ALL DISTANCES SHOWN BETWEEN EXISTING MONUMENTS REFLECT ACTUAL DIMENSIONS AS MEASURED. IF THE ACTUAL DIMENSION DIFFERS FROM THE DEEDED OR PLATTED DIMENSION, THE DEEDED DIMENSION IS DENOTED WITH A "D=", AND THE PLATTED DIMENSION IS DENOTED WITH A "P=".
- 3.) THIS PLAT DOES NOT CONSTITUTE A TITLE SEARCH BY RAMPART SURVEYS FOR EITHER OWNERSHIP OR EASEMENTS OF RECORD. NO TITLE COMMITMENT OR TITLE INSURANCE POLICY WAS PROVIDED TO RAMPART SURVEYS FOR THIS PURPOSE, AND NO EASEMENTS ARE SHOWN HEREON (EXCEPT FOR THOSE SHOWN ON THE ADJOINER'S DEED).
- 4.) ALL LINEAL UNITS DEPICTED ON THIS LAND SURVEY PLAT ARE U.S. SURVEY FEET.

### AREA OF CONCERN:

- 1.) THE LEGAL DESCRIPTION OF THE SUBJECT PROPERTY AS DESCRIBED IN WARRANTY DEED RECORDED IN BOOK 6764 AT PAGE 1221 OF THE RECORDS OF THE EL PASO COUNTY CLERK AND RECORDER DOES NOT MATHEMATICALLY CLOSE BY 14.5 FEET, THEREFORE CAUSING AN AREA OF CONCERN.

### SURVEYOR'S CERTIFICATION:

I, ERIC SIMONSON, COLORADO PROFESSIONAL LAND SURVEYOR NO. 38560, DO HEREBY CERTIFY THAT THIS LAND SURVEY PLAT IS AN ACCURATE DELINEATION OF THE ABOVE DESCRIBED TRACT BASED ON A SURVEY PERFORMED UNDER MY DIRECT SUPERVISION AND CHECKING.



SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_  
ERIC SIMONSON  
COLORADO P.L.S. NO. 38560  
FOR AND ON BEHALF OF RAMPART SURVEYS, LLC  
P.O. BOX 5101  
WOODLAND PARK, COLORADO 80866  
(719) 687-0920

NOTICE: ACCORDING TO COLORADO LAW YOU MUST COMMENCE ANY LEGAL ACTION BASED UPON ANY DEFECT IN THIS SURVEY WITHIN THREE YEARS AFTER YOU FIRST DISCOVER SUCH DEFECT. IN NO EVENT, MAY ANY ACTION BASED UPON ANY DEFECT IN THIS SURVEY BE COMMENCED MORE THAN TEN YEARS FROM THE DATE OF THE CERTIFICATION SHOWN HEREON.

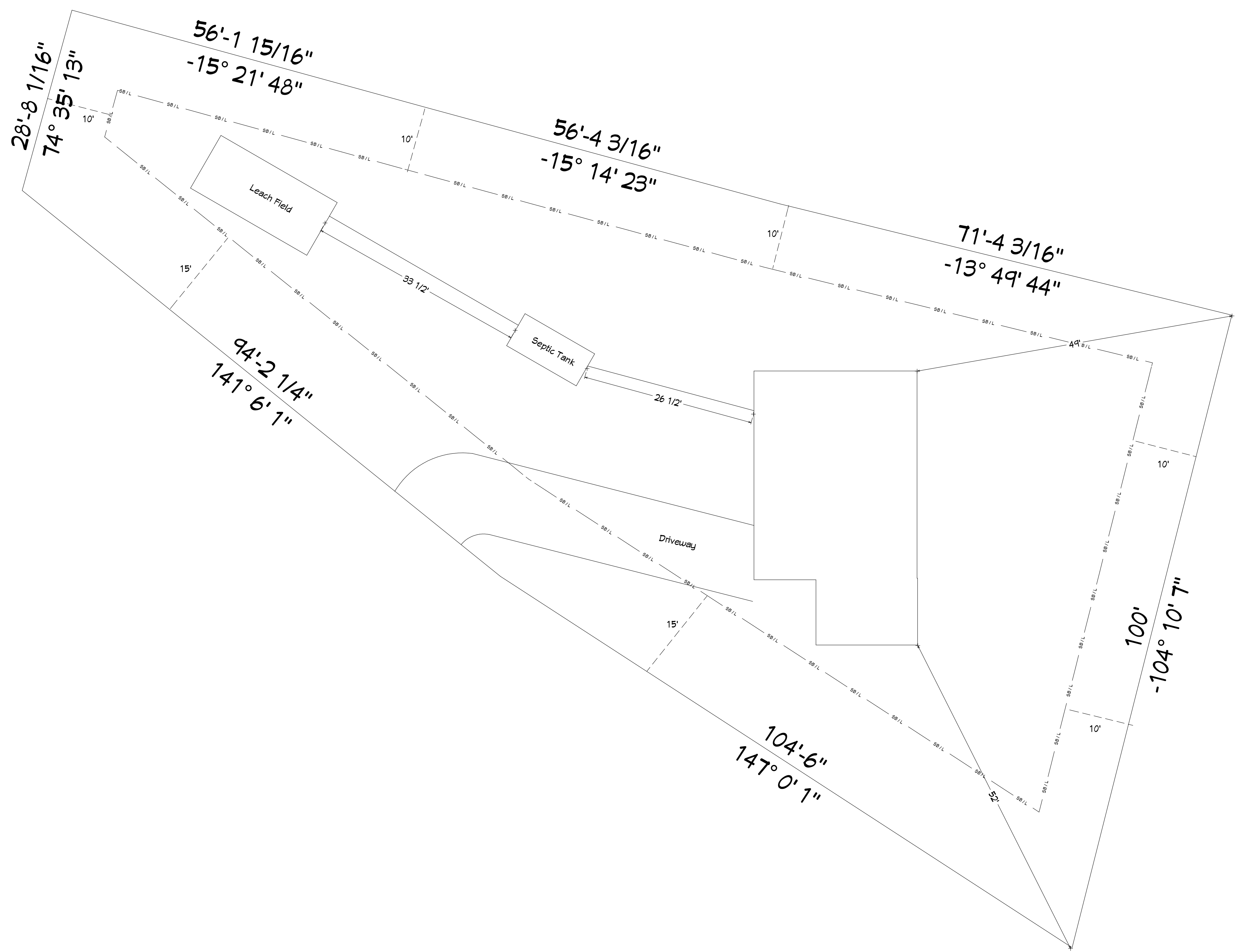
### MONUMENTED LAND SURVEY PLAT DEPOSITING CERTIFICATE:


DEPOSITED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_  
2019, A.D. AT \_\_\_\_\_ O'CLOCK \_\_\_\_\_ M., IN BOOK \_\_\_\_\_ OF LAND  
SURVEY PLATS AT PAGE \_\_\_\_\_ DEPOSIT NUMBER \_\_\_\_\_  
\_\_\_\_\_ OF THE RECORDS OF THE EL PASO COUNTY CLERK AND RECORDER,  
EL PASO COUNTY, COLORADO.

BY: \_\_\_\_\_  
DEPUTY COUNTY CLERK AND RECORDER

LSP - PT. LOTS 10 & 11, BLK 26, THIRD ADD. TO GREEN MOUNTAIN FALLS, LOCATED IN THE NW1/4 SEC. 8, T13S, R68W 6th P.M., GREEN MOUNTAIN FALLS, EL PASO COUNTY, CO		
<b>RAMPART SURVEYS, LLC</b>		
P.O. Box 5101	Woodland Park, CO. 80866	(719) 687-0920
DRAWING: 19227LSP.DWG		PAGE 1 OF 1







REVISION TABLE	
NUMBER	DATE

Site Plan

CUSTOMER INFORMATION:  
Cheri Graham  
13105 Iona Avenue  
Green Mountain Falls, CO 80819

DRAWINGS PROVIDED BY:  
Rustic Mountain Builders  
Michael Cantrell- GC  
719-433-1363

DATE:

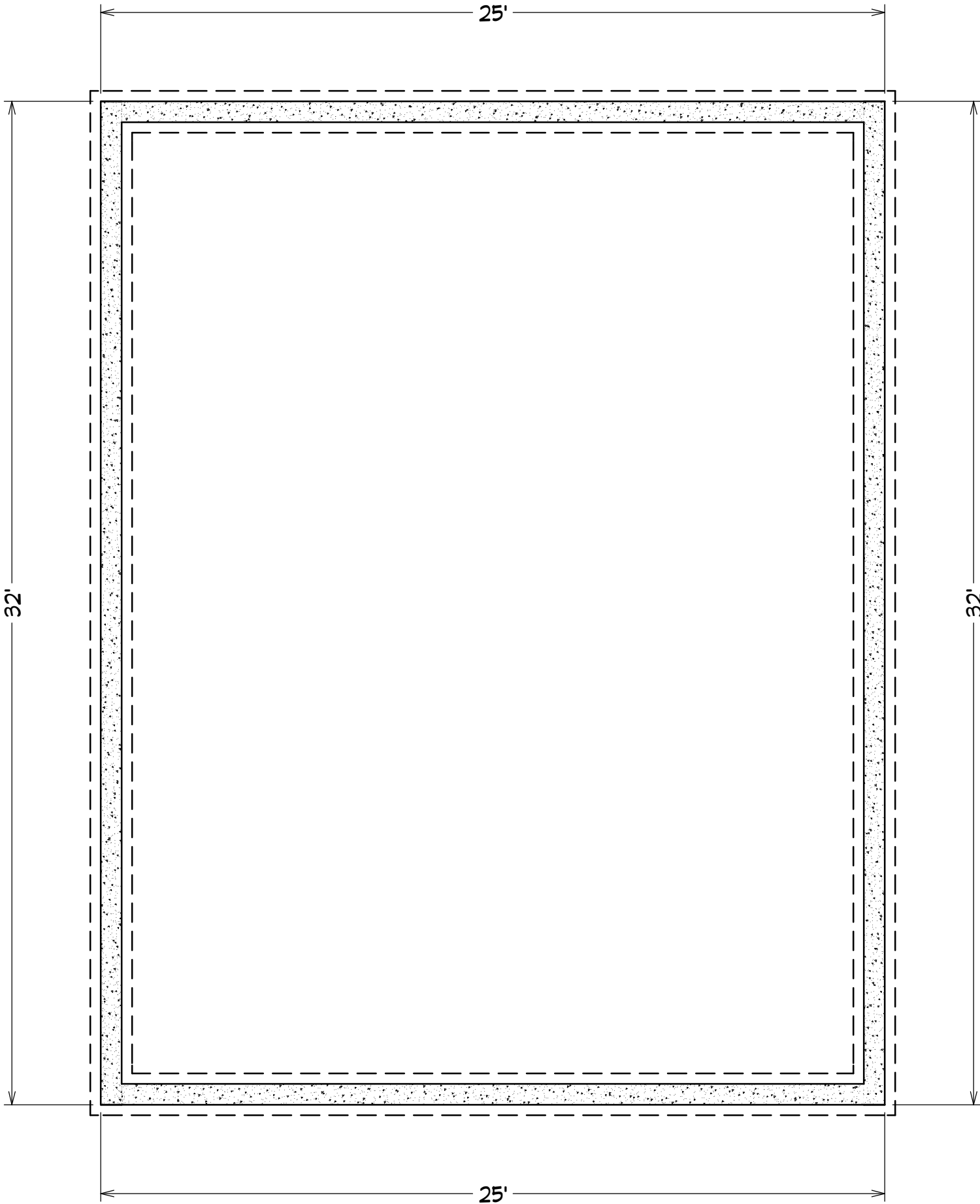
7/10/2020

SCALE:


1/4" = 1ft

SHEET:

P-1



Foundation



REVISION TABLE	
NUMBER	DATE

Foundation Plan

CUSTOMER INFORMATION:

Cheri Graham  
13105 Iona Avenue  
Green Mountain Falls, CO 80819

DRAWINGS PROVIDED BY:

Rustic Mountain Builders  
Michael Cantrell- GC  
719-433-1363

DATE:

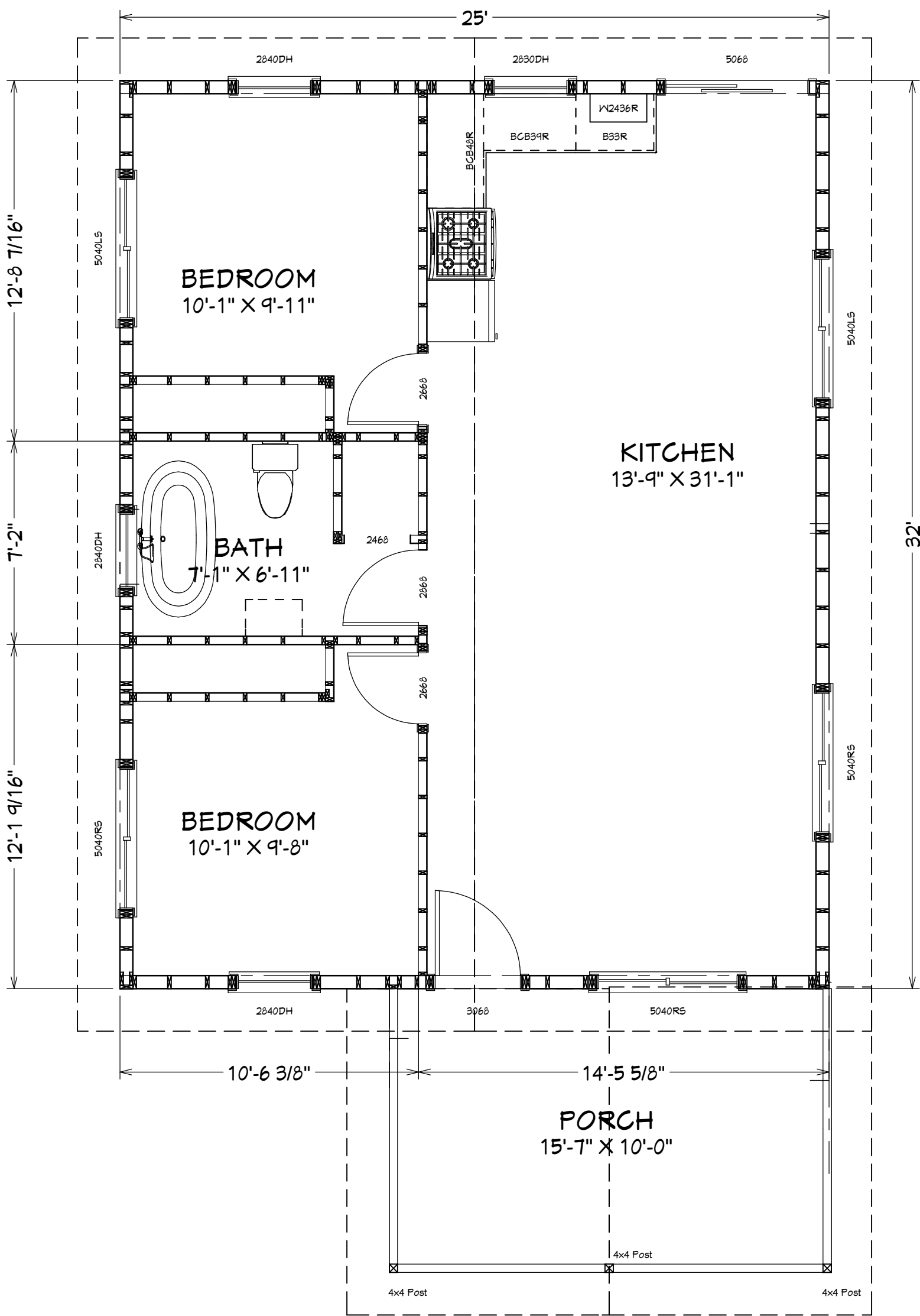
7/10/2020


SCALE:

1/4" = 1ft

SHEET:

F-1





REVISION TABLE	
NUMBER	DATE

Floor Plan

CUSTOMER INFORMATION:

Cheri Graham  
13105 Iona Avenue  
Green Mountain Falls, CO 80819

DRAWINGS PROVIDED BY:

Rustic Mountain Builders  
Michael Cantrell- GC  
719-433-1363

DATE:

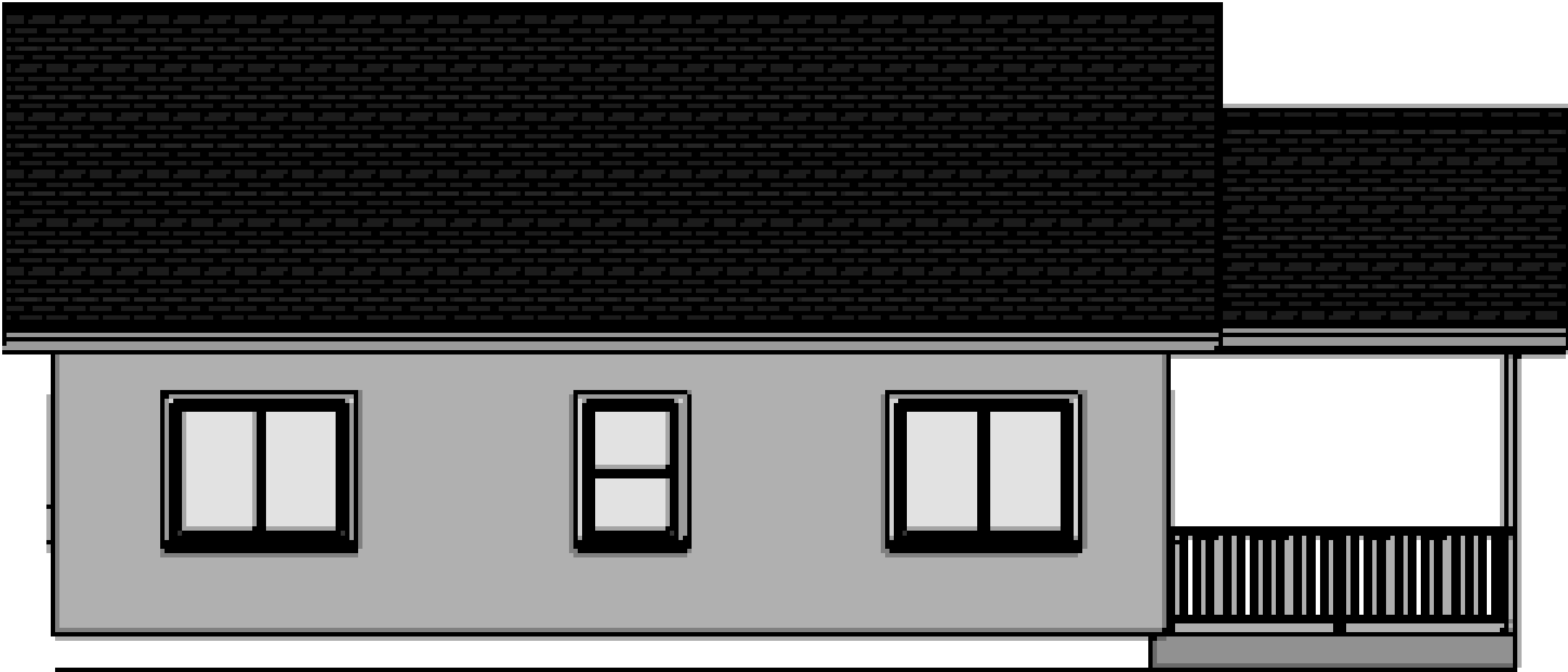
7/10/2020

SCALE:

1/4" = 1ft

SHEET:

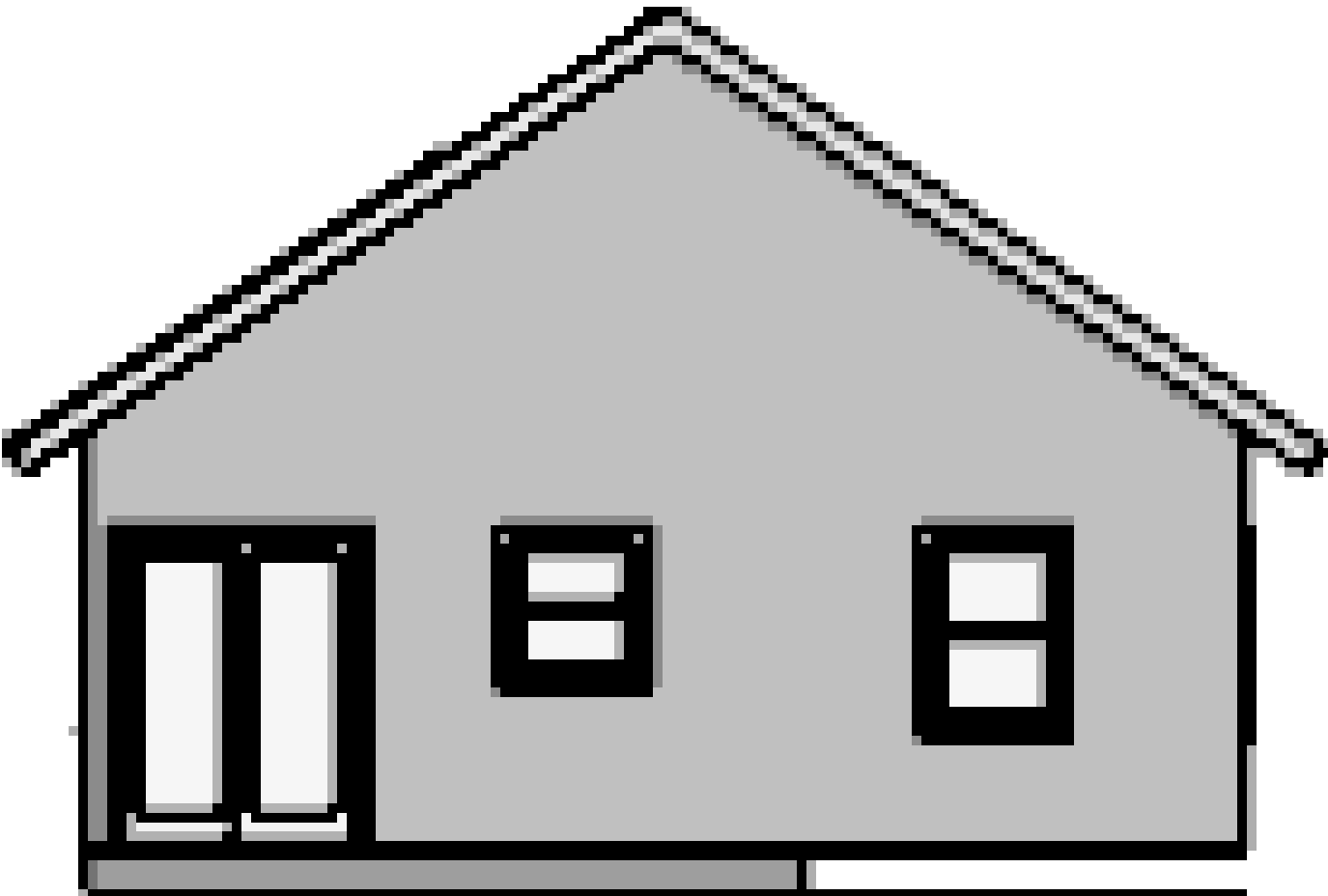
A-1



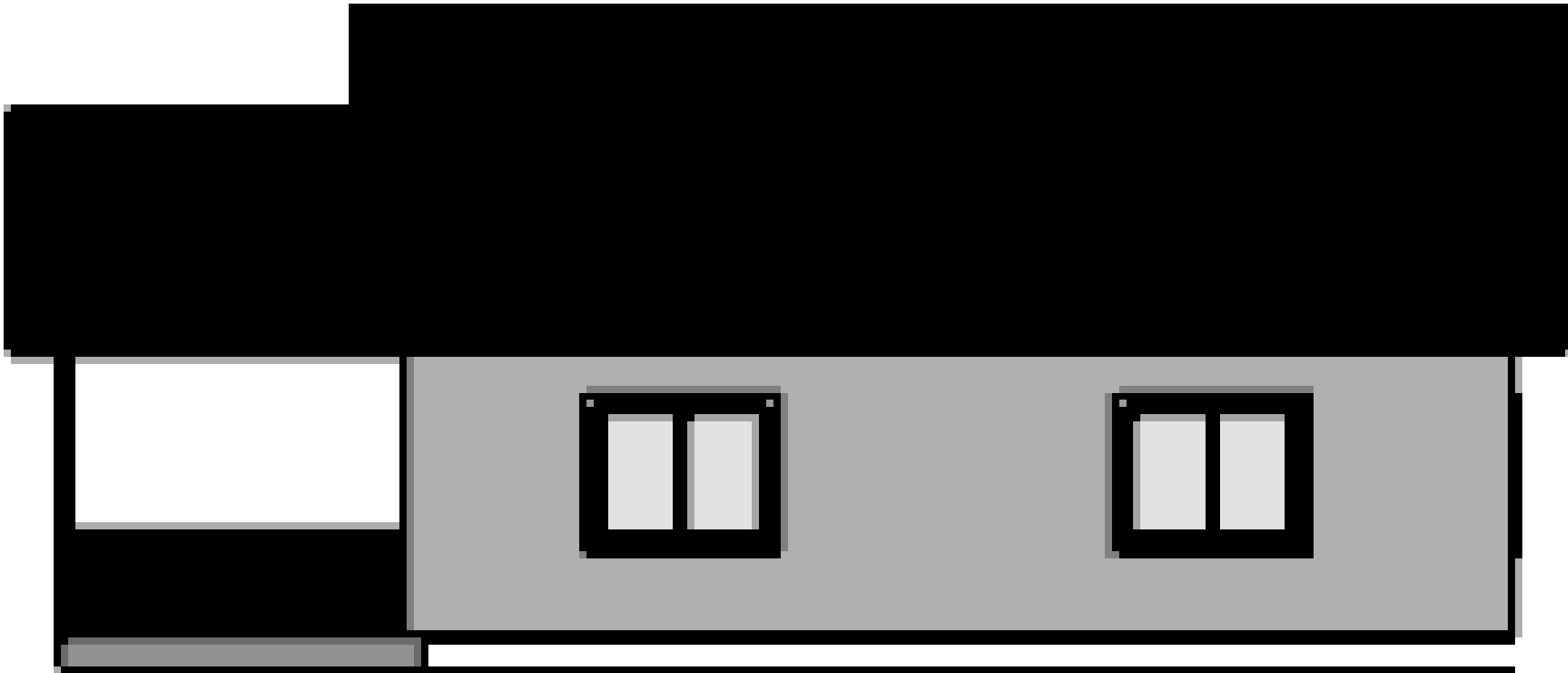
South Elevation


Elevation Notes:

- Siding: LP smart side
- Fascia/trim: Black paint
- Roof: Slate/charcoal tiled metal roof
- Porch: Covered patio with timber accents



North Elevation





REVISION TABLE	
NUMBER	DATE

Elevations

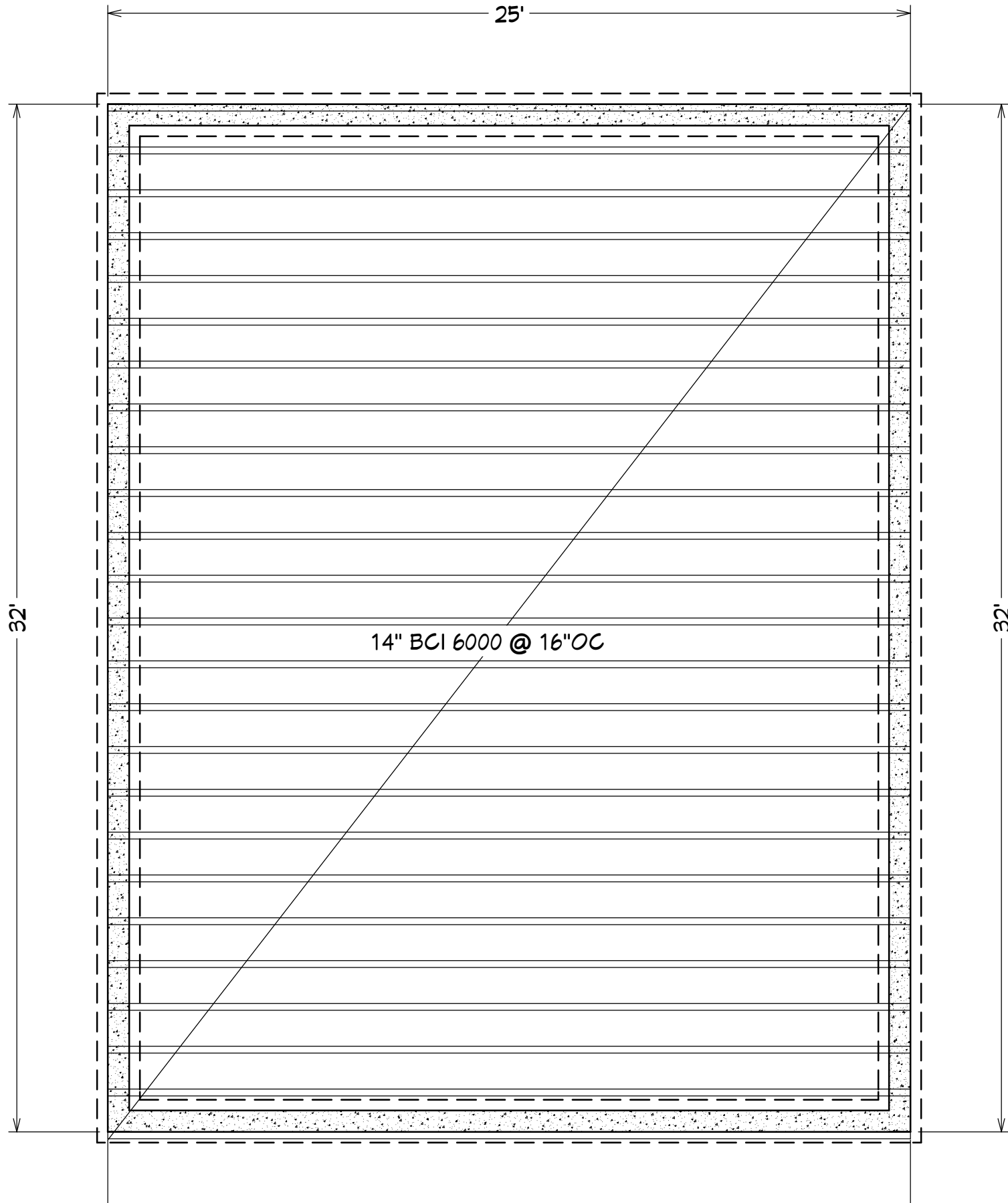
CUSTOMER INFORMATION:  
Cheri Graham  
13105 Iona Avenue  
Green Mountain Falls, CO 80819

DRAWINGS PROVIDED BY:  
Rustic Mountain Builders  
Michael Cantrell- GC  
719-433-1363


DATE:  
7/10/2020

SCALE:  
1/4" = 1ft

SHEET:  
A-2



Floor Framing/BCI Detail



REVISION TABLE	
NUMBER	DATE

Floor Framing Plan

CUSTOMER INFORMATION:

Cheri Graham  
13105 Iona Avenue  
Green Mountain Falls, CO 80819

DRAWINGS PROVIDED BY:

Rustic Mountain Builders  
Michael Cantrell- GC  
719-433-1363

DATE:

7/10/2020

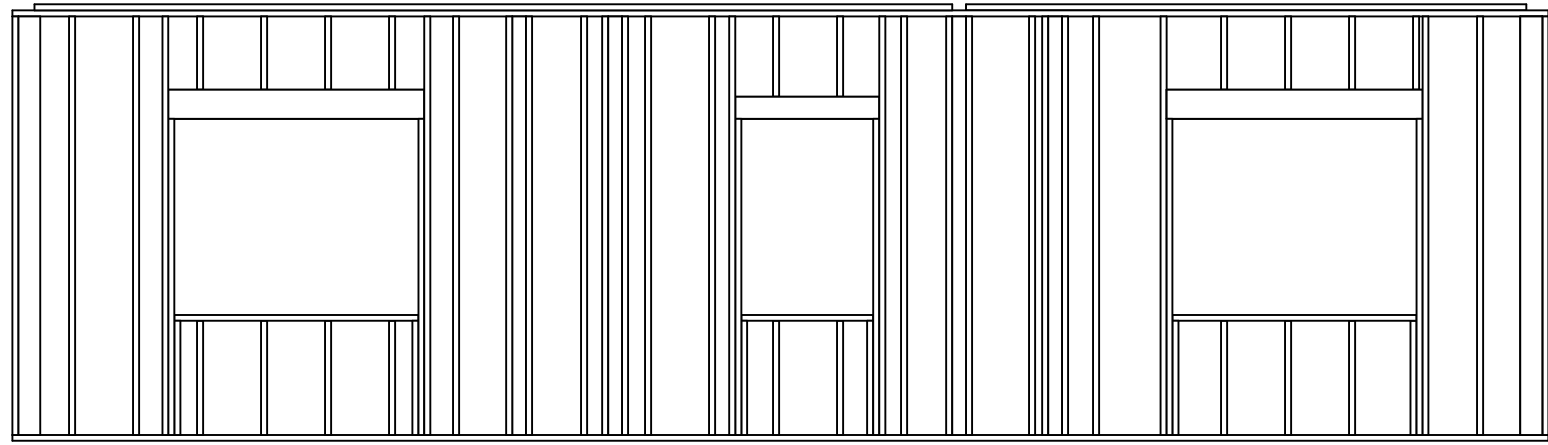
SCALE:

1/4" = 1ft

SHEET:

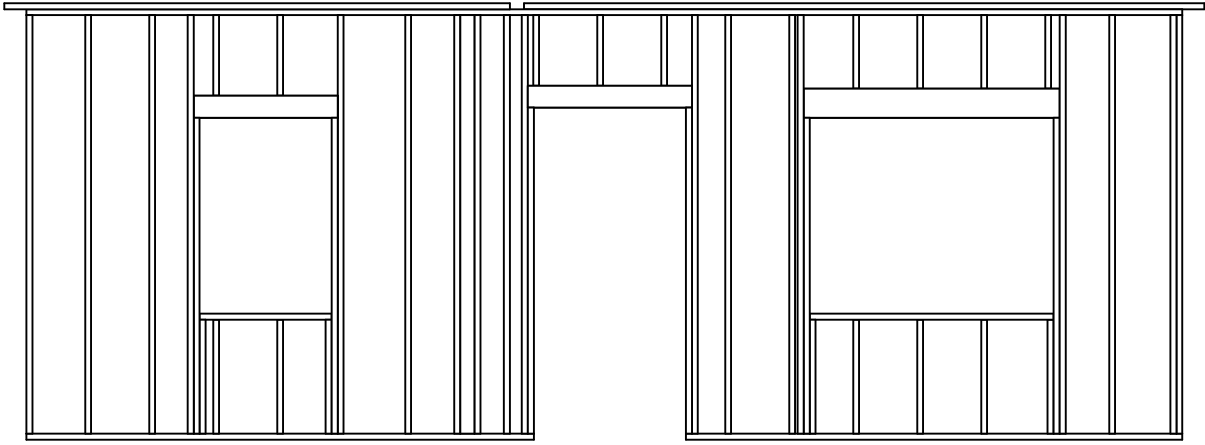
S-1





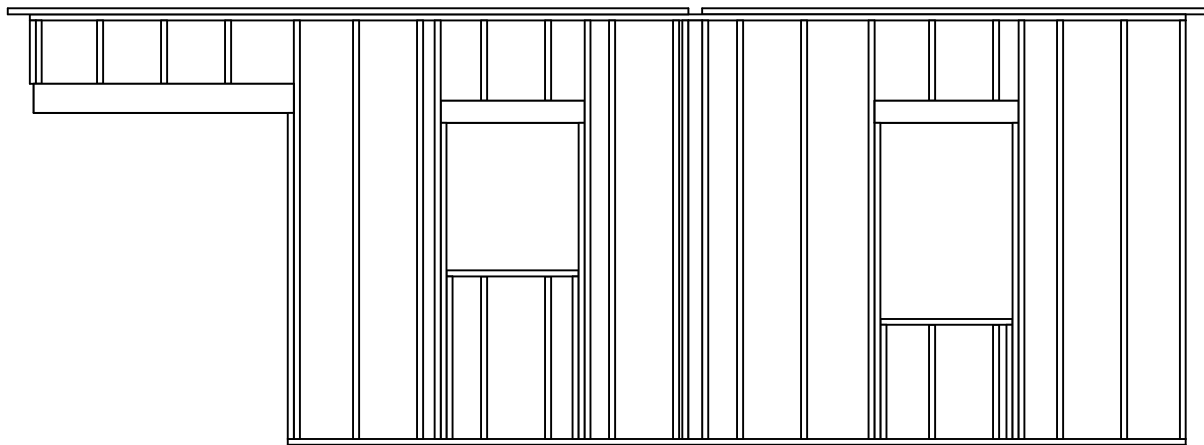
Wall LcFraming - West Wall Outside

West Wall



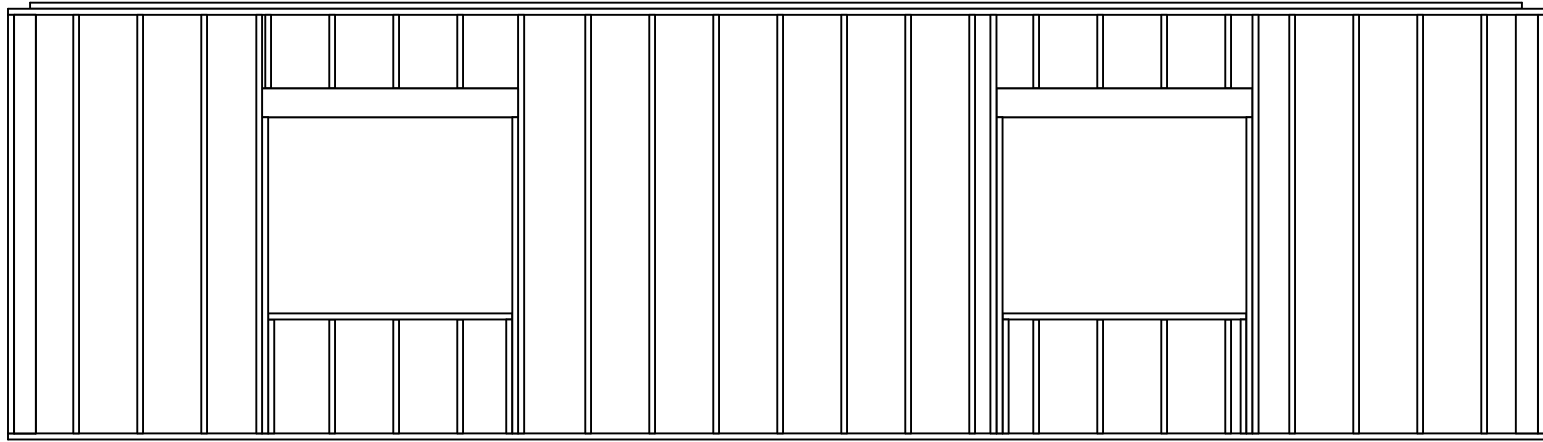
Framing - South Wall - Front of House

South Wall- Front of house



Framing - North Wall- Back of house

North Wall- Back of house



Wall Layer 1 - Viewed From Outside

East Wall



REVISION TABLE		DESCRIPTION
NUMBER	DATE	

Wall Framing Plan

CUSTOMER INFORMATION:  
Cheri Graham  
13105 Iona Avenue  
Green Mountain Falls, CO 80819

DRAWINGS PROVIDED BY:  
Rustic Mountain Builders  
Michael Cantrell- GC  
719-433-1363

DATE:

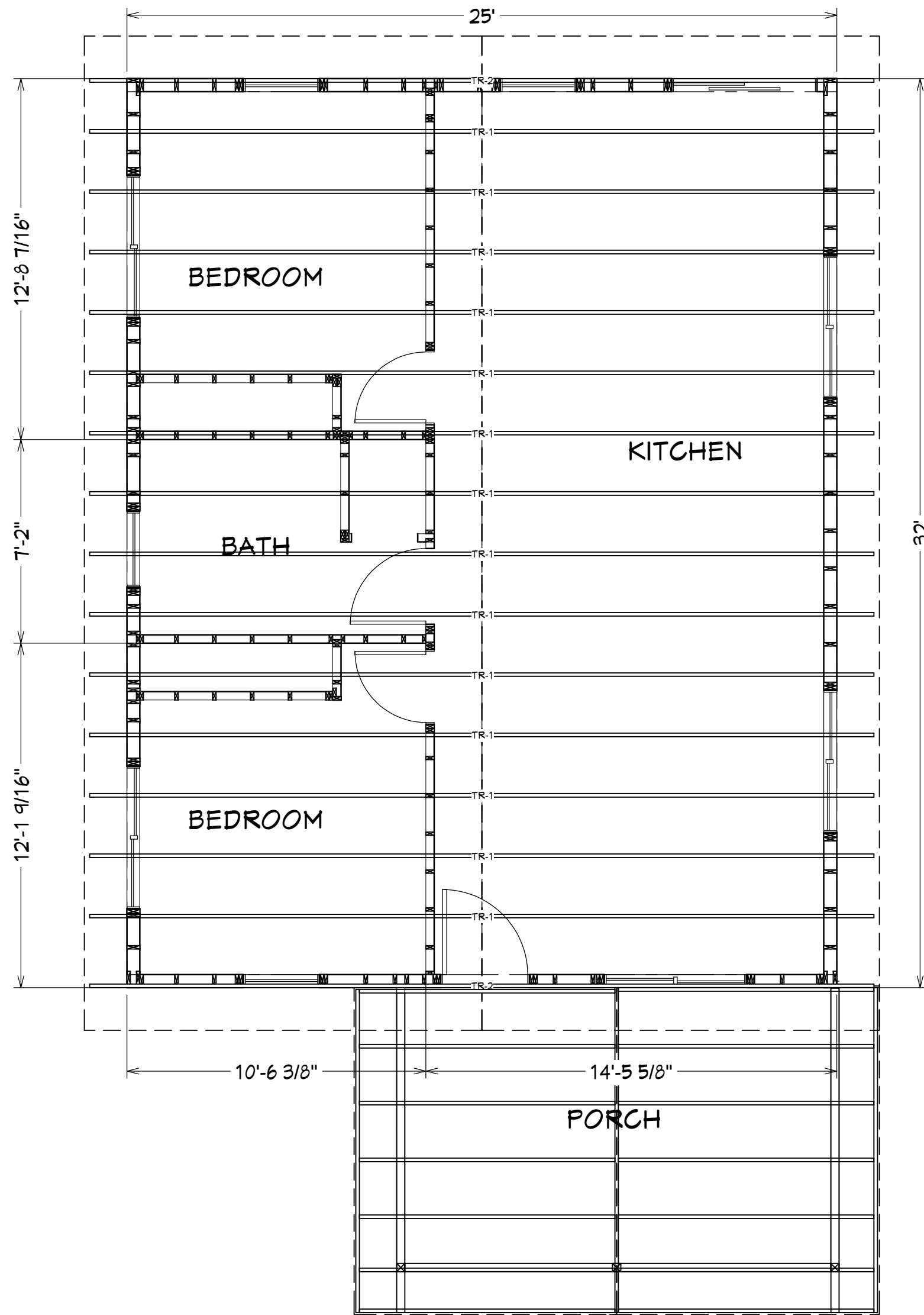
7/10/2020

SCALE:


1/4" = 1ft

SHEET:

S-2



Roof Framing/Truss Detail



REVISION TABLE	
NUMBER	DATE

Roof Framing Plan

CUSTOMER INFORMATION:

Cheri Graham  
13105 Iona Avenue  
Green Mountain Falls, CO 80819

DRAWINGS PROVIDED BY:

Rustic Mountain Builders  
Michael Cantrell- GC  
719-433-1363

DATE:

7/10/2020

SCALE:

1/4" = 1ft

SHEET:

S-3



To: Planning Commission  
From: GMF Land Use & Planning  
Date: July 23, 2020  
Re: Grading Permit GR2020-01 w/ECP; Driveway Permit DR2020-01 at 13105 Iona Trail

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### **Background**

The Applicant is requesting the Planning Commission's recommendation to the Board of Trustees for approval of a Grading and Erosion Control Plan for the construction of a SFH and driveway at 10330 Iona Trail. Town Hall received a Land Use Approval Application, Site Plans, Grading Plan, and Erosion Control Plan with all fees on 15 July 2020.

### **Discussion**

#### **Sec. 17-81 – 17-91 – Grading**

Establishes that grading permits are necessary to protect the health, welfare, and safety of citizens against the potential damage caused by erosion from earth disturbing activities. Procedurally, §17-85(c) states The Planning Commission may approve, disapprove, table, or conditionally approve grading permits. A development detail plan should be submitted to the Planning Commission, the conditions of which are listed in §17-87.

The Planning Commission may issue a grading permit with conditions, per §17-90, which includes hours and season of operation, restrictions on equipment and routes, and other details. Staff believes that the more stringent requirement of an ECP allows the Commission to defer to licenses professional engineers for recommendations on best practices. Inspections can be a requirement and may be prudent to ensure implementation of ECP is consistent from start to finish on the project.

#### **Sec. 17-92. - Erosion control plan.**

An erosion control plan shall be prepared for all land-disturbing activities of three hundred (300) square feet or fifty (50) cubic yards or more, using the grading plan as a base. The Planning Commission considers the erosion control plan and makes a recommendation to the Board of Trustees.

#### **Sec. 17-95 – Security required**

The Commission may require improvement security in several forms, outlined in (a) – (d).

#### **Sec. 17-98 – 17-102 – Driveway Permit**

The Planning Commission reviews driveway permits for approval and may ask for an engineer's written opinion and a current plat of survey when applicable.

Section 17-100 – Development details and regulations:

- (1) All driveways shall be constructed so that they will not interfere with the drainage system of the street.*
- (2) The proposed driveway grades shall be indicated on the driveway plan or site plan. The driveway grade may not exceed fifteen percent (15%) within the public right-of-way and twenty percent (20%) between the right-of-way line and the front building line.*
- (3) If the Planning Commission determines that the installation of a culvert is required at the entrance to the driveway, the minimum size shall be eighteen (18) inches in diameter with flared end sections or concrete headwalls. The minimum length of any culvert shall be five (5) feet greater than the width of the driveway.*
- (4) The following widths are permitted for driveways: single-family, 10-feet minimum.*
- (5) Runoff or sediment from erosion from a lot and driveway must enter approved drainageways, not onto a public street right-of-way. The applicant shall provide the Planning Commission with the methods by which this shall be accomplished.*
- (6) The materials and thickness of the proposed driveway shall be indicated on the plan, and such materials shall be approved by the Planning Commission. The installed materials shall end within three (3) feet of maintained roadway.*
- (7) It shall be the duty of the property owner to provide ongoing maintenance, including that portion of the driveway on a Town right-of-way. The Maintenance Department and/or Planning Commission shall have the option to inspect driveways periodically.*

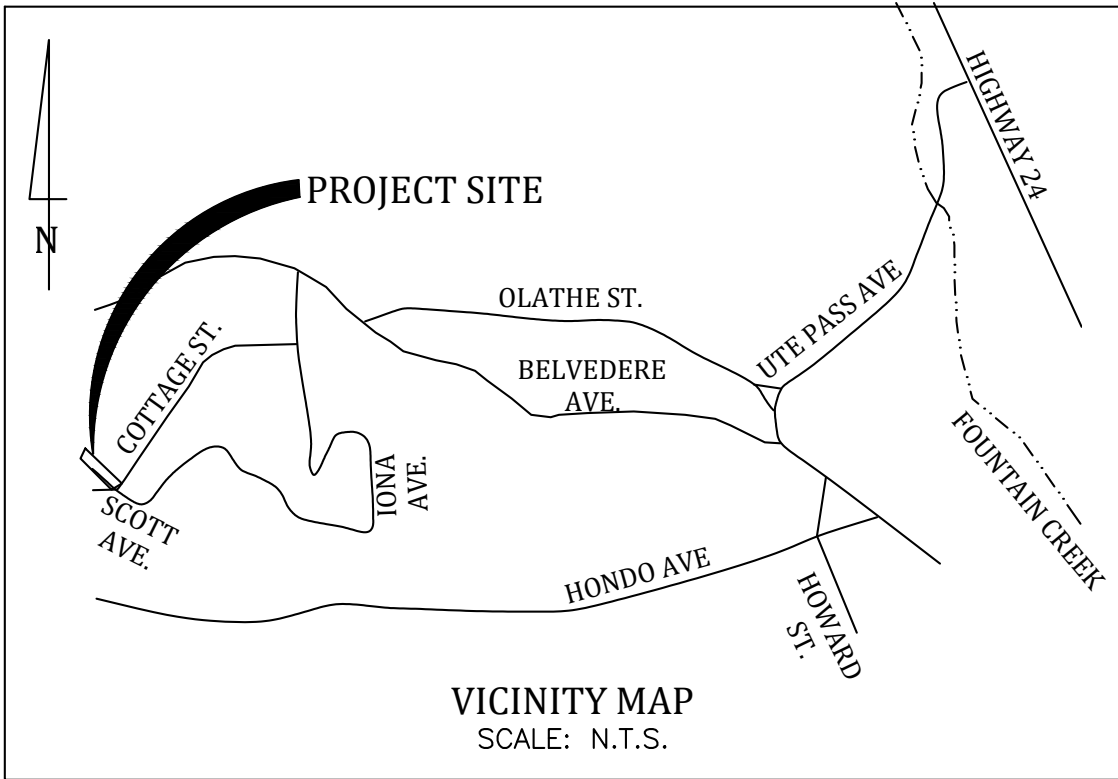
**Conclusion & Staff Recommendation**

Staff has reviewed the Applicant's supplemental materials and recommends approval of grading permit GR2020-01, to include the approval of the driveway permit DR2020-01 in addition to recommending approval to the Board of Trustees for the Erosion Control Plan with the following conditions:

1. The GMF on-call engineer review the grading/ECP for compliance with GMF Zoning and Subdivision Code so as to minimize erosion, run-off, and potential damage to private property and public ROW;
2. The Applicant coordinates with GMF Public Works as to the route that construction crews and equipment will use to access the property and confirm any temporary road closures with the Marshal's office;
3. The Applicant confirms the proposed driveway meets 10-foot minimum width;
4. The GMF on-call engineer review the driveway plan and make a recommendation as to whether a drainage culvert is necessary to preserve public ROW;
5. The Applicant submit an authorized statement of financial responsibility and ownership. This statement shall be signed by the person financially responsible for the land-disturbing activity or his or her attorney-in-fact. The statement shall include the mailing and street addresses of the principal place of business of the persons financially responsible and of the owner of the land and their registered agents;
6. The general contractor and sub-contractors show proof of current GMF business license

Once GMF on-call engineer concludes that all necessary amendments are made to the Grading/ECP and driveway plans, the ECP will go to the Board of Trustees for final approval. Staff will coordinate with PPRBD for electronic approval in the RBD portal.

GRAHAM RESIDENCE  
Portions of Lots 10 & II Block 26, Third Addition to Green Mountain Falls  
13105 IONA  
GRADING AND EROSION CONTROL PLAN  
GREEN MOUNTAIN FALLS, COLORADO



GENERAL NOTES

1. ALL DRAINAGE AND ROADWAY CONSTRUCTION SHALL MEET THE STANDARDS AND SPECIFICATIONS OF THE CITY OF COLORADO SPRINGS/EL PASO COUNT DRAINAGE CRITERIA MANUAL, VOLUMES 1 AND 2, AND THE EL PASO COUNTY ENGINEERING CRITERIA MANUAL.
2. CONTRACTOR SHALL BE RESPONSIBLE FOR THE NOTIFICATION AND FIELD LOCATION OF ALL EXISTING UTILITIES, WHETHER SHOWN ON THE PLANS OR NOT, BEFORE BEGINNING CONSTRUCTION. LOCATION OF EXISTING UTILITIES SHALL BE VERIFIED BY THE CONTRACTOR PRIOR TO CONSTRUCTION. CALL 811 TO CONTACT THE UTILITY NOTIFICATION CENTER OF COLORADO (UNCC).
3. CONTRACTOR SHALL KEEP A COPY OF THESE APPROVED PLANS, THE GRADING AND EROSION CONTROL PLAN, THE STORMWATER MANAGEMENT PLAN (SWMP), THE SOILS AND GEOTECHNICAL REPORT, AND THE APPROPRIATE DESIGN AND CONSTRUCTION STANDARDS AND SPECIFICATIONS AT THE JOB SITE AT ALL TIMES.
4. IT IS THE DESIGN ENGINEER'S RESPONSIBILITY TO ACCURATELY SHOW EXISTING CONDITIONS, BOTH ONSITE AND OFFSITE, ON THE CONSTRUCTION PLANS. ANY MODIFICATIONS NECESSARY DUE TO CONFLICTS, OMISSIONS, OR CHANGED CONDITIONS WILL BE ENTIRELY THE DEVELOPER'S RESPONSIBILITY TO RECTIFY.
5. CONTRACTOR SHALL SCHEDULE A PRE-CONSTRUCTION MEETING WITH GREEN MOUNTAIN FALLS PLANNING AND INSPECTIONS, PRIOR TO STARTING CONSTRUCTION.
6. IT IS THE CONTRACTOR'S RESPONSIBILITY TO UNDERSTAND THE REQUIREMENTS OF ALL JURISDICTIONAL AGENCIES AND TO OBTAIN ALL REQUIRED PERMITS, INCLUDING BUT NOT LIMITED TO EL PASO COUNTY EROSION AND STORMWATER QUALITY CONTROL PERMIT (ESQCP), REGIONAL BUILDING FLOODPLAIN DEVELOPMENT PERMIT, U.S. ARMY CORPS OF ENGINEERS ISSUED 104 AND/OR 404 PERMITS AND COUNTY AND STATE FUGITIVE DUST PERMITS.
7. CONTRACTOR SHALL NOT DEVIATE FROM THE PLANS WITHOUT FIRST OBTAINING WRITTEN APPROVAL FROM THE DESIGN ENGINEER AND PCD. CONTRACTOR SHALL NOTIFY THE DESIGN ENGINEER IMMEDIATELY UPON DISCOVERY OF ANY ERRORS OR INCONSISTENCIES.
8. CONTRACTOR SHALL COORDINATE GEOTECHNICAL TESTING PER TOWN OF GREEN MOUNTAIN FALLS STANDARDS.
9. ALL CONSTRUCTION TRAFFIC MUST ENTER/EXIT THE SITE AT APPROVED CONSTRUCTION ACCESS POINTS.
10. CONTRACTOR SHALL OBTAIN ANY PERMITS REQUIRED BY TOWN OF GREEN MOUNTAIN FALLS, INCLUDING WORK WITHIN THE RIGHT-OF-WAY AND SPECIAL TRANSPORT PERMITS.
11. THE LIMITS OF CONSTRUCTION SHALL REMAIN WITHIN THE PROPERTY LINE UNLESS OTHERWISE NOTED. THE OWNER/DEVELOPER SHALL OBTAIN WRITTEN PERMISSION AND EASEMENTS, WHERE REQUIRED WITHIN THE PROPERTY LINE UNLESS OTHERWISE NOTED. THE OWNER/DEVELOPER SHALL OBTAIN WRITTEN PERMISSION AND EASEMENTS, WHERE REQUIRED, FROM ADJOINING PROPERTY OWNER(S) PRIOR TO ANY OFF-SITE DISTURBANCE, GRADING OR CONSTRUCTION.
12. ESTIMATED GRADING START: 07/20  
ESTIMATED GRADING COMPLETION: 08/20

EL PASO COUNTY STANDARD NOTES

1. All drainage and roadway construction shall meet the standards and specifications of the City of Colorado Springs/El Paso County Drainage Criteria Manual, Volumes 1 and 2, and the El Paso County Engineering Criteria Manual.
2. Contractor shall be responsible for the notification and field notification of all existing utilities, whether shown on the plans or not, before beginning construction. Location of existing utilities shall be verified by the contractor prior to construction. Call 811 to contact the Utility Notification Center of Colorado (UNCC).
3. Contractor shall keep a copy of these approved plans, the Grading and Erosion Control Plan, the Stormwater Management Plan (SWMP), the soils and geotechnical report, and the appropriate design and construction standards and specifications at the job site at all times, including the following:
  - a. El Paso County Engineering Criteria Manual (ECM)
  - b. City of Colorado Springs/El Paso County Drainage Criteria Manual, Volumes 1 and 2
  - c. Colorado Department of Transportation (CDOT) Standard Specifications for Road and Bridge Construction
  - d. CDOT M & S Standards
4. Notwithstanding anything depicted in these plans in words or graphic representation, all design and construction related to roads, storm drainage and erosion control shall conform to the standards and requirements of the most recent version of the relevant adopted El Paso County standards, including the Land Development Code, the Engineering Criteria Manual, the Drainage Criteria Manual, and the Drainage Criteria Manual Volume 2. Any deviations from regulations and standards must be requested, and approved, in writing. Any modifications necessary to meet criteria after-the-fact will be entirely the developer's responsibility to rectify.
5. It is the design engineer's responsibility to accurately show existing conditions, both onsite and offsite, on the construction plans. Any modifications necessary due to conflicts, omissions, or changed conditions will be entirely the developer's responsibility to rectify.
6. Contractor shall schedule a pre-construction meeting with El Paso County Planning and Community Development (PCD) - Inspections, prior to starting construction.
7. It is the contractor's responsibility to understand the requirements of all jurisdictional agencies and to obtain all required permits, including but not limited to El Paso County Erosion and Stormwater Quality Control Permit (ESQCP), Regional Building Floodplain Development Permit, U.S. Army Corps of Engineers-issued 401 and/or 404 permits, and county and state fugitive dust permits.
8. Contractor shall not deviate from the plans without first obtaining written approval from the design engineer and PCD. Contractor shall notify the design engineer immediately upon discovery of any errors or inconsistencies.
9. All storm drain pipe shall be Class III RCP unless otherwise noted and approved by PCD.
10. Contractor shall coordinate geotechnical testing per ECM standards. Pavement design shall be approved by El Paso County PCD prior to placement of curb and gutter and pavement.
11. All construction traffic must enter/exit the site at approved construction access points.
12. Sight visibility triangles as identified in the plans shall be provided at all intersections. Obstructions greater than 18 inches above flowline are not allowed within sight triangles.
13. Signing and striping shall comply with El Paso County Department of Public Works and MUTCD criteria. [If applicable, additional signing and striping notes will be provided.]
14. Contractor shall obtain any permits required by El Paso County Department of Public Works, including Work Within the Right-of-Way and Special Transport permits.
15. The limits of construction shall remain within the property line unless otherwise noted. The owner/developer shall obtain written permission and easements, where required, from adjoining property owner(s) prior to any off-site disturbance, grading, or construction.

PROJECT BENCHMARK: NGS BRASS CAP DESIGNATION "F 175" ON TOP OF BOULDER NEAR THE INTERSECTION OF UTE PASS AVENUE AND MESA ROAD IN GREEN MOUNTAIN FALLS - ELEVATION=7643.92'

SITE BENCHMARK: SURVEY CONTROL POINTS AS SHOWN HEREON. ALL ELEVATIONS ARE BASE UPON NAVD88 VERTICAL DATUM.



Know what's below.  
Call before you dig.

INDEX OF SHEETS

- GEC1 Cover Sheet
- GEC2 Grading and Erosion Control Plan
- GEC3 Grading and Erosion Control Plan Details
- GEC4 Grading and Erosion Control Plan Details

STATEMENTS

**Design Engineer's Statement:**

These detailed plans and specifications were prepared under my direction and supervision. Said plans and specifications have been prepared according to the criteria established by the County for detailed roadway, drainage, grading and erosion control plans and specifications, and said plans and specifications are in conformity with applicable master drainage plans and master transportation plans. Said plans and specifications meet the purposes for which the particular roadway and drainage facilities are designed and are correct to the best of my knowledge and belief. I accept responsibility for any liability caused by any negligent acts, errors or omissions on my part in preparation of these detailed plans and specifications.

Todd Cartwright PE #33365  
For and on behalf of Kiowa Engineering Corp.

Date

**Owner/Developer's Statement:**

I, the owner/developer have read and will comply with of the requirements of the Grading and Erosion Control Plans and all of the requirements specified in these detailed plans and specifications.

Cheryl Graham

Date

**El Paso County:**

County plan review is provided only for general conformance with County Design Criteria. The County is not responsible for the accuracy and adequacy of the design, dimensions, and/or elevations which shall be confirmed at the job site. The County through the approval of this document assumes no responsibility for completeness and/or accuracy of this document.

Filed in accordance with the requirements of the El Paso County Land Development Code, Drainage Criteria Manual, and Engineering Criteria Manual as amended.

In accordance with ECM Section 1.12, these construction documents will be valid for construction for a period of 2 years from the date signed by the El Paso County Engineer. If construction has not started within those 2 years the plans will need to be resubmitted for approval, including payment of review fees at the Planning and Community Development Directors discretion.

Jennifer Irvine, P.E.,  
County Engineer / ECM Administrator

Date

TOWN CONTACT

TOWN HALL OFFICE  
10615 UNIT B GREEN MOUNTAIN FALLS ROAD  
GREEN MOUNTAIN FALLS  
COLORADO  
719-684-9414

PREPARED FOR

CHERYL GRAHAM  
2112 RAMSGATE TERRACE  
COLORADO SPRINGS,  
COLORADO 80919-3174

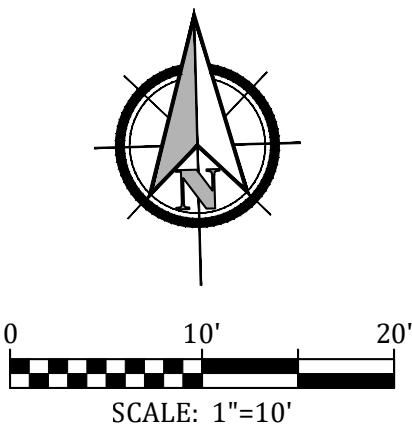
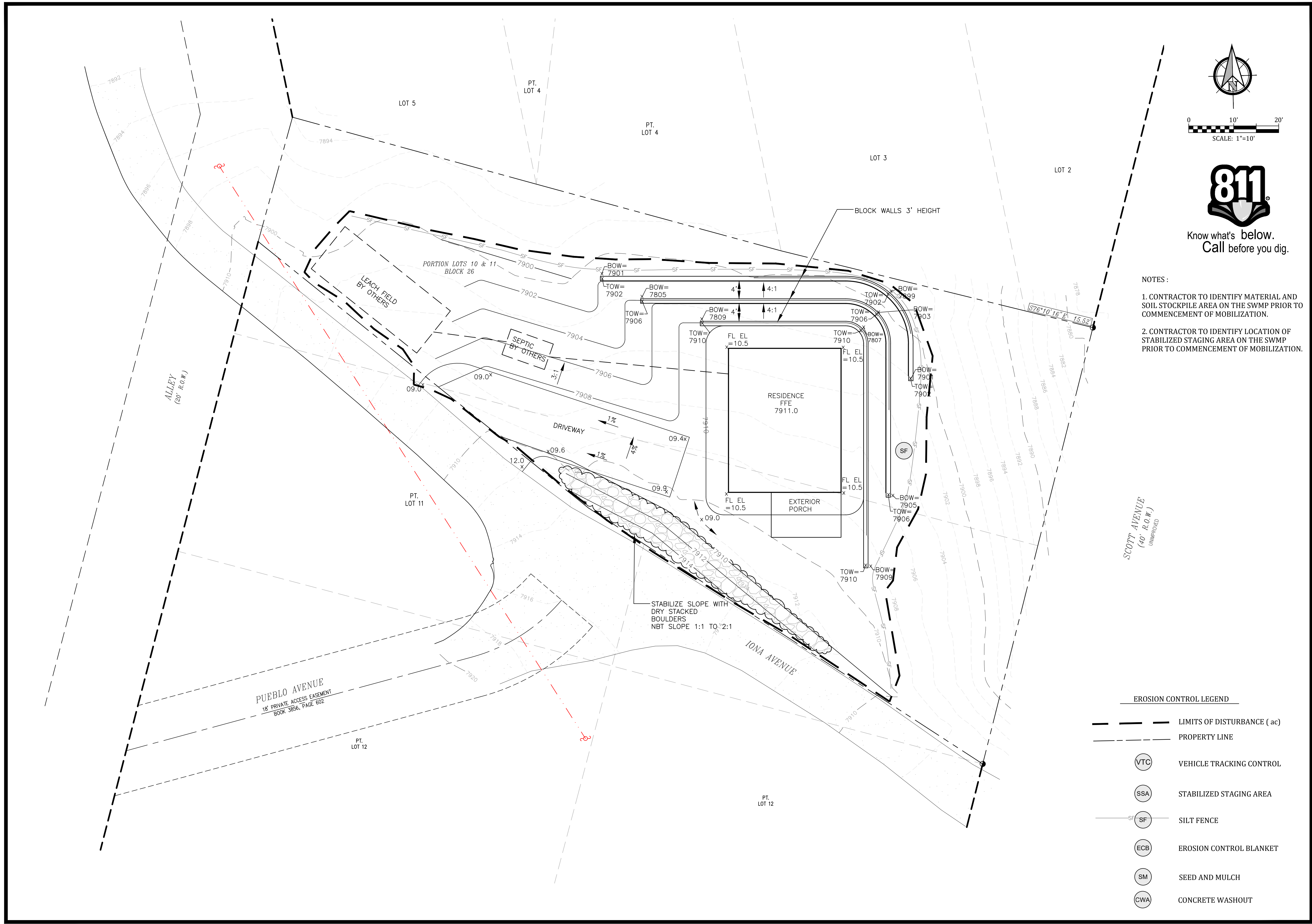
PREPARED BY:



1604 South 21st Street  
Colorado Springs, Colorado 80904  
(719) 630-7342

Kiowa Project No. 20031  
June 26, 2020





Know what's below.  
Call before you dig.

- NOTES :
1. CONTRACTOR TO IDENTIFY MATERIAL AND SOIL STOCKPILE AREA ON THE SWMP PRIOR TO COMMENCEMENT OF MOBILIZATION.
  2. CONTRACTOR TO IDENTIFY LOCATION OF STABILIZED STAGING AREA ON THE SWMP PRIOR TO COMMENCEMENT OF MOBILIZATION.

EROSION CONTROL LEGEND	
	LIMITS OF DISTURBANCE ( ac)
	PROPERTY LINE
	VEHICLE TRACKING CONTROL
	STABILIZED STAGING AREA
	SILT FENCE
	EROSION CONTROL BLANKET
	SEED AND MULCH
	CONCRETE WASHOUT

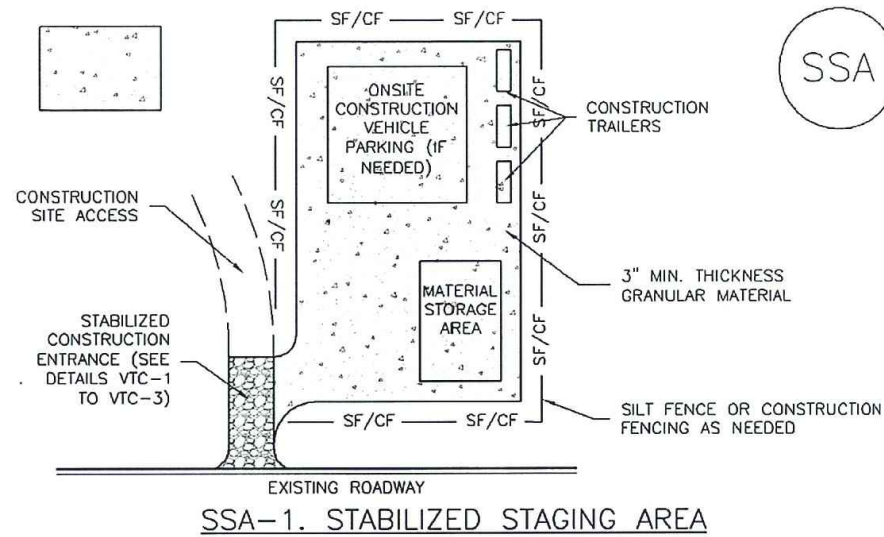
**GRAHAM RESIDENCE**  
**Portions of Lots 10 & 11 Block 26, Third Addition to Green Mountain Falls**  
**13105 IONA**  
**GRADING AND EROSION CONTROL PLAN**  
**GREEN MOUNTAIN FALLS, COLORADO**

Project No.:	20031
Date:	June 26, 2020
Design:	TAC
Drawn:	EAK
Check:	TAC
Revisions:	









STABILIZED STAGING AREA INSTALLATION NOTES

1. SEE PLAN VIEW FOR LOCATION OF STAGING AREA(S). CONTRACTOR MAY ADJUST LOCATION AND SIZE OF STAGING AREA WITH APPROVAL FROM THE LOCAL JURISDICTION.
2. STABILIZED STAGING AREA SHOULD BE APPROPRIATE FOR THE NEEDS OF THE SITE. OVERSIZING RESULTS IN A LARGER AREA TO STABILIZE FOLLOWING CONSTRUCTION.
3. STAGING AREA SHALL BE STABILIZED PRIOR TO OTHER OPERATIONS ON THE SITE.
4. THE STABILIZED STAGING AREA SHALL CONSIST OF A MINIMUM 3" THICK GRANULAR MATERIAL.
5. UNLESS OTHERWISE SPECIFIED BY LOCAL JURISDICTION, ROCK SHALL CONSIST OF DOT SECT. #703, AASHTO #3 COARSE AGGREGATE OR 6" (MINUS) ROCK.
6. ADDITIONAL PERIMETER BMPs MAY BE REQUIRED INCLUDING BUT NOT LIMITED TO SILT FENCE AND CONSTRUCTION FENCING.

STABILIZED STAGING AREA MAINTENANCE NOTES

1. INSPECT BMPs EACH WORKDAY, AND MAINTAIN THEM IN EFFECTIVE OPERATING CONDITION. MAINTENANCE OF BMPs SHOULD BE PROACTIVE, NOT REACTIVE. INSPECT BMPs AS SOON AS POSSIBLE (AND ALWAYS WITHIN 24 HOURS) FOLLOWING A STORM THAT CAUSES SURFACE EROSION, AND PERFORM NECESSARY MAINTENANCE.
2. FREQUENT OBSERVATIONS AND MAINTENANCE ARE NECESSARY TO MAINTAIN BMPs IN EFFECTIVE OPERATING CONDITION. INSPECTIONS AND CORRECTIVE MEASURES SHOULD BE DOCUMENTED THOROUGHLY.
3. WHERE BMPs HAVE FAILED, REPAIR OR REPLACEMENT SHOULD BE INITIATED UPON DISCOVERY OF THE FAILURE.
4. ROCK SHALL BE REAPPLIED OR REGRADED AS NECESSARY IF RUTTING OCCURS OR UNDERLYING SUBGRADE BECOMES EXPOSED.

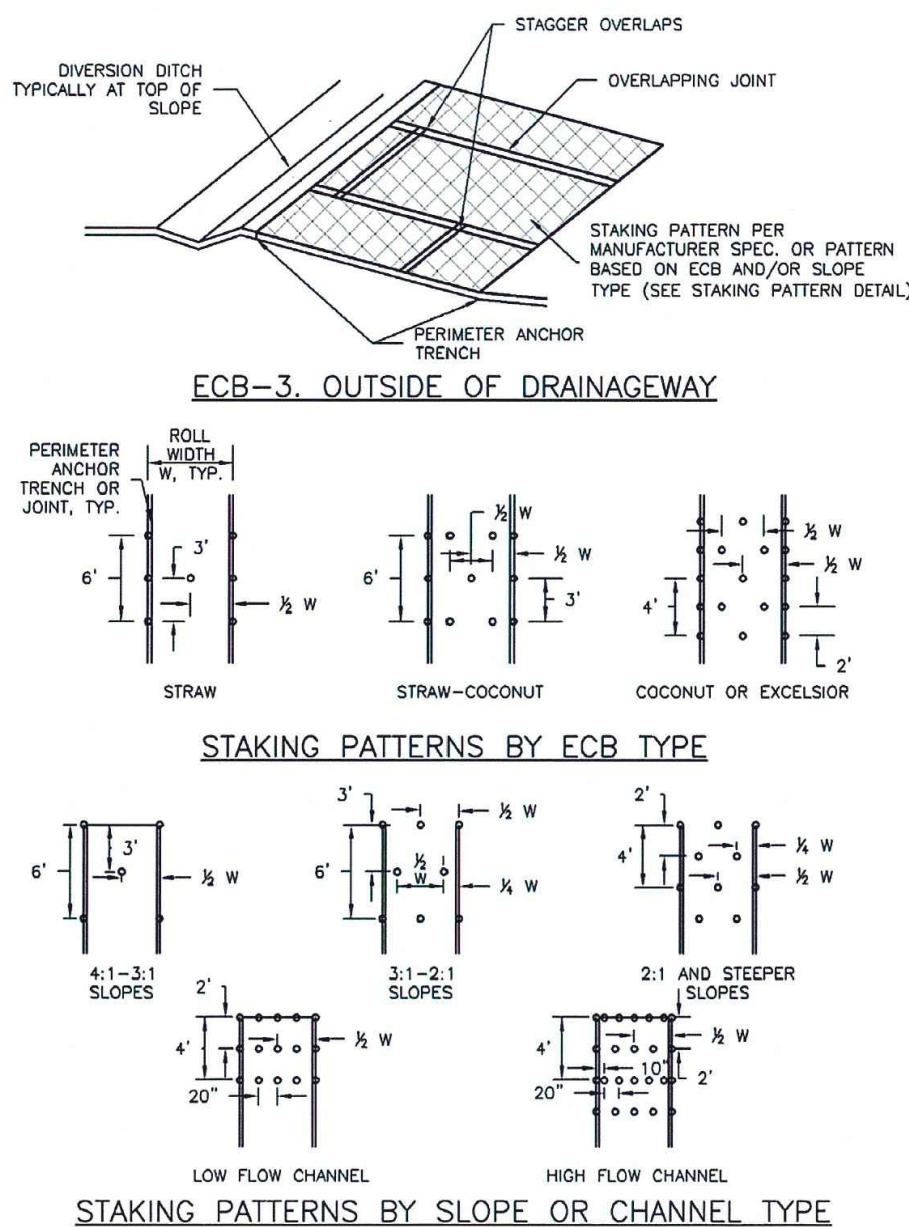
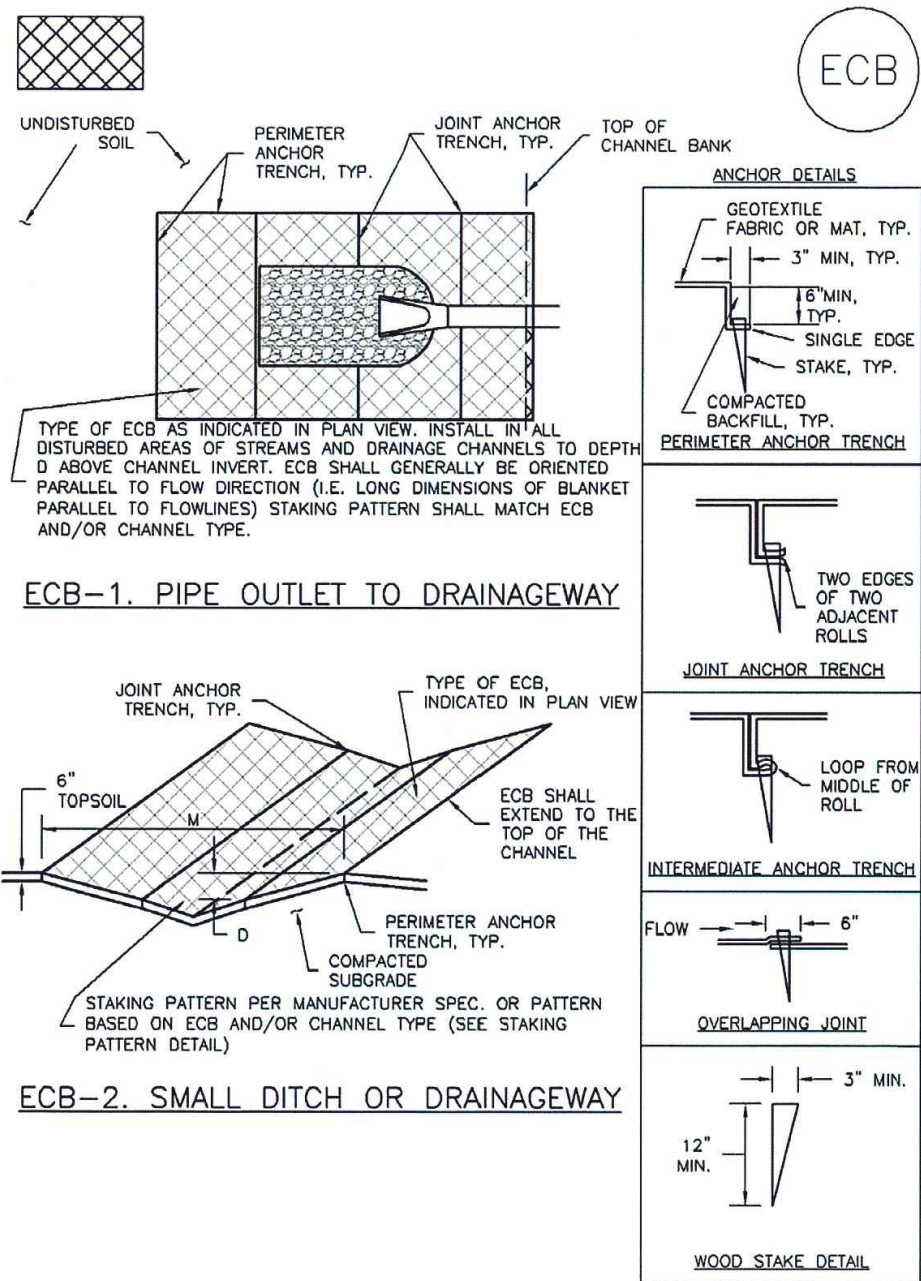
STABILIZED STAGING AREA MAINTENANCE NOTES

5. STABILIZED STAGING AREA SHALL BE ENLARGED IF NECESSARY TO CONTAIN PARKING, STORAGE, AND UNLOADING/LOADING OPERATIONS.
6. THE STABILIZED STAGING AREA SHALL BE REMOVED AT THE END OF CONSTRUCTION. THE GRANULAR MATERIAL SHALL BE REMOVED OR, IF APPROVED BY THE LOCAL JURISDICTION, USED ON SITE, AND THE AREA COVERED WITH TOPSOIL, SEEDED AND MULCHED OR OTHERWISE STABILIZED IN A MANNER APPROVED BY LOCAL JURISDICTION.

NOTE: MANY MUNICIPALITIES PROHIBIT THE USE OF RECYCLED CONCRETE AS GRANULAR MATERIAL FOR STABILIZED STAGING AREAS DUE TO DIFFICULTIES WITH RE-ESTABLISHMENT OF VEGETATION IN AREAS WHERE RECYCLED CONCRETE WAS PLACED.

NOTE: MANY JURISDICTIONS HAVE BMP DETAILS THAT VARY FROM UDFCD STANDARD DETAILS. CONSULT WITH LOCAL JURISDICTIONS AS TO WHICH DETAIL SHOULD BE USED WHEN DIFFERENCES ARE NOTED.

(DETAILS ADAPTED FROM DOUGLAS COUNTY, COLORADO, NOT AVAILABLE IN AUTOCAD)



EROSION CONTROL BLANKET INSTALLATION NOTES

1. SEE PLAN VIEW FOR: -LOCATION OF ECB -TYPE OF ECB (STRAW, STRAW-COCOONUT, COCONUT, OR EXCELSIOR) -AREA, A, IN SQUARE YARDS OF EACH TYPE OF ECB
2. 100% NATURAL AND BIODEGRADABLE MATERIALS ARE PREFERRED FOR RECPs, ALTHOUGH SOME JURISDICTIONS MAY ALLOW OTHER MATERIALS IN SOME APPLICATIONS.
3. IN AREAS WHERE ECBs ARE SHOWN ON THE PLANS, THE PERMITTEE SHALL PLACE TOPSOIL AND PERFORM FINAL GRADING, SURFACE PREPARATION, AND SEEDING AND MULCHING. SUBGRADE SHALL BE SMOOTH AND MOIST PRIOR TO ECB INSTALLATION AND THE ECB SHALL BE IN FULL CONTACT WITH SUBGRADE. NO GAPS OR VOIDS SHALL EXIST UNDER THE BLANKET.
4. PERIMETER ANCHOR TRENCH SHALL BE USED ALONG THE OUTSIDE PERIMETER OF ALL BLANKET AREAS.
5. JOINT ANCHOR TRENCH SHALL BE USED TO JOIN ROLLS OF ECBs TOGETHER (LONGITUDINALLY AND TRANSVERSELY) FOR ALL ECBs EXCEPT STRAW WHICH MAY USE AN OVERLAPPING JOINT.
6. INTERMEDIATE ANCHOR TRENCH SHALL BE USED AT SPACING OF ONE-HALF ROLL LENGTH FOR COCONUT AND EXCELSIOR ECBs.
7. OVERLAPPING JOINT DETAIL SHALL BE USED TO JOIN ROLLS OF ECBs TOGETHER FOR ECBs ON SLOPES.
8. MATERIAL SPECIFICATIONS OF ECBs SHALL CONFORM TO TABLE ECB-1.
9. ANY AREAS OF SEEDING AND MULCHING DISTURBED IN THE PROCESS OF INSTALLING ECBs SHALL BE RESEEDED AND MULCHED.
10. DETAILS ON DESIGN PLANS FOR MAJOR DRAINAGEWAY STABILIZATION WILL GOVERN IF DIFFERENT FROM THOSE SHOWN HERE.

TABLE ECB-1. ECB MATERIAL SPECIFICATIONS				
TYPE	COCONUT CONTENT	STRAW CONTENT	EXCELSIOR CONTENT	RECOMMENDED NETTING**
STRAW*	-	100%	-	DOUBLE/ NATURAL
STRAW-COCOONUT	30% MIN	70% MAX	-	DOUBLE/ NATURAL
COCONUT	100%	-	-	DOUBLE/ NATURAL
EXCELSIOR	-	-	100%	DOUBLE/ NATURAL

\*STRAW ECBs MAY ONLY BE USED SLOPES OF STEEPER AND DRAINAGE CHANNEL. \*\*ALTERNATE NETTING MAY BE ACCEPTABLE IN SOME JURISDICTIONS.

EROSION CONTROL BLANKET MAINTENANCE NOTES

1. INSPECT BMPs EACH WORKDAY, AND MAINTAIN THEM IN EFFECTIVE OPERATING CONDITION. MAINTENANCE OF BMPs SHOULD BE PROACTIVE, NOT REACTIVE. INSPECT BMPs AS SOON AS POSSIBLE (AND ALWAYS WITHIN 24 HOURS) FOLLOWING A STORM THAT CAUSES SURFACE EROSION, AND PERFORM NECESSARY MAINTENANCE.
  2. FREQUENT OBSERVATIONS AND MAINTENANCE ARE NECESSARY TO MAINTAIN BMPs IN EFFECTIVE OPERATING CONDITION. INSPECTIONS AND CORRECTIVE MEASURES SHOULD BE DOCUMENTED THOROUGHLY.
  3. WHERE BMPs HAVE FAILED, REPAIR OR REPLACEMENT SHOULD BE INITIATED UPON DISCOVERY OF THE FAILURE.
  4. ECBs SHALL BE LEFT IN PLACE TO EVENTUALLY BIODEGRADE, UNLESS REQUESTED TO BE REMOVED BY THE LOCAL JURISDICTION.
  5. ANY ECB PULLED OUT, TORN, OR OTHERWISE DAMAGED SHALL BE REPAIRED OR REINSTALLED. ANY SUBGRADE AREAS BELOW THE GEOTEXTILE THAT HAVE ERODED TO CREATED A VOID UNDER THE BLANKET, OR THAT REMAIN DEVOID OF GRASS SHALL BE REPAIRED, RESEEDED AND MULCHED AND THE ECB REINSTALLED.
- NOTE: MANY JURISDICTIONS HAVE BMP DETAILS THAT VARY FROM UDFCD STANDARD DETAILS. CONSULT WITH LOCAL JURISDICTIONS AS TO WHICH DETAIL SHOULD BE USED WHEN DIFFERENCES ARE NOTED.

(DETAILS ADAPTED FROM DOUGLAS COUNTY, COLORADO AND TOWN OF PARKER COLORADO, NOT AVAILABLE IN AUTOCAD)





To: Planning Commission  
From: GMF Land Use & Planning  
Date: July 23, 2020  
Re: Plan Review PR2020-11, Deck Replacement at 10775 Denver Street

---

### **Background**

The Applicant is requesting the Planning Commission's consideration for a deck repair/replacement of an existing rotting structure. Town Hall received a Land Use Approval Application, Site Plan, and Application fee on July 20, 2020.

### **Discussion**

#### **Sec. 16-306. - R-1 10,000 Single-Family Residential District.**

Setback requirements §16-306(d)(4):

- a. front, fifteen (15) feet
- b. side, ten (10) feet
- c. rear, ten (10) feet

The electronic file maintained by Town Hall, *Official Town Zoning Map 2007*, and the El Paso County Assessor's Office show the 10,125 SF property is zoned R-1 10,000 Single-Family Residential. The subject property is in the designated Hillside Overlay Zone.

Site plans are unclear; the Applicant confirmed setbacks to be meet the minimum Zoning Code requirements at 14 feet on the side and greater-than 15 feet on the front and rear.

#### **Sec. 16-705. - Building permits; architectural review**

##### **The Zoning Code §16-705(d)(2) – Procedure**

*As a minimum, the following specific criteria shall be considered by the Planning Commission*

- a. Architectural compatibility;*
- b. Bulk of the proposed building or structure in relation to surrounding buildings and land;*
- c. Vehicular access and parking;*
- d. Pedestrian access; and*
- e. Relation to existing and future open space.*

#### **§16-312. - HO Hillside Overlay Zone**

The subject property on Denver Street is in the designated hillside overlay, per the *2007 Official Town Zoning Map*. The description and purpose: *to specify conditions for any type of development in areas where, due to topography, disturbance of the natural environment or for other reasons, problems are created which are detrimental to the public health, safety and*

*welfare. It is the intent of these regulations to prevent physical damage to public and private property and to aid in the preservation of the natural heritage of the Town.*

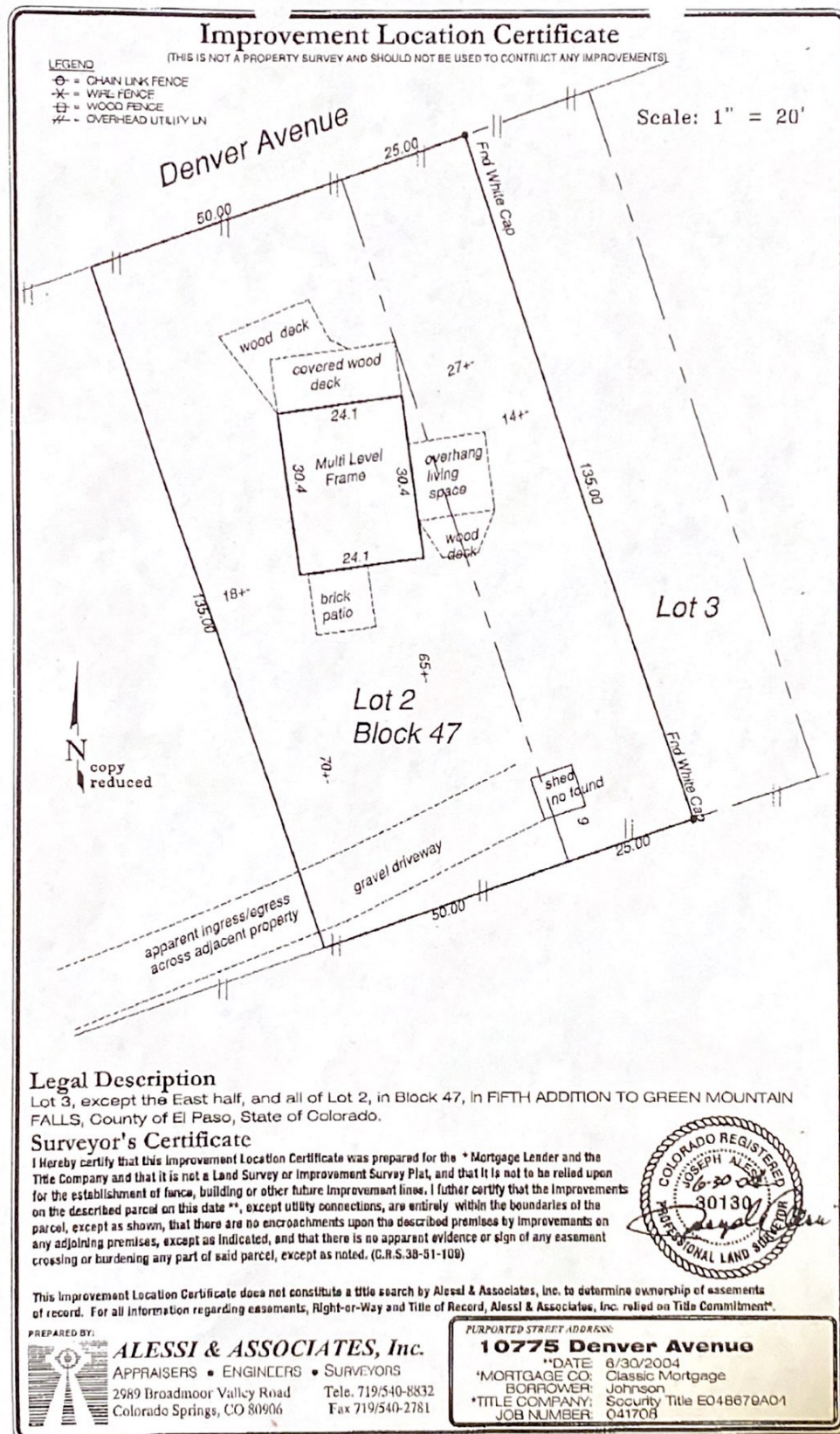
As a matter of policy, when reviewed and permitted by a Pike's Peak Regional Building paln reviewer and engineer, the construction of a 10' x 24' outdoor living structure, sitting at 9' over grade, should not pose the threat to public health and safety. A safe, permitted deck may prevent the issues called-out in the steep slope overlay 16-312(a) by conserving the unique natural features by discouraging continuous foot traffic, thereby disturbing unstable slopes.

Further discussion on erosion issues in the Hillside Overlay: the amount of earth that will be displaced during construction, while unspecified in the application, will be minimal for anchoring posts, thereby reducing erosion, runoff, and creating further problems for downslope uses.

### **Conclusion**

Staff has reviewed the Applicant's materials and recommends approval of the deck permit with the following conditions:

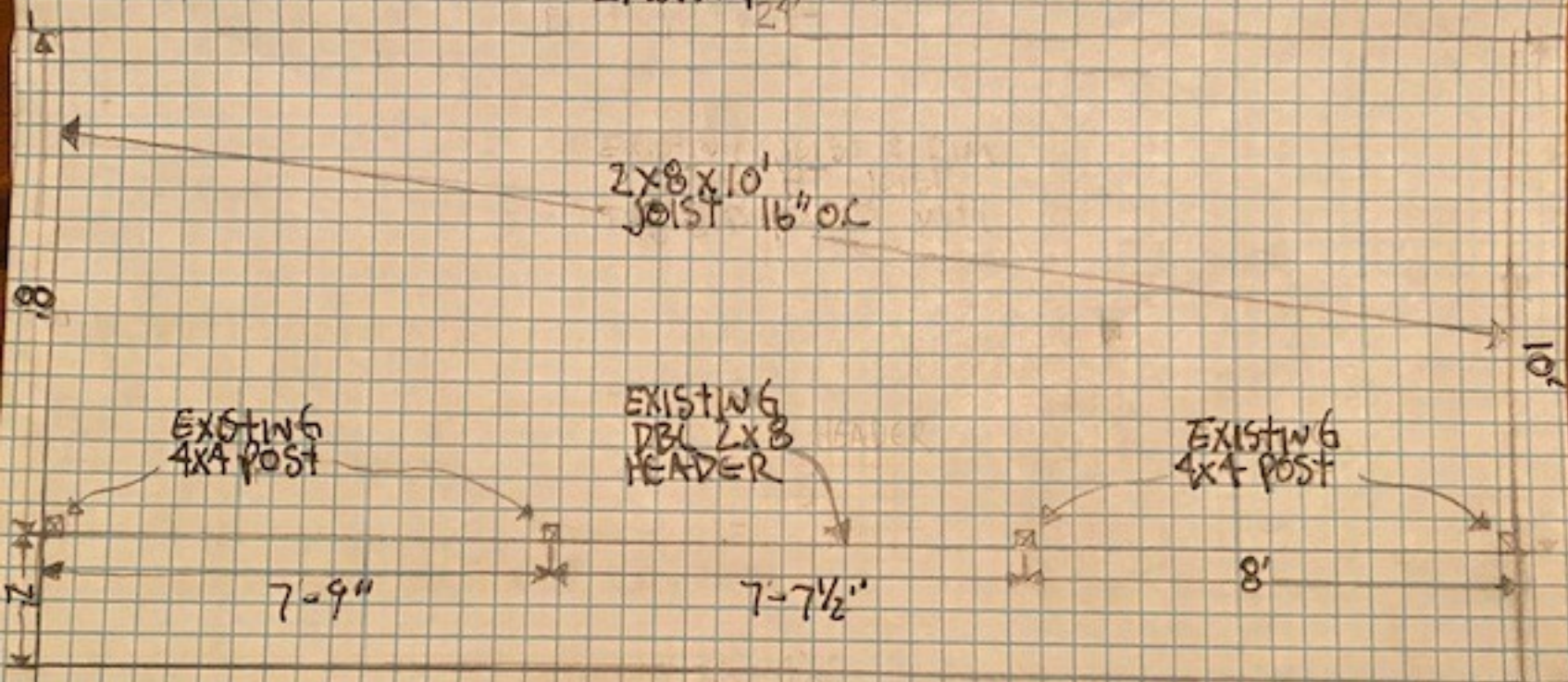
1. The Applicant submit RBD Plan number for electronic approval
2. The Applicant show proof of a current business license for contractors building the deck





EXISTING HOUSE

$\frac{1}{2}" = 1'$

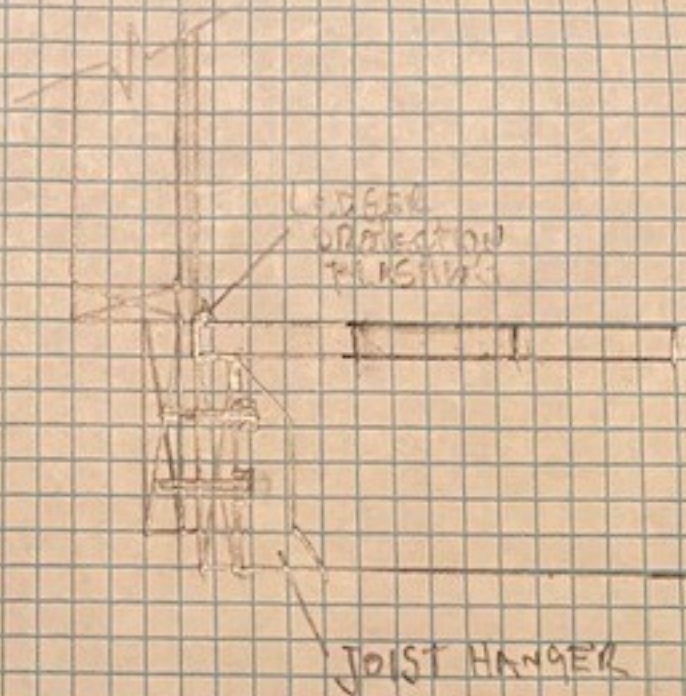
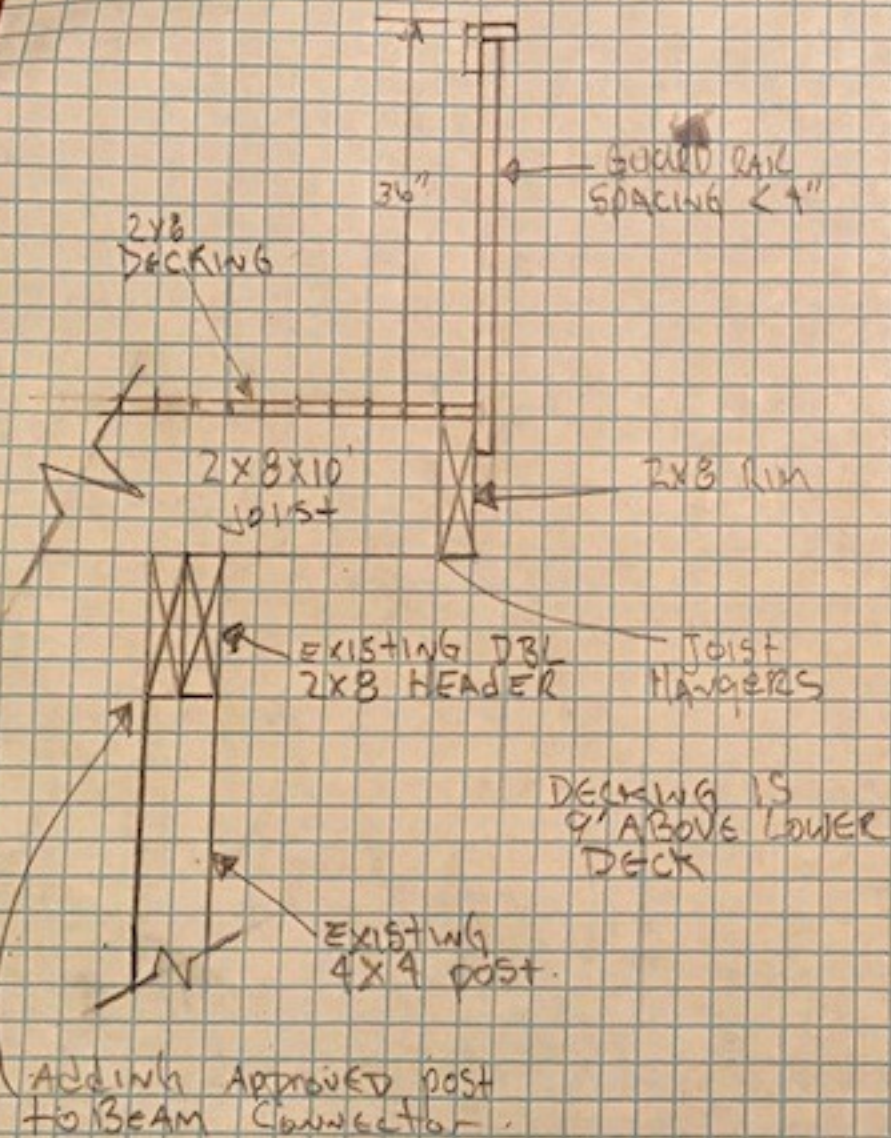


BETH KNOX

10775 DENVER ST  
GREEN MOUNTAIN FALLS  
CO 80619

DECK REPAIR.





BETH KNOX

10775 DENVER ST  
GREEN MOUNTAIN FALLS  
CO 80819.

DECK REPAIR.



To: Planning Commission  
From: GMF Land Use & Planning  
Date: July 23, 2020  
Re: Plan Review PR2020-12, Deck Replacement at 6880 Colorado Street

---

### **Background**

The Applicant is requesting the Planning Commission's consideration for a deck repair/replacement of an existing 10' x 20' wood structure with Trex materials. Town Hall received a Land Use Approval Application, site plans, Letter of Explanation, topo map, survey, and application fee on July 22, 2020. The Applicant confirmed a current GMF business license for contractor services.

### **Discussion**

#### **Sec. 16-306. - R-1 10,000 Single-Family Residential District.**

Setback requirements §16-306(d)(4):

- a. front, fifteen (15) feet
- b. side, ten (10) feet
- c. rear, ten (10) feet

The electronic file maintained by Town Hall, *Official Town Zoning Map 2007*, and the El Paso County Assessor's Office show the 18,338 SF property is zoned R-1 10,000 Single-Family Residential. The subject property is in the designated Hillside Overlay Zone.

The Applicant's explanation of setbacks as 31' on the side and 147' on the front, all setbacks are more-than adequate to meet minimum zoning requirements.

#### **Sec. 16-705. - Building permits; architectural review**

##### **The Zoning Code §16-705(d)(2) – Procedure**

*As a minimum, the following specific criteria shall be considered by the Planning Commission*

- a. Architectural compatibility;*
- b. Bulk of the proposed building or structure in relation to surrounding buildings and land;*
- c. Vehicular access and parking;*
- d. Pedestrian access; and*
- e. Relation to existing and future open space.*

#### **§16-312. - HO Hillside Overlay Zone**

The subject property on Colorado Street is in the designated hillside overlay, per the 2007 *Official Town Zoning Map*. The description and purpose: *to specify conditions for any type of*

*development in areas where, due to topography, disturbance of the natural environment or for other reasons, problems are created which are detrimental to the public health, safety and welfare. It is the intent of these regulations to prevent physical damage to public and private property and to aid in the preservation of the natural heritage of the Town.*

As a matter of policy, when reviewed and permitted by a Pike's Peak Regional Building paln reviewer and engineer, the construction of a 10' x 20' outdoor-living structure should not pose the threat to public health and safety. A safe, permitted deck may prevent the issues called-out in the steep slope overlay 16-312(a) by conserving the unique natural features and discouraging continuous foot traffic, which could disturb unstable slopes over time.

Further discussion on erosion issues in the Hillside Overlay: the amount of earth that will be displaced during construction, while unspecified in the application, will be minimal for anchoring posts, thereby reducing erosion, runoff, and creating further problems for downslope uses.

### **Conclusion**

Staff has reviewed the Applicant's materials and recommends approval of the deck permit without any conditions. Staff has the RBD Plan number for GMF Zoning approval.

July 20, 2020

Ms. Julia Simmons

Department of Land Use Planning

Town of Green Mountain Falls

10615 Green Mountain Falls Road

Green Mountain Falls, CO 80819

Re: Deck Permit Letter of Explanation

Dear Ms. Simmons:

- 1) Description of proposed project – we are replacing our existing 10x20 wood deck with a new deck. The existing deck is 20 years old and the wood is rotting in several places.
  - a. Const. schedule – completion in August 2020.
  - b. Zoning - R1 per the Town's 2019 Zoning Map
  - c. We are going to install pressure treated deck joints, on 12" centers with Trex composite decking. The stairwell will be expanded from 32" wide to 36" inches wide to comply with PPRBD codes.
  - d. There are no traffic vision obstructions.
- 2) Site plan information
  - a. There are several attachments to this submittal.
    - i. A copy of the 1984 Survey of the property.
    - ii. A copy of the site plan showing the fence with ties to the property lines
    - iii. A copy of a 1994 topographic survey showing the driveway
  - b. The house faces Colorado Street with the Indiana Right of Way to the rear.
  - c. Setbacks for R-1 5000 zoning are:
    - i. Front 15'
    - ii. Side 5'
    - iii. Rear 10'

Let me know if you need additional information

Sincerely,

Rick Brewster

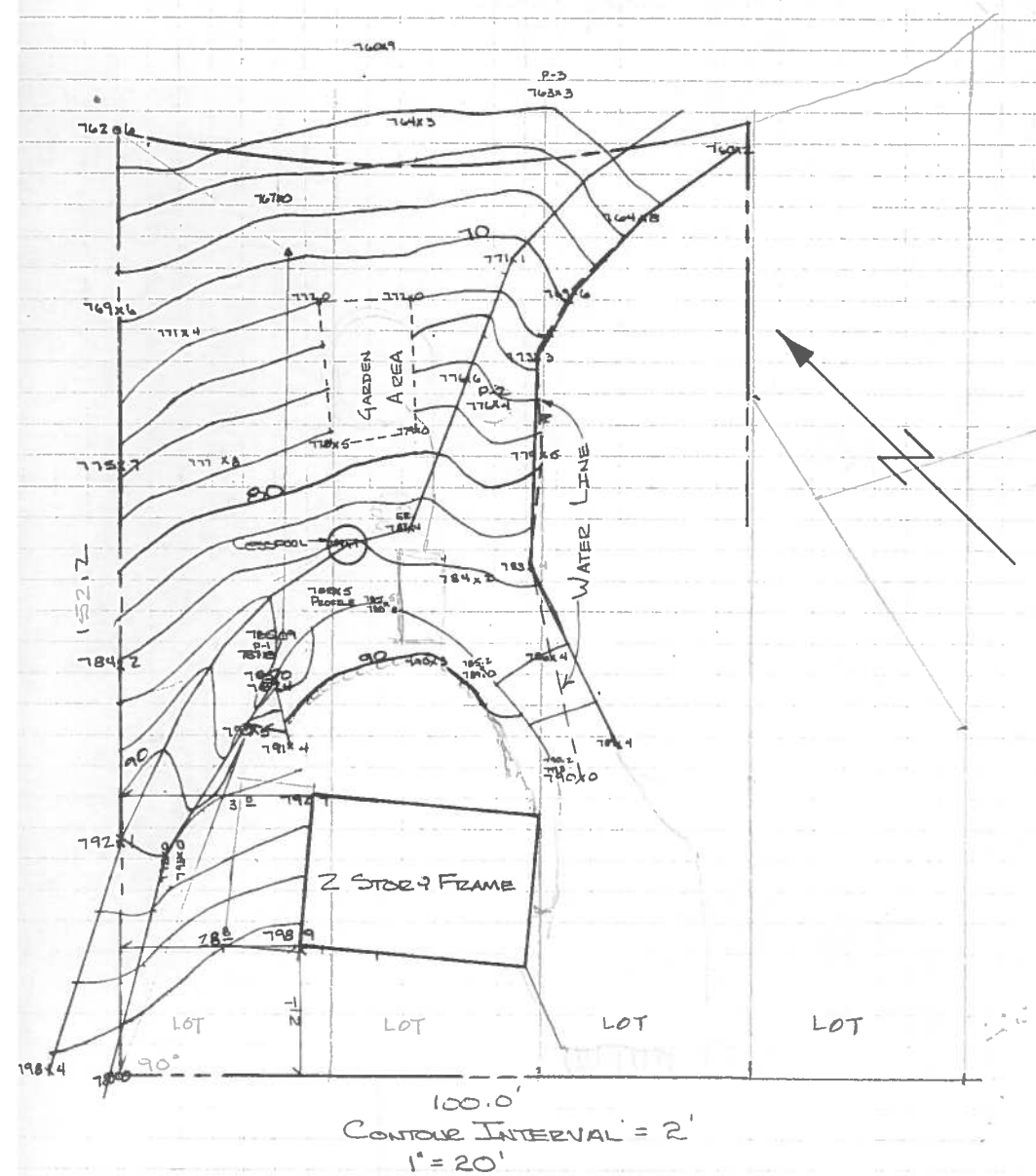
6880 Colorado Street

P. O. Box 628

Green Mountain Falls, CO 80819

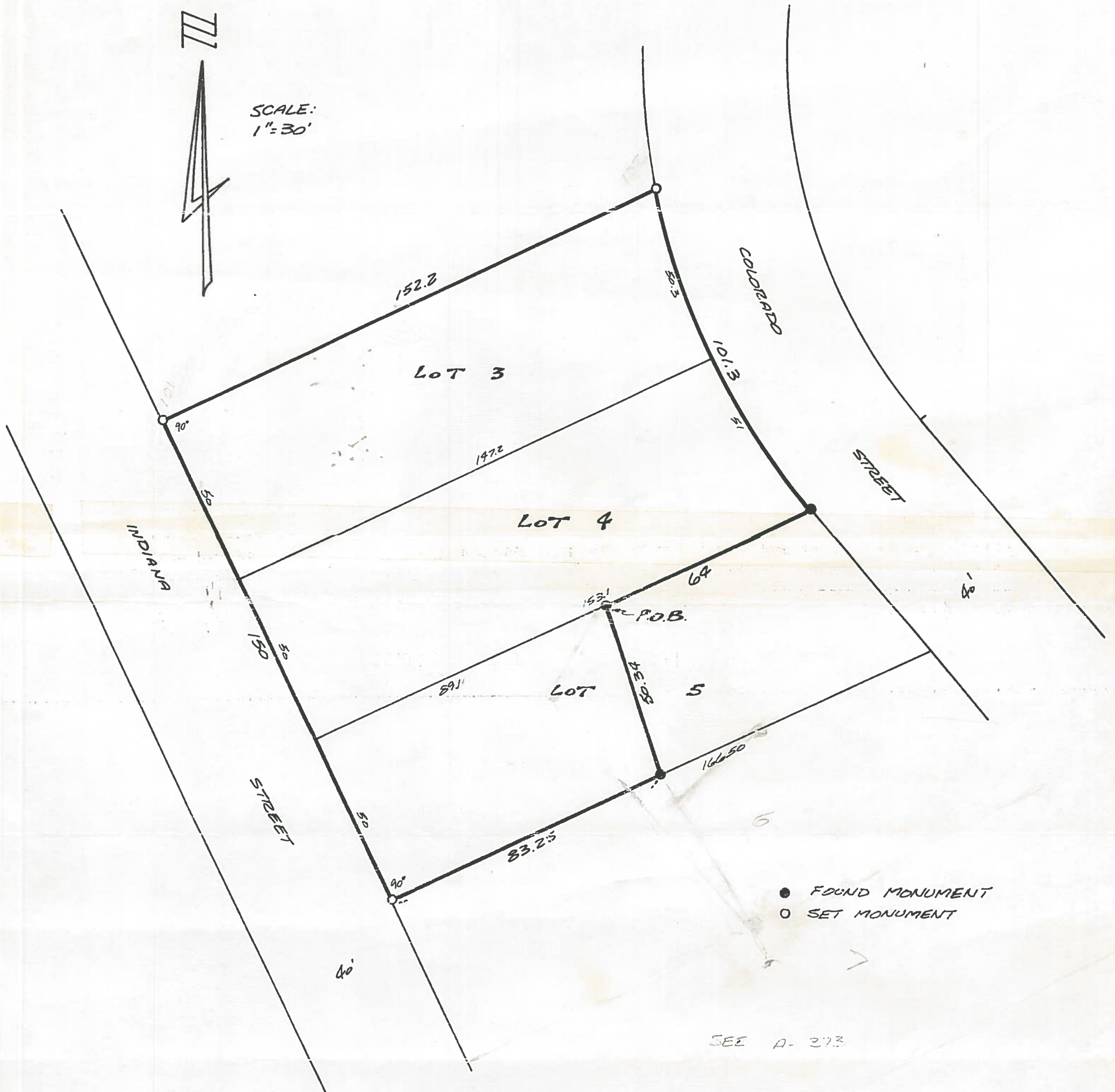






# PLAT OF SURVEY

OF LOTS 3 AND 4, AND THAT PORTION OF LOT 5 DESCRIBED AS FOLLOWS; COMMENCING AT A POINT ON THE NORTHERLY LINE OF LOT 5 WHICH IS 64 FEET WESTERLY FROM THE NORTHEAST CORNER THEREOF; THENCE SOUTHERLY TO A POINT ON THE SOUTHERLY LINE THAT IS COINCIDENT WITH A POINT ON THE NORTHERLY LINE OF LOT 6 WHICH IS 83.25 FEET EASTERLY FROM THE NORTHWESTERLY CORNER THEREOF; THENCE WESTERLY ALONG THE SOUTHERLY LINE OF SAID LOT 5 TO THE SOUTHWESTERLY CORNER THEREOF; THENCE IN A NORTHWESTERLY DIRECTION ALONG THE WESTERLY LINE OF SAID LOT 5 TO THE MOST WESTERLY CORNER THEREOF; THENCE NORTHEASTERLY ALONG THE NORTHERLY LINE OF SAID LOT 5 TO THE POINT OF BEGINNING, ALL IN BLOCK 49 IN FIFTH ADDITION TO GREEN MOUNTAIN FALLS, ACCORDING TO THE PLAT THEREOF RECORDED IN PLAT BOOK C AT PAGE 49, IN EL PASO COUNTY, COLORADO.



I, MICHAEL J. LAMBERT, A REGISTERED LAND SURVEYOR IN THE STATE OF COLORADO, DO HEREBY CERTIFY THAT THE SURVEY REPRESENTED BY THIS PLAT WAS MADE UNDER MY SUPERVISION AND THE MONUMENTS SHOWN THEREON ACTUALLY EXIST AND THIS PLAT ACCURATELY REPRESENTS SAID SURVEY.

GIVEN UNDER MY HAND AND SEAL AT WOODLAND PARK, COLORADO, THIS 4TH DAY OF JANUARY A.D. 1984.

*Michael J. Lambert*



**TOWN OF GREEN MOUNTAIN FALLS  
ORDINANCE NO. 2020-03**

**AN ORDINANCE AMENDING CHAPTER 2 OF THE GREEN MOUNTAIN FALLS  
MUNICIPAL CODE CONCERNING BOARDS, COMMITTEES, AND COMMISSIONS**

**WHEREAS**, the Planning Commission has a basis in state law, specifically, Part 2, Article 23, Title 31, C.R.S.;

**WHEREAS**, the Board of Adjustment has a basis in state law, specifically, C.R.S. § 31-23-307;

**WHEREAS**, as a statutory town, the Town has certain obligations regarding the Planning Commission and the Board of Adjustment;

**WHEREAS**, the Town has formed other boards and committees from time to time over which it has complete control;

**WHEREAS**, the Town desires to update its municipal code regarding boards, committees, and commissions to the extent it is authorized to do so under state law and to reorganize the same;

**WHEREAS**, in doing so, all current membership in the Parks and Recreation Advisory Board, the Fire Mitigation Advisory Board, and other existing Town boards, committees, or subcommittees will be terminated;

**WHEREAS**, with the exception of the Planning Commission and Board of Adjustment, as part of this reorganization, all seats on committees will become vacant for the new appointment of members by the Board of Trustees; and

**WHEREAS**, the amendments set forth herein will allow for clearer delineation of powers, duties, and authority and greater consistency regarding boards, committees and commissions.

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

Section 1. Article IX of Chapter 2 of the Green Mountain Falls Municipal Code is hereby repealed and reenacted to read as follows:

**ARTICLE IX – Planning Commission**

**Sec. 2-221. - Purpose.**

(a) The Town is a rural mountain community in a natural setting characterized by mountainsides, boulders, streams, trees and other flora indigenous to its location, altitude and climate.

(b) Buildings and other improvements within the Town exhibit a prevailing rustic aspect subordinate to the environment. Dwellings designed for

single-family residence predominate. Commercial, civic and residential activities are of a service, crafts, professional and recreational nature. It is the purpose of this Article to accomplish the preservation and enhancement of these conditions and qualities. Therefore, pursuant to the authority conferred by state statutes, there is created a Planning Commission for the Town.

**Sec. 2-222. - Powers and duties.**

The Planning Commission shall have the powers and duties as set forth in C.R.S. § 31-23-201, *et seq.*, as amended, including, without limitation, the duty to formulate and approve a Master Plan for the Town and to make careful and comprehensive surveys and studies of present and future growth of the Town with due regard to its relation to neighboring territories. The plan shall be made with the general purpose of guiding and accomplishing a coordinated, well-adjusted and harmonious development of the Town and its environs which will, in accordance with present and future needs, best promote the health, safety, morals, order, convenience, prosperity and general welfare as well as efficiency and economy in the process of development; including among other things adequate provision for traffic, beautification, promotion of safety from fire and other dangers, adequate provision for light and air, the promotion of healthful and convenient distribution of population, the promotion of good civic design and arrangement, wise and efficient expenditures of public funds and the adequate provision of public utilities and other public requirements. The Planning Commission shall review all proposed subdivisions, proposed zoning and such other matters relating to planning as is deemed advisable. The decisions of the Planning Commission shall be purely advisory in nature to the Board of Trustees. Upon the final adoption of the Master Plan by the Planning Commission, the same shall be presented to the Board of Trustees for its approval and the Master Plan shall be given primary consideration by the Board of Trustees. The Board of Trustees may amend or alter the Master Plan but only after the Planning Commission has had the opportunity to comment upon the proposed amendment. Any deviation from the Master Plan shall be determined to be an amendment to the Plan.

**Sec. 2-223. -Membership and term.**

(a) The Planning Commission shall consist of 5 members appointed by the Board of Trustees. In addition to 5 regular, voting members, one Board of Trustee member shall serve as an ex officio member of the Planning Commission and may take part in discussions but shall not vote.

(b) The term of the ex officio member shall correspond to his or her official tenure. The term of each voting member shall be 3 years or until his or her successor takes office. A voting member may be removed by the Board of Trustees upon the filing of a written statement by a member of the Board of Trustees if, after public hearing, the Board of Trustees finds the member has committed inefficiency, neglect of duty, or malfeasance in office.



**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.

Section 2. Article X of Chapter 2 of the Green Mountain Falls Municipal Code is hereby repealed and reenacted to read as follows:

**ARTICLE X – Board of Adjustment**

**Sec. 2-241. – Purpose.**

A Board of Adjustment is hereby created to hear and decide appeals from and review any order, requirement, decision or determination made by any administrative official charged with enforcement of this Code.

**Section 2-242. – Powers and duties.**

(a) The Board of Adjustment may overturn or modify any order, requirement, decision or determination made by an administrative official charged with enforcing this Code when it determines that the official incorrectly applied this Code or exceeded his or her authority. In addition, where there are practical difficulties or unnecessary hardships in the way of carrying out the strict letter of this Code, the Board of Adjustment has the power, in passing upon all appeals, to vary or modify the application of the regulations or provisions of this Code relating to the use, construction or alteration of buildings or structures, or the use of land, so that the spirit of this Code is observed, public safety and welfare secured and substantial justice done.

(b) The concurring vote of 4 members of the Board of Adjustment shall be necessary to reverse any order, requirement, decision or determination of any administrative official, or to decide in favor of the applicant any matter upon which it is required to pass under this Article or to effect any variation of this Article.

**Sec. 2-243. – Membership and term.**

(a) The Board of Adjustment shall consist of 5 members appointed by the Board of Trustees. In addition to 5 regular, voting members, one Board of Trustee member shall serve as an ex officio member of the Board of Adjustment and may take part in discussions but shall not vote.

(b) The term of the ex officio member shall correspond to his or her official tenure. The term of each voting member shall be 3 years or until his or her successor takes office. A voting member may be removed by the Board of Trustees upon the filing of a written statement by a member of the Board of Trustees if, after

a public hearing, the Board of Trustees finds the member has committed inefficiency, neglect of duty, or malfeasance in office.

**Sec. 2-244. - Meetings.**

(a) The Board of Adjustment shall meet at the call of the Town Manager or the Town Manager's designee and shall fix a reasonable time for the hearing of all appeals.

(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.

Section 3. Article XII of Chapter 2 of the Green Mountain Falls Municipal Code is hereby repealed and reenacted to read as follows:

**ARTICLE XII – Parks, Recreation and Trails Advisory Committee**

**Sec. 2-271. – Purpose.**

The Town's health, welfare, beauty, and economic vitality would best be served if there was more coordination in planning for the maintenance and improvement of its parks, recreation, and trails; therefore, the Parks, Recreation and Trails Advisory Committee, a standing committee, is hereby created.

**Sec. 2-272. - Powers and duties.**

(a) The Parks, Recreation and Trails Advisory Committee shall have the power and duty to formulate and approve a Parks, Recreation, and Trails Master Plan; to review the maintenance and capital needs of the Town's parks, recreation facilities, and trails; to make recommendations to the Board of Trustees for additional resources that may be needed to address these needs; to recommend trail construction, maintenance, planning and acquisition; and to recommend capital projects that the Town should undertake to improve recreation facilities. The decision of the Parks, Recreation and Trails Advisory Committee shall be purely advisory in nature to the Board of Trustees. Upon the final adoption of any new version of the Master Plan by the Committee, the same shall be presented to the Board of Trustees for its approval.

(b) The Parks, Recreation and Trails Advisory Committee shall have the power to solicit donations and carry out fundraising campaigns as approved by the Board of Trustees and in accordance with the Town's Donation Solicitation policy. All funds donated shall be accepted in accordance with the Town's Donation Acceptance policy and given to the Town Clerk for deposit in a special designated fund maintained for this purpose by the Town.



**Sec. 2-273. - Membership.**

The Parks, Recreation and Trails Advisory Committee shall consist of 5 members appointed by the Board of Trustees. All members shall be residents of the Town. In addition to regular appointed members, one Board of Trustee member shall serve as an ex officio member of the Parks, Recreation and Trails Advisory Committee and may take part in discussions but shall not vote.

**Sec. 2-274. Annual report.**

At the first regular meeting of the Board of Trustees in February of each year, the chair of the Parks and Recreation Advisory Committee will submit a written report to the Board of Trustees summarizing the work of the Committee during the preceding calendar year. At that time, the chair of the Parks, Recreation and Trails Advisory Committee shall also present for the Board of Trustees review and approval a proposed work plan for the new year.

Section 4. Article XIII of Chapter 2 of the Green Mountain Falls Municipal Code is hereby repealed and reenacted to read as follows:

**ARTICLE XIII – Fire Mitigation Advisory Committee**

**Sec. 2-281. - Purpose.**

The public health, safety and welfare would best be served by effective coordination in fire mitigation activities between the Town and other regional governmental agencies. Therefore, a Fire Mitigation Advisory Committee is hereby established to advise the Board of Trustees and to coordinate with the El Paso County Emergency Management, the Colorado State Patrol, and other governmental agencies on fire-related issues affecting the Town and to develop a notification and evacuation plan for the Green Mountain Falls community.

**Sec. 2-282. – Powers and duties.**

The Fire Mitigation Advisory Committee shall have the power and duty to formulate fire mitigation plans, to coordinate with El Paso County Emergency Management, the Colorado State Patrol, and other governmental agencies on fire-related issues affecting the Town and to develop a notification and evacuation plan for the Green Mountain Falls community. The Fire Mitigation Advisory Committee shall work to carry out the recommendations in the "Action Recommendations for Structural Ignitability and Public Outreach" set forth in the Town of Green Mountain Falls Comprehensive Plan, adopted June 25, 2019, on p. 93, Table 2. The Fire Mitigation Advisory Committee may make further recommendations to the Board of Trustees for additional resources that may be needed to address these needs, and to recommend projects that the Town should undertake to improve the Town's resiliency to fire-related hazards. All activities of the Fire Mitigation Advisory Committee shall be subject to final approval of the Board of Trustees of the Town.



**Sec. 2-283. - Membership.**

The Fire Mitigation Advisory Committee shall consist of 5 members appointed by the Board of Trustees. All members shall be residents of the Town. Persons interested in becoming members shall complete and submit an application in accordance with the Town's Policy on Advisory Committees, Appointments to Outside Agencies and Volunteers. In addition to regular appointed members, one Board of Trustee member shall serve as an ex officio member of the Fire Mitigation Advisory Committee and shall take part in discussions but shall not vote.

**Sec. 2-284.- Annual report.**

At the first regular meeting of the Board of Trustees in February of each year, the chair of the Fire Mitigation Advisory Committee shall submit a written report to the Board of Trustees summarizing the work of the Committee during the preceding calendar year. At that time, the chair of the Fire Mitigation Advisory Committee shall also present for the Board of Trustees review and approval a proposed work plan for the new year.

Section 5. A new Article XIV is hereby added to Chapter 2 of the Green Mountain Falls Municipal Code to read as follows:

**ARTICLE XIV - Boards, Committees and Commissions**

**2-291. – Creation.**

Pursuant to the authority conferred by state statutes, there is hereby created a planning commission, a board of adjustment, a parks, recreation and trails advisory committee, and a fire mitigation advisory committee, which shall hereinafter for the purposes of this Article be referred to as "boards, committees, and commissions" or "board, committee or commission." All boards, committees, and commissions shall act in a purely advisory role to Board of Trustees unless expressly stated otherwise in this Code or statute.

**2-292. – Applicability.**

The provisions of this title shall apply to all boards, committees, and commissions except when the topic is specifically addressed in the section related to the individual board, committee, or commission.

**2-293. – Members and alternates; appointments and requirements.**

(a) All members of any board, committee, or commission shall be residents of the Town and shall be appointed by Board of Trustees. In making appointments, the Board of Trustees shall strive to select members representative of all community demographic and stakeholder groups. If any member ceases to reside in the Town, membership shall immediately terminate. All boards, committees, and commissions shall consist of 5 voting members. No member of

the Board of Trustees and no Town employee shall serve as a voting member of any board, committee, or commission. No person shall serve as a member or alternate member of more than one board, committee, or commission at the same time.

(b) The Board of Trustees may appoint alternate members to any board, committee, or commission, not to exceed 3 alternate members. Alternates are invited and requested to attend all meetings of the board, committee, or commission, but are not required to do so. Alternate members may take part in the discussion of any matter that comes before a board, committees, or commission, except for quasi-judicial matters, in which they may not participate unless they have been appointed in the place of an absent member. An alternate member may not vote on any matter unless designated to do so by the chair of the board, committee, or commission, in place of an absent member.

(c) Member Resignation. The chair shall inform the Town Clerk in writing within one week of any member's resignation.

(d) Persons interested in becoming members shall complete and submit an application in accordance with the Town's Policy on advisory Committees, Appointments to Outside Agencies, and Volunteers.

#### **2-294. – Terms of office and appointment.**

Appointments to all boards, committees, and commissions shall be made by the Board of Trustees for 3-year terms. Members shall serve without compensation. Initial terms of membership shall be as follows: Two members shall be appointed to a one-year term, two members shall be appointed to a two-year term, and one member shall be appointed to a three-year term. Thereafter, as the terms expire, all appointments shall be for a period of 3 years. Any members whose term expires may seek reappointment. Term limits shall not apply.

#### **2-295. – Quasi-judicial hearings.**

In any quasi-judicial or public hearing held before any board, committee, or commission, all evidence and testimony shall be presented publicly. The commission may use its expertise, technical competence, and specialized knowledge in evaluating evidence presented to it and shall have the power to weigh any evidence accordingly.

#### **2-296. – Officer positions.**

Each board, committee and commission shall appoint a chair and vice-chair annually during the first meeting of each calendar year. Each board, committee and commission shall appoint a secretary who may be a non-member who is an employee of the Town. Each board, committee or commission shall operate in accordance with the rules of procedure in Section 2-297. The board, committee or



commission chair shall notify the Town Clerk in writing within one week post-election of the names of officers.

#### **2-297. – Rules of procedure.**

Each board, committee and commission shall hold all meetings at Town Hall at regular intervals as set forth in the board, committee or commission's adopted bylaws. All meetings shall be open to the public, after posting full and timely notice of date, time, place, and subject matter of the meeting at the Town's designated posting locations. At each meeting, the public shall be given an opportunity for public comment. Full and timely notice shall be deemed to be at least 24 hours prior to the date and time of the meeting. Unless required otherwise in this Chapter, all boards, committees, and commissions shall meet regularly at least once each month, except when a quorum is not available, or there is no business to address. Each board, committee, or commission's secretary shall keep minutes of its meetings and records of its transactions, the secretary shall deliver them to the Town Clerk in a timely manner for submission to the Board of Trustees. Special meetings may be called by the chair, any 3 members, or the Town Manager with at least 24 hours' written notice. The chair has final authority to establish the agenda and will collaborate with other members and Town staff in its development. The chair or his or her designee shall serve as the conduit of communication between the board, committee, or commission and the staff liaison and Board of Trustees. A majority of the appointed non-vacant seats shall constitute a quorum.

#### **2-298. – Authority and responsibility.**

(a) Boards, committees, and commissions shall exercise their authority and shall be accountable to comply with the board, committee or commission's approved work plan, the Board of Trustees' goals, and with other Board of Trustees adopted rules or regulations. Unless otherwise provided by law, no board, committee, or commission, and no member of any board, committees, or commission shall have authority to act on behalf of the Town, including without limitation approving contracts, negotiating deals, spending or allocating Town funds, and negotiating transactions involving real or personal property.

(b) Within 90 days of creation, each board, commission or committee shall submit a set of bylaws to the Board of Trustees for review and approval. Bylaws shall, at a minimum, set the board, commission or committee's regular meeting date and time.

(c) Each board, committee or commission shall provide an agenda to the Town Clerk at least 24 hours prior to the date and time of each meeting and shall provide the Town Clerk with approved minutes following every meeting.

(d) In collaboration with Town staff, each board, committee, and commission shall submit an annual budget request to Board of Trustees, which furthers the accomplishment of that plan. Once funding has been approved through

the budgeting process, each board, committee, and commission may offer recommendations to the Town staff and Board of Trustees on the expenditure of those funds.

(e) No board, committee, or commission and no member of any board, committee, or commission shall have the authority to accept donations on behalf of the Town, to direct any Town employee, or to make operational decisions for the Town.

#### **2-299. – Recommendations to Board of Trustees.**

Each board, committee, and commission shall deliver recommendations to the Board of Trustees concerning its budget provisions and other matters within its purview as required herein, from time to time as directed by the Trustees, or as initiated by the board, committee, or commission. Board of Trustees shall approve annual board, committee, or commission work plans and may provide direction to boards, committees, and commissions regarding specific matters upon which the Board of Trustees desires the board, committee, or commissions to investigate and provide recommendations. Boards, committees, and commissions shall follow such direction and provide their recommendations to Board of Trustees via the means directed by the Board of Trustees.

#### **2-300. – Removal.**

Except as provided otherwise in this Chapter, the Board of Trustees shall have the power to remove any member of any board, committee or commission at any time with or without cause. Upon removal, the Board of Trustees shall fill any vacancy for the remainder of the vacated position's term. If there is less than one year remaining on the term, a person may, but need not, be appointed to fill the remainder of that term and the next full term.

#### **2-301. – Staff liaison role.**

The Town Manager may assign Town personnel to assist boards, committees, and commissions with budget proposals or any other duties as is necessary for the boards, committees, or commissions to adequately perform their functions.

#### **2-302. – Subcommittees.**

From time to time, the Board of Trustees or a board, committee, or commission may establish temporary or standing subcommittees to study issues or make recommendations. No formal action may be taken by a subcommittee. Subcommittee meetings shall be public meetings, shall comply with the rules of procedure set forth in Section 2-297, and shall be attended by at least one member of the board, committee or commission that formed the subcommittee. All subcommittee recommendations must be submitted to the appropriate board, committee, or commission.



### **2-303. – Remote participation.**

Members of any board, committee, or commission may participate in meetings remotely, and any remote participation shall be pursuant to rules and regulations adopted by the Board of Trustees, as they may be amended.

Section 6. Prior Appointments Cancelled. With the exception of the Planning Commission and the Board of Adjustment, all appointments made by the Board of Trustees to boards, committees or commissions including, without limitation, those made by Resolution 2020-03, dated January 21, 2020, are hereby rescinded. The Parks and Recreation Advisory Committee is dissolved and created a new as the Parks, Recreation and Trails Advisory Committee. The Fire Mitigation Advisory Committee is dissolved and created anew. All seats are currently vacant, and residents interested in becoming a member in either committee shall complete and submit an application in accordance with the Town's Policy on Advisory Committees, Appointments to Outside Agencies and Volunteers.

Section 7. Repeal. All prior acts of the Board of Trustees inconsistent herewith are hereby repealed including, without limitation, Ordinance 2020-02 establishing the Fire Mitigation Advisory Committee, Resolution 2017-09 establishing a trails committee, and Resolution 2009-08 establishing policies for the formation of advisory committees.

Section 8. Bylaws for Planning Commission and Board of Adjustment. Within 90 days of the Effective Date of this ordinance, the Planning Commission and Board of Adjustment shall submit to the Board of Trustees for review and approval a set of bylaws that comply with Section 2-298(b) Green Mountain Falls Municipal Code, set forth above.

Section 9. 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 10. 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 11. Effective Date. This Ordinance shall be effective thirty (30) days after publication.

INTRODUCED AND ORDERED PUBLISHED the \_\_\_\_ day of \_\_\_\_\_, 2020, at the Green Mountain Falls Town Hall, 10615 Green Mountain Falls Road, Green Mountain Falls, Colorado.

ADOPTED AND ORDERED PUBLISHED the 7<sup>th</sup> day of July, 2020.

Jane Newberry  
Jane Newberry, Mayor

ATTEST:

Angie Sprang  
Angie Sprang, Town Manager

Published in the Pike Peaks Courier, \_\_\_\_\_ 2020.