



MEETING MINUTES
Planning Commission
September 14, 2021
6:30 p.m. In-Person/Zoom Hybrid Meeting

Commissioners Present: Todd Dixon, Sean Ives, Lamar Matthews (Zoom), Paul Yingling (Zoom)

Commissioners Absent: Gregory Williamson

Ex Officio Member: Mayor Jane Newberry

Board of Trustees Liaison:

GMF Staff: Nate Scott

[Link to Zoom Video Recording](#)

Agenda Item	Motion/Discussion	M/S	TD	SI	LM	GW	PY	JN
1. CALL TO ORDER / ROLL CALL	Meeting called to order at 6:30pm							
2. ADDITIONS, DELETIONS, & CORRECTIONS TO THE AGENDA	Moved to strike Item 8b	PY/LM	A	A	A		A	
3. APPROVAL OF MINUTES- August 10, 2021	Moved to approve	SI/PY	A	A	A		A	
4. PUBLIC COMMENT	No public comment							
5. NEW BUSINESS								
a. AUG2021-02 - 6620 Pine – Deck Application	Staff report - Matt Swanson, applicant, was on Zoom. This is for a replacement deck. Summary of materials are in the packet. Submitted to PPR also. Site plan does not have ILC but does have an aerial photo from 2018 El Paso county. Staff does not have any concerns, no set back concerns. Rec to approve. Chair Dixon - Location of property markers? Swanson - have not exposed any prop corners but	LM/ PY	A	A	A		A	



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	<p>inside min requirements. Commissioner Ives - no issue since it is not close to the property line. Other commissioners agreed.</p> <p>Moved to approve. Motion passed - 4/0</p>							
<p>6. OLD BUSINESS</p>								
<p>a. MAY2021-01 - 11070 Belvidere - Remodel</p>	<p>Staff report - When last presented the package lacked site plan with building measurements and letters from trustee ownership. Resubmitted for a 3rd floor addition. No change to building footprint. Staff report indicated no setback issues due to no footprint change. Building heights were added to plans. Septic will be tagged by PPRBD to El Paso County Health to review it.</p> <p>Com to staff - none Applicant - not present Com discussion - Can't meet some of the setbacks, might need a variance. Staff needs to check on setbacks.</p> <p>Moved to approve the architectural review contingent on the El Paso septic review and to advise that the owners obtain a variance. Motion passed - 4/0</p>	<p>LM/SI</p>	<p>A</p>	<p>A</p>	<p>A</p>		<p>A</p>	
<p>7. OTHER BUSINESS</p>								



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<p>a. 10650 Hondo Ave. – Encroachment on Town-owned parcel</p>	<p>Staff report - ILC for titlework discovered an encroachment on town parcel. Questions arose on whether or not the town needs access. Questions also arose regarding underground Utilities. CSU water valve was found. Questions about underground utilities have been directed to CSU. Bair parcel boundary has not changed. Significant portion of the house encroaches on the town parcel. Options initially presented: 1. Town agrees to sell parcel to the owners 2. Land swap idea from surveyor who works with real estate agent. Neighbors have been parking on the Bair property. Easement could be granted to property owners. It was recommended Bairs get a surveyor and legal assistance.</p> <p>PC needs to take the following steps: Step 1 - concept plan Step 2 - formal plan</p> <p>Mayor - town would possibly sell just whatever it takes to clear the property. Easements can cause trouble with changing owners. Fee charged for easement.</p> <p>Further discussion: Formal plan that addresses all 3 options. What does the town need for each option? Do owners have a preference? PC needs to set requirements.</p> <p>Applicant - Liz Snow, real estate agent said that the house is under contract and a buyer has a loan so</p>	LM/SI	A	A	A		A	
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	<p>this is time critical. This was discovered when the title research was done. Snow says the market value of the town lot is 4k. Mayor - this lot could be valuable as a trail access or utility access. Does not need to run by PRT.</p> <p>Action: PC members give a list of items for Applicant to address in the Formal Plan to staff by the 21st of September.</p> <p>Consider a special meeting? Staff - yes. Sept 28th at 6:30pm</p> <p>Move to approve the basic concept of transfer of property based on the four options being proposed.</p> <ol style="list-style-type: none"> 1. purchase of full lot 2. purchase of a partial portion of the lot 3. swap of lots 4. easement <p>Motion passed - 4/0</p> <p>The four options to be presented at the 9/28 meeting.</p>							
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<p>b. Land Use Code rewrite – Planning Commission and Staff discussion</p>	<p>STRICKEN from the Agenda</p>							
<p>c. Planning process documentation – Planning Commission and Staff discussion</p>	<p>Chair Dixon presented a Planning process document which was crafted with full staff in mind. Reviewed N. Scott’s comments. Chair Dixon would like to present to the Board for committee reports at the next meeting.</p>							
<p>d. Housekeeping Announcements Next Regular Meeting October 12th</p>	<p>Chair Dixon discussed residency requirements for PC members since it is a quasi-judicial committee. Town attorney contacted the town manager regarding this matter. Could result in a negated vote if it was a close vote. Full time residency needs to be documented for PC members.</p> <p>Action: PC members to bring in two supporting documents before the next meeting, October 12, to Scott. Documents can include: tax forms, voter regs, car regs, utility bill for GMF (with local billing address).</p> <p>Sept 24th is installment 1 of the Code rewrite.</p> <p>Action: PC members to send Code rewrite comments to Scott before Sept. 24th.</p> <p>Nov 9th meeting will be installment 2 presentation. PC members will have a week to make comments. Dec 14th meeting will be installment 3 presentation. PC members have a week to make comments. Jan 11 meeting, the code rewrite draft will be presented for public hearing 1.</p>							



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	Feb 4th meeting will be public hearing 2. Special meeting will be held on Sept 28th.							
8. Adjournment	Adjourned 7:54pm							