



**Town of Green Mountain Falls  
Planning Commission Regular Meeting  
Agenda**

**Tuesday, January 11, 2022 @ 6:30 PM  
In-person Meeting @ 10615 Green Mountain Falls Rd  
Green Mountain Falls, CO 80819**

OR JOIN ZOOM MEETING:

<https://us02web.zoom.us/j/86509096315?pwd=T0VBMGtSTllwWXczS2JLQzI CRmVzZz09>

Meeting ID: 865 0909 6315; Passcode: 825166

TIME		ITEM	DESIRED OUTCOME
6:30	1.	CALL TO ORDER	
	2.	AUDIO CHECK	
	3.	ADDITIONS, DELETIONS, OR CORRECTION TO THE AGENDA	
	4.	APPROVAL OF MINUTES December 14, 2021, Regular Meeting Minutes	Action Recommended
	5.	PUBLIC COMMENT**	
	6.	NEW BUSINESS	
	a.	012022-01 – 11120 Falls Ave. – Deck Replace	
	b.	Nominating officers for 2022	
	7.	OLD BUSINESS	
	a.	Discussion – Code Rewrite Status	No Action Necessary
	8.	OTHER BUSINESS	
	9.	Adjournment	

\*\*Register for public comment by 4:00 PM the day of the meeting: [planner@gmfco.us](mailto:planner@gmfco.us)

*Planning Commission Members:*  
*Todd Dixon, Chair*  
*Lamar Matthews, Commissioner*  
*Sean Ives, Commissioner*  
*Gregory Williamson, Vice Chair*  
*Paul Yingling, Commissioner*





**MEETING MINUTES**  
**Planning Commission**  
**December 14, 2021**  
**6:30 p.m. Zoom/In Person Meeting**

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

Commissioners Absent:

Ex Officio Member: Mayor Jane Newberry - not present

Board of Trustees Liaison:

GMF Staff: Nate Scott

Agenda Item	Motion/Discussion	M/S	TD	SI	LM	GW	PY	JN
1. CALL TO ORDER / ROLL CALL	Call to order at 6:30pm							
2. AUDIO CHECK	Audio check done successfully.							
3. ADDITIONS, DELETIONS, & CORRECTIONS TO THE AGENDA	Moved that the agenda be approved with the address change, 10680 Florence, on item 6.a. All ayes. Motion passed - 5/0	GW/LM	A	A	A	A	A	
4. APPROVAL OF MINUTES- November 9, 2021 Regular Meeting	All ayes. Motion passed - 5/0	PY/LM	A	A	A	A	A	
5. PUBLIC COMMENT	No public comments registered.							
6. NEW BUSINESS a. DEC2021-01 – 10690 Florence Ave. – Garage Roof and Garage Deck Replace	NS - Applicant, Seever, present at town hall. He wants to replace the roof and deck. Application has been received and paid for. Will be submitted to PPRegional. Contractor must apply for a town business license. Color palette in earth tones as recommended. All materials are approved. Meets setbacks. In hill overlay zone, staff have no concerns. Setbacks covered in nonconforming development of	PY/LM	A	A	A	A	A	



	<p>code. No change in garage footprint. Status tracked through PP building.</p> <p>PY - PC does not do roof approvals? NS - All in one project falls in the PC purview. Applicant - I have to take the deck off to get to the roof.</p> <p>Applicant - Nothing to add beyond the letter of explanation. Putting it back to the way it was and now has to conform to code.</p> <p>Moved to approve the project at 10680 Florence contingent on the contractor getting a business license with the town.</p> <p>All ayes. Motion passed - 5/0</p>							
<p>7. OLD BUSINESS</p> <p>a. Discussion – Code Rewrite – Draft Installment #1 and next steps</p>	<p>NS - Met with Nina Williams, attorney. Reminder about the process which was started a year ago. When there was a full-time planner and intern, the town staff was going to have more contributions to the rewrite. Timeline has been pushed back. See attached for proposed timeline. Attachment will be BCCd to PC members for feedback. Reply to NS with feedback by Dec 31. He will send it to Nina. Jan 11 meeting not planned for Nina to be there. Jan 25 work session planned and should include Installment #2. PowerPoint will be used for installments #2 and #3 based on her drafts and will include main change points. Public will be invited to comment at Feb 8 meeting. Plan is to present the draft to the Board on Mar 1. Concept is to propose codes that make sense for GMF.</p> <p>NS - Does Jan 25 work for everyone? LM can't make it but does not want to slow up progress. TD - Prefer</p>							





**Town of Green Mountain Falls  
Planning Commission Meeting Minutes  
Zoom Virtual Meeting  
Tuesday, April 14, 2020 at 6:30 p.m.**

	a separate PC work session. GW - agree with a separate work session. NS - LM should have time to review and include comments into the meeting. TD - Would like members physically present for the work session.							
8. OTHER BUSINESS	TD - PC will continue to use Zoom for the time being. If funding issues arise, MS teams can be used. PC committee elections will be held at the January meeting. TD announced he will be running for mayor and will not be available to chair next year.							
9. ADJOURNMENT	Adjourn at 7:02pm							





To: Planning Commission

From: GMF Staff

Date: January 6, 2022

Re: 012022-01 - Architectural and Zoning Application for a new deck at 11120 Falls Ave.

### **Background**

The applicant Shobie Spear of Colorado Custom Built, on behalf of property owners Robert and Carol Korzekwa, is requesting the Planning Commission's consideration for a new deck permit at the subject address: 11120 Falls Ave. The application was received and paid for on December 30, 2021. The applicant paid for a business license on January 3, 2022. The construction plan has been submitted to Pikes Peak Regional Building Dept. for their review.

Planning Commission Recommended Actions:

- Review proposed project for compliance with Green Mountain Falls Zoning and Land Use Code.
- Approve, approve subject to conditions, or disapprove.

### **Project Summary**

The purpose of the project at 11120 Falls Ave is to remove and replace an existing deck that does not meet structural codes or standards and to add 300sf of usable outdoor space (deck plus attached sunroom). The existing deck will need to be removed from the house and taken away. The deck will be rebuilt using appropriate code qualified materials for outdoor construction. The decking material will be a Trex Composite Decking material (Toasted Sand Color) and the railing will be black hog wire paneling with a "cocktail topper". The covering over a portion of the deck will match the appearance of the existing house.

The footprint is slightly larger than the deck being replaced, but does not protrude towards the side property lines further than the existing house walls.

### **Discussion**

The electronic file maintained by Town Hall, *Official Town Zoning Map 2019*, shows the Zone District as R-1 and the El Paso County Assessor's Office show parcel ID 8308211003 with an area of 7,305 sq. feet. Therefore, zoning is:

**16-305 R-1 5,000 Single-Family Residential District, within designated Hillside Overlay Zone.**

*Setback requirements:*

- a. Front, fifteen (15) feet;*
- b. Side, five (5) feet; and*
- c. Rear, ten (10) feet.*



**Sec. 16-705. - Building permits; architectural review (attached)**

The Zoning Code §16-705(d)(2) – *at 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.*

The language for architectural review is couched as policy recommendation with vague standards: nevertheless, it does state the advisory body *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.*

**Sec. 16-712. - Development plan requirements (w/ notes specific to this project).**

- (1) The location, height, and dimensions of each existing and proposed structure in the development area and the uses to be contained therein. **(included in structural and site plans – does not exceed max height limit or existing house height)**
  - (2) The proper building setbacks and building area with reference to property lines, highways, or street rights-of-way; **(Per applicant: We were able to track the site off of the location of electrical poles with markers on one side. And the neighbor to the east had recently had their property line marked so we were able to utilize those for our measurements.)**
  - (3) The location and surfaces of all parking areas and the exact number of parking spaces; **N/A**
  - (4) The location of watercourses and other natural historic features; **N/A**
  - (5) The location of all pedestrian walks, malls, recreation, and other open spaces; **N/A**
  - (6) The location, number, height, and square footage of freestanding identification signs; **N/A**
  - (7) The location, height, size, and orientation of any required light standards; **N/A**
  - (8) The location of all permanent accesses from publicly dedicated streets, roads, or highways; **N/A**
  - (9) The location, overlain on contours for the area, of all roadways, walkways, bridges, culverts, drainage easements, existing or contemplated, and green belts; **N/A**
  - (10) The location of all footpaths, traffic islands, traffic devices and driveways, indicating the pedestrian and vehicular movement and control; **N/A**
  - (11) The stages, if appropriate, in which the project will be developed; and **N/A**
  - (12) A vicinity map to locate the development in relation to the community. **(see location overview)**
- (Ord. 97-01)

**Sec. 16-712. - HO Hillside Overlay Zone; Sec. 16-714. - Hillside Overlay Zone requirements**

Due to the minimal soil disturbance and overall scope of this project, staff has no concerns about this project within the Hillside Overlay Zone.

**Conclusion and Recommendation**

Staff recommends approval of this project.





**Town of Green Mountain Falls  
Land Use Approval Application  
Architectural Plan Review**

**General Information**

- This checklist serves as a guideline for submitting a Zoning & Architectural Plan Review Land Use Approval application and is not a substitute for the provisions in GMF Municipal Code or any other rules that may apply.
- Applicants are responsible for reviewing and understanding the Code.
- Complete applications are subject to staff review time of two weeks (14 days).

**Applicant**

Applicant:	Colorado Custom Built	Shobie Spencer
Address:	1023 Bonfoy Ave	Colorado Springs CO 80809
E-Mail:	ColoradoCustomBuilt@gmail.com	
Phone:	719-406-5958	
Owner:	Bob Carol Kaczekwa	
Address:	11120 Falls Ave	Green Mountain Falls CO 80819
E-mail:	Rkaczekwa@MSN.com	
Phone:	719-216-2769	

**Property**

Physical Property Address: 11120 Falls Ave Green Mountain Falls 80819	
Type of Plan Review: APR (Deck addition)	Lot Size/Zoning: 7305 sf R-1 Single Family
Hillside Overlay zone? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Land Survey/ILC Included: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

**Certification & Signature**

APPLICANT'S STATEMENT: I understand the procedures and requirements (pages 1 and 2 of this application) that apply to my request and acknowledge an incomplete application will not be scheduled for public hearing. GMF Staff's acceptance of the application, payment of fees, and submittal of accompanying materials does not constitute completeness. I further agree to reimburse the city for technical and professional consulting expenses that may be incurred during the review of my request. Failure to reimburse the Town for invoiced expenses constitutes an incomplete application.

Certification: The undersigned applicant certifies under oath and under penalties of perjury that the information found in the application is true and accurate to the best of their knowledge.

By checking this box, I agree to the certification statement and am typing my full name as an electronic signature.

Applicant Signature	<u>[Signature]</u>	Date	<u>12-21-2021</u>
Owner Signature	<u>[Signature]</u>	Date	<u>12-30-2021</u>
Owner Signature	<u>Carol Kaczekwa</u>	Date	<u>12/30/21</u>

This document can be signed electronically using [Adobe Reader DC](#) for free.



### Plan Review Checklist

This checklist serves as a guideline for submitting a Zoning & Architectural Plan Review (APR) Land Use Approval application and is not a substitute for the provisions in Green Mountain Falls Municipal Code or any other rules that may apply. Applicants are expected to review, at a minimum §16, Zoning, §17, Subdivision, §18, Building Regulations.

APR is a general term for the review by the Planning Commission/Board of Trustees for zoning compliance and the evaluation of architectural compatibility, as outlined in §16-705.

#### 1. Application & Petition

- a. Application, signed and dated by the applicant and property owner(s)
- b. Application fee
- c. Letter of explanation
  - i. Describe the purpose of the project (e.g., deck, SFH addition, exterior renovation, etc.) and describe project details, referring to site plans and drawings as necessary

#### 2. Development Plan

- a. Vicinity Map with streets and access points to the property
- b. Existing and proposed structures with zoning setbacks, property boundaries and dimensions
- c. The location of all drainage to, from and across the site, the location of intermittent and permanent springs, culverts and other drainage structure

#### 3. Procedure:

- a. Electronic submittal of signed application and checklist materials: [planner@gmfco.us](mailto:planner@gmfco.us)
- b. Payment of fees to Town Clerk for receipt
- c. Upon determining an application is complete, staff will schedule for PC and/or BoT public hearing

#### GMF Town Staff:

- ☒ Application
- ☒ Letter of Explanation
- ☒ Development Plan
- ☐ Application fee (Town Clerk)
  - Date 12/30/21 Amount \$128.31 ☐ Check #            ☒ Credit Card





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**1023 Bonfoy Ave**  
**Colorado Springs CO, 80909**  
**719-406-5958**  
**ColoradoCustomBuilt@gmail.com**

**December 28th, 2021**

To Whom it may concern,

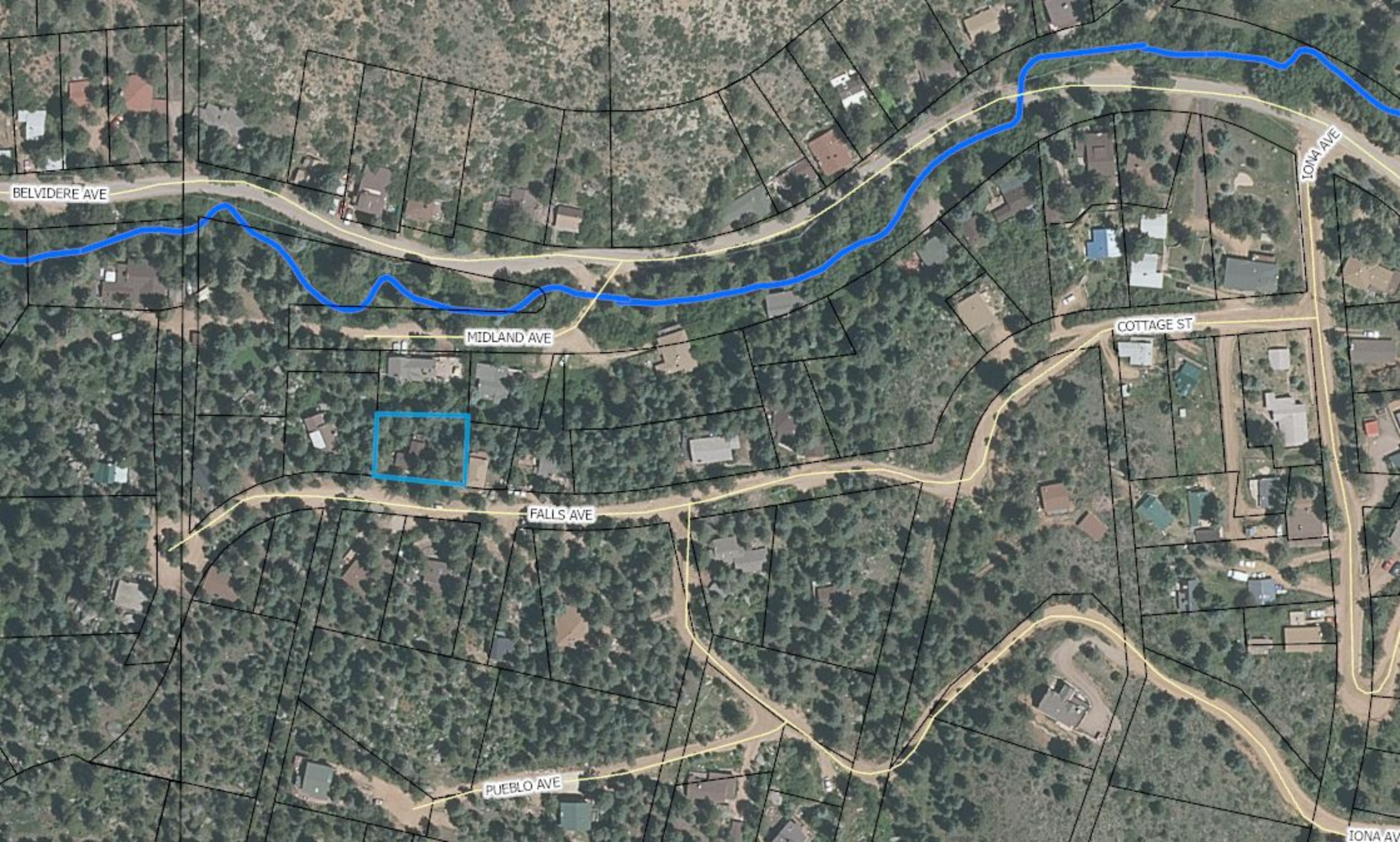
The purpose of the project at 11120 Falls ave is to remove and replace an existing deck that does not meet structural codes or standards and to add 300sf of usable outdoor space. The existing deck will need to be removed from the house and taken away. The deck will be rebuilt using appropriate code qualified materials for outdoor construction. The decking material will be a Trex Composite Decking material (Toasted Sand Color) and the railing will be black hog wire paneling with a "cocktail topper". The covering over a portion of the deck will match the appearance of the existing house.

Thank you for your consideration of this project to the Green Mountain Falls Area.

Sincerely,

Shobie Spear





BELVIDERE AVE

MIDLAND AVE

FALLS AVE

PUEBLO AVE

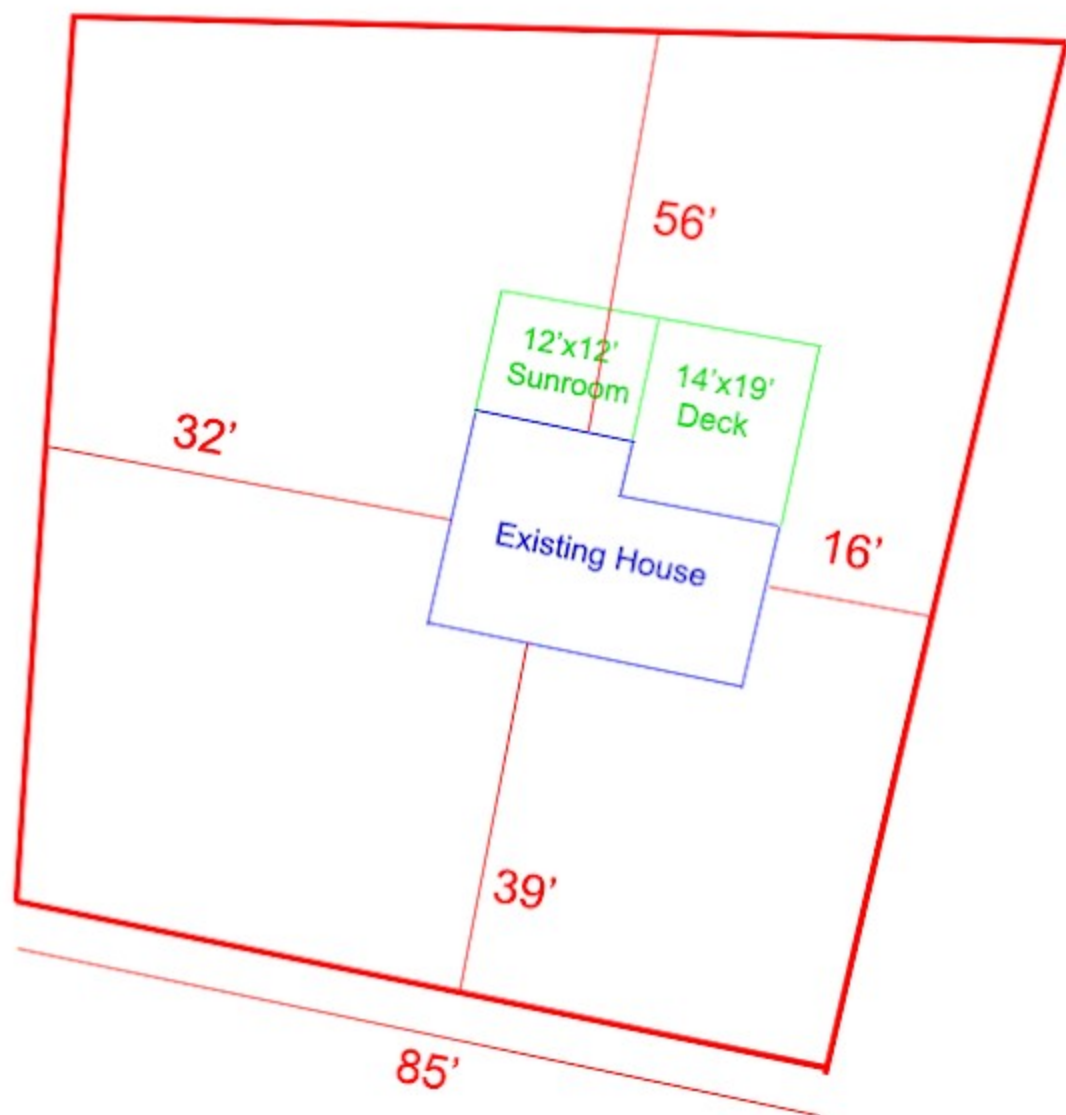
COTTAGE ST

IONA AVE

IONA AVE



# 11120 Falls Ave



PROPERTY LINES



EXISTING HOUSE



PROPOSED ADDITIONS











STRUCTURAL NOTES

1.

ALL MATERIALS TO COMPLY WITH WHPA, AMERICAN PLYWOOD ASSOCIATION, NDS, 2015 INTERNATIONAL RESIDENTIAL CODE, AND 2015 INTERNATIONAL BUILDING CODE.
2.

ALL LUMBER SHALL BE HEM-FIR #2 OR BETTER: Fb = 1150 PSI E = 1,400,000 PSI, UNO
3.

ROOF SHEATHING SHALL BE 7/16" OSB UNO. FLOOR SHEATHING SHALL BE 3/4" APA RATED PLYWOOD OR T&G OSB UNO. EXTERIOR WALL SHEATHING SHALL BE 7/16" OSB. ALL SHEATHING TO BE FASTENED TO SUPPORTS WITH 8d NAILS AT 6" OC AT EDGES AND 12" OC INTERMEDIATELY.
4.

ALL GIRDERS/BEAMS SHALL BE SUPPORTED BY POSTS OF EQUAL OR GREATER WIDTH THAN THE MEMBER BEING SUPPORTED.
5.

WINDOW AND DOOR HEADERS TO BE (3) 2X8 UNO.
6.

COLUMNS TO BE (3) 2X6 UNO.
7.

FOR OPENINGS LESS THAN 4', USE 1T/1K. FOR OPENINGS GREATER THAN OR EQUAL TO 4', USE 2T/2K.
8.

LUMBER STANDARD TO BE AMERICAN SOFTWOOD LUMBER STANDARD PS20 (US DEPT. OF COMMERCE). S45, MC15, MOISTURE CONTENT AT TIME OF DRESSING.
9.

ALL CONNECTOR HARDWARE IS TO BE MANUFACTURED BY THE SIMPSON COMPANY. HARDWARE SHALL BE SIZED BY THE MANUFACTURER FOR LOADS DESIGNATED ON THE STRUCTURAL DRAWINGS AVAILABLE FROM THE STRUCTURAL ENGINEER.
10.

PROVIDE SOLID BLOCKING OF THE SAME SIZE AS RAFTERS OR JOISTS AT LINES NOT TO EXCEED 8' O.C.
11.

FASTENING SHALL CONFORM TO THE FOLLOWING SCHEDULE:

- 11.1.

JOIST TO SILL OR GIRDER, TOENAIL

3-8d
- 11.2.

BRIDGING TO JOIST, TOENAIL EACH END

2-8d
- 11.3.

1" X 6" SUBFLOOR OR LESS TO EACH JOIST, FACE NAIL

2-8d
- 11.4.

1" X 6" SUBFLOOR OR GREATER TO EACH JOIST, FACE NAIL

3-8d
- 11.5.

2" SUBFLOOR TO JOIST OR GIRDER, BLIND AND FACE NAIL

2-16d
- 11.6.

SOLE PLATE TO JOIST OR BLOCKING, FACE NAIL

16d @ 16" O.C.
- 11.7.

TOP PLATE TO STUD, END NAIL

2-16d
- 11.8.

SOLE PLATE TO STUD, TOENAIL

4-8d
- 11.9.

SOLE PLATE TO STUD, END NAIL

2-16d
- 11.10.

DOUBLE STUDS, FACE NAIL

16d @ 24" O.C.
- 11.11.

DOUBLED TOP PLATES, FACE NAIL

16d @ 16" O.C.
- 11.12.

TOP PLATES, LAPS, AND INTERSECTIONS, FACE NAIL

2-16d
- 11.13.

CONTINUOUS HEADER, TWO PIECES

16d @ 16" O.C. ALONG EA EDGE
- 11.14.

CEILING JOISTS TO PLATE, TOENAIL

3-8d
- 11.15.

CONTINUOUS HEADER TO STUD, TOENAIL

3-8d
- 11.16.

CEILING JOISTS, LAPS OVER PARTITION, FACE NAIL

3-16d
- 11.17.

CEILING JOISTS TO PARALLEL RAFTERS, FACE NAIL

3-16d
- 11.18.

RAFTER TO PLATE, TOENAIL

3-8d
- 11.19.

1" BRACE TO EACH STUD AND PLATE, FACE NAIL

2-8d
- 11.20.

WIDER THAN 1" X 8" SHEATHING, FACE NAIL EACH BEARING

3-8d
- 11.21.

EXTERIOR SHEATHING

7/16" CROWN 1-3/4" STAPLES
- 11.22.

BUILT UP CORNER STUDS

16d @ 24" O.C.
- 11.23.

BUILT UP GIRDERS AND BEAMS

20d @ 32" AT TOP & BOTTOM AND STAGGERED 2-20d AT ENDS AND EACH SPLICE
- 11.24.

2" PLANKS

2-16d AT EACH BEARING

FASTENING TO FOLLOW SCHEDULE UNO

12.

FLOOR SHEATHING TO BE GLUED PER APA RECOMMENDATIONS.
13.

STAIRWAY RISER HEIGHT SHALL NOT EXCEED 7-3/4" AND TREAD DEPTH SHALL NOT BE LESS THAN 10".
14.

ALL BUILT UP GIRDERS, BEAMS, AND HEADERS SHALL BE GLUED PER APA RECOMMENDATION AND NAILED PER SCHEDULE.
15.

FLOOR JOISTS SHALL BE DOUBLED UNDER ALL PARALLEL WALL PARTITIONS.
16.

ALL GLULAMS AND MICROLAMS EXPOSED TO EXTERIOR CONDITIONS REQUIRE PERMANENT PRESERVATIVE TREATMENT IN ACCORDANCE WITH AWPB STD C1 & C2.
17.

SILL PLATES SHALL BE BOLTED TO THE FOUNDATION WITH A MINIMUM OF 1/2" X 10" ANCHOR BOLTS SPACED @ 48" O.C. AND EMBEDDED 7" INTO THE CONCRETE. THERE SHALL BE A MINIMUM OF TWO BOLTS PER PIECE WITH ONE BOLT LOCATED WITHIN 12" OF EACH END OF EACH PIECE.
18.

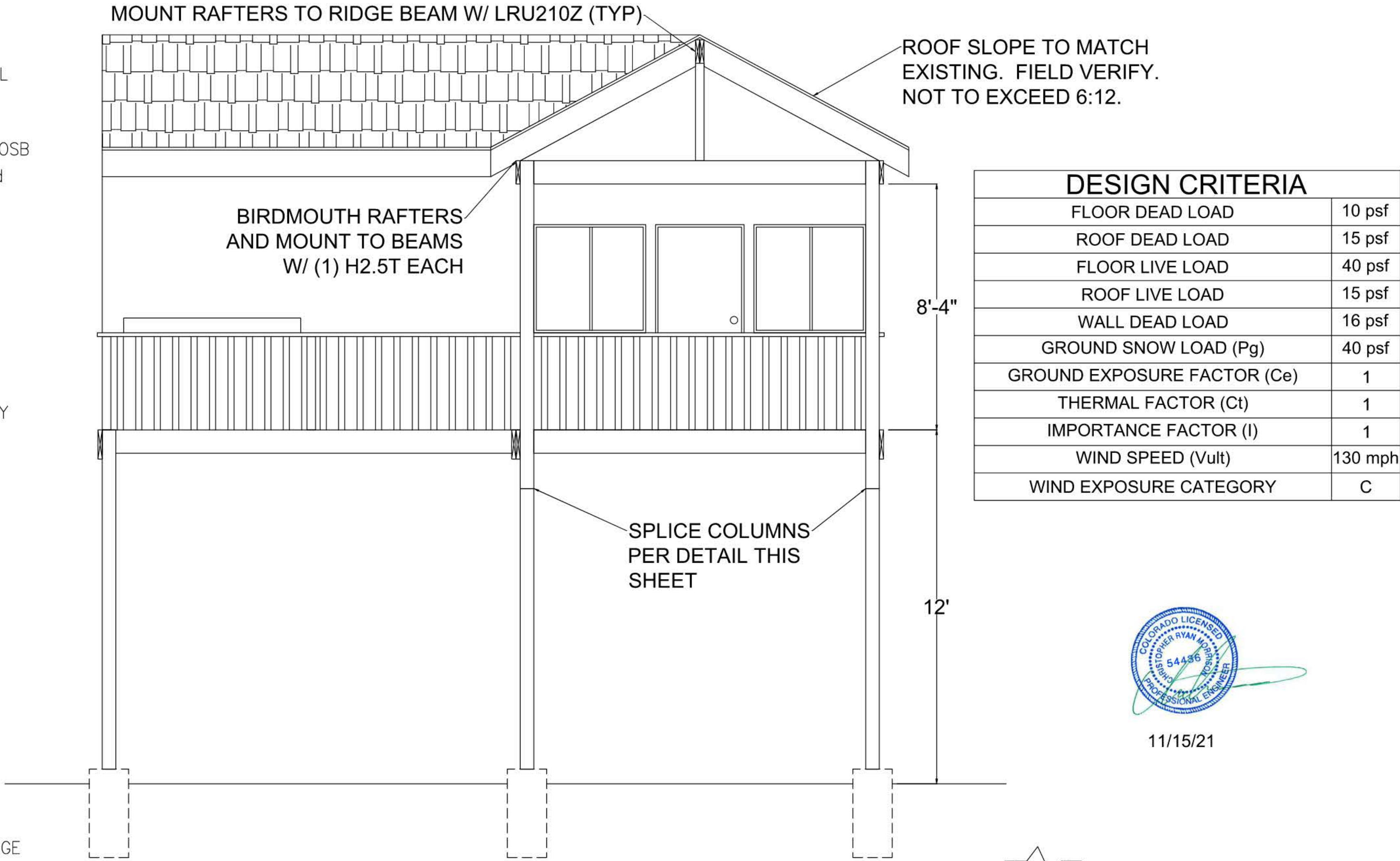
TRUSSES AND TRUSS CONNECTION SHALL BE CONSTRUCTED PER THE ATTACHED TRUSS LAYOUT AND PROFILES.
19.

VERTICAL WALLS AND WALL ADJACENT TO STAIR STRINGERS SHALL BE FRAMED WITH SOLID 2x FRAMING AND ARE NOT TO EXCEED 10' VERTICAL SPAN.
20.

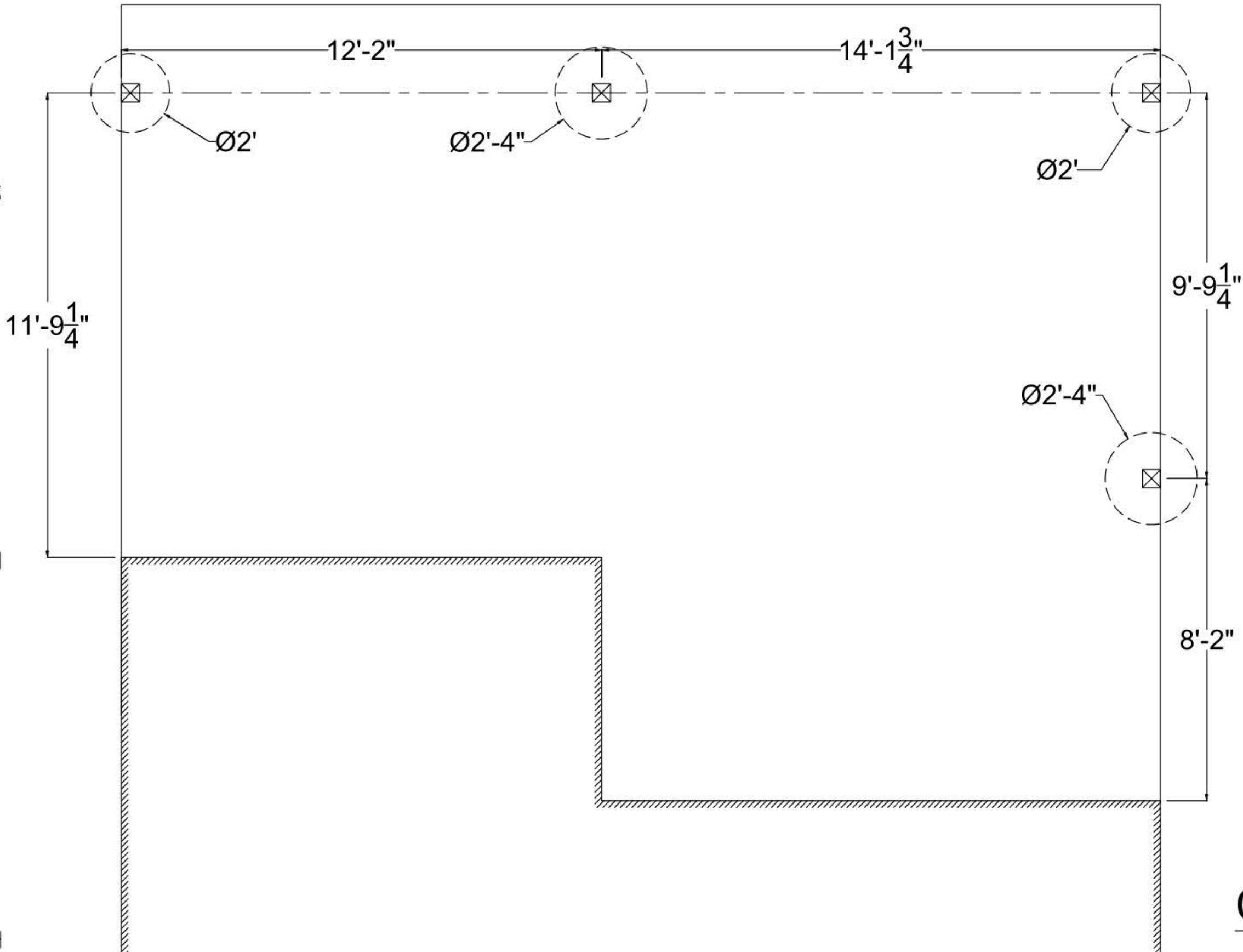
ALL ENGINEERED WOOD PRODUCTS TO BE INSTALLED PER MANUFACTURERS RECOMMENDATION.
21.

ALL NON-STRUCTURAL PARTITION WALLS BEARING ON SLAB-ON-GRADE SHALL BE FLOATED WITH A MINIMUM 1-1/2" VOID EXPANSION SPACE BETWEEN WALL BOTTOM PLATE AND SLAB MOUNTED PRESSURE TREATED BASE PLATE.
22.

GRADE IS ASSUMED TO BE 6" FROM THE TOP OF FOUNDATION WALLS. ACTUAL CONDITIONS MAY NOT CONFORM WITH ASSUMED FINAL GRADE ELEVATIONS. THIS DESIGN ASSUMES THE STRUCTURE IS BEING CONSTRUCTED ON LEVEL GROUND.

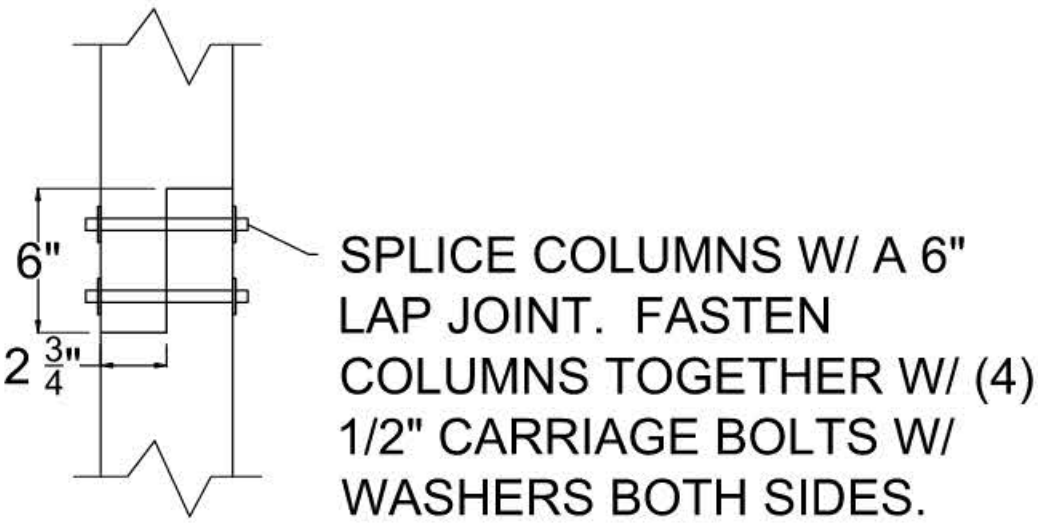


DECK ELEVATION VIEW  
(SCALE 3/8" = 1')

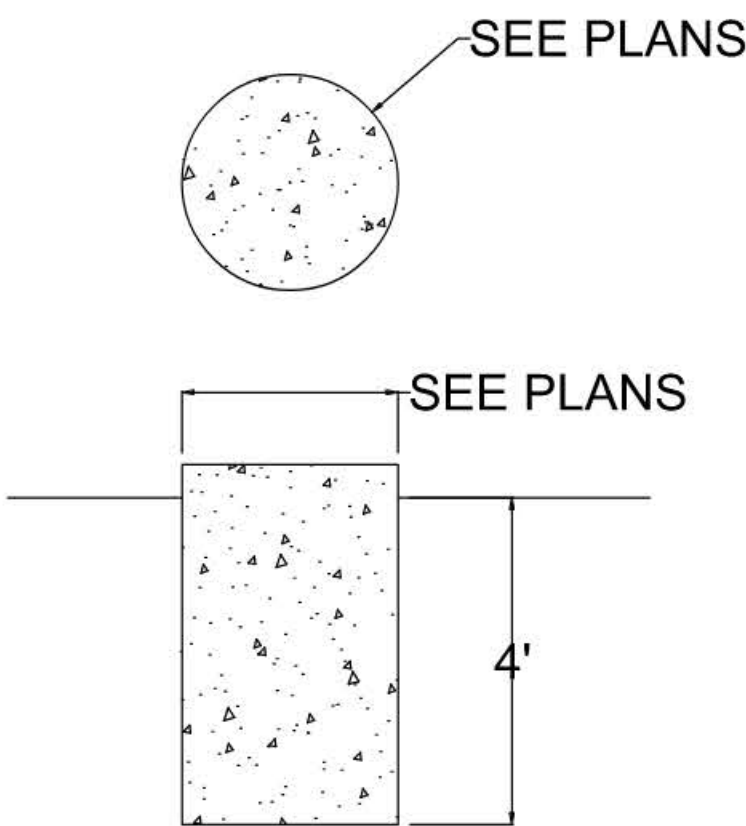


DECK FOUNDATION PLAN  
(SCALE 3/8" = 1')

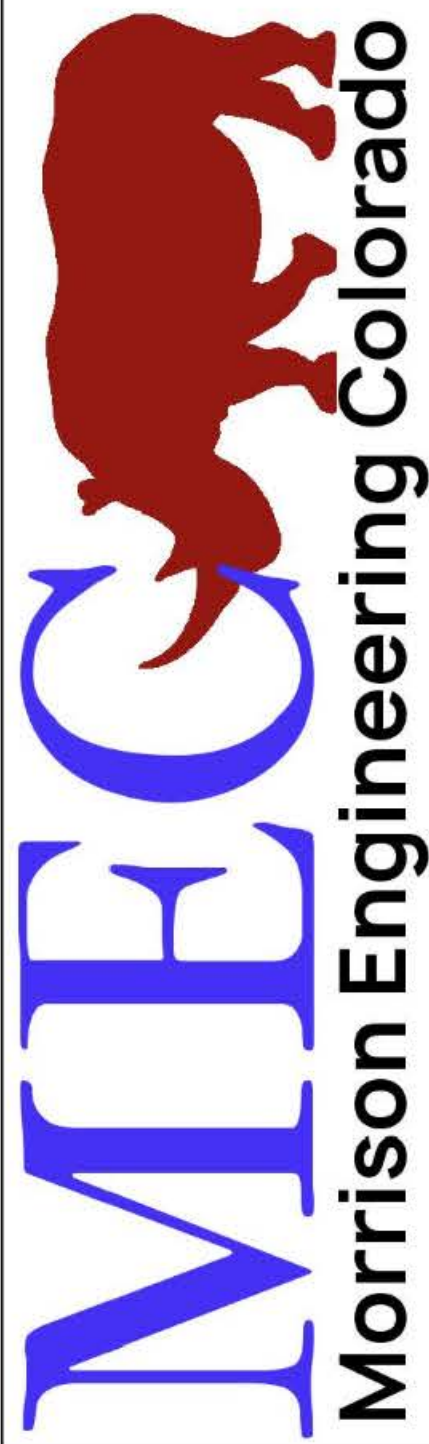
DESIGN CRITERIA	
FLOOR DEAD LOAD	10 psf
ROOF DEAD LOAD	15 psf
FLOOR LIVE LOAD	40 psf
ROOF LIVE LOAD	15 psf
WALL DEAD LOAD	16 psf
GROUND SNOW LOAD (Pg)	40 psf
GROUND EXPOSURE FACTOR (Ce)	1
THERMAL FACTOR (Ct)	1
IMPORTANCE FACTOR (I)	1
WIND SPEED (Vult)	130 mph
WIND EXPOSURE CATEGORY	C



COLUMN SPLICE DETAIL  
(NOT TO SCALE)



COLUMN FOOTING DETAIL  
(SONOTUBES ACCEPTABLE FOR PIER FORMING, NOT TO SCALE)



NEW DECK  
ELEVATION AND FOUNDATION PLAN  
11120 FALLS AVE  
GREEN MOUNTAIN FALL, CO

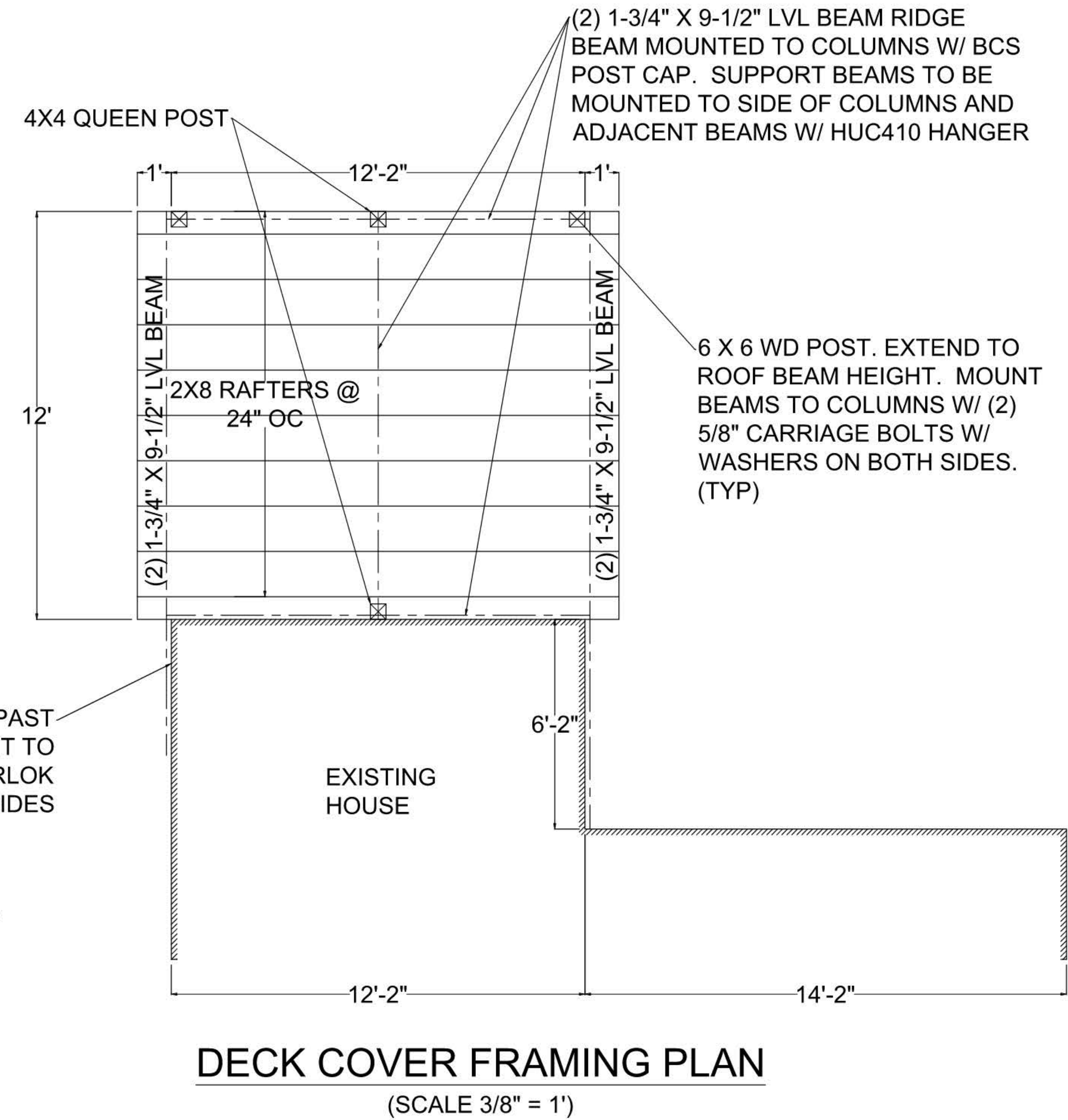
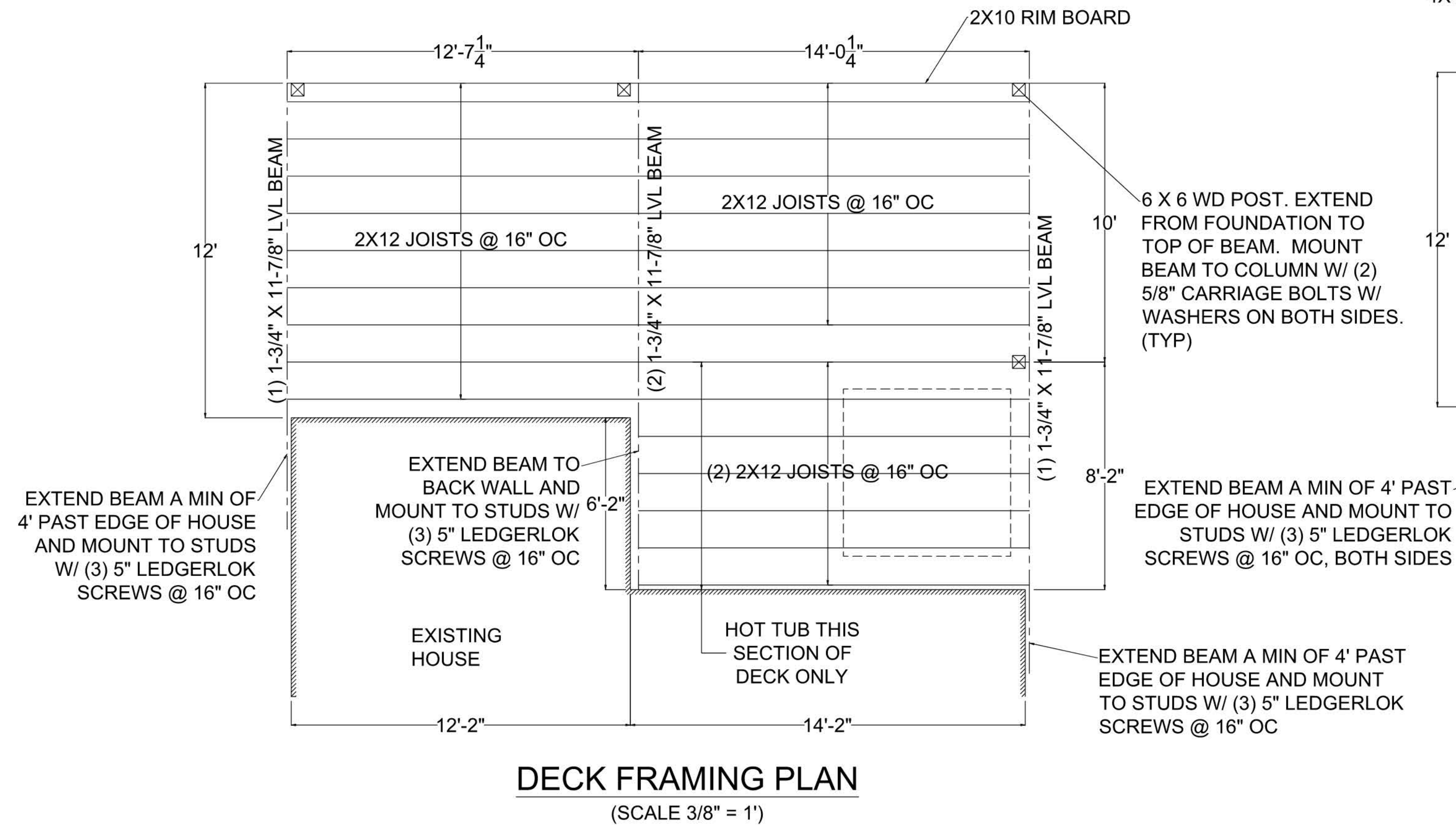
Morrison Engineering Colorado  
905 Columbine Ave  
Colorado Springs, CO 80904

S1  
REV  
0



NOTES:

- MOUNT 2X12 JOISTS TO BEAMS W/ LUS210 HANGERS AND (2) 2X12 JOISTS W/ LUS210-2 HANGERS (TYP)
- MOUNT ALL BEAMS TO COLUMNS W/ (2) 5/8" CARRIAGE BOLTS W/ WASHERS ON BOTH SIDES.
- MOUNT 4X4 QUEEN POSTS TO BEAMS W/ BCS POST CAP
- FIELD VERIFY ALL DIMENSIONS
- NEW DECK IS DESIGNED TO SUPPORT HOT TUB WHERE LOCATED ON PLAN ONLY.



LVL's must be approved for wet locations per the manufacturer. Provide documentation for LVL's to be used indicating they are designed for wet locations.



11/15/21



# DECK ATTACHMENT SHEET

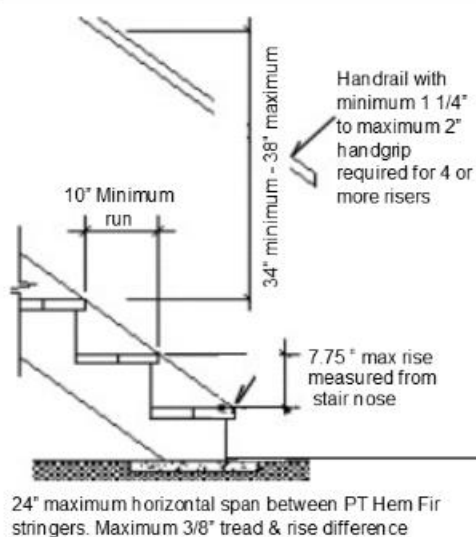
This document is to remain with your plans at all times

PROJECT ADDRESS: 11120 Falls Ave Green Mountain Falls CO 80819

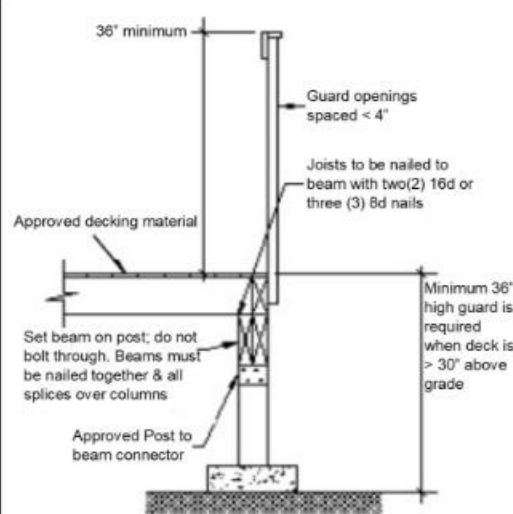
YES NO

- ☒ ☐ DECK DESIGN INCLUDES A SOLID COVER OR PERGOLA STYLE COVER
- ☐ ☒ ELECTRICAL SERVICE AND METER LOCATION MAY BE AFFECTED BY DECK, RECOMMEND DISCUSSION WITH ELECTRICAL DEPARTMENT IF YES.
- ☒ ☐ DECK SUPPORTS HOT TUB OR SPA LOADING
- ☐ ☒ DECK IS SUPPORTED BY CANTILEVER AT HOUSE EXISTING INVERTED HANGER INSTALLATION WAS VERIFIED OR ENGINEERING WAS PROVIDED
- ☐ ☒ LESS THAN 18" ABOVE GRADE

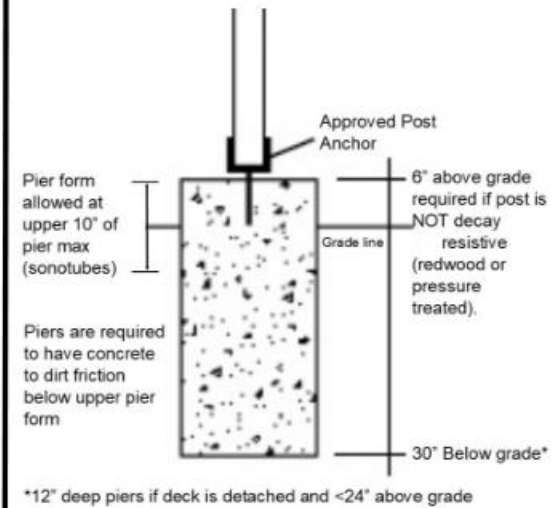
USE LISTED JOIST HANGERS TO MATCH JOIST SIZE AND PROVIDE LISTED HARDWARE AT POST CAP AND BASE. INSTALL ALL LISTED PRODUCTS PER THE MANUFACTURER'S RECOMMENDATIONS (USP/SIMPSON/ETC..)



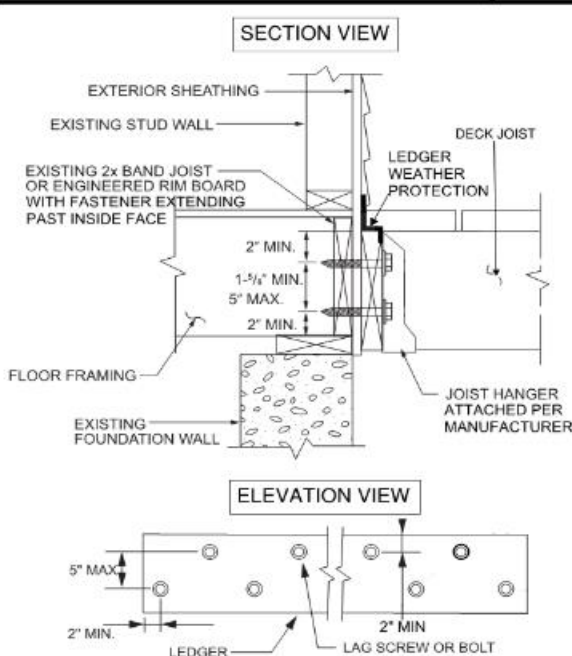
STAIR DETAILS



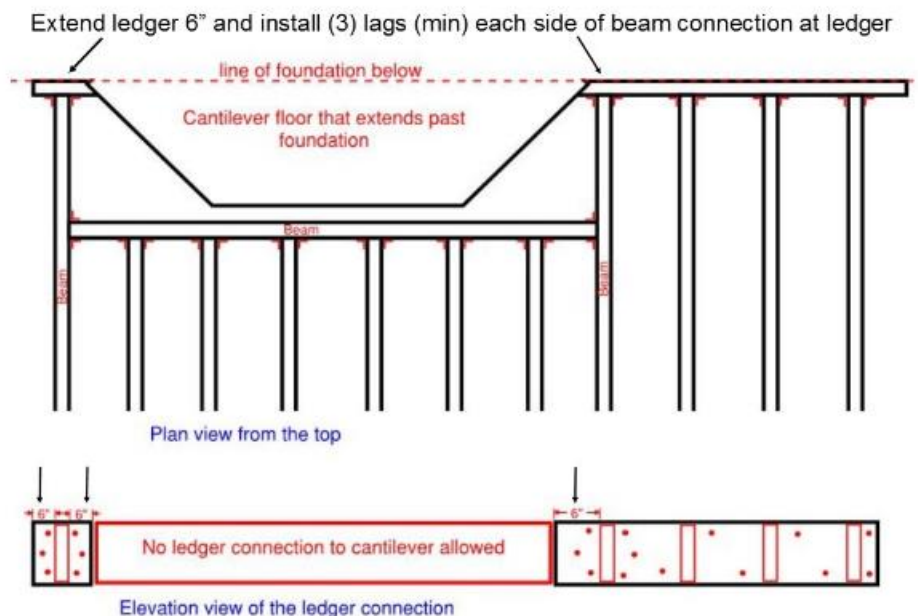
GUARD DETAILS



FOOTING DETAILS



LEDGER DETAILS



CANTILEVER DETAILS



## PLANNING COMMISSION AGENDA MEMO

<b>DATE: 01.07.2022</b>	<b>ITEM 6.A.</b>	<b>SUBJECT:</b> Annual PC Officer Election
<b>Prepared by:</b> Nate Scott, Town Clerk		

### Background:

Pursuant to [Article XIV, Section 2-296, Rules of Procedure](#), 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 (or) who is an employee of the Town.

### Discussion:

Todd Dixon has announced that he plans to run for Mayor, so may be unable to complete the duties of a Planning Commission officer. If Nancy Dixon does not want to be secretary any longer, I am willing to perform those duties until the Town is able to hire to fill the Planning vacancy.

### Recommended Action:

The Planning Commission should select a Chair, Vice-Chair, and Secretary. It should also consider alternate members (up to three) or start recruiting other regular commissioners, especially considering an impending vacancy should Mr. Dixon be elected Mayor or any other Commissioner(s) be elected as Trustee.

### Recommended Motion:

I move to appoint {First Name, Last Name} as Chair of Planning Commission.

I move to appoint {First Name, Last Name} as Vice-Chair of Planning Commission.

I move to appoint {First Name, Last Name} as Secretary of Planning Commission.

I move to recommend to the Board of Trustees {First Name, Last Name} as an alternate member to the Planning Commission.



## PLANNING COMMISSION AGENDA MEMO

<b>DATE: 01.07.2022</b>	<b>ITEM 7.A.</b>	<b>SUBJECT: Land Use Code Rewrite</b>
<b>Prepared by: Nate Scott, Town Clerk</b>		

### Background:

Chair Dixon, Manager Frank, and I met with Nina Williams last week and:

1. Ms. Williams made it clear that she is running out of budgeted time for her work.
2. Chair Dixon and Clerk Scott have provided feedback to Ms. Williams that, as of Jan. 5, has not been considered by Ms. Williams.
3. Chair Dixon and Ms. Williams plan to meet on the feedback on Installment #1 this week.

### Discussion:

Planning Commission should discuss next steps: how to keep the rewrite on track, efficiently, and without the need for extra funding. I don't want to run out of Ms. Williams' time without getting a final draft of all installments.

### Recommended Action:

My recommendation is to:

1. Have Ms. Williams complete the entire rewrite from her perspective, as she is basing it on best practices gained from legal knowledge, previous GMF community feedback, and experiences of other similar communities.
2. Once we have her final draft of all installments, staff and Planning Commission can review it as a whole and suggest any changes based on the Town's unique needs and circumstances.
3. Those changes can then be reviewed by Town attorneys for legality.
4. PC votes on a final draft before recommending a final draft to the Board of Trustees.

### Recommended Motion:

Not sure if we need a formal action, but Commissioners and staff should come to a consensus about next steps.