



**Town of Green Mountain Falls
Planning Commission Work Session
Agenda**

**Tuesday, January 25, 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/83373202624?pwd=RGNNWnZZcVR3MDdtekF2MU9kdFZjQT09>

Meeting ID: 833 7320 2624; Passcode: 999075

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 January 11, 2021, Regular Meeting Minutes	Action Recommended
	5.	PUBLIC COMMENT**	
	6.	NEW BUSINESS	
	a.	Land Use Code Rewrite – Installments 2 and 3 – Nina Williams	
	7.	OLD BUSINESS	
	a.	Nomination of Vice-Chair for 2022	Action Recommended
	8.	OTHER BUSINESS	
	9.	Adjournment	

****Register for public comment** by 4:00 PM the day of the meeting: clerk@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
January 11, 2022
6:30 p.m. Zoom/In Person Meeting

Commissioners Present: Todd Dixon, Sean Ives, Lamar Mathews, Paul Yingling

Commissioners Absent: Gregory Williamson

Ex Oficio Member: Mayor Jane Newberry

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 6:32pm							
2. AUDIO CHECK	Audio check done successfully.							
3. ADDITIONS, DELETIONS, & CORRECTIONS TO THE AGENDA	All ayes. Motion passed - 4/0	PY/LM	A	A	A		A	
4. APPROVAL OF MINUTES- December 11, 2021 Regular Meeting	All ayes. Motion passed - 4/0	LM/PY	A	A	A		A	
5. PUBLIC COMMENT	No public comments registered.							
6. NEW BUSINESS a. 012022-01 – 11120 Falls Ave. – Deck Replace	NS - Will change how the permits are numbered by date received for ease of tracking. Applicant wanting to replace a deck and has paid fees. Plan has been submitted to PPR. Removal of old deck. Slightly larger footprint but does not protrude the house walls. No ILC. Drawing submitted with dimensions. Tracked site by electrical poles and neighbors recently marked property lines. Materials and drawings were reviewed. Shared PC meeting time	PY/LM	A	A	A		A	

	<p>with applicant but was possibly too late to join so applicant was not present. TD - Is it a 5000 lot? NS = yes.</p> <p>Moved to approve the deck replacement at 11120 Falls Ave. All ayes - 4/0. Motion passed.</p>							
b. Nominating officers for 2022	<p>TD - Running for mayor. Will be time consuming.</p> <p>NS - Willing to volunteer as secretary. Delay elections until work session since a PC member is absent? LM - cant be at work session. TD - hold off until all of the committee members are there. ND - thanked NS for volunteering as secretary. PY - Have nominations tonight. Follow up with approval. Are there off setting terms? JN - since it is voted at the first meeting, not an issue. LM - nominated GW - chair, SI - vice chair, NS - secretary. NS - need applications to fill empty spots on the PC. SI - appreciate the nomination but running for board. NS - why not keep the chair and vice chair until elections. LM - keep as is and revisit after elections. Nominated TD - chair, GW - vice chair, NS - secretary. TD - vote on chair and secretary since GW is not present. PY - seconded chair and secretary and revisit vice chair at work session. All ayes - 4/0. Motion passed.</p>	LM/PY	A	A	A		A	
<p>7. OLD BUSINESS</p> <p>a. Discussion – Code Rewrite Status</p>	<p>TD - phone call with attorney last week about concerns with rewrite. Thresholds set at the present would eliminate PC. TD will meet with the town attorney to walk through the items of concern. Need the code to fit the size of GMF. NS - Due to lack of town staff, attorney had to do more on her own. Reason for $\frac{2}{3}$ budget being spent already.</p> <p>Modernizing the code, best practices as a town attorney. Not a lot of time/money to have back and forth conversations. Best to let her continue on the</p>							



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

	path she is on. Hold a session in March to go over changes. LM- what is needed from the PC tonight? TD - no action necessary tonight. Feedback with what has been presented? LM - same concerns as you do. Let TD handle it. NS - still have 2 more installments left. 2 and 3 installments are the meat of the code. Administrative manual. LM - what is your recommendation? Should TD not meet with attorney? TD - dont want to derail the process but still want to meet with the attorney. LM - wait until the end? TD - concern is the ripple effect. Catch it early. NS - will review the attorney contract. Analyze the final product and have a marathon work session to go over concerns.							
8. OTHER BUSINESS	None.							
9. ADJOURNMENT	Adjourn at 7:10pm							



Installment 2: Districts and Uses

Installment 3: Development Standards

Green Mountain Falls
Land Use
Code Rewrite

This project is possible thanks to generous support from:



COLORADO
Department of Local Affairs



KIRKPATRICK
FAMILY FUND

PROJECT SCOPE AND TIMELINE



Phase I: Code Diagnosis

Document Review

Phase II: Code Update

Presentation and
Discussion of
Annotated
Outline

Draft Code

Administration
and Procedures

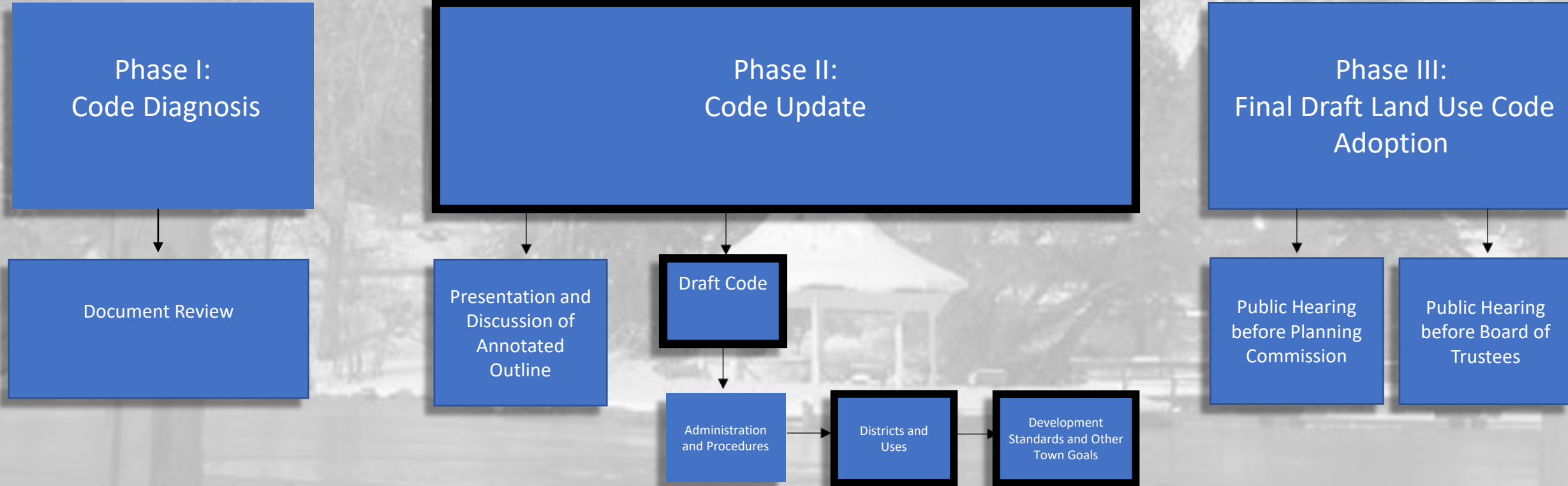
Districts and
Uses

Development
Standards and Other
Town Goals

Phase III: Final Draft Land Use Code Adoption

Public Hearing
before Planning
Commission

Public Hearing
before Board of
Trustees



Drafting the Land Use Code

- FIRST: Draft LUC in installments:

1	Administration and Procedures	<i>What are the procedures for reviewing and approving development applications?</i>
 2	Districts and Uses	<i>What can I do with my property? Where within the Town?</i>
 3	Development Standards and other Town Goals	<i>What is the minimum quality for development? How can we implement specific 2019 Comp Plan goals?</i>

- NEXT: Revise draft, based on feedback at meetings
- LAST STEP: Adoption Hearings
 - Before Planning Commission
 - Before Board of Trustees



Source: 2019 GMF Comprehensive Plan, Page 28.

Project Goals

- 1) **Make the Code more user-friendly and easier to understand**
- 2) **Modernize development review and approval procedures**
- 3) **Update zoning and overlay districts**
- 4) **Revise use regulations**
- 5) **Improve development standards**
- 6) **Implement certain community-specific goals identified in 2019 Comprehensive Plan**



Source: 2019 GMF Comprehensive Plan, Page 88.

Article 2: Zoning Districts

Article 2 of Chapter 12

- 12-2-10: Purpose and Applicability
- 12-2-20: Zoning Districts Established
- 12-2-30: Residential Districts
- 12-2-40: Mixed-Use Districts
- 12-2-50: Nonresidential Districts
- 12-2-60: Planned Development District
- 12-2-70: Overlay Districts

- ✓ Renames, consolidates, and creates new Zoning Districts based upon “Future Land Use Plan” in 2019 GMF Comp Plan
- ✓ Adds tailored Overlay Zones based on community input (Historic Preservation; Downtown Commercial Core)
- ✓ Provides Dimensional Standards Table to better illustrate what is permitted in each district

Updated Zoning Districts

(from 2019 Future Land Use Plan)

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



Source: 2019 GMF Comprehensive Plan, Page 88.

Dimensional Standards Table

	Zoning District:	Single and Two-Family Residential	Multi-Family	Business	Public and Semi-Public Facilities
Minimum lot size		5,000 square feet	10,000 square feet	5,000 square feet	10,000 square feet
Minimum frontage		50 feet	100 feet	50 feet	100 feet
Front setback		15 feet	15 feet	10 feet	10 feet
Side setback		5 feet	5 feet	5 feet	5 feet
Rear setback		10 feet	10 feet	15 feet	15 feet
Maximum building height		35 feet	35 feet	35 feet	35 feet
Maximum Lot Coverage		40%	55%	60%	60%

Article 3: Use Regulations

Article 3 of Chapter 12

- 12-3-10: Purpose and Applicability
- 12-3-20: Table of Allowed Uses
- 12-3-30: Use-Specific Standards
- 12-3-40: Accessory Uses and Structures
- 12-3-50: Temporary Uses and Structures

- ✓ Updates Use Types
- ✓ Combines similar use-specific standards into one location
- ✓ Provides Use Table to clarify which uses are permitted, prohibited and conditionally permitted within each Zoning District

Table of Allowed Uses

<p><u>P</u>: Use permitted by-right</p> <p><u>C</u>: Use only permitted with approval of conditional use permit</p> <p>Blank cell: Use prohibited</p>	Single and Two-Family Residential	Multi-Family	Business	Public and Semi-Public Facilities	<u>Use Specific Standards</u>
Residential Uses					
Dwelling, Single-Family	P	P			
Dwelling, Two-Family/Duplex	P	P			
Dwelling, Multi-Family		P	C		
Manufactured or Mobile Home Park		P	C		12-3-30
Recreational Vehicle (long-term occupancy)		P	C		12-3-30
Continuing Care Retirement Facility		C	C	C	
Group Home, Large		C	C	C	12-3-30
Group Home, Small	P	P	P	P	12-3-30
Family Child Care Home	P	P	P		
Public, Institutional and Civic Uses					
Civic or Community Building	C	P	P	P	
Child or Day Care Center	C	P	P	P	12-3-30
Public Recreation	P	P	P	P	
Religious Assembly	P	P	P	P	
School	P	P	P	P	
Medical Clinic or Office		C	P	P	

Table of Allowed Uses (cont.)

<p>P: Use permitted by-right</p> <p>C: Use only permitted with approval of conditional use permit</p> <p>Blank cell: Use prohibited</p>	Single and Two-Family Residential	Multi-Family	Business	Public and Semi-Public Facilities	Use Specific Standards
Commercial or Service Uses					
Community Garden	P	P	P	P	
Kennel / Petcare		C	P		12-3-30
Veterinary Clinic			P		12-3-30
Professional Office		C	P		
Financial Institution		C	P		
Restaurant, Bar, Brewery, Distillery		C	P		
Bed and Breakfast		C	P		12-3-30
Hotel or Motel		C	P		
Medical or Retail Marijuana					
Personal Services		C	P	P	
Campground		C	C		12-3-30
Commercial Recreation, Outdoor		C	P	P	
Commercial Recreation, Indoor		C	P	P	
Recreational Vehicle Park		C	C		12-3-30
Retail Store		C	P		12-3-30
Automobile Sales, Service and Repairs			C		
Gasoline Service Stations and Car Washes			C		
Industrial Uses					
Manufacturing and Processing			C		12-3-30
Storage and Warehousing			P		12-3-30
Utilities			C	C	12-3-30

Table of Allowed Uses (cont.)

<p><u>P</u>: Use permitted by-right</p> <p><u>C</u>: Use only permitted with approval of conditional use permit</p> <p><u>Blank cell</u>: Use prohibited</p>	Single and Two-Family Residential	Multi-Family	Business	Public and Semi-Public Facilities	<u>Use Specific Standards</u>
Accessory Uses					
Accessory Building or Structure	P	P	P	P	
Accessory Dwelling Unit	P	P	P		12-3-40
Drive Through			P	P	12-3-40
Home Occupation	P	P	P		12-3-40
Outdoor Dining		C	C		12-3-40
Outdoor Retail and Display		C	C	C	12-3-40
Outdoor Storage			C	C	12-3-40
Temporary Uses					
Construction Support Activity	P	P	P	P	12-3-50
Mobile Vendor	C	C	C	C	12-3-50
Temporary Retail and Display		C	P	P	12-3-50
Temporary Special Event		C	P	P	12-3-50

We heard from you:

- Make it easier to develop what the community wants!
- Preserve historic, scenic downtown
- Make Town more walkable and bikeable
- Reduce barriers to achieve development results that reflect GMF's needs and values
- Protect sensitive natural areas and hazards
- Enhance and standardize certain standards



Article 4: Development and Design Standards

Article 4 of Chapter 12

- 12-4-10: Flood Damage Protection
- 12-4-20: Signs
- 12-4-30: Fences
- 12-4-40: Grading and Drainage
- 12-4-50: Streets, Utilities and Services
- 12-4-60: Access, Connectivity and Circulation
- 12-4-70: Off-Street Parking and Loading
- 12-4-80: Landscaping, Buffering and Screening
- 12-4-90: Site and Building Design
- 12-4-100: Lighting

- ✓ Consolidates design standards in one place
- ✓ Improves and incentivizes development standards
- ✓ Adds other topic areas that assign standards to development



Improves Development Standards:

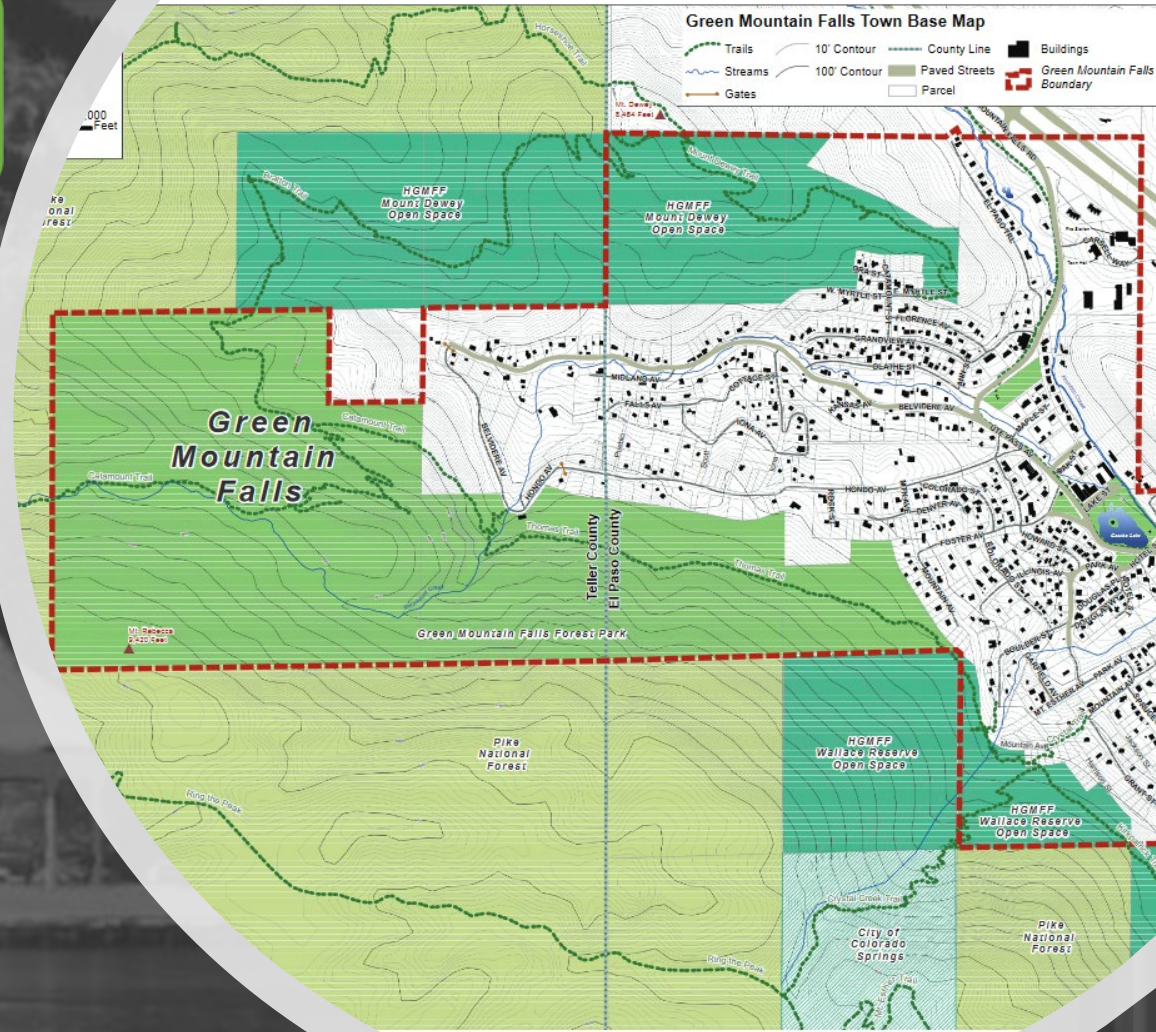
- Expanded design standards are built into site plan review process
- Addresses pedestrian access, road connectivity and trail circulation so that sites are compatible with neighboring development and prioritize mobility
- Enhances landscaping in parking areas, adopts tree standards
- Clarifies parking requirements; upgrades parking design standards; explores alternative methods of providing parking
- Modernizes lighting standards without needing considerable time and money to administer
- Reorganizes grading and drainage standards and slope analysis
- Updates sign regulations
- Simplifies fence requirements

Source: 2019 GMF Comprehensive Plan, Page 17. John Morgan.

Gathering Input:



*What standards
are most
important for
Green Mountain
Falls?*



Source: 2019 GMF Comprehensive Plan, Page 7.

Article 5: Subdivisions

Article 5 of Chapter 12

- 12-5-10: Purpose and Applicability
- 12-5-20: General Provisions for All Subdivisions
- 12-5-30: Lot and Block Layout
- 12-5-40: Street Standards
- 12-5-50: Required Improvements and Dedications
- 12-5-60: Residential Condominium Standards

- ✓ Includes subdivision regulations (currently found in Chapter 17) that are not addressed elsewhere in the new Chapter 12
- ✓ Consolidates subdivision dedication standards and requirements
- ✓ Reorganizes Code structure and makes easier to use and understand

Article 6: Historic Preservation

Article 6 of Chapter 12

- 12-6-10: Purpose and Applicability
- 12-6-20: Designation of local historic districts and landmarks; procedures
- 12-6-30: Historic district and landmark designation review standards
- 12-6-40: Activities subject to review and certificate of approval regarding landmarks or within historic districts
- 12-6-50: Demolition or relocation of buildings, structures or sites
- 12-6-60: Certificates of approval; procedure
- 12-6-70: Certificates of approval; review standards
- 12-6-80: Exempt Activity and Exceptions
- 12-6-90: Removal of landmark, contributing or historic district designation

- ✓ Follows guidance from recent Comprehensive Plan
- ✓ Helps preserve Town's historic, scenic downtown
- ✓ Serves as framework for Town to establish a Downtown Historic District (identified by Federal and State govts)

Questions?

- Town project webpage:
 - <https://greenmountainfalls.colorado.gov/zoning-code-rewrite>
- Town Clerk/Planning email address:
 - clerk@gmfco.us



WILSON WILLIAMS LLP



Next Steps

- Provide additional feedback to Town Clerk by February 14th
- Final Draft Land Use Code Adoption
 - PC Public Hearing: Recommendation
 - BOT Public Hearing: Approval



PLANNING COMMISSION AGENDA MEMO

DATE: 01.07.2022	ITEM 6.A.	SUBJECT: Annual PC Officer Election
Prepared by: 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.