



**MEETING MINUTES**

**Planning Commission Special Meeting  
April 25, 2022  
3:00 p.m. In-Person and Zoom Meeting**

Commissioners Present: Todd Dixon, Sean Ives, Mike Frey

Commissioners Absent: Paul Yingling, Lamar Matthews

Ex Officio Member:

Board of Trustees Liaison:

GMF Staff: Nate Scott (Town Clerk/Treasurer/Planner)

<b>Agenda Item</b>	<b>Motion/Discussion</b>	<b>M/S</b>	<b>TD</b>	<b>SI</b>	<b>LM</b>	<b>PY</b>	<b>MF</b>
1. CALL TO ORDER / ROLL CALL	Meeting called to order at 3:00 pm						
2. AUDIO CHECK	Audio is good for Zoom participants.						
3. ADDITIONS, DELETIONS, & CORRECTIONS TO THE AGENDA	No changes. Motion to approve agenda passed unanimously.	TD/SI	A	A	A		A
4. APPROVAL OF MINUTES a. April 12, 2022, Regular Meeting Minutes	No changes. Motion to approve minutes from both meetings as presented passed unanimously.	SI/TD	A	A	A		A
NEW BUSINESS							
5. Review of Land Use Code Rewrite Final Draft – Installment 1 of 3	Points of discussion and action items: <ul style="list-style-type: none"> <li>- Nonconformities: clarify section 12-1-50 (b)(2) – owner’s responsibility to establish nonconformity - what is the circumstance this references?</li> <li>- 12-1-50 (c)(2) – Clarify “Director” term – change to be more general to staff or add to definitions.</li> </ul>						

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	<ul style="list-style-type: none"><li>- 12-1-60 (a) – penalties are generally defined in Chapter 1 of the code – not addressed in this rewrite specifically.</li><li>- Article 2: Zoning Districts – think about the plan to combine R-1 and R-2 into one district.</li><li>- 12-7-20: minor subdivisions should have same review as major subdivisions. Only difference would be no preliminary and final plat for minor.</li><li>- Threshold for minor vs. major subdivision: will be discussed later on.</li><li>- Remove Historical Preservation section</li><li>- Missing appeal for Variance – keep review procedure as is with appeal to Board</li><li>- 12-7-30 – “Additional fees” – penalty for past due payments – not practical to track this and seems excessive. Change to flat fee with a longer time period. Would be decided by Board as part of annual fee schedule review.</li><li>- Recording: clarify – opinion of staff that Town should not do the recording.</li><li>- Abandoned applications: instead of “may be subject to additional fees”, set a definite process: after 6 months of no resubmittal, it becomes a new application again.</li><li>- Public Notice: town staff should handle, not the applicant.</li><li>- 12-7-50: Minor vs Major Site Plans and Exemptions:</li></ul>						
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	<ul style="list-style-type: none"> <li>- Should be no exemptions. Landscaping should not be regulated (or mentioned). Leave this section as reserved.</li> <li>- Minor: all deck construction, fences, retaining walls, accessory buildings with threshold of 200 sq. feet, hedges not necessary to specify.</li> <li>- Accessory structure or accessory building? Use structure</li> <li>- Filing of site plan: modify in a way that makes sense – we don't have our own building dept or issue COAs</li> <li>- 12-7-60 – can vacations be treated outside of subdivision definition? Should be minor subdivision...but we would like to make sure we have the different vacation types: administrative vs. vacation by plat, etc.</li> <li>- 12-7-70 – Board of Adjustments – have to exist? Yes, by statute, according to Chair Dixon.</li> <li>- Table 7-B; edit to match the previous approval table</li> </ul>						
OLD BUSINESS							
6. Code Rewrite Next Steps	Should ask for an extension for the rewrite grant. Need to verify extent of grant funds from the Kirkpatrick Foundation.						
7. OTHER BUSINESS	Chair Dixon and Commissioner Ives will need to resign from the PC since they are joining the Board of Trustees on May 3.						
8. ADJOURNMENT	Meeting adjourned at 4:43 p.m.						