



**Town of Green Mountain Falls**  
**10615 Green Mountain Falls Road**  
**Planning Commission Meeting Agenda**  
**Tuesday December 19<sup>th</sup> 2023 at 6:30 pm**  
**In Person and on Zoom**

Join Zoom Meeting

<https://us02web.zoom.us/j/83868969265?pwd=SW5YcEdkb1hxdIJUTWEzMGU3WW0rUT09>

Meeting ID: 838 6896 9265

Passcode: 372775

**1. CALL TO ORDER / ROLL CALL / TECH CHECK**

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

**3. CONSENT AGENDA**

Approval of Meeting Minutes from last meeting on 11-13-2023

**4. PUBLIC INPUT: 3 Minutes per speaker**

**5. REPORTS**

**6. OLD BUSINESS**

- a) Zoning Map- SafeBuilt
- b) Staging Policy Update
- c) Guard Rail Options
- d) Stilling Basin Maintenance
- e) Fee Schedule Update

**7. NEW BUSINESS**

- a) 2024 Planning-
  - Status of the PC request for Town Planner to provide addresses on the project list.
  - Status of the suggestion by Commissioner Esch that the staff provide signage documentation on properties where work on applications is taking place.
  - Need to elect officers at first January meeting
  - Need clear direction on Commissioners' responsibilities and tasks required of the PC in the future if not reviewing applications.
  - Land Use code regarding an appellate body & LU code change can be made to make PC more active if desired to increase PC relevancy and reduce town costs.

- Update of Comprehensive Plan
- Code revisions as recommended by Planner and PC and legal
- Town survey if needed (James Brinkman of Crossed Paths Surveying)

## **8. CORRESPONDENCE**

## **9. DISCUSSION ITEMS**

- a)** Guard Rail- Phil McIntire
- b)** Budget Recommendations
- c)** Parting Comments- Lamar Mathews

## **10. ADJOURNMENT**

**TOWN OF GREEN MOUNTAIN FALLS**

**Planning Commission Meeting**

**2023-11-13 at 6:30 P.M.**

**REGULAR MEETING MINUTES**

**Commission Members Present**

Lamar Mathews, Chair  
Ann Esch  
Rocco Blasi  
Mike Frey  
Lisa Bonwell

**Commission Members Not Present**

**Town Clerk**

Bo Ayad

**Trustees Present**

Mayor Dixon  
Trustee Donzello

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**1. Call to Order & Roll Call**

Chair Lamar Mathews called the meeting to order at 6:31 p.m. Roll was taken and all commissioners were present. Mayor Dixon was present, Commissioner Esch joined the meeting on Zoom.

**2. Additions, Deletions, or Corrections to the Agenda**

Commissioner Blasi motioned to add item 8C Fee Schedule Update & made a motion, seconded by Commissioner Bonwell, to accept the agenda as amended, Motion passed unanimously.

**3. Consent Agenda**

A motion to approve PC Meeting Minutes from 10/24/2023 was made by Commissioner Bonwell and seconded by Commissioner Esch. Motion passed unanimously.

**4. Public Input 3 Minutes Per Speaker**

Trustee Donzello question directed for the Town's Legal Representative. If the PC was not an adjudicating body & if the BoT was the appellate body, could PC have an expanded role in the building application process.

## **5. Staff Report**

The Town Planner was present for the Legal guidance only at this meeting. A discussion took place on whether to include addresses related to building applications and how often to receive Town Planner Reports.

## **6. New Business**

**6a) Legal – Austin Flanagan –** Presented about best practices regarding the application review process and which Commission or Board reviews various applications or appeals. Mr. Flanagan stated that the PC is a decision maker or an appeal body for all applications whether initially or as an appellate action. This causes the PC to be considered a Quasi-Judicial Body where pre-judgment guidelines apply. He went on to say that building application addresses may or may not be included in staff reports and it was more of a preference or a topic of Town Policy. Mr. Flanagan stated that changing the appellate process and or deciding body would be a major overhaul. Commissioner Esch suggested that we use a uniform document to post, on-site, that there is an active application.

**6b) Commission Re-appointments-** Commissioners discussed the 1-Year & 2-Year Terms and decided that Commissioner Bonwell & Commissioner Esch would take the one-year terms and all other commissioners would be on 2-Year Terms. A memo was completed & projected with all terms defined.

## **7. Discussion Items**

**A. Guard Rail-** Phil McIntire showed the three proposals for the guardrail and introduced a new idea from ENTECH which is to add a swale for drainage in the road rather than a grated drain across the road. As of the time of the meeting, ENTECT had not scheduled the site visit or started on the engineering for the various proposals. The Mayor recommended that staff pursue next steps and contact ENTECH directly to acquire the preliminary assessments.

**B. Budget Discussions-** Chair Mathews voiced concern that the Committees will have 15 minutes to present their respective budgets to the BoT & felt that committees should have presented ahead of the staff presentations which already took place. Commissioner Bonwell voiced concern that the conversation had strayed from topic before she left the meeting. No revisions were made to the previously agreed upon 5K budget for LU Code Updates.

**c. Fee Schedule Update-** Commissioner Blasi voiced concern over the progress of the fee schedule and the related timeline. The Town Clerk offered to re-send the latest revision of the fee schedule for final feedback.

## **8. Correspondence**

**9. Adjournment** Meeting adjourned at 8:38 p.m. By Chair Mathews.

## CONSTRUCTION STAGING POLICY

This construction staging policy addresses how the Town of Green Mountain Falls (the "Town") shall allocate Town-owned properties for staging construction materials for Town projects, with the goal of keeping Town property clean and orderly.

### I. DEFINITIONS

*Staging* as used in this policy refers to the storage of construction equipment, materials, supplies and temporary facilities used in the construction process. While neither the Municipal Code nor Land Use Code specifically addresses construction staging, Municipal Code Section 6-31 lists nuisances, to include refuse, i.e. "discarded building and construction materials." Further, "all refuse shall be removed periodically from all premises in the town so that the premises are clean and orderly at all times. All loose, discarded or unused building material from construction sites shall be promptly removed or discarded by the person responsible for such work."

*Rights of Way (RoWs)* are Town-owned properties generally used to facilitate transportation. However, the RoWs in Town are not limited by the plat on what they can be used for. Therefore, RoWs can be used as the Board of Trustees (BoT) sees fit as long as it doesn't prohibit traffic from passing through an area. It should be noted that RoWs are not parcels and therefore requirements on parcels are not applicable to the RoWs in Green Mountain Falls.

### II. CONSTRUCTION STAGING

It shall be the Policy of Green Mountain Falls that any particular RoW area shall not be used exclusively for the purposes of staging Town construction projects. As part of this policy, the Town will weigh the benefits to the public and the practicality of the staging area before assigning a staging area for a Town project. Although not RoWs, the Town may use Town parcels as staging areas.

Developers and project managers must understand that the Town has limited staging areas on level ground. Projects require active management to limit the amount and time of disruption. High density, prolonged staging will not be allowed on Town RoWs and Mixed Use areas outside of the Public Works maintenance yard.

### III. PROCESS

Petitioner approaches Town to request construction staging. Town Public Works will adhere to this policy as well. **All staging requests MUST include an end date with specific financial repercussions for each day the staging property has not been returned to its original condition beyond the promised end date.**

Planning Commission recommends to BoT or Town Staff appropriate staging location based on intended use. See Table for location options.

Once Town Staff or BOT has selected a staging location and communicated this to the Petitioner, mailed notices shall be sent by the applicant via first-class certified mail to all property owners as listed in the records of the county tax assessor’s office within 200 feet of the subject property, as measured from property boundaries. Notice must be mailed at least 30 days prior to the commencement of the staging location use. Certified mail notice shall be returned to the Town. Property owners have 15 days from receipt of notice to appeal the staging decision. The staging project must wait to commence if an appeal has not yet been heard and decided by the appropriate authority.

Any approved staging requires day’s notice to neighbors within \_\_\_ feet, to include a staging end date.

Town Staff will confirm the staging user returns staging location to original or better condition.

Table

Location	Area Available	Pro / Con	Arrangements?	Considerations
Behind Town Hall	125’ x 35’	Need to level area Req. emer vehicle access	Coord w/ F.D.	Steeper access Tight Turnaround
Public Works	20’ x 80’ on right side	Req. separate access Interrupt PW work flow	Coord w/ P.W.	Req. active space mgmt.
Oak St. (old Town Hall)	120’ x 20’	Level Close to neighbors	Reqs sign removal	Oak St. Bridge Small project, limited duration
Oak St. RoW	90’ x 12’	Level		Oak St. Bridge
Olathe St. RoW	145’ x 35’ (cur) 90’ x 30’ (prop)	Close to neighbors Overuse Impression	Prop.: PRT add to Master Plan, beautify, 8 parking spaces	Adjacent to floodplain
Rocky Top	150’ x 180’	Fenced, gated, easy access. Safety: Hwy 24 x-ing	\$ to lease area	Outside GMF
Pool Parking	45’ x 65’	Adj. to public park	Coord w/ PRT	Seasonal

In certain circumstances developers may work with private land owners to coordinate staging, given temporary land use permissions are granted by the Planning Commission.

## 2024 Town of Green Mountain Falls Fee Schedule

Code Authority	Description	Fees
	<b>Publications, Hard Copy</b>	
1-50	Comprehensive Plan	\$0.50/page
1-50	Municipal Code Book	\$0.50/page
1-50	Zoning Code section of Code Book	\$0.50/page
	Copies	\$0.50/page
	<b>Administrative</b>	
State Law	Notary Public services	\$15.00/Document
State law	Open Records Fees (CORA)	\$33.58/HR- see CORA Request Doc for details
	<b>Law Enforcement Fees</b>	
<p>The Town of GMF Colorado follows Model Traffic Code (MTC) and may write citations for any item in the MTC of the State of Colorado. The Municipal Court Judge has discretion to order a higher fee amount for violations of the model traffic code and for GMF municipal code violations pursuant to Sections 8-5, 1-42, and 1-43 of the GMF Municipal Code.</p>		
1-43, 6-32 & 6-33	Bear Trash Violation (1 <sup>st</sup> /2 <sup>nd</sup> /3 <sup>rd</sup> /4 <sup>th</sup> /5 <sup>th</sup> ) Per Year	n/c, \$50, \$100, \$200, \$400
6-72	Dog at Large (1 <sup>st</sup> /2 <sup>nd</sup> /3 <sup>rd</sup> /4 <sup>th</sup> /5 <sup>th</sup> ) Per Year. If pet has not been licensed, then an Animal License will be required.	n/c, \$50, \$75, \$100, \$150
10-101	Illegal Dumping or Littering	\$500
MTC202	Driving a Defective or Unsafe Vehicle	\$75
MTC608	Vehicle not equipped with turn signals	\$75
MTC234	Operating a slow-moving vehicle without emblem	\$75
MTC1008	Following too closely	\$75
MTC1413	Eluding or attempting to elude an Officer	Summons
MTC107	Disregard of Officer conducting traffic	Summons
MTC204	Failed to display lamps when required	\$75
MTC202	Operated vehicle with missing or defective head lamp	\$75
MTC206	Vehicle no equipped with taillamps	\$75
MTC208	Vehicle had no working stop lamps/turn signals	\$75
MTC217	Failed to dim lights when following another vehicle	\$75
MTC209	Lamps of flag on projecting load	\$75
MTC232	Moto/ATV operator or passenger- no protective eyewear	\$75
MTC802	Passed vehicle stopped for pedestrian	\$75
MTC1002	Failed to yield ½ of roadway to oncoming vehicle	\$75
MTC802	Pedestrian suddenly entered path of vehicle. Failed to yield to pedestrian	\$75



## 2024 Town of Green Mountain Falls Fee Schedule

MTC703	Failed to yield ROW at Intersection	\$75
MTC705	Failed to yield to emergency vehicle	\$75
MTC710	Failed to yield to pedestrian	\$75
MTC236	Failed to provide or properly use a rear facing child restraint	\$75
MTC237	Operated a vehicle when front passenger not secured by seatbelt	\$75
MTC1405	Riding in trailers	\$75
MTC1903	Failed to stop for school bus displaying flashing red lights	Summons
MTC608	Failed to use turn signal	\$75
MTC1101	Speeding 1-9 MPH Over Speed Limit	\$50
MTC1101	Speeding 10-14 MPH Over Speed Limit	\$75
MTC1101	Speeding 15-20 MPH Over Speed Limit	\$100
MTC1101	Speeding 21-25 MPH Over Speed Limit	\$150
MTC1101	Speeding 26 MPH Over Speed Limit	Summons
MTC712	Disregard of authorized Person in Work Zone	\$75
MTC1001	Failed to drive on right side of road	\$75
	False Alarm (1 <sup>st</sup> /2 <sup>nd</sup> /3 <sup>rd</sup> /4 <sup>th</sup> /5 <sup>th</sup> ) Per Year	n/c, \$50, \$100, \$200, \$400
MTC1412	Bicycle Rider failed to ride on right side of road	\$50
MTC710	Drove vehicle on sidewalk	\$75
MTC1401	Reckless Driving	Summons
Service	Personal service of documents	\$50.00
1-44 & 12-59	Code Violation	Up to \$2,650
MTC1204	Parking Violations	\$100.00
Service	VIN Number Certification	\$75/Each
Service	Extra Duty Extra Duty with Patrol Vehicle	\$50/HR \$75/ HR
MTC221	Bicycle not equipped with front lamp, rear or sides reflectors,	\$50
MTC224	Unlawful use of or defective horn	\$50
MTC225	Defective or improper muffler	\$50
MTC226	No rear-view mirror/ windows prohibiting view	\$50
MTC227	No/Defective windshield wipers	\$50
MTC228	Operating vehicle with unsafe tires	\$50
MTC710	Driving on sidewalk	\$75
MTC711	Improper driving on mountain highway	\$50
MTC1402	Careless driving	\$150

## 2024 Town of Green Mountain Falls Fee Schedule

MTC1007	Unsafe lane change, failed to drive in single lane or designated lane	\$75
MTC205.5	Motor Vehicle lights- additional requirements	\$50
MTC1502	Motorcycle driver/passenger not wearing helmet under age 18 or improper riding on motorcycle	\$50
MTC1503	Illegal operation of moto on laned roads	\$75
MTC109	Low-powered scooters, animals, skis, skates or toy vehicle on roadways	\$75
MTC201	Driver of vehicle allowed passengers to ride in unsafe manner	\$75
MTC201	Television visible to driver	\$75
MTC226	Load obstructed view to rear	\$50
MTC503/MTC504	Load projected beyond front, side or rear allowance	\$50
MTC1207	Opened door into lane of traffic when not safe	\$50
MTC1208	Improper use of Disabled Parking Privileges	\$75
MTC1205	Double parking, parked facing wrong way etc.	\$75
MTC805	Pedestrian on roadway under the influence of alcohol or substances	Summons
MTC801	Pedestrian obedience to traffic control devices	\$50
MTC701	Failed to yield ROW at uncontrolled intersection	\$75
MTC808	Driver failed to yield ROW to disabled person	Summons
MTC710	Unsafely emerging from or entering alley, driveway or building	\$75
MTC1105	Engaged in exhibition of speed	Summons
MTC1406	Left, deposited or threw foreign matter on roadway	\$75
MTC106	Disobeyed sign closing roadway construction/event	\$75
MTC703	Failure to stop at Stop Sign	\$75
MTC702	Failure to yield ROW when making turn	\$75
MTC901	Made turn from incorrect lane	\$75
MTC902	Unsafe U-turn	\$75
MTC1006	Driving wrong way on one-way road	\$75
MTC239	Minor using cell phone while driving	\$50
MTC239	Driver testing or conducting data entry	\$50
	<b>Court fees:</b>	See State Fee Schedule
8-9(e)	Court costs	\$30.00 per appearance
2-138	Subpoena issue fee	\$30.00
8-9(e)	Surcharge (applies to all charges on the citation)	\$25.00 per offense
	<b>License fees</b>	
6-6	Business license	\$75.00

## 2024 Town of Green Mountain Falls Fee Schedule

10-294	Fireworks Sales License	\$500.00
6-53	Liquor Licenses	See State Fee Schedule
Ord. 2018-02	Mobile Food Vendor license	\$50.00
6-103	Peddler and Solicitor	\$50.00
6-122	Restaurant fee	\$500.00
	<b>Animals</b>	
7-132	Dog license fee-2 year (Exception-Service Animals)	\$50.00
7-135	Dog license - Duplicate	\$10.00
7-164	Horse permit	\$30.00
	<b>Planning/Land Use Administrative</b>	
11-114	Easement fee	\$100.00
11-41	Sidewalk/Curb permit	\$125.00
11-71	Address number fee	\$350.00
15	Annexation fee	\$750 + <b>Legal Retainer</b> + \$50/acre for 1-5 acres; + \$25/each acre over 5
18-61	Revocable Permit - Initial Permit	\$400.00/year
18-64	Revocable Permit - Relicense/Renewal Fee	\$200.00/year
18-65	Late Fee for Revocable Permit	\$50.00/year

*** See Note Below***	Zoning and Architectural Review	*** See Note Below***
12-51	Minor Site Plan Review	\$125.00
12-51 (12-46 if applicable)	Major Site Plan Review	\$750.00 plus engineering review for grading, road cut and/or sensitive lands
12-48	Sign Permits	\$200.00
12-57 (a)	Variance	\$500.00
12-57 (a)	Variance - Zoning	\$500.00
12-53	Conditional Use Permit	\$350.00
12-55 (a) (b)	Zoning Amendment	\$500.00
12-57 (a)	Re-Zone to Planned Use Development Re-Zoning- Other	\$2000.00 \$1500.00
12-46	Development in Flood Hazard Zone	\$200.00/lot
12-53 (f)	Temporary Use Permit	\$150.00
***See Note Below***	<b>Subdivisions</b>	***See Note Below***
12-54	Grading Permit	\$250 + engineer review
12-46 & 12-54	Engineering Review	\$150 + engineer review
12-51	Road Cut/Driveway - Gravel	\$200 + engineer review

## 2024 Town of Green Mountain Falls Fee Schedule

12-51	Road Cut/Driveway - Paved	\$300 + engineer review
12-54 (c)	Plat Review – Major Subdivision/Vacation	\$1000.00 + legal review with easement
12-45 (b)	Plat Review - Minor Subdivision/Vacation	\$800.00+ legal review with easement
	<b>Short Term Rental</b>	
6-155	Initial License	\$500.00
6-156	Renewal	\$250.00
6-156	STR Paper Processing	\$50.00
6-156	Lodging Tax Remit Late Fee	15%
6-156	Admin Processing Fee	\$20.00
	<b>Facilities Use</b>	
11-95	Facilities Rental Permit (Gazebo, Pool Etc.)	\$200.00/HR
18-74(12)	Special Event Fee for use of public property or rights of way	\$750.00/Day OR \$200.00/HR
18-74(12)	Traffic control fee (Accounts for the placement of barricades only; applicant is responsible for preparing traffic control plan and is responsible for supporting personnel costs)	\$100.00/hour (2 hour minimum)

\*\*\*For all subdivision & Re-Zoning applications, pass-thru costs for planning, legal and other technical services may apply\*\*\*