



Town of Green Mountain Falls

10615 Green Mountain Falls Road

Planning Commission Meeting Agenda

Tuesday May 14th 2024, at 6:30 pm

Join Zoom Meeting

<https://us02web.zoom.us/j/82187095840?pwd=UDNVV3RXaUFrcXEvYlhoUUU1azN0dz09>

Meeting ID: 821 8709 5840

Passcode: 326137

1. CALL TO ORDER / ROLL CALL / TECH CHECK

2. ADDITIONS, DELETIONS, OR CORRECTIONS TO THE AGENDA

3. CONSENT AGENDA

Approval of Meeting Minutes from 2024-04-09

4. PUBLIC INPUT: 3 Minutes per speaker

5. REPORTS

- a) Commissioners
- b) Staff

6. BUSINESS

- a) Staging Policy
- b) Selecting Chair & Co-Chair
- c) PC Comp Plan Proposal

7. CORRESPONDENCE

8. DISCUSSION ITEMS

- a) PC Comp Plan Proposal

9. ADJOURNMENT

The Next PC Meeting will be held on 2024-06-11.

TOWN OF GREEN MOUNTAIN FALLS
Planning Commission Special Meeting

2024-04-09 at 6:30 P.M.

MEETING MINUTES

Commission Members Present

Ann Esch
Rocco Blasi
Mike Frey
Lisa Bonwell Co-Chair

Commission Members Not Present

Town Clerk

Bo Ayad

Town Manager

Becky Frank

1. Call to Order & Roll Call

Co- Chair Lisa Bonwell called the meeting to order at 6:30 p.m. Roll was taken and all commissioners were present in person.

2. Additions, Deletions, or Corrections to the Agenda

Commissioner Blasi made a motion, seconded by Commissioner Frey, to accept the agenda as amended. Motion passed unanimously. The amendment was to add the staging policy under item 9c.

3. Consent Agenda

Minutes from 03/12/24 & 03/19/24. Commissioner Blasi made a correction on the 03/12 minutes stating that the commission was to receive a Staging Policy update which did not occur. Commissioner Esch made a correction to the 03/12 minutes stating that she had asked the question if a Master Plan and Comp Plan were the same and Mayor Dixon answered that they were the same.

Commissioner Frey was present in person at the 03/12 Meeting and was not on Zoom as stated. Commissioner Blasi motioned to approve the minutes as amended, seconded by Commissioner Frey. Motion Carried.

4. Public Input 3 Minutes Per Speaker

None

5. Reports.

Commissioner Frey had a report related to the Staging Policy and felt it would be best to include it later in that discussion.

6. Public Hearing- Land Use Code Text Amendment

At 6:45pm Co-Chair Bonwell Opened the Public Hearing. The Town Manager briefed on the necessary text amendment which would allow for “Animal Shelter” to be a conditional use within the Open Space Zoning District. There was no public comment. The commissioners participated in a brief discussion. At 6:48pm Co-Chair Bonwell called the Public Hearing to be closed.

Business

6a) Ordinance 2024-02

Commissioner Frey motioned to recommend the Land Use Code Text Amendment to the Board of Trustees. Commissioner Esch seconded, and the motion passed unanimously.

6b) Application for Brandi Moralez

The Commissioners reviewed the application from Brandi Moralez to join the PC. Commissioner Blasi motioned to recommend & approve, seconded by Commissioner Esch. Motion passed unanimously.

7. Correspondence.

None.

8. Discussion Items.

8a) Application Addresses.

A discussion took place about the inclusion of addresses in reporting to the PC for pending building & LU applications. The TM noted that Baseline Engineering would be preparing future reports with addresses.

8b) Comprehensive Plan.

Commissioner Blasi led a discussion about revising the Comp Plan at the 5-year point. A proposed timeline will be presented at the next PC Meeting on 05/14/2024.

8c) Staging Policy.

Town Clerk gave a report on the Staging Policy. Commissioner Blasi reported on the long timeline associated with the process. The report included 5 slides which highlighted organizational structure and potential issues. Various events beginning in November of 2022 were noted including a 7-month period of inaction. The Town Clerk agreed that better communication would be beneficial and agreed to focus there in the future. A discussion took place about the Staging Policy and how it may impact the reception of bids on Town projects.

9. Adjournment

Meeting adjourned at 7:20pm by Co-Chair Bonwell.

CONSTRUCTION STAGING POLICY

This construction staging policy addresses how the Town of Green Mountain Falls (the "Town") shall allocate Town-owned properties for staging equipment and materials for projects, with the goal of keeping Town property clean and orderly. If there is conflict between this Policy and any Municipal Code, the Municipal Code supersedes this Policy.

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 or private 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.

Residents must understand that construction projects inherently have a level of inconvenience for the construction and staging area. The Town does not support restricting construction if the Applicant has met the Town's Land Use requirements.

III. PROCESS

Planning Commission recommends to Private Projects: If a private project desires to utilize Town RoW for staging, once the project has obtained appropriate approval, Town Staff will identify a location that best fits the needs of the Town and the entity performing the

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~~construction. Town Staff will require the Applicant to obtain a Temporary Use permit in accordance with Town Code and published Fee Schedule. BoT or Town Staff appropriate staging location based on intended use. See the Table below for location options.~~

~~Once Town Staff or BoT has selected a staging location and communicated this to the Petitioner, the Town will post a physical notice at the staging site and post the information on the Town's official posting locations. If someone wants to appeal the staging site location, that appeal must follow the appeal process for a Temporary Use Permit. 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. If an appeal has been filed, the Petitioner must wait to use the Town RoW commence if an appeal has not yet been heard and until the appeal has been decided by the appropriate authority.~~

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

Public Projects: Town Staff will determine the most appropriate location for the construction staging. Since Public Projects are approved by the BoT, issues with staging locations shall be determined by the BoT. The Town will post a physical notice at the staging site and post the information on the Town's official posting locations.

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Table

Location	Area Available	Pro / Con	Arrangements?	Considerations
Behind Town Hall	125' x 35'	Need to level area Req. emergency 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 appropriate authority. ~~by the Planning Commission.~~

GMF Comprehensive Plan Update Proposal, May 14 2023

GMF PC Discussion / Recommendation

Objective: GMF Town Committees conduct midpoint update of 10-year 2019 GMF Comp Plan and draft recommendations for BoT consideration

- GOAL 1: Reconstruct GMF Town vision, aligning effort with goals
 - Deliverable: updated Town of GMF vision

- GOAL 2: Review Comp Plan progress, challenge assumptions, set 5 year priorities and 10 year aspirations
 - Deliverable: updated Comp Plan Implementation status to include items recommended for addition or deletion

- GOAL 3: Develop and prioritize feasible, essential capital improvements for 2025-2029 prior to the Town adopting the 2025 budget
 - Evaluate Town needs and recommend efficient use of limited resources
 - Deliverable: updated CIP inputs for area of responsibility to include items recommended for addition and deletion

- GOAL 4: Develop strategic planning skills of volunteers serving on Town committees
 - Strengthen communication, teamwork, and public service
 - Develop experience, conserve funding for future planning efforts

Proposed refined timeline (not later than dates):

NLT May 15: Recommendation and timeline to BOT

May 28: PC Visioning, create/refine/review templates prior to distro to committee chairs, members

June-July: Workshops with committees: FMAC, PRT, PC

July: Public information session

August: Committee inputs to PC

September: PC review, comment, coord back to committees

Mid-Oct: Committees refine inputs

Oct 22: PC consolidate inputs to Town Staff

Mid-Nov: Town Staff consolidated inputs to BoT

PC Options to Discuss May 14 2024 PC

Strategic Planning for Public and Non-Profit Organizations

John M. Bryson (New York: Wiley and Sons, 2018)

- 1. Initiate and agree on a strategic planning process.**
- 2. Identify organizational mandates.**
3. Clarify organizational mission and values.
4. Assess the external and internal environments to identify strengths, weaknesses, opportunities, and threats.
5. Identify the strategic issues facing the organization.
6. Formulate strategies to manage issues.
7. Review and adopt the strategies or strategic plan.
8. Establish an effective organizational vision.
9. Develop an effective implementation process.
10. Reassess the strategies and the strategic planning process.

1. Initiate and agree on a strategic planning process. What are we updating?

Visions, Goals, Implementation Matrix, CIP?

Currently 5 Visions, is this appropriate? (see below)

2. Identify organizational mandates. PC Discussion and reco to BoT. Receive BoT direction

Sec. 2-162. - Powers and duties. The planning commission shall have the powers and duties... to formulate and approve a master plan for the town and to make careful and comprehensive surveys and studies of present and future growth of the town with due regard to its relation to neighboring territories. The plan shall be made with the general **purpose** of guiding and accomplishing a coordinated, well-adjusted and **harmonious development** of the town and its environs which will, in accordance with present and future needs, best **promote the health, safety**, morals, order, convenience, prosperity and general welfare as well as efficiency and economy in the process of development; including among other things adequate provision for **traffic, beautification**, promotion of

safety from fire and other dangers, adequate provision for light and air, the promotion of healthful and convenient distribution of population, the promotion of good civic design and arrangement, **wise and efficient expenditures of public funds** and the adequate provision of public utilities and other public requirements.

Vision statements declare where your organization wants to be in the future, framed in an aspirational, forward-thinking manner. Visions should be creative, ambitious, and have a logical connection to the mission. This isn't a road map (that's what your strategy is for), but rather the destination based on your mission. Vision statements help organizations make strategic decisions, aligning effort with goals.

How can you tell the difference? Mission statements are more externally focused, telling the world why the company exists. Vision statements can have both an external and internal focus. A few simple rules to follow when writing your vision statement:

Outline goals 5-10 years in the future

Use words that evoke emotion and action

Avoid words and phrases that do not show definite action – hope to, might, would like to...

Use present tense – avoid past tense or future tenses – this is for the here and now to guide into the future.

While a vision and mission can address more than one singular subject, and can be applied differently depending on the department, having multiple visions ultimately blurs where you want to go.

Hampton County, SC

Vision: "As one of the most progressive, small counties in the state, Hampton County seeks to uphold its...

- Vibrant Economy...
- Rural Quality of Life...
- And Sense of Community Pride..."

Mission: "The mission of Hampton County Government is to provide quality public services in a timely and competent manner, and to work with the cooperation of the community and other local government units to create a vibrant and healthy physical, social and economic environment. Services shall be provided in a fair, respectful and professional manner consistent with available human, natural and economic resources."

City of Toronto, Canada

Vision: Toronto's vision is four-pronged:

- Toronto is a caring city.
- Toronto is a clean, green and sustainable city.
- Toronto is a dynamic city.
- Toronto invests in quality of life.

Mission: To serve a great city and its people

Kansas City, MO

Vision: "Our local government will be nationally known for its transformative efforts that make Kansas City the diverse and sustainable community of choice for people to live, work, and play as a result of its safety; vibrant neighborhoods; business, educational, and cultural opportunities; connectedness; and vitality."

Mission: "The mission of the City of Kansas City, Missouri is to deliver quality, customer-focused municipal services with an emphasis on public safety, neighborhood livability, job creation, responsible planning for economic growth, infrastructure improvements, transportation systems, public health, and the environment. In pursuit of this mission, we use data to make decisions and measure progress based on economic, social, and environmental factors."

GMF Comp Plan, Part II:

Our History: A rustic town that is celebrated for our rich, multi-generational history, small community charm, and immediate access to an unmatched trail system.

Our Health: A town that proactively preserves and enhances the aspects of our narrow mountain valley environment, providing residents with a scenic, low-stress lifestyle.

Our Economy: A town that promotes economic sustainability through continued support of our home-grown businesses, with expansion of strategic, small-scale, daily services that contributes to our character and resilience.

Our Development: An appropriately-sized, safe community, home to a mix of residential, commercial, recreational, and cultural uses that together, generate a high quality of life.

Our Infrastructure: A town with an efficient, consistent level of public services, with a focus on neighbor helping neighbor.

p. 28: "important values were developed into themed visions...strong connection to the quaint charm of the Town while allowing access to Colorado Springs' urban amenities; the prioritization of environmental health and hazards such as fire, flooding, and water quality; the desire to promote economic sustainability for the local businesses; and a focus on infrastructure and utilities."

expand on the Town's strengths as a world-class hiking haven, a popular tourist destination, and an important link in the Ute Pass regional community.

subsequent goals and policies support each other to build a combined vision that creates a sustainable economy, healthy living, and a resilient built environment while maintaining the unique small town feel that sets Green Mountain Falls apart.