

TOWN OF GREEN MOUNTAIN FALLS
Planning Commission Meeting
2025-05-13 at 6:30 P.M.
MEETING MINUTES

Commission Members Present

Lisa Bonwell (Vice-Chair)
Shelly Scott-Nash (Secretary)
Katharine Guthrie
Rocco Blasi
Todd Dixon (Ex Officio, Interim Town Planner)

Commission Members Not Present

Brandy Moralez (Chair)

Town Clerk

Bo Ayad

Town Manager

Caleb Patterson

1) 6:30 pm CALL TO ORDER / ROLL CALL / TECH CHECK

Vice-Chair Bonwell called the meeting to order at 6:34 pm.

2) ADDITIONS, DELETIONS, OR CORRECTIONS TO THE AGENDA

Commissioner Blasi asked to amend the correspondence agenda item to include the correspondence from Church in the Wildwood. Commissioner Blasi made a motion to approve agenda as amended, seconded by Vice-Chair Lisa Bonwell. Motion carried.

3) CONSENT AGENDA

a) Minutes from the 2025-04-22 meeting

Commissioner Scott-Nash made a motion to approve the 2025-04-22 PC Minutes, seconded by Commissioner Guthrie. Motion carried.

4) PUBLIC INPUT: 3 Minutes per speaker

None

5) REPORTS

a) Commissioners

Commissioner Blasi reported that Blasi and Scott-Nash will attend the upcoming PRT meeting on May 14th, 2025, to collect feedback on comprehensive plan vision statements. A community engagement workshop is envisaged for June 10th, 2025.

Commissioner Scott-Nash reported on the question of taxation of services by natural medicine healing centers: "...unless they are operated by a practitioner such as a physician or advanced practice nurse, the sales of

products by these businesses likely will not be exempt from most forms of taxation that would otherwise apply to them.”

b) Staff

None

6) BUSINESS

a) Ordinance 2025-04 NATURAL MEDICINE ESTABLISHMENTS

Vice-Chair Bonwell moved to table Ordinance 2025-04 until the June 10th, 2025 PC meeting. Commissioner Guthrie seconded. Motion carried.

7) CORRESPONDENCE

Rev. Darlene Avery (Church in the Wildwood) requested an opportunity to speak to the Planning Commission at the June 10th, 2025 meeting with regards to the Natural Medicine Ordinance. Commissioners agreed to allow.

8) DISCUSSION ITEMS

a) GMF Project List

Interim Town Planner, Dixon, reported that property pin location has been biggest hangup in getting approvals of site plans. Information is being gathered on a project that has proceeded “after the fact”.

b) Solicitation of PC applications

Staff directed to add a callout for PC Commission applications on the town website and to include as an item for the next BOT meeting.

c) PC Roles and Responsibilities

Town Manager Patterson presented his vision for PC roles and responsibilities to include:

- Perform comprehensive planning
- develop requests for funding as per the comprehensive plan for the 5-year capital plan budgeting process
- design and beautification by employing architectural controls that promote town branding, good civic design and provision for traffic
- support provision of public facilities by engaging citizens with information and surveys to gauge impact on residents and businesses
- annexation, as needed

Additionally, Patterson suggested that both major and minor site plan approval lie with town staff, i.e. Town Manager and Town Planner. PC would become the appeal body for major site plans. Currently, PC is the approval body for major site plans and the appeal body for minor site plans.

Commissioner Blasi opined that PC should remain the approval body because they historically have performed that function, have expertise and wrote the current LUC. Both Blasi and Scott-Nash concerned about rate of staff turnover. Town Clerk Ayad advised the process strive to be “nimble”.

Commissioner Guthrie requested that PC remain advised of site plan status. Town Planner and Town Manager agreed that PC would remain the receiver of site plan reporting as embodied in the spreadsheet provided at the meeting by Town Planner.

A training workshop focused on the approval/appeal process would be beneficial.

Commissioner Guthrie would like to see business interests and PC interests “dove tail”. i.e. be conscious of including voices of GMF local businesses.

d) Main Street Program

Town Manager Patterson gave a very brief overview of the Main Street Program. They give small grants around \$2,500 to \$5,000 for main street beautification. There would be a significant amount of reporting required by the volunteer Interim Town Planner. Staff will ask DOLA for a presentation. More information here: <https://dlg.colorado.gov/main-street>

e) Next Meeting Date

June 10th, 2025. Public engagement workshop for Comprehensive Plan visioning.

1) ADJOURNMENT

Meeting adjourned at 7:46 pm by Vice-Chair Bonwell.

Next Meetings: June 10th at 6:30 pm, June 24th at 6:30 pm (optional)

Action Items

Responsible	Item	Expected Completion Date
Commissioners & Staff	Agenda Items and packet artifacts to PC Secretary	6/5/25
PC Secretary	Post Agenda to Town Website	6/9/25
PC Secretary	Distribute draft packet to PC	6/6/25
Town Clerk	Distribute finalized packet to public	6/9/25
Blasi, Scott-Nash	Collect input on vision statements - May 14 th 2025 PRT	5/14/25
Blasi, Scott-Nash	Collect input on vision statements – June 2nd 2025 FMAC	6/2/25
Town Clerk	Main Street DOLA presentation request	TBD
Town Clerk	PC application callout on town website and at next BOT meeting.	5/20/25
Town Planner	Create training presentation for major and minor site plan approval/appeal process for workshop.	TBD

Abbreviations

BOA – Board of Adjustment

BOT – Board of Trustees

DOLA – Department of Local Affairs

GMF – Green Mountain Falls

LUC – Land Use Code

PC – Planning Commission