



**Town of Green Mountain Falls
Parks, Recreation, & Trails
Regular Advisory Board Meeting Agenda
10615 Green Mountain Falls Road
Thursday, Sep 17, 2020 at 7:00 p.m.**

Zoom Meeting

<https://us02web.zoom.us/j/81957846039?pwd=RnQ3bk13dVFRZlY3Ukhqak9mSk9rdz09>

Meeting ID: 819 5784 6039 Passcode: 941791

REGULAR MEETING:

1. CALL TO ORDER / ROLL CALL
2. ADDITIONS, DELETIONS, OR CORRECTION TO THE AGENDA
3. CONSENT AGENDA
 - a. Approve Minutes "Aug 20, 2020" for Board Correspondence
4. NEW BUSINESS
 - a. Community Garden
 - b. ADA Vision discussion
 - c. Discussion about creating a slash/brush disposal lot on HGMFF property.
 - d. Discussion about relocating Boulder street Thomas trail access and Crystal Trail Mountain Ave access.
5. OLD BUSINESS
 - a. Nomination of Chair, Vice Chair, and Vote
 - b. Term Listing for members
 - c. Grant Application discussion & Go Colorado (GoCO) Grant Opportunities. Master Plan
 - d. Creation of PRT Bylaws
6. PUBLIC INPUT: 3 Minutes per speaker
7. CORRESPONDENCE
 - a. Letter from Boulder Street
8. REPORTS
 - a. Reminder; Roberts Rules of Order Basics
9. ADJOURN



**Town of Green Mountain Falls
Regular Advisory Board Meeting Agenda
10615 Green Mountain Falls Road
Tuesday, Aug 20, 2020 at 7:00 p.m.**

REGULAR MEETING MINUTES

Board Members Present

Clay Gafford
Goody Goodwin
Don Walker

Board Members Absent

Secretary

Victor Matthews III

Town Staff Present

Angie Sprang
Victor Matthews III

Trustees Present

Dyani Loo
Jane Newberry

Regular Meeting:

1. Call to Order/Roll Call/Pledge of Allegiance

Ms. Sprang called the meeting to order at 7:02 p.m.

2. Additions, Deletions, or Corrections to the Agenda

3. Consent Agenda

4. New Business

a. CIRSA Training

Ms. Sprang explained when, where and what

b. Roberts Rules

Ms. Sprang explained how everyone needs to review these

c. PRT Bylaws

Member were given a choice and decided to wait. Wanting staff to help make recommendations

d. Nominations of Chair and Vice

Members were given a choice and decided to wait on a full committee

e. PRT Master Plan & Go Colorado

Ms. Sprang explained all the opportunities that the members of the board can begin to pursue

f. PRT Webpage

Mr. Matthews explained the ways the site could be used by the board

5. Old Business

a. Trail Ambassador Update

Mr. Matthews and Trustee Loo gave an update on the program. Trail Ambassadors will answer to the PRT

b. Proposed Plans by Clay

Parking and Signage is underway. Discussion about forest service lines. Talked about updating Mr. Gafford's Plan and communication with HGMFF. Discussion on what needs to be addressed first.

6. Public Input – 3 Minutes Per Speaker

Dick Bratton offered his resources and help

Rocco Blasi asked questions about public comment and parking and hope the PRT sets good guidelines and rules.

7. Correspondence:

There was no correspondence.

8. Reports

9. Adjournment

Meeting adjourned at 8:54 p.m.

Head Chair

Secretary

PRT AGENDA MEMO

DATE: 09.17.2020	AGENDA NO 4a	SUBJECT: Community Garden
Presented by: Dyani Loo, Trustee		

The traffic triangle on Olathe St. is a town open space that is seen frequently by both residents and non-residents who are entering the town. Historically, it has been maintained and decorated by community members to provide a welcoming space. Community members have expressed questions recently about whether decorating and maintaining this space is allowed. This agenda item is to provide clarification of permission and to express appreciation to community members by designating this space openly as a community garden so that community members can feel free to beautify it as they have throughout the years.

Parks, Recreation, and Trails AGENDA MEMO

DATE: 09.17.2020	AGENDA NO 4b	SUBJECT: ADA Regulations for the PRT
Presented by:		

The Americans with Disabilities Act of 1990 and its current revisions is an important part of creating fairness and opportunities for everyone. The board mentioned giving this topic to the PRT for discuss and brain storming.

What ideas and plans do we have for our parks and lake and gazebo ect...

Resources;

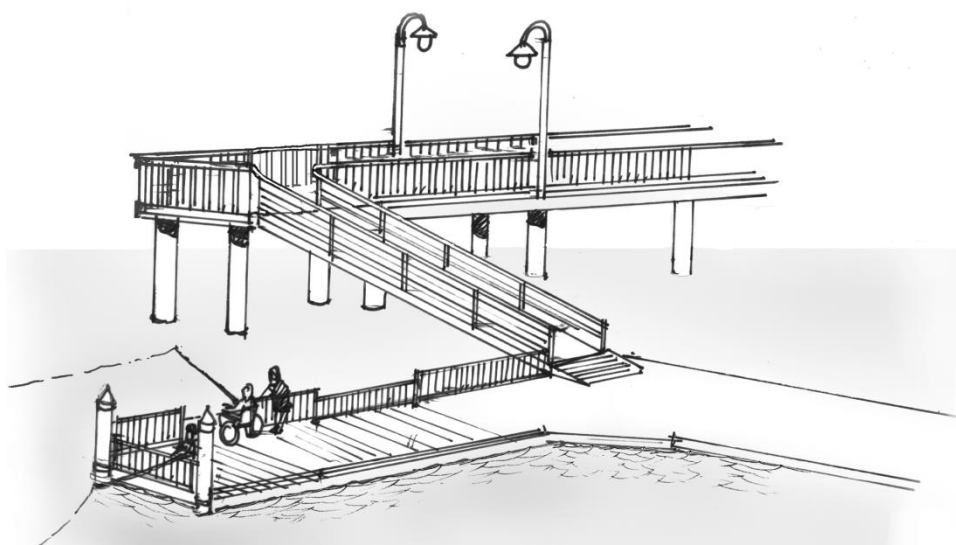
<https://www.adachecklist.org/checklist.html#rec>

<https://adata.org/>

<https://www.ada.gov/>

ADA Checklist for Existing Facilities

Fishing Piers & Platforms



Project

Building

Location

Date

Surveyors

Contact Information

Public fishing piers and platforms should be accessible to everyone, including people with disabilities.



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www.HumanCenteredDesign.org

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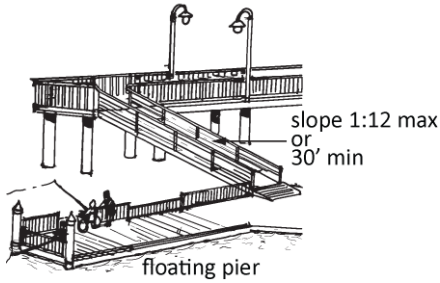
ADA National Network
Questions on the ADA 800-949-4232 voice/tty
www.ADAchecklist.org

This checklist was produced by the New England ADA Center, a project of the Institute for Human Centered Design and a member of the ADA National Network. This checklist was developed under a grant from the Department of Education, NIDRR grant number H133A060092-09A. However the contents do not necessarily represent the policy of the Department of Education, and you should not assume endorsement by the Federal Government.

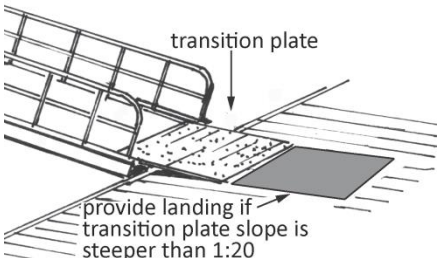
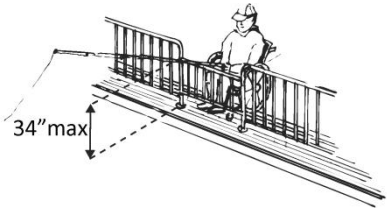
Questions or comments on the checklist contact the New England ADA Center at 617-695-0085 voice/tty or ADAinfo@NewEnglandADA.org

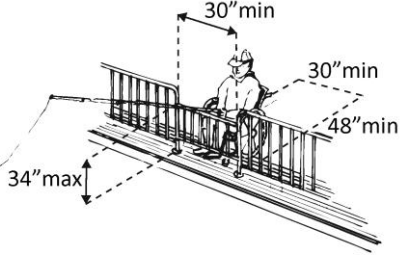
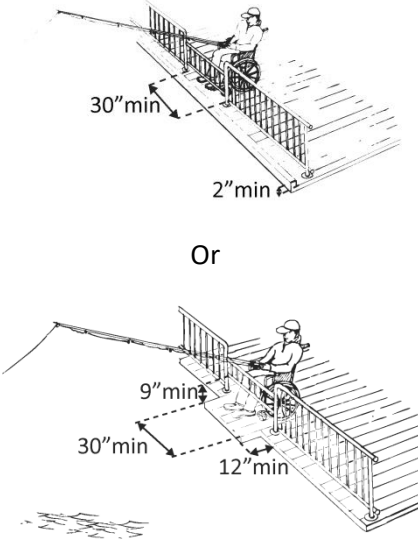
For the full set of checklists, including the checklists for recreation facilities visit www.ADAchecklist.org.

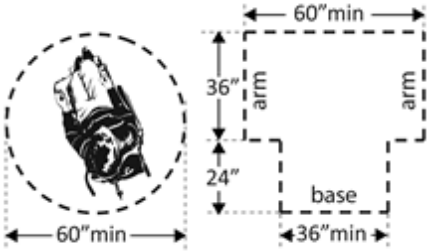
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Fishing Piers & Platforms		Comments	Possible Solutions
Fishing Piers & Platforms (2010 Standards – 206, 237 & 1005)			
F1 Is there an accessible route to the entrance of the fishing pier or platform? Use the checklist for <i>Priority 1: Approach & Entrance</i> .	<input type="checkbox"/> Yes <input type="checkbox"/> No		Photo #: <ul style="list-style-type: none"> •Add a ramp •Regrade to 1:20 maximum slope •Widen route •Change route surface •Add a platform lift, limited use/ limited application elevator or a regular elevator
F2 Is there an accessible route to the fishing area? To deal with varying water levels, exceptions apply when gangways are part of the accessible route. A gangway is a variable-sloped pedestrian walkway that links a fixed structure or land with a floating structure. Exceptions: 1. The gangway rise may be greater than 30 inches. Therefore gangways may be any length and no intermediate landings are required. 2. Where the total length of the gangway or series of gangways is 30 feet minimum, the gangway may be steeper than 1:12.	<input type="checkbox"/> Yes <input type="checkbox"/> No		<ul style="list-style-type: none"> •Add a ramp •Regrade to 1:20 maximum slope •Lengthen gangway •Widen route •Change route surface •Add a platform lift, limited use/ limited application elevator or a regular elevator

<p>3. Where the gangway connects to transition plates, ramp landings are not required.</p> <p>4. Where the gangway and transition plates connect, handrail extensions are not required.</p> <p>5. Where handrail extensions are provided on the gangway or transition plates, the handrail extensions are not required to be parallel with the ground surface.</p> <p>6. Changes in level $\frac{1}{4}$ to $\frac{1}{2}$ inch high, beveled with a slope no steeper than 1:20 are permitted on the surface of the gangway.</p> <p>Note: When gangways, transition plates and floating piers and platforms are part of an accessible route, the cross slope requirement of 1:48 maximum is measured when they are in the static position, i.e. absence of movement that results from waves and wind.</p>			<p>Photo #:</p>	
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F3 If a transition plate is steeper than 1:20 is there a landing at the end of the transition plate?	<input type="checkbox"/> Yes <input type="checkbox"/> No		Photo #:	<ul style="list-style-type: none"> • Add landing • •
F4 If there are railings, guards or handrails at the fishing area, are at least 25 percent no more than 34 inches above the ground or deck? Note: Guards may be higher than 34 inches if the higher portion is no less than 42 inches high and balusters or ornamental patterns do not allow a 4-inch diameter sphere to pass through up to a height of 34 inches and do not allow an 8-inch diameter sphere to pass through between 34 inches and 42 inches above the ground. This allows for increased safety at specific locations and compliance with certain building codes.	<input type="checkbox"/> Yes <input type="checkbox"/> No Number: Measurement:		Photo #:	<ul style="list-style-type: none"> • Change railing, guard, and/or handrail height • •
F5 Are the 34-inch maximum high railings, guards or handrails dispersed throughout the fishing pier or platform?	<input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:		Photo #:	<ul style="list-style-type: none"> • Relocate railings, guards, and/or handrails • •

<p>F6 Is there a clear floor space at least 30 inches wide by at least 48 inches long at the 34-inch maximum high railing?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Add clear floor space • •
<p>F7 At the 34-inch maximum high railings, guards or handrails:</p> <p>Is there a curb or barrier extending 2 inches minimum above the surface of the pier or platform?</p> <p>Or</p> <p>Does the ground or deck extend at least 12 inches beyond the inside face of the railing at a clear width of at least 30 inches and clear height of at least 9 inches?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Add curb or barrier • Extend ground or deck • Relocate railings, guards, and or handrails • •
<p>F8 If there are no railings, guards or handrails, is there a clear floor space at least 30 inches wide by at least 48 inches long on the pier or platform?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Add clear floor space • •

<p>F9 Is there a clear floor space for a person in wheelchair to turn around, i.e. a circle at least 60 inches in diameter or a T-shaped space within a 60-inch square, on the fishing pier or platform?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Add space • Move or remove fixtures or objects • Reconfigure space • •
	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • • •
	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • • •
	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • • •
	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • • •
	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • • •

Parks, Recreation, and Trails AGENDA MEMO

DATE: 09.17.2020	AGENDA NO 4e	SUBJECT: Recommendation to the board about slash piles.
Presented by: Clay Gafford		

Let's discuss the creation of a proposal for the board to create a slash/brush disposal lot on HGMFF property below fire station where residents only could dispose of slash and any organic materials. This will also be an important part of the fire mitigation plan.

Parks, Recreation, and Trails AGENDA MEMO

DATE: 09.17.2020	AGENDA NO 4f	SUBJECT: Recommending the board move some trail heads
Presented by: Clay Gafford		

Recommend that the board relocate Boulder street Thomas trail access and Crystal Trail Mountain Ave access to new trail constructed on abandoned section of Ester St.. This would redirect hikers from walking past (14) houses on Mountain Ave and (8) houses on Boulder St. The Ester trail head would have hikers walking past (3) houses.

PRT AGENDA MEMO

DATE: 09.17.2020	AGENDA NO 5a	SUBJECT: Nomination of Chair Vote, Vice Chair, and Vote
Presented by:		

It is customary for an Advisory Board meeting to be run per Roberts Rules of Order by a Chairperson, and in the absence of the Chairperson a Vice Chairperson leads the meeting.

Would the Parks, Recreation, and Trails (PRT) Advisory Board members like to nominate a Chairperson and Vice Chairperson for a recommended appointment by the Boards of Trustees? If the PRT makes a recommendation, it will go to the Board of Trustees for their final review and potential approval.

**TOWN OF GREEN MOUNTAIN FALLS
ORDINANCE NO. 2020-03**

**AN ORDINANCE AMENDING CHAPTER 2 OF THE GREEN MOUNTAIN FALLS
MUNICIPAL CODE CONCERNING BOARDS, COMMITTEES, AND COMMISSIONS**

WHEREAS, the Planning Commission has a basis in state law, specifically, Part 2, Article 23, Title 31, C.R.S.;

WHEREAS, the Board of Adjustment has a basis in state law, specifically, C.R.S. § 31-23-307;

WHEREAS, as a statutory town, the Town has certain obligations regarding the Planning Commission and the Board of Adjustment;

WHEREAS, the Town has formed other boards and committees from time to time over which it has complete control;

WHEREAS, the Town desires to update its municipal code regarding boards, committees, and commissions to the extent it is authorized to do so under state law and to reorganize the same;

WHEREAS, in doing so, all current membership in the Parks and Recreation Advisory Board, the Fire Mitigation Advisory Board, and other existing Town boards, committees, or subcommittees will be terminated;

WHEREAS, with the exception of the Planning Commission and Board of Adjustment, as part of this reorganization, all seats on committees will become vacant for the new appointment of members by the Board of Trustees; and

WHEREAS, the amendments set forth herein will allow for clearer delineation of powers, duties, and authority and greater consistency regarding boards, committees and commissions.

**NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF
THE TOWN OF GREEN MOUNTAIN FALLS, COLORADO:**

Section 1. Article IX of Chapter 2 of the Green Mountain Falls Municipal Code is hereby repealed and reenacted to read as follows:

ARTICLE IX – Planning Commission

Sec. 2-221. - Purpose.

(a) The Town is a rural mountain community in a natural setting characterized by mountainsides, boulders, streams, trees and other flora indigenous to its location, altitude and climate.

(b) Buildings and other improvements within the Town exhibit a prevailing rustic aspect subordinate to the environment. Dwellings designed for

single-family residence predominate. Commercial, civic and residential activities are of a service, crafts, professional and recreational nature. It is the purpose of this Article to accomplish the preservation and enhancement of these conditions and qualities. Therefore, pursuant to the authority conferred by state statutes, there is created a Planning Commission for the Town.

Sec. 2-222. - Powers and duties.

The Planning Commission shall have the powers and duties as set forth in C.R.S. § 31-23-201, *et seq.*, as amended, including, without limitation, the duty 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. The Planning Commission shall review all proposed subdivisions, proposed zoning and such other matters relating to planning as is deemed advisable. The decisions of the Planning Commission shall be purely advisory in nature to the Board of Trustees. Upon the final adoption of the Master Plan by the Planning Commission, the same shall be presented to the Board of Trustees for its approval and the Master Plan shall be given primary consideration by the Board of Trustees. The Board of Trustees may amend or alter the Master Plan but only after the Planning Commission has had the opportunity to comment upon the proposed amendment. Any deviation from the Master Plan shall be determined to be an amendment to the Plan.

Sec. 2-223. -Membership and term.

(a) The Planning Commission shall consist of 5 members appointed by the Board of Trustees. In addition to 5 regular, voting members, one Board of Trustee member shall serve as an ex officio member of the Planning Commission and may take part in discussions but shall not vote.

(b) The term of the ex officio member shall correspond to his or her official tenure. The term of each voting member shall be 3 years or until his or her successor takes office. A voting member may be removed by the Board of Trustees upon the filing of a written statement by a member of the Board of Trustees if, after public hearing, the Board of Trustees finds the member has committed inefficiency, neglect of duty, or malfeasance in office.

Sec. 2-224. - Meetings.

(a) The Planning Commission shall meet at the call of the Town Manager or the Town Manager's designee.

(b) Public notice conforming to the requirements of Section 2-61 hereof and Chapter 16 of the Code shall be required prior to any public hearing.

Section 2. Article X of Chapter 2 of the Green Mountain Falls Municipal Code is hereby repealed and reenacted to read as follows:

ARTICLE X – Board of Adjustment

Sec. 2-241. – Purpose.

A Board of Adjustment is hereby created to hear and decide appeals from and review any order, requirement, decision or determination made by any administrative official charged with enforcement of this Code.

Section 2-242. – Powers and duties.

(a) The Board of Adjustment may overturn or modify any order, requirement, decision or determination made by an administrative official charged with enforcing this Code when it determines that the official incorrectly applied this Code or exceeded his or her authority. In addition, where there are practical difficulties or unnecessary hardships in the way of carrying out the strict letter of this Code, the Board of Adjustment has the power, in passing upon all appeals, to vary or modify the application of the regulations or provisions of this Code relating to the use, construction or alteration of buildings or structures, or the use of land, so that the spirit of this Code is observed, public safety and welfare secured and substantial justice done.

(b) The concurring vote of 4 members of the Board of Adjustment shall be necessary to reverse any order, requirement, decision or determination of any administrative official, or to decide in favor of the applicant any matter upon which it is required to pass under this Article or to effect any variation of this Article.

Sec. 2-243. – Membership and term.

(a) The Board of Adjustment shall consist of 5 members appointed by the Board of Trustees. In addition to 5 regular, voting members, one Board of Trustee member shall serve as an ex officio member of the Board of Adjustment and may take part in discussions but shall not vote.

(b) The term of the ex officio member shall correspond to his or her official tenure. The term of each voting member shall be 3 years or until his or her successor takes office. A voting member may be removed by the Board of Trustees upon the filing of a written statement by a member of the Board of Trustees if, after

a public hearing, the Board of Trustees finds the member has committed inefficiency, neglect of duty, or malfeasance in office.

Sec. 2-244. - Meetings.

(a) The Board of Adjustment shall meet at the call of the Town Manager or the Town Manager's designee and shall fix a reasonable time for the hearing of all appeals.

(b) Public notice conforming to the requirements of Section 2-61 hereof and Chapter 16 of the Code shall be required prior to any public hearing.

Section 3. Article XII of Chapter 2 of the Green Mountain Falls Municipal Code is hereby repealed and reenacted to read as follows:

ARTICLE XII – Parks, Recreation and Trails Advisory Committee

Sec. 2-271. – Purpose.

The Town's health, welfare, beauty, and economic vitality would best be served if there was more coordination in planning for the maintenance and improvement of its parks, recreation, and trails; therefore, the Parks, Recreation and Trails Advisory Committee, a standing committee, is hereby created.

Sec. 2-272. - Powers and duties.

(a) The Parks, Recreation and Trails Advisory Committee shall have the power and duty to formulate and approve a Parks, Recreation, and Trails Master Plan; to review the maintenance and capital needs of the Town's parks, recreation facilities, and trails; to make recommendations to the Board of Trustees for additional resources that may be needed to address these needs; to recommend trail construction, maintenance, planning and acquisition; and to recommend capital projects that the Town should undertake to improve recreation facilities. The decision of the Parks, Recreation and Trails Advisory Committee shall be purely advisory in nature to the Board of Trustees. Upon the final adoption of any new version of the Master Plan by the Committee, the same shall be presented to the Board of Trustees for its approval.

(b) The Parks, Recreation and Trails Advisory Committee shall have the power to solicit donations and carry out fundraising campaigns as approved by the Board of Trustees and in accordance with the Town's Donation Solicitation policy. All funds donated shall be accepted in accordance with the Town's Donation Acceptance policy and given to the Town Clerk for deposit in a special designated fund maintained for this purpose by the Town.

Sec. 2-273. - Membership.

The Parks, Recreation and Trails Advisory Committee shall consist of 5 members appointed by the Board of Trustees. All members shall be residents of the Town. In addition to regular appointed members, one Board of Trustee member shall serve as an ex officio member of the Parks, Recreation and Trails Advisory Committee and may take part in discussions but shall not vote.

Sec. 2-274. Annual report.

At the first regular meeting of the Board of Trustees in February of each year, the chair of the Parks and Recreation Advisory Committee will submit a written report to the Board of Trustees summarizing the work of the Committee during the preceding calendar year. At that time, the chair of the Parks, Recreation and Trails Advisory Committee shall also present for the Board of Trustees review and approval a proposed work plan for the new year.

Section 4. Article XIII of Chapter 2 of the Green Mountain Falls Municipal Code is hereby repealed and reenacted to read as follows:

ARTICLE XIII – Fire Mitigation Advisory Committee**Sec. 2-281. - Purpose.**

The public health, safety and welfare would best be served by effective coordination in fire mitigation activities between the Town and other regional governmental agencies. Therefore, a Fire Mitigation Advisory Committee is hereby established to advise the Board of Trustees and to coordinate with the El Paso County Emergency Management, the Colorado State Patrol, and other governmental agencies on fire-related issues affecting the Town and to develop a notification and evacuation plan for the Green Mountain Falls community.

Sec. 2-282. – Powers and duties.

The Fire Mitigation Advisory Committee shall have the power and duty to formulate fire mitigation plans, to coordinate with El Paso County Emergency Management, the Colorado State Patrol, and other governmental agencies on fire-related issues affecting the Town and to develop a notification and evacuation plan for the Green Mountain Falls community. The Fire Mitigation Advisory Committee shall work to carry out the recommendations in the "Action Recommendations for Structural Ignitability and Public Outreach" set forth in the Town of Green Mountain Falls Comprehensive Plan, adopted June 25, 2019, on p. 93, Table 2. The Fire Mitigation Advisory Committee may make further recommendations to the Board of Trustees for additional resources that may be needed to address these needs, and to recommend projects that the Town should undertake to improve the Town's resiliency to fire-related hazards. All activities of the Fire Mitigation Advisory Committee shall be subject to final approval of the Board of Trustees of the Town.

Sec. 2-283. - Membership.

The Fire Mitigation Advisory Committee shall consist of 5 members appointed by the Board of Trustees. All members shall be residents of the Town. Persons interested in becoming members shall complete and submit an application in accordance with the Town's Policy on Advisory Committees, Appointments to Outside Agencies and Volunteers. In addition to regular appointed members, one Board of Trustee member shall serve as an ex officio member of the Fire Mitigation Advisory Committee and shall take part in discussions but shall not vote.

Sec. 2-284.- Annual report.

At the first regular meeting of the Board of Trustees in February of each year, the chair of the Fire Mitigation Advisory Committee shall submit a written report to the Board of Trustees summarizing the work of the Committee during the preceding calendar year. At that time, the chair of the Fire Mitigation Advisory Committee shall also present for the Board of Trustees review and approval a proposed work plan for the new year.

Section 5. A new Article XIV is hereby added to Chapter 2 of the Green Mountain Falls Municipal Code to read as follows:

ARTICLE XIV - Boards, Committees and Commissions

2-291. – Creation.

Pursuant to the authority conferred by state statutes, there is hereby created a planning commission, a board of adjustment, a parks, recreation and trails advisory committee, and a fire mitigation advisory committee, which shall hereinafter for the purposes of this Article be referred to as "boards, committees, and commissions" or "board, committee or commission." All boards, committees, and commissions shall act in a purely advisory role to Board of Trustees unless expressly stated otherwise in this Code or statute.

2-292. – Applicability.

The provisions of this title shall apply to all boards, committees, and commissions except when the topic is specifically addressed in the section related to the individual board, committee, or commission.

2-293. – Members and alternates; appointments and requirements.

(a) All members of any board, committee, or commission shall be residents of the Town and shall be appointed by Board of Trustees. In making appointments, the Board of Trustees shall strive to select members representative of all community demographic and stakeholder groups. If any member ceases to reside in the Town, membership shall immediately terminate. All boards, committees, and commissions shall consist of 5 voting members. No member of

the Board of Trustees and no Town employee shall serve as a voting member of any board, committee, or commission. No person shall serve as a member or alternate member of more than one board, committee, or commission at the same time.

(b) The Board of Trustees may appoint alternate members to any board, committee, or commission, not to exceed 3 alternate members. Alternates are invited and requested to attend all meetings of the board, committee, or commission, but are not required to do so. Alternate members may take part in the discussion of any matter that comes before a board, committees, or commission, except for quasi-judicial matters, in which they may not participate unless they have been appointed in the place of an absent member. An alternate member may not vote on any matter unless designated to do so by the chair of the board, committee, or commission, in place of an absent member.

(c) Member Resignation. The chair shall inform the Town Clerk in writing within one week of any member's resignation.

(d) Persons interested in becoming members shall complete and submit an application in accordance with the Town's Policy on advisory Committees, Appointments to Outside Agencies, and Volunteers.

2-294. – Terms of office and appointment.

Appointments to all boards, committees, and commissions shall be made by the Board of Trustees for 3-year terms. Members shall serve without compensation. Initial terms of membership shall be as follows: Two members shall be appointed to a one-year term, two members shall be appointed to a two-year term, and one member shall be appointed to a three-year term. Thereafter, as the terms expire, all appointments shall be for a period of 3 years. Any members whose term expires may seek reappointment. Term limits shall not apply.

2-295. – Quasi-judicial hearings.

In any quasi-judicial or public hearing held before any board, committee, or commission, all evidence and testimony shall be presented publicly. The commission may use its expertise, technical competence, and specialized knowledge in evaluating evidence presented to it and shall have the power to weigh any evidence accordingly.

2-296. – Officer positions.

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 who is an employee of the Town. Each board, committee or commission shall operate in accordance with the rules of procedure in Section 2-297. The board, committee or

commission chair shall notify the Town Clerk in writing within one week post-election of the names of officers.

2-297. – Rules of procedure.

Each board, committee and commission shall hold all meetings at Town Hall at regular intervals as set forth in the board, committee or commission's adopted bylaws. All meetings shall be open to the public, after posting full and timely notice of date, time, place, and subject matter of the meeting at the Town's designated posting locations. At each meeting, the public shall be given an opportunity for public comment. Full and timely notice shall be deemed to be at least 24 hours prior to the date and time of the meeting. Unless required otherwise in this Chapter, all boards, committees, and commissions shall meet regularly at least once each month, except when a quorum is not available, or there is no business to address. Each board, committee, or commission's secretary shall keep minutes of its meetings and records of its transactions, the secretary shall deliver them to the Town Clerk in a timely manner for submission to the Board of Trustees. Special meetings may be called by the chair, any 3 members, or the Town Manager with at least 24 hours' written notice. The chair has final authority to establish the agenda and will collaborate with other members and Town staff in its development. The chair or his or her designee shall serve as the conduit of communication between the board, committee, or commission and the staff liaison and Board of Trustees. A majority of the appointed non-vacant seats shall constitute a quorum.

2-298. – Authority and responsibility.

(a) Boards, committees, and commissions shall exercise their authority and shall be accountable to comply with the board, committee or commission's approved work plan, the Board of Trustees' goals, and with other Board of Trustees adopted rules or regulations. Unless otherwise provided by law, no board, committee, or commission, and no member of any board, committees, or commission shall have authority to act on behalf of the Town, including without limitation approving contracts, negotiating deals, spending or allocating Town funds, and negotiating transactions involving real or personal property.

(b) Within 90 days of creation, each board, commission or committee shall submit a set of bylaws to the Board of Trustees for review and approval. Bylaws shall, at a minimum, set the board, commission or committee's regular meeting date and time.

(c) Each board, committee or commission shall provide an agenda to the Town Clerk at least 24 hours prior to the date and time of each meeting and shall provide the Town Clerk with approved minutes following every meeting.

(d) In collaboration with Town staff, each board, committee, and commission shall submit an annual budget request to Board of Trustees, which furthers the accomplishment of that plan. Once funding has been approved through

the budgeting process, each board, committee, and commission may offer recommendations to the Town staff and Board of Trustees on the expenditure of those funds.

(e) No board, committee, or commission and no member of any board, committee, or commission shall have the authority to accept donations on behalf of the Town, to direct any Town employee, or to make operational decisions for the Town.

2-299. – Recommendations to Board of Trustees.

Each board, committee, and commission shall deliver recommendations to the Board of Trustees concerning its budget provisions and other matters within its purview as required herein, from time to time as directed by the Trustees, or as initiated by the board, committee, or commission. Board of Trustees shall approve annual board, committee, or commission work plans and may provide direction to boards, committees, and commissions regarding specific matters upon which the Board of Trustees desires the board, committee, or commissions to investigate and provide recommendations. Boards, committees, and commissions shall follow such direction and provide their recommendations to Board of Trustees via the means directed by the Board of Trustees.

2-300. – Removal.

Except as provided otherwise in this Chapter, the Board of Trustees shall have the power to remove any member of any board, committee or commission at any time with or without cause. Upon removal, the Board of Trustees shall fill any vacancy for the remainder of the vacated position's term. If there is less than one year remaining on the term, a person may, but need not, be appointed to fill the remainder of that term and the next full term.

2-301. – Staff liaison role.

The Town Manager may assign Town personnel to assist boards, committees, and commissions with budget proposals or any other duties as is necessary for the boards, committees, or commissions to adequately perform their functions.

2-302. – Subcommittees.

From time to time, the Board of Trustees or a board, committee, or commission may establish temporary or standing subcommittees to study issues or make recommendations. No formal action may be taken by a subcommittee. Subcommittee meetings shall be public meetings, shall comply with the rules of procedure set forth in Section 2-297, and shall be attended by at least one member of the board, committee or commission that formed the subcommittee. All subcommittee recommendations must be submitted to the appropriate board, committee, or commission.

2-303. – Remote participation.

Members of any board, committee, or commission may participate in meetings remotely, and any remote participation shall be pursuant to rules and regulations adopted by the Board of Trustees, as they may be amended.

Section 6. Prior Appointments Cancelled. With the exception of the Planning Commission and the Board of Adjustment, all appointments made by the Board of Trustees to boards, committees or commissions including, without limitation, those made by Resolution 2020-03, dated January 21, 2020, are hereby rescinded. The Parks and Recreation Advisory Committee is dissolved and created a new as the Parks, Recreation and Trails Advisory Committee. The Fire Mitigation Advisory Committee is dissolved and created anew. All seats are currently vacant, and residents interested in becoming a member in either committee shall complete and submit an application in accordance with the Town's Policy on Advisory Committees, Appointments to Outside Agencies and Volunteers.

Section 7. Repeal. All prior acts of the Board of Trustees inconsistent herewith are hereby repealed including, without limitation, Ordinance 2020-02 establishing the Fire Mitigation Advisory Committee, Resolution 2017-09 establishing a trails committee, and Resolution 2009-08 establishing policies for the formation of advisory committees.

Section 8. Bylaws for Planning Commission and Board of Adjustment. Within 90 days of the Effective Date of this ordinance, the Planning Commission and Board of Adjustment shall submit to the Board of Trustees for review and approval a set of bylaws that comply with Section 2-298(b) Green Mountain Falls Municipal Code, set forth above.

Section 9. Safety Clause. The Board of Trustees hereby finds, determines and declares that this Ordinance is promulgated under the general police power of the Town of Green Mountain Falls, that it is promulgated for the health, safety and welfare of the public and that this Ordinance is necessary for the preservation of health and safety and for the protection of public convenience and welfare. The Board of Trustees further determines that this Ordinance bears a rational relation to the proper legislative object sought to be attained.

Section 10. Severability. If any clause, sentence, paragraph, or part of this Ordinance or the application thereof to any person or circumstances shall for any reason be adjudged by a court of competent jurisdiction invalid, such judgment shall not affect application to other persons or circumstances.

Section 11. Effective Date. This Ordinance shall be effective thirty (30) days after publication.

INTRODUCED AND ORDERED PUBLISHED the ____ day of _____, 2020, at the Green Mountain Falls Town Hall, 10615 Green Mountain Falls Road, Green Mountain Falls, Colorado.

ADOPTED AND ORDERED PUBLISHED the 7th day of July, 2020.

Jane Newberry
Jane Newberry, Mayor

ATTEST:

Angie Sprang
Angie Sprang, Town Manager

Published in the Pike Peaks Courier, _____ 2020.

PRT AGENDA MEMO

DATE: 09.17.2020	AGENDA NO 5c	SUBJECT: PRT Master Planning & GoCO Grant Opportunities
Presented by:		

As part of Ordinance 2020-03 regarding Advisory Boards, a Parks, Rec., and Trails Master Plan will be a beneficial community process – a guiding document to move us forward with a united community vision. Below are links to GMF Comp Plan with trails info & Sample Parks Rec Trails Master Plans.

- [2015 Town of Carbondale Parks, Rec., & Trails Master Plan](#)
- [2016 City of Manitou Springs Parks, Open Space, Trails Master Plan](#)
- [2019 Town of Green Mountain Falls Comprehensive Plan](#)

Paying for the cost of creating a PRT Master Plan with the Town's modest budget may prove challenging. There are a number of grant sources that may be available to help. Go Colorado (GoCo) recently announced \$15 million dollars of available monies for Parks, Recreation, and Trails within the State of Colorado. They have a rolling grant application cycle, and there are still funds available. Here is information on the GoCo website: <https://goco.org/grants/apply/resilient-communities>

Does anyone want to take on pursuing Grants and doing more research about opportunities?

PRT AGENDA MEMO

DATE: 09.17.2020	AGENDA NO 5d	SUBJECT: Creation of Bylaws
Presented by:		

As a provision of Ordinance 2020-03 the PRT can create Bylaws to recommend to the Board of Trustees for their consideration. Attached is the base draft from our Town Attorney's office for discussion.

Staff recommendations are still in process.

BYLAWS

ARTICLE I GENERAL

SECTION 1. POWERS AND DUTIES. The _____ (the "_____"), acting by and through its appointed members, shall have all the powers granted by the Board of Trustees of Green Mountain Falls (the "Board of Trustees") and the Colorado Revised Statutes and shall perform all duties provided therein.

SECTION 2. OFFICE. The office of the _____ shall be at the Green Mountain Falls Town Hall.

ARTICLE II DIRECTORS

SECTION 1. APPOINTMENT AND TERMS. The appointment and the terms of office of the members of the _____ shall be as provided by resolution of the Board of Trustees.

SECTION 2. REMOVAL. Members may be removed by the Board of Trustees as provided by resolution of the Board of Trustees.

SECTION 3. CODE OF ETHICS. Each member of the _____ shall comply with the Town's Code of Ethics as set forth in Article XI, Chapter 2, of the Green Mountain Falls Municipal Code, as amended (the "Code"). If any member has a conflict of interest, as defined by the Code, with regard to any matter before the _____, the member shall follow the disclosure and other requirements of Section 2-62 of the Code, as amended.

SECTION 4. ALTERNATES. By resolution, the Board of Trustees has appointed alternate members of the _____. At each meeting of the _____, if a regular member is not present at the time of roll call, an alternate member who is present at the time of roll call shall be seated as a member for that meeting, by motion of the _____. Alternate members may take part in the discussion of any matter that comes before the _____, except for quasi-judicial matters, in which they may not participate unless they have been a) appointed in the place of an absent member for the duration of the matter and b) designated to do so by the chair in place of an absent member. Alternate members may not serve as officers of the _____.

ARTICLE III OFFICERS

SECTION 1. ELECTION. The officers of the _____ shall be a Chair, a Vice-Chair and a Secretary, they shall be elected annually by the _____ at the first regular meeting of each calendar year, and they shall assume their duties upon election. In the same manner, the _____ shall also elect a secretary who may be a non-member, employee of the Town.

SECTION 2. CHAIR. The Chair shall preside at all meetings of the _____. Except as otherwise authorized by resolution of the _____, the Chair shall sign all

contracts, deeds and other instruments made by the _____. The Chair shall appoint such standing committees as authorized by a vote of the _____.

SECTION 3. VICE-CHAIR. The Vice-Chair shall perform the duties of the Chair in the absence from the Town or incapacity of the Chair; and in case of a vacancy in the office of the Chair, the Vice-Chair shall perform such duties as are imposed on the Chair until such time as the _____ selects a new Chair from among its members.

SECTION 4. SECRETARY. The Secretary shall attest to the signature of the Chair on documents, keep the records of the _____, shall record all votes, and shall cause to be kept a record of the proceedings of the _____ in a journal of proceedings to be kept for such purposes, and shall perform all other duties incident to this office. The Secretary may be a non-member of the _____ who is employed by the Town.

SECTION 7. ADDITIONAL DUTIES. The officers of the _____ shall perform such other duties and functions as may from time to time be required by the _____.

SECTION 8. VACANCIES. Should the office of Chair, Vice-Chair, or Secretary become vacant, the _____ shall select a successor from its membership at the _____'s next regular meeting to serve for the unexpired term of said office.

ARTICLE IV MEETINGS

SECTION 1. REGULAR MEETINGS. A regular meeting shall be held at Town Hall on the _____ [day/time] of each month with notice as required by Colorado law and the Code. If additional room or facilities are needed, with approval of the Board of Trustees or Town Manager, the Chair may change the site of the meeting to another public location within the Town of Green Mountain Falls that is open and accessible to the general public, provided notice of such change is made not less than 24 hours prior to the scheduled meeting time.

SECTION 2. SPECIAL MEETINGS. Special meetings may be called by the Chair, any 3 members, or the Town Manager with at least 24 hours' written notice.

SECTION 3. QUORUM. A majority of the appointed non-vacant seats shall constitute a quorum, but a smaller number may adjourn until a quorum is obtained.

SECTION 4. VOTING. When a quorum is in attendance, action may be taken by the _____ upon an affirmative vote of the majority of the members present. The yeas and nays shall be entered upon the minutes of every meeting, except where there is a unanimous vote.

SECTION 5. ABSENCES. A member who is unable to attend a meeting shall notify the Secretary in advance of the meeting, stating the reason for his or her absence. More than ____ () absences from meetings within any calendar year may constitute the basis for removal. Remote participation pursuant to rules and regulations adopted by the Board of Trustees, as they may be amended, shall not constitute an absence.

SECTION 6. RULES OF PROCEDURE. The meetings of the _____ shall be conducted according to the _____'s adopted Rules of Procedure, which may, in the future, be revised to include procedures for allowing members to participate in meetings through telephonic or digital means.

SECTION 7. OPEN MEETINGS. The _____ shall make all policy decisions, pass resolutions, adopt rules and regulations, and take action only at meetings open to the public. Notices of meetings shall be posted in compliance with the Colorado Open Meetings Law, C.R.S. § 24-6-401, *et seq.*, and the Code.

[PC AND BOA only] SECTION 8. EXECUTIVE SESSIONS. The _____ may enter into executive sessions as permitted by the Colorado Open Meetings Law, C.R.S. § 24-6-401, *et seq.* Attendance at executive sessions shall be limited to the members of the _____ and such persons as the _____ may also invite as required for advice and information.

ARTICLE V **MANAGEMENT**

SECTION 1. POLICIES. The _____ may adopt policies as it deems appropriate. All policies shall be reviewed by the Board of Trustees before adoption, and all adopted policies shall be available for public inspection at the Town Clerk's office.

SECTION 2. ANNUAL REPORT AND WORK PLAN. Annually the _____ shall present to the Board of Trustees a written report summarizing the work of the _____ during the preceding calendar year. At that time, the _____ shall also present for the Board of Trustees review and approval a proposed work plan for the new year.

SECTION 3. RELATIONSHIP WITH THE TOWN OF GREEN MOUNTAIN FALLS. The _____, its officers and members shall always strive to provide regular and comprehensive communications regarding the _____'s activities with the Mayor, Board of Trustees and Town Manager of the Town of Green Mountain Falls. The _____ shall cooperate with the Town of Green Mountain Falls to further the Town's adopted goals.

SECTION 4. **[Parks, Rec and Trails – specific to trails subcommittee]** GIFTS. The _____ may accept donations on behalf of the _____ in accordance with the Town's Donation Acceptance policy. Donations shall be transmitted immediately to the Town Clerk for deposit in a special designated fund maintained for this purpose by the Town. / **[All others]** GIFTS. Neither the _____ nor any member of the _____ shall accept donations on behalf of the Town. Offers of donations shall be forwarded to the Town Manager for handling according to the Town's Donation Acceptance policy.

ARTICLE VI **BOOKS AND RECORDS**

SECTION 1. RECORDKEEPING. The _____ shall maintain adequate and correct accounts of its meetings, policies, resolutions, and activities. All records shall be open to inspection by the public at any reasonable time.

SECTION 2. RECORDS TO BE PUBLIC. All resolutions and orders, as soon as practicable after their passage, shall be recorded in a book kept for that purpose and authenticated by the signature of the Chair and attested to by the Secretary. A record shall also be made of all other proceedings of the _____, with minutes of the meetings and reports entered into the record. Said records shall be public records, shall be open to inspection as required by law, and shall be provided to the Town Clerk.

ARTICLE VII
APPROVAL, AMENDMENT TO AND SUSPENSION OF BYLAWS

SECTION 1. These Bylaws shall be reviewed and approved by the Board of Trustees.

SECTION 2. AMENDMENT. Amendments to these Bylaws are subject to Board of Trustee approval after adoption by _____ following first reading at the previous meeting.

SECTION 3. SUSPENSION. Any requirement of these Bylaws may be waived by a written consent signed by all members, except those required by law.

Adopted [date] _____, by Res. No. _____

Approved by the BOT on _____ [date]

August 21, 2020

Mayor Newberry and Board of Trustees

Town of Green Mountain Falls

My family and I would like to submit a request with regard to the Thomas Trail trailhead at the top of Boulder Street. We would like to submit this request for all of us who live on Boulder.

Now, since the town is considering options for managing the trails system, we would like to see that among those options is first, a plan to designate a different trailhead for the Thomas Trail. Secondly, we would like to request different signage for Boulder Rd.

In response to suggestions by trails enthusiasts and the town, for the residents on Boulder, the following are not acceptable options, nor will we agree to them.

1. Wider turn around spot at the top of Boulder. It would encourage more vehicle traffic.
2. A shuttle running up and down Boulder, several times a day, unloading 5-8 hikers. Any shuttle would have to back all the way down Boulder (unless it turns in another driveway, driveways are private property).

Thomas Trail Access-

Since the Thomas Trail can be accessed by the Kirkpatrick Trail, and the Catamount Trails, there should not be any limitations with regard to access. Removing the designation of trailhead at the top of Boulder would lessen the burden this trailhead has placed on the residents of Boulder in terms of vehicle traffic and hiker numbers. We do not expect the closure of this trail, and don't expect that removing the trailhead designation would mean hikers disappear. We are merely trying to limit numbers accessing trails here. It is, after all, on a dead end road and not compatible in terms of usage with the numbers of vehicles and hikers. The lack of space and proximity to homes makes it even less so.

Signage -

It does not seem to matter how many signs are posted at the bottom of Boulder, there are those who will always think it does not apply to them. We would like to request posting a sign that states *residential and delivery traffic only* (other than the hand-written one). We've been told at a recent town hall meeting that this can't be enforced unless it is an ordinance that has been passed. We are not actually expecting enforcement, we want to use it as a deterrent for those tempted to drive up to "scout" or drop off hikers.

We echo the sentiments of many Green Mountain Falls residents that have complaints about hikers in the middle of the road, numbers of hikers (we counted over 200 on one Saturday), trash, and noise, etc. On Boulder, this is most definitely not hearsay, as some have suggested.

Compounding the problem is the publication of the Thomas Trailhead on all internet trail sites and published guides inviting one and all to our neighborhood and basically our home, as if it is the best of playgrounds. If that piece of the equation, the trailhead, is removed, our lives on Boulder might calm down. We never wanted our end of the road to become what feels like to us, a tourist attraction.

All the trails enthusiasts in town, our town trustees, and those coming from Colorado Springs are missing one thing, we live there, and by there, I mean right next to the trailhead. Our family has had this summer home for 80+ years and the changes in the last fifteen years are disheartening. We have no peace unless it is in the dead of winter. There are so many trails in Colorado that are not in residential neighborhoods where one can park next to trailheads without consequence. This isn't one of them.

The former Trails Committee was left to act with laser focus on trails for so long with no consequences. Perhaps now, it is the time for a few of those consequences, such as removing this trailhead designation. Again, we aren't proposing the trail itself be closed because it will never keep hikers from using it - that cat is out of the bag. We would just like the designation gone and placed elsewhere. Additionally, we would like to post the sign at the bottom of Boulder. We don't think that it's asking too much considering what we now have been forced to live with.

The town trustees have the power to do this. We are asking you to please, consider it when planning.

Thank you,

Carolyn Eddy Houchin and the Eddy Family

6720 Boulder

PO Box 56, Green Mountain Falls, CO

PRT AGENDA MEMO

DATE: 08.20.2020	AGENDA NO 4.b.	SUBJECT: Roberts Rules of Order Basics
Presented by: Angie Sprang		

Roberts rules of order are based in common courtesy and mutual respect. They are a set of guidelines for meetings that help them function/run in an orderly fashion and ensure efficient communication. There are many books and guides written on Roberts Rules of Order that can be an overwhelming amount of information. Here are a few websites that have simplified explanations of Roberts Rules of order to spur your research.

Cornell University simplifies Roberts Rules of Order here:

<https://www.cde.state.co.us/sites/default/files/documents/cdechart/guidebook/gov/pdf/robertsrulesoforder.pdf>

The State of Colorado website simplifies Roberts Rules of Order here:

<https://www.cde.state.co.us/sites/default/files/documents/cdechart/guidebook/gov/pdf/robertsrulesoforder.pdf>