

**TOWN OF GREEN MOUNTAIN FALLS
PLANNING COMMISSION MEETING
TUESDAY, SEPTEMBER 9, 2014 – 6:30 P.M.**

MEETING MINUTES

1. **CALL TO ORDER/ROLL CALL** – Chairman Alexander called the meeting to order @ 6:41 p.m.
Attendance: Mayor Worthey – present Caldwell – present Turnball – present
2. **ELECT TOWN CLERK FOR TAKING MINUTES AT MEETINGS**
Chairman Alexander motioned to elect the town clerk for taking minutes at the planning commission meetings. M/S – Turnball/Caldwell, all were in favor
3. **ANNOUNCEMENT OF BOARD RESIGNATIONS AND VACANCIES TO BE FILLED**
Chairman Alexander made the announcement there are two vacancies on the board due to the resignation of Krall and Lowndes. If you're interested in serving the community by sitting on the Planning Commission Board, please see the town clerk for an application. This will be a two year term. Meetings are held twice a month, the 2nd & 4th Tuesday of the month.
4. **ADDITIONS, DELETIONS OR CORRECTIONS TO AGENDA** - none
5. **CONSENT AGENDA**
 - a. **Approve Planning Commission Minutes of August 26, 2014**
Changes were required to be made and will be submitted at the September 23rd meeting for approval
6. **PUBLIC INPUT – Items not listed on the agenda**
Public comments welcome. Please limit comments to 3 minutes. If questions or requests are presented, they will be referred to a designated Board Member for further investigation.

Mike Lowman – commented that homeowners needed to take care of drainage issues on their own properties to help prevent erosion of the roads.
7. **OLD BUSINESS Sheds/Accessory Buildings**
 - a. **Sheds/Accessory Buildings and/or Structures**
 - i. **Permit is Required (Is there a need to have a GMF permit for fences?)**
Permit is required, we don't have a formal process or permit application, Eric volunteered to pull together an application along with guidelines for installation. Discussion followed on the different types of sheds and the requirements. Clarification needs to be made as to what constitutes a permanent vs. temporary structure and what needs approval and what doesn't. Town Clerk to contact attorney for clarification. Mayor Worthey suggested that the Chairman to contact Calhan, who is a statutory town about the size of our town, to see what they do in their process for collecting Lodging Tax as they are similar in size to GMF's.
 - ii. **Posting (hyperlink) of/to PPRBD Residential Accessory Structures (sheds) and Permit Application Form**
This will be looked into and posted to the website.
 - b. **Comprehensive Plan Update – tabled to sept 23rd meeting**

c. Lodging Tax Rate Increase – Chairman Alexander
i. Collection Process of Other Communities

Chairman Alexander reported that most area communities go on the honest system. Discussion followed. Town Clerk to gather revenue report of Lodging Tax for the first two quarters.

d. Set up a Drop Box for the Agenda – William and Mary

Chairman Alexander asked Mary, Town Clerk, if she would be willing to take over the entirety of planning the agenda for the planning commission meetings. Town Clerk responded by saying it wasn't within her scope of responsibility to structure the meetings nor was she willing to tell the board what they should be talking about. Town Clerk offered to format the agenda by having items sent to her via email as to what needed to be added to new business. It was decided that agenda items needed to be sent to town clerk no later than noon on Wednesday prior to the meeting to allow time to prepare agenda, have approval of agenda by Chairman and get it posted to website 4 days prior to the meeting. As a result, there was no need for a drop box to be created.

e. Town Website – Verification of All Agenda's and Minutes Posted

All approved town minutes are posted and up-to-date, as well as, current agendas. Town Clerk stated that minutes will no longer be posted to the website (or post office) until they have been approved and signed.

8. NEW BUSINESS

a. Application Process for Permits

Chairman stated that he has an add-on to the application process stating requirements for applying for an application. He will send this out to other committee members. Discussion followed. It was decided to table this item for next meeting.

b. Application for a Fence Permit – Attach Policy to Application – tabled to 9/23 mtg.

9. CORRESPONDENCE

Fence work at 10720 Grandview- Has There Been a Permit Pulled?

Chairman reported that the permit didn't include a fence on the front of property. Discussion followed as to how long a permit is good for after it has been approved and what constitutes a permit to be required.

Comment was made about the website not having the most up-to-date codes/ordinances posted. Michael Lowman stated that if it is on the website, it "must" be an up-to-date record. Town Clerk assigned the project to Michael Lowman to verify what is out on the website is the most current version of codes/ordinances. He has willingly accepted this responsibility and will begin the process.

10. ADJOURNMENT @ 7:33 p.m.

ATTEST: 
Town Clerk, Mary Duval


Chairman, William Alexander