

**TOWN OF GREEN MOUNTAIN FALLS
PLANNING COMMISSION MINUTES
TUESDAY, FEBRUARY 26, 2013**

The meeting was called to order at 6:06 p.m. by Planning Commission Chairman Kosley. Commissioner Lowndes requested that the commission work to improve communication among members.

Attendance: Lowndes - present Thorne - present
 Krall - present LoCascio - absent

APPROVE MINUTES FROM FEBRUARY 12, 2013 M/S Thorne/Lowndes to approve the minutes as submitted. All ye

Chairman Kosley opened the Public Hearing at 6:08 p.m.

PUBLIC HEARING – APPLICATION FOR A REVOCABLE PERMIT TO REMOVE AND INSTALL NEW MASONRY RETAINING WALLS – 10580 FOSTER AVENUE; HISTORIC GREEN MOUNTAIN FALLS FOUNDATION, LLC, PROPERTY OWNER; CONTRACTOR, STERLING PENMAN A request for a revocable permit to install new masonry retaining walls on the property to replace the existing railroad tie retaining walls that are failing was received from property manager, Jesse Stroope dated 2/11/13 and presented before the Planning Commission on 2/12/13. Architectural details of the retaining walls were received outlining Phase 1, Proposed Site Improvements and Phase 1, Proposed Site Removals from Architect, Peter Brotherton. Construction of the new walls is the first step of the beautification plan for the Lakeview Terrace. The gazebo and one story wood structure will be removed from the property. The retaining walls are needed to shore up the installation site for the Cloud City sculpture installation scheduled to begin in June 2013. Seven packets of information were sent to property owners within 100' of the petitioners property lines. A public notice sign was posted at the site. Three responses in favor of the revocable permit request were received. Chairman Kosley reviewed some of the criteria for revocable permits: Town is named as additional insured for the property, the encroachment may be requested to be removed by the town if the necessity arises at the expense of the property owner, revocable permits are to be renewed annually; if area adjacent to encroachment is disturbed replacement is the responsibility of the property owner. Trustee Pitrone stated the installation would be an aesthetic improvement to prime commercial area. The closest wall is 15' from the driven portion of Foster Avenue. Public Works Director Robert McArthur does not foresee a problem with right of way impediment and will secure a letter from Jesse Stroope, the Property Manager for Lakeview Terrace addressing the town's revocable permit policies.

There being no further comments from the petitioner's representative, Board or audience members, the public hearing was closed at 6:12 p.m.

The commissioners discussed the following findings:

- three favorable responses received to the revocable permit request.
- the use requested is consistent with the article and provisions of Article III, Revocable Permits.
- the retaining walls will not interrupt the normal flow of vehicular traffic.

M/S Krall/Lowndes to recommend that the Board of Trustees grant a revocable permit for the replacement of and the installation of retaining walls on a section of the Foster Avenue right of way. All ye.

**PRESENTATION TO REQUEST A SETBACK VARIANCE TO THE FRONT PROPERTY LINE: 11070 BELVEDERE AVENUE, PROPERTY OWNERS, STEVE AND BRENDA TABOR; CONTRACTOR, JOEL ADCOCK, FIVE ELEPHANTS DECKING
- CONSTRUCTION DRAWINGS TO REPLACE AND EXPAND EXISTING DECK**

Property owner is requesting a 7' variance to front property line setback to expand the deck. Submittal application is complete; letter authorizing Joel Adcock to represent the property owner has been received. The clerk was requested to set the public hearing for Tuesday, March 26, 2013 at 6:00 p.m. and on April 2, 2013 at 7:00 p.m. before the Board of Trustees.

NEW TOWN HALL FACILITY PRESENTATION AND PUBLIC INPUT

SESSION - Chairman Dave Kosley, Robert Seever, Keystone Associates, Inc. and Public Works Director, Robert McArthur Chairman Kosley introduced Mac Pitrone, Board of Trustees liaison for Public Works, DPW Director, Rob McArthur- Project Manager and Rob Seever, Keystone Associates, Inc., facilitator/ planner. Kosley reported that he has been tasked by the Board with project oversight. Kosley summarized the Planning Commission research for a new town hall site initiated on 5/2/12 and culminating on 2/19/13 with a Board of Trustees motion authorizing the Planning Commission and the Town Attorney Lisa Tormoen Hickey to negotiate property for a new town hall. At that time, the Board authorized Keystone Associates, Inc. to prepare concept drawings as outlined in the 1/23/13 proposal and paid for by the town's insurance provider, CIRSA. The Board allocated up to \$5,000 for potential expenditures that may include an appraisal, an environmental assessment, a survey and other incidental costs. The Board authorized Public Works Director, Robert McArthur as project manager to work with Town Attorney, Planning Commissioners Kosley and John Lowndes, and Trustees Jane Newberry, Mac Pitrone and Ralph LoCascio and other contacts as essential for the project process to include preparations necessary for the DOLA grant application.

Kosley reviewed information compiled on more than ten sites to include private and public land. Kosley addressed the commission's desire to preserve any commercial space that is still available in the town and maintain any private properties that are vacant and/or for sale to encourage their potential purchase, renovation which may lead to an increase in the year round population. These factors potentially could increase sales and property tax revenues. The commission felt it important to increase not decrease business parking in the current business district. A town hall building on Ute Pass Avenue could negatively impact business and gazebo recreational event parking. The protection of current business septic systems and the potential to preserve space for future expansion of said systems was a consideration. Preserving open space in the business corridor was considered an asset. Preserving existing park space with the potential to expand recreational facilities was a consideration. The commissioners looked at opportunities to expand the business corridor to the north. The consideration of raw land, The Elk Crossing property became a primary focus as the potential for a DOLA grant became available.

Chairman Kosley introduced Architect Seever to review and explain the proposed timeline, submitted as Attachment A. Seever submitted a site plan for the Elk Crossing property.

Seever outlined the process for going forward:

- Solicit public input in three principle areas: site layout, building program, and building aesthetics.
- The forum for input will be the planning commission meetings/workshops on 2/26, 03/12/13 and 03/26/13 at 6:00 p.m.

- Predesign: Keystone Associates will develop a sketch site concept, a building space program, and a sketch elevation for review and comment. Depending upon the conversation, multiple options may be developed. Ultimately these ideas will form the basis for a scope of work for a formal “Request for Proposal” for Architect/ Engineering selection for design development, bid/ permitting, and construction administration.
- Public Hearing at the Town Hall on Tuesday, 4/09/13 at 6:00 p.m.
- Board of Trustees approval of final RFP, 05/21/13.

Seever outlined information addressing the site: acquisition, subdivision, access, orientation and topography.

He outlined the Building Program: Town business functions, Meeting space for Planning Commission and Board of Trustees, Court functions, Marshal’s Office and future expansion space.

Seever discussed Building Aesthetics: permanence, Colorado traditional versus contemporary, local history and vernacular, sustainability, technology and security

The next Planning Commission meeting for the continued discussion on the town hall site will be Tuesday, March 12, 2013 at 6:00 p.m.

OTHER BUSINESS: No business was presented that required Planning Commission discussion or action.

CORRESPONDENCE: No correspondence was received that required Commission discussion or action.

The meeting was adjourned at 7:28 p.m.

David Kosley, Chairman

ATTEST: _____
Chris Frandina, Town Clerk/Treasurer