

**Town of Bayfield  
Planning Commission Meeting  
June 12<sup>th</sup>, 2007**

**Planning Commission Members Present:** Joan Hanna, Mayor James Harrmann, Robert Piccoli (Chairman), Pamela Smith, Russ Jones (Town Board Member), Bill Miller, Bob McGraw

**Staff Members Present:** Justin Clifton (Town Manager), Joe Crain (Town Planner), Marianne Hicks (Deputy Town Clerk)

**Media Present:** Carol McWilliams – Pine River Times

The meeting was called to order @ 7:03 p.m.

**Minutes:** Pamela requested that two changes be made to the minutes. Pam made a motion to approve the minutes of the April 24th, 2007 Planning Commission Meeting as revised. Bill Miller seconded the motion. All were in favor except Russ who abstained from the voting.

**Public Input:** Public input was opened @ 7:05 p.m. None was offered, it was immediately closed.

**Action Agenda Item #1: Public Hearing: Town Of Bayfield Land Use District Change  
579 East Spruce Drive - Parcel # 567712201002  
Rezoning Request From R-40 To Community Service**

Joe gave his staff report. He explained that the Town is looking to purchase lot 13A of the Mountain View Subdivision to relocate the Town water salesman. The water salesman is a structure that provides bulk water to water haulers & businesses. The water salesman is currently located at the old Public Works site located at the end of Mill Street. This building is going to be removed in order to build the New Town Hall; therefore the water salesman needs to be relocated as soon as possible. The Town is requesting to change the Land Use District on Lot 13A from R-40 to Community Service in order to move the water salesman to this location.

Joe explained that Lot 13A is located on the northeast corner of Mountain View & Spruce Drive and is adjacent to Business Land Use Zoning to the south, Transition Land Use Zoning to the west, & R-40 Zoning to the east. Lot 13A has street frontage on both Mountain View & Spruce Drive. Spruce Drive has two houses, a multi-family structure & an office. The owner of Lot 13 A requested a Land Use Zoning change from R-40 to Transition in 2005. This request was a split vote from the Planning Commission & was denied by the Town Board.

There are many community service areas in Town. This zoning district is designed for utilities, communications, parks, schools, etc. Since the water salesman is a utility service, the Town is proposing that it is an appropriate land use designation. The Town has been trying to find a location for quite some time but has had difficulty in finding an adequate space. When this lot became available, the Town approached the owner about purchasing the lot. The proposed site plan would force traffic to enter and leave the site from Mountain View with no exit to the north permitted. Traffic would enter & leave via Mountain View to the south and proceed to either Colorado Drive or Bayfield Center Drive. The actual building structure will be very small and will be located approximately 380 feet from the rear lot line. It will be approximately 65 feet from Mountain View & 40 feet from Spruce Drive.

It is estimated that bulk water sales equal approximately 800,000 gallons per month. Using a percentage of large and small trucks, staff came up with a figure of 67 trips per day that will most likely occur at the water salesman location. Joe stated that staff realizes that the intersection of Mountain View & Bayfield Center Drive is congested between 7:00 & 8:00 in the morning and during the afternoon when school is dismissed. However, the staff feels that the water haulers will recognize the congestion and arrange their water pick up schedule at alternate times.

Staff feels that the residential lots that surround this location need to be considered so that the impact is as minimal as possible. Considerable amounts of fencing & vegetative screening need to be put in place to help block the activity at this site from the surrounding neighbors. Lighting at the facility needs to be downcast & shielded so that it only affects this particular lot. Also, staff feels that hours of operation need to be imposed on the usage of the facility. Currently,

**Town of Bayfield  
Planning Commission Meeting  
June 12<sup>th</sup>, 2007**

there are no time limits on the water salesman at the current location but setting these new hours will assist in making the use compatible with the surrounding area.

The staff would recommend that the Planning Commission recommend approval of the change in land use designation from R-40 to Community Service for the "Water Salesman" subject to the following conditions:

1. That the submitted site plan be followed
2. That a landscaping plan involving trees, vegetation, berms and suitable fencing be used to mitigate properties to the north and west.
3. That access to the site is restricted to Mountain View and that all traffic exiting the site is required to turn south and no right turns allowed to the north.
4. That hours of operation be restricted as follows:  
Summer Hours: 6:00 a.m. - 9:00 p.m.  
Winter Hours: 6:00 a.m. - 7:00 p.m.
5. That any lighting for the facility be down cast & shielded.

Pamela disclosed that she went up to the Carron's property to look at the site.

Bob McGraw asked if the land has already been purchased.

Joe answered that the closing has not happened yet.

Pam asked if the Town has weight restrictions on their streets.

Joe answered that he does not think the Town has adopted any weight restrictions.

Joan commented that she thinks that the semi-trucks that park on Mountain View are already a big issue. She thinks that the water haulers could make this situation worse.

Robert asked why the Town is requesting community zoning classification for the property.

Joe responded that this particular service is a utility and utilities are included in the community zoning definition.

Bob asked how this water salesman is different from any other retail business.

Joe answered that this is a community service that the Town offers to its residents.

Robert asked if the concern in the letter from the Carron's has been addressed.

Joe explained that he & Justin met with the Carron's to discuss all of their concerns.

Robert asked if Joe thinks this is going to cause a traffic issue.

Joe responded that there is a bit of a traffic issue already but he thinks that the water haulers will learn the busy times of the days and will adjust their schedules.

Robert commented that he thinks that the entrance/exit needs to be reversed and that the vehicles need to enter closer to the intersection on Mountain View and exit farther to the north to allow for more site distance.

The Mayor asked how the hours of operation are going to be enforced.

**Town of Bayfield  
Planning Commission Meeting  
June 12<sup>th</sup>, 2007**

Joe answered that it is possible to put a timer on the salesman and that they will probably put up a locking gate.

The Mayor stated that he thinks a sign requesting the patrons to turn off their vehicles while filling would be a good idea to reduce the impact on the neighbors.

Bill asked if there are any projections regarding the amount of people that will be hauling water in the next 10 years. He feels that there are a lot of developments that are being created and all of the trucks driving on Mountain View could cause serious damage to the street.

The Mayor responded that eventually there will be another intersection that will help take some of the stress off of Mountain View.

The floor was then turned over to Justin Clifton.

Justin gave his presentation. He stated that this is a very controversial issue because the residents don't want this in their "backyard". However, the Town feels that this is a vital utility for both Town & County residents and is working very hard to find a location that will work with the least amount of impact. The Town has researched many different locations for the salesman. They have looked for a lot in the Bayfield Business Center but the lots are so expensive that the Town would have to substantially raise water rates to justify the cost of the lot. The Town does not want to put a higher burden on the tax payers just to maintain this service. Also, the revenue that is brought in from the water salesman contributes to the Town's ability to provide water to the residents so the Town doesn't want to lose a big portion of the salesman revenue to a substantial lot payment.

Justin also said that there are more residents that live in the vicinity of the current water salesman than at the new proposed location. Currently, there are no restrictions on the hours of operation. The Town is proposing to impose time restrictions to help mitigate the impact on the surrounding neighbors. The Town is also offering to do landscaping, berms, etc to make the area look as nice as possible. There is an argument that this type of service is too much impact on the area, but the same argument could be made for all community service facilities (i.e. schools, parks, water tanks). The impact of the new site is substantially less than the current site.

Justin reiterated that the Town really needs the water salesman & he feels that this is a good location for it. The Town has taken steps to minimize the impact, it's consistent with the requirements for community service zoning, and they've come up with a plan to help with the traffic issue. The Town Public Works Department is also working on a plan to increase the water pressure in the area so that when the water salesman is running the residents on Mountain View don't see a huge drop in their water pressure.

Robert asked for clarification about the entrance/exit.

Justin answered that the Town is trying to keep the traffic off of Spruce Drive. Therefore, both the entrance and the exit are on Mountain View.

Joan stated that she is very concerned that there could be a stacking problem with the water trucks. She also said that the semi-trucks on Mountain View will make the problem even worse.

Bob asked about what the price difference would be if the Town purchased in the Business Center.

Justin answered that it would more than double the price to buy a lot in the Business Center.

Pamela asked why the water salesman wasn't put at the new Town shop.

Justin explained that the water salesman was not drawn into the original design. The Town did try to address the issue and find an area on that property but there just wasn't an area large enough to achieve the property turning

**Town of Bayfield  
Planning Commission Meeting  
June 12<sup>th</sup>, 2007**

radius. Also, the County (who is a joint owner in the building) said no because there was no way to safely create the area. He also stated that the Town looked at a location on East Drive but ran into the same turning radius problem.

Pam asked about Joe Stephenson Park.

Justin answered that the Town does not own the right-of-way to be able to put the water salesman in Joe Stephenson Park and would have to get a permit from C-DOT. It is very difficult to acquire this sort of permit on Highway 160 or 160B from CDOT.

The item was then opened for public comment.

Cary Carron (591 East Spruce Drive) asked if the deal is closed.

Justin answered that the property has not been purchased yet.

Cary stated that he thinks that this deal was done in a very deceitful way. The Town knew that there was controversy with the development of this property and he feels that the residents should have been notified before a deal was made on the property.

Justin answered that he understands the frustrations of the residents. This property wasn't even on the radar screen until the boundary adjustment was made at the Board meeting in May. It was the suggestion of one of the Board Members to look at possibly purchasing the land for the salesman. The Town made an offer on the property and it was rejected. The owner then gave a counter offer which the Board accepted. The sign for the public hearing had to be put up the next day in order to meet the noticing deadlines. He said that the Town was not trying to be underhanded it was just a timing issue of when the offer was accepted vs. when the next Planning Commission meeting was scheduled.

Cary said that he doesn't think this qualifies as a community service. He thinks that this is intensive retail and that this lot should not be used for intensive use.

Justin responded that the Town sells water to all of the Town residents & in bulk at this salesman. It's a utility & a public service to the people in the area.

Tom Bennett (509 North Dakota Drive) stated that he is very concerned about the affect that this water salesman will have on the water pressure in the area. He has been dealing with low water pressure for the 34 years that he has lived in Bayfield and he thinks that this is going to make it substantially worse than it is already. He then gave details of the water pressure on his property documenting the low levels of pressure. He also mentioned that this salesman could have an adverse affect on the effort being made to keep the Commerce Drive intersection open.

Shiloh Montgomery (Co-Owner of Mountain Man Water) stated that putting time limits on the water salesman is really going to restrict their ability to sell water; especially in an emergency situation. He suggested that it might be better to purchase a lot in a commercial area so that the Town could put in bigger hoses and sell to bigger tankers that are going to the Ignacio salesman.

Robert Butero (548 North Mountain View) stated the he works for C-Dot and he doesn't think that this proposal meets the access or turning radius requirements.

Dan Ford (1600 North Mountain View Drive) asked if the Town has exhausted all other options for leasing or purchasing.

Justin answered that he is still looking but the Town really wants to find a permanent location that would be owned by the Town. All options haven't been exhausted yet but it's getting close. He feels that this option is the best one so far.

Pam mentioned a memo that Justin wrote regarding all of the options that he had explored to try and find a location.

**Town of Bayfield  
Planning Commission Meeting  
June 12<sup>th</sup>, 2007**

Robert Butero noted that the minutes from the May Town Board Meeting state that the property is going to remain zoned R-40.

Pam reiterated that she asked Root if he had any intentions for the location. Root responded that he did not and that the property would be zoned R-40.

Cary Carron asked for assurances that this sort of request is not going to keep happening in this area of Town. He said that he would like to know that the residential lots are not going to keep being granted commercial zoning.

Darla Butero (548 Mountain View Drive) said that she feels that this use should be qualified as strong retail business. She also asked if the site is going to be used for recycling. She said that she is very concerned about safety. There is a bus stop located on both sides of the street near Spruce Drive. There is a lot of foot and bicycle traffic on Mountain View. She's very worried that the width of the street won't accommodate the trucks turning in and out. She also thinks that this won't just cause problems during the peak times of the day. She thinks that the entire design is awkward and very unsafe. She mentioned that it's going to be difficult to enforce not allowing right hand turns onto Mountain View. She also said that she's worried about the water pressure.

Root Routledge (474 North Mountain View Drive) who is the owner of the property stated that he thinks this community service zoning would help set up a buffer between commercial & residential on Mountain View. He also stated that he thinks the impact of a house could potentially be worse than what will be caused by the water salesman. He feels that this could be blended to make a very nice little area for the residents along with offering a public service.

Public comment was then closed.

The Mayor stated that he was not aware of the water pressure issue and that he thinks that is a big concern.

Pam said that she is unable to find in the Bayfield Land Use Code where it states that a utility can be placed in a residential area. She also stated that she visited the site and due to the elevation she doesn't think that berming the area will block the water salesman from the Carron's line of sight.

Justin responded that the berming will be used as a buffer rather than a shield.

Pam also stated that she has concerns about the hours of operation. She feels that this type of noise pollution early in the morning is really going to affect the surrounding neighbors. She is also worried about the impact that these heavy loads will have on Mountain View. She stated that she appreciates the enterprise system but this area is primarily zoned R-40 and the property owners have an expectation that it is going to remain R-40.

Russ stated that the only thing that the Town Board can do is to be as wise as possible and make the best decisions that they can. He feels that is what they have done with this proposal. He takes exception to being told that this was done in an underhanded way. The Town has performed numerous attempts to get this resolved because they are in a time crunch due to the scheduled destruction of the current location. If it's not done right away, the Town Hall project is going to be delayed causing extra un-budgeted costs to be incurred. The Town Board has been trying to find a spot that is as close to perfect as possible but there will never be a completely perfect spot. This is a public service and the water fund budget is based on the revenue that it generates. He said that he realizes that this isn't a perfect solution but that it certainly works.

Joan made a motion to recommend that the Town Board approve the rezoning request from R-40 to community service subject to staff recommendations 1-5 and with an additional condition that mitigates the semi-trucks currently parking on Mountain View Drive.

It was explained that including this in the motion would not be appropriate since the trucks parking on Mountain View are not connected to this particular request.

**Town of Bayfield  
Planning Commission Meeting  
June 12<sup>th</sup>, 2007**

Joan withdrew her motion.

Russ made a motion to recommend that the Town Board approve the rezoning request from R-40 to Community Service subject to staff recommendations 1-5, along with an additional condition that a study be performed on the water pressure so that the installation of the water salesman is not detrimental to the surrounding residents.

The Mayor stated that he would second the motion if the condition restricting the hours of operation is removed.

Russ amended his motion to remove recommendation #4 restricting the hours of operation.

The Mayor seconded the motion.

Three voted in favor & Pam, Bill, Joan & Bob voted in opposition.

Joe clarified that with this vote, this item will go to the Board without a recommendation from the Planning Commission.

A short break was called @ 9:07 p.m.

The meeting was called back to order @ 9:25 p.m.

**Action Agenda Item #2: Town Center Discussion**  
**Recommendation To The Town Board Regarding Request for Modification & Reduction of Commercial Use**

Joe gave his staff report. He explained that Tonia Ludwig had come to the Planning Commission to request a modification & a reduction in commercial use in the Town Center Land Use District. This item was discussed in length at the April meeting. It was decided by the Planning Commission to gather all of the comments and then come up with a decision for a recommendation to be made to the Town Board. Tonia is out of town & is requesting that this decision be continued until she can be present at the meeting. Joe asked the Planning Commission to decide whether or not to discuss the agenda item or to continue it to the next meeting. Joe also explained that the item would not be advertised again as a public hearing.

Joan said that she feels that it would be courteous to Tonia not to make the recommendation until she is present.

Russ said that it is just a decision that needs to be made and that it's not necessary to delay the action since it's not going to be opened as a public hearing.

Joe asked the Commission if they are satisfied with the process as it is right now or if they think it needs to be changed.

Bill answered that he thinks that the Use By Review process should remain in place.

Pam stated that she has been involved with this issue for 13 years and the Use By Review process was a compromise. She stated that she would like to see the process streamlined and a policy put into place that documents exactly how each Town Center submittal should be handled

Joe said that he thinks that the only way to protect the community is to keep the Use By Review process in place.

Robert said that a lot of time and effort has already been put into this item and he doesn't think that there is a better way of handling the process. He thinks that the Use By Review process should stay in place.

Joan said that she thinks the big issue in Town Center & the downtown area is parking and she thinks that the parking issue needs to be addressed. She thinks that the Town needs to find a way to address the parking & come up with a plan to handle these issues without having to concrete people's yards.

**Town of Bayfield  
Planning Commission Meeting  
June 12<sup>th</sup>, 2007**

Russ stated that he thinks that the Planning Commission should go ahead and make their recommendation to the Board.

Joe told the Planning Commission that if they are going to allow light commercial use in the Town Center area that he thinks they should keep the Use By Review process in place. This process is restrictive on the types of businesses that are allowed in this area and the review process is a good way of handling these sorts of requests as they come in.

Pam stated that she thinks that it is appropriate to keep the process in place since the area has always had mixed use. She said that she thinks that the Planning Commission needs to look at their ability to approve or disapprove businesses in this area.

Joan said that she would like some suggestions from staff on better ways to accommodate a light business district in this area.

Justin responded that parking issues can be addressed in the Use By Review process.

Joe agreed and said that the Use By Review process is unique to each lot and each proposal. It is an excellent tool to address what is appropriate for each lot.

Bob made a motion to recommend to the Town Board that the Use By Review process for the Town Center area remain in place for the time being. Bill Miller seconded the motion.

All were in favor, motion passed unanimously.

Joan said that the parking issue needs to be addressed because there is a major parking problem with any new development in Town Center. She asked if this item could be put on the agenda of another meeting as a new action item.

**Action Agenda Item #3: Public Hearing: The Highlands @ Dove Ranch Preliminary Plat  
Located East of Dove Ranch Subdivision  
Lot 2, Sec 1, T 34 N, R 7 W, NMPM  
Parcel # 5677-011-00-022**

Joe gave his staff report. He explained that the Highlands Sketch Plan was approved on March 7, 2006. They are returning to request approval of their preliminary plat. Joe said that he is a little concerned about the engineering report that he received from Souder Miller & Associates (the Town Engineer). Souder Miller noted that there is going to be a road cut of over 27 feet on one of the lots. They are also concerned about the grading & drainage of the subdivision. Also, it's been mentioned that the developer may decide to do this development in phases. If this is the case, then the developer will need to put in some vegetation to make sure that erosion doesn't happen. Drainage needs to be properly planned and the Town needs to make sure that all of the responsible parties know who is addressing each aspect of the project.

Joe also mentioned that the Town has not received the covenants for this subdivision. Jim Flint mentioned that they are planning to use the Dove Ranch covenants. However, the Town needs to have the covenants changed so that they reflect the Highlands name & logo.

Staff recommends that the Planning Commission recommend approval to the Town Board of the Highlands Preliminary Plat with the following conditions:

**Town of Bayfield  
Planning Commission Meeting  
June 12<sup>th</sup>, 2007**

- 1) That the applicant receive waiver approval under Section 8-28 meeting the 13 design considerations after hearings in front of the Planning Commission and Town Board prior to the approval of the Final Plat.
- 2) That the Final Plat meet the requirements of the Town Engineer.
- 3) That the Final Plat meet the requirements of the Director of Public Works. (Note: Specifically a 30 foot easement between Lots 15, 16, & 32. This is for the water line running from the Pump Station to the upper water tank)
- 4) That the Town Board approves the Annexation Plat and the Annexation Agreement prior to the approval of the Final Plat.
- 5) That the Final Plat indicates that the maintenance of the access to Lot 36 be the responsibility of the owner of Lot 36 and that the driveway be paved.
- 6) That the Final Plat indicates that the Town of Bayfield is granted access to the water tank out lot.
- 7) That a Subdivision Improvements Agreement be drafted to ensure that all applicable public improvements are made and a surety posted prior to Final Plat recordation.
- 8) That all corner lots are required to have 20 foot setbacks on the two street frontages in order to provide flexibility in design, ensure design integrity, & sight distance.

The floor was then given to Jim Flint (engineer for the project).

Jim Flint (1185 Pinon Circle) informed the Planning Commission that the developer has decided not to proceed with the home on Lot 36 at this time. Therefore, he requested to change condition #1 to state that whoever decides to develop Lot 36 will have to meet all 13 requirements and that it is not a requirement for the recordation of their final plat. Jim explained that they certainly understand that the 13 requirements for Lot 36 are very important and necessary but they don't want the expense of paving the road and doing all the improvements until an actual house is going to be built on that property.

Joe answered that this item could probably be addressed in either the Annexation Agreement or the Subdivision Improvements Agreement. Also, there would be a stipulation that a building permit would not be issued for Lot 36 until all the requirements of Land Use Code 8-28 are approved by the Town Board & Planning Commission.

Jim stated that when Jack purchased the easement through Dove Ranch it was part of the agreement that the covenants of the Highlands Subdivision would meet or exceed Dove Ranch's. Jim said that they will make sure to get these into the Town as quickly as possible with the Highlands information.

Jim said that he realizes that they cannot develop this subdivision without an adequate drainage plan. They are planning to use the bottom three lots (Lots 33, 34, & 36) for storm drainage unless another alternative drainage plan can be developed.

Jim explained that the developer is thinking about doing the subdivision in 2 phases.

Joe asked Jim to address the 27 foot cut.

Jim said that they are planning to minimize the grading by having all the lots drain to the street. There's about 70 feet of building pad. Instead of using a stair stepping approach, they made a decision to slope all the lots so that they drain from the back to the front. Jim stated that Lots 26 – 30 have to be cut back to achieve a build-able site pad. He explained that the cut will not be as noticeable as the engineers think it will be.

**Town of Bayfield  
Planning Commission Meeting  
June 12<sup>th</sup>, 2007**

Jim commented that they are proposing to put in a pipe as a backyard element that each homeowner would tie in to for drainage purposes. This proposal will keep the water from draining onto the lower lots. The pipe would be 15" with an inlet for each lot and would be privately maintained by the HOA.

Pam asked Jim if they are able to address all of the issues documented by Souder Miller.

Jim answered that they can.

It was asked what the plan is for the deep cut and the hillside.

Jim answered that the hillside will be very well seeded as soon as the grading is done. He stated that they can go into more detail on what is going to be done on the hillside in the report that will be sent to the engineer.

He stated that they have no problem expanding the easement from 20 - 30 feet to accommodate the water line running from the pump station to the upper tank site (staff recommendation #3).

Pam asked about 5G in the engineers report.

Jim answered that they are planning a 45 degree angle and will go underneath the pipe. He stated that they will make sure that it gets done and resolved. He said that anything Brent requires, they will do.

Pam asked if they are going to be paying the in lieu of parks fee.

Joe answered that they will be paying the fee.

Pam asked about open space.

Jim answered that the actual subdivision will not have open space except the visual open space on Lot 36.

Pam stated that there needs to be a note on the plat that Lot 36 can not be further subdivided.

Jim said that he will make sure that gets put on the plat.

The item was then opened for public comment.

Chrissie Moiseve (44433 Highway 160) stated that she thinks it's beautiful and that she's happy that it's being developed in the way that it is.

No other public comment was offered so it was closed.

Pam made a motion to recommend approval of the Highlands Preliminary Plat located east of the Dove Ranch Subdivision, Lot 2, Sec 1, T 34 N, R 7 W, NMPM, Parcel # 5677-011-00-022. This recommendation would include staff recommendations 2 – 8 excluding staff recommendation #5. Also, there needs to be a plat restriction for Lot 36 noted on the plat outlining Article 8-28 of the Bayfield Land Use Code. The project will adopt the Dove Ranch Code, Covenants & Restrictions. The subdivision will be subject to pay park impact fees. All the recommendations made by Souder Miller & Associates in the June 8<sup>th</sup>, 2007 letter need to be addressed and the developer needs to pay particular attention to section 3G of the letter regarding drainage control of the slopes. The address for lot 36 needs to be corrected to a Highlands Court address. All the agency comments need to be addressed appropriately. The motion applies to the preliminary plat map dated April 24<sup>th</sup>, 2007.

Joan seconded the motion. All were in favor, motion passed unanimously.

**Action Agenda Item #4: Town/County Land Use IGA**

**Town of Bayfield  
Planning Commission Meeting  
June 12<sup>th</sup>, 2007**

Joe gave his staff report. He stated that the Town & the County are working together to come up with an Inter-Governmental Agreement (IGA) regarding development of the surrounding areas of Bayfield. Enclosed in the packet are a draft IGA, a map, & a memo that was given to the Town Board at the May 10<sup>th</sup> meeting. He explained that there are 3 different tiers of development included in the IGA. Tier #1 consists of the lands that are presently adjacent to the existing Town boundaries and are eligible for annexation. In these areas, if any of these property owners go to the County to request development, the County will send them to the Town. Tier #2 consists of the properties that are not yet eligible for annexation due to intervening properties still being in the County. In these areas, if development occurs the County will require that the development meet Town standards and the proposal will be reviewed by the Town/County Joint Planning Commission. (This Planning Commission will be formed if the Town & County decides to adopt the IGA. It will consist of 3 Town Planning Commission Members & 3 County Commissioners). Tier #3 consists of properties that have long range potential for annexation. Development of these properties could impact the Town so they will be subject to certain Town standards (these details are still being worked out). The decisions for these developments will also be made by the Joint Planning Commission.

Joe stated that this agreement is very close to being finalized and they are setting up additional meetings with the County to finish up the documentation.

Joan asked how the Joint Planning Commission will be selected.

Joe answered that the Town Board will select 3 members from the current Planning Commission and the County Commissioners will select 3 from their Board.

Pam asked if the tiers will change as properties annex into the Town.

Joe answered that they tiers will automatically change as development occurs.

Justin commented that some adjustments need to be made to the map to make sure that all the tiers are attributed correctly.

**Action Agenda Item #5: New/Unfinished Business**

No new or unfinished business was offered.

Meeting was adjourned @ 10:55 p.m.

**APPROVED:**

---

Robert Piccoli  
Planning Commission Chair

---

Marianne Hicks  
Planning Commission Secretary