



**Town of Paonia
214 Grand Avenue
Monday, October 6, 2025 6:00 PM
Planning Commission Agenda
<https://us02web.zoom.us/j/89454587538>
Meeting ID: 894 5458 7538**

- A) Roll Call
- B) Approval of Agenda
- C) Approval of Minutes
 - September 8, 2025 Planning Commission Meeting Minutes
- D) Actions & Presentations
 - Public comments must be related to the agenda item, 3-minute time limit.
 - 1) No items for this month.
- E) Adjournment

As Adopted By:
Town of Paonia, Colorado
Resolution No. 2017-10 – Amended May 22, 2018

I. Rules of Procedure

Section 1. Schedule of Meetings. Regular Board of Trustees meetings shall be held on the second and fourth Tuesdays of each month, except on legal holidays, or as re-scheduled or amended and posted on the agenda prior to the scheduled meeting.

Section 2. Officiating Officer. The meetings of the Board of Trustees shall be conducted by the Mayor or, in the Mayor's absence, the Mayor Pro-Tem. The Town Clerk or a designee of the Board shall record the minutes of the meetings.

Section 3. Time of Meetings. Regular meetings of the Board of Trustees shall begin at 6:30 p.m. or as scheduled and posted on the agenda. Board Members shall be called to order by the Mayor. The meetings shall open with the presiding officer leading the Board in the Pledge of Allegiance. The Town Clerk shall then proceed to call the roll, note the absences and announce whether a quorum is present. Regular Meetings are scheduled for three hours, and shall be adjourned at 9:30 p.m., unless a majority of the Board votes in the affirmative to extend the meeting, by a specific amount of time.

Section 4. Schedule of Business. If a quorum is present, the Board of Trustees shall proceed with the business before it, which shall be conducted in the following manner. Note that all provided times are estimated:

- (a) Roll Call - (5 minutes)
- (b) Approval of Agenda - (5 minutes)
- (c) Announcements (5 minutes)
- (d) Recognition of Visitors and Guests (10 minutes)
- (e) Consent Agenda including Approval of Prior Meeting Minutes (10 minutes)
- (f) Mayor's Report (10 minutes)
- (g) Staff Reports: (15 minutes)
 - (1) Town Administrator's Report
 - (2) Public Works Reports
 - (3) Police Report
 - (4) Treasurer Report
- (h) Unfinished Business (45 minutes)
- (i) New Business (45 minutes)
- (j) Disbursements (15 minutes)
- (k) Committee Reports (15 minutes)
- (l) Adjournment

* This schedule of business is subject to change and amendment.

Section 5. Priority and Order of Business. Questions relative to the priority of business and order shall be decided by the Mayor without debate, subject in all cases to an appeal to the Board of Trustees.

Section 6. Conduct of Board Members. Town Board Members shall treat other Board Members and the public in a civil and polite manner and shall comply with the Standards of Conduct for Elected Officials of the Town. Board Members shall address Town Staff and the Mayor by his/her title, other Board Members by the title of Trustee or the appropriate honorific (i.e.: Mr., Mrs. or Ms.), and members of the public by the

appropriate honorific. Subject to the Mayor's discretion, Board Members shall be limited to speaking two times when debating an item on the agenda. Making a motion, asking a question or making a suggestion are not counted as speaking in a debate.

Section 7. Presentations to the Board. Items on the agenda presented by individuals, businesses or other organizations shall be given up to 5 minutes to make a presentation. On certain issues, presenters may be given more time, as determined by the Mayor and Town Staff. After the presentation, Trustees shall be given the opportunity to ask questions.

Section 8. Public Comment. After discussion of an agenda item by the Board of Trustees has concluded, the Mayor shall open the floor for comment from members of the public, who shall be allowed the opportunity to comment or ask questions on the agenda item. Each member of the public wishing to address the Town Board shall be recognized by the presiding officer before speaking. Members of the public shall speak from the podium, stating their name, the address of their residence and any group they are representing prior to making comment or asking a question. Comments shall be directed to the Mayor or presiding officer, not to an individual Trustee or Town employee. Comments or questions should be confined to the agenda item or issue(s) under discussion. The speaker should offer factual information and refrain from obscene language and personal attacks.

Section 9. Unacceptable Behavior. Disruptive behavior shall result in expulsion from the meeting.

Section 10. Posting of Rules of Procedure for Paonia Board of Trustees Meetings. These rules of procedure shall be provided in the Town Hall meeting room for each Board of Trustees meeting so that all attendees know how the meeting will be conducted.

II. Consent Agenda

Section 1. Use of Consent Agenda. The Mayor, working with Town Staff, shall place items on the Consent Agenda. By using a Consent Agenda, the Board has consented to the consideration of certain items as a group under one motion. Should a Consent Agenda be used at a meeting, an appropriate amount of discussion time will be allowed to review any item upon request.

Section 2. General Guidelines. Items for consent are those which usually do not require discussion or explanation prior to action by the Board, are non-controversial and/or similar in content, or are those items which have already been discussed or explained and do not require further discussion or explanation. Such agenda items may include ministerial tasks such as, but not limited to, approval of previous meeting minutes, approval of staff reports, addressing routine correspondence, approval of liquor licenses renewals and approval or extension of other Town licenses. Minor changes in the minutes such as non-material Scribner errors may be made without removing the minutes from the Consent Agenda. Should any Trustee feel there is a material error in the minutes, they should request the minutes be removed from the Consent Agenda for Board discussion.

Section 3. Removal of Item from Consent Agenda. One or more items may be removed from the Consent Agenda by a timely request of any Trustee. A request is timely if made prior to the vote on the Consent Agenda. The request does not require a second

or a vote by the Board. An item removed from the Consent Agenda will then be discussed and acted on separately either immediately following the consideration of the Consent Agenda or placed later on the agenda, at the discretion of the Board.

III. Executive Session

Section 1. An executive session may only be called at a regular or special Board meeting where official action may be taken by the Board, not at a work session of the Board. To convene an executive session, the Board shall announce to the public in the open meeting the topic to be discussed in the executive session, including specific citation to the statute authorizing the Board to meet in an executive session and identifying the particular matter to be discussed "in as much detail as possible without compromising the purpose for which the executive session is authorized." In the event the Board plans to discuss more than one of the authorized topics in the executive session, each should be announced, cited and described. Following the announcement of the intent to convene an executive session, a motion must then be made and seconded. In order to go into executive session, there must be the affirmative vote of two thirds (2/3) of Members of the Board.

Section 2. During executive session, minutes or notes of the deliberations should not be taken. Since meeting minutes are subject to inspection under the Colorado Open Records Act, the keeping of minutes would defeat the private nature of executive session. In addition, the deliberations carried out during executive session should not be discussed outside of that session or with individuals not participating in the session.

The contents of an executive session are to remain confidential unless a majority of the Trustees vote to disclose the contents of the executive session.

Section 3. Once the deliberations have taken place in executive session, the Board should reconvene in regular session to take any formal action decided upon during the executive session. If you have questions regarding the wording of the motion or whether any other information should be disclosed on the record, it is essential for you to consult with the Town Attorney on these matters.

IV. Subject to Amendment

Section 1. Deviations. The Board may deviate from the procedures set forth in this Resolution, if, in its sole discretion, such deviation is necessary under the circumstances.

Section 2. Amendment. The Board may amend these Rules of Procedures Policy from time to time.

Town of Paonia
214 Grand Avenue
Monday, September 8, 2025 6:00 PM
Planning Commission Minutes

Record of Proceedings

Chair Watson calls the meeting to order at 6:00 PM.

Roll Call

Present:

Chair Watson

Vice Chair Howe

Commissioner Bachran (Zoom)

Commissioner Hunter

Commissioner Smith

Commissioner Wynn

Absent:

Commissioner Stelter

Approval of Agenda

Commissioner Hunter makes a motion to approve the agenda, seconded by Commissioner Wynn.

The motion carries unanimously.

Approval of Minutes

Vice Chair Howe makes a motion to approve the August 4th meeting minutes, seconded by Commissioner Hunter.

Voting Aye: Chair Watson, Vice Chair Howe, Commissioner Wynn, Commissioner Smith, Commissioner Hunter

Voting Nay: None

Abstain: Commissioner Bachran

The motion carries with Commissioner Bachran abstaining due to being absent that day.

Public Hearing

Consideration of an Application from Loretha (Barnes) Rolf for a Rezoning of a Property located at 201 Box Elder Avenue, Paonia CO, 81428, from Community Commercial District (C-2) to Higher Density Residential District (R3).

Commissioner Wynn makes a motion for a 5-minute recess, seconded by Vice Chair Howe.

The motion carries unanimously.

Chair Watson opens the public hearing at 6:10 PM.

Clerk Vetter confirms proper notification.

Commissioner Wynn discloses that he prepared the staff report while training the Permit Coordinator.

Commissioner Wynn reads the staff report for the property.

Commissioner Wynn answers Chair Watson's question about what staff members were a part of the preparation. He answers the Utility and Permits Coordinator, Clerk's Office, Public Works, Police Department and Administration.

Liz Heidrick of Needle Rock Realty, appearing on behalf of the applicant, is sworn in and explains the property layout, cost and why rezoning makes sense and that the owner is interested in correcting the non-conforming use.

Public Comment:

Ryan Roscoe, a nearby resident, spoke to clarify whether the rezoning would result in additional units or traffic impacts. He expressed relief that the rezoning primarily served to bring the property into compliance with its existing use.

In rebuttal, Liz Heidrick reiterated that no immediate expansion was planned. Commissioner Wynn clarified that the rezoning itself would not increase the number of units but would permit up to six units on the lot under R3 zoning, provided code requirements were met. He also emphasized that the utility billing issue was one of correcting base rates, not installing new water taps, and that any future expansion would be subject to applicable reviews.

The Commission discussed parking requirements, density allowances, and utility compliance. Commissioners agreed that the rezoning request aligned zoning with actual conditions, supported the Comprehensive Plan, and maintained neighborhood compatibility. Public comments are closed.

Chair Watson lists the documents to be held as public record. There are no objections to the evidence entered into the public record.

Commissioner Hunter asks Mr. Roscoe if his concerns have been alleviated and he does ask if the C-2 designation keeps a fifth unit from being built.

Commissioner Wynn answers, yes but a conditional recommendation could be done, to which Commissioner Hunter comments she is not in favor of adding conditions since it tends to complicate matters that you are trying to make simpler.

Chair Watson asks about parking requirements, setbacks, and other items in the code that could prevent the addition of any more units. Commissioners Wynn, Smith and Hunter discussed why the moratorium would preclude that by itself, and that a special use review would also be needed,

prompting another public hearing and neighbor notifications.

Commissioner Smith asks about the number of base rates for sewer and how it would change.

Vice Chair Howe asks about new garbage rates and how it would affect the billing. A discussion ensues between Commissioners Smith, Watson, Howe and Wynn about how that would be dealt with, including proper addressing.

Chair Watson asks about how rates are being decided with apartments and whether this would be the same way.

Commissioner Wynn points out that rates would be decided separately from the Planning Commission and doesn't have to do with the rezoning.

The Commissioners discuss the potential motions that are available

Vice Chair Howe inquired about the parking situation, specifically whether adequate parking is available and at what point parking requirements apply, noting that this matter does not alter the use but rather addresses its nonconforming status.

Town Municipal Code Section 16-6-10 – Off Street Parking Spaces Required - is read by Commissioner Smith.

Commissioner Hunter comments that this rezoning makes sense.

Chair Watson closes the public hearing at 7:03 PM.

Commissioner Hunter makes a motion to recommend conditional approval of Rezoning Case RES-25-01 for the property at 201 Box Elder Avenue, with the condition that the property owner complies with all provisions of the Town's utility code for water, sewer, and trash, seconded by Commissioner Smith.

Voting Aye:

Chair Watson

Vice Chair Howe

Commissioner Bachran

Commissioner Smith

Commissioner Hunter

Abstain:

Commissioner Wynn

The motion carries.

Adjournment

Chair Watson adjourns the meeting at 7:07 PM.

Samira M. Vetter, Town Clerk

Lynn Howe, Vice Chair

DRAFT