



**Town of Paonia**  
**214 Grand Avenue**  
**Monday, December 1, 2025 6:00 PM**  
**Planning Commission Agenda**  
<https://us02web.zoom.us/j/87143829717>  
**Meeting ID: 871 4382 9717**

- A) Roll Call
- B) Approval of Agenda
- C) Approval of Minutes
  - 1) November 3, 2025 Planning Commission Meeting Minutes
- D) Actions & Presentations
  - Public comments must be related to the agenda item, 3-minute time limit.
  - 1) Appointment of Officers
- 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, November 3, 2025 6:00 PM**  
**Planning Commission Minutes**

**RECORD OF PROCEEDINGS**

Commissioner Bachran calls the meeting to order at 6:00 PM.

**A) Roll Call**

Present:

Commissioner Bachran  
Commissioner Smith  
Commissioner Stelter  
Commissioner Wynn

Absent:

Vice-Chair Howe  
Commissioner Hunter

**B) Approval of Agenda**

Commissioner Wynn makes a motion to remove the Appointment of Officers (item “D”) from the agenda due to not all members being present. Seconded by Commissioner Stelter.

The motion carries unanimously.

Commissioner Wynn makes a motion to remove Actions & Presentations (item “F”) from the agenda as there are none scheduled. Seconded by Commissioner Stelter.

The motion carries unanimously.

Commissioner Stelter makes a motion to approve the agenda as amended. Seconded by Commissioner Smith.

The motion carries unanimously.

**C) Approval of Minutes**

1) October 6, 2025, Planning Commission Meeting Minutes

Commissioner Stelter makes a motion to approve the October 6, 2025, minutes.  
Seconded by Commissioner Wynn.

The motion carries unanimously.

**D) Appointment of Officers**

Item removed during approval of agenda.

**E) Public Hearing**

2) Consideration of a Special Use Review to add an additional guest parking spot, west of Unit #4 in the Silver Leaf Co-Housing Development at the address of 1200 3rd St, Unit 4 Paonia, CO, 81428 from Michael Cook.

Commissioner Bachran opens the public hearing at 6:02 PM.

Town Administrator Wynn presents the staff report, which reported that the proposed driveway and parking space at 1200 Third Street, Unit 4, violated multiple sections of the Town Code, Delta County roadway standards, and the Silver Leaf Development Agreement by encroaching on an engineered bioswale and creating drainage and safety risks. He stated the project conflicted with the Town's 2025 Comprehensive Plan goals for safe, sustainable infrastructure and recommended denial as submitted, with possible conditional approval only if redesigned with engineered drainage, proper alignment, and compliance with all stormwater and safety requirements.

Applicant Michael Cook addressed the Commission, acknowledging that the original design did not comply with Town requirements. He apologized and stated he had retained engineer Jeff Ruppert, of Odisea Engineering, who designed the original civil plans to develop a compliant design per the conditional path outlined by staff. Mr. Cook requested the opportunity to revise the proposal rather than proceed with denial.

Public Comment:

R. Hunter, adjacent neighbor, supported the staff's findings and suggested expanding the existing guest parking area instead of creating a new space.

No objections or protests were submitted.

Commission Discussion Topics Included: underground utility conflicts, existing parking expansion, existing EV charger location, original intentions of maintaining limited traffic & parking, and ensuring that future engineering plans fully address drainage, grading, safety, and code compliance before reconsideration.

Commissioner Bachran closes the public hearing at 6:46 PM.

Commissioner Stelter moves to table this subject until the March 2, 2026, Planning Commission meeting. Seconded by Commissioner Wynn

Discussion: Question for Clerk Vetter, if re-noticing/re-publishing is required when the time comes.

The motion carries unanimously.

## F) **Actions & Presentations**

Item removed during approval of agenda.

**G) Adjournment**

Commissioner Stelter motions to adjourn. Seconded by Commissioner Wynn.

The motion carries unanimously.

Commissioner Bachran adjourns the meeting at 6:49 PM.

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Ruben Santiago, Deputy Town Clerk

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Lynn Howe, Vice Chair

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