

**Town of Bayfield
Planning Commission Meeting Minutes
February 9, 2021
1199 Bayfield Parkway, Bayfield, Colorado**

I. Opening Ceremony

The February 9, 2021, Bayfield Planning Commission meeting was called to order by Chairperson Tish Nelson at 6:30 p.m.

Planning Commissioners Present: Dawn Engler, Bryan Gadd, Tish Nelson, Chris O’Shea Heydinger (remote), Kelly Polites (remote), Ashleigh Tarkington
Six present.

Staff Present: Kathleen Sickles, Town Manager; Rachel Davenport, Administrative Assistant

Media Present: None

Pledge of Allegiance

General Public Input: None

II. Action Agenda

a. Approval of Agenda

Chairperson Nelson opened the action agenda and asked for a motion to approve the agenda for the February 9, 2021 meeting. Commissioner Gadd moved to approve the agenda as presented. Commissioner Engler seconded. All in favor.

b. Approval of Minutes

Chairperson Nelson asked the Commission for questions or approval of the minutes from the January 12, 2020, meeting. Mayor Tarkington moved to approve the minutes as presented. Commissioner Gadd seconded. All in favor.

III. Discussion Agenda

a. Introduce Individual(s) interested in Planning Commission membership

Manager Sickles introduced Julie Waltens via Zoom who expressed an interested in joining the planning commission. Applicants to the Planning Commission are asked to submit a letter of interest, which is reviewed by the Commissioners and then recommended to the Board of Trustees for appointment.

Chairperson Nelson asked Ms. Waltens to tell the Commission about herself and her experience. After some discussion with the applicant, it was determined that Ms. Waltens lived outside of town limits and was therefore not eligible for a seat on Planning Commission. The Commissioners expressed their appreciation for her experience and interest in serving on the Planning Commission.

Manager Sickles thanked Ms. Waltens for her interest and invited her to consider participation in Tree Board since in-town residency is not required.

b. Review Alpine Planning On-call Planner Proposal

Manager Sickles stated that a client of S.E.H., Inc., Town's current planning contractor, will be presenting a project before the Board, and to eliminate any potential conflicts of interest, staff has considered a proposal from Chris Hawkins of Alpine Planning as backup or on-call planner. Mr. Hawkins has some knowledge of Bayfield and has worked with Ms. Dosdall of S.E.H. in past, but now has separate firm. He worked as planner for Ouray, and now helps develop master plans for communities on the Western Slope.

Chairperson Nelson asked if the Commission had any questions or concerns with the suggested proposal for an on-call planner. None were offered.

c. Planning Commission By-laws

Manager Sickles recommended by-laws for the Planning Commission as way to define governance of Planning Commission activity. Town Code govern some basics of Commission procedures, and Board of Trustees oversees the Planning Commission, but the Commission should have its own processes and procedures, defined terms, schedule for annual meeting, guidance for protocol, etc.

Commissioners discussed the renewal schedule for each appointed seat. Terms should be alternating so all terms do not expire at the same time.

- Commissioner Bryan Gadd 2018-2022
- Chairperson Tish Nelson 2018-2022
- Commissioner Dawn Engler 2020-2024
- Vice-Chairperson Chris O'Shea Heydinger 2020-2024

Commissioners discussed the draft bylaws and made some suggestions for revisions. Manager Sickles will revise the drafted bylaws and bring back to the Commission for approval, followed by corrections to applicable Town ordinances.

IV. Adjournment

Mayor Tarkington moved to adjourn and Commissioner Gadd seconded. Chairperson Nelson adjourned the meeting at 7:07 p.m.

Approved:



Tish Nelson, Chairperson

Attest:



Rachel Davenport, Administrative Assistant