



**AGENDA**  
**for the Planning Commission**  
**of the Town of Palisade, Colorado**  
**341 W. 7<sup>th</sup> Street (Palisade Civic Center)**

**March 21, 2023**

**6:00 pm Regular Meeting**

<https://us06web.zoom.us/j/3320075780>

**Meeting ID: 332 007 5780**

- I. REGULAR MEETING CALLED TO ORDER AT 6:00 pm**
- II. PLEDGE OF ALLEGIANCE**
- III. ROLL CALL – WELCOME NEW AND RETURNING COMMISSIONERS**
- IV. AGENDA ADOPTION**
- V. ANNOUNCEMENTS**
  - A. CERTIFICATES OF APPRECIATION: To the Planning Commission for completion of the Palisade Game Plan.**
- VI. APPROVAL OF MINUTES**
  - A. Minutes from March 7, 2023, Regular Planning Commission Meeting**
- VII. APPOINTING PLANNING COMMISSION CHAIR / VICE CHAIR**
  - 1. The Chair will call for nominations for the position of Chair, which must be accepted by person being nominated.*
  - 2. The Commissioners will vote using ballots, with the results tallied by staff.*
  - 3. Upon completion of the tally, the Chair shall call for a motion, with a second and a roll call vote, to appoint the person with the most votes as Chair.*
  - 4. The process will be repeated for the appointment of a Vice-Chair.*
- VIII. PUBLIC COMMENT – For items not on the Public Hearing agenda**

*Please keep comments to 3 minutes or less and state your name and address. Neither the Planning Commissioners nor staff will respond to comments at this time. The Commission may direct staff to look into specific comments to bring back as an Agenda item at a future meeting.*

  - A. PUBLIC COMMENT REMINDER:**

All emails are to be sent to the Community Development Director at [brusche@townofpalisade.org](mailto:brusche@townofpalisade.org). Emails for public comment on a specific agenda item received prior to the day packets are published will be included with the staff report. Emails received after the packets are posted will be forwarded to the Planning Commission. Any member of the public who wishes to have a statement or email read into the Minutes is required to appear in-person at the meeting and make said statements to the Commission directly.

**IX. PLANNING COMMISSION CODE OF ETHICS REVIEW**

**X. FUTURE AGENDA ITEMS / CURRENT PLANNING TOPICS**

**XI. ADJOURNMENT**



**MINUTES OF THE REGULAR MEETING OF THE  
PALISADE PLANNING COMMISSION  
March 7, 2023**

The regular meeting of the Planning Commission for the Town of Palisade was called to order at 6:00 pm by Chair Amy Gekas with Commissioners present: Riley Parker, David Hull, and Vice Chair Leora Ruzin. Absent were Commissioners Don Bosch and Ed Seymour. A quorum was declared. Also in attendance were Community Development Director Brian Rusche and Administrative Assistant Shelley Kopasz.

**AGENDA ADOPTION**

*Motion #1* by Commissioner Riley Parker, seconded by Commissioner David Hull to approve the agenda as presented.

A voice vote was requested.  
Motion carried unanimously.

**ANNOUNCEMENTS**

Community Development Director Brian Rusche announced that the applications for the opening for the Planning Commission has been closed and the review process is underway with the Board of Trustees conducting interviews with the applicants on Tuesday, March 14, 2023.

**APPROVAL OF MINUTES**

*Motion #2* by Commissioner Riley Parker, seconded by Vice-Chair Leora Ruzin to approve the Minutes from the February 7, 2023, Regular meeting of the Palisade Planning Commission, as presented.

Motion carried unanimously.

**PUBLIC COMMENT**

None was offered.

**PRO 2023-05 – TOWN CENTER OFFICE USE TEXT AMENDMENT**

*The Planning Commission will consider a text amendment to the Land Development Code (LDC) and Table 6.1 – Use Table relating to office uses within the TC (Town Center) zone district.*

Chair Amy Gekas opened the hearing at 6:02 p.m.

Community Development Director Brian Rusche presented the application, stating that in May of 2021, the Board of Trustees adopted an ordinance which amended the Land Development Code, specifically Table 6.1 which is the Use Table. The ordinance relegated general and medical office uses within the Town Center (TC) zone district to only the upper story of buildings, with the intent of reserving the street

level space for uses that would promote shopping and dining within the Town Center, and by extension generate sales tax revenue for the Town.

The owners of 305 Main have requested to allow general office use on the street level in the TC zone with a Conditional Use Permit. The impetus for this request is the proposed expansion of an existing engineering firm to a portion of the building previously containing retail use. A conversion of the space from retail use to office use is not currently permitted due to the change in 2021.

*Brian Quarnstrom, 500 Illinois St., Golden, CO, ½ owner of REO Holdings, LLC of 305 Main Street, Palisade, Colorado.* Mr. Quarnstrom asked for a consideration on a case-by-case basis for an engineering firm, J-U-B Engineers, to expand the office space in Unit 4, which is 475 sq feet, not a viable space for the code change. He feels it not a great pace for retail or restaurant and hopes to allow the engineering firm to expand employees by 100 percent.

### **PUBLIC COMMENT**

*Chuck Nowak, 3276 Semillon St, Palisade, CO, owner of 101 W. 3<sup>rd</sup> Street, Palisade.* Mr. Nowak explained that he purchased the adjacent building across the street in hopes to revitalize the Town Center with retail and to bring people into Palisade from the outside areas. Mr. Nowak feels that the proposed space, Unit 4 of 305 Main Street is a viable space for retail or small business. He added that currently, rental space upstairs could easily be used for an engineering company. He was against the proposed change to the text amendment.

*Becky Davis, 3670 G 4/10 Road, Palisade, CO, owner of Nana's Farm Store located at 237 S. Main Street, Palisade, CO.* She is a resident of Palisade since 1990 and stated that that building is very big part of the Town of Palisade. She feels the 305 Main Street building space to be viable, as she feels the town needs more retail and she against the office space proposed.

*Jessica Burford, 781 Foxtail Road, Grand Junction, CO, Palisade Chamber of Commerce.* She is in support of JUB Engineering expansion, indicating that Unit 4 of the building is not a viable space for retail because the lack of restroom facilities. She feels that J-U-B Engineering has been a very good neighbor, employing workers with high paying jobs, stating the fact that they spend money in the town of Palisade.

*Nancy Lewis 848 Montclair Drive, Palisade, CO* has lived here since 2009 and has seen retail get decimated by businesses that are not retail, being in the very important part of Palisade to raise taxes, and to have business thrive. She is involved with Blue Pig and makes her living in the retail sector of Palisade. There are more viable places elsewhere for the engineering company, the Chamber of Commerce, and the library. She stated 40 percent is retail in the town. She feels that the culture of Palisade will suffer and suggests other locations for offices with only retail businesses on the first floor of buildings in the town of Palisade.

### **COMMISSIONER COMMENT**

Vice Chair Leora Ruzin commented that if they allow for this change, there would not be any retail in the building, indicating that Unit 1 is an insurance company, which is never there. She has concerns that if J-U-B Engineering expands by 100 percent, she questions how Unit 4 will achieve that. She has problems with the proposed language as it stands, and her recommendation is that if this is approved that there be a caveat, that a certain percentage of any one building be retail. She later implied that the sales tax revenue would decline, especially with the existing cannabis industry growth in the valley.

Commissioner David Hull declined comment on this stating only that the Planning Commission and the Board of Trustees approved this amendment back in 2021 for a reason and believes that we should not set a precedence with this change.

Commissioner Riley Parker likes the proposal. It is not equipped with plumbing so cannot be used for food or retail difficult and best outcome to allow the J-U-B Engineering to expand. Any vacant space that the Town has sends the wrong message and gives the impression that the town is in decline with vacant space.

Chair Amy Gekas agreed with Mr. Parker stating that Conditional Use Permits are the way to proceed in the manner. She also commented that in moving forward, there is a need to keep the Comprehensive Plan in mind. She recommends that the Board to consider the minimum of 32 hours per calendar week for all businesses downtown.

Mr. Quarnstrom in closing stated that REO Holdings worked hard in finding a business to activate the space. He suggests that there is a building on Third Street is for sale and could be an option for commercial retail space. He also clarified that the space in the upper part of the 305 Main Street is residential and is not vacant.

Chuck Nowak spoke again stating that Gubbini Winery's lease was terminated and was asked to leave otherwise, she would still be in business. Copeka Coffee, located at 103 Main, was month-to-month and the lease was terminated. Sandy King's Gallery building is being sold which gives another option for retail or restaurant.

### *Motion #3*

Riley Parker made the motion to approve the text amendment as presented. The motion died for lack of a second.

David Hull made the motion to object the text amendment, with the intent of addressing the Land Development Code in the future.  
Seconded by Leora Ruzin.

A roll call vote was requested.  
Motion carried 3 for, 1 against.

Chair Gekas closed the hearing at 6:37 p.m.

### **FUTURE AGENDA ITEMS**

Community Development Director Rusche after the adoption of the Palisade Game Plan, the next step is to evaluate the Land Development Code. The Town has asked for a grant to receive some funds to accomplish this. He also offered the Commissioners to participate in training with CIRSA at a future date.

### **ADJOURNMENT**

*Motion #4 to adjourn* by Commissioner Hull, seconded by Commissioner Riley Parker at 6:43 p.m.

X

Amy Gekas  
Planning Commission Chairperson

X

Shelley Kopasz  
Administrative Assistant

DRAFT

## **Town of Palisade**

### **Chairperson & Vice Chairperson Appointment for Planning Commissioner**

#### **Duties and Responsibilities of a Chair/ Vice Chair:**

The chairperson is the presiding officer of an organized group such as a board, committee, or deliberative assembly. The person holding the office, who is typically elected or appointed by members of the group, presides over meetings of the group, and conducts the group's business in an orderly fashion.

In addition to the administrative or executive duties in organizations, the chairperson presides over meetings. Such duties at meetings include:

- Calling the meeting to order
- Determining if a quorum is present
- Announcing the items on the order of business or agenda as they come up
- Recognition of members to have the floor
- Enforcing the rules of the group
- Putting questions (motions) to a vote, which is the usual way of resolving disagreements following discussion of the issues
- Adjourning the meeting

A good chairperson sticks to the agenda, leads rather than attends, is mindful of time, expedites discussion and action, demonstrates respect for the work of the body, and recognizes when to move on. A chairperson will conduct the public hearings and stick to rules of conduct.

The presiding officer is crucial in maintaining order and ensuring participation:

- Is role model.
- Acts affirmatively to control behavior.
- Focuses discussion and keeps everyone on topic/on task.
- Manages time and moves discussion and action along.
- Knows when to suggest the time is right to act.
- Works to ensure collaboration.
- As a participant in meeting rather than as the chair, each member has opportunity to exercise some of the same leadership roles.

**TOWN OF PALISADE, COLORADO  
RESOLUTION NO. 2014-24**

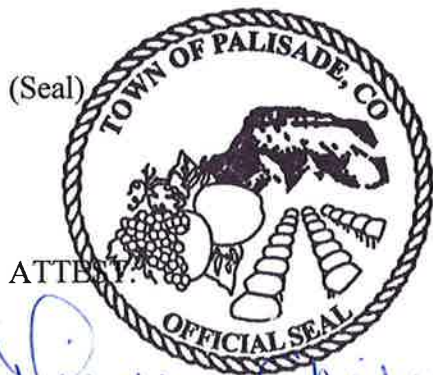
**A RESOLUTION OF THE BOARD OF TRUSTEES FOR THE TOWN OF PALISADE, COLORADO ADOPTING A RELATIONS POLICY AND CODE OF ETHICS FOR THE PALISADE PLANNING COMMISSION**

**WHEREAS**, the Board of Trustees of the Town of Palisade, Colorado recognize the importance of the relationship between the Board of Trustees and the Palisade Planning Commission and desires to provide them with a handbook describing and outlining a relations policy and code of ethics; and

**WHEREAS**, the Board of Trustees is authorized and finds it necessary to adopt and/or update its policies from time to time to continue to provide the best personnel management practices.

**NOW THEREFORE, BE IT RESOLVED THAT THE BOARD OF TRUSTEES FOR THE TOWN OF PALISADE, COLORADO** adopts the Town of Palisade Planning Commission Relations Policy and Code of Ethics Attached hereto as "Attachment A".

RESOLVED, APPROVED, and ADOPTED this 13<sup>th</sup> day of May, 2014.



ATTEST:

Lindsey Chitwood, Town Clerk

TOWN OF PALISADE, COLORADO

Roger L. Granat, Mayor





# Town of Palisade Planning Commission

## Relations Policy and Code of Ethics



## **Town of Palisade Planning Commission**

The Palisade Town Planning Commission is appointed by the Town Board of Trustees and is an important body in accomplishing a coordinated, adjusted and harmonious development of the Town. They are a direct advisory body for the Town of Palisade as per section 6.2.2 of the Palisade Land Development Code; therefore, they must bear the initial responsibility for the integrity of governance. The Commission is responsible for its own development (both as a body and as individuals), its responsibilities, its own discipline, and its own performance. The development of this policy is designed to ensure effective and efficient governance.

This policy will address the expectations of the Planning Commission in their appointed duties. By adopting these guidelines for appointed officials, we acknowledge our responsibility to each other, to our professional staff, and to the public. The Commission will assist in governing the Town in a manner associated with a commitment to the preservation of the values and integrity of representative local government and democracy, and a dedication to the promotion of efficient and effective governing. The Planning Commission will aid this process through the thoughtful performance of their duties. The following statements will serve as a guide and acknowledge the commitment being made in this service to the community:

- The Planning Commission has high priorities in the continual improvement of the members' professional ability and the promotion of an atmosphere conducive to the fair exchange of ideas and policies among members.
- The Commissioners will endeavor to keep the community informed on Town affairs; encourage communication between the residents and the Commission; strive for strong working relationships among neighboring municipalities and elected officials.
- The Planning Commission will make recommendations to the Board to aid in the Board's governance role. The Commission will continue to be dedicated to friendly and courteous relationships with Staff, other commissioners and the public, and seek to improve the quality and image of public service.
- The Commissioners will also strive to recognize its responsibility to future generations by addressing the interrelatedness of the social, cultural, and physical characteristics of the ties of the community when making policies.
- And finally, each Commissioner will make a commitment to improve the quality of life for the individual and the community, and to be dedicated to the faithful stewardship of the public trust.

# **Town of Palisade Planning Commission**

## **Statement of Purpose**

In order to ensure the proper discharge of duties for the improvement of democratic municipal governance, Palisade Planning Commission should display behavior that demonstrates independent, impartial review of all matters addressed by them and be duly responsible to the residents of Palisade and to each other in their relationships.

### **SECTION I**

#### **CHAIR PERSON/ COMMISSIONERS RELATIONS**

##### **A. CHAIRPERSON'S RESPONSIBILITIES**

1. The Chairperson shall be the presiding officer at all meetings. The Co-Chair shall preside in his/her absence.
2. The Chairperson shall have a voice in all matters before the Commission as well as a vote in all formal matters.
3. The Chairperson shall preserve order and decorum and shall require Commission members to engage in debate and to limit discussion to the question under consideration.
4. The Chairperson is the spokesperson for the Commission on all matters unless absent, at which time the Co-Chair or a designee of the Chairperson will assume the role.
5. The Chairperson will encourage all Commissioners to participate in planning discussion and give each member an opportunity to speak before any member can speak again on the same subject.
6. The Chair may limit each speaker to five (5) minutes to ensure an efficient use of time. The Chair is responsible for keeping the meetings orderly by recognizing each member for discussion, limiting speaking time, encouraging debate among members and keeping discussion on the agenda items being considered.
7. Should a conflict arise among Commissioners, the Chairperson will serve as the mediator.



8. Any Commission member may ask the Chairperson to enforce these rules established by the Board of Trustees. Should the Chair fail to do so, a majority vote of the Commission members present shall require him/her to do so.

9. A Trustee will serve as an ex-officio (non-voting) member on the Planning Commission. They are appointed to serve as liaison to the Board of Trustees and as such, the Trustee is responsible for keeping all Board members informed of significant activities by the Planning Commission.

10. As much as practicable, Commission agendas, particularly workshop meetings, should be centered on the strategic plans and related policy matters. To achieve that end, the Town Administrator and his/her staff will work to facilitate that focus.

### **CODE OF CONDUCT FOR PLANNING COMMISSION MEMBERS**

During the Planning Commission meetings, members shall preserve order and decorum, shall not interrupt or delay proceedings, and shall not refuse to obey the orders of the Chairperson or the rules established by the Board. Commissioners shall demonstrate respect and courtesy to each other, to professional staff, and to members of the public appearing before the Commission.

Commissioners shall refrain from rude and derogatory comments and shall not belittle staff members, other commission members, or members of the public. They should not use their position to secure special privileges and should avoid situations that could cause any person to believe that they may have brought bias or partiality to a question or issue before the Commission.

Members of the Planning Commission will not condone any unethical or illegal activity. All members of the Commission agree to uphold the intent of this policy and to govern their actions accordingly.

### **SECTION II PLANNING COMMISSION AND STAFF RELATIONS**

It is the charge of the Community Development Director and staff to provide technical support to the Planning Commission. The Community Development Director and staff operate under the direction of the Town Administrator.

The Town Administrator is the primary link between the Planning Commission and the professional Staff. The Town Clerk and/or their designee will assist in meetings,



taking minutes and getting information to the Commissioners in a timely fashion.

1. In order to ensure proper presentation of agenda items by Staff, questions arising from Commissioners after receiving their information packet should be, whenever possible, presented to the Community Development Director for Staff consideration prior to the meeting. This allows the Staff time to address the member's concern and provide all members with the additional information.
2. The Community Development Director may consult with Town Administrator to ensure that staff is available to address each agenda item and shall see that each presentation is prepared and presented in order to inform and educate the Commissioners on the issues which require action. The presentation should be professional, timely, and allow for discussion of options for resolving the issue. The Staff member making the presentation shall either make it clear that no action is required, or present the specific options for Commission consideration.
3. The Town Administrator will be held responsible for the professional and ethical behavior of himself/herself and the discipline of his/her Staff. The Town Administrator is also responsible for seeing that his/her Staff receives the education necessary to address the issues facing municipal government as budget is available.
4. Any conflicts arising between the Town Staff and the Commission will be addressed by the Chairperson, Mayor and the Town Administrator. All Staff members shall show each other, each Commissioner, and the public respect and courtesy at all times. They are also responsible for making objective, professional presentations to ensure public confidence in the process.
5. The Town Administrator, after new appointees to the Commission, will make sure that the Staff has prepared information needed for the orientation of new Commissioners and inform them of information and training opportunities available to them. The Community Development Director will also be responsible for meeting personally with new members and informing them about Town facilities and procedures.
6. Commissioners need to realize they represent "authority" to staff and that what might seem like a discussion to a Commissioner could be interpreted as a directive by a staff member. If staff feels like they got directives from a commission member or if a Commission member has a request to change staff's focus, each should be brought to the Town Administrator so that all Commission members can be made aware and part of the discussion for change.





### **SECTION III PLANNING COMMISSION AND MEDIA RELATIONS**

Since the democratic form of government is only successful when the citizens are kept informed and educated about the issues facing their town, it is imperative the media play an important role in the Town-media relations. It is through an informed public that progress is insured and good government remains sensitive to its constituents.

These guidelines are designed to help ensure fair relationships with print, radio, and television reporters. The Commissioners and the Town Staff recognize that the news media provides an important link between the Planning Commission and the public. It is desirable to establish a professional working relationship to help maintain a well informed and educated citizenry.

1. During the conduct of official business, the news media shall occupy places designated for them or the general public.
2. All reporters will have access to an agenda and will be furnished support material needed for clarification if requested.
3. In order to preserve the decorum and professionalism of Planning Commission meetings, the media are requested to refrain from conversing privately with other people in the audience and to conduct any interview with the public outside the meeting room while the Commission is in session.
4. On administrative matters, the Town Administrator is the spokesperson, unless he/she has appointed a media relations person to present staff information on the agenda.
5. The Chairperson, or his/her designee, is the primary spokesperson for the Commission on matters regarding decisions or any Commission information pertaining to issues on the agenda. In order to ensure fair treatment of an issue, any clarifications requested by the media on the issue should be addressed after the meeting. When opposing positions have been debated, regardless of the outcome, the public is better informed when all sides have adequate coverage by the media. This lets the public know that the item was seriously debated and options discussed before a vote was taken, and helps build confidence in the democratic process.



***We all have the responsibility to protect the integrity  
of our governing process and therefore,  
have read and agreed to the above guidelines.***

## **Town of Palisade Planning Commissioner Code of Ethics**

The office of Planning Commissioner is one of trust and service to the residents of the Town of Palisade. This position creates a special responsibility for the Palisade Planning Commission member. In response to this, the Palisade Planning Commission is expected to full fill their duties to this Town in a manner associated with a commitment to the preservation of the values and integrity of representative local government and local democracy and a dedication to the promotion of efficient and effective governing. To further these objectives, certain ethical principles shall govern the conduct of every Planning Commission Member, who shall:

1. Be dedicated to the highest ideals of honor and integrity in all public and personal relationships in order that the member may merit the respect and confidence of the residents of Palisade;
2. Recognize that the chief function of local government at all times is to serve the best interests of all of the people;
3. Be dedicated to public service by being cooperative and constructive, and by making the best and most efficient use of available resources;
4. Refrain from any activity or action that may hinder one's ability to be objective and impartial on any matter coming before the board. Do not seek nor accept gifts or special favors; believe that personal gain by use of confidential information or misuse of public funds or time is dishonest;
5. Recognize that public and political policy decisions, based on established values, are ultimately the responsibility of the Board and:



6. Conduct business in open, well publicized meetings in order to be directly accountable to the residents of Palisade.



***Town of Palisade Mission Statement:***

***Proudly committed to serving and protecting our citizens' quality of life with strong leadership that supports opportunities for agriculture, business, recreation, and our children.***

***Palisade Comprehensive Plan Vision:***

***Preserve and enhance the agricultural village atmosphere of Palisade while fostering tourism, economic growth and prosperity to create an attractive and vibrant community for residents and visitors.***

**Thank you for your service to this community!**