



TOWN OF GRAND LAKE

STAFF REPORT

TO
Mayor & Trustees

FROM
Alayna Carrell, CMC, Town Clerk

DATE
June 8, 2026

ACTION TYPE: Action Requested Information Only

RE: Appointment to the Grand Lake Planning Commission – Isaac Elliott

BACKGROUND

The Grand Lake Planning Commission is a seven-member advisory body established under Chapter 12, Article 1 of the Grand Lake Municipal Code, responsible for reviewing development applications, conducting public hearings on land use matters, making recommendations to the Board of Trustees on Comprehensive Plan and code amendments, and advising the Board on planning and zoning issues affecting the Town. A vacancy has arisen on the Planning Commission, and the Board of Trustees is charged with filling that vacancy by appointment for the unexpired portion of the term. Isaac Elliott has expressed interest in serving on the Planning Commission and has submitted a letter of interest for the Board's consideration.

Municipal Code §12-1-2 – Members of Commission

Membership: The Town Planning Commission shall consist of seven (7) members: up to six (6) appointed members of the public by the Board of Trustees, and at least one (1) member of the Board of Trustees.

Terms: The term of each appointed member shall be six (6) years, or until their successor takes office. Members may be removed after hearing by the Mayor for inefficiency, neglect of duty, or malfeasance in office.

Vacancies: Vacancies occurring otherwise than through the expiration of a term shall be filled for the remainder of the unexpired term by appointment by the Mayor or the Board of Trustees. Members may simultaneously serve as a Trustee or the Mayor of the Town of Grand Lake.

Municipal Code §12-1-3 – Qualifications of Commission Members

Residency: Members shall be bona fide residents of the Town of Grand Lake for at least twelve (12) consecutive months immediately preceding the date of appointment, and shall meet the criteria for a qualified municipal elector under C.R.S. §31-10-201(3). Membership automatically terminates upon cessation of Town residency.

Compensation & Office: Commissioners receive \$60.00 per meeting attended. Appointed members shall hold no other municipal office, except that one appointed member may also serve on the Zoning Board of Adjustment.

APPOINTMENT PROCESS

Pursuant to Municipal Code §12-1-2, vacancies are filled for the unexpired term by the Mayor or Board of Trustees. The Town Clerk advertises the vacancy and solicits letters of interest from qualified Town residents. Upon appointment, the new Commissioner takes an oath of office administered by the Town Clerk before assuming duties.

APPLICANT – ISAAC ELLIOTT

Isaac Elliott submitted a letter of interest for appointment to the Grand Lake Planning Commission on May 19, 2026. Mr. Elliott is a resident of the Town of Grand Lake and meets all qualifications for appointment under the Municipal Code.

FISCAL NOTE

Planning Commission members receive \$60.00 per meeting attended. The Planning Commission meets twice monthly (24 meetings per year), for a maximum annual compensation of \$1,440.00 per Commissioner. The fiscal impact of this appointment is budgeted within the Town's existing appropriations.

STAFF RECOMMENDATION

Staff recommends that the Board of Trustees appoint Isaac Elliott to the Grand Lake Planning Commission for a new six-year term, effective upon his taking of the oath of office as administered by the Town Clerk.

SUGGESTED MOTION

"I move to appoint Isaac Elliott to the Grand Lake Planning Commission to fill the current vacancy, for the unexpired term, effective upon his taking of the oath of office."