

TOWN OF ERIE

*645 Holbrook Street
Erie, CO 80516*



Meeting Minutes

Wednesday, February 16, 2022

6:30 PM

via Virtual Meeting

<https://bit.ly/16Feb22PCMtg>

Planning Commission

I. CALL TO ORDER & PLEDGE OF ALLEGIANCE TO FLAG

Chair Zuniga called the February 16, 2022 Planning Commission to order at 6:31 pm.

II. ROLL CALL

Roll Call:
Commissioner Witt - present
Commissioner Luthi - present/late
Commissioner Sawusch - present
Commissioner Hoback - present
Commissioner Ames - present
Vice Chair Fraser - absent/excused
Chair Zuniga - present

III. APPROVAL OF THE AGENDA

Commissioner Witt moved to approve the agenda of the February 16, 2022 Planning Commission Meeting. The motion, seconded by Commissioner Ames, carried with the following roll call vote:

Commissioner Witt - yes
Commissioner Sawusch - yes
Commissioner Hoback - yes
Commissioner Ames - yes
Chair Zuniga - yes

Motion passes unanimously.

IV. APPROVAL OF MINUTES

[22-30](#) Approval of the December 15, 2021 Planning Commission Meeting Minutes

Attachments: [December 15, 2021 Planning Commission Meeting Minutes](#)

Commissioner Sawusch moved to approve the minutes of the December 15, 2021 Planning Commission Meeting. The motion, seconded by Commissioner Hoback, carried with the following roll call vote:

Commissioner Witt - yes
Commissioner Sawusch - yes
Commissioner Hoback - yes
Commissioner Ames - yes
Chair Zuniga - yes

Motion passes unanimously.

V. PUBLIC COMMENTS

No public comments were taken.

VI. GENERAL BUSINESS

[22-69](#) PUBLIC HEARING: A Resolution of the Planning Commission of the Town

of Erie Recommending that the Board of Trustees Approve an Ordinance Rezoning Coal Creek Park from Old Town Residential (OTR) to Downtown (DT)

Attachments: [PC Resolution P22-01](#)

[Staff Report](#)

[Application and Narrative](#)

[Other Applicant Materials](#)

[Referral Comments](#)

[Notifications](#)

Chair Zuniga opened the Public Hearing for Agenda Item #22-69/Resolution P22-01 at 6:37pm.

Audem Gonzales, Senior Planner presented this Agenda Item to the Commission.

Luke Bolinger was present and available for questions regarding the Agenda Item.

Chair Zuniga opened the Public Hearing for Public Comment at this time. Public Comment was taken from the following person:

Heath Biggs, resident at the southeast corner of Kattell and Moffat, noted he was in attendance to see what traffic impact there might be and what setbacks were being proposed.

Chair Zuniga brought it back to the Commission for any questions/comments.

Commissioner Ames:

- No questions
- The rezoning makes sense and he is excited about the new park and when it went before the Board of Trustees.
- Great plan.

Commissioner Witt:

- No questions

Commissioner Hoback

- The presentation was clear and what's being asked for and why
- No questions.

Commissioner Luthi:

- Great plan
- It will add some much needed parking

Commissioner Sawusch:

- Why is the rezoning being requested as DT - Downtown and not PLI - Public Lands/Institutions?
- Even though PLI allows the 0 foot setback, we're saying the east side is a concern because of the additional required setback?
- How deep in the town archives do we have to go to find the original plat from 1928?

- Explain why the neighborhood meeting was waived for the item
- What was the extent of the public engagement on this agenda item?
- Requested confirmation of dates as to when the Mailed Notice went out to the adjacent property owners as it was different in the uploaded packet.
- Requested date clarification on the notarization of the affidavit and when signs were posted

Chair Zuniga:

- It all makes sense
- Thank you for showing the concept plan; helps them to understand how the rezoning makes a difference and why the setbacks were needed

Commissioner Witt moved to approve Agenda Item 22-69/Resolution P22-01. The motion, seconded by Commissioner Sawusch, carried with the following roll call vote:

- Commissioner Witt - yes
- Commissioner Luthi - yes
- Commissioner Sawusch - yes
- Commissioner Hoback - yes
- Commissioner Ames - yes
- Chair Zuniga - yes

Motion passes unanimously.

[22-02](#)

Study Session: Comprehensive Plan Prep, Current State of the Plan

Chair Zuniga announced that Agenda Item# 22-02 is a study session of the Planning Commission to discuss the preparation of the Comprehensive Plan and the current state of the Comprehensive Plan.

Paul Glasgow, Interim Director of Planning & Development started off the discussion regarding the Comprehensive Plan update preparation by providing a presentation to the Commission. Mr. Glasgow requested any feedback from the Commission.

Discussion commenced among the Commissioners and staff regarding the current state of the Comprehensive Plan and what additionally needs to be done in order to move forward.

Chair Zuniga asked if the Commission could received updates or make a comment through email on the draft of the formatting of the Comprehensive Plan document.

Austin P. Flanagan, Town Attorney reminded the Commission of the rules regarding the Open Meetings Law when making responses through email.

VII. STAFF REPORTS

[22-67](#)

Planning and Development Metrics Tracking Bi-Annual Report

Attachments: [1. Metrics Tracking Bi-Annual Report](#)

Deborah Bachelder, Planning Manager/Deputy Director of Planning &

Development noted that there were no staff reports. Planning Commission packets go out next week for the March 2nd Planning Commission Meeting but there is nothing on the agenda. Are we prepared to cancel this meeting at this time?

The second meeting in March would be an opportunity to review/discuss the updated document if Gabi Rae has it available. The Planning Commission could do another study session regarding the update.

Chair Zuniga, as well as the Commissioners, are ok with canceling the first meeting in March.

Ms. Bachelder also noted that there is something tentative on the agenda for the first meeting in April.

[22-70](#)

Planning & Development Monthly Report

Attachments: [Planning & Development Monthly Report - January](#)

VIII. COMMISSIONER REPORTS AND DISCUSSION ITEMS

Chair Zuniga noted the Bi-Annual Reports due to the Board of Trustees and that this will be on the 22nd for review.

Commissioner Sawusch wanted to confirm with staff; he heard that the Town is not currently accepting Comprehensive Plan Amendment applications. He wanted to confirm and requested the reason behind this.

Mrs. Bachelder confirmed as the Town Attorney's interpretation of the Town's current process does not meet the state process for Comprehensive Plans.

Commissioner Sawusch asked for clarification regarding Comprehensive Plan Amendment approvals, the public hearing process, and the requirement of these applications.

Commissioner Sawusch expressed his concern regarding the fact that the Town is not accepting these applications. He also asked staff if there was any discussion on what is going to change, how its going to change, when its going to change, regarding the acceptance of applications.

Chair Zuniga reiterated the requested clarification of the Comprehensive Plan update process so as to understand it.

Commissioner Luthi noted that Erie is under "Accident Alert" so please be careful out there.

IX. ADJOURNMENT

Chair Zuniga adjourned the February 16, 2022 Planning Commission Meeting at 8:23 pm.