

# TOWN OF ERIE

*645 Holbrook Street  
Erie, CO 80516*



## **Meeting Minutes**

**Wednesday, July 20, 2022**

**6:30 PM**

**In Person Meeting**

**Virtual Link for Viewing & Public Comment Only:**

**<https://bit.ly/20July2022PCMtg>**

**Planning Commission**

**I. CALL TO ORDER & PLEDGE OF ALLEGIANCE TO FLAG**

Vice Chair Luthi called the July 20, 2022 Planning Commission Meeting to order at 6:32 pm.

**II. ROLL CALL**

Roll Call:

Commissioner Burns - present  
Commissioner Swikoski - present  
Commissioner Booth - present  
Commissioner Baham - present  
Vice Chair Luthi - present  
Chair Zuniga - absent

A quorum was present.

**III. APPROVAL OF THE AGENDA**

Commissioner Booth moved to approve the agenda of the July 20, 2022 Planning Commission Meeting. The motion, seconded by Commissioner Swikoski, carried with the following roll call vote:

Commissioner Burns - yes  
Commissioner Swikoski - yes  
Commissioner Booth - yes  
Commissioner Baham - yes  
Vice Chair Luthi - yes

Motion passes unanimously.

**IV. APPROVAL OF MINUTES**

[22-252](#)

Approval of the July 6, 2022 Planning Commission Meeting Minutes

**Attachments:** [July 6, 2022 Meeting Minutes](#)

Commissioner Swikoski moved to approve the meeting minutes of the July 6, 2022 Planning Commission Meeting. The motion, seconded by Commissioner Burns, carried with the following roll call vote:

Commissioner Burns - yes  
Commissioner Swikoski - yes  
Commissioner Booth - yes  
Commissioner Baham - yes  
Vice Chair Luthi - yes

Motion passes unanimously.

**V. PUBLIC COMMENTS**

No public comments were taken.

**VI. GENERAL BUSINESS**

[22-263](#)

Legal Training: Joint Session of the Planning Commission and Board of Adjustment

**Attachments:** [Presentation](#)

Vice Chair Luthi introduced Agenda Item 22-263: Legal Training: Joint Session of the Planning Commission and Board of Adjustment Members.

The Planning Commission was joined by the following members of the Board of Adjustment for this training:

Board Member Bowker  
Board Member Percell  
Secretary Benore  
Vice Chair Horovitz

Sam Light with CIRSA provided a presentation and legal training to the Planning Commission and Board of Adjustment Members with regards to the positions they hold and role they play as representatives of the Town of Erie.

Some topics included the following:

- Who/What is CIRSA?
- Role of Public Official
- Supporting the Town Structure
- Liability Risk and "Role Discipline"
- Honor Due Process (Public Hearings, Quasi-Judicial Matters, Social Media)
- Running a Good Hearing/Best Practices
- Avoiding Ex-Parte Communications
- Deliberations
- Code of Ethics (Title 1 Chapter 7)

Commissioners and Board Members had an opportunity to ask clarification questions of Mr. Light, staff, and the Town Attorney, Katie Vera.

[22-264](#)

Discussion: Planning Commission Bi-Annual Report to Board of Trustees

**Attachments:** [General Report](#)

Vice Chair Luthi introduced Agenda Item 22-264: Discussion regarding the Planning Commission Bi-Annual Report.

Chair Zuniga prepared the Bi-Annual Report to the Board of Trustees for the Commission to discuss.

As Chair Zuniga was absent from tonight's meeting, the Commission reviewed the report and discussed the 2022 Planning Commission Goals.

Some topics of discussion included:

- The 2022 Goals in general
- The Comprehensive Plan
- What participation is expected from the Commission as a whole in that Master Plan redevelopment?
- Will there be a consultant involved with regards to the Comprehensive Plan?
- Will the Commission review it or be involved in creating the document?
- Will there be separate working sessions to discuss this topic?

- Goal #2 - Is that something that the Commission can participate in? Does the Commission have the authority to update?
- Goal #3 - Are there additional trainings that the Commission can participate in?
- Page 2 - there's a typo - "2022b Overview"
- Goal #1 - Clarify that purpose statement
- Goal #4 - Increased engagement with regards to what was just presented through training / When is it ok to engage?
- The Town Facebook Groups - People already posting their thoughts on the Comp Plan
- The Comp Plan is based on what the citizens are looking for
- There will be involvement with the Commission and the citizens regarding the Comp Plan
- Chair Zuniga's recommendation to see what other jurisdictions do and how they work
- The Commission is trying to assist the Board of Trustees and lighten their load
- Do the training with the APA and how to gain a better knowledge and understanding
- When is it being presented to the Board of Trustees?
- How many public hearings will there be at the next Planning Commission Meeting?
- What's the forum of this presentation? Does the Commission collectively present?

Deborah Bachelder, Planning Manager/Deputy Director of Planning & Development noted that the Commission will have an opportunity to discuss these goals at the next two meetings.

## **VII. STAFF REPORTS**

No staff reports other than the Public Hearings that Deborah mentioned will be presented at the August 3, 2022 Planning Commission Meeting: Erie Highlands Preliminary Plat and Parkdale PUD Amendment No. 3.

## **VIII. COMMISSIONER REPORTS AND DISCUSSION ITEMS**

Commissioner Swikoski will be out of town for the next meeting.

## **IX. ADJOURNMENT**

Vice Chair Luthi adjourned the July 20, 2022 Planning Commission Meeting at 8:33pm.