



Town of Erie

Planning Commission

Annual Report

2020



Overview

The Town of Erie Planning Commission is composed of seven citizens appointed by the Board of Trustees. The Commission fulfills the role identified in Section 31-23-206(1) of the Colorado Revised Statutes. The Planning Commission is the official planning body for review of the future growth and development of the Town of Erie pursuant to the adopted Comprehensive Plan and Unified Development Code (UDC). Town Staff support the work of the Planning Commission by providing planning guidance and technical review. The Staff Planning Technician of the Planning Division records minutes of the bimonthly Planning Commission meetings. The Town Attorney serves a valuable role in advising staff and the Planning Commission on land use matters. Town citizens also contribute through their attendance at neighborhood meetings, public input sessions, and public hearings.

This Annual Report covers the work of the Planning Commission from January 1, 2020, to December 31, 2020. We have provided a summary of our membership, committees, meeting dates, and business, as well as more detailed information on the development applications reviewed by the Planning Commission.



Mayor and Board of Trustees

Jennifer Caroll, Mayor	April 2018 – April 2022
Adam Haid, Mayor Pro Tem	April 2018 – April 2022
Ari Harrison	April 2020 – April 2024
Sara Loflin	April 2020 – April 2024
Bill Gippe	April 2018 – April 2022
Brandon Bell	April 2020 – April 2024
Christiaan van Woudenberg	April 2018 – April 2022

Planning Commission

Geoffrey Ames	April 2018 – April 2022
Cory Fraser, Vice Chair	April 2014 – April 2022
Dan Hoback	April 2020 – April 2024
James Luthi	April 2020 – April 2024
Michael Witt	April 2018 – April 2022
Andrew Sawusch	April 2020 – April 2024
Kelly D Zuniga, Chair	April 2016 – April 2024

Subcommittees

(As of December 2020)

Comprehensive Plan Steering Committee

Michael Witt
Andrew Sawusch
Adam Haid
???

Town Administrator

Malcolm Fleming (from January 2019)

Planning Division Staff

Fred Starr, Director of Planning & Development
Deborah Bachelder AICP, Planning Manager
Chris Larue, Senior Planner
Audem Gonzalez, Senior Planner
Shannon Moeller, Senior Planner
Melinda Helmer, Planning Technician

Town Attorney

Kendra Carberry



Town of Erie Planning Commission Meeting Dates

Date	Activities	Outcome
1/1/20	Cancelled	NA
1/15/20	Cancelled	NA
2/5/20	P20-02: Sunset Preliminary Plat P20-01: Ordinance Amending Municipal Code (re: PDZ)	7 yes, 0 no 7 yes, 0 no
2/19/20	Cancelled	NA
3/4/20	P20-05: Erie Town Center PDZ P20-03: Nine Mile Corner PD-DP Amendment No. 1 P20-04: Nine Mile Corner Minor Subdivision P20-06: Emergency Ordinance Amending Title 10:12 UDC (re: Oil & Gas) Item 20-141: Amendments to Municipal Code Title 10 UDC	7 yes, 0 no 7 yes, 0 no 7 yes, 0 no 0 yes, 7 no 7 yes, 0 no
3/18/20	P20-08: Nine Mile Corner Lot 1 and 3 Site Plan P20-09: Nine Mile Corner Lot 11, Tract G and Tract H Site Plan	7 yes, 0 no 7 yes, 0 no
4/1/20	Cancelled	NA
4/15/20	P20-10: Parkdale PUD Overlay Map, Amend No. 2	7 yes, 0 no
5/6/20	Cancelled	NA
5/20/20	Item 20-185: Appointment of Chair Zuniga & Vice Chair Fraser P20-11: Westerly Rezoning	4 yes, 0 no 4 yes, 0 no
6/3/20	Cancelled	NA
6/17/20	P20-12: Jasper Road Special Review Use for Temp Agriculture Planning Commission Training (three new commissioners)	7 yes, 0 no
7/1/20	P20-13: Westerly PUD Overlay District P20-14: Westerly Preliminary Plat	6 yes, 0 no 6 yes, 0 no
7/15/20	P20-15: Rex Ranch Filing No. 3 Preliminary Plat Commissioner Reports: Update to Comprehensive Plan, Transparency	6 yes, 0 no
8/5/20	Cancelled	NA
8/19/20	Study Session: Comprehensive Plan	
9/2/20	Item 20-440: UDC Amendment Chapter 12 (re: Oil & Gas) P20-16: Bridgewater PUD Overlay Map, Amendment No. 5	6 yes, 1 no



9/16/20	P20-17: Erie Village PD, Amendment No 6 Item 20-449: UDC Amendment Chapter 12 (Oil & Gas) Commissioner Reports: Signage for future development	7 yes, 0 no
10/7/20	Item 20-449: UDC Amendment Chapter 12 (Oil & Gas)	
10/21/20	P20-19: UDC Amendments P20-20: UDC Amendments – Chapter 12 only Staff Report: Steering Committee formation for Comp Plan Update Commissioner Reports: Utility bill grants available	6 yes, 0 no 3 yes, 3 no
11/4/20	No new business	
11/18/20	P20-21: Colliers Hill Filing No 4G Preliminary Plat Commissioner Reports: <ul style="list-style-type: none">• Biannual Reports to BoT Feb 23 and Aug 24,• Comp Plan Update mtg 12/10,• Utility bill grants,• Concern re: commissioner comments – PCs to alert staff of major questions in advance,• Impact of conditions on resolutions	6 yes, 1 no
12/2/20	Item 20-580 Redtail Ranch Sketch Plan Staff Report: <ul style="list-style-type: none">• Update on Colliers Hill• Comprehensive Plan Update – mtg 12/10 of steering committee	
12/16/20	Cancelled	



COMMISSION ACTIVITIES

REGIONAL COORDINATION

The Town of Erie Planning Commission has not participated in regional coordination efforts by sharing information with other municipal or county commissions or by following the activities of those neighboring organizations. Ideally, Boulder County and Weld County Commissions would assign an individual to keep track of the development activities in the Town of Erie. Also, the Town of Erie Planning Commissioners would rotate service as liaisons to the Boulder and Weld County Planning Commissions. The liaison for a particular month would provide a brief report of the activities of the County Commissions at each Planning Commission meeting.

Is there any sort of regional planning commissioner training that would be appropriate for the Town of Erie's planning commissioners to attend?

COMPREHENSIVE PLAN UPDATE

[CO Rev Stat § 31-23-206 \(2016\)](#)

(1) It is the duty of the commission to make and adopt a master plan for the physical development of the municipality, including any areas outside its boundaries, subject to the approval of the governmental body having jurisdiction thereof, which in the commission's judgment bear relation to the planning of such municipality. The master plan of a municipality shall be an advisory document to guide land development decisions; however, the plan or any part thereof may be made binding by inclusion in the municipality's adopted subdivision, zoning, platting, planned unit development, or other similar land development regulations after satisfying notice, due process, and hearing requirements for legislative or quasi-judicial processes as appropriate. When a commission decides to adopt a master plan, the commission shall conduct public hearings, after notice of such public hearings has been published in a newspaper of general circulation in the municipality in a manner sufficient to notify the public of the time, place, and nature of the public hearing, prior to final adoption of a master plan in order to encourage public participation in and awareness of the development of such plan and shall accept and consider oral and written public comments throughout the process of developing the plan.

The Town of Erie's Comprehensive Plan was created in 1996, updated in 1999, 2005 and 2015.

The 2005 Update made significant changes to the previous versions in form and content.

The 2015 Update retained the overall organization and majority of the 2005 plan, but made the following changes:

- Future Land Use Plan Map and categories updated to reflect new goals for I-25 corridor.
- Updated action plan with detailed actions and policies to achieve community goals.

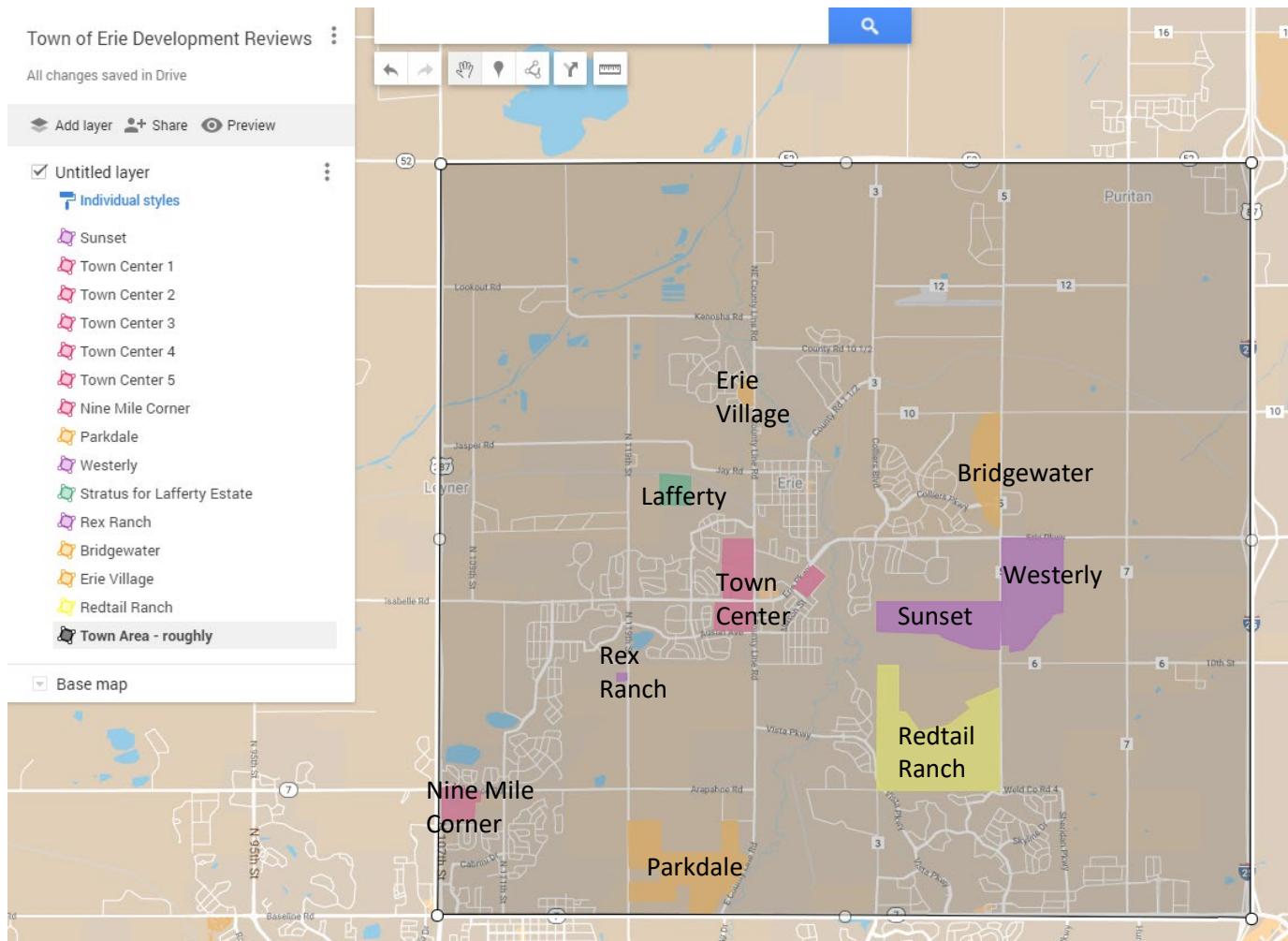
Town Staff organized a steering committee made up of two Planning Commissioners and two Trustees to develop an RFP to hire a consulting firm to update the comprehensive plan. The steering committee met on December 12th and again on January 27th to review the RFP.



Review of Development Applications and Ordinance Amendments

During calendar year 2020, development applications were filed and heard by the Planning Commission relating to ten proposed properties.

- Sunset
- Erie Town Center
- Nine Mile Corner
- Parkdale
- Westerly
- Lafferty Estate
- Rex Ranch
- Bridgewater
- Erie Village
- Redtail Ranch





The types of requests included the following:

- Four preliminary plats (2/5, 7/1, 7/15, 11/18)
- Two ordinances (2/5, 3/4)
- One PDZ (3/4)
- Two PD-DP Amendments (3/4, 9/16)
- One Minor Subdivision (3/4)
- One Site Plan (3/18)
- Three PUD Overlays (4/15, 7/1, 9/2)
- One Rezoning (5/20)
- One Special Review Use (6/17)
- UDC Amendments (10/21)
- One Sketch Plan (12/2)

The Planning Commission also reviewed proposed revisions to the UDC.

- UDC Amendments (10/21)

In most cases, the Planning Commission serves as a recommending body, making recommendations to the Board of Trustees with Trustees taking final action. In some instances, however, the Planning Commission takes final action, such as in the review of Major Subdivisions. No Major Subdivisions were filed in 2020. Planning Commission also reviews special exception requests; however, there were no requests this year.

2021 Suggested Planning Commission Goals

1. *Update Comprehensive Plan to better reflect community vision.*
2. *Establish Goals and Objectives related to the community vision – including goals and objectives specifically pertaining to Planning Commission efforts.*
3. *Work with Board of Trustees and Staff to ensure consistency between CP and UDC.*
4. *Coordinate with Board of Trustees and Regional Commissions*
5. *Organize ongoing training for Planning Commissioners*
6. *Establish annual Planning Commission retreat including discussion of:*
 - a. *Land use issues and trends; and*
 - b. *Other items as determined by the Commission.*
7. *Conduct an annual Planning Commission Retreat Meeting that includes a discussion of:*
 - a. *Land use issues and trends; and*
 - b. *Other items as determined by the Commission.*
8. *Post the 2020 Planning Commission Annual Report to the Town's website.*