

# TOWN OF ERIE

*645 Holbrook Street  
Erie, CO 80516*



## **Meeting Minutes**

**Wednesday, August 19, 2020**

**6:30 PM**

**via Virtual Meeting  
<https://bit.ly/Aug19PC>**

## **Planning Commission**

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

Chair Zuniga called the August 19, 2020 Planning Commission Meeting to order at 6:34pm.

**II. ROLL CALL**

Roll Call:

- Commissioner Sawusch - present
- Commissioner Luthi - present
- Commissioner Witt - present
- Commissioner Ames - present
- Commissioner Hoback - present
- Vice Chair Fraser - present
- Chair Zuniga - present

**III. APPROVAL OF THE AGENDA**

Commissioner Witt moved to approve the agenda of the August 19, 2020 Planning Commission Meeting. The motion, seconded by Commissioner Luthi, carried with the following roll call vote:

Roll Call:

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

**IV. APPROVAL OF MINUTES**

[20-405](#) Approval of the July 15, 2020 Planning Commission Meeting Minutes

**Attachments:** [7-15-2020 PC Meeting Minutes](#)

Agenda Item has been moved to the September 2, 2020 Planning Commission Meeting for review and approval.

**V. PUBLIC COMMENTS**

No Public Comments were taken.

**VI. GENERAL BUSINESS**

[20-424](#) Study Session: Town of Erie Comprehensive Plan

Chair Zuniga opened up the discussion regarding the Comprehensive Plan Update.

It has been five years since the last Comprehensive Plan Update and the Commission would like to re-address the issue of a new update.

The Commission agrees that there are three steps to reviewing the Comprehensive Plan.

1. Define the scope - Review and provide recommendations to the Board of Trustees.
2. Define the budget - Accessing resources.
3. Define the schedule - Know what we want to accomplish with the update and what it requires.

Commissioner Fraser provided insight to the last time the Comprehensive Plan was reviewed and updated. He noted how the review was broken down, the time it took to review the plan and what the final outcome consisted of.

Commissioner Sawusch provided information along with a brief presentation on how other local municipalities conducted their Comprehensive Plan updates. He provided a link to the City of Boulder's website which provided extensive information on how they conducted, prepared and phased the update on their Comprehensive Plan. This information could be helpful in how the Town could move forward in our update. He also noted how other jurisdictions did a lot of community outreach and surveys that were beneficial in looking at what the residents want for their community.

Commissioner Ames gave credit to the previous Commission and Board for the last update. What are the expectations of our review? We should take it one step at a time to ensure that we are in line in the eyes of the community. We want to engage the community on the vision and guiding principles with the desired outcome with what the community wants it to be.

Commissioner Luthi noted that an update of the Comprehensive Map needs to occur.

Chair Zuniga noted that a technical update is excellent. Developers will look to that. The challenge is the overall goals and mission because its not about what the Commission wants. It's a shared vision.

After much discussion and input by each of the Commissioners, all Commissioners are in agreement to the following:

- the Commission is representing the Town residents;
- that an update is in order;
- that we need to engage the community in their wants and desires for their community;
- that if we're asking for a budget, we need to be able to provide the reason and purpose;
- provide the steps and process to moving forward;
- start with the end result in mind and be consistent;
- look at a multi-faceted approach including public outreach and possible survey;
- survey the business organizations;
- assess the vision, mission, goals and objectives;
- update the Comprehensive Plan in conjunction with the Board of Trustees.

Commissioner Sawusch, Commissioner Ames, and Chair Zuniga volunteered to represent the Commission before the Board of Trustees to present the ideas/thoughts of the Commissioner regarding a Comprehensive Plan update and the steps involved in moving forward.

Deborah Bachelder, Planning Manager/Deputy Director of Planning & Development stated that staff would prepare a summary based on the evenings comments and put the information into an agenda item for the Board of Trustees.

The next Planning Commission Meeting would be September 2, 2020, at which time, the Commission can review the summary and meeting minutes of tonight's meeting.

**VII. STAFF REPORTS**

No staff reports.

**VIII. COMMISSIONER REPORTS AND DISCUSSION ITEMS**

No Commissioner reports.

**IX. ADJOURNMENT**

Commissioner Zuniga adjourned the August 19, 2020 Planning Commissioner Meeting at 7:51pm.