

TOWN OF ERIE

*645 Holbrook Street
Erie, CO 80516*



Meeting Minutes

Thursday, December 10, 2020

6:30 PM

via Virtual

**<https://bit.ly/CPAMtgDec10>
via Virtual Meeting**

CPA Steering Committee

I. CALL TO ORDER & PLEDGE OF ALLEGIANCE TO FLAG

Deborah Bachelder, Planning Manager/Deputy Director of Planning & Development called the CPA Steering Committee Meeting to order at 6:30pm.

II. ROLL CALL

Committee Members and Staff in attendance:

Mayor Pro Tem Adam Haid

Trustee Ari Harrison

Commissioner Michael Witt

Commissioner Andrew Sawusch

Deborah Bachelder, Planning Manager/Deputy Director of Planning & Development

Melinda Helmer, Planning Technician

III. APPROVAL OF THE AGENDA

IV. PUBLIC COMMENTS

No Public Comments.

V. STAFF REPORTS

[20-594](#)

Comprehensive Plan Amendment Steering Committee Meeting

Attachments:

[CPA Schedule](#)

[CPA Work Plan](#)

[CPA Review Criteria](#)

[CPA Evaluation Guidelines](#)

[CPA Committees](#)

[ETC Newsletter](#)

[ETC Charrette Schedule](#)

[2021 CPA Update](#)

[Email Exchange](#)

Mrs. Bachelder opened the meeting by providing background on previous CPA formats and the hiring process for consultants. Mrs. Bachelder noted the 20003 hiring process, community outreach, and steering committee commitment. A staff technical advisory committee was created and Mrs. Bachelder is anticipating the same type of process for this Comprehensive Plan Amendment.

Discussion items would include Request for Proposal (RFP) or Request for Information (RFI); DOLA Grant; and Next Steps.

Some questions/comments of the Committee included the following:

- What is the current workload of staff?
- Does staff have what they need to be able to move forward with the amendment?
- How prescriptive do we want to be when we put out the RFP?

- Are we looking to use the current comp plan as a basis for an update or to completely scrap it?
- Will we go to the community with what our needs are/their wants are and begin from there?
- We want to focus on public engagement and what we need to address but need to open to a complete overhaul if needed.
- Boulder went to the public and completed a full overhaul
- The framework will always be similar - it may not need to be a whole new document but may be similar
- Why was Clarion selected? What made them stand out and be awarded the contract?
- Re: Clarion - There was another consulting group from out of state that was very good in interviews but the review committee was concerned about travel and preferred that Clarion would be more assessable
- Clarion had experience in Comp Plan Amendments and UDC's
- Clarion was an attorney based and planning firm so their technical was great
- Re: RFP - were there any items that staff saw as lacking or wished could've done differently?
- 2003/2005 Comp Plan Update was good
- What are the high expectations?
- Public engagement - many ways to engage the public and best to have a mix of outreach options
- Having a wide range of public engagement is valuable - highly involved by necessary
- There are many ways and opportunities to communicate
- What are some areas of focus?
- Areas of concern/mitigate?
- Pulling in other staff/master plans/updates to integrate into this process
- Outreach is very important
- Do we want to emphasize the need for communication to the consultant?
- Release surveys/posts
- We should include our wants in the RFP and see what we get
- Refer to the Erie Town Center charrette - how it was run/information received/coordination and stress what we need in the RFP
- What does staff need from the Committee members?
- Direct staff on areas that we want to emphasize on
- Costs? Do we need to add to the budget or apply for the grant and add grant funds in?
- Concern for getting firms that aren't in our budget range
- Do we have less of a chance getting the grant knowing what we have with the budget approval?
- How does staff want to receive feedback - verbal/writing?
- Brainstorming - thought exercise and get something noted on areas of opportunity that wasn't addressed in the last Comp Plan update
- 2005 Comp Plan sets the stage for what we currently have
- What do we want to accomplish?
- What would we change or plan to grow into? Sustainability? Parks? High Density?
- Trying to find clarity
- Desire to see some cooperation instead of competition - joint ideas
- Landfill questions - what's happening with it?
- Do an initial assessment of the town trends and see what/where the town is going.

- What does the public see as an improvement for the Town of Erie
- Diversity of housing and what that looks like
- From an Economic Development standpoint/ETC is the new delta
- Everyone wants to stay in Erie - how do we capture revenue (enterprise zones/opportunities)
- Resource - 7-8 different departments have master plans -let's use internal resources
- Comp Plan Amdt - creates needs for transportation, water demand, parks
- Open space/trails - should we take another look at our land uses and what the trends are like? What land uses should be?
- Level of service - balance out amenities offered to the community - put money back to sustain amenities
- We want to move forward and keep making progress. What kind of timeline are we looking at?
- By March to get going? Important to get the feedback of everyone.
- Everyone should review the draft of the RFP before we send it out
- Steering Committee to provide comments via email
- Will we have time to apply for the DOLA grant before the deadline?
- If staff needs to come to the BOT to make sure to get what they need to keep moving forward, please let them know
- BOT will make sure staff gets what they need to get the project going
- Commissioner Sawusch reached out to Amber Luttrell regarding outreach
- Staff did a Formal basic survey on how residents find out about town information
- Commissioner Sawusch can reach out to Malcolm Fleming, Farrell Buller and Amber Luttrell on additional outreach information
- Commissioner Sawusch will send Deborah the information he has on public information and how they receive information

Mrs. Bachelder believes we should have a draft out early January, 2021 and possibly have a round of comments early February, 2021. This will need to go before the Planning Commission and the Board of Trustees.

Mrs. Bachelder also noted that once staff is ready to send out an RFP, we'll include the current comp plan and let the consultants know what we're looking for. If there are other areas of special consideration/needs that require more in depth focus on, the consultant will assist and will let us know the best way to reach out to the public.

VI. COMMISSIONER REPORTS AND DISCUSSION ITEMS

No reports.

VII. ADJOURNMENT

Deborah Bachelder adjourned the CPA Steering Committee Meeting at 7:34pm.