

TOWN OF ERIE

*645 Holbrook Street
Erie, CO 80516*



Meeting Minutes

Wednesday, October 16, 2019

6:30 PM

Council Chambers

Planning Commission

I. CALL TO ORDER & PLEDGE OF ALLEGIANCE TO FLAG

Chairman Bottenhorn called the October 16, 2019 Planning Commission Meeting to order at 6:30pm.

II. ROLL CALL

Roll Call:

Commissioner Witt - present
Commissioner Fraser - absent/excused
Commissioner Ames - present
Commissioner Zuniga - present
Commissioner Hedahl - absent/excused
Vice Chairman Harrison - present
Chairman Bottenhorn - present

III. APPROVAL OF THE AGENDA

Vice Chairman Harrison moved to approve the agenda of the October 16, 2019 Planning Commission Meeting. The motion, seconded by Commissioner Zuniga, carried with all voting in favor thereof.

IV. APPROVAL OF MINUTES

[19-477](#) Approval of the September 18, 2019 Planning Commission Meeting Minutes

Attachments: [9-18-2019 PC Meeting Minutes](#)

Commissioner Witt moved to approve the Meeting Minutes of the September 18, 2019 Planning Commission Meeting. The motion, seconded by Commissioner Ames, carried with all voting in favor thereof.

V. PUBLIC COMMENTS

No Public Comments.

VI. RESOLUTIONS

[19-513](#) Resolution No. P19-29: A Resolution Of The Planning Commission Of The Town Of Erie Recommending That The Board Of Trustees Approve An Ordinance Amending Title 10 Of The Erie Municipal Code Regarding Wireless Communication Facilities

Attachments: [1. Staff Memo](#)
[2. Resolution P19-29](#)
[3. Ordinance](#)

Deborah Bachelder, Planning Manager/Deputy Director of Planning & Development presented Agenda Item #19-513/Resolution P19-29 to the Commission.

Gabrielle Daley, Esq. of Kissinger & Fellman, P.C. gave a presentation with additional information and background on Wireless Cell Facilities, FCC law and regulation requirements to the Commission.

Chairman Bottenhorn brought it back to the Commission for questions/comments.

Some questions/comments included the following:

- lighting "discouraged" clarification
- review schedule (consecutive or business days)
- small cell limits/volume of equipment clarification
- base station size limits
- design compatibility/architectural element
- technology & regulation changes (future accommodations)
- state statute/federal law resolution

Commissioner Ames moved to approve Agenda Item#19-513/Resolution P19-29. The motion, seconded by Vice Chairman Harrison, carried with all voting in favor thereof.

VII. GENERAL BUSINESS

[19-515](#) Unified Development Code (UDC) Update Report

Attachments: [Power Point Presentation](#)
[HBA Comments to date](#)

Deborah Bachelder, Planning Manager/Deputy Director of Planning & Development presented Agenda Item#19-515 to the Commission.

Chairman Bottenhorn brought it back to the Commission for questions/comments.

Some questions/comments included the following:

- what are the Town's true goals/issues/requirements
- need to find out what we are trying to achieve as a community when making updates
- code provisions - commercial acceleration
- UDC in need of update - glad it's being addressed
- time frame clarification for completion
- sketch plan review
- requirements for review/feedback
- DPZ - Four Corners study process

Commissioner Witt, Zuniga and Ames stated they will send any questions to Deborah on UDC updates should any arise.

VIII. STAFF REPORTS

Deborah Bachelder, Planning Manager/Deputy Director of Planning & Development discussed the DPZ study and charrette. Planning Commission and Board of Trustees will be included in discussions as DPZ will be providing presentations. They will be working and holding sessions at the Erie Community Center and the Boulder Community Healthy building from November 6th through November 12th. Once a schedule has been finalized, it will be sent to the Commission.

October is Planning Month and a Proclamation has been adopted by the Board of Trustees. An Open House event will take place on Tuesday, October 29th from 5:30pm to 7:30pm at the Erie Community Center. This will be our 2nd Annual Planning Open House. Planning Commissioners and Board of Trustee members are welcome to attend and participate. Notice has been published of the event.

IX. COMMISSIONER REPORTS AND DISCUSSION ITEMS

No Commissioner Reports.

X. ADJOURNMENT

Chairman Bottenhorn adjourned the October 16, 2019 Planning Commission Meeting at 7:30pm.