

# TOWN OF ERIE

*645 Holbrook Street  
Erie, CO 80516*



## Meeting Minutes

**Wednesday, February 3, 2021**

**6:30 PM**

**via Virtual Meeting**

**<http://bit.ly/Feb32021PCMtg>  
Council Chambers**

## **Planning Commission**

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

Chair Zuniga called the February 3, 2021 Planning Commission Meeting to order at 6:31pm.

**II. ROLL CALL****Roll Call:**

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

**III. APPROVAL OF THE AGENDA**

Commissioner Witt moved to approve the agenda of the February 3, 2021 Planning Commission Meeting. The motion, seconded by Commissioner Sawusch carried with the following roll call vote:

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

**IV. APPROVAL OF MINUTES**

[20-601](#)

Approval of the December 2, 2020 Planning Commission Meeting Minutes

**Attachments:** [12-2-2020 PC Meeting Minutes](#)

Vice Chair Fraser moved to approve the Meeting Minutes of the December 2, 2020 Planning Commission Meeting. The motion, seconded by Commissioner Luthi, carried with the following roll call vote:

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

**V. PUBLIC COMMENTS**

No Public Comment was taken.

**VI. GENERAL BUSINESS**

[21-042](#)

Erie Planning Commission Training

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

Town Attorney, Kendra Carberry, provided legal training to the Planning Commission. This training included the following topics and discussion:

- Sources of authority
- Planning
- Comprehensive Plan
- Zoning
- Duties/responsibilities/decision making
- Town Code
- Due Process
- Public Comment
- Public Hearings/Closings
- Recommendation to the Board of Trustees
- Quasi-Judicial
- Legislative
- Legal Issues
- Justifying Decisions

Ms. Carberry allowed for the Commission to ask questions, clarification, and add comments.

#### [21-043](#)

Planning Commission Bi-Annual Report to Board of Trustees

**Attachments:** [Draft Legistar Cover Memo](#)

[2020 Annual Report - Chair Zuniga Draft](#)

Chair Zuniga noted that the Planning Commission's Bi-Annual Report would be due to the Board of Trustees soon. Chair Zuniga drafted a general report for the Commission to review prior to submitting a final version to Planning Manager, Deborah Bachelder. As this is a first draft, input from the Commission is welcomed and encouraged.

Chair Zuniga offered to present to the Board unless anyone else would like to do the presentation. Commissioner Sawusch offered to assist in any way needed.

Mrs. Bachelder noted that she will input the documentation/report into Legistar for the Board of Trustee Agenda Item. Mrs. Bachelder would need any reports, presentations, and/or documents that the Commission would like added as attachments no later than February 10th as the Agenda Item needs to go through the Town's approval process.

The Commission held discussion regarding the report/presentation to the Board of Trustees.

Upon further discussion, the Commission decided to draft and discuss their presentation while the Commission was available to collaboratively provide comments.

Commissioner Ames volunteered to draft the presentation as the discussions were held.

## **VII. STAFF REPORTS**

[21-047](#) Planning & Development Monthly Report

**Attachments:** [Planning & Development Monthly Report](#)

Mrs. Bachelder noted that the Planning & Development Division has presented the Board of Trustees with a monthly report consisting of all the divisions (Planning, Engineering, GIS, and Building). She thought it would be beneficial to share this report with the Planning Commission each month.

**VIII. COMMISSIONER REPORTS AND DISCUSSION ITEMS**

There were no additional Commissioner reports.

**IX. ADJOURNMENT**

Chair Zuniga adjourned the February 3, 2021 Planning Commission Meeting at 9:48pm.