

TOWN OF ERIE

*645 Holbrook Street
Erie, CO 80516*



Meeting Minutes

Wednesday, April 7, 2021

6:30 PM

via Virtual Meeting

**<http://bit.ly/7April2021PCMtg>
Council Chambers**

Planning Commission

I. CALL TO ORDER & PLEDGE OF ALLEGIANCE TO FLAG

Chair Zuniga called the April 7, 2021 Planning Commission Meeting to order at 6:32pm.

II. ROLL CALL**Roll Call:**

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

III. APPROVAL OF THE AGENDA

Commissioner Witt moved to approve the agenda of the April 7, 2021 Planning Commission Meeting. The motion, seconded by Commissioner Sawusch, carried with the following roll call vote:

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

IV. APPROVAL OF MINUTES

[21-133](#)

Approval of the February 17, 2021 Planning Commission Meeting Minutes

Attachments: [February 17, 2021 Planning Commission Meeting Minutes](#)

Commissioner Ames moved to approve the meeting minutes of the February 17, 2021 Planning Commission Meeting. The motion, seconded by Commissioner Witt, carried with the following roll call vote:

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

V. PUBLIC COMMENTS

No public comments were taken.

VI. GENERAL BUSINESS

[21-131](#)

PUBLIC HEARING: Consideration of a Resolution of the Planning

Commission of the Town of Erie Recommending that the Board of Trustees Approve an Ordinance Rezoning Portions of the Property at Erie Highlands from Medium Density Residential to Low Density Residential, and from Low Density Residential to Medium Density Residential, as shown on the Erie Highlands Zoning Map - Amendment No. 2

Attachments: [PC Resolution P21-04](#)

[Proposed Rezoning - Erie Highlands Zoning Map - Amendment No. 2](#)

[Staff Report](#)

[Application and Narrative](#)

[Other Applicant Materials](#)

[Referral Comments](#)

[Neighborhood Meeting Summary](#)

[Notifications](#)

Chair Zuniga opened the Public Hearing for Agenda Item 21-131/Resolution P21-04 and Agenda Item 21-132/Resolution P21-05 at 6:37pm.

Shannon Moeller, Senior Planner provided a presentation to the Commission on both of tonight's agenda items.

The applicant's representative, Mike Weiher, Terracina Design, provided a presentation and additional background information on the applications before the Commission.

Chair Zuniga asked if there was anyone in attendance wishing to give public comment on tonight's agenda items. There were no emailed comments and no public comment was taken.

Chair Zuniga brought it back to the Commission for any questions/comments. Some questions/comments included the following:

- Application seems straight forward
- Has there been any movement on Blake's? Some cars have been moving out of there
- No change in du's/consistent with comp plan
- Image on page 6 of application/narrative, is this from the sketch plan or an upcoming plan?
- The area between PA 6 - to the NW most corner of PA 10, how far of a distance is that?
- Is there a fence between PA 10 and PA 6?
- Per page 5 of PUD overlay - how many units will not be differentiated - facades, balconies, etc.
- Height is 35' - Will this be 3 stories? Will there be a personal driveway for the individual units themselves?
- Will the lot line end where the garage starts?
- Deviation of what the current UDC says re: eaves, overhangs encroaching 2' into front/side setbacks as long as they are 5' off - concern of it straying into an alley way
- Concern of injury or damage if there's encroachment with window wells
- Precedent in Parkdale - decreased the standards allowed for encroachment into the easement towards lot lines - believes we allowed 2' encroachment

- Street front - setbacks and encroachments
- Westerly had something similar - window well encroachment provisions
- Are they sub-ground window wells?
- Side setbacks - into green courts and alley ways
- Fencing in between units - 2' encroachments, 3' to fence line
- Encroachments re: uncovered window wells and safety issues - are window well covers shown in the design standards?
- Concept of the alley loaded product - adjustments have to be made
- We don't have to go back and revisit a previous boards decision/review current application
- Commission is obligated to make proper decisions on the application(s) in front of us
- Be respectable to town staff, applicant, and commission
- In regards to this product type, the alley loaded product is not new/Commission has reviewed it before
- Did we visit this initially as a part of this process and the applicant is trying to update their plans to fit what's current?
- Was the adjustment based upon the feedback from the Commission?
- Clarification: Are we approving these applications on the same vote?
- On the Rezone, why couldn't that have been an administrative staff approval?
- Plan looks nice, it looks great
- Nice to get into the final stage of this application

Commissioner Witt moved to approve Agenda Item 21-131/Resolution P21-04.

The motion, seconded by Commissioner Luthi, carried with the following roll call vote:

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

Commissioner Sawusch moved to approve Agenda Item 21-132/Resolution P21-05.

The motion, seconded by Commissioner Luthi, carried with the following roll call vote:

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

[21-132](#)

PUBLIC HEARING: Consideration of a Resolution of the Planning Commission of the Town of Erie Recommending that the Board of Trustees Approve the Erie Highlands PUD Zoning Map Amendment No. 3.

Attachments: [PC Resolution P21-05](#)
[Proposed PUD Overlay - Erie Highlands PUD Overlay Amendment No. 3](#)
[Staff Report](#)
[Existing PUD Overlay - Erie Highlands PUD Overlay Amendment No. 2](#)
[Application and Narrative](#)
[Other Applicant Materials](#)
[Referral Comments](#)
[Neighborhood Meeting Summary](#)
[Notifications](#)

VII. STAFF REPORTS

21-083 Planning & Development Monthly Report

Attachments: [Planning & Development Monthly Report - February](#)
[Planning & Development Monthly Report - March](#)

Deborah Bachelder informed the Commission that the Planning Monthly Reports were available for their review.

In addition, Ms. Bachelder provided an update to the Commission on the Comprehensive Plan Request for Proposal (RFP). Ms. Bachelder noted that there were approximately 16 consultants in attendance held on April 1st in an Pre-Proposal RFP Meeting. Some great questions were asked on those in attendance. There were also 8 additional questions submitted via email. Ms. Bachelder will make those questions and answers, available on online. The RFP will close on April 22, 2021. A study session with the Board of Trustees and technical board will be scheduled to interview 3 or 4 consulting groups. The process is going well and is moving along.

Ms. Bachelder noted some important dates for the Commission to note on their calendars. There will be a training for all of the Boards and Commissions on August 3, 2021 with the Town Attorney and Town Clerk. Procedural rules and information will be provided. The Bi-Annual Report from the Commission is due on August 24, 2021.

VIII. COMMISSIONER REPORTS AND DISCUSSION ITEMS

Chair Zuniga wanted to extend a welcome to Senior Planner, Shannon Moeller.

Chair Zuniga noted Boulder County has reconsidered it's plans for the composting facility. Chair Zuniga also noted that the Planning Commission would need to look at scheduling a meeting or study session with the Board of Trustees regarding possibly expanding the role/responsibilities of the Planning Commission.

Discussion was held amongst the Commission regarding the Commission's responsibilities and public hearing procedures.

IX. ADJOURNMENT

Chair Zuniga adjourned the April 7, 2021 Planning Commission Meeting at 8:18pm.