

TOWN OF ERIE

*645 Holbrook Street
Erie, CO 80516*



Meeting Minutes

Wednesday, August 18, 2021

6:30 PM

via Virtual Meeting

**<https://bit.ly/18Aug2021PCMtg>
Board Room**

Planning Commission

I. CALL TO ORDER & PLEDGE OF ALLEGIANCE TO FLAG

Chair Zuniga called the August 18, 2021 Planning Commission Meeting to order at 6:32pm.

II. ROLL CALL**Roll Call:**

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

III. APPROVAL OF THE AGENDA

Commissioner Witt moved to approve the agenda of the August 18, 2021 Planning Commission Meeting. The motion, seconded by Commissioner Hoback, carried with the following roll call vote:

Commissioner Hoback - yes
Commissioner Sawusch - yes
Commissioner Witt - yes
Chair Zuniga - yes

IV. APPROVAL OF MINUTES

[21-338](#)

Approval of the August 4, 2021 Planning Commission Meeting Minutes

Attachments: [August 4, 2021 Planning Commission Meeting Minutes](#)

Commissioner Sawusch moved to approve the meeting minutes of the August 4, 2021 Planning Commission Meeting. The motion, seconded by Commissioner Witt, carried with the following roll call vote:

Commissioner Hoback - yes
Commissioner Sawusch - yes
Commissioner Witt - yes
Chair Zuniga - yes

V. PUBLIC COMMENTS

No Public Comments taken.

VI. GENERAL BUSINESS

[21-336](#)

Planning Commission Study Session - Continuation from 5/19/2021, 6/2/2021, 6/16/2021, 7/7/2021, & 8/4/2021

Attachments: [Planning Commission Roles Local Municipalities](#)
[Planning Commission Job Description Final](#)
[Planning Commission 2021 Work Plan](#)
[Historic Preservation Master Plan](#)
[Erie Boards - Work Plans](#)

Chair Zuniga introduced Agenda Item 21-336 - A Continuation of the Planning Commission Study Session.

Chair Zuniga led the discussion with the Commission.

Some items of discussion/concern included the following:

- Board of Trustess Bi-Annual Presentation
- Chair Zuniga shared the drafted presentation
- Besides the Comprehensive Plan, what other duties fall under the purview of the Planning Commission?
- Would it benefit if the Commission had bylaws in addition to a list of roles/responsibilities?
- Can the Commission have additional clarification on their rule by statute?
- Would the Town Attorney (Austin P. Flanagan) provide a bullet point on what the Commission should be doing based on statute?
- A few members of the Commission would like an attorney specific to the Planning Commission
- When items that require legal opinion, crossover between the Commission and Board of Trustees, there should be two separate attorney firms representing the two

For the record, Commissioner Witt would like it noted that he does not agree with Commissioner Sawusch's take on the attorney discussion.

Commissioner Hoback moves to continue this study session to the regularly scheduled September 1, 2021 Planning Commission Meeting when more members of the Commission are present. The motion, seconded by Commissioner Sawusch, carried with the following roll call vote:

Commissioner Hoback - yes
Commissioner Sawusch - yes
Commissioner Witt - yes
Chair Zuniga - yes

VII. STAFF REPORTS

No Staff Reports.

VIII. COMMISSIONER REPORTS AND DISCUSSION ITEMS

Commissioner Sawusch had a chance to watch the Board of Trustees Study Session last night and would like for Director Starr and Deputy Director Bachelder to talk about some of the improvements that the Planning Department is currently working on; more specifically, Audem Gonzales' presentation.

Commissioner Sawusch requested, with Chair Zuniga's approval, to have staff Planner Audem Gonzales provide the Commission with same presentation that

was given to the Board of Trustees.

Chair Zuniga is fine with this request and staff will add it as an Agenda Item.

Commissioner Sawusch asked for the anticipated timeline with regards to the current UDC Amendments that are moving on and when the Commission will start seeing some revisions/drafts?

Mrs. Bachelder responded that the consultants are currently cleaning up the drafts. The Planning Commission's Study Session is September 1st; the Study Session with the Board of Trustees is September 21st; then it is scheduled to come to the Commission as a hearing on October 6th; with the Public Hearing on October 26th at the Board of Trustees Meeting.

Mrs. Bachelder noted that it would be more appropriate to discuss these items during the study session when everyone is available to make comments and vote on whether or not to add language to the UDC.

IX. ADJOURNMENT

Chair Zuniga adjourned the August 18, 2021 Planning Commission Meeting at 8:12pm.