



TOWN OF ERIE

645 Holbrook Street
Erie, CO 80516

Meeting Minutes - Final

Planning Commission

Wednesday, February 3, 2021

6:30 PM

Council Chambers

via Virtual Meeting

<http://bit.ly/Feb32021PCMtg>

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, 2021 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.