



TOWN OF ERIE

645 Holbrook Street
Erie, CO 80516

Meeting Minutes - Final

Planning Commission

Wednesday, June 16, 2021

6:30 PM

Council Chambers

via Virtual Meeting

<http://bit.ly/16June2021PCMtg>

I. CALL TO ORDER & PLEDGE OF ALLEGIANCE TO FLAG

Chair Zuniga called the June 16, 2021 Planning Commission Meeting to order at 6:30pm.

II. ROLL CALL

Roll Call:

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

III. APPROVAL OF THE AGENDA

Chair Zuniga noted that there is one item on the agenda tonight but would like to recommend that the Commission discuss the Comprehensive Plan - RFP/selection procedures for the consultant prior to the study session item on the agenda.

Commissioner Luthi moved that we amend the agenda to include this topic of discussion. The motion, seconded by Commissioner Sawusch, carried with following roll call vote:

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

IV. APPROVAL OF MINUTES

[21-239](#)

Approval of the June 2, 2021 Planning Commission Meeting Minutes

Attachments: [June 2, 2021 Planning Commission Meeting Minutes](#)

Commissioner Sawusch moved to approve the meeting minutes of the June 2, 2021 Planning Commission Meeting. The motion, seconded by Commissioner

Witt, carried with the following roll call vote:

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

V. PUBLIC COMMENTS

No public comments were taken.

VI. GENERAL BUSINESS

21-280

Chair Zuniga began the discussion of the Comprehensive Plan Update and the process of selecting the consultant for this project.

An RFP went out that had reasonably clear procedures for most of what the consultant would need to do. When it came to how the consultant would be evaluated and selected, the criteria wasn't as clear.

During the discussion, Commissioner Sawusch stated that he ran an analysis based on the raw numbers provided in the packet which he shared with the Commission.

The Commission discussed their concerns with the scoring, weighting, and ranking of the consultants. The Commission believes it is important to ensure that the processes used are fair and clear. In addition, all were in agreement that each of the consultants were very good.

At the end of their discussion, a motion was made.

Commissioner Sawusch made a motion to request that the Planning Director and the Town Administrator halt negotiations on the contract of the Comprehensive Plan until an investigation into the scoring methodology can be reviewed. The motion, seconded by Commissioner Luthi, carried with the following 4 to 2 roll call vote:

Commissioner Witt - no
Commissioner Hoback - yes
Commissioner Ames - no
Commissioner Sawusch - yes
Commissioner Luthi - yes
Commissioner Zuniga - yes

Commissioner Ames wanted to state why his vote was a "no". Commissioner Ames felt like the Planning Commission discussion tonight was escalation enough. The only thing he would like to know is, does the methodology in the collection of the scores reach the intent outlined in the RFP?

Commissioner Witt stated that his "no" vote was asking for the "halt".

[21-235](#)

Planning Commission Study Session - continuation from 5/19/2021 and 6/2/2021

Attachments: [Planning Commission Roles Local Municipalities](#)

[Planning Commissioner Job Description Final_202104211653482214](#)

[Planning Commission 2021 Work Plan](#)

[Historic Preservation Master Plan](#)

[Erie Boards - Work Plans](#)

As Chair Zuniga was having technical issues during tonight's Zoom meeting, she requested that we continue Agenda Item 21-235 to the next regular Planning Commission meeting.

Commissioner Sawusch made a motion to continue the study session on the roles and responsibilities of the Planning Commission until the next meeting. The motion, seconded by Commissioner Ames, carried with the following roll call vote:

Commissioner Witt - yes

Commissioner Hoback - yes

Commissioner Ames - yes

Commissioner Sawusch - yes

Commissioner Luthi - yes

Chair Zuniga - yes

VII. STAFF REPORTS

[21-242](#)

Comprehensive Plan - Consulting Contract Update

Attachments: [Final Totals - Top 3.xlsx](#)

VIII. COMMISSIONER REPORTS AND DISCUSSION ITEMS

IX. ADJOURNMENT

Commissioner Zuniga adjourned the June 16, 2021 Planning Commission at 7:23pm.