

TOWN OF ERIE

*645 Holbrook Street
Erie, CO 80516*



Meeting Minutes

Wednesday, June 15, 2022

6:30 PM

In Person Meeting

Virtual Link for Viewing & Public Comment Only:

<https://bit.ly/15June22PCMtg>

Planning Commission

I. CALL TO ORDER & PLEDGE OF ALLEGIANCE TO FLAG

Chair Zuniga opened the June 15, 2022 Planning Commission Meeting at 6:30pm.

II. ROLL CALL**Roll Call:**

Commissioner Burns - present
Commissioner Swikoski - present
Commissioner Luthi - present
Commissioner Booth - present
Commissioner Baham - present
Chair Zuniga - present

[22-209](#)

Welcome New Planning Commission Members/Election of Chair & Vice Chair

Chair Zuniga gave a warm welcome to everyone on the Planning Commission.

Chair Zuniga opened this portion of the meeting for elections of the Chair and Vice Chair of the Planning Commission.

Chair Zuniga asked if there was a motion/nomination for Chair.

Commissioner Luthi moved to nominate current Chair Zuniga as Chair of the Planning Commission. The motion, seconded by Commissioner Burns, carried with the following roll call vote:

Commissioner Burns - yes
Commissioner Swikoski - yes
Commissioner Luthi - yes
Commissioner Booth - yes
Commissioner Baham - yes
Chair Zuniga - yes

The motion was unanimous for Chair Zuniga to remain as the Planning Commission Chair.

Chair Zuniga asked if there was a motion for the position of Vice Chair.

Chair Zuniga moved to nominate Commissioner Luthi as Vice Chair of the Planning Commission. The motion, seconded by Commissioner Booth, carried with the following roll call vote:

Commissioner Burns - yes
Commissioner Swikoski - yes
Commissioner Luthi - yes
Commissioner Booth - yes
Commissioner Baham - yes
Chair Zuniga - yes

At this time, Chair Zuniga gave a brief break so that Commissioners could change their seats in accordance with their positions.

III. APPROVAL OF THE AGENDA

Vice Chair Luthi moved to approve the agenda of the June 15, 2022 Planning Commission Meeting. The motion, seconded by Commissioner Booth, carried with the following roll call vote:

Commissioner Burns - yes
Commissioner Swikoski - yes
Vice Chair Luthi - yes
Commissioner Booth - yes
Commissioner Baham - yes
Chair Zuniga - yes

The motion was unanimous.

IV. APPROVAL OF MINUTES

[22-208](#)

Approval of the April 20, 2022 Planning Commission Meeting Minutes

Attachments: [April 20, 2022 Planning Commission Meeting Minutes](#)

Vice Chair Luthi moved to approve the meeting minutes of the April 20, 2022 Planning Commission Meeting. The motion, seconded by Commissioner Swikoski, carried with the following roll call vote:

Commissioner Burns - yes
Commissioner Swikoski - yes
Vice Chair Luthi - yes
Commissioner Booth - yes
Commissioner Baham - yes
Chair Zuniga - yes

The motion was unanimous.

V. PUBLIC COMMENTS

Public Comments:

Ken Iverson, 336 Highlands Circle, Erie - Would like to bring a project to light up Briggs Street. It would span from Moffat to Cheesman and would be similar to what you see at Larimer. With the assistance of the Chamber of Commerce, they were able to partner with the Farmers Market and thinks it would be a great thing for the downtown businesses. If there was additional lighting, people would stay downtown a little longer. It's something to improve and "wow" the downtown area.

Mr. Iverson provided a flyer for each of the Commissioners for their review.

There were no emailed or virtual public comments taken.

VI. GENERAL BUSINESS

[22-215](#)

Erie Comprehensive Plan Update

Chair Zuniga announced Agenda Item 22-215: Erie Comprehensive Plan Update.

Sarah Nurmela, Director of Planning & Development provided an update to the Commission regarding the Comprehensive Plan.

Chair Zuniga opened it up to the Commission for any questions or comments.

Some questions/comments included the following:

Vice Chair Luthi:

- Do we still have the grant available with regards to funding that was previously applied for?

Commissioner Swikoski:

- Regarding the Consultants - Have we earmarked some consultants? What organizations? There's a lot of facets to this - are there areas we are focused on more than others? Is it a phased approach? Or is this a big bang tackle all at once?

Commissioner Baham:

- The original RFP was never fully awarded. Will this will be a new RFP?

Commissioner Booth:

- After plan is updated, what happens? Will it get revisited every 2 - 3 years and we're constantly revising it or is it done?

Commissioner Burns:

- No questions. Just interested to see the schedule.

Chair Zuniga:

- Has talked about this before but has question on whether the Comprehensive Plan can be somehow more useful. The information in it, and gathering the information, its useful if you're able to dig into. Chair Zuniga finds that we have a challenge where the general public often is so separated from what we're doing as planners and planning commissioners and they come in without having that basis. Is there a way, whether a document or website, where its more user friendly and more engaging. The result of it being more accessible.

Andrew Spurgin, Long Range Principal Planner, provided some insight on the Comprehensive Plan and public engagement, tracking of the plan, refinements, reporting, and revisiting of the plan.

There were no further comments/questions from the Commission regarding this item.

[22-222](#)

Planning Commission Training

Chair Zuniga announced Agenda Item 22-222: Planning Commission Training.

Deborah Bachelder, Planning Manager/Deputy Director of Planning & Development introduced herself and provided training and information to the Commission regarding their role as a Commissioner, processes, and what to expect.

Austin P. Flanagan, Town Attorney also provided information to, and answered questions from, the Commissioners.

Topics included:

- Planning Commission is an appointed Board
- Advisory to the Board of Trustees
- Staff & Staff Roles
- Town Attorney
- Agendas/Agenda Items
- Land Use Applications/Quasi-Judicial Items
- Reviewing of the specific agenda item
- Facilitation of the meetings
- Quorum
- Public Comments
- Public Hearing Process
- Conflict of Interest
- Abstaining from votes
- Motions
- General Business
- Staff Report
 - Monthly Planning Reports/Quarterly Metrics Reports
 - Planning Commission Report the Board of Trustees
- Emailing/Text/Social Media
- Gathering and Meetings
- Public records/personal accounts
- Copy Deborah and Melinda on email correspondence
- Requests to Town Staff, Boards & Commissions for meeting requests
- Legal Questions to Town Attorney, Austin Flanagan
- Emails to the Planning Commission from the public - staff will respond accordingly
- Public contact/communication
- Emails are meetings - please do not reply all
- Legal Training
- Training on Comprehensive Plan
- APA membership/training opportunities

Chair Zuniga asked about the goals presented to the Board of Trustees, more specifically, the Comprehensive Plan. The second goal was being more aware, "connections", and attending some of the other commissions meetings. Does this constitute a problem? How can the Commission move forward with that second goal?

Austin P. Flanagan gave additional clarification to the Commission regarding joining other meetings as the Commissioners would be attending in an unofficial capacity, no more than 2 Commissioners at the meeting, and it cannot contain an item that the Commissioners will hear later at one of their own meetings.

VII. STAFF REPORTS

[22-196](#)

Planning & Development Monthly Report

Attachments: [Planning & Development Monthly Report - April](#)
[Planning & Development Monthly Report - May](#)

Deborah Bachelder reminded the Commission that the Planning Commission's Bi-Annual Report to the Board of Trustees is due on August 23, 2022. Deborah will schedule this on the Planning Commission's agenda to discuss what would go in the report for two consecutive meetings.

The next meeting will include 2 public hearings: Westerly Preliminary Plat No. 2 and Colliers Hill Filing 4H.

Deborah provided an explanation of the information included in the Planning & Development Monthly Report and what types of projects will come before the Commission.

VIII. COMMISSIONER REPORTS AND DISCUSSION ITEMS

Chair Zuniga gave a description of what this portion (Commissioner Reports) includes.

Chair Zuniga noted that she heard some concerns (in an unofficial capacity) regarding the parking for the Farmer's Market on Thursday night's. Some businesses were having issues getting their patrons to their businesses because of the parking.

In addition, Chair Zuniga has heard some concerns regarding developments close to the Air Park and air traffic noise from those not being aware of the airplane noise. Is there a way to help

Vice Chair Luthi noted that it is summer and there are children running around the neighborhood playing. Please stop at the stop signs and be aware of your surroundings as you're traveling through the neighborhoods.

IX. ADJOURNMENT

Chair Zuniga adjourned the June 15, 2022 Planning Commission Meeting at 8:06pm.