



# TOWN OF ERIE

645 Holbrook Street  
Erie, CO 80516

## Planning Commission

**Board Meeting Date: 2/3/2021**

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**File #:** 21-043, **Version:** 1

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**SUBJECT:**

Planning Commission Bi-Annual Report to Board of Trustees

**DEPARTMENT:** Planning & Development

**PRESENTER:** Deborah Bachelder AICP, Planning Manager/Deputy Director of Planning & Development

**STAFF RECOMMENDATION:**

N/A

**SUMMARY AND BACKGROUND OF SUBJECT MATTER:**

The Municipal Code requires the Planning Commission give a bi-annual report to the Board of Trustees. As mentioned in previous Planning Commission meetings, the Planning Commission is scheduled to report to the Board of Trustees at the February 23<sup>rd</sup> meeting. The expectation is for a brief 10-15 minute presentation.

The deadline for Planning Commission submittal of any written materials and/or presentation materials to Deborah Bachelder to be entered into the Legistar software for review and approval is Wednesday, February 10<sup>th</sup>. Deborah will create the agenda item for Planning Commission; attached is the template with basic information that the Planning Commission should work from. Planning Commission will need to confirm who will be presenting on February 23<sup>rd</sup>; the agenda template current has Kelly Zuniga, Planning Commission Chair identified as the presenter.

**ATTACHMENTS:**

1. Draft Legistar Cover Memo
2. 2020 Annual Report - Chair Zuniga Draft