

Empire Planning Commission Training Agenda
January 10, 2024 ~ 6:30 pm

Training sessions are for Staff and Officials only, Town business will not be discussed, and no action items will be voted on.

- 1. Call to Order**
- 2. Roll Call** – The Empire Planning Commission requires a simple majority of four members present at the meeting for a quorum.
- 3. Approval of Agenda**
- 4. Training on Content within Land Use Ordinance 170.**
- 5. The Next Regular Meeting of the Empire Planning Commission is January 31st, 2024, at 6:30 pm. In person with remote access.**
- 6. Adjourn Meeting**

(Planning Commission Chair Sally Rush)

(Town Clerk Jeannette Piel)

**the meeting did not have a quorum, so all action items were postponed until the next regular meeting.*

Sally Rush *J Piel*

Town of Empire
30 East Park Avenue/P.O. Box 100 Empire, Co 80438
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Empire Planning Commission Training Workshop Minutes
January 10, 2024 ~ 6:30 pm

Training sessions are for Staff and Officials only, Town business will not be discussed, and no action items will be voted on.

1. Call to Order – Chairperson Sally Rush called the meeting to order at 6:40 PM. The meeting was held in person and remotely through Zoom.

2. Roll Call – The Empire Planning Commission requires a simple majority of three members present at the meeting for a quorum.

Present: Chairperson Sally Rush and Lon Fulton. Also in attendance was Clerk Jeannette Piel. Kim Hubert participated as a visitor.

Absent: Mayor Wendy Koch and Eileen Wheelock.

We did not have a quorum.

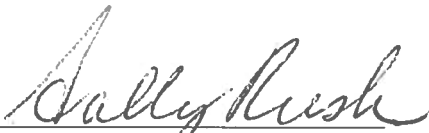
3. Approval of Agenda – The meeting did not have a quorum, therefore we could not approve the agenda. However, as a training, there were no action items.

4. Training on Content within Land Use Ordinance 170.

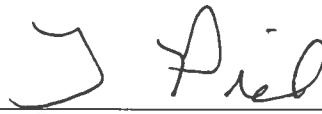
Members engaged with the training materials in the attachments.

5. The Next Regular Meeting of the Empire Planning Commission is January 31st, 2024, at 6:30 pm. In person with remote access.

6. Adjourn Meeting – Chairperson Rush adjourned the meeting at 7:38 pm.



(Planning Commission Chair Sally Rush)



(Town Clerk Jeannette Piel)

**Town of Empire Planning Commission
2024 Training Brainstorm**

The following lists were generated at the November 15, 2023 Planning Commission training session to guide all 2024 training sessions:

Municipal Code

- All things Ordinance 170, specifically the Preliminary Plat and Plan Phase
- How are we updating the Ordinance from what we've learned so far, specifically annexation, road variance, subdivision, zoning, defining "affordable housing"
- Other Ordinances, like nuisances and general offenses
- CODIFICATION of our Town Code, a process
- Look at State, County and other Local Municipalities' Code

Ethics

- The Sunshine Law on Open Meetings and Transparency
- Conflicts of Interest
- How to maintain a "neutral" approach to analyzing data etc.
- Role Play scenarios with ethical dilemmas
- Be mindful of equality when dealing with people and proposed issues to avoid discrimination
- Let everyone speak and hear everyone out
- Communication and involving the community, being receptive to feedback
- What are the consequences of transgressions?

Town Programs/Projects

- Comprehensive Master Plan/Departmental Master Plans
- Parks!
- Roads and the new manual
- Events
- Maps (water system, hydrants, roads etc.)
- Town map (from the 1980 upgrade?)

Parliamentary Procedure

- Role Play with Robert's Rules
- Review Significant procedures we use frequently, create cheat sheets

Town of Empire Planning Commission Training Workshop 1-10-24

Notes from the November 15, 2023 training:

1. Brainstorming Handout – done at the November 15th meeting to guide us in 2024.
2. REVIEW what we did on November 15th
3. Small Group Processing - compiled
4. Today's Goals:

*Continue discussing the processes and content within Ordinance 170.

*Compile list of experts to invite to future training

The activity:

A. Comments and Questions from 11/15/23 (in yellow)

1. 5.1.1 Recommended language change to: The subdivider shall submit to staff all subsections 5.1.2 through 5.1.5 a preliminary plat and plan prepared by a land surveyor registered in the State of Colorado, reflecting such information and in the form required by Article XI, Section 8. Review the plat and plan ascertaining that it complies with the principles, standards and criteria of this ordinance. (Wendy & Eileen)
2. 5.1.5 Proposal Summary: When to raise issues in the design process? (Lon/Sally)
3. 5.1.6 (c) Development Report (GEOLOGY): hold up the mountain/expand on geology in the planning process? (Lon/Sally)
4. 5.1.6 (g) Anticipated Development and (i) Storm Drainage and erosion elaborated and expanded? (Lon/Sally)
5. 5.1.8 Coordinate the results of expert reviewers with staff and planning commission before PC recommends (Lon/Sally)
6. 5.2.3: Is the Board under staff? (Lon/Sally)
7. Coordinate staff and planning commission and other disciplines to make sure we are educated, not so ignorant.
8. Give the Planning Commission plenty of time to review, add in questions/concerns and understand the package. (Wendy & Eileen)

B. What experts could be invited to answer CONTENT questions/provide further information to the PC?

C. Walk through the 3-page chart:

1. Envision the rest of the subdivision process and brainstorm areas of concern.
2. What else do PC members view as helpful to open and vigorous discussion?

D. Conclude with next steps.

8. Table of Requirements

The plat and plans submitted shall conform to the following,

	<u>SKETCH</u>	<u>PRELIMINARY</u>	<u>FINAL</u>	<u>MINOR PLAT</u>
1. Plat Map, Number Required	2	5	5	5
2. Proposed name of Subdivision	X	X	X	X
3. Name and address of :				
a. Subdivider	X	X	X	X
b. Owners	X	X	X	X
c. Land Planner		X	X	
d. Land Surveyor registered in the State of Colorado		X	X	X
4. North arrow, date of preparation	X	X	X	X
5. Scale-written and graphic	X	X	X	X
6. A key or index shall be on the first page if the plat consists of more than one page.	X	X	X	X
7. Statement or tabulation reflecting the total acreage of the subdivision and the breakdown as to land uses, such as building lots, streets, deeded public areas. (4.1(a))	X	X	X	X
8. Significant topographic features (4.1 (b)).	X	X	X	X
9. Schematic and narrative representations of the proposed land use . (4.1(c))	X	X		
10. The basic internal road and pedestrian access scheme and the surrounding road system (existing and future) providing access to the site. (4.1 (d))	X	X	X	X
11. Legal description, Plat, Page and Book Number, of subdivision (4.1(e))	X	X	X	X
12. All recorded easements, encroachments, or rights of way which could affect the proposed development. (4.1(f))	X	X	X	X
13. All existing structures, utilities or other physical features which could affect the proposed development. (4.1(g))	X	X	X	X
14. Boundary lines of the subdivision in a heavy solid line (4.1(h))	X	X	X	X
15. Any other data essential to the evaluation as may be requested by the Town to enable an adequate conceptual evaluation of the proposed subdivision. (4.1 (i))	X	X	X	X
16. Indication of existing zoning. (4.1(j))	X	X	X	X

ARTICLE XI Subdivision Of Land In The Town Of Empire

	<u>SKETCH</u>	<u>PRELIMINARY</u>	<u>FINAL</u>	<u>MINOR PLAT</u>
17. Preliminary plans showing how the following will be provided to the subdivision and a preliminary plat and plan showing how the utility and street systems will be laid out within the subdivision. (5.1.4), (7.2.3) (a) Water Supply (b) Sewage Disposal (c) Electricity (d) Natural Gas (e) Storm Water Drainage (f) Telephone (g) Street Lighting (h) Cable		X		X
18. Proposal Summary (5.1.5), (7.2.4)		X	X	X
20. Specific plat and plans for : (6.1.1),(7.2.5) (a) The site and at least 100 feet adjacent thereto, (6.1.1(a)) / (b) Utility systems, (6.1.1(b)) (c) Exact boundaries, street locations, etc. (6.1.1(c))			X X X	X X X

	<u>SKETCH</u>	<u>PRELIMINARY</u>	<u>FINAL</u>	<u>MINOR PLAT</u>
21. The Final Plat shall show all survey and mathematical information and data necessary to locate all survey markers and to locate and retrace any and all interior and exterior boundary lines appearing thereon including bearings or angles, continued with distances and deflection angles for all circular curves. The Final Plat shall show location and description of all section corners and permanent survey monuments in or near the tract, to at least one of which the subdivision shall be referenced. (6.1.2),(7.3.6)			X	X
22. Detailed descriptions of: (6.1.3), (7.3.7)				
(a) Dedications			X	X
(b) Drainage			X	
(c) Streets			X	X
(d) Easements			X	
(e) Detailed and Final Utility Systems Plat and plans.			X	
(f) Covenants			X	X
23. A commitment for title insurance showing the ownership to the property in the proposed subdivision. (6.1.4 (a)), (7.3.8 (a))			X	X
24. Treasurer's Certificate of Taxes, reflecting that taxes are not delinquent. (6.1.4 (b)), (7.3.8 (b))			X	X
25. A warranty deed which deeds to the Town or other appropriate public agencies all lands other than streets which are to be held for or used for public purposes. (6.1.4 (c)), (7.3.8 (c))			X	X
26. Proof satisfactory to the Town that all essential services as specified in Section 5.1.4 and 7.3.3 will be provided to the subdivision. (6.1.4 (d)), (7.3.8 (d))			X	X
27. Certificates (Section 9)			X	X
(a) Certification of Dedication and Ownership				
(b) Street maintenance agreement, if applicable				
(c) Surveyor's Certificate of Survey, signed with his seal, and the date of the survey				
(d) Title Certificate				
(e) Certificate of Planning Commission approval				
(f) Certificate of Board of Trustees approval				
(g) County Clerk and Recorders Certificate				
28. Subdivision Improvements Agreement (6.1.6)			X	

9 Certificates

ARTICLE XI Subdivision Of Land In The Town Of Empire