

**Town of Empire**  
*30 East Park Avenue/P.O. Box 100 Empire, Co 80438*  
*303.569.2978 - 303.569.2282 fax*

**Planning Commission Regular Meeting Minutes**  
**September 18, 2024 ~ 6:30 pm**

1. **Call to Order** – Chairperson Kim Hubert called the meeting to order at 6:38 PM. The meeting was held in person and through Zoom.
2. **Roll Call** – The Empire Planning Commission requires a simple majority of three commission members present at the meeting for a quorum.  
**Present:** Chairperson Kim Hubert, Mayor Wendy Koch, Sally Rush and Eileen Wheelock. Also in attendance were Town Administrator Jeannette Piel, Deputy Town Clerk Lisa Kunze, and Zoning Officer Lon Fulton.  
**Absent:** Randy Horning  
A quorum was present.

3. **Approval of Agenda** - September 18, 2024 Work Session/Training Meeting Agenda  
**MAYOR KOCH MOTIONED TO APPROVE THE AGENDA FOR SEPTEMBER 18, 2024, WHEELOCK SECONDED THE MOTION, CLERK BUDA CONDUCTED A ROLL CALL VOTE, ALL WERE IN FAVOR, MOTION PASSED.**

The Agenda was approved.

4. **Parliamentary Procedure/Engagement Training Short**

Deputy Town Clerk Kunze led the Planning Commission in a mock scenario where members engaged in a conversation and practiced various Parliamentary Procedure phrases designed to empower all to feel confident when interrupting meetings to call for a motion, to call for a break, to call for a procedure question and other possibilities. (See training materials attached.)

5. **WFV Subdivision Final Plat and Plan Presentation**

- a. Presentation by Avoriaz, LLC.

Andre Suissa, Developer, walked through the Final Plat and Plan Proposal, highlighting changes that have been made since the preliminary plat. (See attached WFV Final Plat Plan Proposal.)

- b. Staff Report

Town Administrator Piel iterated that the subdivision process is in its third section which will be the final approval process for the infrastructure plans and agreements. The developers will still have a development permit process for the construction of the infrastructure with inspections, and a building permit process for each house on each individual property.

The minutes for this meeting tonight will be approved at next week's PC regular meeting; however, a draft of the unapproved minutes will be available on the Town website by Monday morning - please email the clerk if you would like a digital copy. She then presented the attached "Staff Report for West Fork Village Subdivision."

- c. Questions from the Planning Commission

Code Enforcement/Zoning Officer Fulton led the Planning Commission in a walk through of the language from the Staff Report that was formatted into a worksheet, with the Developers available for questions and clarification. All decisions are reflected in the attached "WFV Subdivision Final Plat & Plan Worksheet.

d. Public Discussion

No Public Discussion.

e. Further Discussion from the Planning Commission

No further discussion. The Chair explained that this process is quite different from earlier phases in that most items required are legal documents that simply require the PC to verify the submission is complete. As you've seen, very few of the details have changed but have been put into legal language. This means the turnaround time for the Planning Commission to vet these documents and form a recommendation for the Board is one week, with the PC vote scheduled at our regular meeting next week.

The role of the PC will be to provide a recommendation to the Board. This will either be approval, approval with conditions or denial.

f. Next Steps:

- i. Planning Commission Evaluation and Recommendation at the September 25, 2024 Regular Meeting.
- ii. Board of Trustees Evaluation and Vote at the October 15, 2024 Regular Meeting.

**6. Public Comment**

No public comment.

**7. The Next Regular Meeting of the Empire Planning Commission is September 25, 2024 at 6:30 pm. In-person with remote access.**

**An Open House for the Parks Master Plan is October 9, 2024 at 6:30 pm. In-person at Town Hall only. Come dream with us!**

**8. The Next Training Session of the Empire Planning Commission is November 13, 2024 at 6:30 pm. In-person with remote access.**

**9. Adjourn Meeting**

**MAYOR KOCH MOTIONED TO ADJOURN THE MEETING, WHEELOCK SECONDED THE MOTION, CLERK BUDA CONDUCTED A ROLL CALL VOTE, ALL WERE IN FAVOR, MOTION PASSED.**

The meeting was adjourned at 10:04 PM

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(Planning Commission Chair Kim Hubert)

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(Deputy Town Clerk Lisa Kunze)