

Empire Planning Commission Regular Meeting Minutes
January 29, 2025 ~ 6:30 pm

1. Call to Order – Chairperson Kim Hubert called the meeting to order at 6:30 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, Wendy Koch, Randy Horning, and Sally Rush. Also in attendance were Town Administrator Jeannette Piel, Zoning Officer Lon Fulton, and Deputy Town Clerk Lisa Kunze.

Absent: Eileen Wheelock

A quorum was present.

3. Approval of Agenda - January 29, 2025 Regular Meeting Agenda

RUSH MOTIONED TO APPROVE THE AGENDA FOR JANUARY 29, 2025, KOCH SECONDED THE MOTION, CLERK BUDA CONDUCTED A ROLL CALL VOTE, ALL WERE IN FAVOR, MOTION PASSED.

The Agenda was approved.

4. Approval of the Minutes –

- Minutes - December 11, 2024 Regular Meeting

HORNING MOTIONED TO APPROVE THE DECEMBER 11, 2024 MINUTES, RUSH SECONDED THE MOTION, CLERK BUDA CONDUCTED A ROLL CALL VOTE, THREE WERE IN FAVOR, ONE ABSTAINED, MOTION PASSED.

The December 11th, 2024 Minutes were approved.

5. Training Plan Update on Process for Suggesting Revisions to Ordinance 170

– Individual feedback to begin the process after lack of quorum on January 15, 2025 training. Deputy Clerk Kunze gave out a task list to the Planning Commission. (See attachment)

6. Reports

a. Updates from the Chair - none.

b. Updates from Town Zoning Officer Lon Fulton

i. Certificate of Approval on Site Plan Checklist –

PC members viewed the County’s building code permits and Zoning Officer Fulton explained he’s been talking with them about integrating and updating our forms and processes with theirs to streamline and clean up the process from permits to enforcement. This means that the process is in flux and may be changing after Lon meets with the County, but is an important goal to help Lon enforce permits and our code.

County reps have also been invited to the March 4th Joint BOT/PC Housing meeting, and Town Administrator Piel explained this is involving new staff but the County is working towards helping close the gaps in the processes involved in building permits and inspections.

c. Answer Public Comment/Questions from Previous Meeting - no public comment to address.

7. Public Comment: Public comment is limited to 3 minutes per person. The Planning Commission does not respond to questions during this time. For operational questions, please email the clerk.

Rob Collins: Is in awe of what the Town of Empire is capable of. Recognize the years of service and different responsibilities we hold. In the 5 years that we have owned the house, we know a main focus is affordable housing. On the WFV project, how many will be set aside for affordable housing. Advertised at 1800 SQ/FT for \$750,000. Not affordable. A condo in Georgetown is that much. If the goal is affordable housing, what are the developers doing to meet that goal?

8. Moment of Appreciation – At each of our Board and Planning Commission Regular Meetings, we want all of you to tell us what you appreciate about Empire. It can be anything. What’s the first thing that comes to your mind, or what’s the first thing you show people when they visit, or what do you miss the most when you are away. Short and sweet – please keep it positive!

- Appreciate Bambi. Published documents made for Bambi, our frequent flyer of Planning Commission meetings.
- When groups use the Visitor’s Center, they always thank staff, some donate, but all are appreciative of this service!
- Pleased with the wonderful water after the dire straits we’ve been through. Thanks to all for the hard work to upgrade our system!
- Appreciate those who clean the bathrooms!
- Christmas lights were nice this year, sad they are about to go down.
- We need an excuse to have sparkly lights in the summer, or all year!

9. Planning Commission Upcoming Meetings and Topics

a. A Training for Volunteer Chairpersons of the Board and PC has been scheduled for Wednesday, February 12, 2025 pending final approval from Eileen and Wendy.

b. The Next Regular Meeting of the Empire Planning Commission is February 26, 2025 at 6:30 pm. In-person with remote access.

c. A Joint Work Session with the Board and PC to discuss our Vision for Housing and Land Use has been scheduled for Tuesday, March 4, 2025 at 6:30 pm. Amy Saxton and David Danielson from Clear Creek County have been invited to discuss the new building permit process.

d. The Next Training Session of the Empire Planning Commission is March 12, 2025 at 6:30 pm. In-person with remote access.

10. Adjourn Meeting

RUSH MOTIONED TO ADJOURN THE MEETING, HORNING SECONDED THE MOTION, CLERK BUDA CONDUCTED A ROLL CALL VOTE, ALL WERE IN FAVOR, MOTION PASSED.

The meeting was adjourned at 7:21 PM.

(Planning Commission Chair Kim Hubert)

(Deputy Town Clerk Lisa Kunze)