

## Empire Planning Commission Regular Meeting Minutes

February 26, 2025 ~ 6:30 pm

**1. Call to Order** – Mayor Wendy Koch called the meeting to order at 6:31 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, Sally Rush, and Eileen Wheelock. Also in attendance was Town Administrator Jeannette Piel.

A quorum was present.

**3. Approval of Agenda** - February 26, 2025 Regular Meeting Agenda

**RUSH MOTIONED TO APPROVE THE AGENDA FOR FEBRUARY 26, 2025, WHEELOCK SECONDED THE MOTION, TOWN ADMINISTRATOR PIEL CONDUCTED A ROLL CALL VOTE, ALL WERE IN FAVOR, MOTION PASSED.**

The Agenda was approved.

**4. Approval of the Minutes** –

- Minutes - January 29, 2025 Regular Meeting

The January 29, 2025 Minutes were not available.

**5. Update: Training Plan for Process of Suggesting Revisions to Ordinance 170**

- a. We will reschedule this in May.

Lisa is on vacation this week, she wants to make sure she can meet with everyone individually and will be reaching out accordingly.

**6. Reports**

- a. Updates from the Chair

No Updates

- b. Updates from Town Administrator

There was a conflict in scheduling with David Danielson and Amy Saxton for the March 4th work session so they are not able to attend to present the new building permit process. Town Administrator Piel attended a building permit meeting with the Town of Georgetown instead, to hear the presentation. Highlights from this meeting include a new system called GovBuilt that will help all parties stay involved and track the progress of all building projects.

- c. Answer Public Comment/Questions from Previous Meeting

Rob Collins asked in a previous meeting if the Town of Empire is participating in Prop 123 and supporting affordable housing specifically with the West Fork Village Subdivision.

The Town is collectively working with other entities in Clear Creek County in support of Prop 123.

West Fork Village did not explore affordable housing options when they started their project.

Empire does not currently have a requirement in our code that developers have to offer any percentage of affordable housing if they are building multiple houses. Georgetown, for example, has a 5% requirement; it is possible that the Town of Empire can change our Code in the future. It is unknown if WFV is going to add affordable housing at this point, and the Town can't require it.

**Kim Hubert left the meeting at 6:58 due to illness.**

**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.  
No Public Comment

**8. Moment of Appreciation**

- People kindly stopping traffic to let others out onto US 40.
- Thank the Town Crew who are doing the plowing, they are doing a great job!

**9. Planning Commission Upcoming Meetings and Topics**

- a. 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.
- b. The Next Regular Meeting of the Empire Planning Commission is March 26th, 2025 at 6:30 pm. In-person with remote access.
- c. The Next Training Session of the Empire Planning Commission is May 14, 2025 at 6:30 pm. In-person with remote access.

**10. Adjourn Meeting**

**RUSH MOTIONED TO ADJOURN THE MEETING, HORNING SECONDED THE MOTION, TOWN ADMINISTRATOR PIEL CONDUCTED A ROLL CALL VOTE, ALL WERE IN FAVOR, MOTION PASSED.**

The meeting was adjourned at 7:10PM.

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(Planning Commission Chair Kim Hubert)

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(Deputy Town Clerk Lisa Kunze)