

Empire Planning Commission Regular Meeting Agenda

June 25, 2025 ~ 6:30 pm

Remote Meeting using the Zoom Platform. Meeting ID: 853 7150 6703 Passcode: 335972

<https://us02web.zoom.us/j/85371506703?pwd=RHZPMXUrU29hby9BVnNQVkJKMWsvdz09>

If you would like to address The Planning Commission at this meeting, please place your name on the sign up sheet for Public Comment or indicate that through the chat function on the online Meeting Platform. Please do not use the Direct Message function. You will be recognized to speak during the "Public Comment" portion of the agenda. Discussion is limited to 3 minutes; please state your name and address, and direct your comments to the Planning Commission. Also, please silence your phones and do not use them during the meeting out of consideration for your Planning Commission Members and Staff who are presenting information during the meeting. Thank you for your cooperation.

1. Call to Order

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

3. Approval of Agenda: June 25, 2025 Regular Meeting Agenda

4. Approval of the Minutes:

- Minutes - May 28, 2025 Regular Meeting

5. New Applications

- Site Plan Application for 258 E. Mountain Ave, West Fork Village (WfV)
- Sign Permit Application for WfV

6. Updates from the Town Zoning Officer: PC Project List

- a. Members requested updates at the May meeting on the following properties:
 - 148 W Park Avenue, Victorian Village mobile home application: Original approval 10/2023, reevaluating approval to possibly move forward.
 - 203 S Guanella (Silver Spruce Mobile Home Park) update on demolition permit and utility information. The owner still needs to bring in professionals to evaluate the utilities. Then the owner will inform permit holder Chris Doyle that work is complete. Final step is the permit holder will inform the town.
 - 187 E Sunny Avenue, how are they working toward being compliant? Several items have been approved but they are still not in compliance. The County will be responsible for the compliance of the retaining wall.
- b. Updates from the PC Project List
 - WfV Developers are giving the town updates on their project, and we will share them with the PC. If anyone would like to be on their email list, please request updates directly at westforkvillageempire@gmail.com.
 - PC June 2025 Project List

7. Reports:

- a. Updates from the Chair
- b. Updates from Town Administrator
 - i. Mayor Koch has received 2 letters of intent for the open PC seat and is evaluating them. The Mayor makes this appointment, and will announce her decision at the July Planning Commission Meeting.
 - ii. Ordinance complaints need to be sent to clerk@empirecolorado.us. Please do not wait until a public meeting for concerns. Staff will immediately begin to work on any reported issues.
 - iii. Training Preparation: Notebook Organization and July 9 Training

8. Answer Public Comment/Questions from Previous Meeting

- a. No questions to address from the previous meeting.

9. 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.

10. Moment of Appreciation

11. Planning Commission Upcoming Meetings and Topics

- a. The Next Work Session/Training of the Empire Planning Commission is Wednesday, July 9, 2025 at 6:30 pm. In-person with remote access.
- b. The Next Regular Meeting of the Empire Planning Commission is Wednesday, July 30th, 2025 at 6:30 pm. In-person with remote access.

12. Adjourn Meeting

(Planning Commission Chair Eileen Wheelock)

(Deputy Town Clerk Lisa Kunze)