

Welcome to the
Empire Planning Commission
Regular Meeting

Wednesday,

June 25, 2025

6:30 pm

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)

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

Empire Planning Commission Regular Meeting Minutes
May 28, 2025 ~ 6:30 pm

1. Call to Order – Chairperson Eileen Wheelock called the meeting to order at 6:33 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 Eileen Wheelock, 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. A quorum was present.

3. Approval of Agenda: May 28, 2025 Regular Meeting Agenda

HORNING MOTIONED TO APPROVE THE AGENDA FOR MAY 28, 2025, KOCH SECONDED THE MOTION, CLERK KUNZE CONDUCTED A ROLL CALL VOTE, ALL WERE IN FAVOR, MOTION PASSED.

The Agenda was approved.

4. Approval of the Minutes: Minutes - April 30, 2025 Regular Meeting

RUSH MOTIONED TO APPROVE THE MINUTES FOR APRIL 30, 2025, KOCH SECONDED THE MOTION, CLERK KUNZE CONDUCTED A ROLL CALL VOTE, ALL WERE IN FAVOR, MOTION PASSED.

The April 30, 2025 minutes were approved.

5. Proclamation: Mayor Koch announced that the Board of Trustees has appointed Eileen Wheelock as the Chair of the Planning Commission for a 2-year term.

6. Discussion: Determine Alternates for Chair

All 3 members agreed they would serve as alternates for Chair in the absence of Eileen.

7. New Applications

No new land use applications. Deadline for submissions to be included on the PC agenda is the Thursday before the meeting at 5 pm.

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

Staff have created a new report, based on PC members' request, to track all projects that have been before the planning commission and are not yet resolved. Members may request to receive an update on any project, but projects on the list will not be discussed in detail unless they are listed on the agenda. The deadline for requesting updates on current projects is 5 PM the Thursday before the meeting.

Members requested updates at the June meeting on the following properties:

- 148 W Park Avenue, Victorian Village mobile home application
- 203 S Guanella (Silver Spruce Mobile Home Park) update on demolition permit and utility information
- 187 E Sunny Avenue, how are they working toward being compliant?

9. Reports:

- a. Updates from the Chair

No updates from the new chair.

- b. Updates from Town Administrator

Eileen requested information on the placement of Xcel Energy poles. We hope to get back to housing vision meetings in July or August. Members requested being included in the Prop 122 Natural Medicine discussion after the Board's moratorium is passed.

10. Answer Public Comment/Questions from Previous Meeting

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

11. 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.

12. 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!

- Rain!
- Cemetery, is quiet and secluded
- Aspens are leafing out, very green
- Deer but wish they wouldn't eat my red columbine right when they ripen
- Extreme duality of Colorado, where you may ski and then hike by a waterfall in one day
- Our post office functions efficiently and consistently, we are fortunate to have Vicki!
- Bambi...love to wave at her from the porch makes my week!

13. Planning Commission Upcoming Meetings and Topics

- a. The Next Regular Meeting of the Empire Planning Commission is Wednesday, June 25th, 2025 at 6:30 pm. In-person with remote access.
- b. The Next Work Session/Training of the Empire Planning Commission is Wednesday, July 9, 2025 at 6:30 pm. In-person with remote access.

14. Adjourn Meeting

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

The meeting was adjourned at 7:19 PM.

(Planning Commission Chair Eileen Wheelock)

(Deputy Town Clerk Lisa Kunze)

Town of Empire

30 East Park Avenue -P.O. Box 100 Empire CO 80438-0100
303/569-2978 - 303/569-2282 fax

Ordinance 170 Site Application for New construction and/or additions to existing Construction within the Town of Empire. Projects expanding the square footage of a structure require Planning Commission review. Projects **not** expanding the square footage only require the signature of the Zoning Officer and Planning Commission Chair.

Applicant / Property Owner Contact Information (Required):

Avoriaz, LLC

Owner Name

461 Woodland Lane, Golden, CO 80401

Physical Address

461 Woodland Lane, Golden, CO 80401

Mailing Address

720-608-0123

Phone Number

Avoriazllc@gmail.com

Email Address

If Application is completed by anyone other than the property owner, list contact information (Builder, Contractor, Architect, etc.):

WFV Empire, LLC

Name

Developer

Title / Company

461 Woodland Lane, Golden, CO 80401

Physical Address

461 Woodland Lane, Golden, CO 80401

Mailing Address

720-608-0123

Phone Number

Westforkvillageempire@gmail.com

Email Address

This project does ☐ does not ☒ expand the square footage of the structure.

The following applies to proposed structure additions or new construction for projects which expand the footprint.

An applicant desires to perform new construction or an addition to the existing structure at 258 E. Mountain Avenue, Empire Colorado which is located in an R1, [R2], [R3], [RC], [MH] District in the Town of Empire.

The following conditions are required by Ordinance 170, Town of Empire, for new construction or additions to existing construction; these requirements will be evaluated by the Planning Commission once building plans have been submitted.

1. Does the new construction or addition submitted fall entirely on the parcel of property owned by the applicant? **Yes**
2. Does the new construction or addition fall within the Town of Empire? **Yes**
3. Is there a minimum parcel area of 4800 SF or greater as required by Article VII, Standard Table in Section 3, and Section 4.3.1? **Yes - 4,805 SF**
4. Will there be a minimum dwelling area/space of 700 SF as required by Article VII, Standard Table in Section 3, and Section 4.3.2? **Yes, see plan provided**
5. Will the building structure have a minimum set back of 10 ft from any street adjacent to the parcel as required by Article VII, Section 2.5 and the Standard Table in Section 3, and Section 4.4.1? **Yes**
6. Will the building structure have a minimum offset of 5 ft from any adjacent property owner's lot lines as required by Article VII, Section 2.5 and the Standard Table in Section 3, and Section 4.4.2? **Yes**
7. Will there be a required minimum open space of 1500 SF per dwelling unit as required by Article VII, Section 2.6, and the Standard Table in Section 3, and Section 4.5? **Yes**
8. There is a structure height restriction of maximum 36 ft as required by Article VII, Section 2.7 and the Standard Table in Section 3. Will the height restriction be met?
Yes, it will be under 25' of front door elevation at finished grade per the plat restriction
9. Will there be a maximum of 2 stories as required by Article VII, Standard Table in Section 3? **Yes, one-story with basement**
10. There is a minimum off-street parking area of 2 spaces per dwelling, each space 440 SF, as required by Article VII, Section 4.6. Will the parking requirement be met?
Yes, 2-car garage that is 480 SF minimum (24' x 20')
11. Ordinate 170 Article VI, 2.1.1(a) allows for non-conforming structures on a property to be expanded without requiring a variance provided, the expansion does not further encroach on required setbacks, offsets, and does not violate density and

open space requirements. Does the new addition meet these restrictions? **N/A - new construction**

12. Are all invoices paid and not more than 30 days past due? **Yes**

13. All supporting documents are required to have an engineering stamp. Do all plans have an official stamp? **Yes - Pending Insight Engineering**

If the answer to any of questions 1 through 13 is "[NO]", then the Applicant has failed to conform to the requirements of Ordinance 170. Applicant shall submit a letter explaining the failing items to the Planning Commission. Be advised, the Planning Commission may require a Variance Application for the project.

Avoriaz, LLC

(Property Owner)



(Date Submitted)

WFV Empire, LLC

(Applicant if other than Owner)



(Date Submitted)

West Fork Village Development – Neighbor Update, June 2025

From West Fork Village LLC <westforkvillageempire@gmail.com>

Date Tue 6/17/2025 4:20 PM

Bcc clerk@empirecolorado.us <clerk@empirecolorado.us>

Hello Neighbors,

We hope this message finds you well. As we begin work on the West Fork Village community, we want to keep you informed about our progress and how we're working to minimize any impact to the community and environment.

Current Progress

- **Grading Work:** Grading on the site has begun and is progressing productively. Our teams are moving at a steady pace, and we have already moved about 10% of the total soil tonnage expected for this phase.
- **Best Practices:** Our team is following best management practices and coordinating closely with town officials to ensure all work meets or exceeds local standards.
- **Water & Sediment Control:** To minimize wind erosion and sediment runoff, the excavator is actively using water mitigation techniques and has placed wattles to prevent unwanted sediment from entering nearby waterways, including Clear Creek.
- **Material Management:** All excess earth is being transported to the city-approved location.
- **Boulder Removal:** The boulders our excavator has encountered are not geologically stable and must be moved. We are exploring options to safely and aesthetically relocate these boulders elsewhere on the property if possible.
- **Utility Coordination:** We are working closely with Xcel, Comcast, and Lumens to schedule the undergrounding of utility lines that cross the property. Timing TBD.
- **Marketing Website:** Our broker has gone live with a website describing the homes and highlighting the beauty of the area: <https://www.westforkvillageempire.com/>

Looking Ahead

We expect grading work to continue through the summer. After this phase is complete, we will begin utility and road installation. We appreciate your patience, understanding, and support as we move through these early stages in a productive, quality, and safe manner.

Stay Connected

Please feel free to forward this along, and send us email addresses of others who would like to receive this update (or if you'd like to be removed). Of course, if you have any questions, comments, or concerns, please don't hesitate to reach out to us at:

westforkvillageempire@gmail.com

Sincerely,
The West Fork Village Team

**Town of Empire Planning Commission Project List
June 2025**

***Development Projects:**

Development Applications:

West Fork Village – Complete

Harmony Domes – Complete

Development Permits:

West Fork Village – improve Roads, Excavation, Best Management

Practices, Monitor. 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.

Harmony Domes – waiting on CDOT/Shared Entryway

Site Development Applications:

Administrative Approvals:

104 E Park Avenue – foundation shoring complete, aware of fence condition issue. New fence is being installed, does not need permit.

26 S Freeman Street – fence not in compliance and need structural details on awning

Building Permits:

209 E Park Avenue – approved, in permit process

187 E Sunny Avenue – not in compliance, ongoing. Several items have been approved but they are still not in compliance. The County will be responsible for the compliance of the retaining wall.

408 N Main Street – ongoing foundation in, framing started

139 W Park Avenue – renewing permit, process ongoing

***Variance Applications:**

53 West Park Avenue -- gate variance, construction ongoing

Mobile Home Applications:

148 W Park Avenue (Victorian Village) – withdrew application to add a mobile home in June 2025. Original approval 10/2023, reevaluating approval to possibly move forward.

***Zoning Change Applications:**

Demo Permits:

203 S Guanella (Silver Spruce Mobile Home Park), Unit 13 is gone, awaiting more info on utilities. 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.

209 E Park Avenue – A demo permit must be pulled and executed before a C.O. will be issued on the new structure.

Sign Permits:

420 E Park Avenue – in process, needs inspection of piers, approximate date of inspection is June 12, 2025. Has not been installed, and the county will inspect the structural support posts.

Defensible Space Permits:

Excavation Permits:

Driveway Permits:

Water or Wastewater Service Line Permits:

Pavement Repair:

~~253 N Main Street~~

3 Park Avenue

CDOT Access Permits:

Harmony Domes

Miscellaneous:

185 E Park Avenue – Tiny Home parked on private property, permission to park for limited time by PD. Further discussion on Agenda for June 25, 2025.

400 E Park Avenue – CDOT electrical meter address assignment

*** Moratorium on Land Use Applications applies to these categories until November of 2025**

Key: Brown projects are completed since the last update. Blue is new information.