



**TOWN PLANNING COMMISSION  
BOARD MEETING  
224 First Street, Eaton, CO  
Thursday, April 6, 2023, 7:00 P.M.**

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**MINUTES**

**CALL TO ORDER**

Chairperson Winter called the meeting to order at 7:00 p.m.

**ROLL CALL**

COMMISSIONER'S PRESENT      Karla Winter, Chairperson      Bond Baiamonte      Jason Radke      Brad James

COMMISSIONER'S ABSENT      Glenn Babcock

STAFF PRESENT: Assistant Administrator Greg Brinck, Baseline Planner's Vince Harris, and Lauren Richardson

**AGENDA APPROVED**

Motion made by Commissioner Radke, seconded by Commissioner Baiamonte to approve the agenda as is. Motion carried 3-0.

**PUBLIC COMMENT – None**

**CONSENT AGENDA**

Motion made by Commissioner Radke, seconded by Commissioner Baiamonte to approve the Consent Agenda. Motion carried 3-0.

1. Minutes – December 1, 2022, PC Meeting

**NEW BUSINESS**

2. Planning Commissioner Training on Development Process and Responsibilities – Baseline Corp. Planner, Vince Harris presented handouts and reviewed the specific responsibilities of the Planning Commission board including the Quasi-Judicial Development Application Process Flow-Chart and Land Use Process. Creating and amending the towns' Comprehensive Plan is vested with the Planning Commission via State Statute and the Town Code, Sec. 7-1-7 Planning Commission: purpose in view. The State Statute references that the Planning Commission has the duty to make and adopt (as well as Amend) the Master Plan/Comprehensive Plan for its municipality, C.R.S. § 31-23-203 Master plan. The board then had a question/answer session.

**PUBLIC HEARING (See exhibit A) Chairperson Winter opened the floor for public hearing at 8:22 p.m.**

3. Downtown Revitalization Plan – Baseline Planner, Vince Harris

Assistant Administrator Brinck stated that this public hearing is about an addition to the 2020 Comprehensive Plan which has a significant focus on the downtown area. The Town Board created an advisory committee in 2018, Hometown Revitalization Committee which went to work with Baseline Planners at the end of 2020, first of 2021 to create a vision. Three community meetings were held to engage the community members and acquire community input. The community input gathered and shaped the Downtown Revitalization Plan. CDOT released additional grant money and the town plan was awarded \$1.15 million, to implement two blocks on First Street from Oak Avenue to Maple Avenue. This construction will be done in phases. There will be new, ten-foot-wide sidewalks to accommodate street furniture, benches, and planters. Sidewalks will be bumped out at the corners to be pedestrian safe, and new street asphalt will be laid. There will be an extension of the parking asphalt from behind the police building to the east the full length of the alley and there will be a conversion of the parking lot on the east side of the police building to become a pedestrian breeze way and a connection to the Town Square. There are potential parklets, which still have flexibility, all building and business owners will need to approve the concept before construction of parklets. Staff recommends approval of the proposed Downtown Revitalization Plan, as an Amendment to the 2020 Eaton Comprehensive Plan. Following board discussion, Chairperson Winter opened and closed the floor for public comment at 9:10 p.m., as there was no public comment and closed the public hearing. Motion made by Commissioner Baiamonte, seconded by Commissioner Radke to approve Resolution No. 2023-01, Planning Commission Adopting an Amendment to the Town of Eaton Comprehensive Plan to Incorporate the Downtown Revitalization Plan. Motion carried with a 3-0 vote.

**ADJOURN**

Chairperson Winter moved to adjourn at 9:14 p.m.

*Margaret Jane Winter, Town Clerk*