

**COUNCIL  
REPORTS  
AND  
REQUEST  
FOR  
FUTURE  
AGENDA  
ITEMS**

**Eaton Planning Commission Meeting Summary**  
**April 6, 2023**

**Items Covered**

- Reviewed and approved the minutes from the last Planning Commission meeting – December 1, 2022
- Public Comment: none
- Planning Commissioner Training on Develop Process and Responsibilities
- Public Hearing: Downtown Revitalization Plan

**Training**

The training was conducted by Vince Harris from Baseline Engineering and covered the overall responsibilities of the planning commission and the land use process. The Planning Commission has the duty to make and adopt (as well as amend) the Master Plan/Comprehensive Plan for its municipality.

Land Use Process includes:

- Annexation: Choice of jurisdiction to add land within its corporate limits.
- Zoning/Rezoning: Choice of governing body to allow uses on a property using the comprehensive plan as a guide.
- Special Use Review: Decision process to allow a certain use on a certain property subject to conditions and needs mitigation efforts to lessen an activity.
- Subdivision/Final Platting of Parcels: Technical engineering/survey document to graphically depict parcels of land to be sold and to dedicate land for public streets/access.
- Site Plan: Technical review of a plan to locate buildings, landscaping, parking and access drives to a property as well as a review of the design, color, materials and architecture.
- Permits: For buildings, grading, drainage work, utilities and roads. Very technical review of specific construction plans for buildings on private property and/or for public improvements in street right-of-way.

Each of these processes has its own set of criteria that have to be met. Vince also covered the Quasi-Judicial land development application process flow (noted below) and he covered the definitions and actions for quasi-judicial vs judicial.

1. Pre-application phase
2. Review phase
3. Public hearing phase
4. Recording phase
5. Building permit phase

The Planning Commission Chairperson recommends that a similar training be conducted with the Town Board.

**Downtown Revitalization Plan**

A public hearing was opened for presentation of the plan. Please note that no one from the public was in attendance nor did we have anyone speak in favor or not in favor of the plan. Vince Harris and Lauren from Baseline Engineering presented the plan. Comments from the Planning Commission:

- Funding: Asked Greg to give a summary of the sources of the funding. Coming from the current \$1.15M grant, additional grant funding and Town reserves
- Parklets: Don't like the looks of them; they take up parking spaces on First Street; rethink the concept given the wider sidewalks – possible bistro-type tables on the sidewalks; work directly with the restaurants on First Street to see what they would like.

**Planning Commission approved the following:**

Town of Eaton, Colorado Planning Commission Resolution No. 2023-01.

A resolution adopting an amendment to the Town of Eaton Comprehensive Plan to incorporate the Downtown Revitalization Plan.

Submitted by Karla Winter

Town of Eaton Planning Commission Chairman