



TOWN OF ERIE

645 Holbrook Street
Erie, CO 80516

Meeting Agenda Planning Commission

Wednesday, June 3, 2026

6:30 PM

Council Chambers

In-Person Meeting

Link to Watch or Comment Virtually: <https://bit.ly/3JUN26PCmtg>
To Sign Up for Public Comment: www.erieco.gov/PublicComment

I. CALL TO ORDER & PLEDGE OF ALLEGIANCE TO FLAG

6:30pm

II. ROLL CALL

III. APPROVAL OF THE AGENDA

IV. APPROVAL OF MINUTES

[2026-285](#) Approval of the May 20, 2026 Planning Commission Meeting Minutes

Attachments: [May 20, 2026 Planning Commission Meeting Minutes](#)

V. PUBLIC COMMENTS

(This agenda item provides the public an opportunity to discuss items other than items that are on the agenda. The Planning Commission is not prepared to decide on matters brought up at this time, but if warranted, will place them on a future agenda.)

VI. GENERAL BUSINESS

[2026-334](#) Election of Chair and Vice Chair of the Planning Commission

6:35 - 6:50pm

[2026-335](#) Discussion of Annual Report to Town Council

Attachments: [Draft Presentation](#)

6:50 - 7:05pm

VII. STAFF REPORTS

7:05 - 7:10pm

(This agenda item is reserved for specific items from Staff requiring Commission direction or just relaying important information.)

VIII. COMMISSIONER REPORTS AND DISCUSSION ITEMS

7:10 - 7:20pm

(This agenda item is for all Planning Commission reports and items of information as well as Commission discussion items, not listed on the agenda.)

IX. ADJOURNMENT

7:20pm

Translation Services

Persons planning to attend the meeting who need sign language interpretation, translation services, assisted listening systems, Braille, taped material, or other accommodation should email the Town Clerk's Office at TownClerk@ErieCO.gov or call 303-926-2710. Please submit requests at least 48 hours prior to the meeting.

Si requiere una copia en español de esta publicación o necesita un intérprete durante la reunión del Consejo, por favor llame a la Ciudad al TownClerk@ErieCO.gov o 303-926-2710. Por favor envíe sus solicitudes al menos 48 horas antes de la reunión.



TOWN OF ERIE

645 Holbrook Street
Erie, CO 80516

Planning Commission

Board Meeting Date: 6/3/2026

File #: 2026-285, **Version:** 1

SUBJECT:

Approval of the May 20, 2026 Planning Commission Meeting Minutes

DEPARTMENT: Planning & Development

PRESENTER(S): Melinda Helmer, Secretary Name and title.

TIME ESTIMATE: 0 minutes

For time estimate: please put 0 for Consent items.

FISCAL SUMMARY:

N/A

POLICY ISSUES:

The minutes are provided for Commission verification and approval to confirm the accuracy of the recorded decisions and discussions.

STAFF RECOMMENDATION:

Approve the Meeting Minutes of the May 20,2026 Planning Commission Meeting

SUMMARY/KEY POINTS

The minutes are provided for Commission verification and approval to confirm the accuracy of the recorded decisions and discussions.

BACKGROUND OF SUBJECT MATTER:

N/A

ATTACHMENT(S):

1. May 20,2026 Planning Commission Meeting Minutes

TOWN OF ERIE

*645 Holbrook Street
Erie, CO 80516*



Meeting Minutes

Wednesday, May 20, 2026

6:30 PM

In-Person Meeting

**Link to Watch or Comment Virtually: <https://bit.ly/20May26PCMtg>
Council Chambers
To Sign Up for Public Comment: www.erieco.gov/PublicComment**

Planning Commission

I. CALL TO ORDER & PLEDGE OF ALLEGIANCE TO FLAG

Chair Hemphill called the May 20, 2026 Planning Commission Meeting to order at 6:30pm.

II. ROLL CALL

Roll Call:

Commissioner Booth - present
Commissioner Leef - present
Commissioner Dreckman - present
Commissioner Sawusch - present
Commissioner Schatz - present
Vice Chair Braudes - present
Chair Hemphill - present

A quorum was present.

III. APPROVAL OF THE AGENDA

Commissioner Booth moved to approve the agenda of May 20, 2026 Planning Commission Meeting. The motion, seconded by Commissioner Dreckman, carried with all voting in favor thereof.

IV. APPROVAL OF MINUTES

[2026-337](#) Approval of the May 6, 2026 Planning Commission Meeting Minutes

Attachments: [Minutes](#)

Commissioner Booth moved to approve the May 6, 2026 Planning Commission Meeting Minutes. The motion, seconded by Commissioner Leef, carried with all voting in favor thereof.

V. PUBLIC COMMENTS

No public comments were taken.

VI. GENERAL BUSINESS

[2026-323](#) Roberts Rules Overview

Attachments: [Presentation](#)
[Rules of Procedure](#)

Chair Hemphill announced Agenda Item 2026-323: Roberts Rules of Order Overview.

With the addition of two new Planning Commissioners, Chair Hemphill added the Robert's Rules of Order Overview to the agenda to discuss the general rules, procedures, and process of the Planning Commission.

Chair Hemphill provided background information and an overview to the Commission regarding Robert's Rules of Order and the Commission's current

Rules of Procedure. The presentation included an explanation of what Robert's Rules of Order are, why they are used, and how they guide meeting structure and procedures.

Topics discussed included the role and duties of the presiding officer, elections, quorum requirements, agenda, motions, meeting order and process, basic meeting structure, and key definitions. The presentation also reviewed the general responsibilities of the Planning Commission noting meeting days, times, and operational procedures.

Chair Hemphill noted quasi-judicial procedures and the possibility of adopting more formal rules in the future in which we may refer to Bob Rule's.

Overall, the presentation provided the Commission with a general understanding of the principles underlying parliamentary law, the responsibility of the Commission, and governing procedures.

The Commission thanked Chair Hemphill for the presentation and the following questions/comments were noted:

- Is there debate after the motion is stated?
- There is no debate regarding motion to adjourn
- Thank you this is the first time the Commission has had this orientation
- Bob's Rules of Order/Robert's Rules of Order in slides is not an easy task
- The approved 2022 Resolution followed by the Commission notes that debate and discussion can take place after the second has occurred. It is rare as previously noted.
- Regarding quasi-judicial matters: Questions as first round, deliberation as a second round should always occur. The Commission can recommend approval, approval with conditions, or denial.

With no further questions, Chair Hemphill concluded the discussion.

[2026-332](#)

PUBLIC HEARING: A Resolution of the Planning Commission of the Town of Erie Recommending that the Town Council Approve the Erie Junction Duplex Special Review Use

Attachments: [Resolution](#)
[Staff Report](#)
[Staff Presentation](#)
[Applicant Materials](#)
[DRT Comments](#)
[Neighborhood Meeting Information](#)
[Public Hearing Notices](#)
[Preliminary Plat TC Resolution](#)
[Final Plat TC Resolution](#)
[Public Comment](#)

Chair Hemphill announced Agenda Item 2026-332: A Public Hearing for a Resolution of the Planning Commission of the Town of Erie Recommending that the Town Council Approve the Erie Junction Duplex Special Review Use.

Chair Hemphill opened the public hearing at 6:54pm and turned it over to staff for a presentation.

Chris LaRue, Principal Planner gave a presentation and provided an overview of the Erie Junction project. The proposed project consists of a 2.73 acre site currently comprised of vacant lots and is zoned OTR - Old Town Residential. The development is located northeast of County Line Road and Balcolm Street and proposes 10 duplex buildings totaling 20 residential units.

The site allows single family detached units by right, while duplex/single family attached units are permitted through the Special Review Use process. This development would be well below the maximum zoning allowances in the way of proposed units.

The project would provide more diverse and affordable housing options. Future architectural reviews will be conducted to ensure the projects' design elements comply with applicable code requirements. All applicable neighborhood meetings and public notices were posted.

The application for the Special Review Use meets the approval criteria and requirements as noted in the Section 10-7-12(C)(2) of the Unified Development Code and staff recommends the Planning Commission adopt the Resolution recommending approval of the Erie Junction Duplex Special Review Use.

The applicant, Nick Jacobs, 270 W. Sycamore Lane, Louisville, CO provided some additional context regarding this project. Mr. Jacobs explained that after the project was completed and received initial infrastructure acceptance in August, 2025, financing for the project could not be secured. Mr. Jacobs expressed frustration with the process, noting concerns that due process was not adequately provided to him. He added that verbal approval for the project had previously been given and that a Special Review approval would be done administratively. Despite these concerns, Mr. Jacobs stated an intention to continue to move forward with the project and asks the Commission to take all of this into consideration.

Chair Hemphill opened the Public Comment portion comment of the Public Hearing at 7:10pm and asked if there was anyone in-person or online wanting to give public comment on this agenda item. There were no public comments in person or online.

Chair Hemphill moved to Commissioner comments and questions of staff or the applicant.

Some questions/comments included the following:

- There was a comment provided to the Planning Commission added to the agenda regarding the north fence line, upkeep, and rebuild of the fence. Does the applicant have any comments on the plan for this fencing?
- Is the existing fence located on the property line or is it located on the property of the northern owners?
- What was the premise of the Special Review Use (SRU)?
- Has this Planning Commission seen any applications for this project?
- Understands the point on the fence and confirmed the maintenance of it (southern side)

- Confirmation of relative height of the townhomes located on the Briggs Street development in relation to this one.
- Are the duplexes consistent with the Comp Plan?
- Is there a requirement for fence repairs for the developer to maintain the fence?
- Confirm the number of buildings and units - there seems to be a discrepancy noted on the plan.
- Garage elevation is showing a 2nd floor window - is this space to be occupied/dwelling unit above the garage?
- Fence on the north property and infrastructure acceptance: who will maintain this in the future?
- Clarify comment regarding process in 2021. Why is there a disconnect between staff and what the applicant is stating regarding the application process?
- Confirmation on the approval for Preliminary Plat, Final Plat, and Development Agreement in place and infrastructure has been accepted by the town.
- Confirmation on infrastructure in place - was it designed for duplexes and triplex building.
- If this application was not approved, what are the applicant's next steps?
- If the fence is damaged during construction, it would be repaired.
- Appreciates the letter of support and meeting report.
- Describe the garage design, options, and concerns surrounding the design.
- Regarding the site plan - what amount of variation is allowed?
- Initial application in 2021 for Preliminary Plat, Site Plan and Special Review Use at one time - different leadership directing Preliminary Plat to go through first. Is this correct?
- Based on staff's notes to date, triplex would require an additional application for Site Plan and SRU if applicant wants to move forward with triplex, correct?

With no further questions, Chair Hemphill closed the Public Hearing at 7:35pm and brought it back for Commissioner deliberations and final comments.

During deliberations, the Commission acknowledged the applicant's frustration with the process but noted that the process and applicable requirements had been clear. Appreciation was expressed to staff for working with the applicant and bringing the application forward before the Commission. Several Commissioners indicated support for the application, viewing it as a formality and emphasizing the importance of focusing on moving forward than revisiting past issues.

Discussion also included the interpretation of the code, with comments that the application may not have required a Special Review Use application with the noted code language. Members agreed that updates to the code are needed and added that revisions are in process. Support was expressed for the project's contribution to providing more diverse housing options within the community.

Additional discussion centered on garage style in addition to fencing concerns and whether approval conditions could be imposed related to the property not owned by the applicant. It was clarified that conditions must pertain only to the applicant's property. Questions were raised regarding whether fencing matters could be addressed through an amended development agreement or preliminary landscape plan. One Commissioner stated that they would not support a motion regarding conditions related to the fence.

As deliberations closed, Chair Hemphill asked if there was a motion regarding

Resolution P26-10.

Commissioner Schatz moved to add a condition to Resolution P26-10 to require the developer to build and pass along maintenance responsibility for fences where shown on the current concept plan not to include the area on the north property line through the life of the property. The motion, seconded by Commissioner Sawusch, carried with all voting in favor thereof.

Commissioner Schatz moved to approve Agenda Item 2026-332 - Resolution P26-10: A Public Hearing for a Resolution of the Planning Commission of the Town of Erie Recommending that the Town Council Approve the Erie Junction Duplex Special Review Use as amended with the prior conditions. The motion, seconded by Commissioner Sawusch, carried with all voting in favor thereof.

[2026-321](#)

A Resolution of the Planning Commission of the Town of Erie Recommending that the Town Council Adopt an Ordinance Amending Chapters 6 and 11 of Title 10 of the Erie Municipal Code Regarding Landscaping

Attachments: [Draft Ordinance](#)
[Staff Report](#)
[Presentation](#)

Chair Hemphill announced Agenda Item 2026-321: A Resolution of the Planning Commission of the Town of Erie Recommending that the Town Council Adopt an Ordinance Amending Chapters 6 and 11 of Title 10 of the Erie Municipal Code Regarding Landscaping.

Kelly Driscoll, Deputy Director of Planning & Development gave a presentation to the Commission regarding changes to Title 10 as it relates to turf and landscaping explaining that state law requires municipalities to prohibit the installation of non-functional turf, non-functional artificial turf, and invasive plant species on certain applicable properties. The law continues to allow the use of native grasses hybridized for arid conditions on applicable properties.

The proposed code amendments would address these matters. The proposal also updates and clarifies various code sections related to turf and landscaping and adds definitions to align with current state law. Approval criteria for the code amendment are outlined in Section 10-7-18. Mrs. Driscoll noted that a neighborhood meeting or public notice is not required for UDC changes for Planning Commission and this code update does not require a public hearing. The proposed amendment would be heard before Town Council on June 9, 2026.

Staff is recommending the adoption of Agenda Item 2026-321/Resolution P26-09: A Resolution of the Planning Commission of the Town of Erie Recommending that the Town Council Adopt an Ordinance Amending Chapters 6 and 11 of Title 10 of the Erie Municipal Code Regarding Landscaping.

Chair Hemphill brought it back to the Commission for any comments or questions of staff.

Some Commissioner comments/questions included the following:
- Is there an issue or is this aligning with legislation?

- This will impact development going forward - it will change the character of what's being proposed
- There's been debate about turf in new development. This doesn't really capture a single family yard.
- This is just to comply with state law?
- You need a permit for town to do work in tree lawn (ROW). When that permit is looked at, will this be included in this type of review.
- Did we have a UDC amendment that was similar to this one in the past?
- Compass Park initial design was to install astro-turf. Would this prohibit the town's ability to do so?

Chair Hemphill asked if there was a motion on Resolution P26-09.

Commissioner Schatz moved to approve Agenda Item 2026-321/Resolution P26-09: A Resolution of the Planning Commission of the Town of Erie Recommending that the Town Council Adopt an Ordinance Amending Chapters 6 and 11 of Title 10 of the Erie Municipal Code Regarding Landscaping. The motion, seconded by Commissioner Dreckman, carried with the all those voting in favor thereof.

[2026-324](#) Discussion on Proposition 123 Fast Track

Attachments: [Planning Commission Meeting Minutes 7-2-25](#)

[Resolution No P25-07](#)

[Ordinance No. 023-2025](#)

[Proposition 123](#)

[DOLA Commitment Filings - First Cycle](#)

Chair Hemphill announced Agenda Item 2026-324: Discussion on Proposition 123 Fast Track.

Chair Hemphill noted that this is a general discussion among the Commission in preparation for the joint discussion with Town Council on June 2, 2026.

For background, Town Council removed the affordable housing provisions from the UDC by ordinance last year. Because the code was being amended, the matter was brought before the Planning Commission for review. Multiple meetings and discussions were held, and Resolution P25-07 was submitted to Council as denied with conditions. Because the Commission can only approve, approve with conditions, or deny a Resolution, the Resolution was not presented to Council and was treated as a rejection.

Prior discussions were very productive. The next joint meeting with Town Council is in two weeks and this discussion is intended as an open forum to identify areas of general agreement and promote a cohesive approach moving forward. The upcoming joint session will include a planning staff report and an overview of the major work plan items.

The Commission discussed the purpose of the upcoming joint session, including whether it is intended to develop a unified set of talking points and whether it will be staff led or structured as a general discussion. The Commission emphasized the importance of hearing all perspectives to move the work forward collaboratively.

Clarification was requested on whether proposed changes are limited to items already requested by Council and it was noted that the Fast Track process is not included in this particular process. The Commission discussed the prior decision to revoke the Fast Track process and the impacts it had on the town.

Further discussion addressed the administrative processes and reviews. Staff confirmed ongoing pre-application support and that neighborhood meetings and hearings would apply where required. The Commission asked for clarification on which types of applications would be affected and which applications would be internal.

Grant funding, CHFA, DOLA, and the Affordable Housing Finance Fund was discussed with regards to dates, deadlines and availability, and how the town can gain access to funds. In addition, discussion was had regarding UDC items specific to the Fast Track 123 compliance with submitted applications to include a User Guide and an internal process.

Overall, there was a productive discussion among the Commission and a general sense of direction moving forward into the joint meeting. Sarah Nurmela, Director of Planning & Development and Josh Campbell, Senior Strategic Planner will be in attendance to help lead the conversation.

VII. STAFF REPORTS

Kelly Driscoll, Deputy Director of Planning & Development introduced Jaime Medina our new Planning Technician who is shadowing Melinda Helmer.

Mrs. Driscoll also noted that there are three back to back meeting the first week of June.

- June 1, 2026 - Onboarding and CIRSA Training
- June 2, 2026 - Joint Session with Town Council
- June 3, 2026 - Regular Planning Commission Meeting

VIII. COMMISSIONER REPORTS AND DISCUSSION ITEMS

Commissioner Sawusch gave a thank you to staff and Chair for allowing him to attend virtually.

Commissioner Schatz gave a thank you for the introductory dinner with the Commission.

Vice Chair Braudes gave a warm welcome to new members and a reminder regarding security training.

Chair Hemphill noted that there is security training and a Code of Conduct that needs to be signed. Chair Hemphill added he is looking forward to the first week of June.

IX. ADJOURNMENT

Commissioner Booth moved to adjourn the May 20, 2026 Planning Commission Meeting. The motion was seconded by Commissioner Dreckman.

Chair Hemphill adjourned the May 20, 2026 Planning Commission Meeting at 8:38pm.

Translation Services



TOWN OF ERIE

645 Holbrook Street
Erie, CO 80516

Planning Commission

Board Meeting Date: 6/3/2026

File #: 2026-334, **Version:** 1

SUBJECT:

Election of Chair and Vice Chair of the Planning Commission

DEPARTMENT: Planning & Development

PRESENTER(S): Planning Commission Chair

TIME ESTIMATE: 15 minutes

FISCAL SUMMARY:

N/A

POLICY ISSUES:

The term of the Planning Commission Chair and Vice Chair is set in the Municipal Code as a one-year term.

STAFF RECOMMENDATION:

The Planning Commission should select a Chair and Vice Chair.

SUMMARY/KEY POINTS

- The Planning Commission Chair term is set in the Municipal Code as a one-year term with eligibility for reelection.

BACKGROUND OF SUBJECT MATTER:

The term of the Planning Commission Chair is set in the Municipal Code as a one-year term with eligibility for reelection. The Municipal Code allows the Commission to create and fill such other of its offices as it may determine. The role of the Commission Chair runs scheduled meetings and reports bi-annually to the Town Council. In the event the Chair is absent, the Vice Chair conducts the meeting.

On July 2, 2025, Ben Hemphill was elected Commission Chair and Bob Braudes Vice Chair.

ATTACHMENT(S):

File #: 2026-334, **Version:** 1

N/A



TOWN OF ERIE

645 Holbrook Street
Erie, CO 80516

Planning Commission

Board Meeting Date: 6/3/2026

File #: 2026-335, **Version:** 1

SUBJECT:

Discussion of Annual Report to Town Council

DEPARTMENT: Planning & Development

PRESENTER(S): Planning Commission Chair Hemphill

TIME ESTIMATE: 15 minutes

For time estimate: please put 0 for Consent items.

FISCAL SUMMARY:

N/A

POLICY ISSUES:

Discussion item only.

STAFF RECOMMENDATION:

Discussion item only.

SUMMARY/KEY POINTS

- Town Advisory Boards and Commissions report annually to the Town Council.
- Chair Hemphill has prepared a draft for discussion.

BACKGROUND OF SUBJECT MATTER:

Town Advisory Boards and Commissions report annually to the Town Council. A draft presentation is provided for discussion. The presentation is scheduled for July 28, with materials due by July 10.

ATTACHMENT(S):

1. Draft Presentation

Planning Commission Biannual Report to the Town Council

Ben Hemphill, Chair

July 28, 2026



Mission & Team

- The Planning Commission reviews proposed land uses and forwards recommendations to the Town Council with support from Town Staff. In addition to an on-going quasi-judicial role related to land-use permits, Planning Commission also plays an active role in contributing to UDC updates that are presented by staff.

Commissioner	Term End
Alex Schatz	April 2029
Andrew Sawusch	April 2027
Ben Hemphill, Chair	April 2027
Bob Braudes, Vice Chair	April 2027
Delaney Dreckman	April 2027
Paul Leef	April 2029
Sherri Booth	April 2029
Kiley Baham	May 2026
Tim Burns	May 2026

Staff	
Kelly Driscoll	Harry Brennan
Kunal Parikh	Josh Campbell
Adam Nettesheim	Melinda Helmer
Chris LaRue	Sarah Nurmela
Doug Trettin	



September 2025 to May 2026 Review

- Held Public Hearings and Provided Recommendations to Town Council on Development Applications and Related Items
 - Canyon Creek (Filing 11), Erie PD Station, Canyon Creek PD (Amendment 11), Spring Hill, Sierra Vista, Erie Junction
- Unified Development Code Recommendations
 - Public hearing notices, Wireless communication facilities, Sign regulations, Manufactured homes as dwelling units, Penalties for code violations, Landscaping
- Rules of Procedure review with new Commissioners



Goals for 2026

- **Primary Mission:** Continue to provide feedback and recommendations related to development applications and related items that are consistent with the Comprehensive Plan and UDC
- **Unified Development Code Updates:** Review and provide recommendations for UDC updates.
 - UDC alignment with comprehensive plan
 - Revisions to UDC regarding Affordable Housing by Nov 2026
 - Other code amendments as presented by staff
- **Exploring Expanded Responsibilities of Planning Commission:** Work with Town Council on tasks for PC to support town goals



Questions & Discussion