

TOWN OF ERIE

*645 Holbrook Street
Erie, CO 80516*



Meeting Minutes

Wednesday, September 3, 2025

6:30 PM

In Person Meeting

**To View Meeting Virtually on Zoom:
Council Chambers**

<https://bit.ly/3September25PCMtg>

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 September 3, 2025 Planning Commission Meeting to order at 6:29 p.m.

II. ROLL CALL

Roll Call:
 Commissioner Booth - present
 Commissioner Sawusch - present
 Commissioner Dreckman - present
 Commissioner Burns - present
 Commissioner Baham - present
 Vice Chair Braudes – absent excused
 Chair Hemphill - present

A quorum was present.

III. APPROVAL OF THE AGENDA

Commissioner Booth moved to approve the agenda of the September 3, 2025 Planning Commission Meeting. The motion, seconded by Commissioner Dreckman, carried with all voting in favor thereof.

Motion passes unanimously.

IV. APPROVAL OF MINUTES

[25-481](#) Approval of the August 20, 2025 Planning Commission Meeting Minutes

Attachments: [August 20, 2025 Planning Commission Meeting Minutes](#)

Commissioner Booth moved to approve the minutes of the September 3, 2025 Planning Commission Meeting. The motion, seconded by Commissioner Burns, carried with all voting in favor thereof.

Motion passes unanimously.

V. PUBLIC COMMENTS

Public comment was taken from the following:

- Tarun Gangwani, Town of Erie resident, gave comment on the following:
- Safety Concerns over the proposed commercial development at the corner of Hwy 7 and Erie Parkway.
 - The increased vehicular traffic caused by cars entering and exiting the proposed commercial development. The proposed access point and traffic flow are concerns for pedestrian safety.
 - Concerns over the types of uses intended for the proposed commercial development as it relates to the current street type(s) being able to handle vehicle trips typically generated by these types of businesses.
 - Health concerns over the potential for fast food restaurants in this area. These could be a temptation for students in the vicinity.
 - He would rather the businesses in the proposed development be geared

toward healthier lifestyles. He would like to see incentives for local small businesses to setup shop.

The Commission thanked Mr. Gangwani for his Public Comment.

VI. GENERAL BUSINESS

[25-436](#)

A Resolution of the Planning Commission of the Town of Erie Recommending the Town Council Adopt an Ordinance Amending Title 10 of the Erie Municipal Code Regarding Public Hearing Notice Requirements

Attachments: [Draft Ordinance](#)

[Staff Report](#)

[Resolution No P25-12](#)

Chair Hemphill announced Agenda Item 25-436: A Resolution of the Planning Commission of the Town of Erie Recommending that the Town Council Adopt an Ordinance Amending Title 10 of the Erie Municipal Code Regarding Public Hearing Notice Requirements.

Chair Hemphill opened the consideration of the Agenda Item at 6:36 p.m. and turned it over to staff.

Kelly Driscoll, Planning Manager, gave a presentation to the Commission on the agenda item.

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

Some questions/comments included the following:

- Question about whether this was originally part of the Code update that occurred in the year 2021.
- Question as to how it was identified that this part of the 2021 update was not codified.
- How will properties that are subject of applications be specifically and properly identified in a way that does not require guidance/assistance.
- Do the application User's Guides provide information about how to specifically and properly identify subject properties.
- Code update pertaining to notices through mailing, newspaper advertisement, and sign posting.
- Through the process, the applicant works with staff to provide needed information, to include how to properly identify subject properties.

The end of discussion occurred at 6:46 p.m., and Chair Hemphill asked if there was a motion on the agenda item.

Commissioner Sawusch moved to approve Agenda Item 25-436: A Resolution of the Planning Commission of the Town of Erie Recommending that the Town Council Adopt an Ordinance Amending Title 10 of the Erie Municipal Code Regarding Public Hearing Notice Requirements.

The motion, seconded by Commissioner Dreckman, carried with all voting in favor thereof.

Motion passes unanimously.

[25-482](#)

Discussion of Planning Commission Roles and Responsibilities

Attachments: [Table 7.1-1: Summary of administration and review roles](#)
[Resolution No. 22-149: Rules of Procedure](#)

At 6:46 p.m., Chair Hemphill announced Agenda Item 25-482: Discussion of Planning Commission Roles and Responsibilities. The announcement included the following comments:

- For Site Plan over 25,000 sf Planning Commission is the decision maker. Other responsibilities fall under review and recommendation roles.
- He would like to include information about possible role expansion in the Bi-annual Report given to Town Council.

Chair Hemphill turned it over to the Commission for discussion and for any questions/comments of staff.

Some discussion/questions/comments regarding Administration and Review roles/responsibilities included the following:

- Regarding current roles, the Site Plan review process does not include consideration and action from Town Council.
- No concern over the responsibility of the Planning Commission to weigh in on items outside of The Council's ability to make the ultimate decision. It's about possibly adding volunteer roles.
- Concern over adding professional Planning roles that are specifically under the responsibility of the Planning Department.
- Intention of role expansion is to help Town Council and not involve responsibilities normally handled by staff. Planning Commission input could possibly put some items on Consent Agenda.
- Look to other municipalities to learn what the roles are for their Planning Commissions, and to see what they provide recommendations on and provide feedback on. Possibly attend Planning Commission meetings of other municipalities.
- Role expansion authorized by Town Council with buy in from staff.
- Liaison to other Commissions, County and Regional.
- Liaison for Long Range Planning.
- Liaison to Advisory Boards.
- Review of various other Town of Erie Master Plans.
- Recommendation of Capital Improvements.
- UDC/Code updates.
- Help Council and Staff understand what Erie growth looks like.
- Goal is to be helpful and not interfere with established roles and responsibilities of Town Council and staff and not be a burden on and lengthen application processes. A goal would be to help in a way to shorten certain processes and make them more efficient.
- Expanded voluntary position(s) directed through the Department(s) receiving feedback.
- Providing Program feedback.
- Feedback should be provided by those who have a certain level of knowledge and expertise.
- Generally, regarding Master Plans, have Departmental reports and updates provided by staff.

- Joint meetings with Town Council to discuss expansion of roles.

Some discussion/questions/comments regarding Rules of Procedure included the following:

- Rules and Procedures are authorized, through Resolution, by Town Council.
- Details of Roberts Rules and following them generally.
- Correct current deviations in expected procedures.
- Possibly implementing Rules of Procedure similar to Town Council.
- Planning Commission Bylaws having mention of Rules of Procedure.
- The Rules of Procedure related to Quasi-Judicial authority in public hearings is in the Code.
- Orientation on Rules of Procedure.
- Advanced Agenda.
- Monthly Development Report and Spreadsheet.
- Tracking completed Certificates of Occupancy.
- Quasi-Judicial Reports.

End of Discussion occurred at 8:11 p.m..

VII. STAFF REPORTS

Kelly Driscoll, Planning Manager, reported on the following:

- Old Town Social Capital Exercise for community outreach to include: a booth at the Farmers Market, September 6, 2025 Community Coffee from 8:00 a.m. to 11:00 a.m. at Coal Miner Park, September 14, 2025 Ice Cream Social from 1:00 p.m. to 4:00 p.m. at Coal Creek Park, and September 20, 2025 Old Town Neighborhood Walk.
- Report back to Planning Commission the results of the Old Town Social Capital Exercise.
- Expect changes to the Municipal Code to align with the Charter regarding Boards and Commissions. Board appointments possibly shifting from even numbered years to odd numbered years.
- Possible Planning Commission dinner.
- Seat six, Commissioner Braudes, error in appointment correction coming to Town Council on September 9, 2025.
- Administrative process improvements identified for the Clerk’s Office.

VIII. COMMISSIONER REPORTS AND DISCUSSION ITEMS

Commissioner Sawusch reported on the following:

- In support of the Old Town Social Capital Exercise that may result in an Area Plan.
- Erie Air Fair on Sunday, September 7, 2025 from 10:00 a.m. to 2:00 p.m.

Commissioner Booth reported on the following:

- She is going to the Erie Air Fair on Sunday, September 7, 2025 from 10:00 a.m. to 2:00 p.m.
- Mountain View Fire Rescue Station #15 Groundbreaking Ceremony is going to be rescheduled.

Commissioner Baham reported on the following:

- Yes, the Mountain View Fire Rescue Station #15 Groundbreaking Ceremony is going to be rescheduled.

Chair Hemphill reported on the following:

- Recycling of Hazardous Material event happening on Saturday, September 13, 2025 at the Leon Wurl Service Center from 8:00 a.m. to 2:00 p.m.

IX. ADJOURNMENT

Commissioner Booth moved to adjourn the September 3, 2025 Planning Commission Meeting. The motion, seconded by Commissioner Dreckman, carried with all voting in favor thereof.

Chair Hemphill adjourned the September 3, 2025 Planning Commission Meeting at 8:19 p.m.