



TOWN OF ERIE

645 Holbrook Street
Erie, CO 80516

Meeting Agenda Planning Commission

Wednesday, June 17, 2026

6:30 PM

Council Chambers

In-Person Meeting

Link to Watch or Comment Virtually: <https://bit.ly/17Jun26PCMTg>
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

[2026-384](#) Approval of the June 3, 2026 Planning Commission Meeting Minutes

Attachments: [June 3, 2026 Planning Commission Meeting Minutes](#)

V. PUBLIC COMMENTS

6:35 - 6:45pm

(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

[2026-395](#) Election of Secretary of the Planning Commission

6:45 - 7:00pm

[2026-396](#) Discussion of Annual Report to Town Council

Attachments: [Draft Presentation](#)
[Advisory Board Presentation Template](#)

7:00 - 7:15pm

[2026-397](#) Intro to Erie: Town Hall 101

Attachments: [Presentation](#)

7:15 - 7:55pm

VII. STAFF REPORTS

7:55 - 8:05pm

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

VIII. COMMISSIONER REPORTS AND DISCUSSION ITEMS

8:05 - 8:10pm

(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

8:10pm

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: 6/17/2026

File #: 2026-384, **Version:** 1

SUBJECT:

Approval of the June 3, 2026 Planning Commission Meeting Minutes

DEPARTMENT: Planning & Development

PRESENTER(S): Melinda Helmer, Secretary

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:

Approval of the June 3, 2026 Planning Commission Meeting Minutes

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. June 3, 2026 Planning Commission Meeting Minutes

TOWN OF ERIE

*645 Holbrook Street
Erie, CO 80516*



Meeting Minutes

Wednesday, June 3, 2026

6:30 PM

In-Person Meeting

**Link to Watch or Comment Virtually: <https://bit.ly/3JUN26PCMtg>
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 June 3, 2026 Planning Commission Meeting to order at 6:30pm.

II. ROLL CALL

Following the Pledge of Allegiance, Chair Hemphill asked the Secretary to call roll.

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 Dreckman moved to approve the agenda of the June 3, 2026 Planning Commission Meeting. The motion, seconded by Commissioner Booth, carried with all voting in favor thereof.

IV. APPROVAL OF MINUTES

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

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

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

V. PUBLIC COMMENTS

Public Comment was taken from resident Sam Badger, 1324 Brookfield Place, Erie, CO 80516. Mr. Badger voiced concerns that the Parkdale subdivision lacks dedicated parks and open space after the developer paid a fee-in-lieu of park dedication. Residents in the neighborhood were told that a future school would serve this purpose. With the school now reportedly delayed, the neighborhood residents are concerned they may be left without local recreation/parks despite the fee-in-lieu and neighborhood bonds.

VI. GENERAL BUSINESS

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

Chair Hemphill announced Agenda Item 2026-334: Election of Chair and Vice Chair of the Planning Commission.

Chair Hemphill reviewed the election process procedures for Chair and Vice Chair that were distributed to the Commission the previous day and confirmed that the Commission will follow the outlined process.

Chair Hemphill opened it up for nominations for the Chair.

Vice Chair Braudes nominated Chair Hemphill as Chair of the Planning Commission. Chair Hemphill accepted the nomination.

Commissioner Booth nominated Commissioner Sawusch as Chair of the Planning Commission. Commissioner Sawusch accepted the nomination.

With no other nominations or objection, Chair Hemphill closed the nominations for Chair.

The Commissioners voted by secret ballot. Ballots were collected by Secretary Jaime Medina. The ballots were reviewed and counted by both Secretary Medina and Secretary Melinda Helmer. Secretary Helmer announced the results to the Commission.

Receiving 5 votes, Commissioner Sawusch was elected to the position of Chair of the Planning Commission.

Chair Hemphill announced that Commissioner Sawusch will assume the roll of Chair for one year.

Without objection, Chair Hemphill continued with the election of Vice Chair and opened it up for nominations of Vice Chair.

Commissioner Booth nominated Commissioner Dreckman as Vice Chair of the Planning Commission. Commissioner Dreckman accepted the nomination.

Chair Hemphill nominated Vice Chair Braudes as Vice Chair of the Planning Commission. Vice Chair Braudes accepted the nomination.

With no other nominations or objection, Chair Hemphill closed the nominations for Vice Chair.

The Commissioners voted by secret ballot. Ballots were collected by Secretary Jaime Medina. The ballots were reviewed and counted by both Secretary Medina and Secretary Melinda Helmer. Secretary Helmer announced the results to the Commission.

Receiving 5 votes, Commissioner Dreckman was elected to the position of Vice Chair of the Planning Commission.

Chair Hemphill announced that Commissioner Dreckman will assume the roll of Vice Chair for one year.

Chair Hemphill asked if Chair-Elect Sawusch would like to take over the meeting or if he should continue to the next agenda item.

Chair-Elect Sawusch stated that with the next agenda item, he would like for himself and Vice Chair-Elect Dreckman to move forward and lead the conversation.

Chair-Elect Sawusch noted that per the municipal code, there is one additional officer that needs to be elected. There would be an election of the Chair, Vice Chair, and Secretary. Historically, staff has filled the role of Secretary by taking the meeting notes and asked Deputy Town Attorney Eliot Schaefer to confirm that an election of a Secretary should occur.

Deputy Town Attorney Schaefer confirmed Section 3-1-4-A. of the municipal code provides that each board or commission shall elect a Chair, Vice Chair, and Secretary from among its full membership. There is a code requirement to elect a Secretary. The rules and procedure pre-date the code which was revised in November 2025, also contemplates a secretary with consistent duties and responsibilities as noted in the code.

Chair-Elect Sawusch noted that because of the nature of the order of the Commission, staff has performed the secretarial duties but by code the Commission is required to have a Planning Commission Secretary to which Deputy Town Attorney Schaefer confirmed.

The Commission continued discussion on whether electing a secretary required prior agenda notice, since tonight's agenda only noted elections of a Chair and Vice Chair. After reviewing the agenda, the Deputy Town Attorney suggested adding the election of a Secretary with a vote at the next meeting. Expectations of the Planning Commission Secretary was discussed. Additional clarification was requested regarding whose name should appear on the secretary's signature line for signed resolutions, and whether an ordinance would be needed to define required signatures and determine if updates are necessary to reflect staff or the Commission Secretary.

The Deputy Town Attorney will look into the questions raised tonight and noted the board does have the authority to adopt bylaws to memorialize an election process, the role of the Chair, Vice Chair, and Secretary, and how resolutions are executed. It may not require a code change but the Commission does have some authority to establish an operating process.

With no further questions, Chair-Elect Sawusch closed this item.

[2026-335](#)

Discussion of Annual Report to Town Council

Attachments: [Draft Presentation](#)

Chair Sawusch announced Agenda Item 2026-335: Discussion of Annual Report to Town Council.

The start of the discussion focused on having Commissioner Hemphill take the lead since he drafted the original version of the presentation. Commissioner Hemphill explained that the presentation didn't have many changes from the previous iteration and still includes former Commissioners Burns and Baham as most of the work occurred during their tenure. Staff contributions are also reflected and acknowledged. The draft covers the period from September 2025 through May 2026 and provides a high-level overview of land use cases, UDC recommendations, and a rules and procedures over for the new commissioners.

Some potential changes would include new staff, Jaime Medina, the CIRSA training, outlining the 2026 Goals, and noting future responsibilities.

Chair Sawusch asked for confirmation of the Deputy Town Attorney regarding Section 3-1-5 of the code and if the Commission will be reporting bi-annually or annually to the Town Council. It was confirmed that the municipal code only requires one report per year though this does not mean that the commission can't request an item on the Town Council agenda.

The Commission discussed expanding tasks, as Chair Sawusch requested revisiting the conversation about rules and responsibilities, noting that this topic has come up several times in the past. Further discussion centered on the need to create bylaws, since only rules of procedure had been adopted by Town Council in 2022 and no bylaws had been established under the current Boards & Commission code. The Commission asked whether there was an official work plan - there were no objections to developing one. Looking at 2026 goals, two priorities emerged: working with staff and the town attorney's office to draft bylaws, and developing a work plan.

The Commission requested clarification on what types of items a work plan might include and also emphasized being mindful of staff time and resources as staffing is tight - along with the commission's agendas. Questions were raised about whether the commission may hold study sessions. A reminder was noted that the Commission does have some available budget that can be utilized for some of the items being discussed.

The Commission does agree that they should avoid canceling regularly scheduled meeting as this could be an opportunity to advance this work. Chair Sawusch asked if anyone had any thoughts, potential goals or ideas on how the commission can better themselves as the experts in planning and zoning within the community.

Clarification was requested on whether anyone tracks statistics on case volume, number of approved units, and what is it that creates the work of the commission. Staff indicated this information can likely be compiled depending on what the commission would like to see in a report. It would be helpful to see this information laid out in a chart. This kind of data could help the commission be more effective in their roles.

One commissioner noted their surprise during the CIRSA training to learn that the Board of Adjustment and Appeals has not met in years, which may indicate that the code is functioning well but would also suggest that the word isn't getting out.

There was an ask for an update on the Comp Plan and whether staff has considered producing an annual report that compares approved development to the Comp Plan, highlights alignment, and identifies areas that may require updates. Staff responded that targeted amendments to the Comp Plan are already planned, and they will follow up with the commission on what an annual report could look like if this is something the commission wants to see and how it could be formatted. The Commission would like to have staff verify dates should there be items the commission could address.

Wrapping up the discussion, the goal is for the commission to stay consistently

informed and effectively function as the long-range planning commission for the town. This aligns with the commission purpose - ensuring that current and future development supports the community's long-term vision. The commission wants an annual cross-board study session to understand how other boards' decisions influence the Comp Plan as it relates to Planning Commission items. Chair Sawusch would like an opportunity for "Town Hall 101" educational sessions to cover items like User Guides, Capital Fund, and Water Allocations among other things. The commission recognizes this as an ambitious goal, their time is volunteered, and they would like to help the community, and potentially assist Town Council where they can.

Deputy Town Attorney Schaefer added that the commission derives its authority from the charter and ordinances. The commission - in a quasi-judicial role - reviews certain applications in the UDC. As the commission begins to think about their role and responsibility, to keep in mind that it may require an amendment to the UDC, or other provisions of the code.

Chair Sawusch thanked the Commission for the very productive discussion.

VII. STAFF REPORTS

Chris LaRue, Principal Planner noted that the next several upcoming Planning Commission dates are June 17, 2026 and July 1, 2026. The land use case that was scheduled for July 1, 2026 has been removed but there are items on the agenda for the July 15, 2026 meeting.

VIII. COMMISSIONER REPORTS AND DISCUSSION ITEMS

Commissioner Schatz will not be available in-person for the July 15th meeting.

Commissioner Braudes gave insight on how to obtain an official excused absence for the meeting.

Chair Sawusch will wrap attendance into the meeting policy and understands that Council is discussing the hybrid policy and believes that this option is available. Chair Sawusch has no objections to doing hybrid and will leave it to staff for the ability to grant that access.

Commissioner Leef will need to participate remotely for the June 17th meeting and has notified staff. Commissioner Leef extended his appreciation to Commissioner Hemphill and to Commissioner Braudes for their service to this Commission stating his appreciation for their work as well as the training opportunities.

Vice Chair Dreckmand echoed the sentiments.

Commissioner Hemphill appreciated the adventure being Chair and will get the presentation over to Chair Sawusch.

Commissioner Braudes congratulated Chair Sawusch and Vice Chair Dreckman and added that the Erie Pride Celebration is this Sunday from 2-6pm with 44 booths, 6 food trucks with various entertainment lined up.

Commissioner Booth congratulated Chair Sawusch and Vice Chair Dreckman and thanked Commissioner Braudes and Commissioner Hemphill. Commissioner

Booth continues to learn from everyone up here at the dias and appreciates the extra learning opportunities.

Chair Sawusch extended a thank you to former Chair Hemphill and former Vice Chair Braudes for their work and effort put into this past year. The Commission wouldn't be sitting here without their leadership and guidance. Thank you to the others for putting their faith in him as the next Chair.

For staff, the Commission continues to receive comments on the Parkdale School as does Council. This is a Boulder Valley School District consideration - can we address this on the website?

Last Tuesday, Council had various items related to water - fee increases and an emergency resolution regarding remaining water credits and allocations to the town. This will substantially change the growth in Town. Two years ago there were 900 units issued and last year 400-500 units, and it will affect our population growth and economic growth. This is a serious issue with only so much water to get us through the next several years and something we can potentially assist Council with.

IX. ADJOURNMENT

Commissioner Booth to adjourn the June 3, 2026 Planning Commission Meeting. The motion, seconded by Vice Chair Dreckman, carried with all voting in favor thereof.

Chair Sawusch adjourned the June 3, 2026 Planning Commission Meeting at 7:40pm.

Translation Services



TOWN OF ERIE

645 Holbrook Street
Erie, CO 80516

Planning Commission

Board Meeting Date: 6/17/2026

File #: 2026-395, **Version:** 1

SUBJECT:

Election of Secretary of the Planning Commission

DEPARTMENT: Planning & Development

PRESENTER(S): Andrew Sawusch, Planning Commission

TIME ESTIMATE: 15 minutes

For time estimate: please put 0 for Consent items.

FISCAL SUMMARY:

N/A

POLICY ISSUES:

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

STAFF RECOMMENDATION:

Planning Commission to elect a Secretary of the Planning Commission.

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 Secretary is set in the Municipal Code as a one-year term with eligibility for re-election.

The Secretary is responsible for maintaining official meeting records, documenting meeting proceedings, and ensuring that Commission actions and decisions are accurately recorded.

Electing a secretary promotes transparency, accountability, and continuity in the operations of the Commission.

File #: 2026-395, **Version:** 1

ATTACHMENT(S):

N/A



TOWN OF ERIE

645 Holbrook Street
Erie, CO 80516

Planning Commission

Board Meeting Date: 6/17/2026

File #: 2026-396, **Version:** 1

SUBJECT:

Discussion of Annual Report to Town Council

DEPARTMENT: Planning & Development

PRESENTER(S): Planning Commission Chair

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 Sawusch created a draft presentation based on discussions at the June 3 meeting.

BACKGROUND OF SUBJECT MATTER:

Town Advisory Boards and Commissions report annually to the Town Council. A draft presentation is provided for discussion. Additionally, the Clerk's office has provided a template for advisory boards to utilize. The presentation is scheduled for July 28, with materials due by July 10.

ATTACHMENT(S):

1. Draft Presentation
2. Advisory Board Presentation Template



Planning Commission Annual Report to the Town Council

Andrew Sawusch, Chair

Delaney Dreckman, Vice Chair

July 28, 2026



Commission Role

Duties

The planning commission shall have the powers, duties and responsibilities set forth Title 10 of this Code. While the town council shall be responsible for the creation and adoption of the town's comprehensive plan, the planning commission shall advise the town council on the comprehensive plan as outlined in Title 10 of this Code. Town of Erie Municipal Code 3-2-1 B

Review Roles

- Planned Development Zoning (R-H)
- PUD (R-H)
- Rezoning (R-H)
- Site Plan: Planning Commission Review (D-H)
- Special Review Use (R-H)
- Subdivision: Preliminary Plat (R-H)
- UDC Amendments (R)
- Comprehensive Plan Amendments (R-H)

Town of Erie Municipal Code 10-7-1, Table 7.1.1

R = Review H = Hearing D = Decision



Team

Commissioner	Term End
Alex Schatz	April 2029
Andrew Sawusch, Chair	April 2027
Ben Hemphill	April 2027
Bob Braudes	April 2027
Delaney Dreckman, Vice Chair	April 2027
Paul Leef	April 2029
Sherri Booth	April 2029

Former Commissioner	Term End
Kiley Baham	May 2026
Tim Burns	May 2026

Planning Staff	
Kelly Driscoll Liaison	Jaime Medina
Anna Ziegler	Josh Campbell
Chris LaRue	Melinda Helmer
Doug Trettin	Sarah Nurmela
Harry Brennan	

Communications Staff	
Adam Nettesheim	Maggie Murray
Gabi Rae	

Town Attorney's Office	
Eliot Schaefer	Kunal Parikh



September 2025 to July 2026 Review

Development Applications

Rezoning		
01/2026-02/2026	Canyon Creek PD Amendment No. 11	1.8 acres, Approve (6-0), Comments: 11
04/2026	Sierra Vista	60.4 acres, Approve (6-0), Comments: 3
Preliminary Plat		
09/2025	Canyon Creek Filing No. 11	169 DU, Approve w/ Conditions (5-0), Comments: 0
04/2026	Spring Hill	632 DU, Approve (6-0), Comments: 2
Site Plan		
11/2025	Erie PD Expansion	17,000 sf, Approve (6-0), Comments: 0
Special Review Use		
11/2025	Erie PD Expansion	17,000 sf, Approve (6-0), Comments: 0
05/2026	Erie Junction - Duplex	20 DU, Approve w/ Conditions (7-0), Comments: 0



September 2025 to July 2026 Review

UDC Amendments

Date	Code	Description
09/2025	10-7-2, 10-7-5	Public Hearing Notice Requirements
11/2025	10-13-3, 10-13-6	Installation of Wireless Communication Facilities
01/2026	10-6-12	Sign Regulations
03/2026	10-3-3, 10-11-3	Use of Manufactured Homes as Dwelling Units
05/2026	10-10-1, 10-12-7, et. al.	Consolidation of Penalties and Enforcement for Code Violations
05/2026	10-6-4, 10-11-3	Landscaping



September 2025 to July 2026 Review

Other Items

Date	Description
09/2025	Discussion of Planning Commission Roles and Responsibilities, Overview of Town Plans
11/2025	Active Harmer Training
02/2026	Comprehensive Plan Implementation
03/2026	Discussion on Proposition 123 Fast Track
05/2026	Recognition of Commissioners Baham and Burns, Roberts Rules of Order Overview, Discussion on Proposition 123 Fast Track
06/2026	Advisory Boards & Commissions Orientation and CIRSA Training, Election of Chair and Vice Chair of the Planning Commission, Discussion of Annual Report to Town Council



Meetings by Year

Year	Total	Held	Cancelled	Avg. Meeting	Min / Max	Utilization ^d
2020	24	16 (67%)	8 (33%)	1h 43m	7m / 3h 34m	62.2%
2021	24	18 (75%)	6 (25%)	2h 18m	32m / 4h 43m	94.0%
2022	24	13 (54%)	11 (46%)	1h 47m	34m / 3h 9m	52.5%
2023	25 ^a	12 (48%)	13 ^b (52%)	1h 54m	34m / 3h 14m	51.8%
2024	25 ^a	15 (60%)	10 (40%)	1h 45m	31m / 2h 26m	59.8%
2025	24	15 (63%)	9 (38%)	1h 41m	14m / 3h 26m	57.5%
2026	11	8 (73%)	3 (27%)	1h 34m	14m / 2h 48m	62.4%
	157	97 (62%)	60 ^c (38%)	1h 51m	7m / 4h 43m	62.9%

Notes:

^a 2 Special meetings held (2023, 2024)

^b 1 Regular meeting cancelled due to failure to meet quorum

^c 2 meetings generally cancelled each year due to holidays
(Example: 1st Wednesday in 2025 fell on New Year's Day)

^d Utilization based on 22 meetings held per year, 2hr per meeting



Goals for 2026

Commission By Laws

- Requirement of Ord. No. 30-2025 (Code 3-1-5 E - November 2025)
- Developed by Commission and Staff, will require Council Approval for adoption
- Addresses general and Commission-specific items

Commission Work Plan

- Developed by Staff and Commission, similar in-nature to Council's Work Plan
 - Prioritization, expected Commission and Staff resource allocation
- Outlines the breadth of activities to-be-completed, cross-referencing resource availability



Commission Work Plan

Items Anticipated to be Included

- Development applications and hearings, as required
- Comprehensive Plan Amendment(s), as required
- Unified Development Code updates (e.g. alignment with Comp Plan, Administrative Review process, other items proposed by Staff)
- Drafting of By Laws and Work Plan
- Items tasked by the Council

Items Discussed or Currently Exploring

- Joint Study Sessions with other Boards and Commissions
- Commissioner-led presentations on applicable topics
- Additional Roles & Responsibilities, as discussed and permitted by Council



Questions & Discussion



XXXX Advisory Board 2026 Annual Report

Town Council
July 28, 2026



Agenda

- Membership
- Acknowledgements
- Work Plan
- Highlights January – June 2026
- Going Forward July 2026 – June 2027



Membership

- XXXX, Chair
- XXXX, Vice Chair
- XXXX, Secretary
- XXXX, Member
- XXXX, Member
- XXXX, Member
- XXXX, Member



Acknowledgements

Town Council Liaisons

- XXXXXXXX
- XXXXXXXX

Staff Liaison

- XXXXXXXX

Town Clerk's Office



Work Plan

-
-
-
-
-
-



Highlights January – June 2026

- List
- Items the
- Advisory Board
- Has completed



Going Forward July 2026 – March 2027

- List
- Items the
- Advisory Board
- Is or will be working on



Questions & Discussion



TOWN OF ERIE

645 Holbrook Street
Erie, CO 80516

Planning Commission

Board Meeting Date: 6/17/2026

File #: 2026-397, **Version:** 1

SUBJECT:

Intro to Erie: Town Hall 101

DEPARTMENT: Planning & Development

PRESENTER(S): Andrew Sawusch, Planning Commission Chair

TIME ESTIMATE: 40 minutes

POLICY ISSUES:

Informational item only.

STAFF RECOMMENDATION:

Informational item only.

SUMMARY/KEY POINTS

In preparation for the Planning Commission's upcoming "roles and responsibilities" discussion, the Chair will provide a high-level (informational) overview of various aspects related to Town Hall and the Commission's current role.

BACKGROUND OF SUBJECT MATTER:

The overview includes the Town's organizational structure and department roles as well as specific direction in the Home Rule Charter, Municipal Code, and Unified Development Code for Planning Commission. Town budgeting and capital improvement planning are also included.

ATTACHMENT(S):

1. Presentation



Intro to Erie: Town Hall 101

Andrew Sawusch, Chair
June 17, 2026



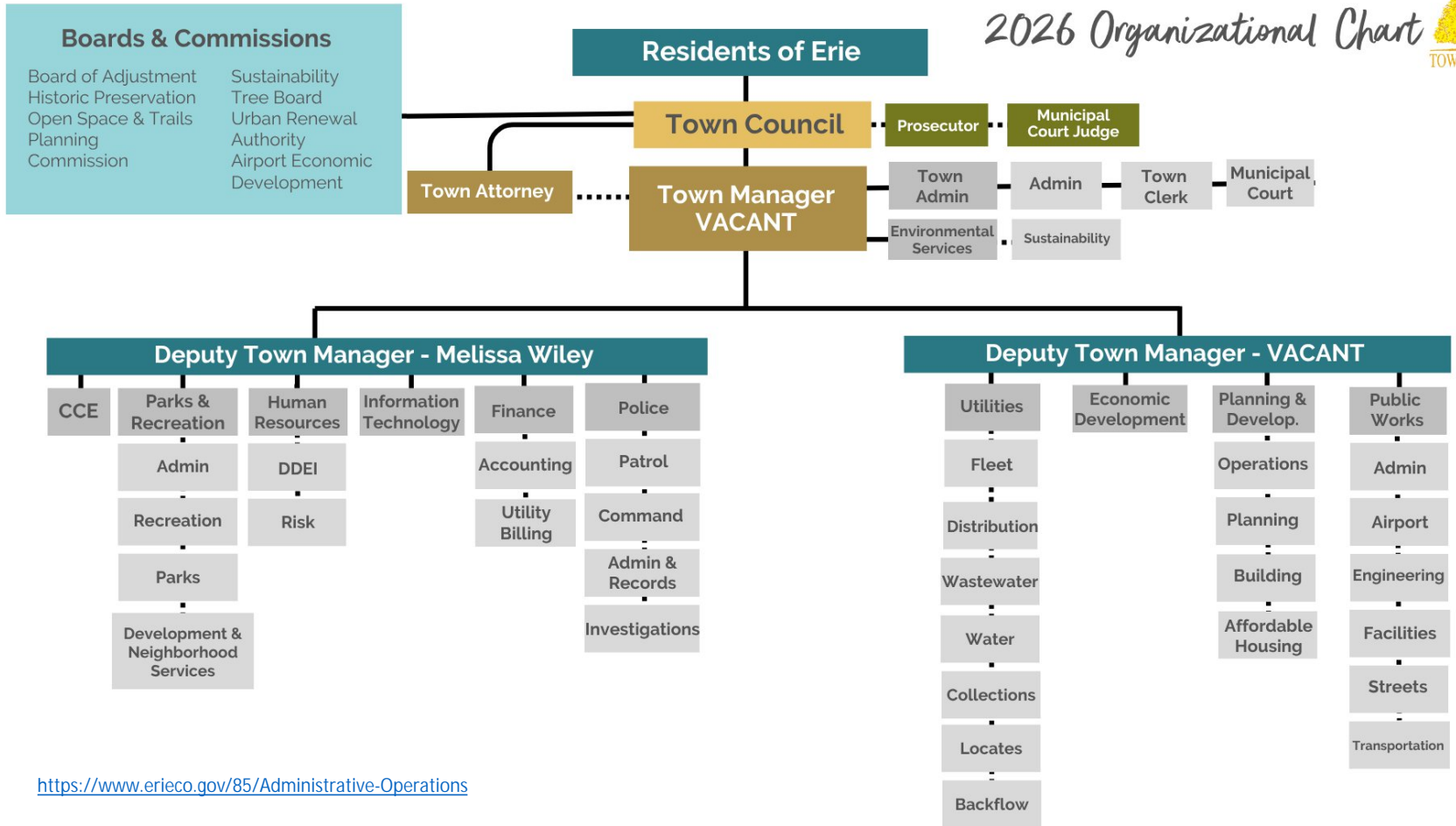
Topics

- Organizational Chart
- Town Council
- Town Departments
- Boards and Commissions
- Home Rule Charter, Municipal Code & UDC
- Strategic Plans
- Budgets and Financials
- Capital Improvement Plan & Fund
- Commission Duties & Authority



Organizational Chart

2026 Organizational Chart 



<https://www.erieco.gov/85/Administrative-Operations>



Town Council

Responsibilities

Following the adoption of the Town of Erie Home Rule Charter, the Town has a Town Council / Town Manager form of government. The Town Council (one Mayor, one Mayor Pro-Tem, five Council Members) serves as the legislative and governing body of the Town, while the Town Manager administers the day-to-day operations of the Town. The Council is responsible for establishing Town policies and goals and has the authority to adopt codes, ordinances and resolutions as needed to conduct the business of the Town.



<https://www.erieco.gov/318/Town-Council>



Town Council

Regional Boards and Commissions

Council Members are assigned as Liaisons to various Regional Boards and Commissions, each of which are devoted to a specific purpose. In their role as Liaisons, Council Members advocate for the Town's interests, speaking or voting on behalf of the entire Council body.

Boulder County Consortium of Cities
Boulder County Resource Conservation Advisory Board (RCAB)
Boulder to Erie Regional Trail (BERT)
Boulder Valley School District
Colorado Communities for Climate Action
Colorado Municipal League Legislative Policy Committee
Denver Regional Council of Governments
DRCOG Boulder County Sub Regional TIP Forum
DRCOG Weld County Sub Regional TIP Forum
Erie Economic Development Council
Highway 7 Coalition
Highway 52 Coalition
Homeless Coalition
I-25 Coalition

LEADS
Metro Mayor Caucus
North Area Transportation Alliance
Northwest Mayors & Commissioners Coalition
RTD Rails to Trails
St. Vrain Valley School District
State Hwy 7 Bus Rapid Transit Feasibility Report
State Hwy 7 Planning & Environmental Linkage Study
State Hwy 7 Station Area Master Plan
Transportation Improvement Plan – Boulder
Transportation Improvement Plan – Weld
Upstate Colorado Economic Development
US 287 Coalition

<https://www.erieco.gov/325/Board-Liaisons>



Town Council

Legislative Agenda

The Town of Erie actively monitors and engages with the State of Colorado Legislature and with rulemakings at the Federal level. This document is a guide for elected officials and staff with the Town to prioritize the bills to engage with most and the Town's position on each topic.



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Support Local Government Autonomy & Home Rule Authority

The Town generally opposes the preemption of local authorities, and bills that seek to limit the authority and powers of municipal government, unless they are co-developed in conjunction with municipal partners and further a policy otherwise identified in the Town's policy agenda.

Advocate for Increased Local Government Participation in the Development of Policies & Legislation that Impact Municipalities & Counties

The Town supports policies that recognize the unique and diverse history, culture, and environment of communities across Colorado, while working to ensure equity for all throughout the entire State.



Affordable Housing

Ensure Funding for Affordable Housing Reflects the Regional & Local Costs of Development

Ensure that State and Federal grants and subsidies for affordable housing development reflect regional housing development and land costs and keep pace with construction/materials cost increases.

Support Policies & Funding to Preserve Affordable Housing (Designated & Naturally Occurring)

Expand housing funding, including by referring to the voters of Colorado a measure to amend the State Constitution to allow voters in towns and cities to approve real estate transfer taxes, the proceeds of which must be used to fund affordable housing and programming that preserves existing affordable housing units and keeps people in their homes, such as programs for rental and mortgage assistance, housing rehab, housing modifications for aging in place and accessibility, and other innovative approaches to utilize existing housing stock.

Improve the Rights of Residents Within Manufactured Home Communities

Enhance and preserve the rights of residents within manufactured home communities and provide funding to support residential ownership or non-profit ownership of manufactured home communities.



Economic Health & Vitality

Support Local Economies by Providing Incentives & Regulatory Relief to Small Businesses & Entrepreneurs

Support enhancing the ability of entrepreneurs and small businesses to establish and develop their businesses while providing incentives for investors. Increase the availability of tax credits and other financial incentives for small businesses and entrepreneurs. Protect small businesses and Erie jobs from the impact of burdensome and costly regulations, taxes, and fees.

Support Economic Development Incentives to Attract New Businesses to Colorado Towns like Erie

Support economic development incentives as critical tools for attracting new business, encouraging expansion of existing business, creating jobs, and stimulating private investment. Oppose any effort to remove, or restrict the use of these programs to support local economic development activities in Erie.

Protect Powers of Annexation for Colorado Towns like Erie

Oppose any legislation that limits municipalities' power of annexation. Some properties in the Erie Planning Area do not have access to utilities and other services without annexation. Annexation allows the Town to grow in a way that offers financial stability, which helps maintain public services. The Town opposes any legislation that undermines this essential function of standard, effective planning.

Increase Programs & Policies that Support Diverse Businesses & Minority Business Owners

Support programs, policies, and funding that address systemic wealth disparities. Provide opportunities for diverse and minority-owned businesses and entrepreneurs to receive support and services to equitably participate in the economy.

Continue to Support Tax Increment Financing as a Tool to Facilitate New Development and Redevelopment

Protect the ongoing ability to effectively use tax increment financing programs provided by the Colorado Urban Renewal Law and Downtown Development Authority Act to facilitate ongoing development and redevelopment activities in Erie.

<https://www.erieco.gov/2262/Legislative-Agenda>

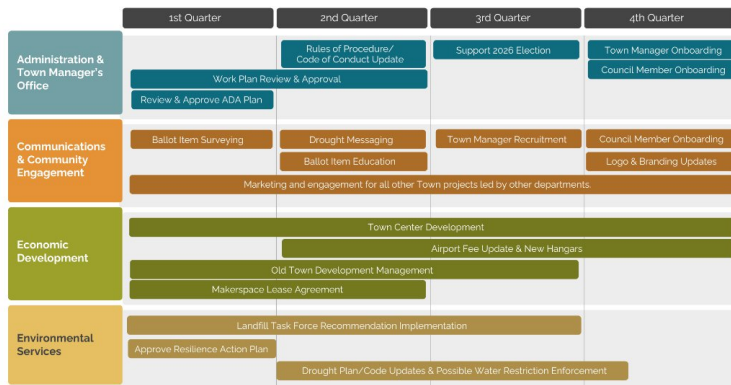


Town Council

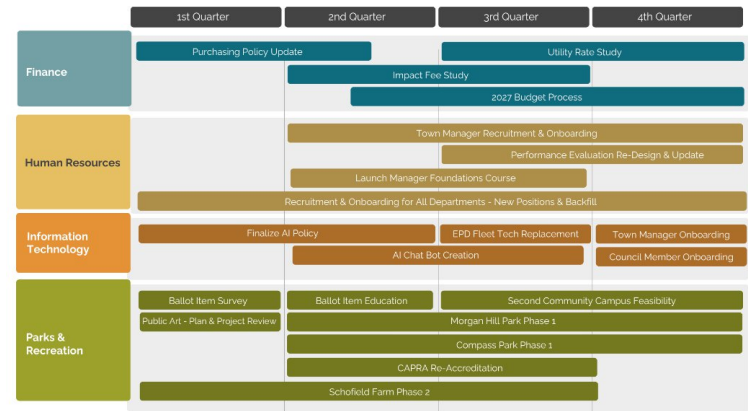
Work Plan

The Town Council sets policy and priorities for the Town. Staff then take those policies and priorities and share a Work Plan to reach those set goals. This not only provides a representation of what each department and team is working on, but also provides focus as to which items are most important.

2026 Work Plan



2026 Work Plan, cont.



<https://www.erieco.gov/1542/Work-Plan-Priorities>



Town Departments



Administrative Operations

Meredith Muth
[Email](#)



Communications & Community Engagement

Gabi Rae
[Email](#)



Economic Development

Julian Jacquin
[Email](#)



Environmental Services

David Frank
[Email](#)



Finance

Sara Hancock
[Email](#)



Human Resources

Alicia Melendez
[Email](#)



Information Technology

Denise Jakan
[Email](#)



Parks & Recreation

Luke Bolinger
[Email](#)



Planning & Development

Sarah Nurmela
[Email](#)



Police

Chief Lee Mathis
[Email](#)



Public Works

David Pasic
[Email](#)



Utilities

Todd Fessenden
[Email](#)

<https://www.erieco.gov/2472/Department-Directors>



Town Departments

Town Administration

Administers day-to-day operations of the Town, including direct oversight of all Town Departments.

Town Clerk

Responsible for administration of Town Council meetings, boards & commissions, elections, liquor licensing, permitting, and record retention.

Municipal Court

The Erie Municipal Court adjudicates violations of the Town's municipal ordinances and the Model Traffic Code, as amended by the Erie Municipal Code.

Town Attorney's Office

Advises and represents the Town in all legal matters of municipal concern, Town departments, boards and commissions, and responsible for drafting all ordinances, resolutions, legal documents, et. al.

<https://www.erieco.gov/8/Services>



Town Departments

Environmental Services

Dedicated to the protection and care of our natural environment. Includes air quality monitoring, sustainability, water conservation, waste reduction, oil and gas regulations, and more.

Communications & Community Engagement

Responsible for coordinating the Town's communications and community engagement efforts, ensures accurate and timely information is shared with the public and the media.

Human Resources

Provides overall policy direction on human resource best practices related to the management of employees for all Town departments.

Information Technology

Supports the Town's current and future technology needs – including all Town-wide departments.

<https://www.erieco.gov/8/Services>



Town Departments

Finance

Made up of four divisions – Accounting, Budgeting, Grants, and Utility Billing. Maintains the Town's accounting system, responsible for development and maintenance of the annual budget, supports the Town's grants cycle, maintains the water billing system.

Police

Serves the residents of Erie, Colorado with a patrol and response responsibility for 48 square miles.

Economic Development

Leads the retention, expansion, and attraction of business in Erie – focused on strengthening and diversifying Erie's economy. Supports existing and growing businesses, attracts new employers and investment, and helps entrepreneurs launch new ventures.

<https://www.erieco.gov/8/Services>



Town Departments

Parks & Recreation

Composed of four separate divisions:

Business Services Division

Responsible for the oversight and administrative functions for the Department.

Development and Neighborhood Services

Performs a wide variety of high-level coordination, management, planning and forecasting of development activities and major projects.

Parks and Open Space Division

Plans, organizes, coordinates, manages the operation and maintenance of parks, open space, trails, sports fields, urban forestry, irrigation systems, cemetery, landscaped areas at municipal facilities.

Recreation Division

Leadership, direction, and oversight of the operations and functions of all Town-owned recreation facilities – including staffing, programming, guest relations, facility maintenance, et. al.

<https://www.erieco.gov/170/Parks-Recreation-Department>



Town Departments

Utilities

A combination of many divisions which support water resources and reclamation services:

Operations & Maintenance Division

Town utilities and fleet – utility vulnerability, meters, distribution & collection, storm maintenance

Water Reclamation Treatment Division

Operates and maintains the 1.2 million gallons per day Water Reclamation Facility.

Water Treatment Division

Operates and maintains the 9.9 firm million gallons per day Lynn Morgan Water Treatment Facility.

Vulnerability Division

Responsible for keeping an eye out for any vulnerabilities to the water systems.

<https://www.erieco.gov/2437/Utilities>



Town Departments

Public Works

Multiple divisions to support planning, constructing, maintaining infrastructure & facilities:

Engineering Division

Organize, direct, implement, and monitor the planning, contracting, designing, and inspecting of all Town and private development projects for and within the Town.

Facilities Maintenance Division

Maintains and provides janitorial care for all Town-owned facilities, as well as general maintenance

Street Maintenance Division

Responsible for maintaining all Town paved / unpaved roads, streetlights, road blading, street striping, signage, traffic signals, asphalt pavement, concrete, sidewalks, street sweeping, snow removal, et. al.

Transportation & Mobility Division

Strategic direction and vision, policy development, and management of transportation and mobility-related capital improvements

<https://www.erieco.gov/348/Public-Works>



Town Departments

Planning & Development
Consists of three divisions:

Planning Division

Responsible for reviewing land use applications for development activities – annexation, zoning, plats and site plans – and also responsible for the administration of the Comprehensive Plan and UDC.

Building Division

Reviews construction plans, issues permits, performs inspections, enforces ordinances that ensure safe building and healthy environments – as well as manages licensing of contractors and trades.

Operations Division

Provides administrative and planning technical support for the department and includes the Code Enforcement function for existing development.

<https://www.erieco.gov/108/Planning-Development>



Boards & Commissions

Airport Economic Development Advisory Board (AEDAB)

Advises the Town Council on economic activity at the Erie Airport.

Board of Adjustment & Board of Appeals

Meets on an as-needed basis to consider such things as variances to the zoning code, setback requirements and building appeals.

Historic Preservation Advisory Board (HPAB)

Meets to discuss issues related to the preservation of historic structures, documents, and artifacts in Erie.

Open Space & Trails Advisory Board (OSTAB)

Advises the Town Council on open space and trails-related issues.

Planning Commission

Reviews proposed land uses and forwards recommendations to the Town Council.

<https://www.erieco.gov/319/Boards-Commissions>



Boards & Commissions

Sustainability Advisory Board

Advises the Town Council with matters that relate to the planning, development, maintenance, and management of sustainability activities throughout Erie.

Tree Board

Educate the residents of Erie about the importance of planting and maintaining trees on public and private lands, to maintain Erie's Tree City USA certification, to plan and promote an annual Arbor Day Festival, to involve the community in the work of the Tree Board and to promote sound management of Erie's urban forest.

Urban Renewal Authority

Colorado law gives cities and towns the right to form urban renewal authorities which empowers them with certain tools, including eminent domain and tax increment financing, to encourage economic vitality and improve the public safety of a project area. The Town Council serves as the officers of the Town of Erie Urban Renewal Authority (est. 2011).

<https://www.erieco.gov/319/Boards-Commissions>



Home Rule Charter, Municipal Code, UDC

Home Rule Charter

The Town of Erie residents voted to approve a Home Rule Charter in November 2023. This new governing document dictates how the Town will be governed and includes details about the makeup and elections for the Town Council, how administration of the Town will be managed, how advisory boards and commissions will run, and more.

Authority is derived from Article XX of the Colorado Constitution, providing the authority to address matters of local and municipal concern, rather than following state statute.

Articles

1. General Provisions
2. Elective Offices; Vacancies
3. Ethics
4. Meetings, Executive Sessions, and Emergency Powers
5. Elections
6. Ordinances
7. Initiative, Referendum, and Recall
8. Town Officers
9. Municipal Court
10. Boards and Commissions
11. Open Space and Trails
12. Taxation
13. Town Finances and Borrowing
14. Public Utilities, Franchises, and Use of Public Property
15. Miscellaneous Provisions
16. Transition Provisions

<https://www.erieco.gov/2079/Home-Rule-Charter>



Home Rule Charter, Municipal Code, UDC

Municipal Code

The Municipal Code is comprised of ordinances and bylaws issued by a municipality, and the rules pertinent to the municipality's operations and conduct of business. These ordinances can address things like public health and safety, zoning, Town budgeting rules, land use issues, and more. The Town's code builds on laws established by the State of Colorado.

Titles

1. Administration and Personnel
2. Revenue and Finance
3. Boards and Commissions
4. Business Regulations
5. Public Health and Safety
6. Police and Traffic Regulations
7. Public Ways and Property
8. Water and Wastewater
9. Building Regulations
10. Unified Development Code

<https://www.erieco.gov/1098/Municipal-Code>



Home Rule Charter, Municipal Code, UDC

Unified Development Code (UDC)

Title 10 of the Town of Erie Municipal Code, the UDC contains the Town's subdivision and zoning regulations and the land use application processes that are required for new development within the Town of Erie.

"This UDC has as its general purpose the promotion of the health, safety, and general welfare of the Town of Erie ("Town")". Town of Erie Municipal Code, 10-1-3 A

Chapters

1. General Provisions
2. Zoning Districts
3. Use Regulations
4. Dimensional Standards
5. Subdivision Standards, Design, and Improvements
6. Development and Design Standards
7. Review and Approval Procedures
8. Reserved
9. Legal Nonconforming Uses Structures and Lots
10. Enforcement
11. Definitions
12. Regulations for Oil and Gas Operations
13. Wireless Communication Facilities
14. Flood Damage Prevention
15. Natural Medicine Businesses

<https://www.erieco.gov/1965/Unified-Development-Code>



Home Rule Charter, Municipal Code, UDC

UDC 10-1-3 – Purpose of this title

B. Specific purposes: The provisions of this UDC are specifically intended to:

1. Foster quality, compatible, and efficient relationships among land uses;
2. Promote a healthy and convenient distribution of population by regulating and limiting the density of development;
3. Ensure greater public safety and accessibility through quality physical design and location of land use activities;
4. Encourage the efficient use of the available land supply;
5. Promote a balanced supply of residential, commercial, industrial, institutional, and transportation land uses that are substantially compatible with adjacent land uses and that have good access to transportation networks;
6. Preserve the character and quality of the town's residential neighborhoods;
7. Promote a balanced, diverse supply of affordable, quality housing located in safe and livable neighborhoods;
8. Enhance the appearance, visual scale, orientation, quality, and mix of land uses of new developments;
9. Ensure that developments are substantially compatible with the town's comprehensive plan;
10. Promote the vitality and development of the town's major employment centers, town centers, and its other commercial and mixed-use districts;
11. Manage traffic congestion in the streets;
12. Ensure the provision of adequate open space for light, air, and fire safety;
13. Manage the preservation of existing trees and vegetation, wetlands, floodplains, wildlife and habitat, stream corridors, scenic views, and other areas of scenic and environmental significance from adverse impacts of land development;
14. Encourage development of a sustainable and accessible system of recreational facilities, parks, trails, and open space that meets year-round neighborhood and community-wide needs;
15. Facilitate and cooperate with other governments to provide adequate and safe provision of transportation, water, wastewater, storm drainage, schools, parks, and other public facilities;
16. Provide a clear, timely, business friendly development processing atmosphere;
17. Provide appropriate development incentives to achieve an economically balanced and diverse community; and
18. Ensure that service demands of new development will not exceed the capabilities of existing streets, utilities, or other public facilities and services.

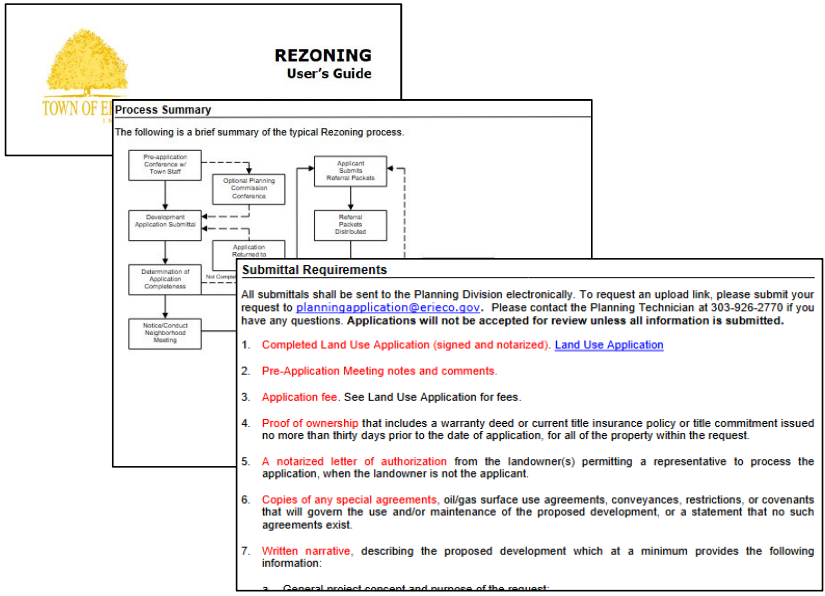
https://library.municode.com/co/erie/codes/code_of_ordinances?nodeId=TIT10UNDECO_CH1GEPR_10-1-3PUTI



Home Rule Charter, Municipal Code, UDC

User Guides

The director shall compile the current requirements for application contents, forms, fees, and the submission materials and review schedule in a user's guide, which shall be made available to the public. Town of Erie Municipal Code, 10-7-2 B (1)



<https://www.erieco.gov/2247/Planning-Division>

- › Pre-Application Process
- › Annexation & Initial Zoning
- › Architectural Review
- › Planned Development (PD) Zoning & PD Amendment
- › PUD Amendment
- › **Rezoning**
- › Subdivision
- › Site Plan
- › Special Review Use
- › Variance
- › Wireless Communication Facilities

Rezoning property in the Town of Erie is intended to make adjustments based on changed conditions or changes in public policy, or that are necessary to advance the general welfare of the Town. Rezoning requires Public Hearings before the Planning Commission and Town Council. All rezoning applications require published, posted, and mailed notice at least 15 days prior to the scheduled date of the hearing before Planning Commission and Town Council.

See this [Rezoning User Guide](#) for application requirements.



Strategic Plans

Purpose

The strategic plans are used as guidance documents for new development, and when budgeting and identifying projects needed throughout the Town.

[Airport Strategic Plan](#) (2016)

[Coal Creek Rock Creek Flood Hazard Area Delineation](#) (2014)

[Coal Creek Rock Creek Major Drainageway Plan](#) (2014)

[Coal Creek Conceptual Design Report](#) (2018)

[Comprehensive Plan & Comprehensive Map](#) (2024)

[Elevate Erie Plan Update Process](#)

[Downtown Redevelopment Framework Plan](#) (2016)

[Drought & Water Supply Shortage Plan](#) (2021)

[Erie Parkway Corridor Study](#) (2017)

[Erie Parkway Corridor Study Appendices](#) (2017)

[Facilities Strategic Plan](#) (2021)

[Mixed Use Development Vision Guide](#) (2024)

[Non-Potable Water Strategic Plan](#) (2020)

[Outfall Systems Plan - East of Coal Creek](#) (2020)

[Outfall Systems Plan - West of Coal Creek](#) (2014)

[Parks, Recreation, Open Space, and Trails PROST](#) (2025)

[Needs Assessment Report](#)

[Police Department Strategic Plan](#) (2025)

[Sustainability Strategic Plan](#) (2020)

[Town Center Strategic Plan](#)

[Transportation Mobility Plan](#) (2024)

[TMP Appendices](#) (2024)

[Median Policy Amendment](#) (2020)

[Wastewater Collection Systems Master Plan](#) (2020)

[Wastewater Utility Plan Update](#) (2020)

[Water Efficiency Plan](#) (2021)

[Weld County Master Drainage Plan](#) (2007)

<https://www.erieco.gov/526/Strategic-Plans>



Strategic Plans

Comprehensive Plan (2024)

Also known as the Town's Master Plan, the Comprehensive Plan is an officially adopted policy document that outlines the community's vision and goals for the future. It provides guidance for Town leadership, residents, and staff in making choices regarding Erie's future, quality of life, and experience.

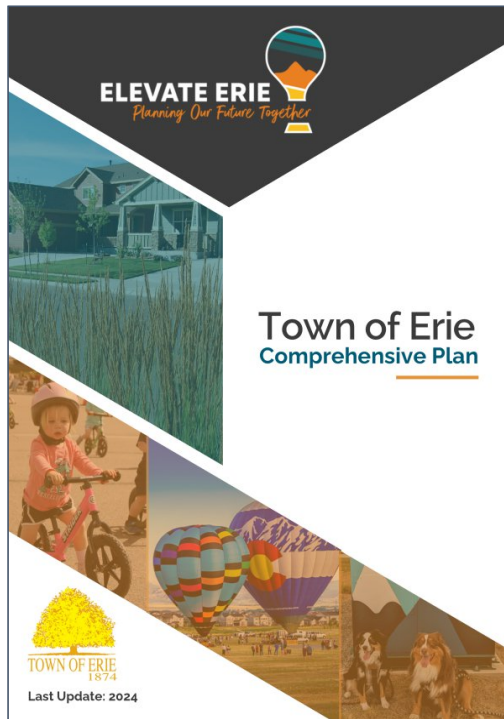
The written goals and policies of the Comprehensive Plan, along with the Future Land Use map, provide guidance for decisions affecting growth and annexation, the use and development of land, preservation of open space, and the expansion of public facilities and services.

In conjunction with this update, Staff also initiated an update of the Transportation Mobility Plan – which was as well adopted in the same year. Prior to the current Comprehensive Plan being adopted in October 2024, it had last been adopted in December 2015, which was largely a technical update from the plan adopted in 2005.

<https://erieco.gov/2446/Comprehensive-Plan>



Strategic Plans



<https://www.erieco.gov/526/Strategic-Plans>

How to Use the Plan

Erie's Comprehensive Plan contains goals and policies that provide guidance pertaining to essential aspects of life in Erie — from growth and housing to services like water and streets. The Comprehensive Plan sets the overall vision for the Town of Erie, supported by additional *Strategic Plans* for specific topic areas. Capital investments, programs and services should align with the Plan goals and policies.

- Chapter 1: Introduction**
 - Comprehensive Planning purpose and process, Vision & Values.
- Chapter 2: Future Land Use Map**
 - Future Land Use Map within the Town's Plan
- Chapter 3: Core Values**
 - Goals and policies for rural, rural character
- Chapter 4: Public Works**
 - Goals and policies for management, and performance
- Chapter 5: Natural Resources**
 - Goals and policies for change disruptions, and preservation
- Chapter 6: Livability**
 - Goals and policies for health and safety; and quality of life
- Chapter 7: Housing**
 - Goals and policies for housing
- Chapter 8: Economic Development**
 - Goals and policies for growth, entrepreneurship, and job creation
- Chapter 9: Transportation**
 - Goals and policies for transportation
- Chapter 10: Implementation**
 - Supporting documents

Introduction

Purpose of the Comprehensive Plan

The Town of Erie Comprehensive Plan is an officially adopted policy document that outlines the community's vision and goals for the future. The Comprehensive Plan provides guidance for Town leadership, residents, and staff in making choices regarding Erie's future, quality of life, and experience. The written goals and policies of the Comprehensive Plan, along with the Future Land Use Map, provide guidance for decisions affecting growth and annexation, the use and development of land, preservation of open space, and the expansion of public facilities and services. The policy recommendations, maps and graphics contained in this Plan are interrelated and should be used in context of each other.

Amendment Procedures

For the plan to function over time, it must be able to be periodically updated to reflect significant trends or changes in the economic, physical, social, or cultural conditions. Procedures and criteria are described in the Unified Development Code. Updates to the Future Land Use Map and plan document as is necessary will follow the procedures outlined in the Unified Development Code Planning Commission and Town Council.

Community & Stakeholder Engagement

The Plan is more than a policy document for the Town; rather, it is a tool for public engagement in developing the Plan is key. From the opportunities for the public to engage and have conversations about the Comprehensive Plan began in late 2021, with four windows of work:

- Phase 1: Setting the Stage** (December 2022 – April 2023)
- Phase 2: Defining the Direction** (May 2023 – December 2023)
- Phase 3: Scenario Planning** (January – June 2024)
- Phase 4: Policy Framework & Realizing the Plan** (July – October 2024)

During each phase, staff held pop-up events at local community hubs interacted with interested people at scheduled events throughout the Arbor Day, Town Fair, Stroller Derby, and more. Each phase also included newsletters, flyers, and social media. A detailed engagement summary is available in the Appendix. Stakeholders involved in the update process include the Town Council Advisory Committee (TAC), and the Technical Advisory Committee (TAC). The TAC is made up of representatives from each of the Town's divisions. The TAC will also be working with the Town Council and Planning Commission. The TAC consists of representatives from the planning professional districts, Mountain View Fire Protection District, power and water utilities, and other stakeholders.

Mixed Use Village

Dwelling Units per Acre: 12-30
Minimum FAR: 0.45

Mixed Use Village includes shopping, residences, entertainment, and services. Densities in this designation go from 12 units to 30 units per acre and can include apartments and stacked flat housing types.

PRIMARY USE

- Mixed Use Village accommodates a primarily vertical mix of residential, commercial, retail, and office uses in a compact, pedestrian-oriented environment.

LOCATION

- Mixed Use Village should be located along or near major transportation corridors to maximize access to transit, employment, amenities, and services.

promote vibrant, successful commercial or employment centers and development is encouraged provided it is consistent with the Village areas.

POLICY	RESPONSIBILITY	TIMELINE	CORE VALUES
Goal P1: Maintain inclusive and effective public facilities	Main: Public Works Division: Transportation	Ongoing	Equity, Sustainability, Resilience
PA.1 Prioritize street maintenance to avoid exponential replacement costs.	Supporting: Operations & Maintenance	Ongoing	Equity, Sustainability, Resilience
PA.2 Continue to maintain and create public facilities at a high standard to ensure Erie meets the needs of current and future residents.	Main: Public Works Division: Facilities	Ongoing	Equity, Sustainability, Resilience

Figure 3. Future Land Use Map

You can review the Draft Future Land Use Map at the following link to zoom in more closely on specific neighborhoods and parcels: [Interactive Map](#)

Legend:

- Planning Area Boundary
- Town Boundary
- Residential - Rural
- Residential - Low
- Residential - Medium
- Residential - High
- Corridor Commercial
- Neighborhood Commercial
- Mixed Use Neighborhood
- Employment
- Heavy Industrial
- Public / Quasi-Public
- Parks, Open Space, and Protected Lands
- Agriculture
- RTD Right of Way



Budgets & Financials

Budgets

Adopted in November to December for the following year, with 2 or more "supplemental" adoptions within the year, the Town's budget provides the allocation of monetary resources for all town-wide activities. The budget is a forward looking document, used for planning purposes.

- The process of developing next year's budget starts with Staff at beginning of the year
- Study Session with Council in May-July, Study Session with Council in October
- Two public hearings in November/December, 2nd hearing includes adoption
- Detailed - each major fund AND individual departments
- Approved budget MUST NOT have a deficit (ie. expenses can not be greater than projected revenues and funds on hand)

2027 Budget Cycle Timeline



<https://www.erieco.gov/131/Budgets>



Budgets & Financials

Fund Accounts

General Fund

Capital Improvement Fund

Special Revenue Funds

- Grants Fund
- Trails & Natural Areas Fund
- Conservation Trust Fund
- Cemetery Fund

Capital Funds

- Transportation Impact Fund
- Public Facilities Impact Fund
- Parks Improvement Impact Fund
- Police Facilities Impact Fund
- Tree Impact Fund
- Storm Drainage Impact Fund
- Fleet & Equipment Acquisition Fund

Enterprise Funds

- Water Fund
- Wastewater Fund
- Storm Drainage Operation Fund
- Airport Fund

<https://www.erieco.gov/131/Budgets>



Budgets & Financials

The **General Fund** is the Town's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in one of the following funds.

Special Revenue Funds - Special revenue funds are used to account for specific revenues that are legally restricted to expenditure for particular purposes.

Grants Fund: Accounts for all general governmental grants (excluding those for the enterprise funds).

Trails and Natural Areas Fund: Accounts for property tax revenues and other restricted revenues used to acquire and construct trails; to acquire and develop natural areas for public use; and for maintenance of trails and natural areas.

Conservation Trust Fund: Accounts for revenues received from the Colorado State Lottery proceeds through the State's Conservation Trust Fund. It is used to acquire, develop, and maintain new conservation sites, and for capital improvements or maintenance for recreational purposes on any public site.

Cemetery Fund: Accounts for revenues received from plot purchases at the municipal cemetery. Money is used for perpetual care expenditures at the cemetery.

<https://www.erieco.gov/131/Budgets>



Budgets & Financials

Capital Funds – we use various capital funds to account for the acquisition and construction of major capital facilities that are growth-related and funded by impact fees (Impact Funds) and those that are not growth-related and funded primarily by the general fund.

Parks Improvement Impact Fund: Accounts for impact fee revenues, fees-in-lieu and reimbursements from developers and grants used to construct and acquire parks and related improvements.

Public Facilities Impact Fund: Accounts for impact fee revenues and grants used to construct and acquire public facilities.

Storm Drainage Impact Fund: Accounts for impact fee revenues used to acquire and construct the storm drainage system. See also “Storm Drainage Operating Fund” below.

Transportation Impact Fund: Accounts for impact fee revenues, fees-in-lieu, and reimbursements from developers and grants used to construct and acquire transportation system enhancements.

Tree Impact Fund: Accounts for impact fee revenues used to acquire and plant trees in public locations, and to issue certificates for tree purchases to homeowners of newly constructed homes.

<https://www.erieco.gov/131/Budgets>



Budgets & Financials

Enterprise Funds - Enterprise funds are used for the Town's ongoing activities which are like those found in the private sector. These funds are generally expected to be self-supporting. Among other restrictions, no more than 10% of their revenues can come from state or local governments (including the Town) to support their activities.

Water Fund: Accounts for the acquisition, treatment, and distribution of the Town's water supply. Includes all water-related revenues (tap fees, water resource fees and user fees), along with associated personnel, operating, capital and debt service expenditures.

Wastewater Fund: Accounts for the collection and treatment of wastewater in the Town's wastewater system. Includes all wastewater-related revenues (tap fees and user fees), along with associated personnel, operating, capital and debt service expenditures.

Storm Drainage Operating Fund: Accounts for charges received from system users, used to construct and maintain the storm drainage system. Includes all storm drainage-related revenues (user fees), along with associated personnel, operating, capital and debt service expenditures. Also includes transfers of impact fees from the Storm Drainage Impact Fund to help construct growth-related capital projects.

Airport Fund: Accounts for airport fees received from the airport management company and airport users, as well as proceeds from federal and state aviation grants (the primary source of revenues for this fund). These revenues are used primarily for airport capital projects.

<https://www.erieco.gov/131/Budgets>



Budgets & Financials

Internal Service Funds – In 2019 the Town created its first internal service fund – the Fleet and Equipment Acquisition Fund (“Fleet Fund”). Internal service funds are funds that primarily provide services to other parts of the government. The Fleet Fund will be used for the purchase of new and replacement vehicles and heavy equipment, along with an ongoing funding plan to provide for future acquisitions as needed.

Fund Balance/Working Capital – Two other key terms to understand are *fund balance* and *working capital* (in the case of proprietary funds). You will see these terms throughout budget reports (and the monthly board report). These amounts represent the accumulated revenues more than expenditures in each fund that are available for appropriation. (**Note:** Different terms and definitions are used in the audited financial statements, which in some cases will result in different amounts being reported in the audited financial statements from those presented in budget reports.)

<https://www.erieco.gov/131/Budgets>



Budgets & Financials

Changes in Fund Balances/Working Capital - 2026 Budget						
2026 Budget	Beginning Balance	Revenues - Proposed	Expenditures - Proposed	Net Increase/Decrease	Restricted	Ending Balance
General Fund - 100	24,918,869	69,306,130	75,545,213	(6,239,083)	(3,328,546)	15,351,240
Capital Improvement Fund - 110	28,764,084	10,000,000	15,778,858	(5,778,858)	-	22,985,226
Grants Fund	-	-	-	-	-	-
Trails & Natural Areas Fund	7,431,020	3,079,000	2,455,513	623,487	-	8,054,507
Conservation Trust Fund	1,538,007	350,000	1,477,067	(1,127,067)	-	410,940
Cemetery Fund	523,298	-	-	-	-	523,298
Total Special Revenue Funds	9,492,326	3,429,000	3,932,580	(503,580)	-	8,988,746
Transportation Impact Fund	29,753,282	4,065,740	12,175,000	(8,109,260)	-	21,644,022
Public Facilities Impact Fund	6,544,491	2,615,920	2,279,814	336,106	-	6,880,597
Parks Improvement Impact Fund	16,110,165	1,650,940	7,000,000	(5,349,060)	-	10,761,105
Police Facilities Impact Fund	804,781	47,454,100	47,266,850	187,250	-	992,031
Tree Impact Fund	1,662,386	201,000	226,800	(25,800)	-	1,636,586
Storm Drainage Impact Fund	10,801,067	1,124,180	7,050,000	(5,925,820)	-	4,875,247
Total Capital Funds	65,676,173	57,111,880	75,998,464	(18,886,584)	-	27,290,823
Insurance Fund	-	2,093,062	1,500,062	-	-	-
Fleet & Equipment Acquisition Fund	3,732	2,156,853	2,156,853	-	-	3,732
Total Internal Service Funds	3,732	4,249,915	3,656,915	593,000	-	596,732
Water Fund	136,081,196	181,285,800	201,130,225	(19,844,425)	-	116,236,771
Wastewater Fund	41,406,131	12,124,000	10,315,234	1,808,766	-	43,214,897
Storm Drainage Operating Fund	1,701,803	8,959,809	6,806,628	2,153,181	-	3,854,984
Airport Fund	122,719	370,848	437,969	(67,121)	-	55,598
Total Enterprise Funds	179,311,849	202,740,457	218,690,056	(15,949,599)	-	163,362,250
Totals	308,167,033	346,837,382	393,602,086	(46,764,704)	(3,328,546)	258,073,782

<https://www.erieco.gov/131/Budgets>



Budgets & Financials

Financial Reports

The Town's financial reports and statements provide historical information that presents the Town's financial position as of their respective dates. These documents are backwards looking, as they report on and reconcile past activities. There are two types of reports:

Annual Comprehensive Financial Reports

Prepared Annually to promote accountability and meet statutory compliance obligations, reconciles all Town activities. Provides the Town Council, residents, bondholders, and the general public with useful information about the Town's operations and financial position. Reports through previous year's end (December 31st) made public May-July timeframe.

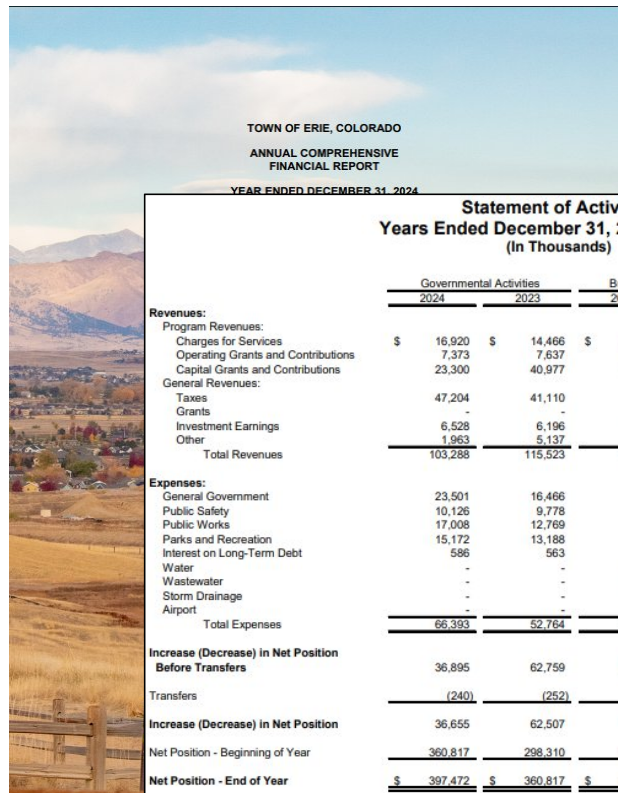
Monthly Sales Tax Reports

Reporting of the Sales Tax collected by the Town on a monthly basis. Reporting is for months in the past as remittance and reconciliation is delayed – sales taxes are collected by the State Department of Revenue, amounts remitted to the Town are from previous month(s).

<https://www.erieco.gov/134/Financial-Reports>



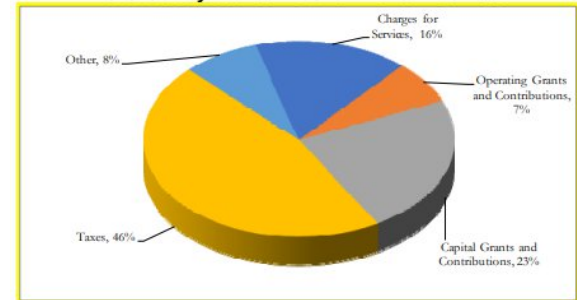
Budgets & Financials



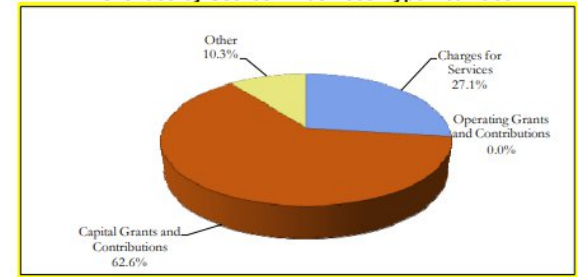
TOWN OF ERIE, COLORADO
ANNUAL COMPREHENSIVE
FINANCIAL REPORT
YEAR ENDED DECEMBER 31, 2024

	Statement of Activities Years Ended December 31, 2024 and 2023 (In Thousands)					
	Governmental Activities		Business-Type Activities		Total	
	2024	2023	2024	2023	2024	2023
Revenues:						
Program Revenues:						
Charges for Services	\$ 16,920	\$ 14,466	\$ 24,388	\$ 20,285	\$ 41,308	\$ 34,751
Operating Grants and Contributions	7,373	7,637	1,764	-	9,137	7,637
Capital Grants and Contributions	23,300	40,977	56,348	56,509	79,648	97,486
General Revenues:						
Taxes	47,204	41,110	-	-	47,204	41,110
Grants	-	-	-	-	-	-
Investment Earnings	6,528	6,196	7,293	6,543	13,821	12,739
Other	1,963	5,137	282	121	2,245	5,258
Total Revenues	103,288	115,523	90,075	83,458	193,363	198,981
Expenses:						
General Government	23,501	16,466	-	-	23,501	16,466
Public Safety	10,126	9,778	-	-	10,126	9,778
Public Works	17,008	12,769	-	-	17,008	12,769
Parks and Recreation	15,172	13,188	-	-	15,172	13,188
Interest on Long-Term Debt	586	563	-	-	586	563
Water	-	-	15,262	13,181	15,262	13,181
Wastewater	-	-	7,170	7,190	7,170	7,190
Storm Drainage	-	-	2,722	1,932	2,722	1,932
Airport	-	-	641	288	641	288
Total Expenses	66,393	62,764	25,795	22,591	92,188	75,355
Increase (Decrease) in Net Position Before Transfers	36,895	62,759	64,280	60,867	101,175	123,626
Transfers	(240)	(252)	240	252	-	-
Increase (Decrease) in Net Position	36,655	62,507	64,520	61,119	101,175	123,626
Net Position - Beginning of Year	360,817	298,310	491,585	430,466	852,402	728,776
Net Position - End of Year	\$ 397,472	\$ 360,817	\$ 556,105	\$ 491,585	\$ 953,577	\$ 852,402

Revenues by Source – Governmental Activities



Revenues by Source – Business-Type Activities



<https://www.erieco.gov/134/Financial-Reports>



Capital Improvement Plan & Fund

Capital Improvement Plan (CIP)

Developed annually, the Capital Improvement Plan notes the anticipated future capital projects for all Town services over the next 5 years. Throughout each current year, Staff works to itemize and prioritize the projects, using an internal rubric and internal committee(s) to balance competing needs with available resources.

Since this list is comprehensive in nature, it includes all anticipated projects – regardless of the fund account that will pay for the project. Once itemized and prioritized, Staff develops projected timeframes as to when these projects need to occur, including the anticipated costs and funding source(s).



What is capital?

Capital assets are defined by the Town as assets with an initial, individual cost of more than \$10,000 and an estimated useful life of three years or more.

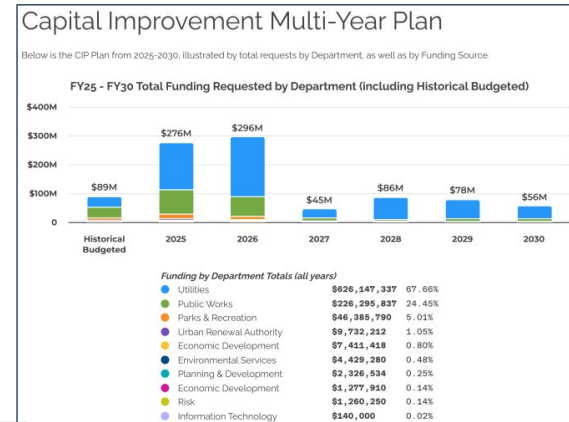
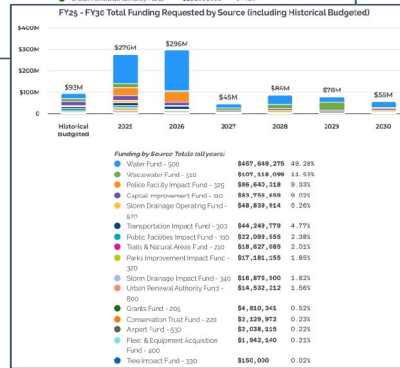
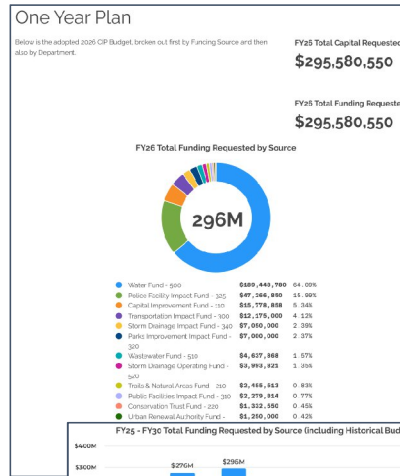
Examples include:

- A project such as the renovation and extension of Town Hall, or a new park (such as Schofield).
- A purchase like a new server.
- The construction of a new water or wastewater pipeline, or a new street.

<https://www.erieco.gov/DocumentCenter/View/24084/2026-Capital-Improvement-Plan-Book>



Capital Improvement Plan & Fund



Utilities (Water/Sewer/Storm)

Project No. / Category	Historical Budgeted	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	Total
100007	\$4,332,687	\$6,300,000	\$4,695,710	\$7,600,000	\$7,200,000	\$8,300,000	\$5,400,000	\$48,926,417
100364	\$35,200	\$4,154,775	\$45,081,872	\$0	\$0	\$0	\$0	\$50,486,847
247015	\$0	\$0	\$9,162,600	\$19,096,465	\$9,363,000	\$1,951,125	\$0	\$39,523,690
100332	\$0	\$32,136,942	\$0	\$0	\$0	\$0	\$0	\$32,136,942
-	\$0	\$0	\$0	\$2,000,000	\$0	\$0	\$0	\$2,000,000
100005	\$2,092,039	\$1,893,000	\$2,699,000	\$3,488,000	\$3,216,200	\$3,181,200	\$3,143,200	\$19,802,639
100062	\$0	\$200,000	\$0	\$600,000	\$8,000,000	\$500,000	\$3,000,000	\$14,100,000
100394	\$481,290	\$5,383,488	\$11,104,901	\$0	\$0	\$0	\$0	\$17,469,679
100309	\$0	\$24,360,000	\$0	\$0	\$0	\$0	\$0	\$24,360,000
-	\$0	\$0	\$0	\$0	\$0	\$11,000,000	\$0	\$11,000,000
247014	\$22,988	\$4,112,151	\$700,000	\$1,000,000	\$1,200,000	\$500,000	\$700,000	\$4,385,489
100421	\$1,514,292	\$6,734,000	\$0	\$0	\$0	\$0	\$0	\$8,248,292
247013	\$0	\$6,900,000	\$1,398,498	\$0	\$0	\$0	\$0	\$8,308,498
100395	\$0	\$1,940,000	\$1,600,000	\$1,080,000	\$1,080,000	\$3,000,000	\$1,080,000	\$9,760,000
287505	\$0	\$150,000	\$4,000,000	\$0	\$0	\$0	\$0	\$4,150,000
100001	\$871,415	\$637,858	\$838,000	\$1,048,933	\$715,264	\$1,002,427	\$939,078	\$4,060,790
100238	\$1,496,838	\$200,000	\$0	\$0	\$0	\$0	\$0	\$1,696,838
100270	\$4,241,107	\$1,442,188	\$0	\$0	\$0	\$0	\$0	\$5,683,295
100438	\$444,698	\$5,173,400	\$0	\$0	\$0	\$0	\$0	\$5,618,098
287524	\$0	\$270,000	\$200,000	\$0	\$5,000,000	\$0	\$0	\$5,470,000
287501	\$0	\$0	\$0	\$600,000	\$100,000	\$0	\$4,800,000	\$5,400,000
287506	\$0	\$0	\$1,000,000	\$0	\$1,000,000	\$0	\$2,000,000	\$4,000,000
100333	\$152,778	\$4,154,667	\$0	\$0	\$0	\$0	\$0	\$4,307,445
287516	\$0	\$1,827,795	\$0	\$0	\$0	\$0	\$0	\$1,827,795

<https://www.erieco.gov/DocumentCenter/View/24084/2026-Capital-Improvement-Plan-Book>



Capital Improvement Plan & Fund

Capital Improvement Fund (CIF)

A special fund of the Town "to be used solely to provide capital improvements for the town or for the repayment of bonds issued for such purpose" Erie Municipal Code 2-11-3 B.

Funds within are used to pay for capital projects, generally those that are General Fund funded. While it has been in the Town's code since 1998, it had not been used as prescriptively until FY '24. The amount available within is derived through annual budget appropriation, where any excess revenues that are left over in the General Fund at year's end are transferred to this account.

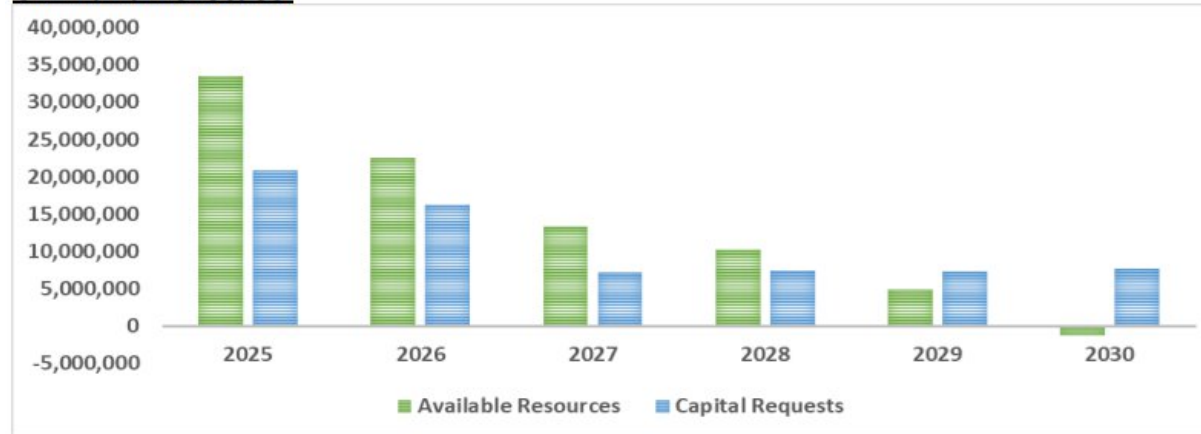
Following the April 2026 Supplemental Budget that was adopted, the fund is currently projected to have an ending balance of \$13.348mil at the end of FY '26. Due to the large volume of Capital project requests that are in the pipeline, the fund – which currently has excess available resources – is forecasted to be depleted between 2028-29, becoming a "pay as you go" year-to-year fund (ie. next year's projects are funded by last year's revenues).

<https://www.erieco.gov/131/Budgets>



Capital Improvement Plan & Fund

CIF Fund Forecast:



	2025 1st Supp.	2026 Forecast	2027 Forecast	2028 Forecast	2029 Forecast	2030 Forecast
CIF Beginning FB	27,000,000	12,569,372	6,314,814	6,048,208	2,879,172	-2,389,280
General Fund Transfer	6,500,000	10,000,000	7,000,000	4,300,000	2,100,000	1,200,000
Rollovers	9,079,005					
New Requests	411,418					
Interfund Transfers	785,000					
Original Capital Budget	10,655,205	16,254,558	7,266,606	7,469,036	7,368,452	7,763,486
Total Capital Budget	20,930,628	16,254,558	7,266,606	7,469,036	7,368,452	7,763,486
CIF Ending FB	12,569,372	6,314,814	6,048,208	2,879,172	-2,389,280	-8,952,766

<https://erie.legistar.com/View.ashx?M=F&ID=14955635&GUID=59C3C7BA-6FFD-4011-B9E6-D63985EC1894>



Commission Duties & Authority

Colorado Revised Statutes

§ 31-23-202 Grant of power to municipality

Any municipality is authorized to make, adopt, amend, extend, add to, or carry out a plan as provided in this part 2 and to create by ordinance or resolution a planning commission with the powers and duties set forth in this part 2.

§ 31-23-306 Zoning commission

In order to avail itself of the powers conferred by this part 3, the governing body shall appoint a commission, known as the zoning commission, to recommend the boundaries of various original districts and appropriate regulations to be enforced therein. Such commission shall make a preliminary report and hold public hearings thereon before submitting its final report. The governing body shall not hold its public hearings or take action until it has received the final report of such commission. Where a municipal planning commission already exists, it shall be appointed as the zoning commission

<https://leg.colorado.gov/laws/colorado-revised-statutes>



Commission Duties & Authority

Town of Erie Home Rule Charter

10.03 - Planning Commission

The Town shall maintain a planning commission, which shall consist of the number of members that the Town Council specifies by ordinance. Eligibility to serve as a member shall be determined by ordinance, and members shall be appointed by the Town Council for overlapping terms of a length determined by ordinance. The planning commission shall exercise the functions and powers and perform the duties assigned to it by this Charter, state law, and the ordinances of the Town.

Town of Erie Municipal Code

3-2-1 – Planning Commission

B. Duties: The planning commission shall have the powers, duties and responsibilities set forth Title 10 of this Code. While the town council shall be responsible for the creation and adoption of the town's comprehensive plan, the planning commission shall advise the town council on the comprehensive plan as outlined in Title 10 of this Code.

<https://www.erieco.gov/1098/Municipal-Code>



Commission Duties & Authority

Table 7.1-1 sets forth the review and decision-making responsibilities for the administration of the procedures described in this chapter. Town of Erie Municipal Code, 10-7-1 B

TABLE 7.1-1: SUMMARY OF ADMINISTRATION AND REVIEW ROLES											
NOTE: This table summarizes the general review and decision-making responsibilities for the procedures contained in Chapter 7.											
R = Review (Responsible for Review or Recommendation)			H = Hearing (Public Hearing Required)			D = Decision (Responsible for Final Decision)					
Procedure	Section	Pre-App Conf.	Neighborhood Meeting	Decision-Making Body			Notice Required				
				Town Council	Planning Comm.	Board of Adj.	Town Staff	Referral Agencies/Consultants	Mailed	Published	Posted
Annexation	7.3	Yes		D-H			R	R		X	X
Architectural Review	7.12						D				
Building Permits	7.13						D				
Development Agreement	7.15			D			R				
Fence Permit	6.4.H						D				
Floodplain Permit	2.7.C						D				
Improvement Guarantees	7.17						D				
Initial Zoning	7.4	Yes		D-H			R	R	X	X	X
Planned Development Zoning	7.20	Yes	Yes	D-H	R-H		R	R	X	X	X
PUD	7.6	Yes	Yes	D-H	R-H		R	R	X	X	X
Rezoning	7.5	Yes	Yes	D-H	R-H		R	R	X	X	X
Sign Permit	6.12						D				
Site Plan: Administrative Review	7.10.E	Yes					D	R			
Site Plan: Planning Commission Review	7.10.F	Yes	Yes		D-H		R	R	X	X	X
Site Plan Agreement	7.16			D			R				
Special Review Use	7.11	Yes	Yes	D-H	R-H		R	R	X	X	X
Subdivision: Annexation Subdivision	7.7.G	Yes					D				
Subdivision: Sketch Plan	7.7.C	Yes					R				
Subdivision: Preliminary Plat	7.7.D		Yes	D-H	R-H		R	R	X	X	X
Subdivision: Final Plat	7.7.E	Yes					D	R			
Subdivision: Minor Subdivision	7.7.F	Yes					D	R			
Temporary Use Permit	7.14						D	R			
Variance	7.9	Yes				D-H	R	R	X	X	X
Amendment to Text of this UDC	7.18			D-H	R		R			X	
Comprehensive Plan	7.21	Yes		D-H	R-H		R	R		X	

https://library.municode.com/co/erie/codes/code_of_ordinances?nodeId=TIT10UNDECO_CH7REAPPR_10-7-1SUORCH



Questions & Discussion