

# TOWN OF ERIE

*645 Holbrook Street  
Erie, CO 80516*



## Meeting Minutes

**Wednesday, August 20, 2025**

**6:30 PM**

**In Person Meeting**

**To View Meeting Virtually on Zoom:**

**Council Chambers  
<https://bit.ly/20August25PCMtg>**

**To Sign Up for Public Comment: [www.erieco.gov/PublicComment](http://www.erieco.gov/PublicComment)**

## **Planning Commission**

**I. CALL TO ORDER & PLEDGE OF ALLEGIANCE TO FLAG**

Chair Hemphill called the August 20, 2025 Planning Commission Meeting to order at 6:30 p.m.

**II. ROLL CALL**

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

A quorum was present.

**III. APPROVAL OF THE AGENDA**

Commissioner Booth moved to approve the agenda of the August 20, 2025 Planning Commission Meeting. The motion, seconded by Commissioner Dreckman, carried with all voting in favor thereof:

Motion passes unanimously.

**IV. APPROVAL OF MINUTES**

[25-438](#) Approval of the July 2, 2025 Planning Commission Meeting Minutes

**Attachments:** [July 2, 2025 Planning Commission Meeting Minutes](#)

Commissioner Booth moved to approve the minutes of the July 2, 2025 Planning Commission Meeting. The motion, seconded by Commissioner Burns, carried with all voting in favor thereof:

Motion passes unanimously.

**V. PUBLIC COMMENTS**

No public comment was taken.

**VI. GENERAL BUSINESS**

[25-450](#) Bi-annual Report to Town Council Discussion

**Attachments:** [Draft Presentation](#)

Chair Hemphill announced Agenda Item 25-450: Bi-annual Report to Town Council Discussion

Chair Hemphill gave a presentation to the Commission on the agenda item.

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

Some questions/comments included the following:

1) Regarding Planning Commission Goals:

- Review of UDC and Comprehensive Plan to provide recommendations on alignment of the Code with the Comprehensive Plan.
- Affordable Housing and a joint meeting with Town Council to discuss.
- Primary Mission Wording.
- Yearly Goals to include the year 2026.
- Purview/Authority/Tasks of the Planning Commission regarding Affordable Housing as it relates to UDC updates.
- Specifics of Unified Development Code Updates and any imposed time frame as it relates to Affordable Housing.
- Planning Commission appointments and expanded roles and responsibilities and tasked items. Getting feedback from other municipalities and Town Council. Possibility for regularly scheduled meetings between Planning Commission and Town Council. As an Agenda item, Planning Commission to come up with a list of suggested expanded roles and responsibilities, and tasked items for Town Council to consider.

2) Regarding Mission & Team:

- Clarification and possible correction to certain Commissioners' length of Terms (Resolution 24-076).

The Commissioners thanked Chair Hemphill for the presentation and update.

## VII. STAFF REPORTS

Staff had nothing to report.

## VIII. COMMISSIONER REPORTS AND DISCUSSION ITEMS

Commissioner Booth reported on the following:

- Reminder that there is a Mountain View Fire Rescue Station #15 Groundbreaking Ceremony on August 21, 2025.
- Protocol for Planning Commissioners who attend and speak at Public Meetings such as Town Council.

Commissioner Sawusch reported on the following:

- Protocol for Planning Commissioners who attend and speak at Public Meetings such as Town Council.
- Specifics and implications of the Planning Commission's consideration and recommendation to Town Council on the recent ordinance regarding Affordable Housing. The procedure involved with the Planning Commission's consideration and recommendation to Town Council on the recent ordinance regarding Affordable Housing; recommendation of Approval, Approval with Conditions, or Denial. Possibility of Commission voicing Conditions of Denial within the Minutes to reflect an alternative to straight denial. UDC updates being Staff driven (with or without a request from Planning Commission) or Council driven.

Vice Chair Braudes reported on the following:

- Schofield Farm Open Space Groundbreaking Celebration on August 28, 2025, from 4:30 p.m. – 5:30 p.m.

Chair Hemphill reported on the following:

- He will attend as a resident and participate in the Town's next Sustainability

Action Plan Committee charette.

**IX. ADJOURNMENT**

Commissioner Booth moved to adjourn the August 20, 2025 Planning Commission Meeting. The motion, seconded by Commissioner Dreckman, carried with all voting in favor thereof.

Chair Hemphill adjourned the August 20, 2025 Planning Commission Meeting at 7:24 p.m.