

# TOWN OF ERIE

*645 Holbrook Street  
Erie, CO 80516*



## Meeting Minutes

**Wednesday, May 7, 2025**

**6:30 PM**

**In Person Meeting**

**To View Meeting Virtually on Zoom: <https://bit.ly/7May25PCMtg>**  
**Council Chambers**  
**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 Burns called the May 7, 2025 Planning Commission Meeting to order at 6:30 p.m.

## II. ROLL CALL

Roll Call:

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

A quorum was present.

## III. APPROVAL OF THE AGENDA

Commissioner Braudes moved to approve the agenda of the May 7, 2025 Planning Commission Meeting. The motion, seconded by Commissioner Booth, carried with the following roll call vote:

Commissioner Booth - yes  
Commissioner Sawusch - yes  
Commissioner Braudes - yes  
Commissioner Baham - yes  
Vice Chair Hemphill - yes  
Chair Burns - yes

Motion passes unanimously.

## IV. APPROVAL OF MINUTES

[25-281](#)

Approval of the April 16, 2025 Planning Commission Meeting Minutes

Attachments: [April 16, 2025 Planning Commission Meeting Minutes](#)

Commissioner Booth moved to approve the minutes of the April 16, 2025 Planning Commission Meeting. The motion, seconded by Commissioner Baham, carried with the following roll call vote:

Commissioner Booth - yes  
Commissioner Sawusch - yes  
Commissioner Braudes - yes  
Commissioner Baham - yes  
Vice Chair Hemphill - yes  
Chair Burns - yes

Motion passes unanimously.

## V. PUBLIC COMMENTS

No public comment was taken.

**VI. GENERAL BUSINESS**[25-249](#)

Application Withdrawn

PUBLIC HEARING: A Resolution of the Planning Commission of the Town of Erie Recommending that the Town Council Approve the I-25 Gateway South Planned Development - Development Plan (PD-DP)

**Attachments:** [Retraction Letter](#)

Chair Burns announced Agenda Item 25-249: A Resolution of the Planning Commission of the Town of Erie Recommending that the Town Council Approve the I-25 Gateway South Planned Development – Development Plan (PD-DP).

Chair Burns opened the Public Hearing at 6:34 p.m. and announced that the application is withdrawn.

Chair Burns closed the Public Hearing at 6:34 p.m.

[25-228](#)

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 Accessory Dwelling Units, Assembly Uses, and Minimum Parking

**Attachments:** [Resolution No. P25-05](#)

[Draft Ordinance](#)[Staff Report](#)[Staff Presentation](#)[HB24-1152](#)[HB24-1304](#)

Chair Burns announced Agenda Item 25-228: 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 Accessory Dwelling Units, Assembly Uses, and Minimum Parking.

Chair Burns opened the consideration of Item 25-228 at 6:35 p.m. and turned it over to staff.

Sarah Nurmela, Planning & Development Director, and Chris LaRue, Principal Planner, gave a presentation to the Commission on the agenda item.

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

Some questions/comments included the following:

- Assembly Use/space. Industrial Use and Community Centers.
- Relationship between ADUs and HOAs and the Draft Ordinance.
- Minimum parking, as it relates to the associated House Bill, its applicability and requirements related to Transit.
- ADUs. Definitions and applicable requirements according to the Town and according to the House Bill.
- Administrative Approval of ADUs.

- ADU Guide and Checklist.
- Department of Local Affairs (DOLA) funds related to ADUs.
- Implications of a situation where certain PDs restrict ADUs and would be in conflict with the new rules.
- ADUs and Gap Housing that is Affordable.
- ADUs and short-term rentals.
- ADU Design and Dimensional Standards and their relationship to HOA requirements.
- Parking as it relates to proximity to Transit and the level of Transit.
- Future of Jump Line and DOLA's requirements for Transit Lines.
- Accessory Structures (including ADUs) and their Dimensional Standards related to Principal Residential Structures.
- Impact fees related to new ADUs.
- ADUs and water taps and meters.

Chair Burns asked if there was a motion on the agenda item.

Commissioner Braudes moved to approve Agenda Item 25-228: 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 Accessory Dwelling Units, Assembly Uses, and Minimum Parking. The motion, seconded by Commissioner Sawusch, carried with the following roll call vote:

Commissioner Booth - yes  
Commissioner Sawusch - yes  
Commissioner Braudes - yes  
Commissioner Baham - yes  
Vice Chair Hemphill - yes  
Chair Burns - yes

Motion passes unanimously.

#### [25-215](#)

A Resolution of the Planning Commission of the Town of Erie Recommending that the Town Council Adopt an Ordinance Amending Chapters 6 and 7 of Title 10 of the Erie Municipal Code Removing Alternative Standards for Affordable Housing Projects

**Attachments:** [Resolution No. P25-07](#)  
[Draft Ordinance](#)  
[Staff Report](#)  
[Presentation](#)  
[Ordinance No 017-2023](#)

Chair Burns announced Agenda Item 25-215: A Resolution of the Planning Commission of the Town of Erie Recommending that the Town Council Adopt an Ordinance Amending Chapters 6 and 7 of Title 10 of the Erie Municipal Code Removing Alternative Standards for Affordable Housing Projects.

Chair Burns opened the consideration of Item 25-215 at 7:15 p.m. and turned it over to staff.

MJ Adams, Affordable Housing Manager, gave a presentation to the Commission on the agenda item.

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

Some questions/comments included the following:

- Proposition 123 funding requirements and expected state guidance as it relates to the Town's process.
- 90-day review for approval process for applications filed having Affordable Housing.
- Administrative Reviews, when they apply and their adequacy regarding project progression. Comparing Administrative Reviews with Non-Administrative Reviews.
- Removal of Affordable Housing from Administrative Review.
- Proposed Resolution not supporting the General Well Fair of the Town.
- The Statement of Commitment to Affordable Housing and existing IGAs.
- Affect on agreements/commitments if expedited process is eliminated.
- Removal of Alternate Standards for Affordable Housing Projects and its possible impact to meeting Affordable Housing goals.
- ADUs as a tool for Affordable Housing and the differences between them.
- Process for ADU review for approval.
- Administrative Reviews and any restrictions based on the size of developments.
- Expedited reviews saving time and money, helping the developer to successfully complete Affordable Housing Projects.
- Affordable Housing as a way to achieve an economically balanced and diverse community.
- Removal of Alternative Standards for Affordable Housing Projects from the Code is contrary to Title 10 – UDC, Chapter 1. – General Provisions, 10-1-3 -Purpose of This Title; as well as contrary to the Criteria for approval of the amendment regarding Stated Purposes of the UDC.
- Initial Affordable Housing effort as well as the Comprehensive Plan Update pointed to the need for Diverse Housing.
- Implications of removal of the expedited review process on potential Affordable Housing applications and on available Proposition 123 funding.
- Trust in Administrative Reviews.
- Removal of Alternative Standards for Affordable Housing Projects versus a Revision to Alternative Standards for Affordable Housing Projects. Removal of all the Alternative Standards versus removal of just the Expedited Review Process portion and the reasoning behind it.
- Alternative Equivalent Compliance.
- Area Median Income.
- Alternative Standards/Alternative Equivalent Compliance as a way to deal with possible Variance requests administratively.
- Time savings between pursuing a Variance vs. an Alternative Equivalent Compliance request.
- Number of recent applications having Affordable Housing components.
- Page Property.
- Learning process through the Cheesman Project.
- “Bonus” construction incentives, other than Alternative Standards and Administrative Processes. Fast track development and other incentives to build. Primary incentive for a builder to construct Affordable Housing is the expedited process. Other Alternative/Replacement incentives compliant with Proposition 123.
- Town's Housing Policy.
- Development Review process in general and portions of it being

**Administrative.**

- Importance of Pre-Application meetings.
- Possible scenarios for consideration of the Agenda Item.

Chair Burns asked if there was a motion on the agenda item.

Commissioner Sawusch moved to Continue Resolution # P25-07 (Agenda Item 25-215: A Resolution of the Planning Commission of the Town of Erie Recommending that the Town Council Adopt an Ordinance Amending Chapters 6 and 7 of Title 10 of the Erie Municipal Code Removing Alternative Standards for Affordable Housing Projects) to a date certain of July 2, 2025 in order for the Commission to discuss a possible amendment to the Resolution and to allow a possible meeting with Town Council to come up with an alternative Resolution. The motion, seconded by Commissioner Braudes, carried with the following roll call vote:

Commissioner Booth - yes  
Commissioner Sawusch - yes  
Commissioner Braudes - yes  
Commissioner Baham - yes  
Vice Chair Hemphill - yes  
Chair Burns - yes

Motion passes unanimously.

**25-285**

PUBLIC HEARING: A Resolution of the Planning Commission of the Town of Erie approving the Site Plan for the Erie Air Park Replat D Subdivision

**Attachments:** [Resolution P25-06](#)  
[Staff Presentation](#)  
[Applicant Presentation](#)  
[Proposed Site Plan](#)  
[Approved Final Plat](#)  
[First Amendment to the DA & Original DA](#)  
[Erie Airpark Planned Development - Development Plan](#)  
[Application and Narrative](#)  
[Additional Application Materials](#)  
[Civil Construction Plans](#)  
[DRT Comments](#)  
[Public Hearing Notices](#)  
[Neighborhood Meeting Notices and Summary](#)

Chair Burns announced Agenda Item 25-285: A Resolution of the Planning Commission of the Town of Erie approving the Site Plan for the Erie Air Park Replat D Subdivision.

Chair Burns opened the Public Hearing at 8:45 p.m. and turned it over to staff.

Chris LaRue, Principal Planner, gave a presentation to the Commission on the agenda item.

Zach Nassar, with Nassar Development, gave a presentation to the Commission on the agenda item.

Chair Burns opened the Public Comment portion of the Public Hearing at 9:05 p.m. and asked if there was anyone in attendance to give comment on this agenda item.

Public comment was taken from the following:

Steve Francine, Owner of Hanger # 1 at Erie Airport, gave comment on the following:

- In favor of the proposed development

Chair Burns closed the Public Comment portion of Public Hearing at 9:07 p.m.

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

Some questions/comments included the following:

- Elevation Design of the primary entrances meeting all three design elements required by the UDC.
- Bike parking in general. Specifically, plans for the area next to building 300.
- Vehicular (car) parking provided.
- Any run-off issues.
- Traffic and traffic flow.
- Light at Hwy. 7 and Airport Rd.
- Acceleration lane on Hwy. 7
- Any flooding issues.
- CDOT involvement with the project as it relates improvements in the vicinity of the intersection of Hwy. 7 and Airport Rd.
- Geotechnical Report and its effect on construction design including construction materials.
- Sufficient Utilities for typical Light Industrial Uses.
- Taxiway for buildings 500 and 400 and possible interactions between planes and parking lots.
- Internal car parking and outer taxiways limit plane and car interaction.
- Potential for Authorized Airport Access and reserving space to accommodate it.
- Signalization and future road widening.
- Sanitary sewer line improvement.

Chair Burns closed the Public Hearing at 9:31 p.m. and asked if there was a motion on the agenda item.

Commissioner Braudes moved to approve Agenda Item 25-285: A Resolution of the Planning Commission of the Town of Erie approving the Site Plan for the Erie Air Park Replat D Subdivision.

The motion, seconded by Commissioner Booth, carried with the following roll call vote:

Commissioner Booth - yes  
Commissioner Sawusch - yes  
Commissioner Braudes - yes  
Commissioner Baham - yes  
Vice Chair Hemphill - yes  
Chair Burns - yes

Motion passes unanimously.

## **VII. STAFF REPORTS**

Chris LaRue, Principal Planner, reported on the following:

- Possible cancellation of the May 21, 2025 Planning Commission Meeting with a determination by May 16, 2025.

## **VIII. COMMISSIONER REPORTS AND DISCUSSION ITEMS**

Vice Chair Hemphill reported on the following:

- Arbor Day was a success, please come next year!
- Jury Duty experience

## **IX. ADJOURNMENT**

Commissioner Booth moved to adjourn the May 7, 2025 Planning Commission Meeting. The motion, seconded by Commissioner Baham, carried with all voting in favor thereof.

Chair Burns adjourned the May 7, 2025 Planning Commission Meeting at 9:34 p.m.