



TOWN OF ERIE

645 Holbrook Street
Erie, CO 80516

Meeting Agenda Planning Commission

Wednesday, November 5, 2025

6:30 PM

Council Chambers

Link to Watch or Comment Virtually: <https://bit.ly/05Nov25PCMtg>

I. CALL TO ORDER & PLEDGE OF ALLEGIANCE TO FLAG

6:30pm

II. ROLL CALL

III. APPROVAL OF THE AGENDA

IV. APPROVAL OF MINUTES

[25-612](#)

Approval of the Sept. 17, 2025 Planning Commission Meeting Minutes

Attachments:

[Meeting Minutes](#)

V. PUBLIC COMMENTS

6:35pm - 6:40pm

(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

6:40pm - 6:45pm

[25-608](#)

INFORMATIONAL: Joint Study Session Update

VII. STAFF REPORTS

6:45pm - 6:50pm

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

VIII. COMMISSIONER REPORTS AND DISCUSSION ITEMS

6:50pm - 7:00pm

(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 EXECUTIVE SESSION

7:00pm - 8:00pm

[25-606](#)

EXECUTIVE SESSION: Active Harmer Training

X. ADJOURNMENT

8:00pm



TOWN OF ERIE

645 Holbrook Street
Erie, CO 80516

Planning Commission

Board Meeting Date: 11/5/2025

File #: 25-612, **Version:** 1

SUBJECT:

Approval of the Sept. 17, 2025 Planning Commission Meeting Minutes

DEPARTMENT: Planning & Development

PRESENTER(S): Melinda Helmer, Business Operations Coordinator

TIME ESTIMATE: 0 Minutes

FISCAL SUMMARY:

N/A

POLICY ISSUES:

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

STAFF RECOMMENDATION:

Staff recommends approval of the Sept. 17, 2025 Planning Commission Meeting Minutes.

SUMMARY/KEY POINTS

Review and confirmation of the previous meeting to ensure the minutes reflect all decisions, motions, and actions.

BACKGROUND OF SUBJECT MATTER:

N/A

ATTACHMENT(S):

1. Sept. 17, 2025 Planning Commission Meeting Minutes

TOWN OF ERIE

*645 Holbrook Street
Erie, CO 80516*



Meeting Minutes

Wednesday, September 17, 2025

6:30 PM

In Person Meeting

To View Meeting Virtually on Zoom: <https://bit.ly/17Sept25PCMtg>

To Sign Up for Public Comment: www.erieco.gov/PublicComment

Planning Commission

I. CALL TO ORDER & PLEDGE OF ALLEGIANCE TO FLAG

Chair Hemphill called the September 17, 2025 Planning Commission Meeting to order at 6:31 p.m.

II. ROLL CALL

Roll Call:

Commissioner Booth - present

Commissioner Sawusch - present

Commissioner Dreckman – absent and excused

Commissioner Burns - present

Commissioner Baham - absent

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 September 17, 2025 Planning Commission Meeting. The motion, seconded by Commissioner Sawusch, carried with all voting in favor thereof.

Motion passes unanimously.

IV. APPROVAL OF MINUTES

[25-502](#)

Approval of the Sept. 3, 2025 Planning Commission Meeting Minutes

Attachments: [Sept. 3, 2025 Planning Commission Meeting Minutes](#)

Commissioner Booth moved to approve the minutes of the September 17, 2025 Planning Commission Meeting. The motion, seconded by Commissioner Burns, carried with all voting in favor thereof.

Motion passes unanimously.

V. PUBLIC COMMENTS

Public comment was taken from the following:

Meg Noffsinger and John Rondash, both City of Lafayette Residents, gave comment on the following:

4242 N 119th Street, Lafayette, CO 80026 (north of Lafferty/Canyon Creek) – basement flooding and drainage ditch flowing near Lafferty. KB removed a mine monolith. Their pasture is a swamp. Properties in their neighborhood are being destroyed by the development. 100 gallons/hour flooding in the basement. They have talked to people at the Town, RTD, and at the state regarding mining.

VI. GENERAL BUSINESS

[25-475](#)

PUBLIC HEARING: A Resolution of the Planning Commission of the Town of Erie Recommending the Town Council Approve the Canyon Creek Filing

No. 11 Preliminary Plat

Attachments: [PC Resolution P25-13](#)
[Staff Report](#)
[Staff Presentation](#)
[Applicant Presentation](#)
[Canyon Creek Filing No. 11 Preliminary Plat](#)
[Canyon Creek PD Amendment No. 10](#)
[Applicant Submittal Town Comments COMBINED](#)
[Neighborhood Meeting Summary & Affidavit of Posting](#)
[Public Hearing Notices](#)
[Canyon Creek F11 Posting and Mailer Affidavit](#)

Chair Hemphill announced Agenda Item 25-475: A Resolution of the Planning Commission of the Town of Erie Recommending the Town Council Approve the Canyon Creek Filing No. 11 Preliminary Plat

Chair Hemphill opened the Public Hearing at 6:38 p.m. and turned it over to staff.

Aly Burkhalter, Senior Planner, gave a presentation to the Commission on the agenda item.

Anthony Files, with Terracina Design, and Alex Ginter, with Tri Pointe Homes, gave a presentation to the Commission on the agenda item.

Chair Hemphill opened the Public Comment portion of the Public Hearing at 7:00 p.m. and asked if there was anyone in attendance to give comment on this agenda item. No public comment was taken.

Chair Hemphill closed the Public Comment portion of Public Hearing at 7:01 p.m.

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

Some questions/comments included the following:

- Diversity of Housing to include Multi-family.
- Stormwater management to include drainage and detention. Stormwater infrastructure and outfalls. Groundwater level. Run-off and surface water
- Transportation, traffic, signalization, and traffic management/calming. Traffic studies/Reports.
- Vehicular Ingress and Egress for the project and their effect on surrounding areas. Internal Traffic Flow.
- Environmental concerns to include: Oil & Gas
- Density measurement of the Uses for the overall project.
- Oil and Gas implications. And setbacks involved. Buffering
- Area Schools
- Subsidence concerns and implications of soil and groundwater conditions. Hazardous Materials/Mining tailings. Soil Borings and the depth.
- HOA
- Parks and Open Space. Green Space. Active & Passive leisure areas.
- Density

Deliberations continued and general Commission discussions included parks, trails, drainage, road connections, densities, soils and mining investigations, traffic report (completed when school was not in session and during the pandemic).

Chair Hemphill closed the Public Hearing at 7:43pm.

Vice Chair Braudes moved to approve Agenda Item 25-475, A Resolution of the Planning Commission of the Town of Erie Recommending the Town Council Approve the Canyon Creek Filing No. 11 Preliminary Plat. Vice Chair Braudes asked if Commissioner Sawusch had any conditions to motion that he would like to add.

Vice Chair Braudes retracted his motion and turned it over to Commissioner Sawusch for a motion.

Commissioner Sawusch moved to approve Agenda Item 25-475, A Resolution of the Planning Commission of the Town of Erie Recommending the Town Council Approve the Canyon Creek Filing No. 11 Preliminary Plat with Conditions. Commissioner Sawusch added that with this recommendation the Resolution include a transportation impact study as well as a revised subsidence report be completed prior to Final Plat. The motion as revised and recommended, was seconded by Commissioner Booth. The motion passed unanimously with the following roll call vote:

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

General Business Items were completed at 8:01pm.

VII. STAFF REPORTS

[25-508](#)

Overview of Town Plans

Attachments: [Plans Relationship Diagram](#)
[Plans Overview](#)

Kelly Driscoll, Planning Manager, and Josh Campbell, Senior Strategic Planner, reported on Agenda Item 25-508: Overview of Town Plans

- Planning Commission requested an overview of the various Town plans at their last meeting.
- to include future updates
- reasoning behind time frame for updates

VIII. COMMISSIONER REPORTS AND DISCUSSION ITEMS

Commissioner Sawusch brought up the Old Town social capital efforts and expressed interest in learning more about our current efforts.

Chair Hemphill reported on the Council's Joint Study Session which will cover affordable housing and expanded roles of the Planning Commission; updates on the change of advisory boards terms odd years; and adjusting Commissioner Braudes' Planning Commission appointment.

IX. ADJOURNMENT

Commissioner Booth moved to adjourn the September 18, 2025 Planning Commission Meeting. The motion, seconded by Vice Chair Braudes, carried with all voting in favor thereof.

Chair Hemphill adjourned the September 17, 2025 Planning Commission Meeting at 8:22 p.m.



TOWN OF ERIE

645 Holbrook Street
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Planning Commission

Board Meeting Date: 11/5/2025

File #: 25-608, **Version:** 1

SUBJECT:

INFORMATIONAL: Joint Study Session Update

DEPARTMENT: Planning & Development

PRESENTER(S): Sarah Nurmela, Director of Planning & Development

TIME ESTIMATE: 5 minutes

FISCAL SUMMARY:

Cost as Recommended:	N/A
Balance Available:	N/A
Fund	Choose a fund.
Line Item Number:	N/A
New Appropriation Required:	N/A

POLICY ISSUES:

Brief update regarding the scheduled Joint Study Session between the Planning Commission and Town Council.

STAFF RECOMMENDATION:

Staff recommend the Planning Commission receive the informational update.

SUMMARY/KEY POINTS

N/A

BACKGROUND OF SUBJECT MATTER:

A joint session between Planning Commission and Town Council is planned for 2026. The purpose of the session is to facilitate communication and alignment, including discussion of a fast track application process for affordable housing development.

ATTACHMENT(S):

N/A



TOWN OF ERIE

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Planning Commission

Board Meeting Date: 11/5/2025

File #: 25-606, **Version:** 1

SUBJECT:

EXECUTIVE SESSION: Active Harmer Training

DEPARTMENT: Planning & Development

PRESENTER(S): Erie Police Department

TIME ESTIMATE: 60 minutes

FISCAL SUMMARY:

Cost as Recommended:	N/A
Balance Available:	N/A
Fund	Choose a fund.
Line Item Number:	N/A
New Appropriation Required:	N/A

POLICY ISSUES:

This training, conducted in partnership with the Erie Police Department, will strengthen the Planning Commission's capacity to respond appropriately and effectively in the event of an active threat (active harmer) situation.

STAFF RECOMMENDATION:

Staff recommend that the Planning Commission participate in the Erie Police Department's active threat (active harmer) training as part of the Town's continued commitment to safety, preparedness, and effective emergency response.

SUMMARY/KEY POINTS

- The training aligns with the Town's ongoing commitment to safety and preparedness.
- All staff, including Boards and Commissions, are encouraged to participate as part of the Town's ongoing commitment to workplace safety and emergency readiness.
- This training ensures the Planning Commission remains informed and aligned with the Town's efforts.

BACKGROUND OF SUBJECT MATTER:

Training/informational purposes only.

File #: 25-606, **Version:** 1

ATTACHMENT(S):

N/A