

TOWN OF ERIE

*645 Holbrook Street
Erie, CO 80516*



Meeting Minutes

Wednesday, February 5, 2025

6:30 PM

In Person Meeting

To View Meeting Virtually on Zoom:

Council Chambers
<https://bit.ly/5February25PCMtg>

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

Planning Commission

I. CALL TO ORDER & PLEDGE OF ALLEGIANCE TO FLAG

II. ROLL CALL

Roll Call:

- Commissioner Booth - present
- Commissioner Hemphill - present
- Commissioner Dreckman - absent/excused
- Commissioner Braudes - absent/excused
- Commissioner Baham - present
- Vice Chair Laws - present
- Chair Burns - present

A quorum was present.

III. APPROVAL OF THE AGENDA

Commissioner Booth moved to approve the agenda of the February 5, 2025 Planning Commission Meeting. The motion, seconded by Vice Chair Laws, carried with the following roll call vote:

- Commissioner Booth - yes
- Commissioner Hemphill - yes
- Commissioner Baham - yes
- Vice Chair Laws - yes
- Chair Burns - yes

Motion passes unanimously.

IV. APPROVAL OF MINUTES

[25-076](#) Approval of the Jan. 15, 2025 Planning Commission Meeting Minutes

Attachments: [January 15, 2025 Planning Commission Meeting Minutes](#)

Commissioner Booth moved to approve the minutes of the January 15, 2025 Planning Commission Meeting. The motion, seconded by Vice Chair Laws, carried with the following roll call vote:

- Commissioner Booth - yes
- Commissioner Hemphill - yes
- Commissioner Baham - yes
- Vice Chair Laws - yes
- Chair Burns - yes

Motion passes unanimously.

V. PUBLIC COMMENTS

No public comment was taken.

VI. GENERAL BUSINESS

25-059 [25-059](#) Bi-annual Report to Town Council Discussion

Attachments: [September 2024 Presentation](#)
[February 2024 Presentation](#)

Chair Burns announced Agenda Item 25-059: Bi-annual Report to Town Council Discussion.

Chair Burns turned it over to staff for a presentation.

Kelly Driscoll, Planning 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:

- For presentation at the end of March, the Bi-annual Report materials are due March 11, 2025, so any suggestions for changes could occur up until the Planning Commission meeting scheduled to occur March 5, 2025.
- Feedback from Town Management regarding Bi-annual Report presentation.
- Summary of accomplishments to include cases considered by the Planning Commission to include quantity and type.
- Mission, Goals, and Tasks of the Planning Commission.
- Composition of the Planning Commission.
- Guidance provided through the Criteria of the UDC and through the goals & visions of the Comprehensive Plan.
- The possible amount of Land Use Cases to consider in the future and the consideration of updates and amendments to the UDC.
- Scope of purview and role of the Planning Commission outlined in the UDC.
- Role limitations placed on the Planning Commission through the Municipal Code.
- Actions of the Planning Commission and the possibility of litigation.
- The business of Erie Planning Commission compared to other Municipalities.
- Possible observation of the practices of the Town Council and other Planning Commissions in order to possibly implement possible changes for more efficient procedure for deliberation.
- “No Votes” with the inclusion of an explanations of the specific reasons why a “No Vote” was cast. Applications receiving a “No Vote” grounded in the application not meeting the applicable Criteria which could potentially involve the Comprehensive Plan and its reference to the Public Good and Welfare of Erie citizens.
- Deliberation of cases involving requests that are in-line with current Zoning, but perhaps are not in-line with the Future Land use Map.
- Potential for the Planning Commission to recommend changes to Criteria of consideration.

The Commission thanked staff for the presentation and update.

VII. STAFF REPORTS

Kelly Driscoll, Planning Manager, reported on the following:

- APA conference March 29,2025 through April 1.
- Training possibilities: ULI occurring in May and CML upcoming in a few weeks.
- Reminder to complete Security Training.

VIII. COMMISSIONER REPORTS AND DISCUSSION ITEMS

Vice Chair Laws reported on the following:

- He is retiring from the Planning Commission as of the end of tonight's meeting and thanked his fellow Commissioners for his experience while serving.

Chair Burns reported on the following:

- Thanks Vice Chair Laws for his service and he is sorry to see him leaving.
- For presentation at the end of March, the Bi-annual Report materials are due March 11, 2025, so any suggestions for changes could occur up until the Planning Commission meeting scheduled to occur March 5, 2025.
- Nomination and Election of new Vice Chairman to occur at the next (2/19) Planning Commission meeting when the remaining Commissioners are present.
- Congratulations to Commissioner Braudes for receiving the Town of Erie Citizen of the Year Award.

Commissioner Hemphill reported on the following:

- He will be giving a Nuclear Energy presentation to the Environmental Services workgroup and other Town staff and Boards on March 10, 2025 from Noon to 1 p.m.
- Thank you to Vice Chair Laws for his service.

Commissioner Booth reported on the following:

- Process for Commissioner replacement.

IX. ADJOURNMENT

Commissioner Booth moved to adjourn the February 5, 2025 Planning Commission Meeting. The motion, seconded by Commissioner Hemphill, carried with all voting in favor thereof.

Chair Burns adjourned the February 5, 2025 Planning Commission Meeting at 7:12 p.m.