



# TOWN OF ERIE

645 Holbrook Street  
Erie, CO 80516

## Meeting Agenda Planning Commission

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Wednesday, February 5, 2025

6:30 PM

Council Chambers

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### In Person Meeting

To View Meeting Virtually on Zoom: <https://bit.ly/5February25PCMtg>

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

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

6:30 p.m.

#### II. ROLL CALL

#### III. APPROVAL OF THE AGENDA

#### IV. APPROVAL OF MINUTES

[25-076](#)

Approval of the Jan. 15, 2025 Planning Commission Meeting Minutes

Attachments:

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

#### V. PUBLIC COMMENTS

6:35 p.m. - 6:45 p.m.

*(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

[25-059](#)

Bi-annual Report to Town Council Discussion

Attachments:

[September 2024 Presentation](#)

[February 2024 Presentation](#)

6:45 p.m. - 7:15 p.m.

#### VII. STAFF REPORTS

7:15 p.m. - 7:25 p.m.

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

**VIII. COMMISSIONER REPORTS AND DISCUSSION ITEMS**

*7:25 p.m. - 7:40 p.m.*

*(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**

*7:40 p.m.*



# TOWN OF ERIE

645 Holbrook Street  
Erie, CO 80516

## Planning Commission

**Board Meeting Date: 2/5/2025**

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**File #:** 25-076, **Version:** 1

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**SUBJECT:**

Approval of the Jan. 15, 2025 Planning Commission Meeting Minutes

**DEPARTMENT:** Planning & Development

**PRESENTER:** Doug Trettin, Secretary

**STAFF RECOMMENDATION:**

Approval of the Meeting Minutes

**SUMMARY AND BACKGROUND OF SUBJECT MATTER:** N/A

**ATTACHMENTS:**

- Jan. 15, 2025 Planning Commission Meeting Minutes

# TOWN OF ERIE

*645 Holbrook Street  
Erie, CO 80516*



## **Meeting Minutes**

**Wednesday, January 15, 2025**

**6:30 PM**

**In Person Meeting**

**To View Meeting Virtually on Zoom:**

**Council Chambers  
<https://bit.ly/15January25PCMTg>**

**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 January 15, 2025 Planning Commission Meeting to order at 6:31 p.m.

**II. ROLL CALL**

Roll Call:  
Commissioner Booth - present  
Commissioner Hemphill - present  
Commissioner Dreckman - present  
Commissioner Braudes - present  
Commissioner Baham - present  
Vice Chair Laws - present  
Chair Burns - present

A quorum was present.

**III. APPROVAL OF THE AGENDA**

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

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

Motion passes unanimously.

**IV. APPROVAL OF MINUTES**

[25-041](#) Approval of the Dec. 18, 2024 Planning Commission Meeting Minutes

**Attachments:** [Dec. 18, 2024 Planning Commission Meeting Minutes](#)

Commissioner Dreckman moved to approve the minutes of the December 18, 2024 Planning Commission Meeting with an amendment to Agenda Item 24-555 correcting the mention of Vice Chair Laws to Chair Burns. The motion, seconded by Vice Chair Laws, carried with the following roll call vote:

Commissioner Booth - yes  
Commissioner Hemphill - yes  
Commissioner Dreckman - yes  
Commissioner Braudes - 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

### [25-042](#) Parking Management

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

Chair Burns announced Agenda Item 25-042:

Chair Burns turned it over to staff for a presentation.

John Firouzi, Transportation and Mobility 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:

- Town subsidization of parking.
- Removal or reduction of parking minimums.
- Developers and parking requirements specific to property use to encourage minimal parking and parking areas.
- Town enforcement of parking regulations and associated costs.
- Cars remaining in the same parking spot for lengthy periods of time.
- The Strategic Framework and retail parking for small and bigger businesses.
- Regulations for strategic areas/zones perhaps tied to zoning.
- Incentives to utilize unused/excess retail parking spots and areas.
- Fee in lieu if a developer does not want to limit parking to specified minimums.
- Interface between heavily concentrated commercial parking and residential parking.
- Parking management strategies to include shared parking agreements and permits.
- Frequency of developers seeking reductions in parking requirements.
- Implementation of the strategic framework on new development.
- Town residents and their engagement with future parking management strategies.
- Bike parking.
- The Parking Management Strategic Framework as it relates to the Parking section of the UDC.
- Population growth triggering the need for multiple strategies; perhaps to include parking garages in areas like Downtown.
- Shuttle busses.
- Use of pervious material for parking lot surfaces.
- Value of parking assets and the meaning behind Free Parking versus Paid Parking and the restriction of parking to include time limits.
- Monetization of parking to create a revenue stream and how it relates to the cost of maintenance and enforcement.
- Block by block situations related to restricted parking.
- Concentrated paid parking and its effect on surrounding neighborhoods.
- Dynamic aspect to the strategic “Dials” for parking management as it relates to changes to areas within the Town.
- Parking restrictions as they relate to HOA covenants and their enforcement.
- Liability associated with shared parking.

- Parking visibility requirements and limitation of pedestrian interaction with parking spots.
- UDC having parking area setback and landscape buffer requirements and design elements to promote safety.
- Parking situation in Carmel, Indiana.
- Town property owners absorbing the burden associated with parking costs to include maintenance.

The Commission thanked staff for the presentation and update.

## VII. STAFF REPORTS

Kelly Driscoll, Planning Manager, reported on the following:

- Next Planning Commission Meeting scheduled for February 5, 2025.
- Bi-annual Planning Commission Report to Town Council.
- Parks and Recreation to update the PROST Plan involving a Primary and Alternate representative from the Planning Commission to serve on the Stakeholder Committee.

## VIII. COMMISSIONER REPORTS AND DISCUSSION ITEMS

Chair Burns reported on the following:

- Town Security Training

Commissioner Hemphill reported on the following:

- Possibility for a voice vote for approval of Agendas and Meeting Minutes.

Vice Chair Laws reported on the following:

- Recognition and show of solidarity and support for those affected by the Southern California wildfires.

## IX. ADJOURNMENT

Commissioner Booth moved to adjourn the January 15, 2025 Planning Commission Meeting. The motion, seconded by Commissioner Dreckman, carried with all voting in favor thereof.

Chair Burns adjourned the January 15, 2025 Planning Commission Meeting at 7:39p.m.



# TOWN OF ERIE

645 Holbrook Street  
Erie, CO 80516

## Planning Commission

**Board Meeting Date: 2/5/2025**

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**File #:** 25-059, **Version:** 1

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**SUBJECT:**

Bi-annual Report to Town Council Discussion

**DEPARTMENT:** Planning and Development

**PRESENTER(S):** Kelly Driscoll, Planning Manager

**TIME ESTIMATE:** 30 minutes

**SUMMARY AND BACKGROUND OF SUBJECT MATTER:**

Town Boards and Commissions report twice a year to the Town Council on goals, accomplishments, reviews, and other items. The Planning Commission will discuss drafting the 1<sup>st</sup> 2025 Biannual report to the Town Council. Planning Commissioners should note that the presentation is scheduled for the March 25 Town Council meeting, and materials should be finalized by 5 p.m. on March 7. Previous reports are provided as examples.

**COUNCIL PRIORITY(S) ADDRESSED:**

- ✓ Effective Governance

**ATTACHMENT(S):**

1. September 2024 Presentation
2. February 2024 Presentation



# Planning Commission Biannual Report to the Town Council

Tim Burns, Chair

September 10, 2024



# Mission & Team

- The Planning Commission reviews proposed land uses and forwards recommendations to the Town Council. In addition to an on-going quasi-judicial role related to land-use permits; Planning Commission also plays an active role in contributing to Comprehensive Plan Updates via participation on the Plan Advisory Committee & contributing to the Transportation Mobility Plan.

Robert (Bob) Braudes	April 2028
Ben Hemphill	April 2028
Delaney Dreckman	April 2028
Sherri Booth	April 2026
Christopher Baham	April 2026
Martin Laws, Vice-Chair	April 2028
Tim Burns, Chair	April 2026



# February 2024 to September 2024 Review

- Held Public Hearings and Provided Recommendations to Town Council on Development Applications and Related Items
  - 2 Site Plans, 1 Preliminary Plat, 1 PD Amendment
  - Special Review Use
- 4 Elevate Erie Presentations/Discussions and Joint Study Session
- Gateway Phase 1 URA Plan Conformance
- UDC Changes (Home Occupation, Family Definition, Mobile/Manufactured Homes, Applicability of Design Standards, Reserved Open Space District, Retail Marijuana)



## Goals for 2024/2025

- **Primary Mission:** Continue to provide feedback and recommendations related to new applications that are consistent with the Comprehensive Plan and UDC
- **Comprehensive Plan and Traffic Mobility Study:** Assist the Planning staff with delivering the Elevate Erie 2024 Comprehensive Plan revision.
- **Continuing Education & Skill Development:** Conduct trainings focused on process and procedures, roles, and responsibilities.



# Questions & Discussion

# Planning Commission Biannual Report to the Town Council

Tim Burns, Chair

February 27, 2024



# Mission & Team

- The Planning Commission reviews proposed land uses and forwards recommendations to the Town Council. In addition to an on-going quasi-judicial role related to land-use permits; Planning Commission also plays an active role in contributing to Comprehensive Plan Updates via participation on the Plan Advisory Committee & contributing to the Transportation Mobility Plan.

Robert (Bob) Braudes	May 2024
Ben Hemphill	May 2024
Delaney Dreckman	May 2024
Sherri Booth	May 2026
Christopher Baham	May 2026
Martin Laws, Vice-Chair	May 2024
Tim Burns, Chair	May 2026



# September 2023 to February 2024 Review

- Held Public Hearings and Provided Recommendations to Town Council on Development Applications and Related Items
  - 1 Planned Development
  - 1 Preliminary Plat
  - 1 PD Amendment
- 4 Elevate Erie Presentations & Discussions
- Affordable Housing Update
- CIRSA Training





## Goals for 2024

- **Mission Oriented:** Continue to provide feedback and recommendations related to new applications that are consistent with the Comprehensive Plan and UDC
- **Comprehensive Plan and Traffic Mobility Study:** Assist the Planning staff with delivering the Elevate Erie 2024 Comprehensive Plan revision.
- **Continuing Education & Skill Development:** Conduct trainings focused on process and procedures, roles, and responsibilities.



# Questions & Discussion