



TOWN OF ERIE

645 Holbrook Street
Erie, CO 80516

Meeting Agenda Planning Commission

Wednesday, March 18, 2026

6:30 PM

Council Chambers

In Person Meeting

Link to Watch or Comment Virtually: <https://bit.ly/18Mar26PCMtg>

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

I. CALL TO ORDER & PLEDGE OF ALLEGIANCE TO FLAG

6:30 PM

II. ROLL CALL

III. APPROVAL OF THE AGENDA

IV. APPROVAL OF MINUTES

[2026-205](#) Approval of the February 18, 2026 Planning Commission Meeting Minutes

Attachments: [Feb. 18 Meeting Minutes](#)

V. PUBLIC COMMENTS

6:35 - 6:45 PM

(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

[2026-118](#) 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 the Use of Manufactured Homes as Dwelling Units

Attachments: [Resolution No. P26-05](#)

[Draft Ordinance](#)

[Staff Report](#)

[Presentation](#)

6:45 - 6:55 PM

[2026-172](#) Discussion on Proposition 123 Fast Track

6:55 - 7:05 PM

VII. STAFF REPORTS

7:05 - 7:15 PM

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

VIII. COMMISSIONER REPORTS AND DISCUSSION ITEMS

7:15 - 7:30 PM

(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

7:30 PM

Translation Services

Persons planning to attend the meeting who need sign language interpretation, translation services, assisted listening systems, Braille, taped material, or other accommodation should email the Town Clerk's Office at TownClerk@ErieCO.gov or call 303-926-2710. Please submit requests at least 48 hours prior to the meeting.

Si requiere una copia en español de esta publicación o necesita un intérprete durante la reunión del Consejo, por favor llame a la Ciudad al TownClerk@ErieCO.gov o 303-926-2710. Por favor envíe sus solicitudes al menos 48 horas antes de la reunión.



TOWN OF ERIE

645 Holbrook Street
Erie, CO 80516

Planning Commission

Board Meeting Date: 3/18/2026

File #: 2026-205, **Version:** 1

SUBJECT:

Approval of the February 18, 2026 Planning Commission Meeting Minutes

DEPARTMENT: Planning & Development

PRESENTER(S): Melinda Helmer, Secretary

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 meeting minutes.

SUMMARY/KEY POINTS

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

ATTACHMENT(S):

1. February 18, 2026 Planning Commission Meeting Minutes

TOWN OF ERIE

*645 Holbrook Street
Erie, CO 80516*



Meeting Minutes

Wednesday, February 18, 2026

6:30 PM

In Person Meeting

**To View Meeting Virtually on Zoom: <https://bit.ly/18Feb26PCMtg>
Council Chambers
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 February 18, 2026 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 - present
Vice Chair Braudes - present
Chair Hemphill - present

A quorum was present.

III. APPROVAL OF THE AGENDA

Commissioner Dreckman moved to approve the agenda of the February 18, 2026 Planning Commission Meeting. The motion, seconded by Commissioner Burns, carried with all voting in favor thereof.

Motion passes unanimously.

IV. APPROVAL OF MINUTES

[2026-98](#) Approval of the January 21, 2026 Planning Commission Meeting Minutes

Attachments: [January 21, 2026 Planning Commission Meeting Minutes](#)

Vice Chair Braudes moved to the minutes of the January 21, 2026 Planning Commission Meeting. The motion, seconded by Commissioner Dreckman, carried with all voting in favor thereof.

Motion passes unanimously.

V. PUBLIC COMMENTS

No public comment was taken.

VI. GENERAL BUSINESS

[2026-99](#) Comprehensive Plan Implementation

Attachments: [Presentation](#)
[Staff Report](#)

Chair Hemphill announced Agenda Item 2026-99: Comprehensive Plan Implementation.

Chair Hemphill turned it over to staff for a presentation (6:32 p.m.).

Josh Campbell, Senior Strategic Planner, gave a presentation to the Commission on the agenda item.

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

Some questions/comments included the following:

- why move away from PDs in the UDC update
- how can we get ahead of the market trends and build that into the UDC update
- what did the quote about there being two Old Towns mean
- did a historic district come up in your conversations with Old Town residents
- how did the linear park play into conversations with Old Town residents
- how does the affordable housing incentives work into a UDC update
- residential medium updates to the comp plan and their effect on the UDC update
- community building blocks what are we trying to promote with edits to that section of the plan
- for the UDC updates is it focused on density updates, or more abstract concepts like 'walkable neighborhoods'
- will the dumpster day for Old Town include working with Sustainability
- when talking with Old Town residents was there concerns with Town Center displacing downtown businesses
- redevelopment is occurring in Old Town now, what is the plan for the future
- what is the process to update the comp plan, is there now an update process to the future land use map

The Commission thanked staff for the presentation and update (7:17 p.m.).

[2026-100](#)

PUBLIC HEARING: A Resolution of the Planning Commission of the Town of Erie Recommending Approval of the Canyon Creek Planned Development Amendment No. 11

Attachments:

[Staff Presentation](#)

[Staff Report](#)

[Applicant Presentation](#)

[Applicant Summary of Updates Memo](#)

[Proposed PD Amendment \(Updated\)](#)

[Proposed PD Amendment \(Jan 7th Version\)](#)

[Application and Narrative](#)

[Additional Application Materials](#)

[DRT Comments](#)

[Neighborhood Meeting Notice and Summary](#)

[Public Hearing Notices](#)

[PC Resolution P26-03](#)

[Public Comments Received as of Feb 6 2026](#)

Chair Hemphill announced Agenda Item 2026-100: A Resolution of the Planning Commission of the Town of Erie Recommending Approval of the Canyon Creek Planned Development Amendment No. 11

Chair Hemphill opened the Public Hearing at 7:18 p.m. and turned it over to staff.

Harry Brennan, Senior Planner, gave a presentation to the Commission on the agenda item (from 7:18 p.m. – 7:28 p.m.)

Dominick Schwartz, Project Manager Emerald Development, gave a presentation to the Commission on the agenda item. (from 7:28 p.m. – 7:34 p.m.)

Chair Hemphill opened the Public Comment portion of the Public Hearing at 7:35 p.m. and asked if there was anyone in attendance to give comment on this agenda item.

Public comment was taken from the following:

- Chris Joseph (In-person)
- Ryan Durfey (In-person)
- Ray Mueller (In-person)
- Jennifer Barry (Virtually)
- Jeremy Teiber (Virtually)

Concerns included: lighting spillover, increased traffic, dumpsters and back-of-house items, pedestrian traffic to and from Red Hawk Elementary, crime, late night operational impacts, Town Center already provides commercial in the area.

Chair Hemphill closed the Public Comment portion of Public Hearing at 7:50 p.m.

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

Some questions/comments included the following:

- the difference between zoning districts and PDs, when would a traffic study be required (Plat and Site Plan), what is the benefit to the neighbors – would like to see more addressing of neighbor’s concerns, we wouldn’t know the potential impacts until there are specific users and would like the Site Plan to come back to the Commission, why can’t PC require the Site Plan to come back to them as a condition of their recommendation (code only allows the Director to refer Site Plans to the Commission), the expectations of people when they moved in, are drive throughs allowed (no), is outdoor storage allowed (no), vacancy rates of commercial/retail in Erie (very low, a lot of demand), public notice questions (all notice requirements were met), this is potentially be the last time we see this application (correct).

Chair Hemphill closed the Public Hearing at 8:32 p.m. and deliberations began.

Commissioner Burns moved to approve the Agenda Item 2026-100: A Resolution of the Planning Commission of the Town of Erie Recommending Approval of the Canyon Creek Planned Development Amendment No. 11. The motion, seconded by Commissioner Sawusch, carried with all voting in favor thereof at 8:42 p.m.

[2026-103](#)

A Resolution of the Planning Commission of the Town of Erie Recommending that the Town Council Re-appoint Commissioners Booth and Burns

Attachments: [Resolution No. P26-04](#)

Chair Hemphill announced Agenda Item 2026-103: A Resolution of the Planning Commission of the Town of Erie Recommending that the Town Council

Re-appoint Commissioners Booth and Burns

Chair Hemphill opened the Resolution Discussion at 8:44 p.m.

Chair Hemphill clarified that the three expiring terms would end May 17, 2026, as stated in the ordinance appointing them. It was asked to explain why the Commission’s request for staff to communicate to Council their desire to pass a resolution of support, and to get permission from Council. Sarah explained that staff does not directly communicate with Council but instead provided updates to Town Mgmt. that were passed along to Council. Additionally, the legal counsel advice that permission from Council for the resolution of support is not necessary. There was discussion on removing the phrase ‘beginning March 3, 2026’ due to terms not expiring until May 17.

Chair Hemphill closed the Resolution Discussion at 9:02 p.m.

Commissioner Braudes moved to amend the Agenda Item 2026-100 removing the resolution phrase, “...beginning March 3, 2026.” and moved to approve as amended: A Resolution of the Planning Commission of the Town of Erie Recommending that the Town Council Re-appoint Commissioners Booth and Burns. The motion, seconded by Commissioner Dreckman, carried with the following roll call vote:

- Commissioner Booth - recused
- Commissioner Sawusch - yes
- Commissioner Dreckman – yes
- Commissioner Burns - recused
- Commissioner Baham - yes
- Vice Chair Braudes - yes
- Chair Hemphill - yes

Motion passes 5 yeses and 2 recusals at 9:02 p.m.

VII. STAFF REPORTS

Kelly Driscoll, Planning Manager, reported on the following:

- March 4, 2026 Planning Commission Meeting Cancelled

VIII. COMMISSIONER REPORTS AND DISCUSSION ITEMS

Commissioner Sawusch reported on the following:

- Questioning if there is enough water to accommodate development growth.
- Brought awareness to 3 tragedies that recently occurred in the Town and to remember to express affection and gratitude toward loved ones.

Chair Hemphill reported on the following:

- Chair Hemphill reported on Town Security Training due March 4, 2026.
- Email “Cc” etiquette.

IX. ADJOURNMENT

Commissioner Booth moved to adjourn the February 18, 2026 Planning Commission Meeting. The motion, seconded by Commissioner Dreckman, carried with all voting in favor thereof.

Chair Hemphill adjourned the February 18, 2026 Planning Commission Meeting at 9:06 p.m.

Translation Services



TOWN OF ERIE

645 Holbrook Street
Erie, CO 80516

Planning Commission

Board Meeting Date: 3/18/2026

File #: 2026-118, **Version:** 1

SUBJECT:

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 the Use of Manufactured Homes as Dwelling Units

DEPARTMENT: Planning & Development

PRESENTER(S): Kelly Driscoll, Deputy Director of Planning & Development

TIME ESTIMATE: 10 minutes

For time estimate: please put 0 for Consent items.

FISCAL SUMMARY:

N/A

POLICY ISSUES:

Current provisions in the code are not consistent with housing laws. The Planning Commission will consider updates to the code to bring the Town into compliance and make a recommendation to Town Council.

STAFF RECOMMENDATION:

Adoption of Resolution No. P26-05 recommending the Town Council Adopt an Ordinance Amending Title 10 of the Erie Municipal Code Regarding the Use of Manufactured Homes as Dwelling Units.

SUMMARY/KEY POINTS

Town staff identified areas of the Erie Municipal Code within Title 10 that need amendment to comply with housing laws.

The staff report and presentation contain more detail on the proposed changes.

ATTACHMENT(S):

1. Resolution P26-05
2. Draft Ordinance
3. Staff Report

4. Presentation

**Town of Erie
Planning Commission
Resolution No. P26-05**

**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 the Use of Manufactured
Homes as Dwelling Units**

Whereas, the Erie Municipal Code includes terms and regulations that no longer conform to HUD standards;

Whereas, the Erie Municipal Code includes terms and regulations that create regulatory inconsistencies with State law regarding accessory dwelling units;

Whereas, the Planning Commission finds it in the best interest of the public health, safety and welfare to amend Title 10 of the Erie Municipal Code to comply with HUD standards and State law regarding Accessory Dwelling Units.

Now, Therefore be it Resolved by the Planning Commission of the Town of Erie, Colorado, that:

Section 1. Findings. The Planning Commission finds and determines that the ordinance amending Title 10 of the Erie Municipal Code, as attached hereto, meets the approval criteria as specified in Section 10-7-18(C)(9) as follows:

- a. The ordinance will promote the public health, safety, and general welfare;
- b. The ordinance is generally consistent with the Town's comprehensive master plan and the stated purposes of the UDC; and
- c. The ordinance is necessary or desirable because of changing conditions, new planning concepts, or other social or economic conditions.

Section 2. Decision. Based on the foregoing findings, the Planning Commission hereby recommends that the Town Council adopt the ordinance as attached hereto.

Adopted this 18th day of March 2026.

Ben Hemphill, Chair

Attest:

Doug Trettin, Secretary

**Town of Erie
Ordinance No. ___-2026**

**An Ordinance of the Town Council of the Town of Erie Amending
Sections 10-3-3 and 10-11-3 of the Erie Municipal Code Regarding
the Use of Manufactured Homes as Dwelling Units**

Whereas, the Town Council desires to permit manufactured homes as any type of dwelling unit in the Town.

Now Therefore be it Ordained by the Town Council of the Town of Erie, Colorado, as follows:

Section 1. Section 10-3-3(D)(1)(c) of the Erie Municipal Code is hereby amended as follows:

10-3-3 – Accessory use and structures.

* * *

c. *Prohibitions.* A ~~manufactured home~~, recreational vehicle, travel trailer, camper, or similar vehicle shall not be used as an ADU.

* * *

Section 2. The definition of Manufactured Home in Section 10-11-3 of the Erie Municipal Code is hereby amended as follows:

Manufactured home: A ~~single-family detached~~ dwelling *unit* that meets the U.S. Department of Housing and Urban Development's definition of a Manufactured Home, as amended, and is certified as constructed in compliance with the Manufactured Home Construction and Safety Standards of the U.S. Department of Housing and Urban Development and the Colorado Division of Housing but excluding a recreational vehicle. Manufactured homes shall be affixed to a permanent foundation unless located within a manufactured home park.

Section 3. *Severability.* If any article, section, paragraph, sentence, clause, or phrase of this Ordinance is held to be unconstitutional or invalid for any reason, such decision shall not affect the validity or constitutionality of the remaining portions of this Ordinance. The Town Council hereby declares that it would have passed this Ordinance and each part or parts hereof irrespective of the fact that any one, or part, or parts be declared unconstitutional or invalid.

Section 4. *Safety.* The Town Council finds that the adoption of this Ordinance is necessary for the protection of the public health, safety and welfare.

Section 5. Effective Date. This Ordinance shall take effect 10 days after publication following adoption.

Introduced, Read, Passed and Ordered Published this ____ day of _____, 2026.

Andrew J. Moore, Mayor

Attest:

Debbie Stamp, Town Clerk

**TOWN OF ERIE
PLANNING COMMISSION MEETING
March 18, 2026**

SUBJECT: **Resolution P26-05**
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 the Use
of Manufactured Homes as Dwelling Units

PURPOSE: Unified Development Code amendment to align with housing
law regarding accessory dwelling units

CODE REVIEW: Erie Municipal Code, Title 10

DEPARTMENT: Planning and Development

PRESENTER: Kelly Driscoll, Planning Manager

STAFF RECOMMENDATION:

Staff recommend that the Planning Commission adopt the resolution recommending the Town Council adopt an ordinance amending Title 10 of the Erie Municipal Code regarding accessory dwelling units

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

Town staff identified areas of the Erie Municipal Code within Title 10 that need amendment to comply with housing law.

The U.S. Department of Housing and Urban Development (HUD) administers the HUD code, which establishes standards for all manufactured housing units. State law was recently amended to permit Accessory Dwelling Units (ADUs) anywhere single-family units are permitted.

PROPOSED CHANGES:

The current Unified Development Code (UDC) prohibits manufactured homes as ADUs, creating a regulatory inconsistency. This prohibition conflicts with both federal standards that govern manufactured housing without regard to dwelling type as well as State law that permits ADUs under similar provisions as single family units. Further, the definition of "manufactured home" is modified to refer to them as dwelling units instead of single family detached units. This terminology is more consistent with HUD standards.

No other changes are proposed to the section, and any manufactured dwelling used as an ADU would have to maintain the appearance, architectural style, siding,

roofing, trim, and roof style of the principal structure. These requirements are similar to those imposed on single-family detached building types by the [Development Design Standards](#) referenced in the UDC [10-6-7.E](#).

The Town Council public hearing for the proposed UDC amendments is scheduled for April 14, 2026.

Approval Criteria

Section 10-7-18(C)(9) of the Erie Municipal Code states the following approval criteria when considering amendments to the text of the UDC:

1. The proposed amendment will promote the public health, safety, and general welfare; and
2. The proposed amendment is generally consistent with the Town's Comprehensive Master Plan and the stated purposes of this UDC; and
3. The proposed amendment is necessary or desirable because of changing conditions, new planning concepts, or other social or economic conditions.

Staff find these amendments necessary, as detailed below, and recommend that the Planning Commission adopt Resolution No. P26-05 recommending that the Town Council adopt an ordinance, amending Title 10 of the Erie Municipal Code regarding the use of manufactured homes as dwelling units.

Removing the prohibition on manufactured ADUs and modifying the definition of manufactured home from the UDC will:

- Ensure compliance with federal law by recognizing HUD Code standards for manufactured housing.
- Align local regulations with State law by permitting manufactured ADUs under the same framework as other single-family dwellings.
- Support housing diversity and affordability goals by expanding options for property owners to add ADUs.

Attachments

1. Resolution P26-05
2. Draft Ordinance
3. Staff Report
4. Staff Presentation



ERIE
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Proposed UDC Changes to Title 10

Planning Commission

Kelly Driscoll, Planning Manager

March 18, 2026



Request

Amendments to Title 10 regarding

- Manufactured Homes



Overview

- Background
- Proposal
- Decision



Background

Town staff have identified areas of the Erie Municipal Code within Title 10 that need amendment to comply with housing law

- Manufactured homes are not allowed as ADUs
- HUD standards apply to all manufactured homes, regardless of type
- Recent State law changes allow ADUs by right anywhere single-family units are allowed



Proposal – Accessory Dwelling Units

- Change code to allow manufactured homes as ADUs
 - Maintain appearance, architectural style, siding, roofing, trim, and roof style of principal structure
- Modify definition of manufactured homes to remove 'single family detached' and refer only to dwelling unit



Overview

- ✓ Background
- ✓ Proposal
- Decision



Approval Criteria – 10-7-18

- a. The proposed amendment will promote the public health, safety, and general welfare;
- b. The proposed amendment is generally consistent with the Town's Comprehensive Master Plan and the stated purposes of this UDC; and
- c. The proposed amendment is necessary or desirable because of changing conditions, new planning concepts, or other social or economic conditions.



Public Notice

Neighborhood Meeting: Not Applicable

PUBLIC NOTICE OF HEARING

Public Hearing is not required at Planning Commission for UDC changes



Next Steps

The Town Council public hearing for these amendments is scheduled for April 14, 2026



Staff Recommendation

Adoption of Resolution P26-05

Recommending the Town Council Adopt an Ordinance Amending Title 10 of the Erie Municipal Code Regarding the Use of Manufactured Homes as Dwelling Units



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Proposed UDC Changes to Title 10

Planning Commission

Kelly Driscoll, Planning Manager

March 18, 2026



TOWN OF ERIE

645 Holbrook Street
Erie, CO 80516

Planning Commission

Board Meeting Date: 3/18/2026

File #: 2026-172, **Version:** 1

SUBJECT:

Discussion on Proposition 123 Fast Track

DEPARTMENT: Planning & Development

PRESENTER(S): Chair Hemphill

TIME ESTIMATE: 10 minutes

For time estimate: please put 0 for Consent items.

POLICY ISSUES:

Discussion item only.

STAFF RECOMMENDATION:

Discussion item only.

SUMMARY/KEY POINTS

- Item added at Chair Hemphill's request

BACKGROUND OF SUBJECT MATTER:

At the request of Chair Hemphill, this item was added to the agenda so that the Commission can discuss Proposition 123 Fast Track in advance of the Joint Session with Town Council. The Joint Session with Council is now scheduled for June 2.

ATTACHMENT(S):

N/A