



TOWN OF ERIE

645 Holbrook Street
Erie, CO 80516

Meeting Agenda Planning Commission

Wednesday, September 3, 2025

6:30 PM

Council Chambers

In Person Meeting

To View Meeting Virtually on Zoom: <https://bit.ly/3September25PCMtg>

To Sign Up for Public Comment: 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

[25-481](#)

Approval of the August 20, 2025 Planning Commission Meeting Minutes

Attachments:

[August 20, 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

[25-436](#)

A Resolution of the Planning Commission of the Town of Erie Recommending the Town Council Adopt an Ordinance Amending Title 10 of the Erie Municipal Code Regarding Public Hearing Notice Requirements

Attachments:

[Draft Ordinance](#)

[Staff Report](#)

[Resolution No P25-12](#)

6:45 p.m. - 7:00 p.m.

[25-482](#)

Discussion of Planning Commission Roles and Responsibilities

Attachments:[Table 7.1-1: Summary of administration and review roles](#)[Resolution No. 22-149: Rules of Procedure](#)

7:00 p.m. - 7:20 p.m.

VII. STAFF REPORTS

7:20 p.m. - 7:30 p.m.

*(This agenda items is reserved for specific items from Staff requiring Commission direction or just relaying important information.)***VIII. COMMISSIONER REPORTS AND DISCUSSION ITEMS**

7:30 p.m. - 7:45 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**

7:45 p.m.



TOWN OF ERIE

645 Holbrook Street
Erie, CO 80516

Planning Commission

Board Meeting Date: 9/3/2025

File #: 25-481, **Version:** 1

SUBJECT:

Approval of the August 20, 2025 Planning Commission Meeting Minutes

DEPARTMENT: Planning & Development

PRESENTER(S): Doug Trettin, Secretary

TIME ESTIMATE: N/A

For time estimate: please put 0 for Consent items.

FISCAL SUMMARY:

N/A

POLICY ISSUES:

N/A

STAFF RECOMMENDATION:

Approval of the Meeting Minutes

SUMMARY/KEY POINTS

N/A

BACKGROUND OF SUBJECT MATTER:

N/A

TOWN COUNCIL PRIORITY(S) ADDRESSED:

- ☐ Attractive Community Amenities
- ☐ Engaged and Diverse Community
- ☐ Prosperous Economy
- ☐ Well-Maintained Transportation Infrastructure
- ☐ Small Town Feel
- ☐ Safe and Healthy Community
- ☒ Effective Governance

File #: 25-481, **Version:** 1

- ☐ Environmentally Sustainable
- ☐ Fiscally Responsible

ATTACHMENT(S):

1. August 20, 2025 Planning Commission Meeting Minutes

TOWN OF ERIE

*645 Holbrook Street
Erie, CO 80516*



Meeting Minutes

Wednesday, August 20, 2025

6:30 PM

In Person Meeting

To View Meeting Virtually on Zoom:

**Council Chambers
<https://bit.ly/20August25PCMtg>**

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 August 20, 2025 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 – absent excused
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 August 20, 2025 Planning Commission Meeting. The motion, seconded by Commissioner Dreckman, carried with all voting in favor thereof:

Motion passes unanimously.

IV. APPROVAL OF MINUTES

[25-438](#) Approval of the July 2, 2025 Planning Commission Meeting Minutes

Attachments: [July 2, 2025 Planning Commission Meeting Minutes](#)

Commissioner Booth moved to approve the minutes of the July 2, 2025 Planning Commission Meeting. The motion, seconded by Commissioner Burns, carried with all voting in favor thereof:

Motion passes unanimously.

V. PUBLIC COMMENTS

No public comment was taken.

VI. GENERAL BUSINESS

[25-450](#) Bi-annual Report to Town Council Discussion

Attachments: [Draft Presentation](#)

Chair Hemphill announced Agenda Item 25-450: Bi-annual Report to Town Council Discussion

Chair Hemphill gave a presentation to the Commission on the agenda item.

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

Some questions/comments included the following:

- 1) Regarding Planning Commission Goals:
 - Review of UDC and Comprehensive Plan to provide recommendations on alignment of the Code with the Comprehensive Plan.
 - Affordable Housing and a joint meeting with Town Council to discuss.
 - Primary Mission Wording.
 - Yearly Goals to include the year 2026.
 - Purview/Authority/Tasks of the Planning Commission regarding Affordable Housing as it relates to UDC updates.
 - Specifics of Unified Development Code Updates and any imposed time frame as it relates to Affordable Housing.
 - Planning Commission appointments and expanded roles and responsibilities and tasked items. Getting feedback from other municipalities and Town Council. Possibility for regularly scheduled meetings between Planning Commission and Town Council. As an Agenda item, Planning Commission to come up with a list of suggested expanded roles and responsibilities, and tasked items for Town Council to consider.
- 2) Regarding Mission & Team:
 - Clarification and possible correction to certain Commissioners' length of Terms (Resolution 24-076).

The Commissioners thanked Chair Hemphill for the presentation and update.

VII. STAFF REPORTS

Staff had nothing to report.

VIII. COMMISSIONER REPORTS AND DISCUSSION ITEMS

Commissioner Booth reported on the following:

- Reminder that there is a Mountain View Fire Rescue Station #15 Groundbreaking Ceremony on August 21, 2025.
- Protocol for Planning Commissioners who attend and speak at Public Meetings such as Town Council.

Commissioner Sawusch reported on the following:

- Protocol for Planning Commissioners who attend and speak at Public Meetings such as Town Council.
- Specifics and implications of the Planning Commission's consideration and recommendation to Town Council on the recent ordinance regarding Affordable Housing. The procedure involved with the Planning Commission's consideration and recommendation to Town Council on the recent ordinance regarding Affordable Housing; recommendation of Approval, Approval with Conditions, or Denial. Possibility of Commission voicing Conditions of Denial within the Minutes to reflect an alternative to straight denial. UDC updates being Staff driven (with or without a request from Planning Commission) or Council driven.

Vice Chair Braudes reported on the following:

- Schofield Farm Open Space Groundbreaking Celebration on August 28, 2025, from 4:30 p.m. – 5:30 p.m.

Chair Hemphill reported on the following:

- He will attend as a resident and participate in the Town's next Sustainability

Action Plan Committee charette.

IX. ADJOURNMENT

Commissioner Booth moved to adjourn the August 20, 2025 Planning Commission Meeting. The motion, seconded by Commissioner Dreckman, carried with all voting in favor thereof.

Chair Hemphill adjourned the August 20, 2025 Planning Commission Meeting at 7:24 p.m.



TOWN OF ERIE

645 Holbrook Street
Erie, CO 80516

Planning Commission

Board Meeting Date: 9/3/2025

File #: 25-436, **Version:** 1

SUBJECT:

A Resolution of the Planning Commission of the Town of Erie Recommending the Town Council Adopt an Ordinance Amending Title 10 of the Erie Municipal Code Regarding Public Hearing Notice Requirements

DEPARTMENT: Planning & Development

PRESENTER(S): Kelly Driscoll, Planning Manager

TIME ESTIMATE: 15 minutes

FISCAL SUMMARY:

Cost as Recommended:	N/A
Balance Available:	N/A
Fund	Choose a fund.
Line Item Number:	N/A
New Appropriation Required:	No

POLICY ISSUES:

As a part of the legislative process the Planning Commission considers proposed changes to the Unified Development Code (UDC) and makes a recommendation to the Town Council. The Planning Commission may approve, approve with conditions, or deny the resolution recommending changes to the UDC. The proposed code update improves clarity on noticing for applicants in development review.

STAFF RECOMMENDATION:

Staff recommend the Planning Commission adopt Resolution P25-12 recommending the Town Council adopt the ordinance amending Title 10 of the Erie Municipal Code.

SUMMARY/KEY POINTS

- Ordinance No. 11-2021 was approved in 2021 to address the content of notices; however, the

ordinance was erroneously not codified when originally passed.

- The proposed ordinance would correct this mistake and clarify how properties are identified in notices.

BACKGROUND OF SUBJECT MATTER:

The Board of Trustees (now Town Council) passed Ordinance No. 11-2021 on May 25, 2021, which clarified how properties are identified when noticed. The portion of the ordinance clarifying notice requirements did not get codified. Since that time, other changes have been made to the code in terms of numbering and structure, necessitating a new ordinance to be drafted to make the changes as originally intended. The changes in the draft ordinance simplify how the property that is subject to an application is identified, no longer requiring a legal description. The rest of the content of notices remains unchanged in the proposed ordinance.

TOWN COUNCIL PRIORITY(S) ADDRESSED:

- ☐ Attractive Community Amenities
- ☐ Engaged and Diverse Community
- ☐ Prosperous Economy
- ☐ Well-Maintained Transportation Infrastructure
- ☐ Small Town Feel
- ☐ Safe and Healthy Community
- ☒ Effective Governance
- ☐ Environmentally Sustainable
- ☐ Fiscally Responsible

ATTACHMENT(S):

1. Draft Ordinance
2. Resolution P25-12
3. Staff Report

**Town of Erie
Ordinance No. __-2025**

**An Ordinance of the Town Council of the Town of Erie Amending
Title 10 of the Erie Municipal Code Regarding Public Hearing
Notice Requirements**

Whereas, the Town Council desires to clarify the required content for public hearing notices required by Title 10 of the Erie Municipal Code.

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

Section 1. Section 10-7-2(F)(1) of the Erie Municipal Code is hereby amended as follows:

10-7-2 – Standard development review procedures

* * *

F. *Step 6: Notice:*

1. Content of notices: Notice of all public hearings required under this Chapter shall, unless otherwise specified in this UDC: (1) identify the date, time, and place of the public hearing; (2) identify the property subject to the application ~~describe the property involved in the application by street address or by legal description and nearest cross street~~; (3) describe the nature, scope, and purpose of the application ~~proposed action~~; (4) indicate that interested parties may appear at the hearing and be heard; and (5) indicate where additional information on the application ~~matter~~ may be obtained.

* * *

Section 2. Section 10-7-5(B)(1) of the Erie Municipal Code is hereby amended as follows:

10-7-5 – Rezoning.

* * *

B. *Procedure:* See Table 7.1, Section 10-7-2, and the User Guide for applicable review procedure and submittal requirements.

1. *Step 6 (Notice):* Applicable, as follows:

Published, mailed, and posted notice of public hearings on rezonings shall be provided. ~~In addition, the notice shall list the protest provisions set forth in subsection 10-7-5-B.8.c below.~~ Where the rezoning has been initiated by someone other than the property owner or their designated agent, the

Director also shall mail a notice to all owners of the property to be reclassified, as shown in the current County Assessor's records.

* * *

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 _____, 2025.

Andrew J. Moore, Mayor

Attest:

Debbie Stamp, Town Clerk

**TOWN OF ERIE
PLANNING COMMISSION MEETING
September 3, 2025**

SUBJECT: **Resolution P25-12**
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 Public
Hearing Notice Requirements

PURPOSE: Unified Development Code amendment to align with Federal
and State standards.

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 Resolution P25-12 recommending the Town Council adopt an ordinance amending Title 10 of the Erie Municipal Code public hearing notice requirements.

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

The Board of Trustees (now Town Council) passed Ordinance No. 11-2021 on May 25, 2021, which clarified how properties are identified when noticed. The portion of the ordinance clarifying notice requirements did not get codified. Since that time, other changes have been made to the code in terms of numbering and structure, necessitating a new ordinance to be drafted to make the changes originally intended. The changes in the draft ordinance simplify how the property that is subject to an application is identified, no longer requiring legal description. The rest of the content of notices remains unchanged in the proposed ordinance.

The Town Council public hearing for these amendments is scheduled for November 4, 2025.

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.

The changes in the draft ordinance simplify how the property subject to application is identified.

Public Notice:

Notice is not required at the Planning Commission for changes to the UDC.

Attachments

1. Resolution P25-12
2. Exhibit A – Draft Ordinance
3. Staff Report

**Town of Erie
Planning Commission
Resolution No. P25-12**

**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 Public
Hearing Notice Requirements**

**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 regarding Public Hearing Notice Requirements, as attached hereto, is in the best interest of the public health, safety and welfare of the Town.

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 3rd day of September, 2025.

Ben Hemphill, Chair

Attest:

Doug Trettin, Secretary



TOWN OF ERIE

645 Holbrook Street
Erie, CO 80516

Planning Commission

Board Meeting Date: 9/3/2025

File #: 25-482, **Version:** 1

SUBJECT:

Discussion of Planning Commission Roles and Responsibilities

DEPARTMENT: Planning & Development

PRESENTER(S): Sarah Nurmela, Planning and Development Director
Kelly Driscoll, Planning Manager

TIME ESTIMATE: 20 minutes

For time estimate: please put 0 for Consent items.

FISCAL SUMMARY:

Cost as Recommended:	N/A
Balance Available:	N/A
Fund	Choose a fund.
Line Item Number:	N/A
New Appropriation Required:	No

POLICY ISSUES:

At the August 20, 2025, meeting Planning Commission requested an item be placed on the next agenda to discuss their roles and responsibilities.

STAFF RECOMMENDATION:

Discussion item only.

SUMMARY/KEY POINTS

- Planning Commission is an Advisory Board to the Town Council, as specified in [Title 3, Chapter 1 of the Municipal Code <https://library.municode.com/co/erie/codes/code_of_ordinances?nodeId=TIT3BOCO_CH1PLCO>](https://library.municode.com/co/erie/codes/code_of_ordinances?nodeId=TIT3BOCO_CH1PLCO).
- Duties and functions of the Commission are set forth by State statutes and by the Unified Development Code

BACKGROUND OF SUBJECT MATTER:

Planning Commissions play an advisory role to the governing body (Town Council) in the legislative

process. This means that for proposed amendments to the Unified Development Code, the Planning Commission makes recommendations to the Council.

For Quasi-Judicial items, the Planning Commission assures that all land use decisions, including individual projects, are consistent with the policies and plans adopted by the governing body. Specifically, Erie's Planning Commission advises the Town Council on zoning (rezonings, Planned Developments), Special Review Uses (SRU), and Preliminary and Final Plats. Planning Commission is the final decision maker on Site Plans with over 25,000 square feet. See Attachment 1 for Table 7.1-1 from the UDC which gives an overview of roles and their relationship to application types and proceedings.

As additional background for this discussion, Attachment 2 is Resolution No. 22-149 adopting rules of procedure for the Planning Commission.

TOWN COUNCIL PRIORITY(S) ADDRESSED:

- ☐ Attractive Community Amenities
- ☐ Engaged and Diverse Community
- ☐ Prosperous Economy
- ☐ Well-Maintained Transportation Infrastructure
- ☐ Small Town Feel
- ☐ Safe and Healthy Community
- ☒ Effective Governance
- ☐ Environmentally Sustainable
- ☐ Fiscally Responsible

ATTACHMENT(S):

1. Table 7.1-1: Summary of Administration and Review Roles
2. Resolution No. 22-149: Rules of Procedure

10-7-1 Summary and organization of this chapter.

- A. This chapter describes the procedures for review and approval of all applications for development activity in the town. Common procedures, which are applicable to all or most types of development applications, are in section 10-7-2. Subsequent sections set forth additional provisions that are unique to each type of application, including staff and review board assignments, review standards, and other information.
- B. Table 7.1-1 sets forth the review and decision-making responsibilities for the administration of the procedures described in this chapter.

TABLE 7.1-1: SUMMARY OF ADMINISTRATION AND REVIEW ROLES

NOTE: This table summarizes the general review and decision-making responsibilities for the procedures contained in Chapter 7.

R = Review (Responsible for Review or Recommendation)

H = Hearing (Public Hearing Required)

D = Decision (Responsible for Final Decision)

Procedure	Section	Pre-App Conf.	Neighborhood Meeting	Decision-Making Body					Referral Agencies/Consultants	Notice Required		
				Town council	Planning Comm.	Board of Adj.	Town Staff			Mailed	Published	Posted
Annexation	7.3	Yes		D-H			R	R			X	X
Architectural Review	7.12						D					
Building Permits	7.13						D					
Development Agreement	7.15			D			R					
Fence Permit	6.4.H						D					
Floodplain Permit	2.7.C						D					
Improvement Guarantees	7.17						D					
Initial Zoning	7.4	Yes		D-H			R	R		X	X	X
Planned Development Zoning	7.20	Yes	Yes	D-H	R-H		R	R		X	X	X
PUD	7.6	Yes	Yes	D-H	R-H		R	R		X	X	X
Rezoning	7.5	Yes	Yes	D-H	R-H		R	R		X	X	X
Sign Permit	6.12						D					
Site Plan: Administrative Review	7.10.E	Yes					D	R				
Site Plan: Planning Commission Review	7.10.F	Yes	Yes		D-H		R	R		X	X	X

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(Supp. No. 17)

TABLE 7.1-1: SUMMARY OF ADMINISTRATION AND REVIEW ROLES

NOTE: This table summarizes the general review and decision-making responsibilities for the procedures contained in Chapter 7.

R = Review (Responsible for Review or Recommendation)

H = Hearing (Public Hearing Required)

D = Decision (Responsible for Final Decision)

Procedure	Section	Pre-App Conf.	Neighborhood Meeting	Decision-Making Body				Referral Agencies/Consultants	Notice Required		
				Town council	Planning Comm.	Board of Adj.	Town Staff		Mailed	Published	Posted
Site Plan Agreement	7.16			D			R				
Special Review Use	7.11	Yes	Yes	D-H	R-H		R	R	X	X	X
Subdivision: Annexation Subdivision	7.7.G	Yes					D				
Subdivision: Sketch Plan	7.7.C	Yes					R				
Subdivision: Preliminary Plat	7.7.D		Yes	D-H	R-H		R	R	X	X	X
Subdivision: Final Plat	7.7.E	Yes					D	R			
Subdivision: Minor Subdivision	7.7.F	Yes					D	R			
Temporary Use Permit	7.14						D	R			
Variance	7.9	Yes				D-H	R	R	X	X	X
Amendment to Text of this UDC	7.18			D-H	R		R			X	
Comprehensive Plan	7.21	Yes		D-H	R-H		R	R		X	

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(Supp. No. 17)

(Ord. 03-2022, § 1(Attch.), 1-11-2022; Ord. No. 19-2022, § 2, 9-13-2022; Ord. No. 016-2023, § 1, 7-25-2023; Ord. No. 031-2023, § 1, 11-28-2023)

**Town of Erie
Resolution No. 22-149**

**A Resolution of the Board of Trustees of the Town of Erie Adopting
Rules of Procedure for the Planning Commission**

Whereas, Section 3-1-2(C) of the Erie Municipal Code requires that the Board of Trustees adopt Rules of Procedure for the Planning Commission; and

Whereas, the rules of procedures provided herein satisfy the Erie Municipal Code requirement while providing for a concise set of procedures related to terms, removal, vacancy, meetings, organization, and roles of the Planning Commission.

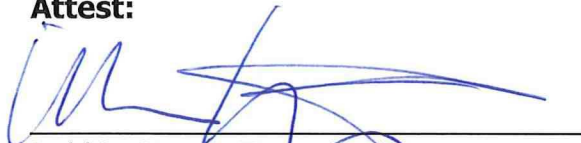
Now Therefore be it Resolved by the Board of Trustees of the Town of Erie, Colorado, that:

Section 1. The Board of Trustees hereby adopts the Planning Commission Rules of Procedure in the form attached hereto.

Adopted this 13th day of December, 2022.


Justin Brooks, Mayor

Attest:


Debbie Stamp, Town Clerk
Michelle Crawford, Deputy Town Clerk



Erie Planning Commission Rules of Procedure

1. Purpose. The Board of Trustees has adopted these Rules of Procedure (the "Rules") pursuant to Section 3-1-2(C) of the Erie Municipal Code. The purpose of the Rules is to provide guidance and direction to the Planning Commission (or "Commission").
2. Erie Municipal Code. Procedures related to terms, removal, vacancy, meetings, organization, and roles of the Commission are found in Title 3 of the Erie Municipal Code. In the case of a conflict between these rules of procedure and the Erie Municipal Code, the Erie Municipal Code shall apply.
3. Officers.
 - a. *Chair*. The Chair is responsible for preserving order and the integrity of all proceedings before the Commission, and must:
 - i. Call meetings to order as scheduled and proceed with the order of business;
 - ii. Announce the business to be acted upon;
 - iii. Inform the Commission, when necessary, on any point of order or practice;
 - iv. Authenticate by signature, when necessary, or when directed by the Commission, all of the acts, findings and orders, and proceedings of the Commission;
 - v. Efficiently move the agenda along, limit redundancy and the time allowed for comments, and set guidelines for public input; and
 - vi. Recognize speakers prior to receiving comments and presentations.
 - b. *Vice Chair*. The Vice Chair shall exercise the duties of the Chair in the Chair's absence.
 - c. *Secretary*. The Secretary shall keep accurate minutes of all Commission meetings and a record of all Commission resolutions, transactions, findings, and determinations. The Secretary shall be responsible for posting all required notices and agendas.
 - d. *Temporary Chair*. In the event both the Chair and the Vice Chair are absent from a meeting, the Secretary must call the Commission to order and call the roll. If a quorum is present, the Commission shall elect by a majority vote a temporary Chair who will preside over the meeting until the arrival of the Chair or Vice Chair.
4. Meetings.
 - a. All meetings of the Commission shall be open to the public, other than executive sessions in compliance with the Colorado Open Meetings Law.
 - b. The Planning Commission shall meet in regular session on the first and third Wednesday of each month beginning at 6:30 p.m.

- c. Special meetings may be called by the Chair or the Liaison, or upon the request of 3 or more Commissioners. Notice of a special meeting shall be provided to each Commissioner, by electronic means or telephone.
 - d. The Planning Commission may meet in a study session, but no decisions can be made nor may any actions be taken at a study session; all actions taken and all decisions made must be approved at either a regular or special meeting.
 - e. All meetings shall be held in the Board of Trustees Chambers unless otherwise determined.
 - f. The agenda for each meeting shall be posted in accordance with the Colorado Open Meetings Law.
 - g. Every Commissioner must attend all scheduled meetings of the Commission, unless duly excused. Any Commissioner desiring to be excused must notify the Secretary and Liaison in advance.
5. Meeting Agendas.
- a. Meeting agendas are set by the Chair, Secretary, and Liaison. The agenda for all meetings shall be primarily devoted to the transaction of Town business requiring formal voting by the Commission. An item may be placed on the agenda at the direction of the Chair, the Liaison, or a majority of the Commission.
 - b. No later than Friday preceding the regular meeting, the Secretary will publish on the Town's website the meeting agenda and packet.
 - c. The order of business shall be as follows, unless modified by a majority vote of the Commissioners present:
 - i. Call to order and roll call.
 - ii. Pledge of Allegiance.
 - iii. Approval of the agenda.
 - iv. Consent agenda.
 - v. Public comment on matters not on the agenda (limited to 3 minutes per speaker).
 - vi. General business.
 - vii. Staff reports.
 - viii. Commission reports.
 - ix. Executive session, as needed.
 - x. Adjournment.
6. Meeting Procedures.
- a. *Voting.* Votes may be taken either by voice vote or by roll call vote. All actions require an affirmative vote of a majority of the Commission.

- b. *Abstention.* No Commissioner may abstain from voting unless they have a conflict of interest as defined by state law or Chapter 7 of the Erie Municipal Code. In that case, the Commissioner should state the conflict, step down from the platform and not participate in the discussion or vote. If any Commissioner attempts to abstain in any other circumstance, the refusal shall be counted as an affirmative vote.
 - c. *Motions Procedure.* All matters before the Commission shall be introduced by motion, as follows:
 - i. The presiding officer recognizes a Commissioner.
 - ii. The Commissioner proposes a motion.
 - iii. Another Commissioner seconds the motion.
 - iv. The Commission debates/discusses the motion (amendments to the motion or other substitute motions may be made during the debate/ discussion).
 - v. At the conclusion of the debate/discussion, a vote is taken.
 - vi. Any motion may be withdrawn prior to a vote on that motion with the concurrence of the person seconding the motion.
 - d. *Types of Motions.* The following motions are acceptable:
 - i. Motion to approve/deny.
 - ii. Motion to amend.
 - iii. Motion to continue to a date certain.
 - iv. Motion to postpone indefinitely.
 - v. Motion to call the question. This motion is used to cut off debate and to bring an immediate vote on the pending motion. A vote is first taken on the motion to call, and if successful, debate is halted and a vote on the main motion is made. If the vote on the motion to call fails, debate on the main motion continues.
 - vi. Motion to reconsider. A motion to reconsider must be made at the same meeting at which the action occurred, or at the next meeting. The motion must be made by a Commissioner who voted on the prevailing side. A vote is then taken on the motion to reconsider. The passage of a motion to reconsider suspends all action on the original motion. The original motion is then placed before the Commission in the exact form it was when previously adopted. Once the vote is taken and the results determined, no further reconsideration can be granted.
7. Public Comment.
- a. Members of the public shall have the opportunity to comment on resolutions and other matters before the Commission as determined by the Chair or applicable law, during the time designated for such comment and when recognized by the Chair.

- b. Each person wishing to comment shall first sign a public comment sheet listing their name and place of residence or, if attending virtually, use the raise your hand feature when asked by the Secretary. The Secretary will deliver the comment sheets to the Chair, who will call the names of the persons who indicated they wished to speak in the order they signed up.
 - c. Prior to making comments, each person will, for the record, give their name and place of residence.
 - d. Public comment is limited to 3 minutes per person, provided that time can be pooled.
 - e. The Chair may limit the total amount of time dedicated to public comment.
 - f. Public comment concerning a matter that is scheduled for a public hearing should be made during the public comment portion of the public hearing, so it is reflected in the record of the public hearing.
8. Public Hearings.
- a. The Commission shall hold public hearings as required by the Erie Municipal Code or other applicable law.
 - b. The procedure for public hearings shall comply with Section 10-7-2 of the Erie Municipal Code.