

TOWN OF ERIE

*645 Holbrook Street
Erie, CO 80516*



Meeting Minutes

Wednesday, April 17, 2024

6:30 PM

In Person Meeting

Virtual Link for Viewing & Public Comment Only:

Council Chambers
<https://bit.ly/17Apr24PCMtg>

Planning Commission

I. CALL TO ORDER & PLEDGE OF ALLEGIANCE TO FLAG

Chair Burns called the April 17, 2024 Planning Commission Meeting to order at 6:35pm.

II. ROLL CALL

Roll Call:

- Commissioner Braudes - present
- Commissioner Dreckman - present
- Commissioner Baham - present
- Commissioner Hemphill - present
- Commissioner Booth - 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 April 17, 2024 Planning Commission Meeting. The motion, seconded by Commissioner Dreckman, carried with the following roll call vote:

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

Motion passes unanimously.

IV. APPROVAL OF MINUTES

[24-183](#) Approval of the March 20, 2024 Planning Commission Meeting Minutes

Attachments: [March 20, 2024 Planning Commission Meeting Minutes](#)

Chair Burns requested an amendment to the Staff Reports section to correct his title from Vice Chair to Chair.

Vice Chair Laws moved to approve the Meeting Minutes, as amended, of the March 20, 2024 Planning Commission Meeting. The motion, seconded by Commissioner Baham, carried with the following roll call vote:

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

Motion passes unanimously.

V. PUBLIC COMMENTS

No public comments were taken.

VI. GENERAL BUSINESS

[24-147](#)

PUBLIC HEARING: 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 Manufactured Homes, Home Occupation Standards, the Definition of Family, and Applicability of Development Standards

Attachments: [Exhibit A - Draft Ordinance](#)

[Staff Report](#)

[Staff Presentation](#)

[Notice](#)

Chair Burns announced Agenda Item 24-147: A Public Hearing for Resolution of the Planning Commission of the Town of Erie Recommending that the Town Council Approve UDC Amendments to Title 10, Chapters 1, 3, 6, and 11.

Chair Burns opened the Public Hearing at 6:39 pm and turned it over to staff.

Kelly Driscoll, Planner Manager gave a presentation to the Commission on the proposed UDC Amendments regarding Manufactured Homes, Home Occupations, Definition of Family, and Applicability of Development Standards.

Chair Burns opened up the Public Comment portion of the Public Hearing at 6:45 pm.

No public comments were provided.

Chair Burns closed the Public Comment portion of the Public Hearing at 6:45 pm.

Chair Burns brought it back to the Commission for questions/comments of staff. Some questions/comments included the following:

- Discussion over implications of a denial of proposed code changes to include the proposed changes related to Manufactured Homes.
- Clarification that proposed Manufactured Home code changes are focused on HUD compliance.
- Discussion over public notice published in the Hometown Weekly.
- Discussion over the term "Housekeeping Unit" and its definition.
- Discussion over unrelated people within the definition of "Housekeeping Unit" and the definition of "Family".
- Discussion over the definition of "Family" possibly affecting rights of occupants.
- Discussion over Grandfathering implications.
- Discussion over HOA authority and enforcement of rules.
- Discussion over Storage within structures/buildings related to Home Occupation uses.

Chair Burns closed the Public Hearing at 6:57 pm.

Vice Chair Laws moved to approve Resolution P24-05: UDC Amendments to Title 10, Chapters 1, 3, 6, and 11. The motion, seconded by Commissioner Braudes, carried with the following roll call vote:

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

The motion passes unanimously.

[24-149](#)

PUBLIC HEARING: A Resolution of the Planning Commission of the Town of Erie Recommending that the Town Council Adopt an Ordinance creating the Reserved Open Space District as required by the Home Rule Charter

Attachments: [P24-06](#)

[Exhibit A - Draft Ordinance](#)

[Home Rule Charter](#)

[Staff Report](#)

[Staff Presentation](#)

[Notice](#)

Chair Burns announced Agenda Item 24-149: A Public Hearing for Resolution of the Planning Commission of the Town of Erie Recommending that the Town Council Approve the UDC Amendments to Title 10, Chapters 2, 3, and 4.

Chair Burns opened the Public Hearing at 6:56 pm and turned it over to staff.

Kelly Driscoll, Planner Manager, gave a presentation to the Commission on the proposed UDC Amendments to establishing a Reserved Open Space Zoning District.

Chair Burns opened up the Public Comment portion of the Public Hearing at 7:02 pm.

No public comments were provided.

Chair Burns closed the Public Comment portion of the Public Hearing at 7:02 pm.

Chair Burns brought it back to the Commission for questions/comments of the applicant and staff.

Some questions/comments included the following:

- Discussion over allowing structures within the new zoning district.
- Discussion over implications of a denial of the proposed Reserved Open Space Zoning District.
- Discussion over allowing, creating, and regulating parking lots within the

proposed Reserved Open Space Zoning District.

- Discussion over any current minimum parking requirements for Parks and Open Space. Discussion included providing methods for approving parking maximums. Methods included requiring a Special Review Use.
- Discussion of examples where parking lots are, or would be, used for Parks and Open Space.
- Discussion over if there is proposed amendment to this agenda item, would Town Council consider just the original agenda item or the original agenda item with the proposed amendment.

Chair Burns closed the Public Hearing at 7:24 pm.

Commissioner Hemphill moved to approve, with a modification, Resolution P24-06: UDC Amendments to establish a Reserved Open Space District. The suggested modification is to change a Parking Lot from being a permitted use to a use requiring a Special Use Review. The motion, seconded by Commissioner Dreckman, carried with the following roll call vote:

Commissioner Braudes - yes
Commissioner Dreckman - yes
Commissioner Baham - yes
Commissioner Hemphill - yes
Commissioner Booth - no
Vice Chair Laws - yes
Chair Burns - yes

The motion passes 6 to 1 in favor of the agenda item.

VII. STAFF REPORTS

[24-184](#)

Planning & Development Monthly Report - February 2024

Attachments: [Planning & Development Monthly Report - February 2024](#)

Kelly Driscoll, Planning Manager, had nothing to report, but the Commission commented to the recent fact that Town staff now has interns to support the Planning Division. Kelly Driscoll added that Comprehensive Plan engagement on scenarios has recently been initiated. The project time frames were discussed.

VIII. COMMISSIONER REPORTS AND DISCUSSION ITEMS

Discussion included:

- Earth Day/Arbor Day April 27, 2024 and its scheduled events.
- April 25th, 2024 at Masters Restaurant (Colorado National Golf Club) on-boarding reception for Advisory Boards/Commissions/Council.
- Discussion held over excused absences.

IX. ADJOURNMENT

Commissioner Booth moved to adjourn the January 17, 2024 Planning Commission Meeting. The motion, seconded by Vice Chair Laws, carried with all voting in favor thereof.

Chair Burns adjourned the April 17, 2024 Planning Commission Meeting at 7:30 pm.