



# TOWN OF ERIE

645 Holbrook Street  
Erie, CO 80516

## Meeting Agenda

### Town Council

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Tuesday, September 16, 2025

6:00 PM

Council Chambers

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#### Special Meeting

**Link to Watch or Comment Virtually: <https://bit.ly/TC-Special-3rdTuesday>**

#### I. Call Meeting to Order and Pledge of Allegiance

6:00 p.m.

#### II. Roll Call

#### III. Approval of the Agenda

#### IV. Public Comment On Non-Agenda and Consent Items only.

6:00-6:10 p.m.

*(This agenda item provides the public an opportunity to discuss items that are not on the agenda or consent agenda items only. The Town Council is not prepared to decide on matters brought up at this time, but if warranted, will place them on a future agenda.)*

#### V. General Business

[25-503](#) Legislative Session & Advocacy 101

**Attachments:** [CML Presentation](#)  
[Town of Erie Partnership Organizations.docx](#)  
[Latest Draft of Legislative Agenda](#)

6:10-7:10 p.m.

*Presenter(s): Town Manager's Office  
Communications & Community Engagement*

[25-500](#) Process to Realign Board/Commission Terms to Odd-Numbered Years

**Attachments:** [Proposed Board/Commission Ordinance](#)

7:10-7:55 p.m.

*Presenter(s): Meredyth Muth, Director of Administrative Services and Operations*

[25-489](#) A Resolution of the Town Council of the Town of Erie Retroactively Appointing Bob Braudes to a Four-Year Term on the Planning Commission and Ratifying His Actions to Date

**Attachments:**      [Resolution 25-152](#)

7:55-8:10 p.m.

Presenter(s): *Meredyth Muth, Director of Administrative Services and Operations*

[25-507](#)

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](#)

8:10-8:40 p.m.

Presenter(s): *Sarah Nurmela, Planning and Development Director*  
*Kelly Driscoll, Planning Manager*

[25-513](#)

2026 DRAFT Preliminary Work Plan

**Attachments:**      [2025 Work Plan 2025.09.16 Draft](#)

8:40-9:10 p.m.

Presenter(s): *Malcolm Fleming, Town Manager*

[25-510](#)

City of Lafayette request regarding statements about land located adjacent to 119th St and Baseline Rd (SH 7)

**Attachments:**      [Letter from Lafayette City Council 09.10.25](#)

[2025.09.16 Ltr re 119th & Baseline Property](#)

9:10-9:20 p.m.

Presenter(s): *Malcolm Fleming, Town Manager*

## VI. Adjournment

9:20 p.m.

*(The Town Council's Goal is that all meetings be adjourned by 10:30pm. An agenda check will be conducted at or about 10:00 p.m., and no later than at the end of the first item finished after 10:00 p.m. Items not completed prior to adjournment will generally be taken up at the next regular meeting.)*



# TOWN OF ERIE

645 Holbrook Street  
Erie, CO 80516

## Town Council

**Board Meeting Date: 9/16/2025**

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**File #:** 25-503, **Version:** 1

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**SUBJECT:**

Legislative Session & Advocacy 101

**DEPARTMENT:**

Town Manager's Office  
Communications & Community Engagement

**PRESENTER(S):**

Patrick Hammer, Deputy Town Manager  
Gabi Rae, Director of Communications & Community Engagement  
Bev Stables, Colorado Municipal League  
Elizabeth Haskell, Colorado Municipal League

**TIME ESTIMATE:** 45 minutes

*For time estimate: please put 0 for Consent items.*

**FISCAL SUMMARY:**

N/A

**POLICY ISSUES:**

The Town Council can monitor the State Legislative Session and advocate for or against proposed legislation based on agreed upon Town policy positions. Council can create a Legislative Agenda prior to the start of Session to help guide Council and staff participation with items that come up.

**STAFF RECOMMENDATION:**

Information only.

**SUMMARY/KEY POINTS**

- The Colorado Municipal League Legislative & Policy Team will share background and best practice about the Legislative Session.
- Council can discuss preferred methods for advocacy and whether a Legislative Agenda is one of the chosen tools to employ.
- A process for collecting Council edits to the previous Legislative Agenda will be shared.

**BACKGROUND OF SUBJECT MATTER:**

At this meeting, the Legislative & Policy Team from the Colorado Municipal League (CML) will present an overview of how legislative sessions operate and how best for municipalities to engage in advocacy at the Legislature. The team from CML will also share best practices for creating a legislative agenda which can act as a guide for Council. A final version of an updated policy agenda will come back to the Council in early November for approval/adoption.

### **What is the Purpose of a Legislative Agenda**

A legislative agenda is a document which reflects the Town of Erie's State and Federal policy priorities and acts as a tool for legislative engagement. A legislative agenda can serve as a useful document for the Town in managing legislative affairs prior to and during the legislative session. In addition to summarizing the Town's key policy priorities, the legislative agenda:

- Reflects the Town's needs regarding State and Federal legislative actions and administrative policy.
- Establish agreement among the Council regarding legislative positions, reducing the need for the Council to take positions on specific bills as they emerge.
- Provide the Town's policy priorities to State and Federal legislators to help inform their legislative activities and decision-making.
- Serve as a roadmap for Town Council Members and Erie staff regarding engagement in legislative advocacy.
- Guide engagement with State associations, regional groups, and other partners.

The goal for the legislative agenda is to reflect the Town's strategic goals, current priorities, as well as any challenges and barriers that the Town may be facing in fulfilling its duties and responsibilities. These policy items were developed through review of the Town's Community Priorities from the residents, Work Plan priorities, consideration of the current political landscape (including the make-up of the Colorado General Assembly), and context from the previous legislative session.

In addition, staff has incorporated issues that impact Erie and have been identified by partner organizations including the Colorado Municipal League (CML), Denver Regional Council of Governments (DRCOG), Mayors and Commissioners Coalition (MCC), Metro Mayors Caucus (MMC), Colorado Communities for Climate Action (CC4CA), and other statewide and regional partnerships that will directly affect the Town's operations and/or constituents.

### **Use of the Legislative Policy Agenda & Next Steps**

The Legislative Agenda will serve as a tool as the Town meets with its State and Federal legislative delegation members, professional trade associations, municipal and local government partners, stakeholders, advocacy groups, constituents, and other partners to determine if there are opportunities to address any of the policy priorities in the coming year. Proactive discussions with State legislators provide an opportunity for Erie's delegation members to consider how they can help address the needs of their constituents in the Town.

Once adopted, the Council Members involved with specific lobbying or advocacy organizations will be

better prepared to convey the Town's position on legislative matters that are reflected in the Legislative Agenda. Attached is a summary of the local and statewide member organizations that work on State and/or Federal policy issues, and of which the Town of Erie participates.

Also attached is the previous version of the Town's Legislative Agenda that reflects edits directed by the Council in March 2025. Staff from various departments have identified topics from 2025 that Council may want to consider incorporating into a 2026 version. Staff have also created a tool Council Members may use when editing the draft agenda.

**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. CML Presentation
2. Town of Erie Partnership Organizations
3. Latest Draft of Legislative Agenda

# Legislative Process and Advocacy 101

Town Council Meeting  
Town of Erie  
Sept. 16, 2025

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# Overview

- Legislative Institution and Process
- CML Initiated Legislation
- Developing Relationships
- Best Practices for Advocacy



# 75<sup>th</sup> Colorado General Assembly

- 2026 Second Regular Session
- Two Chambers -100 members
- Convene no later than the second Wednesday in January
- Sine Die – 120 days later





# Senate

- 35 members – representing 165,000 residents
- 18 votes to win
- 23 Democrats/12 Republicans
- Senate District 17 - Senator Katie Wallace



# House of Representatives

- 65 members – representing 88,956 residents
- 33 votes to win
- 43 Democrats/22 Republicans
- House District 19 – Rep. Dan Woog

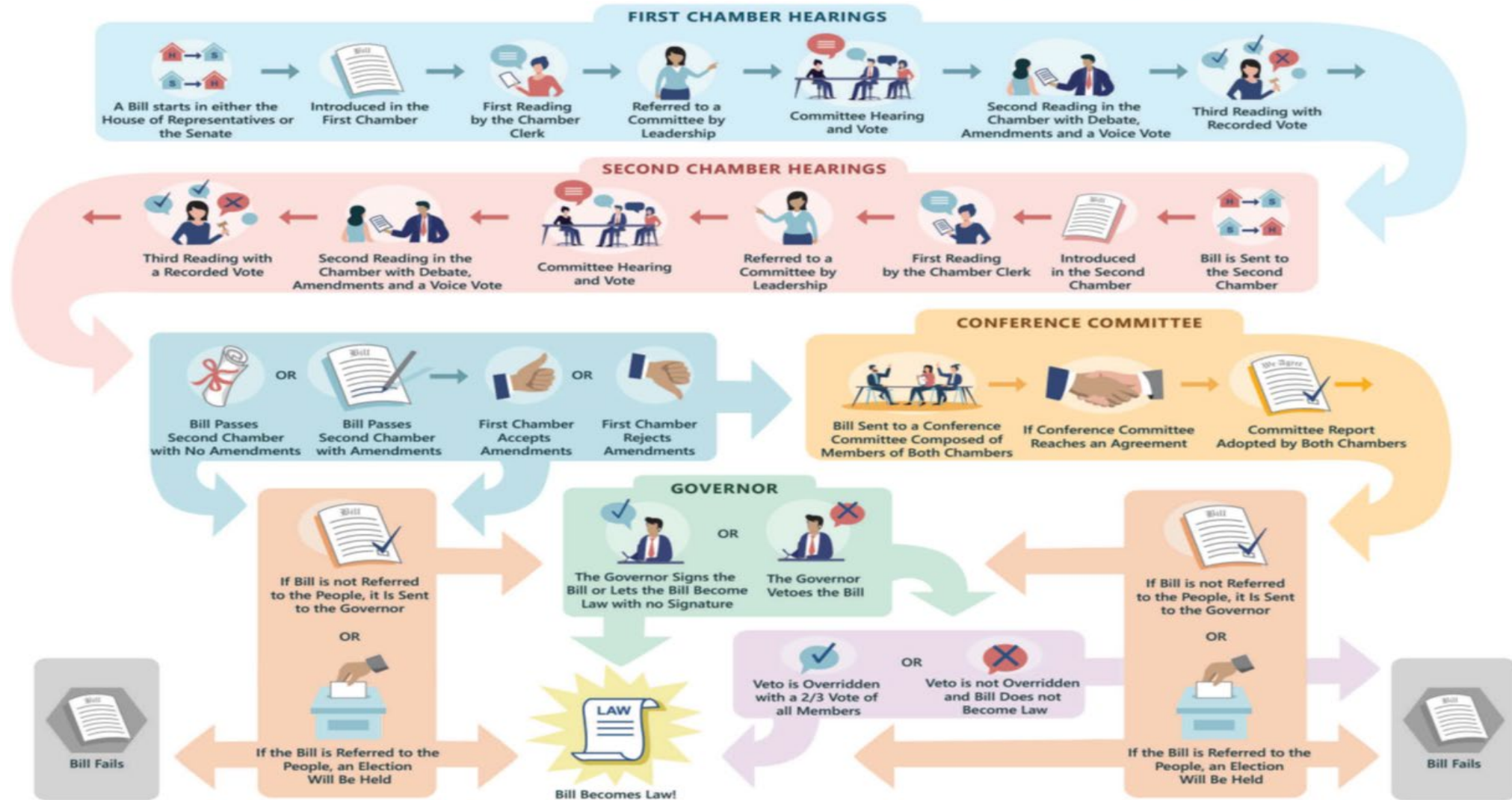


# Committees

- Agriculture
- Appropriations
- Business & Labor\*
- Education
- Energy (House)
- Finance\*
- Health
- Judiciary
- Local Government\* (Senate)
- State Affairs
- Transportation\*
  - Housing combined with Trans and Loc. Gov.



# HOW A BILL BECOMES LAW IN COLORADO



# General Assembly Website

2025 Special Session Bills Authorized by Sponsors for Pre-release [Details](#)



First Extraordinary Session | 75th General Assembly

Colorado General Assembly

Visit & Learn

Find My Legislator

Watch & Listen

Q Apply

SESSION SCHEDULE

BILLS

LAWS

LEGISLATORS

COMMITTEES

INITIATIVES

BUDGET

AUDITS

PUBLICATIONS

AGENCIES



President James Coleman



The 75th General Assembly

The First Extraordinary Session of the Seventy-fifth General Assembly will convene on August 21st, 2025. The Second Regular Session will convene on January 14, 2026.



Speaker Julie McCluskie



Find My Legislator



Watch & Listen



Find a Bill



Explore the Budget

The logo for the Colorado Municipal League (CML) features a stylized mountain range in grey and blue, with the letters 'CML' in red to the right.

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13

# Initiated Legislation

## CML Initiated Sept. 8

- Approval by Policy Committee (Oct 17) and Executive Board (Oct 24)
- CML staff manages bill drafting/passage

## Town Initiated

- Council decision
- In-house government affairs/contract lobbyist
- Sponsors = Local Representative and Senator



# Stay Informed - CML Website



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[About CML](#) [Job Board](#) [Store](#) [CML Member Directory](#)

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[Publications & News](#)

[Topics & Key Issues](#)

## Advocacy & Legal

[Home](#) > [Advocacy & Legal](#)

### Advocacy

#### CML Advocacy Team

##### Beverly Stables, Interim Legislative Advocacy Manager

Beverly covers issues regulated to substances, hemp, criminal justice, special districts, immigration, public safety, municipal courts, telecom/broadband/IT, Utilities, and State Department/Offices (DOLA, DOR, CDPS, Dept. of Law, Judiciary, Office of Resiliency and Recovery, OIT, SIPA, and PUC).

##### Elizabeth Haskell, legislative and policy advocate

Elizabeth's issues include beer and liquor; employment and labor; economic development; retirement/pensions; taxation and fiscal policy; lottery and gaming; historic preservation, municipal debt and finance; purchasing; and State Department/Offices (PERA/FPPA, EDDC/OEDIT, CDLE, DOLA, DOR, and GOCO).

##### Owen Brigner legislative and policy advocate

Owen's issues include criminal justice, public safety, governmental immunity, and immigration. He also assists in training and answering inquiries for municipal officials on various topics.

### Legal

#### Legal Services

CML's legal team provides a broad variety of legal support to its members including trainings, an *amicus curiae* program, publications, an attorney listserv, model ordinances and policies, and general inquiry support. Read more about CML's legal services [here](#).

#### Amicus Library



CML advocates in support of municipal interests in state and federal courts. The CML legal team maintains an *amicus curiae* program. You can also visit our *amicus* brief library dating back to 1950.

#### Amicus Update

#### In This Section

[Policy Development](#)

[Colorado Laws Enacted](#)

[Position Papers](#)

[Contact Your Legislators](#)

[Legal Services](#)

[Amicus Briefs](#)

[Amicus Library](#)



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# Relationships & Advocacy

Developing relationships outside the Capitol building ensures better results when you're in the Capitol building.





# Overview

*“If you’re not at the table, you’re probably on the menu.”*

- Local elected officials play critical role
- Direct impacts to local governments
- Lofty policy goals vs. reality of implementation
- Re-educate incoming legislators
- Mandates at local level



# Building Strategic Relationships

**Local elected officials play a critical role by establishing relationship before making an ask**

- Invite legislators to a council meeting, land use hearing, city project, a celebration, a ribbon cutting, festival, etc.
- Attend district events, community meetings, or listening sessions sponsored by your legislators



# Follow-up Strategies

- Ongoing Communication
  - Update legislators on issues important to the community
  - Make sure they receive newsletters, meeting notices, etc.
- Post-Meeting Actions
  - Maintain relationships by sending thank you notes that recap discussion
  - Continue the relationship year round



# Legislative Agendas for Municipalities

- Get involved in CML's Policy Committee
  - Updates from PC member
  - CML Box Score
- Policy implementation is key
- Prioritize
  - Be mindful of capacity/political capital



# Crafting Your Advocacy Message

- Remember the ABC's
  - Accuracy
  - Brevity
  - Courtesy
- Be prepared
- Quantify impact



# When and How to Get Involved

- CML Statehouse Reports & Action Alerts
- Meet with legislators during session
  - email/text/call
- Testify (local elected officials + staff)
- Utilize social media when possible
- Unsure? Ask us!



# Ethical Considerations

- Understand Colorado Lobbying Rules
  - Review state laws on the Secretary of State's website
  - Check your municipality's specific lobbying and engagement policies
- When do you need a registered lobbyist?  
<https://leg.colorado.gov/agencies/house-representatives/guidelines-lobbyists>



# How CML Can Help

## CML Advocacy Resources

- **Legislative Support**
  - Meeting facilitation & testimony guidance
  - Answers to legislative questions
- **Stay Informed**
  - *Weekly Statehouse Report*
  - *Bi-weekly CML Newsletter*
  - *Quarterly Colorado Municipalities* magazine
- **Online Tools**
  - CML Advocacy Hub - [www.cml.org/advocacy-legal](http://www.cml.org/advocacy-legal)
  - Position papers, Box Score, legislative webinars
  - Annual Colorado Laws Enacted Affecting Municipalities
- **Follow Us**
  - Facebook & X: @co\_municipal





# Thank you!

Questions?

**Contact our team anytime**

Bev Stables – [bstables@cml.org](mailto:bstables@cml.org)

Elizabeth Haskell – [ehaskell@cml.org](mailto:ehaskell@cml.org)

Emma Donahue – [edonahue@cml.org](mailto:edonahue@cml.org)

Owen Brigner – [obrigner@cml.org](mailto:obrigner@cml.org)



## **Town of Erie Regional/Statewide Partnership Organizations**

### **Colorado Communities for Climate Action (CC4CA)**

Colorado Communities for Climate Action is a coalition of local governments advocating for stronger state and federal climate policy. CC4CA's policy positions reflect unanimous agreement among the coalition members on steps that should be taken at the state and federal level, often in partnership with local governments, to enable Colorado and its communities to lead in protecting the climate.

CC4CA generally focuses on legislative, regulatory, and administrative action, supporting efforts that advance the general policy principles and the detailed policy positions described in their policy statement and opposing efforts that would weaken or undermine these principles and positions. CC4CA engages its membership to participate in lobbying efforts to bring a local voice to climate issues directly impacting Colorado cities and counties.

### **Colorado Municipal League (CML)**

Founded in 1923, the Colorado Municipal League is a nonprofit, nonpartisan organization providing services and resources to assist municipal officials in managing their governments and serving the cities and towns of Colorado.

The League is the premier municipal membership organization for the state of Colorado, and provides municipal leaders with advocacy, member engagement, training, research, information and education, legal analysis and leadership opportunities. CML hosts an annual conference, regular webinars, workshops and other learning opportunities for both elected and professional municipal officials in any variety of areas. Examples include employment law, economic development, energy issues, telecommunication/technology infrastructure, tax and finance and many other topics. CML maintains a member directory to assist municipal officials in connecting and learning from one another.

CML lobbyists actively track and engage with any state legislation that would have an impact on municipalities and are considered a strong lobbying force at the Colorado State Capitol. Each year CML develops a policy statement reflecting its priorities and areas of interest. (attached) The organization communicates regularly about the potential impacts of bills and provides regular opportunities for legislative engagement. CML publishes an annual update of any statutory changes that will affect municipalities, complete with a summary and interpretation of the new laws and how they may be implemented.

### **Commuting Solutions**

Commuting Solutions is the Transportation Management Association (TMA) that engages businesses, public organizations, local governments and individuals to participate in the transportation planning in the Northwest Metro region from US 36 to CO 119. TMA's are nationally recognized as the regional organization responsible for the implementation of transportation demand management (TDM) programs and services in a community. Commuting Solutions supports and implements innovative transportation options that connect commuters to their workplace. Commuting Solutions membership includes businesses, local governments, chambers, and any other organizations interested in multi-modal transportation solutions that reduce commuter impacts.

Commuting Solutions advocates for infrastructure and transportation improvements, partnerships and education, and flexible transportation solutions. They also provide marketing, design of service, coordination with service providers such as RTD, CDOT and local governments and travel demand management programs.

### **Denver Regional Council of Governments (DRCOG)**

DRCOG is the federally designated Metropolitan Planning Organization (MPO) for the Denver metro region.

Representatives from the entire Denver metro region's counties, cities, and towns (including Boulder County, and the

Town of Erie, but NOT including Weld County) work together to address regional planning around transportation, growth and development and aging and disability resources. The work of DRCOG is guided by the Metro Vision regional growth and development plan, which defines goals and actions needed to ensure the region remains a great place to live, work and play. DRCOG is not only a planning organization, it also provides technical assistance, data, maps and modelling, education, advocacy and grant management for its members. DRCOG develops a policy statement regarding state and federal policy annually.

Each city and county within the planning area is invited to appoint one elected official from their elected body to serve as their director (or representative) to DRCOG. DRCOG has 58 participating member governments, and each has an elected official as its representative to the Board. In addition, the governor appoints three non-voting representatives to the Board and RTD has a non-voting representative.

### **Metro Mayors Caucus**

The Metro Mayors Caucus was formed in 1993 by a small group of Denver area mayors to address the multi-jurisdictional nature of many of their core challenges. The Caucus serves as a forum for regional dialogue from which consensus solutions may emerge. The Caucus, a voluntary and collaborative regional association of mayors, includes 40 cities and towns from across the Denver metropolitan region.

The Caucus holds quarterly meetings that are open to Mayors and city staff. Meetings typically focus on a specific area of interest to communities in the Denver metro area, such as housing and homelessness, transportation, water, growth and development and energy. The Caucus takes consensus-based positions on specific issues as the interest arises, vs. developing an annual policy agenda.

### **North Area Transportation Alliance**

The North Area Transportation Alliance (NATA) is a partnership of public and private entities in the North Denver metro area working to identify, develop, advocate and lobby at the local, state, and federal level for multimodal transportation solutions that will enhance sustainable mobility options and improve transit service, promote economic opportunity to improve quality of life, and reduce traffic congestion to safely and equitably move all people in the north metro area.

NATA serves active member communities generally located south of the Boulder/Larimer County line extended along the US 85/SH2 as the east/southeast border, to US 36/I-270 corridors, to US 287.

### **Northwest Mayors and Commissioners Coalition**

The US 36 MCC is a coalition of mayors and commissioners representing the northwest metro region who share an interest in improving transportation and transit systems within and surrounding our region. The US 36 MCC is solely focused on ground transportation issues. The group includes representation from the Boulder County Commissioners, the mayors of each of the Boulder County municipalities, plus Westminster and the City and County of Broomfield. Commuting Solutions serves as the coordinator/facilitator for the group. The group is largely focused on promoting improvements to the regional corridors identified in the NAMS study, as well as multi-modal transportation and funding investments that increase transportation options.

The MCC works to build consensus around regional transportation issues, projects, funding and advocacy. Each year the MCC reviews and updates its policy agenda, which reflects the transportation interests of the regional partners. The collaborative retains a state and federal lobbyist to assist with advancing transportation priorities and increasing funding investments in the region. The lobbyists assist with federal grant applications and ensuring the priorities are included in state funding opportunities. ***The Town of Erie does not currently participate in the state or federal lobbying contracts for the MCC. This is something the Town may wish to pursue through the MCC group.***

The MCC has a technical/staff team that meets monthly and the MCC members meet monthly as well.

## Town of Erie Legislative Policy Priorities

The Town of Erie is a growing community with high expectations for being the best place to raise a family, start a business, thrive through aging, enjoy the outdoors, and so much more. The Town Council regularly engages residents through various methods to check in on changing values and goals for our future. Residents shared in a survey in Summer 2025 that their top priorities for action in the next 2-3 years include Traffic & Infrastructure, Growth & Development, Water Cost & Availability, Affordable & Diverse Housing, Increasing Commercial Development, Public Safety, Oil & Gas Development, Preservation of Open Space, Recreation & Community Amenities, and a Multi-Modal Focus. The Town will advocate for or against proposed legislation that relates to the above topics. More details related to this advocacy are below.

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### LOCAL AUTONOMY AND CONTROL

- **SUPPORT LOCAL GOVERNMENT AUTONOMY AND HOME RULE AUTHORITY**  
The Town generally opposes the preemption of local authorities, and bills that seek to limit the authority and powers of municipal government, unless they are co-developed in conjunction with municipal partners and further a policy otherwise identified in the Town's policy agenda.
- **ADVOCATE FOR INCREASED LOCAL GOVERNMENT PARTICIPATION IN THE DEVELOPMENT OF POLICIES AND LEGISLATION THAT IMPACT MUNICIPALITIES AND COUNTIES.**  
The Town supports policies that recognize the unique and diverse history, culture, and environment of communities across Colorado, while working to ensure equity for all throughout the entire State.

### BUILT ENVIRONMENT

#### Affordable Housing

- **ENSURE FUNDING FOR AFFORDABLE HOUSING REFLECTS THE REGIONAL AND LOCAL COSTS OF DEVELOPMENT.**  
Ensure that State and Federal grants and subsidies for affordable housing development reflect regional housing development and land costs and keep pace with construction/materials cost increases.
- **SUPPORT POLICIES AND FUNDING TO PRESERVE AFFORDABLE HOUSING (DESIGNATED AND NATURALLY OCCURRING)**  
Expand housing funding, that preserves existing affordable housing units and keeps people in their homes, such as programs for rental and mortgage assistance, housing rehab, housing modifications for aging in place and accessibility, and other innovative approaches to utilize existing housing stock.

- **IMPROVE THE RIGHTS OF RESIDENTS WITHIN MANUFACTURED HOME COMMUNITIES**  
Enhance and preserve the rights of residents within manufactured home communities and provide funding to support residential ownership or non-profit ownership of manufactured home communities.
- **INCREASE FUNDING, AND FINANCIAL INCENTIVES THAT SUPPORT LOCAL GOVERNMENTS IN INCREASING AFFORDABLE HOUSING STOCK, TRANSIT, AND TRANSPORTATION**  
Increase the availability of tax credits and other financial incentives for the development and retention of affordable housing. Support increased downpayment assistance for affordable ownership opportunities. Work with State legislators to ensure affordable housing funding and programs are designed for clarity and ease of access to both for- and non-profit developers.
- **SUPPORT INCREASED LOCAL CONTROL OVER SPECIAL DISTRICTS AND THEIR TAXING AUTHORITY**  
Provide increased municipal controls over the formation of and taxation of special districts, including metro districts' ability to tax residents more than the actual cost of the infrastructure provided and their ability to refinance when a bond is close to sunseting.
- **SUPPORT PROGRAMS AND SERVICES THAT ASSIST FAMILIES AND INDIVIDUALS IN HOUSING CRISIS OR EXPERIENCING HOMELESSNESS**  
Support efforts to create, expand and preserve state, county, and local government options to address Colorado's housing affordability crisis, including housing and supportive services for those facing eviction, at-risk of homelessness, and expanded housing opportunities for Erie's workforce.
  - **NOTE:** In March 2025, the Council did not support the above item as written but asked for additional information in preparation for 2026 Agenda.
- **SUPPORT EFFORTS TO INCREASE THE AVAILABILITY OF FOR-SALE CONDOMINIUMS THROUGH CONSTRUCTION DEFECTS OR OTHER POLICY REFORMS**  
Condo construction in Colorado, unlike many other states, has diminished significantly over the past 15 years, leaving a gap in the housing continuum, and reducing affordable and attainable housing options. To effectively address this issue the Colorado General Assembly must balance the costs, risks, and impacts to both developers and homeowners. The Town supports a comprehensive solution that addresses construction liability, condo development insurance, and homeowner protections and rights.

## Transportation

- **SUPPORT COMPREHENSIVE FUNDING SOLUTIONS THAT MEET THE INCREASING TRANSPORTATION AND MOBILITY NEEDS IN COLORADO**

Erie supports a comprehensive statewide transportation funding solution to meet the growing transportation and mobility needs of Colorado. Colorado must consider all opportunities including the expansion and modernization of the transportation revenue structure, reevaluation of Colorado's spending priorities, and a more equitable approach to allocating available revenues to address the growing mobility needs at the local government level through specific distributions for local transportation systems that maintain the infrastructure in the highest population density areas.

- **SUPPORT POLICIES AND FUNDING THAT INCREASE MULTIMODAL OPTIONS AND IMPROVE TRANSPORTATION SAFETY TO REDUCE TRAFFIC FATALITIES**

The Town supports legislation funds innovative and collaborative approaches to maintain and improve existing transportation systems, address safety, and support multimodal transportation investments.

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**THIS IS WHERE EDITING LEFT OFF IN MARCH 2025**

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- **ENSURE TRANSIT INVESTMENTS INCORPORATE THE NEEDS OF COMMUNITIES PARTIALLY WITHIN THE RTD BOUNDARY**

Support transit investments and grant opportunities that incorporate the needs of communities such as the Town of Erie, which lie partially within the RTD regional transit boundaries. Ensure transit related funding considers travel-sheds and commuter patterns that fall outside jurisdictional boundaries.

- **EXPEDITE FUNDING TO SUPPORT THE NAMS (NORTHWEST AREA MOBILITY STUDY) TRANSPORTATION CORRIDOR IMPROVEMENTS**

Erie supports resources and funding to complete the multimodal and roadway improvement planned for the key North Area Mobility Study (NAMS) corridors, including multimodal improvements and transit service along CO-7, CO-52, CO-287 and the I-25 corridor. Expedite resources to complete these projects within a faster timeframe. Ensure funding is available for local infrastructure that supports these State and federal highway systems.

- **SUPPORT ONGOING PLANNING FOR FRONT RANGE PASSENGER RAIL AND OTHER RAIL INVESTMENTS THAT WOULD IMPROVE ACCESS AND INFRASTRUCTURE FOR THE RESIDENTS OF ERIE**

Support ongoing planning for the Front Range Passenger Rail (FRPR) plan in Colorado and identify long-term funding for rail infrastructure, including station area planning, and extending the N Line to Erie, completing both the Northwest Rail line as well as the Front Range Passenger Rail Line, and expanding existing service and new rail systems to ensure RTD fulfills its obligation to our region.

- **SUPPORT INVESTMENTS IN AUTOMATED VEHICLES THAT ARE CLEAN-FUELED AND SAFE FOR ALL MODES OF TRAVEL**

Support policies and investments in autonomous vehicle infrastructure that are clean-fueled and safe for all modes of travel, and that have the potential to reduce parking demand and vehicle miles travelled. Ensure local governments have regulatory authority for the implementation and management of these vehicles and systems.

- **INCREASE TRANSPORTATION ACCESS FOR VULNERABLE POPULATIONS, INCLUDING YOUTH, OLDER ADULTS, LOWER INCOME RESIDENTS AND PEOPLE WITH DISABILITIES**

Increase transportation access for Erie residents who depend on transit, multi-modal connections, and other alternative transportation options. Ensure transportation access and connectivity to key services is available to vulnerable and underserved populations, including youth, older adults, Black, Indigenous, and People of Color (BIPOC), and those with lower income and people with disabilities.

## **ENERGY & ENVIRONMENT**

### **Sustainability & Climate Resilience**

- **SUPPORT INVESTMENTS IN AIR-QUALITY IMPROVEMENTS TO ADDRESS ENVIRONMENTAL AND PUBLIC HEALTH IMPACTS**

Increase efforts that prioritize and promote effective and cost-efficient initiatives to improve air quality and bring nonattainment areas of the State into compliance with the federal Clean Air Act.

- **SUPPORT LOCAL CLEAN ENERGY AND CLIMATE RESILIENCE INVESTMENTS**

Increase opportunities for municipalities to implement local clean energy and climate-related strategies, including access to federal and State funding for renewable energy, electrification, nature-based climate solutions, and other innovative and effective approaches.

- **ASSIST WITH THE TRANSITION TO MODERN BUILDING ENERGY CODES**

Support efforts to transition local governments to modern building energy codes through cohorts and other technical assistance programs that lead to new code adoption. Ensure funding is available for code adoption and implementation, including staffing to support code review and inspections.

- **SUPPORT STATE AND LOCAL GREENHOUSE GAS REDUCTION GOALS TO SHIFT FROM FOSSIL FUELS TOWARD RENEWABLE ENERGY**

Support a shift from fossil fuels toward clean and renewable energies, and recognize the importance of investments to strengthen the electrical grid and efforts to transition to electric vehicles and equipment and building electrification. Support community involvement in energy production transitions to ensure a just and equitable economic transition.

- **SUPPORT MUNICIPAL ELECTRIC AND ELECTRICAL COOPERATIVES IN TRANSITIONING TOWARD RENEWABLE ELECTRICITY**

Transition electric cooperatives such as United Power to independently purchase local renewable electricity and implement other measures that reduce greenhouse gas pollution.

- **SUPPORT THE AVAILABILITY OF AFFORDABLE CLEAN ENERGY FOR ALL COLORADANS**

Ensure affordable energy costs, including green-energy programs, for all residents and low-income households. Work to address disparities in access to affordable and clean, renewable energy.

## **Oil & Gas**

- **PROVIDE ADEQUATE RESOURCES AND OVERSIGHT FOR THE COMPLETE IMPLEMENTATION OF SB19-181**

Provide adequate resources for full implementation and oversight associated with SB19-181, including public health oversight of air, soil, and water quality impacts, timely and thorough complaint response, and residential protections for adjacent homeowners. Where State resources are not available, provide aid and support to local government in delivering these services. Strengthen regulation, permitting and enforcement of oil and gas exploration and production.

- **ENSURE THE OIL AND GAS SECTOR MEET THE STATE'S GREENHOUSE GAS REDUCTION GOALS**

Support measures (such as measurements, tracking, confirmation, etc.) that reduce greenhouse gas emissions from the oil and gas sector by 60% by 2030, compared to 2005 levels, as prescribed by the State's Greenhouse Gas Emissions Reduction Roadmap.

- **ENSURE STATE DEPARTMENTS AND OVERSIGHT BOARDS INVOLVE LOCAL GOVERNMENTS IN ADMINISTRATIVE RULE-MAKING AND DECISION-MAKING REGARDING ENERGY EXTRACTION**

Ensure the Energy and Carbon Management Commission (ECMC) and the Colorado Department of Public Health and Environment (CDPHE) substantively involve local governments affected by energy extraction (oil, natural gas, and geothermal energy) and carbon sequestration, including recognition of local health, safety, and environmental impacts in legislative and administrative decision-making.



- **REQUIRE CONSISTENT UTILITY PIPELINE REGULATIONS AND OVERSIGHT AMONG MANAGING AGENCIES**

Support consistent utility pipeline regulations between agencies involved in their oversight and require cooperation among agencies that manage lands bisected by pipelines. Ensure local governments are involved in developing pipeline regulations and require transparency for locating pipelines.

## **Landfills & Solid Waste**

- **SUPPORT WASTE REDUCTION AND DIVERSION POLICIES THAT REDUCE THE NEED FOR EXPANDING LANDFILLS**

Support waste reduction and diversion policies that reduce the need to expand landfills and reduce the amount of compostable materials that are landfilled and generate methane. The Town of Erie currently has one landfill permitted by the State of Colorado to operate as municipal solid waste landfill. Colorado's waste diversion rate is only 15.9% percent, which is far behind the national average of 34%. The lack of State leadership around better management of solid waste results in a direct impact on the Erie community, including a growth in demand for landfill space, increased traffic, air, soil and water quality concerns, and other public health impacts.

- **SUPPORT ADEQUATE AUTHORITY AND RESOURCES FOR THE COLORADO DEPARTMENT OF PUBLIC HEALTH AND ENVIRONMENT TO MEET SOLID WASTE DIVERSION GOALS**

Ensure that CDPHE has adequate authority and resources to implement plans and policies to meet Colorado's statewide and regional solid waste diversion goals.

- **REDUCE GREENHOUSE GAS EMISSIONS FROM SOLID WASTE SITES**

Support State investments in greenhouse gas emissions reductions from solid waste sites like local landfills, while incentivize diversion of compostable materials.

- **INCREASE MONITORING AND COMPLIANCE OF LOCAL LANDFILLS**

Ensure locally owned or operated landfills are compliant with State mandates and regulations through rigorous monitoring, inspections, measurements, and reporting. Support State resources for performing inspections, reviewing the quarterly reports, maintaining quality staff, and regulating landfills.

- **SUPPORT COMMON STANDARDS FOR GAS RELEASE AND FLARING EMISSIONS**

Establish common standards across industries for methane gas release and flaring, such as requirements for oil and gas and landfills.

- **ADDRESS THE DISPROPORTIONATE IMPACTS OF ENVIRONMENTALLY INTENSIVE ACTIVITIES**

Supports policies and regulatory actions that advance environmental justice and protect disproportionately impacted communities from landfills, oil and gas activities, and other environmentally and resource intensive activities.

## COMMUNITY WELLBEING

### Economic Health & Vitality

- **SUPPORT LOCAL ECONOMIES BY PROVIDING INCENTIVES AND REGULATORY RELIEF TO SMALL BUSINESSES AND ENTREPRENEURS**  
Support enhancing the ability of entrepreneurs and small businesses to establish and develop their businesses while providing incentives for investors. Increase the availability of tax credits and other financial incentives for small businesses and entrepreneurs. Protect small businesses and Erie jobs from the impact of burdensome and costly regulations.
- **SUPPORT ECONOMIC DEVELOPMENT INCENTIVES TO ATTRACT NEW BUSINESSES TO COLORADO TOWNS LIKE ERIE**  
Support economic development incentives as critical tools for attracting new business, encouraging expansion of existing business, creating jobs, and stimulating private investment. Oppose any effort to remove, or restrict, the use of these programs to support local economic development activities in Erie.
- **INCREASE PROGRAMS AND POLICIES THAT SUPPORT DIVERSE BUSINESSES AND OTHER MINORITY BUSINESS OWNERS**  
Support programs, policies, and funding that address systemic wealth disparities. Provide opportunities for diverse and minority-owned businesses and entrepreneurs to receive support and services to equitably participate in the economy.
- **CONTINUE TO SUPPORT TAX INCREMENT FINANCING AS A TOOL TO FACILITATE NEW DEVELOPMENT AND REDEVELOPMENT**  
Support the ongoing ability to effectively use tax increment financing programs provided by the Colorado Urban Renewal Law and Downtown Development Authority Act to facilitate ongoing development and redevelopment activities in Erie.
- **PROVIDE FUNDING ASSISTANCE TO ECONOMIC DEVELOPMENT PARTNERS AT THE STATE AND LOCAL LEVEL**  
Support State and Federal funding for local economic development partners, including the Colorado Office of Economic Development and International Trade (OEDIT) and Metro Denver Economic Development Corporation (MDEDC).

### Human Services & Mental Health

- **ENSURE COUNTY HUMAN SERVICES, HOUSING, HEALTH, AND MENTAL HEALTH PROVIDERS ARE ADEQUATELY FUNDED TO ADDRESS THE GROWING NEED FOR SERVICES IN ALL COMMUNITIES**  
Erie residents along with Coloradans across the State face a significant need for increased access to housing assistance, mental/behavioral health services, health care, food assistance, energy assistance, and other human services. The Town relies on its

regional partners, including Boulder and Weld Counties, local non-profits, community health and mental health providers to collaborate and implement programs needed by our residents. The Town supports policy changes that would expand access to health, housing, and all human services and reduce barriers to services and care.

## Equity & Inclusion

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- **Ensure State And Federal Policies Are Developed With A Lens Toward Diversity, Equity, And Inclusion**
  - The Town of Erie supports equitable and inclusive statewide policies. As government institutions, it is the ethical responsibility of the Town and State alike to actively evaluate and resolve institutional discrimination, which can manifest through policies, practices, and behaviors.
- **DISMANTLE STATE AND FEDERAL POLICIES THAT FURTHER SYSTEMIC DISCRIMINATION**
  - Erie supports the implementation of State and Federal policy that reverses systemic discrimination by race, ethnicity, gender, physical and mental ability, mental health status, sexual orientation, gender expression, class, country of origin, income, and other protected classes. The Town supports equitable approaches for programs and policies that advance historically underserved and underrepresented populations to foster well-being and belonging.
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## MUNICIPAL SERVICES

### Administration

- **ENSURE NEW PROGRAMS AND POLICIES DO NOT SHIFT THE ADMINISTRATIVE BURDEN AND CREATE UNFUNDED MANDATES FOR LOCAL GOVERNMENTS**

Colorado municipalities are the implementation arm of numerous State programs. Program and policy changes that require local implementation or shift the administrative burden to local governments should only be made with collaborative discussion and planning with and adequate funding to support policy implementation.
- **PROTECT THE AUTONOMY OF MUNICIPAL COURTS**

Protect the autonomy of municipal courts while ensuring necessary State oversight for the consistent protection of the constitutional rights of defendants. Oppose limitations on the authority of municipalities to enforce their own ordinances in municipal courts.
- **PROTECT MUNICIPALITIES' ABILITY TO DETERMINE AND CHARGE LOCAL FEES AND REQUIREMENTS TO OFFSET THE COSTS OF SERVICES**

Support municipal discretion concerning the imposition of fees and requirements, including the authority to charge development fees, research and retrieval fees for open

records requests, and other fees for services that impact the organization and community.

## **Community Policing**

- **PROVIDE STATE AND FEDERAL FUNDING TO SUPPORT THE AVAILABILITY OF BEHAVIORAL HEALTH SERVICES IN LAW ENFORCEMENT RESPONSE FOR PERPETRATORS, VICTIMS AND OFFICERS**

Support State funding and technical assistance for regional and local public safety programs that partner mental and behavioral health professionals and law enforcement for contacts with individuals with mental and behavioral health issues.

- **CONTINUE TO ALLOW LOCAL LAW ENFORCEMENT THE OPTION FOR POLICE TO ENFORCE FEDERAL LAWS, INCLUDING IMMIGRATION LAWS, WITHOUT MANDATE**

Support preserving the option for Town police officers to enforce federal laws, including federal immigration laws, while vigorously opposing any State or federal legislation that mandates that its police enforce federal immigration laws, especially if they are unfunded mandates or are likely to result in enforcement officers engaging in racial profiling or discrimination based on race, ethnicity, or national origin.

- **ENSURE STATE AND FEDERAL PROGRAMS IN SUPPORT OF COMMUNITY POLICING DO NOT INCREASE OR DUPLICATE REPORTING REQUIREMENTS**

Prevent the imposition of onerous information gathering and reporting requirements on public safety, especially when those requirements come with substantial costs that are not supported by adequate funding.

## **Emergency Response**

- **SUPPORT INCREASED STATE AND FEDERAL FUNDING FOR EMERGENCY PREPAREDNESS AND DISASTER MITIGATION, RESPONSE, AND RECOVERY**

Support State and federal financial support and resources to assist local governments with disaster planning, mitigation, response, and recovery in their communities.



# TOWN OF ERIE

645 Holbrook Street  
Erie, CO 80516

## Town Council

**Board Meeting Date: 9/16/2025**

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**File #:** 25-500, **Version:** 1

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**SUBJECT:**

Process to Realign Board/Commission Terms to Odd-Numbered Years

**DEPARTMENT:** Administrative Operations

**PRESENTER(S):** Meredyth Muth, Director of Administrative Services and Operations

**TIME ESTIMATE:** 45 minutes

*For time estimate: please put 0 for Consent items.*

**POLICY ISSUES:**

Council has asked to move board/commission appointments to odd-numbered years so the appointments occur in April after new Council Members take their seats in January of that year.

**STAFF RECOMMENDATION:**

Discussion/Direction

**SUMMARY/KEY POINTS**

- The Town Attorney has prepared an ordinance to clarify that board/commission appointments occur in April of odd-numbered years.
- Council will need to determine how it wants to realign current board/commission terms so they end in odd-numbered years.

**BACKGROUND OF SUBJECT MATTER:**

The Town of Erie's boards and commissions serve as advisors to and as a sounding board for the Council and Town staff. Except for a few very specific issues, boards have no final decision-making authority; but rather they serve to bring expertise and a diversity of opinion in advising the Council. Board members volunteer their time to help inform and assist Town Council and staff.

Earlier this year, Council asked staff to move board/commission appointments to odd-numbered years so appointments occur in the April after new Council Members are sworn in in January.

Staff were already in the process of writing a new board/commission ordinance to align some areas of the code with the Charter and to clean up some inconsistencies. The change to odd-numbered

years has been incorporated in the draft ordinance (attached). It is scheduled to come to Council for consideration on Oct. 14.

While the ordinance can change the standard appointment date, it does not change the terms of existing members; all of which currently end in even-numbered years. There are three ways the Council may choose to adjust all terms to end in odd-numbered years:

- Extend all existing members' terms by one year; or
- Reduce all existing members' terms by one year; or
- Keep the April 2026 and 2028 appointment processes but make those appointments for either one year or three years to set them to odd years.

In general, a Council will consider the following types of issues when making board appointments. This may influence how the Council wants to adjust this process to accommodate the odd-year appointments.

- What different skills sets or experiences will enhance a board?
- What reapplying members bring institutional knowledge and process understanding that would be helpful to maintain on the board?
- What voices in the community are not currently represented on the board?

Staff asks Council to decide what route to take and give staff direction. Based on that direction, staff will bring back a resolution later this year to make the preferred change.

**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. Proposed Board/Commission Ordinance

**Town of Erie  
Ordinance No. 030-2025**

**An Ordinance of the Town Council of the Town of Erie Repealing and Reenacting Title 3 of the Erie Municipal Code Regarding Boards, Commissions and Committees and Making Corresponding Amendments to the Erie Municipal Code, Including Moving Historic Landmark Regulations to Title 9**

**Whereas**, the Town Council finds it in the best interest of the public health, safety and welfare to streamline Title 3 Erie Municipal Code and align it with Home Rule Charter, regarding boards, commissions and committees, and to move historic structure regulations to Title 9 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 1-5-2 of the Erie Municipal Code is hereby repealed in its entirety.

**Section 2.** Title 3 of the Erie Municipal Code is hereby repealed in its entirety and reenacted as follows:

**Title 3 – Boards and Commissions**

**Chapter 1 – General Provisions**

**3-1-1 – Definitions.**

For purposes of this Title 3, the following terms shall have the following meanings:

*Member* means an appointed member of any Town board, commission or committee established by the Home Rule Charter or Chapter 2 of this Title 3.

**3-1-2 – Membership.**

A. *Appointment.* All members shall be appointed by the Town Council. Appointments shall occur in April of odd-numbered years or as necessary to fill vacancies.

B. *Compensation.* All members shall serve without compensation.

C. *Eligibility.* Each member shall be a resident of the Town. If any member ceases to be a resident of the Town, their membership shall immediately terminate. No member shall hold another elective or appointive municipal office or be an employee of the Town. All members shall be at least twenty-one (21) years of age unless otherwise specified in Chapter 2 of this Title 3.

D. *Term.* Each member shall be appointed to serve a four (4) year term, provided that the terms of members shall be staggered, and further provided that the Town Council may prescribe a shorter term at any time if necessary to preserve the stagger in terms.

E. *Removal.* Pursuant to Section 10.01(5) of the Charter, following notice and an opportunity to be heard, the Town Council may remove any member for any of the following reasons, by a two-thirds (2/3) majority vote:

1. A conflict of interest;
2. A violation of law, regulation, or policy;
3. Nonattendance to duty, which shall include failure to attend three (3) consecutive regularly scheduled meetings without a leave of absence approved by the board, committee or commission; or
4. Being a plaintiff or complainant in a lawsuit or administrative action against the Town.

F. *Vacancies.* Vacancies shall be filled by the Town Council.

### **3-6-2 – Meetings.**

A. *Open.* All meetings shall be open to the public and governed by the Colorado Open Meetings Law, C.R.S. § 24-6-401, *et seq.*

B. *Quorum.* A quorum shall be one-half (½) of the total number of actual members of the board, commission or committee, rounded up to the nearest whole.

C. *Voting.* Except when expressly stated otherwise, all actions shall be approved by a majority of those members present.

D. *Minutes.* Each board, commission and committee shall keep minutes of its meetings and file such minutes with the Town Clerk.

### **3-5-3 - Officers.**

A. *Election:* Each board, commission and committee shall elect a Chair, Vice Chair and Secretary from among its full membership.

B. *Term.* The term of each officer shall be one year.

C. *Vacancies.* A vacancy in the office of Chair shall be filled automatically by the Vice Chair. A vacancy in the office of Vice Chair or Secretary shall be filled at the next regular meeting from among the remaining members.



### **3-6-4 – Relationship to Town Council and Town staff.**

A. *Staff.* Staff will be available to attend board, commission and committee meetings quarterly at the request of the Chair or at the direction of the Town Manager.

No Member of a board, commission, or committee shall dictate the appointment of, direct, or interfere with the work of any town employee.

B. *Liaison.* A member of the Town Council shall be appointed as the liaison to each board, commission and committee other than the Planning Commission and Board of Adjustment. The liaison will attend regular meetings and be the conduit of bidirectional information to and from the Town Council. The liaison is not a member of the board, commission or committee, nor is the liaison entitled to a vote.

C. *Ad hoc committees.* Only the Town Council may appoint *ad hoc* committees from among the members of any board, commission or committee.

D. *Reports.* Each board, commission and committee shall annually prepare a written report which shall then be presented orally to the Town Council at a public meeting, with the first report and presentation occurring after the first of the year and the second prior to the start of the Town's budget consideration for the following year, or at such other times as the Town Council may direct.

E. *Bylaws.* Each board, commission and committee shall adopt bylaws, which bylaws shall be first approved by the Town Council.

## **Chapter 2 – Specific Boards, Commissions and Committees**

### **3-2-1 – Planning Commission.**

A. *Composition.* The Planning Commission shall consist of seven (7) members.

B. *Duties.* The Planning Commission shall have the powers, duties and responsibilities set forth Title 10 of this Code. While the Town Council shall be responsible for the creation and adoption of the Town's comprehensive plan, the Planning Commission shall advise the Town Council on the comprehensive plan as outlined in Title 10 of this Code.

### **3-2-2 – Airport Economic Development Advisory Board (AEDAB).**

A. *Composition.* The AEDAB shall consist of seven (7) members. At least three (3) members shall have specific professional experience in economic development and at least three (3) members shall have specific aviation experience; if someone has both economic development and aviation experience they can satisfy both requirements.

B. *Duties.* The duties of the AEDAB are as follows:

1. To advise the Town Council, by written report, in connection with matters relating to the economic development, financial vitality and economic impact of the Erie Municipal Airport and related activities;
2. With the support of the airport manager and Town staff, to review and, as necessary, propose amendments to the Erie Municipal Airport Master Plan, and annual and long-range capital plans;
3. To occasionally survey the community to understand local perspectives on the progress of economic development and other issues associated with the Erie Municipal Airport;
4. To promote and encourage the economic development, public awareness and beneficial use of the airport and within that goal minimize any adverse impacts associated with the Erie Municipal Airport;
5. To assess economic and capital improvement provisions of the Town's plans related to the Erie Municipal Airport, and if determined to be necessary, recommend, by written report, amendments to the Town Council;
6. To recommend, by written report, grants or other sources of funding airport activities;
7. To promote airport awareness at Town events or at the request of interested individuals or groups;
8. To biannually prepare a written report, which shall then be presented orally to the Town Council at a public meeting, with the first report and presentation occurring after the first of the year and the second prior to the start of the Town's budget consideration for the following year; and
9. To perform such other functions and duties associated with the Erie Municipal Airport as the Town Council may direct.

### **3-2-3 – Historic Preservation Advisory Board (HPAB).**

A. *Composition.* HPAB shall consist of seven (7) members. The Town shall make a good faith effort to recruit and appoint, and, if possible, shall actually recruit and appoint, at least three (3) HPAB members who are professionals in preservation related disciplines, such as architecture, landscape architecture, architectural history, archaeology, history, planning, American studies, American civilization, cultural geography or cultural anthropology.

B. *Duties.* The duties of HPAB shall be to implement Chapter 4 of Title 9 of this Code.

### **3-2-4 – Open Space and Trails Advisory Board (OSTAB).**

A. *Composition.* OSTAB shall consist of seven (7) members.

B. *Duties.* The duties of OSTAB are:

1. To advise the Town Council, by written report, in connection with matters relating to the planning, acquisition, development, maintenance and management of open space and trails throughout the Town;

2. To promote and encourage the development, public awareness and proper use of open space and trails throughout the Erie planning area;

3. To coordinate with Boulder and Weld Counties and neighboring jurisdictions in the identification and acquisition of open space and trails;

4. To assess open space and trail related provisions of the Town's plans and ordinances, and if determined to be necessary, recommend, by written report, amendments to the Town Council;

5. To recommend, by written report, grants or other sources of funding for open space acquisition and trail development;

6. To promote open space and trails awareness at Town events or at the request of interested individuals or groups;

7. To perform such other functions associated with open space and trails as the Town Council may from time to time direct;

8. To perform such other duties as may be directed by the Town Council from time to time; and

9. To make recommendations, by written report, to the Town Council on the expenditure of the receipts from the trails, natural areas and open space tax created by Ordinance 02-2004.

### **3-2-5 – Sustainability Advisory Board (SAB).**

A. *Composition.* The SAB shall consist of seven (7) members, one of whom may be an individual between sixteen (16) and twenty-one (21) years of age.

B. *Duties.* The duties of the SAB are:

1. To advise the Town Council, by written report, in connection with matters relating to the planning, development, maintenance and management of sustainability activities throughout the Town;

2. To create a sustainability master plan with the support of the Town staff to be reviewed and approved by the Town Council, updating it every five (5) years, or sooner if needed;

3. To occasionally survey the community to understand local perspectives on the progress of sustainable activities and the desires for additional sustainable activities;

4. To promote and encourage the development, public awareness and proper use of sustainability activities throughout the Town;

5. To coordinate with Boulder and Weld Counties and neighboring jurisdictions, Town staff and other Town boards and commissions/committees in the identification and promotion of sustainability activities;

6. To assess sustainability related provisions of the Town's plans and ordinances, and if determined to be necessary, recommend, by written report, amendments to the Town Council;

7. To recommend, by written report, grants or other sources of funding sustainability activities;

8. To promote sustainability awareness at Town events or at the request of interested individuals or groups; and

9. To perform such other functions associated with sustainability as the Town Council may direct.

### **3-2-6 – Tree Board.**

A. *Composition.* The Tree Board shall consist of seven (7) members, one of whom may be an individual between sixteen (16) and twenty-one (21) years of age.

B. *Duties.* The duties of the Tree Board are:

1. To investigate available grants, loans or contributions from other governmental agencies, public or private corporations, or individuals and recommend the expenditure of any proceeds toward the accomplishment of the Tree Board's purpose;

2. To organize and conduct the annual Arbor Day celebration;

3. To arrange, advertise and conduct any educational programs which are a part of the annual work plan approved by the Town Council; and

4. To submit an annual report of its activities and recommendations to the Town Council and shall submit copies of its minutes and proceedings of its regular and special meetings.

### **3-2-7 – Board of Adjustment (BOA).**

A. *Composition.*

1. The BOA shall consist of five (5) members. Each member shall be qualified by experience and training to pass on matters pertaining to building and construction.
2. In addition to the regular members, the town council may appoint two alternate members. In the event that any regular member is temporarily unable to act owing to absence from the town, illness, interest in a case before the BOA or any other cause, their place may be taken during such temporary disability by an alternate member who shall then enjoy full voting privileges.

B. *Duties.* The BOA shall have the review and decision-making responsibilities as set forth in Titles 9 and 10 of this Code.

C. *Voting:* The concurring vote of four (4) members of the BOA shall be required to approve variances and to decide appeals of decisions made by any Town official. Action by the BOA on any other matters shall require a favorable majority vote of the members present at the time of the vote.

**Section 3.** Section 7-3-3 of the Erie Municipal Code is hereby repealed in its entirety.

**Section 4.** Title 9 of the Erie Municipal Code is hereby amended by the addition of the following new Chapter 4:

#### **Chapter 4 – Historic Landmarks**

##### **9-4-1 – Purpose and applicability.**

A. *Purpose.* The purpose of this Chapter is to establish standards for designation of historic landmarks, revocation and amendment of such designation, and certificates of appropriateness for historic landmarks.

B. *Applicability.* This Chapter shall apply to all historic landmarks in the Town.

##### **9-4-2 - Definitions.**

For purposes of this Chapter, the following terms shall have the following meanings:

*Alteration:* Any act or process that changes either one or more of the exterior architectural features of a structure or one or more of the physical features of a site.

*Certificate of appropriateness:* A certificate issued by the Town showing approval of plans for construction, alteration, demolition, or relocation of structures that would affect a designated historic landmark.

*Director:* The Director of Planning and Development or designee.

*Exterior architectural features.* The exterior architectural features of a structure, including without limitation the color, kind and texture of building materials, and the type, design and character of windows, doors and appurtenances.

*Owner.* The person or persons listed in the records of the Boulder or Weld County Clerk and Recorder as having legal title to real property.

### **9-4-3 – Historic landmarks.**

#### **A. *Authorization.***

1. The Town Council may designate as a historic landmark an individual structure or an integrated group of structures and features on a single site having a special historic or architectural value.

2. Each such designation shall include a description of the historic landmark that justified designation and a description of the particular features that should be preserved, and shall include a legal description of the location and boundaries of the property.

#### **B. *Procedure.***

1. A nomination for designation may be made only by the owner by filing an application with the Director on forms provided by the Director. In the case of multiple owners of the same structure or property, all such persons must consent to the nomination.

2. Not more than forty-five (45) days after the filing of the application, HPAB shall review the application for conformance with the criteria for designation and with the purposes of this Chapter. Within fifteen (15) days after the conclusion of its review, HPAB shall adopt written findings and conclusions and recommend that the Town Council approve, approve with conditions, or deny the application.

3. Not more than forty-five (45) days after HPAB makes a recommendation to the Town Council, the Town Council shall hold a public hearing on the application.

4. The Director shall mail written notice of the Town Council public hearing to the owner no later than ten (10) days prior to the public hearing.

5. At the public hearing, the Town Council shall consider the criteria set forth in subsection C hereof.

6. Following the public hearing, the Town Council shall adopt written findings and conclusions and either approve, approve with conditions, or deny the application.

**C. *Criteria.*** Historic landmarks must be at least fifty (50) years old, but may be exempt from the age standard if it is found to be exceptionally

important in other significant criteria. Historic landmarks must also meet at least one of the following criteria:

1. Architectural criteria.
  - a. Exemplifies specific elements of an architectural style or period;
  - b. Example of the work of an architect or builder who is recognized for expertise nationally, statewide, regionally, or locally;
  - c. Demonstrates superior craftsmanship or high artistic value;
  - d. Represents an innovation in construction materials or design;
  - e. Style is particularly associated with the Town or one of its neighborhoods;
  - f. Represents a built environment of a group of people in an era of history;
  - g. Pattern or grouping of elements representing at least one of the above criteria; or
  - h. Significant historic remodel.
2. Social/historic criteria:
  - a. Site of a historic event that had an effect on society or the community;
  - b. Exemplifies cultural, political, economic, or social heritage of the community;
  - c. An association with a notable person or the work of a notable person;
  - d. A typical example/association with a particular ethnic group; or
  - e. A unique example of an event in the Town's history.
3. Geographic/environmental criteria.
  - a. Enhances sense of identity of the community; or
  - b. An established and familiar natural setting or visual feature of the community.

C. *Notice.* When a historic landmark has been designated, the Director shall properly notify the owner and cause a copy of the designation as described above to be recorded with the Boulder or Weld County Clerk and Recorder, as appropriate.

#### **9-4-4 - Revocation of designation.**

A. *Application.* If a structure or physical feature on a designated historic landmark has been lawfully removed or demolished, the owner may apply to HPAB for revocation of designation. HPAB shall recommend revoking a historic landmark designation if HPAB determines that without the demolished structure or physical feature, the historic landmark as a whole no longer meets the purposes of this Chapter and the criteria for designation.

B. *Town Council action.* The Town Council shall revoke a historic landmark designation if it determines that without the demolished structure or physical feature, the historic landmark as a whole no longer meets the purposes of this Chapter and the criteria for designation.

C. *Notice.* When a designation has been revoked, the Director shall properly notify the owner and shall cause a copy of the revocation to be recorded with the Boulder or Weld County Clerk and Recorder, as appropriate.

#### **9-4-5 - Amendment of designation.**

Designation of a historic landmark may be amended to add or remove physical features, structures or sites to the landmark under the procedures prescribed by Section 9-4-1. When a designation has been amended, the Director shall notify the owner and shall cause a copy of the amended designation to be recorded with the Boulder or Weld County Clerk and Recorder, as appropriate.

#### **9-4-6 – Register.**

The Director shall maintain a current register of all designated historic landmarks and pending designations.

#### **9-4-7 - Construction.**

A. No person shall carry out or permit to be carried out on a designated historic landmark any new construction, alteration, removal, or demolition of a building or other physical feature without first obtaining a certificate of appropriateness for the proposed work under this Chapter.

B. No person shall apply for a building permit to construct, alter, remove or demolish any structure or other physical feature on a pending historic landmark after the date an application has been filed to designate of such historic landmark.

#### **9-4-8 - Certificate of appropriateness.**

A. *Application.* An owner of property designated as a historic landmark may apply for a certificate of appropriateness for new construction, removal or demolition of a designated historic landmark by filing an application with the Director on forms provided by the Director, including plans and



specifications showing the proposed exterior appearance, with texture, materials and architectural design and detail.

B. *HPAB procedure.*

1. HPAB shall review the application at a public meeting within forty-five (45) days after the filing of the application.

2. Within thirty (30) days after HPAB's review, unless otherwise mutually agreed upon by HPAB and the applicant, HPAB shall adopt written findings and conclusions and recommend that the Town Council approve, modify and approve, or deny the application.

3. When reviewing a certificate of appropriateness involving moving or demolition of a structure or other physical feature, HPAB may extend the review period up to ninety (90) additional days sed to encourage both the applicant and HPAB to explore acceptable alternative solutions to the original submission.

C. *Town Council procedure.*

1. The Town Council shall review an application for a certificate of appropriateness for new construction, alteration, removal or demolition of a designated historic landmark structure within forty-five (45) days after receipt of a decision of HPAB.

2. If the Town Council approves the application, the Director shall issue a certificate of appropriateness.

3. If the Town Council denies the application, no person may submit a subsequent application for the same or substantially the same construction, alteration, removal or demolition within one year from the date of the final action upon the original application.

D. *Criteria.*

1. HPAB shall recommend and the Town Council shall approve a certificate of appropriateness only if the proposed work would not detrimentally alter, destroy or affect any architectural or landscape feature that contributes to the original designation, and if that the proposed work is visually compatible with other historic structures located on the property in terms of design, finish, material, scale, mass and height.

2. In determining compatibility, HPAB and the Town Council shall consider the following criteria:

a. The effect on the general historic and architectural character of the structure and property;

b. The architectural style, arrangement, texture and material used on the existing and proposed structures and their relation to and compatibility with other structures;

- c. The size of the structure, its setbacks, location, and the appropriateness thereof when compared to existing structures and the site;
- d. The compatibility of accessory structures and fences with the main structure on the site, and other structures;
- e. The effects of the proposed work in creating, changing, destroying, or otherwise impacting the exterior architectural features of the structure upon which such work is done;
- f. The condition of existing improvements and whether they are a hazard to public health and safety;
- g. The effects of the proposed work upon the protection, enhancement, perpetuation and use of the property; and
- h. Compliance with the United States Secretary of the Interior's "Standards For Rehabilitation".

#### **9-4-9 - Property maintenance.**

An owner of a designated historic landmark shall prevent significant deterioration of the exterior of the structure or physical feature beyond the condition of the structure or physical feature on the effective date of the designation.

#### **9-4-10 - Relocation.**

A. *Criteria.* The Town Council consider the following criteria, as applicable, regarding a certificate of appropriateness for relocation of a structure that is part of a designated historic landmark:

- 1. Whether the structure can be rehabilitated or reused on its original site to provide for any reasonable beneficial use of the property;
- 2. The contribution the structure makes to its present setting;
- 3. If the structure can be moved and re-sited without significant damage to its physical integrity and the applicant can show the relocation activity is the best preservation method for the character and integrity of the structure;
- 4. Whether a structural report submitted by a licensed structural engineer adequately demonstrates the soundness of the structure proposed for relocation;
- 5. Whether the structure is compatible with its proposed site and adjacent properties; and if the receiving site is compatible in nature with the structure or structures proposed to be moved;
- 6. The structure's architectural integrity and its consistency with the character of the neighborhood; and

7. Whether the relocation of the structure would diminish the integrity or character of the neighborhood of the receiving site.

B. *Bond.* When a structure is to be relocated, the Town may require the owner of the property to post a performance bond in an appropriate amount to ensure that the structure is reestablished in the new location according to applicable law.

#### **9-4-11 - Demolition.**

A. *Total demolition.* An applicant requesting a certificate of appropriateness for total demolition of a structure that is a designated historic landmark shall provide data clearly to demonstrate that the situation meets all of the following criteria:

1. The structure is not structurally sound despite evidence of the owner's efforts to properly maintain the structure;

2. The structure cannot be rehabilitated or reused on site to provide for any reasonable beneficial use of the property;

3. The structure cannot be practically moved to another site in the Town; and

4. The proposal mitigates to the greatest extent possible any impacts that occur to the visual character of the neighborhood where demolition is proposed to occur and the historic importance and architectural integrity of other structures located on the property and adjacent properties.

B. *Partial demolition.* An applicant requesting a certificate of appropriateness for partial demolition shall provide data clearly to demonstrate that the situation meets all of the following criteria:

1. The partial demolition is required for the renovation, restoration or rehabilitation of the structure; and

2. The applicant has mitigated, to the greatest extent possible, impacts on the historic importance and architectural integrity of the structure or other structures located on the property and adjacent properties.

C. *Replacement/reuse plan.* If demolition approval is granted on any basis other than that of an imminent hazard or economic hardship, a certificate of appropriateness will not be issued until a replacement/reuse plan for the property has been approved by the Director.

#### **9-4-12 - Exemptions.**

A. *General.* If an application for a certificate of appropriateness is denied, an applicant may request an exemption based on either of the following:

1. An economic hardship exemption may be granted if the applicant demonstrates that they are unable to obtain a reasonable return on their investment.

2. A health or safety hardship exemption may be granted if the applicant shows that the application of the criteria creates a situation substantially inadequate to meet the applicant's needs because of specific health or safety issues, but not if the health or safety issues were created by the action or inaction of the applicant.

B. *Review.* The Town Council shall review an application for an exemption at a public hearing within forty-five (45) days after receipt of the application.

C. *Decision.* Within thirty (30) days after the conclusion of the public hearing, the Town Council shall adopt written findings and conclusions.

**9-4-13 - Violation and penalty.**

It is unlawful to violate any provision of this Chapter. Violations of this Chapter shall be punished as provided in Title 1, Chapter 4 of this Code.

**Section 5.** 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 6.** Safety. The Town Council finds that the adoption of this Ordinance is necessary for the protection of the public health, safety and welfare.

**Section 7.** 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 Council

**Board Meeting Date: 9/16/2025**

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**File #:** 25-489, **Version:** 1

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**SUBJECT:**

A Resolution of the Town Council of the Town of Erie Retroactively Appointing Bob Braudes to a Four-Year Term on the Planning Commission and Ratifying His Actions to Date

**DEPARTMENT:** Administrative Operations

**PRESENTER(S):** Meredyth Muth, Director of Administrative Services and Operations

**TIME ESTIMATE:** 15 minutes

*For time estimate: please put 0 for Consent items.*

**FISCAL SUMMARY:**

N/A

**POLICY ISSUES:**

Staff found an error was made in 2024 relating to Planning Commission terms. At that time, Council directed staff to bring a resolution reappointing all four of the newest members of the Commission to new four-year terms ending in 2028. However, that reappointment was only approved for three of the members and did not include Bob Braudes. This resolution remedies that error.

**STAFF RECOMMENDATION:**

Staff recommends Council approve the resolution as presented or identify another term length to which Mr. Braudes may be appointed. The Planning Commission meets on September 17 so clarifying this term is time sensitive.

**SUMMARY/KEY POINTS**

- In January 2024, the Town Council gave staff direction to reappoint four existing members of the Planning Commission to new four-year terms ending in April 2028 after staff stated, "all four terms end in 2024."
- In May 2024, staff brought Council a resolution to that effect; however, only three of the four members were listed in the resolution. The Council Communication states three terms are ending in 2024 and one in 2026. Bob Braudes' term was not extended due to a clerical error.
- This resolution would rectify the situation by retroactively appointing Mr. Braudes to a four-year term from May 14, 2024 to April 30, 2028. The resolution would also ratify all of Mr. Braudes' actions as Planning Commission member from May 14, 2024 to date.

**BACKGROUND OF SUBJECT MATTER:**

To determine what caused the issue with the term, staff reviewed each appointment to the seat Mr. Braudes currently holds since 2014. It appears the confusion began in 2020 and continues from there.

- 2020
  - James Luthi was appointed to the seat; it is unclear if he received a two-year term or a four-year term, but likely it was a two-year term.
- 2022
  - In a Council packet from February Luthi's term is listed as ending in 2024.
  - In a packet a few months later, his term is listed as ending in 2026.
  - However, Luthi was never officially reappointed to any term after 2020.
- 2023
  - June - Luthi removed.
  - August - Braudes was appointed with three other members, no distinction was made in the Council communication or in the resolution as to the term lengths each member was to receive.
- 2024
  - January - Council directs staff to reappoint the four newest members to new four-year terms after staff stated "all four terms expire in 2024".
  - May - Council approves a resolution reappointing the three other members to terms ending in 2028. The Council Communication states three terms are ending in 2024 and one in 2026 but gives no names as to who is in what seat. Braudes not reappointed to a new four-year term.
- 2025
  - Staff can find no clear information whether Braudes's original term ended in 2024 or 2026.
  - Staff have found clear direction from Council in January 2024 to reappoint all four members to terms ending in 2028.

Without a clear understanding of whether Luthi's term ended in 2024 or 2026 we are then also unable to determine if Braudes's term should have ended in 2024 or 2026 originally and therefore if he should have been reappointed to a term ending in 2028.

To ensure a similar error does not occur moving forward staff will:

- Include all term dates in appointment resolutions.
- Include all term dates in the Council Communications for appointments.
- Reset all terms in the Boards/Commission software to ensure they are accurate as of today.

**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. Resolution 25-152

**Town of Erie  
Resolution No. 25-152**

**A Resolution of the Town Council of the Town of Erie Retroactively  
Appointing Bob Braudes to a Four-Year Term on the Planning  
Commission and Ratifying His Actions to Date**

**Whereas**, on August 29, 2023, the Board of Trustees approved Resolution No. 23-434, which appointed four new Planning Commission members: Bob Braudes, Martin Law, Delaney Dreckman and Ben Hemphill;

**Whereas**, during its regular meeting on January 9, 2024, the Town Council directed Town staff to draft a resolution to appoint the same four Planning Commission members to new four-year terms;

**Whereas**, on May 14, 2024, the Town Council approved Resolution No. 24-076, which appointed Martin Laws, Delaney Dreckman and Ben Hemphill to new four-year terms on the Planning Commission;

**Whereas**, while it was the intention of the Town Council to appoint Bob Braudes to a new four-year term, due to a clerical error, Bob Braudes was inadvertently omitted from Resolution No. 24-076, and therefore his original term expired in May 2024;

**Whereas**, the Town Council wishes to correct that error and appoint Bob Braudes to the Planning Commission retroactively to May 14, 2024; and

**Whereas**, the Town Council wishes to ratify all of Bob Braudes's actions as a Planning Commission member to date.

**Now Therefore be it Resolved by the Town Council of the Town of Erie, Colorado, that:**

**Section 1.** The Town Council hereby retroactively appoints Bob Braudes to a four-year term on the Planning Commission, commencing on May 14, 2024.

**Section 2.** The Town Council hereby ratifies all of Bob Braudes's actions as a Planning Commission member from May 14, 2024 to date.

**Adopted this 9<sup>th</sup> day of September, 2025.**

\_\_\_\_\_  
Andrew J. Moore, Mayor

**Attest:**

\_\_\_\_\_  
Debbie Stamp, Town Clerk





# TOWN OF ERIE

645 Holbrook Street  
Erie, CO 80516

## Town Council

**Board Meeting Date: 9/16/2025**

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**File #:** 25-507, **Version:** 1

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**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:**

Council requested a discussion of the Planning Commission's roles and responsibilities.

**STAFF RECOMMENDATION:**

Discussion item only. Staff will follow up with additional research based on Council direction. This should include evaluation and comparison of similarly sized and nearby communities.

**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. The duties of a Planning Commission are generally consistent among municipalities. Erie's Planning Commission has similar duties to most municipalities, in that it advises the Town Council on zoning (rezonings, Planned Developments), Special Review Uses (SRU), Preliminary and Final Plats, and the Comprehensive Plan.

The role of the Erie Planning Commission depends on the type of application or decision. Attachment 1 includes Table 7.1-1 from the UDC, which gives an overview of roles and the relationship to application types and proceedings. For example, the Planning Commission makes a recommendation to Council on proposed amendments to the Unified Development Code. 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. For Site Plans with development over 25,000 square feet, the Planning Commission is the final decision maker, but that decision may be appealed to the Town Council.

As additional background for this discussion, Attachment 2 is Resolution No. 22-149, which explains the adopted 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

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### **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

Created: 2025-05-05 07:58:10 [EST]

(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)

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(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)

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(Supp. No. 17)

Created: 2025-05-05 07:58:10 [EST]

**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.

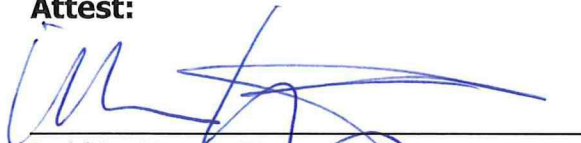
**Now Therefore be it Resolved by the Board of Trustees of the Town of Erie, Colorado, that:**

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

**Adopted this 13<sup>th</sup> 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.



# TOWN OF ERIE

645 Holbrook Street  
Erie, CO 80516

## Town Council

**Board Meeting Date: 9/16/2025**

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**File #:** 25-513, **Version:** 1

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**SUBJECT:**

2026 DRAFT Preliminary Work Plan

**DEPARTMENT:** Town Manager's Office

**PRESENTER(S):** Malcolm Fleming, Town Manager

**TIME ESTIMATE:** 30 minutes

*For time estimate: please put 0 for Consent items.*

**FISCAL SUMMARY: NA**

**POLICY ISSUES:**

The annual Work Plan reflects projects and issues that staff works on over and above the day-to-day work required to manage normal Town operations and programs. The Work Plan is intended to ensure the Town is focused on and devoting adequate resources, including Council meeting time, to the highest priority issues, while also maintaining high-quality day-to-day services.

**STAFF RECOMMENDATION:**

Review the report, consider the Town Manager's comments, and provide any additional comments to clarify Council direction on this so staff can use it to finalize the Work Plan and help guide staff's development of the 2026 Recommended Budget.

**SUMMARY/KEY POINTS**

- In July, Mayor Moore asked Council Members to list the highest priority issues they want to focus on during the next year. Mayor Moore forwarded that list to Town Manager Fleming, and he shared that list with staff and asked them to add any additional projects/issues they thought should also be on the list.
- During Council's September 6 Retreat, staff asked Council Members to rank all the issues on the combined list as high, medium, or low priority. The attached summary table reflects those rankings and lists the issues based on the average score of all Council Members.
- Staff also added information for each project reflecting the projected Council meeting time to address each issue. The total projected Council time for all issues suggests there is not adequate time for Council to consider all issues. Consequently, it's necessary to either defer some issues, or streamline Council consideration of multiple issues if Council wants staff to complete the Work Plan in 2026.

- The DRAFT Preliminary Work Plan reflects the Top 10 Focus Areas that respondents most frequently listed in response to the question in the recent Community Survey, "Please describe the top two or three issues, priorities, or problems that you think the Town of Erie should address in the next two or three years." However, responses to other questions in the Community Survey also reflected strong interest in other issues-like sustainability and affordable housing-that did not show up in the Top 10 list. Accordingly, staff asks Council to either confirm the Top 10 should be the Focus Areas in the Work Plan, or provide additional direction on focus areas to add or substitute.
- Some issues, like the 2026 Election or Re-designing the Town's Performance Forms are either not optional, or are internal, staff led administrative issues that don't require Council review (but which staff wants Council to be aware of). Those issues are reflected in grey highlighting.

### **BACKGROUND OF SUBJECT MATTER:**

Through the annual budget process the Town Council considers all the issues confronting the Town and adopts an annual Work Plan to prioritize effort, set reasonable expectations, allocate Council meeting time to consider issues, and help ensure the Council and staff stay focused on the Council's top priorities. The annual budget and Work Plan go hand in hand. As noted above, the Work Plan reflects projects and issues that staff works on over and above the day-to-day work required to manage normal Town operations and programs.

The DRAFT Preliminary 2026 Work Plan reflects all of the projects and issues that both Council and staff are interested in addressing. However, the time Council may have to devote to considering all of the 51 projects/issues on the list, as well as time contingencies for unanticipated issues/new initiatives, as well as regular meeting issues, such as development related public hearings, Council Reports, Advisory Board presentations, and other issues, is more than the total Council meeting time scheduled for the entire year. Consequently, it's necessary to either defer some issues, or streamline Council consideration of multiple issues if Council wants staff to complete the Work Plan in 2026.

The DRAFT Preliminary Work Plan also reflects the Top 10 Focus Areas that respondents most frequently listed in response to the question in the recent Community Survey, "Please describe the top two or three issues, priorities, or problems that you think the Town of Erie should address in the next two or three years." However, responses to other questions in the Community Survey also reflected strong interest in other issues-like sustainability and affordable housing-that did not show up in the Top 10 list. Accordingly, staff asks Council to either confirm the Top 10 should be the Focus Areas in the Work Plan, or provide additional direction on focus areas to add or substitute.

During Council's discussion of this issue, staff asks Council to raise any questions they may have, or to provide any additional information they think will help focus the Work Plan on the highest priority issues. Staff will use that direction to update the Work Plan and bring it back for approval as part of the 2026 Budget process.

### **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 Preliminary 2026 Work Plan



DRAFT Preliminary 2026 Work Plan																		
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# TOWN OF ERIE

645 Holbrook Street  
Erie, CO 80516

## Town Council

**Board Meeting Date: 9/16/2025**

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**File #:** 25-510, **Version:** 1

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**SUBJECT:**

City of Lafayette request regarding statements about land located adjacent to 119<sup>th</sup> St and Baseline Rd (SH 7)

**DEPARTMENT:** Legislation

**PRESENTER(S):** Malcolm Fleming, Town Manager

**TIME ESTIMATE:** 5 minutes

*For time estimate: please put 0 for Consent items.*

**FISCAL SUMMARY: NA**

**POLICY ISSUES:**

To maintain productive working relationships with the City of Lafayette, and to respond to the City of Lafayette City Council's request, Town staff proposes the Town Council approve the attached letter.

**STAFF RECOMMENDATION:**

Approve by motion the attached letter for Mayor Moore to sign.

**SUMMARY/KEY POINTS**

- At the request of Mayor Moore, Town staff discussed with Boulder County and City of Lafayette representatives the possibility of jointly acquiring for open space purposes a 26-acre parcel of land located at the NW Corner of 119<sup>th</sup> Street and Baseline Road (SH 7).
- During the Town Council's August 26 meeting discussion of this issue, Town staff commented that they understood Lafayette would be taking the lead on efforts to jointly acquire the property for open space purposes.
- On September 10, the Lafayette City Council sent a letter to the Town Council indicating the parcel is currently under contract for sale to a private party, and both it and an adjacent parcel to the south are the subject of a binding Pre-Annexation Agreement with the City. Under the agreement, the City committed to process the owners' petition for annexation and to support mixed-use residential and commercial zoning for the parcels.
- The letter further stated, "Because the annexation process is underway and the Pre-Annexation Agreement is in effect, the City Council will not engage in discussions about alternate uses for the parcels, including their potential acquisition for open space."



- To address this situation, the Lafayette City Council requests “the Erie Town Council publicly correct the record to ensure clarity, accuracy, and transparency”.
- For this purpose, Town staff have prepared the attached letter for Council consideration.

**BACKGROUND OF SUBJECT MATTER:**

The map below highlights in aqua color the parcel in question.

**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. September 10, 2025 letter from Lafayette City Council
2. Proposed response letter



September 10, 2025

Dear Mayor and Members of the Erie Town Council,

On behalf of the City of Lafayette's City Council we are writing regarding statements made during your August 26, 2025, Town Council meeting concerning the City of Lafayette's alleged role in Erie's efforts to acquire a parcel of land located northwest of 119th Street and Baseline Road for open space.

At that meeting, it was stated the City of Lafayette would be "taking the lead" in pursuing a joint acquisition of the property. This statement is not accurate. The parcel is currently under contract for sale to a private party, and both it and an adjacent parcel to the south are the subject of a binding Pre-Annexation Agreement with the City. Under this agreement, the City committed to process the owners' petition for annexation in accordance with state law and to support mixed-use residential and commercial zoning for the parcels. The owners, in turn, agreed to petition for annexation to Lafayette within ten years, and the City agreed to promptly process that petition. This agreement is enforceable by both parties.

As background for the Pre-Annexation Agreement, you may be aware that, in recent years, the City of Lafayette invested nearly \$8.5 million to add more than 176 acres of open space along 119th Street and Baseline Road. These acquisitions included the Waneka Centennial Farm (purchased with Boulder County in 2019), 15 acres of Waneka's property along the Burlington Trail and Emma Street in 2020, and 23.5 acres at the former Lowe's-Waneka site. These purchases expanded the City's open space portfolio to over 1,640 acres.

During these acquisitions, the City and the Waneka family discussed the family's plans to develop the parcels northwest and southwest of 119th and Baseline. Those parcels were identified in Lafayette's pre-2021 comprehensive plan as opportunity areas for annexation and development, and are designated for mixed-use commercial and residential use in the City's 2021 Legacy Lafayette comprehensive plan. The discussions resulted in the binding Pre-Annexation Agreement, which aligns with the Global Settlement Agreement's influence area for Lafayette.

On April 1, 2025, the City Council accepted an annexation petition for the parcels and initiated the annexation process. Because the annexation process is underway and the Pre-Annexation Agreement is in effect, the City Council will not engage in discussions about alternate uses for the parcels, including their potential acquisition for open space.

We request that the Erie Town Council publicly correct the record to ensure clarity, accuracy, and transparency for your Council, your residents, and ours. It is important that any discussions your Council has about matters affecting Lafayette are based on accurate information so that we can maintain the trust of the public and continue to work together productively.

We look forward to continuing to collaborate with you on issues of mutual concern, and we appreciate your prompt attention to this matter. Please do not hesitate to reach out if you would like to discuss further.

Sincerely,

Mayor JD Mangat  
Mayor Pro Tem Brian Wong  
Councilor Tim Barnes  
Councilor David Fridland

Councilor Crystal Gallegos  
Councilor Nicole Samson  
Councilor Saul Tapia Vega

CC: Malcolm Fleming, Town Manager for the Town of Erie  
Mayor and Members of the City Council of the City of Lafayette



Mayor Andrew J. Moore  
Town of Erie  
645 Holbrook  
P. O. Box 750  
Erie, CO 80516

September 16, 2025

Dear Mayor Mangat and Members of the Lafayette City Council,

Thank you for your letter clarifying the City of Lafayette's position regarding the 26-acre property located at the NW corner of 119<sup>th</sup> Street and Baseline Road. Your letter makes clear that the parcel is currently under contract for sale to a private party, and both it and an adjacent parcel to the south are the subject of a binding Pre-Annexation Agreement with the City of Lafayette. Further, we understand that Agreement commits the City to process the owners' petition for annexation and to support mixed-use residential and commercial zoning for the parcels. Further, because the annexation process is underway and the Pre-Annexation Agreement is in effect, the Lafayette City Council will not engage in discussions about alternate uses for the parcels, including their potential acquisition for open space.

This information is contrary to Town staff's understanding and their comments during the Erie Town Council's August 26 meeting. Specifically, Town staff said they understood Lafayette would be taking the lead on efforts to jointly acquire the property for open space purposes. Thank you for clarifying this is not the case. Since the City of Lafayette is subject to the terms of a binding Pre-Annexation Agreement, and per your request, the Town of Erie understands the City of Lafayette will not pursue acquisition of the property for open space purposes. We will honor that position.

Please let us know if circumstances change and you are interested in discussing this matter further, as we would be interested in jointly—with the City of Lafayette and Boulder County—acquiring this property as an open space buffer between our communities.

We appreciate your clarification on this matter and look forward to continuing to collaborate with you on issues of mutual concern.

Andrew J. Moore  
Mayor