

TOWN OF ERIE

*645 Holbrook Street
Erie, CO 80516*



Meeting Minutes

Wednesday, June 5, 2024

6:30 PM

In Person Meeting

Virtual Link for Viewing & Public Comment Only:

Council Chambers
<https://bit.ly/5Jun24PCMtg>

Planning Commission

I. CALL TO ORDER & PLEDGE OF ALLEGIANCE TO FLAG

Chair Burns called the June 5, 2024 Planning Commission Meeting to order at 6:30 pm.

II. ROLL CALL

Roll Call:

Commissioner Booth - present
Commissioner Hemphill - absent/excused
Commissioner Dreckman - present
Commissioner Braudes - present
Commissioner Baham - absent/excused
Vice Chair Laws - present
Chair Burns - present

A quorum was present.

III. APPROVAL OF THE AGENDA

Commissioner Booth moved to approve the June 5, 2024 Planning Commission Meeting Agenda. The motion, seconded by Commissioner Dreckman, carried with the following roll call vote:

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

Motion passes unanimously.

IV. APPROVAL OF MINUTES

[24-288](#) Approval of the May 15, 2024 Planning Commission Meeting Minutes

Attachments: [May 15, 2024 Planning Commission Meeting Minutes](#)

Commissioner Braudes moved to approve the Meeting Minutes of the May 15, 2024 Planning Commission Meeting. The motion seconded by Commissioner Booth, carried with the following roll call vote:

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

Motion passes unanimously.

V. PUBLIC COMMENTS

No public comments were taken.

VI. GENERAL BUSINESS

[24-266](#)

Election of Chair and Vice Chair of the Planning Commission

Chair Burns announced Agenda Item 24-266: Election of Chair and Vice Chair of the Planning Commission.

Chair Burns asked if there were any nominations for the position of Chair of the Planning Commission.

Commissioner Braudes made a nomination for current Chair Burns to sit as Chair of the Planning Commission. The motion, seconded by Vice Chair Laws, carried with the following roll call vote:

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

Motion passes unanimously for Chair Burns to remain as Chair of the Planning Commission.

Chair Burns asked if there were any nominations for the position of Vice Chair of the Planning Commission.

Chair Burns made a motion for current Vice Chair Laws to sit as Vice Chair of the Planning Commission. The motion, seconded by Commissioner Dreckman, carried with the following roll call vote:

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

Motion passes unanimously for Vice Chair Laws to remain as Vice Chair of the Planning Commission.

[24-251](#)

PUBLIC HEARING: A Resolution of the Planning Commission of the Town of Erie Recommending that the Town Council Approve the Westerly Preliminary Plat No. 3 with Conditions

Attachments: [PC Resolution](#)
[Staff Report](#)
[Staff Presentation](#)
[Applicant Presentation](#)
[Proposed Westerly Preliminary Plat No. 3](#)
[Application & Narrative](#)
[Links to All Submittal Materials](#)
[DRT Comments Combined - 9th Review](#)
[Neighborhood Meeting Notice and Summary](#)
[Public Hearing Notices](#)

Chair Burns announced Agenda Item 24-251: A Public Hearing for a Resolution of the Planning Commission of the Town of Erie Recommending that the Town Council Approve the Westerly Preliminary Plat No. 3 with Conditions and turned it over to staff.

Chair Burns opened the Public Hearing at 6:37pm. and turned it over to staff.

Aly Burkhalter, Planner for the Town of Erie provided a presentation and background of the project to the Commission.

David Frank, Director of Environmental Services for the Town of Erie provided additional background of the project to the Commission with regards to Oil & Gas setbacks and requirements.

The applicant team, Heidi Majerik of Southernland Company LLC and John Prestwich of PCS Group, provided additional information and background on the proposed project.

Chair Burns opened up the Public Comment for the agenda item at 7:06 pm. No public comments were taken.

Chair Burns closed the Public Comment portion of the Public Hearing at 7:06pm.

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

Some questions/comments included the following:

- Horizontal Drilling and the Draco well pad
- Travel to school and greenways within the site
- Underpass responsibility
- Is the approval with conditions just for technical changes?
- Appreciates presentation
- Open Space/Trails is phenomenal
- Appreciates voluntary gas setbacks
- Is the school in limbo because of the oil & gas setback?
- Could there be a hold on the school because of the oil & gas pad setback?
- If St. Vrain Valley School District backs out, could there be more residential on that site?
- Widening of Erie Parkway responsibility
- Great job on the presentation
- Concern on the 264 units and road capacity
- There will be a capacity on the roadways surrounding this development?

- What did the Traffic Count Study account for (locations)?
- Is the north development going to tie in to this same location?
- Is there a need for signal for right turn out, left turn in?
- Signal concerns - potential of the school
- How would you get from the school if you wanted to go West?
- Underpass and ditch - is it problematic?
- Has there been conversations with FRICO?
- Intersection and sight line issue
- Limitation of larger building (93 ft/3 story) regarding school
- Parks/Open Space: Are they included in future plat or previous plat?
- Table/Chart clarification of parks/open space
- Agreement regarding drilling and three years - is it written/documented? How binding is it?
- Appreciates the developer working with current standards instead of grandfathered standards

Chair Burns closed the Public Hearing at 7:33pm and asked if there was a motion on the Agenda Item 24-251.

Commissioner Booth moved to approve Resolution P24-07, A Resolution of the Planning Commission of the Town of Erie Recommending that the Town Council Approve the Westerly Preliminary Plat No. 3 with Conditions. The motion seconded by Vice Chair Laws, carried with the following roll call vote:

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

Motion passes unanimously.

[24-267](#)

Update on Elevate Erie

Attachments: [Presentation](#)

Chair Burns announced Agenda Item 24-267: An Update on Elevate Erie and turned it over to staff.

Josh Campbell and Keiley Gaston, Senior Strategic Planners for the Town of Erie provided an update on Elevate Erie to the Commission.

Following staff presentation, Chair Burns opened up the Agenda Item for Commissioner discussion.

Some questions/comments included the following:

- Can staff send updated slides?
- Likes idea of commercial and retail
- Small scale complimentary retail clarification
- Corridor commercial and employment flex is great
- Neighborhood based commercial discussion
- Currently limited in neighborhood services
- Highly in favor of it the additional neighborhood services
- Concern with mixed use, neighborhood commercial (would like a little more distinction between the two)

- More separated areas of commercial throughout Erie
- Confused by employment flex
- How is this regulated (employment flex)?
- Have you polled the name of employment flex?
- Compliment staff: Visited the Town booth at the Fair and appreciates staff's time put into this and spending time on their weekend
- Density guidelines - Is there a height restriction?
- Land Use Designations and restrictions
- Statewide initiatives to reduce the zoning clarification (ADU's, HOA restrictions, etc.)
- Echoes the sentiment regarding staff's time at the booths
- Reviewing and commenting on provided documents outside of Planning Commission meetings, is that ok?
- Is there potential that we address heights and restrictions in the Comp Plan in certain areas?

The Commission thanked staff for the presentation and update.

[24-270](#)

Budget Discussion

Attachments: [Resources](#)
[Expenditure Comparison](#)

Chair Burns announced Agenda Item 24-270: 2025 Budget Discussion and turned it over to staff.

Kelly Driscoll, Planning Manager gave additional information based on the Commission's previous discussion about budget expenditures, conferences, supplies, and memberships.

Discussion was held regarding utilizing the budget, reducing it, or how the Commission would like to use it.

Vice Chair Laws mentioned that speaking at the APA Conference will get you half price registration.

Commissioner Braudes asked if there are any recommendations from staff on conferences and training.

Vice Chair Laws noted that APA offers Planning Commission training for those that are interested and provided information on the Planetizim training course.

Commissioner Dreckman added that the APA membership seems the most beneficial to the Commission.

The Commission agreed and they wrapped up their final comments.

VII. STAFF REPORTS

Kelly Driscoll, Planning Manager gave a reminder that the June 19, 2024 Planning Commission meeting was canceled due to the holiday closure. The meeting was rescheduled as a Special Meeting on June 26, 2024. A dinner will be held at 5:30pm and a reminder was given to respond to Melinda Helmer about dinner by June 20, 2024.

[24-292](#)

Planning & Development Monthly Report - April 2024

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

VIII. COMMISSIONER REPORTS AND DISCUSSION ITEMS

Chair Burns noted there's an agenda item on the Town Council's agenda next Tuesday regarding the 111th & Arapahoe Initial Zoning Land Use Application that has been moved to the Calvary Bible Church. The Commission should not speak publicly on the project as it has not come to the Commission.

There will be a meeting on June 12, 2024 at the Erie Community Center regarding the Draco pad site. The meeting is being held by an advocacy group.

Does the Town have anything to do with the water storage tank at WCR 7, near the Westerly Preliminary Plat? Ms. Driscoll noted that the water tank belongs to Lefthand Water and is not within Town boundaries.

IX. ADJOURNMENT

Commissioner Booth moved to adjourn the June 5, 2024 Planning Commission Meeting. The motion, seconded by Vice Chair Laws, carried with all voting in favor thereof.

Chair Burns adjourned the June 5, 2024 Planning Commission Meeting at 8:22pm.