

TOWN OF ERIE

*645 Holbrook Street
Erie, CO 80516*



Meeting Minutes

Wednesday, March 19, 2025

6:30 PM

In Person Meeting

To View Meeting Virtually on Zoom:

Council Chambers
<https://bit.ly/19March25PCMtg>

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

Planning Commission

I. CALL TO ORDER & PLEDGE OF ALLEGIANCE TO FLAG

Vice Chair Hemphill called the March 19, 2025 Planning Commission Meeting to order at 6:30 p.m.

II. ROLL CALL

Roll Call:

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

A quorum was present.

III. APPROVAL OF THE AGENDA

As amended to add an item, under General Business, for the required consideration of Commissioner Dreckman's request for extended personal leave. Commissioner Braudes moved to approve the agenda of the March 19, 2025 Planning Commission Meeting. The motion, seconded by Commissioner Booth, carried with all voting in favor thereof.

IV. APPROVAL OF MINUTES

[25-162](#) Approval of the February 19, 2025, Planning Commission Meeting Minutes

Attachments: [February 19, 2025 Planning Commission Meeting Minutes](#)

Commissioner Booth moved to approve the minutes of the February 19, 2025 Planning Commission Meeting. The motion, seconded by Commissioner Braudes, carried with all voting in favor thereof.

V. PUBLIC COMMENTS

No public comment was taken.

VI. GENERAL BUSINESS

[25-165](#) PUBLIC HEARING: A Resolution of the Planning Commission of the Town of Erie approving the Site Plan for the Erie Highlands Filing 18 Subdivision

Attachments: [Resolution P25-02](#)
[Staff Report](#)
[Staff Presentation](#)
[Applicant Presentation](#)
[Proposed Site Plan](#)
[Approved Final Plat](#)
[Application and Narrative](#)
[Additional Application Materials](#)
[DRT Comments Part 1](#)
[DRT Comments Part 2](#)
[Public Hearing Notices](#)
[Neighborhood Meeting Notices and Summary](#)

Vice Chair Hemphill announced Agenda Item 25-165: A Resolution of the Planning Commission of the Town of Erie approving the Site Plan for the Erie Highlands Filing 18 Subdivision.

Vice Chair Hemphill opened the Public Hearing at 6:33 p.m. and turned it over to staff.

Harry Brennan, Senior Planner, gave a presentation to the Commission on the agenda item.

Mike Weiher, with terracina design, gave a presentation to the Commission on the agenda item.

Vice Chair Hemphill opened the Public Comment portion of the Public Hearing at 6:46 p.m. and asked if there was anyone in attendance to give comment on this agenda item.

Public comment was taken from the following:

Andy Matyus, Town of Erie resident, gave comment on the following:

- Erie Highlands Metro District 2 (D2) concerns over the possibility of taking over the obligations and costs for operations and maintenance of common areas like tracts and alleys. Example of the situation of the Carriage Homes located in the neighborhood, to the north.
- Concerns over adequate funding for project obligations like required landscaping.

Gary Brown, Town of Erie resident, gave comment on the following:

- Concern over adequate HOA funding for maintenance and upkeep of common areas.
- On-street parking and concerns over hazard potential.

Vice Chair Hemphill closed the Public Comment portion of Public Hearing at 6:53 p.m.

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

Some questions/comments included the following:

- Parking and Street Parking, appropriate space accommodation and quantity.
- HOA make-up and areas of responsibility to include all aspects of

maintaining common areas like landscape, plowing, etc.

- Drainage.
- “Green Court/Space”(landscape) requirement.
- Construction timeline.
- Traffic and signalization.
- School requirements and future student population, especially Erie Highschool.
- Water runoff / storm drainage.
- Metro District involvement and its relationship to HOA.
- Developer managed HOA and the transition to being managed by residents.
- Oil and Gas situation and access to sites for maintenance. Capped and plugged wells and environmental monitoring.
- Construction access/routes and sidewalk closure.
- Detention ponds and piping and surface run-off.
- Roofing material.
- Town maintenance responsibilities within the project.

Vice Chair Hemphill closed the Public Hearing at 7:13 p.m. and asked if there was a motion on the agenda item.

Commissioner Braudes moved to approve Agenda Item 25-165: A Resolution of the Planning Commission of the Town of Erie approving the Site Plan for the Erie Highlands Filing 18 Subdivision. The motion, seconded by Commissioner Booth, carried with the following roll call vote:

Commissioner Booth - yes

Commissioner Braudes - yes

Vice Chair Hemphill – yes

Motion passes unanimously.

25-252

Consideration of Commissioner Dreckman's Request for Extended Personal Leave

Vice Chair Hemphill announced the required consideration of the request by Commissioner Dreckman for an extended excused absence from attending Planning Commission meetings for a period of twelve weeks.

Vice Chair Hemphill moved to approve Commissioner Dreckman’s request for leave for twelve weeks with an expected return to the scheduled Planning Commission Meeting on June 18, 2025, with additional leave to be considered at a later date if requested. The motion, seconded by Commissioner Booth, carried with all voting in favor thereof.

VII. STAFF REPORTS

Harry Brennan, Senior Planner, reported on the following:

- Update on the appointment of the new Planning Commission member.
- Next Planning Commission meeting scheduled for April 2, 2025.

VIII. COMMISSIONER REPORTS AND DISCUSSION ITEMS

Vice Chair Hemphill reported on the following:

- Possibility for the current Planning Commissioners to review applicants for

the new Planning Commission member.

- Update on Town Council's re-review of the Comprehensive Plan.
- Planning Commission Bi-annual report to Town Council on March 25, 2025.

IX. ADJOURNMENT

Commissioner Booth moved to adjourn the March 19, 2025 Planning Commission Meeting. The motion, seconded by Commissioner Braudes, carried with all voting in favor thereof.

Vice Chair Hemphill adjourned the March 19, 2025 Planning Commission Meeting at 7:19 p.m.