

# TOWN OF ERIE

*645 Holbrook Street  
Erie, CO 80516*



## Meeting Minutes

**Wednesday, June 17, 2026**

**6:30 PM**

**In-Person Meeting**

**Link to Watch or Comment Virtually: <https://bit.ly/17Jun26PCMtg>  
Council Chambers  
To Sign Up for Public Comment: [www.erieco.gov/PublicComment](http://www.erieco.gov/PublicComment)**

## Planning Commission

## I. CALL TO ORDER & PLEDGE OF ALLEGIANCE TO FLAG

Chair Sawusch called the June 17, 2026 Planning Commission Meeting to order at 6:32pm.

## II. ROLL CALL

Following the Pledge of Allegiance, Chair Sawusch asked the Secretary to call roll.

### Roll Call:

Commissioner Leef - present (virtual attendance)  
Commissioner Braudes - present  
Commissioner Booth - present (virtual attendance)  
Commissioner Schatz - present  
Commissioner Hemphill - present  
Vice Chair Dreckman - present  
Chair Sawusch - present

A quorum was present.

## III. APPROVAL OF THE AGENDA

Vice Chair Dreckman moved to approve the agenda of the June 17, 2026 Planning Commission Meeting. The motion, seconded by Commissioner Hemphill, carried with the following roll call vote:

Commissioner Leef - yes  
Commissioner Braudes - yes  
Commissioner Booth - yes  
Commissioner Schatz - yes  
Commissioner Hemphill - yes  
Vice Chair Dreckman - yes  
Chair Sawusch - yes

Motion passes unanimously.

## IV. APPROVAL OF MINUTES

[2026-384](#) Approval of the June 3, 2026 Planning Commission Meeting Minutes

**Attachments:** [June 3, 2026 Planning Commission Meeting Minutes](#)

Commissioner Braudes moved to approve the meeting minutes of the June 3, 2026 Planning Commission Meeting. The motion, seconded by Vice Chair Dreckman, carried with the following roll call vote:

Commissioner Leef - yes  
Commissioner Braudes - yes  
Commissioner Booth - yes  
Commissioner Schatz - yes  
Commissioner Hemphill - yes  
Vice Chair Dreckman - yes  
Chair Sawusch - yes

Motion passes unanimously.

## V. PUBLIC COMMENTS

No public comments were taken.

## VI. GENERAL BUSINESS

### [2026-395](#)

#### Election of Secretary of the Planning Commission

Chair Sawusch announced agenda item 2026-395: Election of Secretary of the Planning Commission.

Eliot Schaefer, Deputy Town Attorney provided clarification regarding the reason and rationale for the election of a secretary as part of the officers in the November 2025 Ordinance Revision. Town Administration clarified that the original intent was for this role to apply primarily to advisory boards, where staff presence isn't guaranteed, to ensure the meeting minutes are recorded. However, as currently drafted, the ordinance inadvertently requires all boards to elect a secretary without specifying the duties of the role. Town Administration's intent was to have it identified and defined within the by-laws as adopted by the boards and commissions.

Chair Sawusch discussed whether the Commission's existing rules of order and procedure apply or whether they should move forward and elect a secretary.

Mr. Schaefer noted that if strict compliance with the code is desired, the Commission could proceed with electing a secretary. It was explained that the current rules of order and procedure assign duties - minutes, publishing agendas, maintaining official records - that are typical with the role of town staff. It was further noted that there is some ambiguity in the ordinance, creating a gray area and potential conflict in how the rules are drafted.

Chair Sawusch questioned if the item should be continued for further clarification or whether the Commission should proceed strictly under the code with the election of a secretary.

As there are no significant consequences if the election does not proceed, the recommendation was to continue the item to a future date to allow time to determine appropriate next steps regarding potential ordinance amendments.

Commissioner Braudes moved to continue the agenda item to a future Planning Commission date. The motion, seconded by Vice Chair Dreckman, carried with the following roll call vote:

Commissioner Leef - yes  
Commissioner Braudes - yes  
Commissioner Booth - yes  
Commissioner Schatz - yes  
Commissioner Hemphill - yes  
Vice Chair Dreckman - yes  
Chair Sawusch - yes

Motion passes unanimously.

[2026-396](#) Discussion of Annual Report to Town Council

Attachments: [Draft Presentation](#)  
[Advisory Board Presentation Template](#)

Chair Sawusch announced Agenda Item 2026-396: Discussion of the Annual Report to Town Council.

Chair Sawusch relieved the duties of the dias to Vice Chair Dreckman to move to the presenter's table to begin discussions with the Commission.

Chair Sawusch noted a request from staff when making comments to speak clearly into the microphones to allow for proper recording of the meeting.

Chair Sawusch noted that the report slides were updated based on feedback from the previous meeting. The Commission's Role section was revised to reflect the duties exactly as state in the code, and the Planning staff team section was added. Additional land use application details were included, such as category, number of dwelling units, vote results, and public comment, using information from prior meeting minutes. The slides also incorporated code amendments, other general discussion items, and commission trainings. A new slide was added showing meeting logistics and a breakdown of prior years' meeting timing. Finally, slides were added outlining annual goals and a work plan, including topics, and roles and responsibilities.

Follow-up comments from the Commission included updating the reporting period to state 'September 2025 through June 2026', as well as a productive discussion on the meeting table and the 'utilization' column. There was discussion about this column and meeting efficiency with a concern that the column could be misinterpreted. It was ultimately decided to remove the column entirely. Additional feedback noted the presentation was well organized and visually strong.

The discussed updates will be made to the report, and a final version will be brought to the July 1, 2026 meeting for a vote.

Staff made a recommendation that the Commission could include the UDC updates into their report if they'd like but the spirit of the template was achieved with the report as discussed.

[2026-397](#) Intro to Erie: Town Hall 101

Attachments: [Presentation](#)

Vice Chair Dreckman announced Agenda Item 2026-397: Town Hall 101.

Vice Chair Dreckman turned it over to Chair Sawusch for a presentation.

Chair Sawusch stated that the Commission will be going into a Joint Study Session with the Town Council and will have conversations regarding roles and responsibilities. There are some things that the Commission may not be aware of and this presentation will give insight to the Commission on the following

topics:

- Overall organization as a whole
- Organizational chart
- How the Commission fits into the organization
- Town Council
- Various departments of the town
- Boards and Commissions
- Home Rule Charter
- Municipal Code
- UDC within the Municipal Code
- Strategic Plans
- Budgets/Financials
- Capital Improvement Plan
- Commission Duties and Authorities

Chair Sawusch noted that this portion of the presentation is intended to be interactive and encouraged staff and the commission to speak up, ask questions, provide feedback, and share any updates as the presentation progresses. The goal throughout is to incorporate input throughout the presentation.

The Commission thanked Chair Sawusch for the presentation, overview, and discussion.

## VII. STAFF REPORTS

Kelly Driscoll, Deputy Director of Planning & Development added there are two items on the July 1, 2026 Planning Commission Meeting agenda and possible items for the meeting in mid-July.

Commissioner Braudes asked for clarification on items coming off/being added to the upcoming meeting agendas.

Chair Sawusch clarified the agenda items added - presentation to Town Council and Joint Study Session preparation.

## VIII. COMMISSIONER REPORTS AND DISCUSSION ITEMS

Commissioner Booth asked for the July meeting dates to be restated. They were confirmed as July 1st, July 15th, and the Joint Study Session on July 21st.

Commissioner Schatz added that he is looking forward to working with everyone.

Commissioner Hemphill reminded everyone to vote.

Commissioner Braudes reminded everyone that the Juneteenth celebration will take place this Friday from 6-8pm in the Stacy's Kitchen parking lot.

Vice Chair Dreckman wished a Happy Father's Day to all the dad's.

Chair Sawusch noted that at the last meeting, there was a discussion on holding joint study sessions potentially with other boards and commissions. He reached out to the Chair of OSTAB to see if there was an interest. They are willing and will bring this forth to their board for discussion.

After reaching out to Deputy Director Driscoll, depending on specifics and topics,

some town staff time may be needed. One specific item is the review of potential property reviews led by OSTAB in relation to the UDC and Comp Plan. If there are other topics the Commission would like to discuss, please let Chair Sawusch know. The Commission does think it would be a good idea to meet with other boards and commissions and relayed this to Deputy Director Driscoll.

Deputy Director Driscoll asked that the topic of rezoning of open space be on hold as staff is not prepared to take this on this year. Council's direction to staff is to prioritize the Page Property Rezoning.

Chair Sawusch confirmed with the Commission that holding these joint meetings with the other boards and commissions is still the direction the Commission would like to go.

Commissioner Leef asked about the Commission's current budget availability which was confirmed by Deputy Director Driscoll.

## **IX. ADJOURNMENT**

Commissioner Booth moved to adjourn the June 17, 2026 Planning Commission Meeting. The motion, seconded by Vice Chair Dreckman, carried with all voting in favor thereof.

Chair Sawusch adjourned the June 17, 2026 Planning Commission Meeting at 8:07pm.

## **Translation Services**