

Planning Commission Annual Report to the Town Council

Andrew Sawusch, Chair

Delaney Dreckman, Vice Chair

July 28, 2026



Commission Role

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. *Town of Erie Municipal Code 3-2-1 B*

Review Roles

- Planned Development Zoning (R-H)
- PUD (R-H)
- Rezoning (R-H)
- Site Plan: Planning Commission Review (D-H)
- Special Review Use (R-H)
- Subdivision: Preliminary Plat (R-H)
- UDC Amendments (R)
- Comprehensive Plan Amendments (R-H)

Town of Erie Municipal Code 10-7-1, Table 7.1.1

R = Review H = Hearing D = Decision



Team

Commissioner	Term End
Alex Schatz	April 2029
Andrew Sawusch, Chair	April 2027
Ben Hemphill	April 2027
Bob Braudes	April 2027
Delaney Dreckman, Vice Chair	April 2027
Paul Leef	April 2029
Sherri Booth	April 2029

Former Commissioner	Term End
Kiley Baham	May 2026
Tim Burns	May 2026

Planning Staff	
Kelly Driscoll <i>Liaison</i>	Jaime Medina
Anna Ziegler	Josh Campbell
Chris LaRue	Melinda Helmer
Darryll Wolnik	Sarah Nurmela
Harry Brennan	

Communications Staff	
Adam Nettesheim	Maggie Murray
Gabi Rae	

Town Attorney's Office	
Eliot Schaefer	Kunal Parikh



September 2025 to June 2026 Review

Development Applications

Rezoning		
01/2026-02/2026	Canyon Creek PD Amendment No. 11	1.8 acres, Approve (6-0), Comments: 11
04/2026	Sierra Vista	60.4 acres, Approve (6-0), Comments: 3
Preliminary Plat		
09/2025	Canyon Creek Filing No. 11	169 DU, Approve w/ Conditions (5-0), Comments: 0
04/2026	Spring Hill	632 DU, Approve (6-0), Comments: 2
Site Plan		
11/2025	Erie PD Expansion	17,000 sf, Approve (6-0), Comments: 0
Special Review Use		
11/2025	Erie PD Expansion	17,000 sf, Approve (6-0), Comments: 0
05/2026	Erie Junction - Duplex	20 DU, Approve w/ Conditions (7-0), Comments: 0



September 2025 to June 2026 Review

UDC Amendments

Date	Code	Description
09/2025	10-7-2, 10-7-5	Public Hearing Notice Requirements
11/2025	10-13-3, 10-13-6	Installation of Wireless Communication Facilities
01/2026	10-6-12	Sign Regulations
03/2026	10-3-3, 10-11-3	Use of Manufactured Homes as Dwelling Units
05/2026	10-10-1, 10-12-7, et. al.	Consolidation of Penalties and Enforcement for Code Violations
05/2026	10-6-4, 10-11-3	Landscaping



September 2025 to June 2026 Review

Other Items

Date	Description
09/2025	Discussion of Planning Commission Roles and Responsibilities, Overview of Town Plans
11/2025	Active Harmer Training
02/2026	Comprehensive Plan Implementation
03/2026	Discussion on Proposition 123 Fast Track
05/2026	Recognition of Commissioners Baham and Burns, Roberts Rules of Order Overview, Discussion on Proposition 123 Fast Track
06/2026	Advisory Boards & Commissions Orientation and CIRSA Training, Election of Chair and Vice Chair of the Planning Commission, Discussion of Annual Report to Town Council, Informational Presentation - Intro to Erie: Town Hall 101



Meetings by Year

Year	Total	Held	Cancelled	Avg. Meeting	Min / Max
2020	24	16 (67%)	8 (33%)	1h 43m	7m / 3h 34m
2021	24	18 (75%)	6 (25%)	2h 18m	32m / 4h 43m
2022	24	13 (54%)	11 (46%)	1h 47m	34m / 3h 9m
2023	25 ^a	12 (48%)	13 ^b (52%)	1h 54m	34m / 3h 14m
2024	25 ^a	15 (60%)	10 (40%)	1h 45m	31m / 2h 26m
2025	24	15 (63%)	9 (38%)	1h 41m	14m / 3h 26m
2026	11	8 (73%)	3 (27%)	1h 34m	14m / 2h 48m
	157	97 (62%)	60 ^c (38%)	1h 51m	7m / 4h 43m

Notes:

- ^a 2 Special meetings held (2023, 2024)
- ^b 1 Regular meeting cancelled due to failure to meet quorum
- ^c 2 meetings generally cancelled each year due to holidays
(Example: 1st Wednesday in 2025 fell on New Year's Day)



Goals for 2026

Commission By Laws

- Requirement of Ord. No. 30-2025 (*Code 3-1-5 E - November 2025*)
- Developed by Commission and Staff, will require Council Approval for adoption
- Addresses general and Commission-specific items

Commission Work Plan

- Developed by Staff and Commission, similar in-nature to Council's Work Plan
 - Prioritization, expected Commission and Staff resource allocation
- Outlines the breadth of activities to-be-completed, cross-referencing resource availability



Commission Work Plan

Items Anticipated to be Included

- Development applications and hearings, as required
- Comprehensive Plan Amendment(s), as required
- Unified Development Code updates (e.g. alignment with Comp Plan, Administrative Review process, other items proposed by Staff)
- Drafting of By Laws and Work Plan
- Items tasked by the Council

Items Discussed or Currently Exploring

- Joint Study Sessions with other Boards and Commissions
- Commissioner-led presentations on applicable topics
- Additional Roles & Responsibilities, as discussed and permitted by Council



Questions & Discussion