

# 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

<b>Commissioner</b>	<b>Term End</b>
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

<b>Former Commissioner</b>	<b>Term End</b>
Kiley Baham	May 2026
Tim Burns	May 2026

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

<b>Communications Staff</b>	
Adam Nettesheim	Maggie Murray
Gabi Rae	

<b>Town Attorney's Office</b>	
Eliot Schaefer	Kunal Parikh



# September 2025 to July 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 July 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 July 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

# Meetings by Year

Year	Total	Held	Cancelled	Avg. Meeting	Min / Max	Utilization <sup>d</sup>
2020	24	16 (67%)	8 (33%)	1h 43m	7m / 3h 34m	62.2%
2021	24	18 (75%)	6 (25%)	2h 18m	32m / 4h 43m	94.0%
2022	24	13 (54%)	11 (46%)	1h 47m	34m / 3h 9m	52.5%
2023	25 <sup>a</sup>	12 (48%)	13 <sup>b</sup> (52%)	1h 54m	34m / 3h 14m	51.8%
2024	25 <sup>a</sup>	15 (60%)	10 (40%)	1h 45m	31m / 2h 26m	59.8%
2025	24	15 (63%)	9 (38%)	1h 41m	14m / 3h 26m	57.5%
2026	11	8 (73%)	3 (27%)	1h 34m	14m / 2h 48m	62.4%
	<b>157</b>	<b>97 (62%)</b>	<b>60<sup>c</sup> (38%)</b>	<b>1h 51m</b>	<b>7m / 4h 43m</b>	<b>62.9%</b>

*Notes:*

<sup>a</sup> 2 Special meetings held (2023, 2024)

<sup>b</sup> 1 Regular meeting cancelled due to failure to meet quorum

<sup>c</sup> 2 meetings generally cancelled each year due to holidays  
(Example: 1st Wednesday in 2025 fell on New Year's Day)

<sup>d</sup> Utilization based on 22 meetings held per year, 2hr per meeting



# 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