

TOWN OF ERIE

645 Holbrook Street
Erie, CO 80516



Meeting Minutes

Wednesday, November 19, 2025

6:30 PM

Link to Watch or Comment Virtually: <https://bit.ly/19Nov25PCMtg>

Council Chambers

Planning Commission

I. CALL TO ORDER & PLEDGE OF ALLEGIANCE TO FLAG

Chair Hemphill called the November 19, 2025 Planning Commission Meeting to order at 6:30pm.

II. ROLL CALL**Roll Call:**

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

A quorum was present.

III. APPROVAL OF THE AGENDA

Commissioner Booth moved to approve the agenda of the November 19, 2025 Planning Commission Meeting. The motion, seconded by Commissioner Dreckman, carried with all present voting in favor thereof.

IV. APPROVAL OF MINUTES

25-634 Approval of the November 5, 2025 Planning Commission Meeting Minutes

Attachments: [November 5, 2025 Planning Commission Meeting Minutes](#)

Commissioner Booth moved to approve the Meeting Minutes of the November 5, 2025 Planning Commission Meeting. The motion, seconded by Commissioner Burns, carried with all present voting in favor thereof.

V. PUBLIC COMMENTS

No public comments were taken.

VI. GENERAL BUSINESS

25-604 PUBLIC HEARING: Resolutions of the Planning Commission
Recommending Approval of a Site Plan and Special Review Use for the
Erie Police Department Station Expansion with a Condition

Attachments: [Staff Report](#)[Staff Presentation](#)[Proposed Site Plan](#)[Applicant Presentation](#)[Application and Narrative](#)[Additional Application Materials 1](#)[Additional Application Materials 2](#)[DRT Comments](#)[Neighborhood Meeting Notice and Summary](#)[PC Public Notice](#)[PC Resolution P25-15 SRU](#)[PC Resolution P25-16 Site Plan](#)

Chair Hemphill announced Agenda Item 25-604: Public Hearing - Resolutions of the Planning Commission Recommending Approval of a Site Plan and Special Review Use for the Erie Police Department Station Expansion with a Condition.

Chair Hemphill clarified that there will be two votes for this item - one for the Special Review Use and one for the Site Plan.

Chair Hemphill opened the Public Hearing for this agenda item at 6:33pm.

Harry Brennan, Senior Planner presented this agenda item to the Commission, outlining the review process and next steps. Following the presentation, Mr. Brennan confirmed that all noticing requirements were met, a neighborhood meeting was held, and staff recommends that the Planning Commission forward the Site Plan and Special Review Use to Town Council for consideration.

Chad Alexander, Facilities Manager was present at the meeting and provided additional information to the Commission regarding the proposed expansion of the Police Department. As the town continues to grow, the expansion is necessary to maintain a high level of service to the community and to position the department for future growth. The existing building was originally designed to accommodate 50 officers and lacks sufficient space for long-term expansion.

Mr. Alexander outlined the two phases of construction and the anticipated timelines, noting that Phase II is expected to be completed in 2027.

Lee Mathis, Chief of Police provided additional background information on the need for the expansion, noting that increases in population, calls for service, and crime reports have driven demand. He also stated that growth in civilian staff has further intensified the need for additional space.

Elvin Santiago, D2C Architects provided additional information on the proposed design for the Police Department expansion, with consideration given to how department staff interact with and engage the public. In recognition of the adjacent residential properties, the design incorporates walking paths, landscaping, and appropriate screening and fencing to provide effective buffering.

At 6:58pm, Chair Hemphill asked whether anyone had signed up online or in person to provide public comment on this agenda item. There were no individuals present or online to offer public comment.

At 6:59pm, Chair Hemphill brought it back to the Commission for comments and questions. Some comments and questions included the following:

- Will this expansion take us to full build out?
- Do parking minimums include employee parking?
- What is the proposed fencing material around parking lot?
- Fencing in Section 10-6-4 of the UDC states allowances for 4 ft. fencing around parking lots and if there's outdoor storage, we allow 6ft. to 8 ft. but the fencing cannot be metal. How are we doing a 6 ft. fence - is this part of the application?
- Confirmation: Is the Special Review Use application requesting to allow for deviation away from the fence code requirements?
- There were many geotechnical issues when this building was built - what was seen in the past, and what had to be done to build the building of this size?
- This expansion will have a similar way of construction based on the previous soils condition?
- How many public events are held per year?
- Out 159 total proposed parking spaces, how many are public parking? Will this be enough for the events that are held each year?
- With phased construction, is there going to be sufficient parking during construction while parking is being re-done?
- It's important to consider the phasing of construction with limited parking.
- Is there a reason for the retaining walls on the south side of the property? Are we creating a significant grade difference?
- What is the proposed area in the front where it's pink on the 'Site Plan" slide?
- Is the hardscape going to be porous? Will the detention pond change?
- Can you explain the gravel road going to the detention area?
- Bike parking: Are there code minimums? What was the logic behind the number of spaces?
- Enclosed parking: Is it being expanded?
- Is the renovation of the existing building being considered with this construction?
- Did we receive a geotechnical for subsidence and undermining? That was going to a depth of no more than 35 feet, correct?
- There is significant undermining in that area.
- In the way of size of the building, there is a large concern regarding the significant undermining. Has any historical information been reviewed, have we looked at any borings where the expansion is intended to go?
- Had the borings been looked at with the original building construction?
- Immediately to the south there is extensive coal mining in this area.
- Has there been any consideration to complete any borings in this area to verify that a 2 story building of this length can be situated here.
- Regarding the original building: Would CGS had looked at the reports for what was proposed at that time?
- Is the intent to have the building extension on piers?
- Concerned about the settling/underground conditions.
- Is the recommendation for the piers to be drilled to a depth of 40 feet? Are we expecting to extend the piers beyond the soil layer and drill into the bedrock?
- The southern pedestrian path near the entrance - is it currently concrete or a gravel path?
- Is there a connection from County Line to the south of the station?
- The balance of the enclosed parking vs. public parking - is the parking going to

be adequate for the public?

- Neighborhood Meeting: Were there any community attendants? What was some of the feedback or comments that came from that meeting?

Chair Hemphill closed the Public Hearing at 7:35pm and opened it up for Commissioner deliberation.

The current building hosts multiple events and has reached its maximum capacity, creating a strong need for the proposed expansion. The project must remain compatible with surrounding uses and comply with development code requirements. Fencing is addressed as part of the Special Review Use. It was recommended that staff and the applicant also review other applications immediately to the south to confirm whether they fall outside the mining area and to verify applicable requirements. No issues were identified with approving the application.

Commissioner Burns moved to approve Resolution P25-15, a Resolution of the Planning Commission of the Town of Erie recommending that the Town Council approve the Erie Police Department expansion Special Review Use with a condition. The condition being the applicant shall make all necessary technical corrections and update all application materials prior to the Town Council hearing as directed by Town Staff.

The motion, seconded by Commissioner Dreckman, carried with all those present voting in favor thereof.

Chair Hemphill noted that the motion (for Resolution P25-15) passes unanimously.

Commissioner Burns moved to approve Resolution P25-16, a Resolution of the Planning Commission of the Town of Erie recommending that the Town Council approve the Erie Police Department expansion Site Plan with a condition. The condition being the applicant shall make all necessary technical corrections and update all application materials prior to the Town Council hearing as directed by Town Staff.

The motion, seconded by Commissioner Dreckman, carried with all those present voting in favor thereof.

Chair Hemphill noted that the motion (for Resolution P25-16) passes unanimously.

25-611 A Resolution of the Planning Commission of the Town of Erie Recommending that the Town Council Adopt an Ordinance Amending Title 10, Chapter 13 of the Erie Municipal Code for the Installation of Wireless Communication Facilities within the Town

Attachments: [Presentation](#)

[Resolution P25-14](#)

[Exhibit A - Draft Ordinance](#)

Chair Hemphill announced Agenda Item 25-611, a Resolution of the Planning Commission of the Town of Erie Recommending that the Town Council Adopt an Ordinance Amending Title 10, Chapter 13 of the Erie Municipal Code for the Installation of Wireless Communication Facilities within the Town.

Chair Hemphill opened the public hearing at 7:40pm.

Deborah Bachelder, Deputy Director of the Planning & Development Department presented the Unified Development Code (UDC) updates related to Wireless Communication Facilities, prompted by the adoption of House Bill 25-1056. The legislation amends definitions for Wireless Communication Facilities, establishes deemed approval for failure to act on an application within specified timelines, and prohibits municipalities from issuing permits for Eligible Facilities Requests (EFRs) unless related to building code or safety requirements.

Mrs. Bachelder met with the town attorney who specializes in Wireless Communication Facilities. Their recommendations included clarifying review timelines by application type, adding tolling provisions, addressing approval of applications that exceed statutory time frames, and incorporating permit requirements to ensure compliance with building code, engineering standards, and public safety. The proposed amendments include minor adjustments to existing review timelines.

Mrs. Bachelder also presented information comparing current and revised review times for Wireless Communication permits. She added that House Bill 25-1056 takes effect on January 1, 2026.

The proposed amendments meet the approval criteria by promoting public health, safety, and general welfare; remaining consistent with the Comprehensive Master Plan and the stated purposes of the UDC; and responding to changing legal and regulatory conditions. Staff recommends approval of the resolution to ensure compliance with the adopted state legislation.

At 7:49pm, Chair Hemphill brought it back to the Commission for questions and comments. Some questions and comments included the following:

- Who determines tolling of an application?
- In the proposed ordinance it talks about tolling, is there value in adding a definition of what tolling is?
- How many Wireless Communication applications are applied for?
- Have we had any issues with timing in the past?
- How is a small cell facility defined?

Chair Hemphill would add a condition that we add the definition of tolling to the municipal code.

Chair Hemphill moved to approve with conditions Resolution P25-14, a Resolution of the Planning Commission of the Town of Erie Recommending that the Town Council Adopt an Ordinance Amending Title 10, Chapter 13 of the Erie Municipal Code for the Installation of Wireless Communication Facilities within the Town. The condition being adding a definition of "tolling" to 10-13-2 of the municipal code.

The motion, seconded by Vice Chair Braudes, carried with all present voting in favor thereof.

Chair Hemphill noted that the motion passes unanimously.

VII. STAFF REPORTS

Deborah Bachelder noted that the Commission's next meeting is December 3, 2025 with no items on the agenda and would request the Commission consider canceling the meeting.

Mrs. Bachelder noted that the December 17, 2025 and the January 7, 2025 Planning Commission meetings have tentative agenda items - to include another UDC update and potentially a preliminary plat.

Chair Hemphill approved of the December 3, 2025 meeting cancellation and will stay updated on the December 17, 2025 meeting date.

VIII. COMMISSIONER REPORTS AND DISCUSSION ITEMS

Commissioner Sawusch wanted to wish everyone in the room and those watching a happy and joyful Thanksgiving.

Chair Hemphill also had Thanksgiving on his list.

IX. ADJOURNMENT

Commissioner Booth moved to adjourn the November 19, 2025 Planning Commission meeting. The motion, seconded by Commissioner Dreckman, carried with all those present voting in favor thereof.

Chair Hemphill adjourned the November 19, 2025 Planning Commission meeting at 7:59pm.