

# TOWN OF ERIE

*645 Holbrook Street  
Erie, CO 80516*



## Meeting Minutes

Wednesday, May 6, 2026

6:30 PM

In-Person Meeting

Link to Watch or Comment Virtually: <https://bit.ly/6May26PCMtg>  
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 Hemphill called the May 6, 2026 Planning Commission Meeting to order at 6:31pm.

## II. ROLL CALL

Roll Call:

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

A quorum was present.

## III. APPROVAL OF THE AGENDA

Commissioner Burns moved to approve the agenda of the May 6, 2026 Planning Commission. The motion, seconded by Commissioner Burns, carried with all voting in favor thereof.

Motion passes.

## IV. APPROVAL OF MINUTES

[2026-274](#) Approval of the April 1, 2026 Planning Commission Meeting Minutes

**Attachments:** [April 1, 2026 Planning Commission Meeting Minutes](#)

Vice Chair Braudes moved to approve the meeting minutes of the April 1, 2026 Planning Commission Meeting. The motion seconded by Commissioner Booth, carried with all voting in favor thereof.

Motion passes.

## V. PUBLIC COMMENTS

There were no Public Comments.

## VI. GENERAL BUSINESS

[2026-265](#) A Resolution of the Planning Commission of the Town of Erie Recommending that the Town Council Adopt an Ordinance Consolidating all Provisions of the Erie Municipal Code Related to Penalties and Enforcement for Code Violations

**Attachments:** [Staff Report](#)  
[Resolution P26-08](#)  
[Ordinance](#)  
[Presentation](#)

Chair Hemphill announced Agenda Item 2026-265: A Resolution of the Planning Commission of the Town of Erie Recommending that the Town Council Adopt an Ordinance Consolidating all Provisions of the Erie Municipal Code Related to Penalties and Enforcement for Code Violations.

Chair Hemphill turned it over to staff for a presentation at 6:33pm.

Melinda Helmer, Business Operations Coordinator for Planning & Development gave a presentation to the Commission on the agenda item. Ms. Helmer noted that this amendment is part of a larger change throughout the municipal code to comply with recent State Supreme Court Rulings. As Title 10 falls under the Planning Commission's purview, this amendment will need to be reviewed and a recommendation made to Town Council. Referenced penalties and enforcement throughout the municipal code will be moved to Section 1-4-4 to simplify for clarity.

Chair Hemphill brought it back to the Commission for any questions or comments at 6:35pm..

The Commission has the following comments and questions:

- Clarification regarding location in the code for penalties under Section 10-12-7(Oil & Gas)
- The Ordinance will remove Section 10-10-2, Section 10-14-11, and Section 10-15-5
- Thank you to presenting staff for doing double-duty this evening
- Statement regarding the background of this Ordinance - two municipalities having penalties beyond the state minimums
- Confirming that items related to the UDC penalties section are non-criminal offenses
- Clarification on if these are monetary penalties or serving time
- Is there a say in what types of penalties that Council has as it relates to the UDC?

With no other questions or comments, Chair Hemphill asked if there was a motion regarding Resolution P26-08.

Commissioner Sawusch moved to approve Resolution P26-08: Resolution of the Planning Commission of the Town of Erie Recommending that the Town Council Adopt an Ordinance Consolidating all Provisions of the Erie Municipal Code Related to Penalties and Enforcement for Code Violations. The motion, seconded by Commissioner Booth, carried with all voting in favor thereof.

Motion passes unanimously.

[2026-267](#) Recognition of Commissioners Baham and Burns

**Attachments:** [Resolution No. 22-062](#)  
[Certificates of Recognition](#)

Chair Hemphill announced Agenda Item 2026-27: Recognition of Commissioners Baham and Burns.

Chair Hemphill turned it over to Deputy Director of Planning & Development, Kelly Driscoll at 6:41pm.

Mrs. Driscoll recognized and thanked both Commissioner Burns and Commission Baham for their dedication and service on the Planning Commission. This work is often thankless, and their time and efforts as volunteers is truly appreciated. The commitment in working through the Town's Comprehensive Plan and the various land use cases over the years has been invaluable to staff and the community. In recognition of their service, Mrs. Driscoll presented Commissioner Burns and Commissioner Baham with certificates of appreciation.

Vice Chair Braudes offered a sincere thank you for their efforts over the years adding that he's learned a lot from both Commissioners.

Commissioner Baham thanked the commission and staff, noting that while the work can sometimes feel thankless, it has been a truly rewarding experience. Seeing the positive results of the commission's efforts has made the opportunity both meaningful and fulfilling.

Commissioner Burns shared that it has been rewarding to see the input from both the commissioners and the public, and to witness the town's development over the past four years, noting it was an interesting and valuable experience.

Commissioner Sawusch thanked both Commissioner Burns and Commissioner Baham for their dedication and service, noting that they faced challenging and sometimes contentious situations that they may not have anticipated when accepting their appointments to the Commission. Despite periods of turnover, both commissioners did a phenomenal job keeping things moving forward, and their commitment to the community and their roles was deeply appreciated.

Commissioner Booth echoed the appreciation shared and expressed gratitude for the opportunity to learn from both commissioners. She noted that each commissioner brought valuable expertise and insight, and that listening to their questions and perspectives had been a meaningful learning experience and thanked Commissioner Burns and Commissioner Baham for their service on the Commission.

Chair Hemphill also echoed the appreciation shared and thanked Commissioner Burns and Commissioner Baham for their time and service on the Commission and looks forward to seeing them for public comment.

## **VII. STAFF REPORTS**

Kelly Driscoll, Deputy Director of Planning & Development noted the next meeting on May 20, 2026 will be with the newly appointed Commissioners. There will be a welcome dinner before the meeting at 5:45pm with several items on the agenda for the night.

## **VIII. COMMISSIONER REPORTS AND DISCUSSION ITEMS**

Commissioner Sawusch took the opportunity to ask Commissioner Burns and Commissioner Baham a couple of questions since they've been on the Commission for 4 year.

The first question was surrounding Fast Track Prop 123 and if there were any closing items or anything that the commission would want to make sure to address, be attended to, or want to have.

Commissioner Burns shared that a focus on stepping back from personal opinions and instead considering what course of action best serves the community as a whole, especially in terms of quality of life and financial impact, particularly given that the issue has become more recently, publicly prominent.

Commissioner Baham shared that establishing a clear, defined process and consistently follow it - empower staff to execute efficiently and move forward without delays - particularly if the goal is to achieve specific outcomes (housing product and building) so the workflow remains straightforward and effective.

The second question Commissioner Sawusch had surrounded roles and responsibilities. Now that it's been four years and you (Baham and Burns) have seen the evolution of the Commission, are there things you wish we could've done differently or would've liked to have seen happen in terms of how the Commission functions?

Commissioner Burns expressed appreciation for the increased focus on procedure and the use of Robert's Rules, adding that stronger onboarding for new commissioners is a significant improvement from his experiences where there was minimal guidance on process and function. Commissioner Burns sees the proactive onboarding approach as an important step to preparing everyone to effectively handle issues going forward.

Commissioner Baham echoed the importance of a strong onboarding process, emphasizing that the goal is to prepare the commissioners to be effective in their roles by helping them understand priorities, procedures, and how to approach matters appropriately. He noted that the intent is not influence decisions, but rather to provide a clear road map for how the role and process function.

Commissioner Sawusch wanted to ask these questions because both Commissioner Baham and Commissioner Burns are the first individuals in 4 years that have run to their terms. Not one of the prior 12 - 15 commissioners throughout this time have been able to provide this feedback.

Commissioner Burns feels like he's leaving the commission in a better position than when he started.

Commissioner Baham noted that there needs clear, consistency and to keep continuing on this path and fostering that growth.

Vice Chair Braudes noted that tomorrow night Congressman Joe Neguse will be in Town Hall Council Chambers from 4:30 - 5:30pm. If you'd like to participate, you need a ticket. If you need a link, reach out.

Chair Hemphill added that Michele Crawford, Deputy Town Clerk sent over a Code of Conduct for the Commissioners to sign and a reminder that the Town

Fair is this Saturday, May 16, 2026.

Commissioner Burns wanted to take this time to acknowledge the late MJ Adams, the Town's Affordable Housing Manager. Ms. Adams helped shape a key part of what became the Comp Plan and that the Town will be doing something to commemorate her efforts.

**IX. ADJOURNMENT**

Commissioner Booth moved to adjourn the May 6, 2026 Planning Commission Meeting. The motion was seconded by Commissioner Burns, with all in favor thereof.

Chair Hemphill adjourned the May 6, 2026 Planning Commission Meeting at 6:56pm.

**Translation Services**