

**TOWN OF ERIE  
PLANNING COMMISSION MEETING  
September 3, 2025**

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**SUBJECT:**               **Resolution P25-12**  
A Resolution of the Planning Commission of the Town of Erie  
Recommending that the Town Council Adopt an Ordinance  
Amending Title 10 of the Erie Municipal Code Regarding Public  
Hearing Notice Requirements

**PURPOSE:**           Unified Development Code amendment to align with Federal  
and State standards.

**CODE REVIEW:**   Erie Municipal Code, Title 10

**DEPARTMENT:**   Planning and Development

**PRESENTER:**       Kelly Driscoll, Planning Manager

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**STAFF RECOMMENDATION:**

Staff recommend that the Planning Commission adopt Resolution P25-12 recommending the Town Council adopt an ordinance amending Title 10 of the Erie Municipal Code public hearing notice requirements.

**SUMMARY AND BACKGROUND OF SUBJECT MATTER:**

The Board of Trustees (now Town Council) passed Ordinance No. 11-2021 on May 25, 2021, which clarified how properties are identified when noticed. The portion of the ordinance clarifying notice requirements did not get codified. Since that time, other changes have been made to the code in terms of numbering and structure, necessitating a new ordinance to be drafted to make the changes originally intended. The changes in the draft ordinance simplify how the property that is subject to an application is identified, no longer requiring legal description. The rest of the content of notices remains unchanged in the proposed ordinance.

The Town Council public hearing for these amendments is scheduled for November 4, 2025.

**Approval Criteria**

Section 10-7-18(C)(9) of the Erie Municipal Code states the following approval criteria when considering amendments to the text of the UDC:

1. The proposed amendment will promote the public health, safety, and general welfare; and
2. The proposed amendment is generally consistent with the Town's Comprehensive Master Plan and the stated purposes of this UDC; and
3. The proposed amendment is necessary or desirable because of changing conditions, new planning concepts, or other social or economic conditions.

The changes in the draft ordinance simplify how the property subject to application is identified.

**Public Notice:**

Notice is not required at the Planning Commission for changes to the UDC.

**Attachments**

1. Resolution P25-12
2. Exhibit A – Draft Ordinance
3. Staff Report