

# January 2021 Planning & Development Monthly Report

Planning  
Engineering  
GIS  
Building

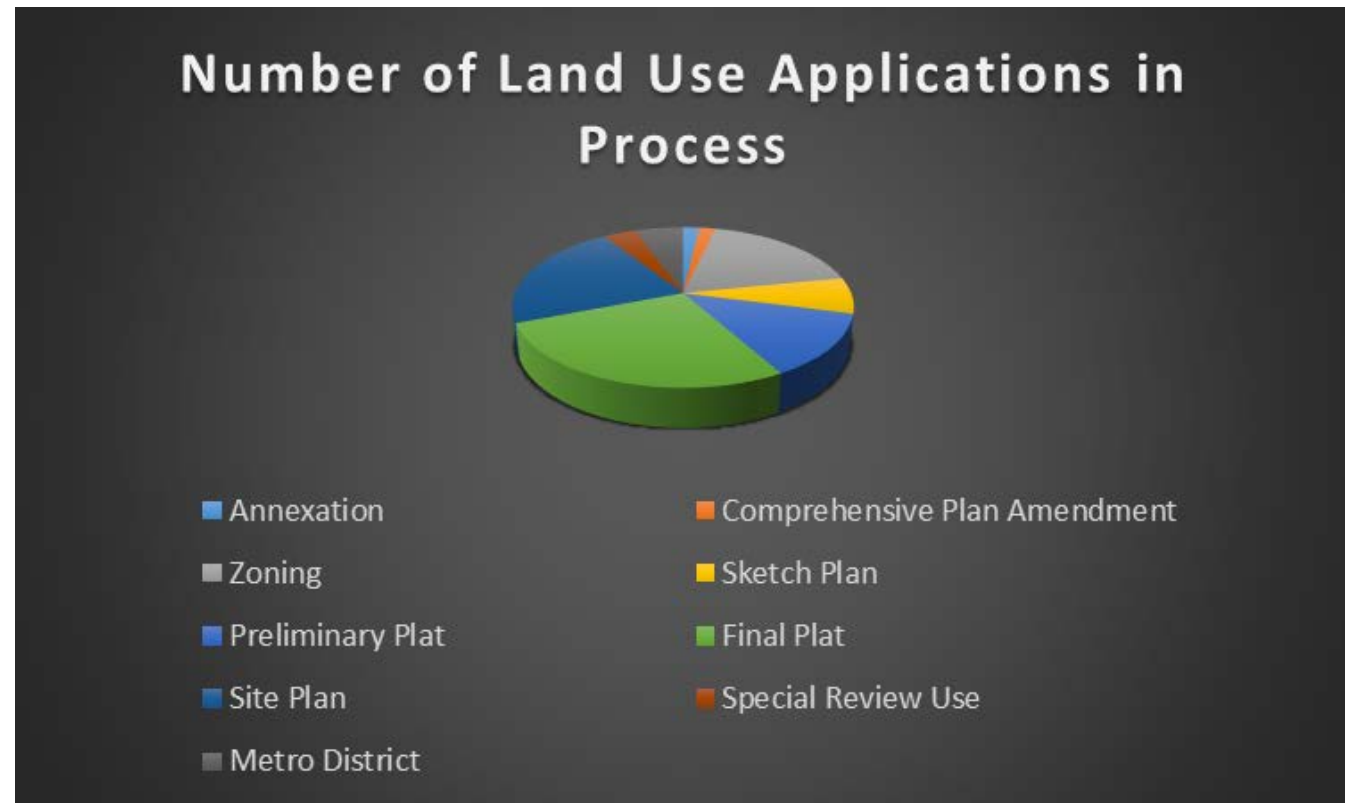
# PLANNING DIVISION

## Projects

### Land Use Applications

In December 2020, Planning had a total of 55 land use applications in process; below is the breakdown of applications by type. In December 2020, 6 new land use applications were submitted to Planning. The land use application project type details can be found in the Development Application List on the Development Review page.

<https://www.erieco.gov/329/Development-Review>



# PLANNING DIVISION

## Pre-Application Meetings

In addition to our formal land use applications listed above, the Planning staff often meets with potential developers in pre-application meetings to discuss a their concept or idea for development and Planning provides guidance on our Code requirements and what formal land use applications the developer should apply for. In December 2020, the Planning staff held 7 Pre-application meetings for the following projects/properties:

1. 11995 Kenosha Road - annexation
2. 300 Briggs Street – mixed use (residential/office)
3. 365 Briggs Streets – commercial/office
4. 4 Corners (part of the Town Center PD) - multi-family
5. Vista Ridge Parcel 8A - multifamily
6. Reider Subdivision (WCR 10) – single family

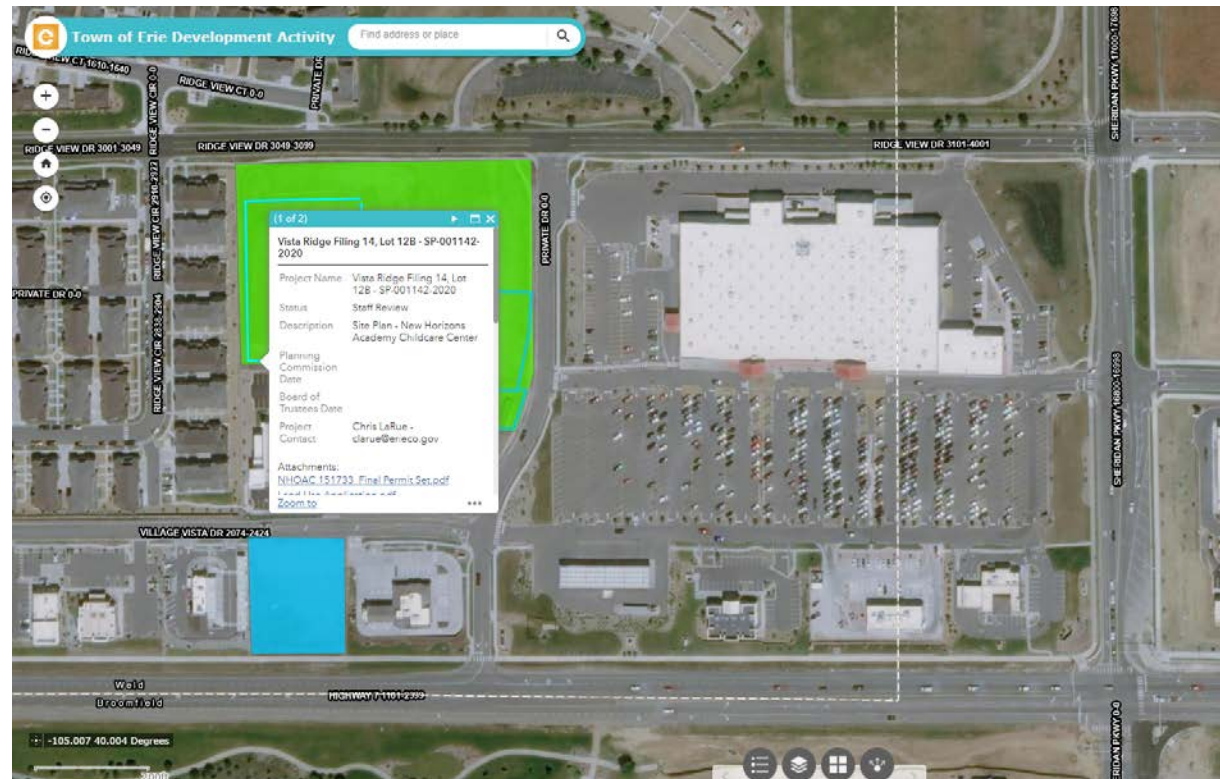
# PLANNING DIVISION

## Administrative Approval of Site Plans

The majority of Site Plan applications that are submitted to the Town are reviewed and approved Administratively. In December 2020, the Planning & Development Director approved 1 Administrative Site Plan for:

New Horizons Academy Childcare Center in the Vista Ridge development just west of King Soopers. Please reference our Development Activity Map for full details of the project. This is the link to the Development Activity Map

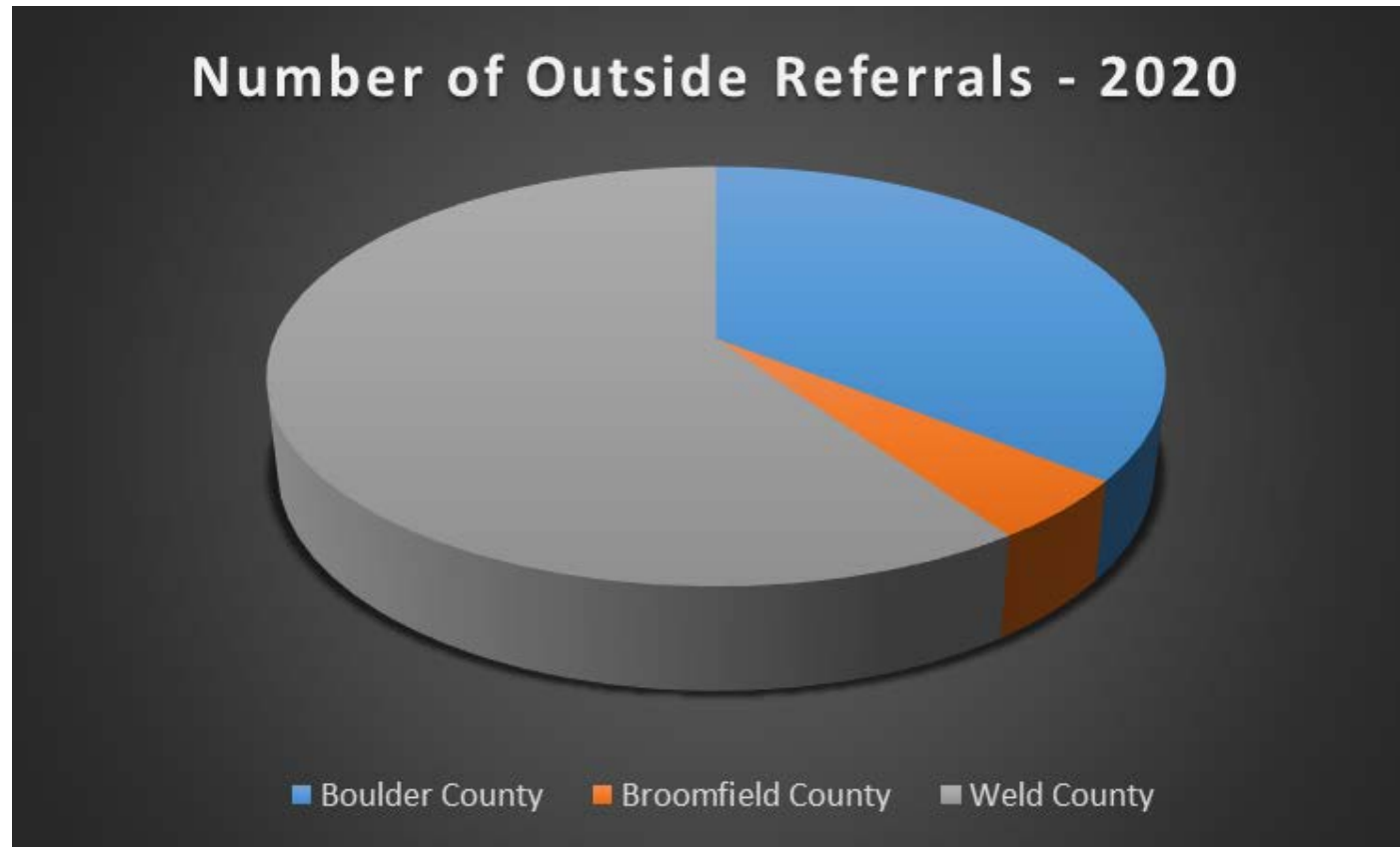
<https://town-of-erie-co-new-site-erieco.hub.arcgis.com/app/2f2f822f322b48eca7ea9c778d300a03>



# PLANNING DIVISION

## Land Use Referrals from Broomfield County, Boulder County, Weld County

In addition to the Town's land use application reviews, Planning receives land use application referrals from Broomfield County, Boulder County and Weld County. In 2020, Planning received 42 outside referrals for review and comment. Below, is a breakdown of the number of referrals by jurisdiction.



# PLANNING DIVISION

## Special Update

### Town Website

2020 brought great changes and updates to the Planning Division pages on the Town website. Here is a link to the Planning Division page <https://www.erieco.gov/111/Planning-Division> The Planning website updates focused on providing more accessible resources to the public and our development community to address the Board of Trustees priority to provide Effective Governance. The updates to the Planning Division webpage include:

- All UDC Amendments approved in 2020 have been combined into the new December 2020 Unified Development Code document that is accessible in the Zoning & Subdivision tab.
- All approved PD-Planned Development and PUD-Planned Unit Development Overlay zoning maps and guides are now accessible on the website in the Zoning & Subdivision tab.
- A Pre-Application form has been added to the Development User Guide & Fees tab so that potential developers can provide information to the Town for evaluation before Town staff meets with them.
- A Standard Forms & Template tab was added to the Planning Division page to provide easy access for developers to the standard documents utilized during their land use application review process.
- Planning's greatest accomplishment was the implementation of the interactive Development Activity Map where we identify on a map all of the land use applications that we currently have in process. When you click on the project shape on the map it pulls up an information block and all the land use application materials that have been submitted by the applicant. Additionally, projects that have recently been approved and have started construction are left on the page until they are completed. A huge thank you goes out to the GIS team, Melinda Helmer and the Senior Planners for helping to implement this map.

# PLANNING DIVISION

## 2021 Comprehensive Plan Amendment

The top priority for the Board of Trustees for 2021 is to begin a major amendment to the Town's Comprehensive Plan. Planning met with the Comprehensive Steering Committee in December to discuss the next steps for moving forward with the project and to clarify the expectations that will be included in a Request for Proposal (RFP) to select a consultant team to lead the Town through the Amendment process. Since that meeting, Planning staff has been working on a draft of the RFP document that will be reviewed by the Steering Committee and then by Planning Commission and Board of Trustees before being published.

Additionally, Planning is drafting an application for an Energy/Mineral Impact Assistance Fund Grant (EIAF). The Town will be requesting \$200,000 matching funds from the Department of Local Affairs (DOLA). Once the draft is complete it will be placed on your agenda for acceptance before being submitted to DOLA. The grant application window is February 1, 2021 to March 1, 2021. Award letters are sent in May with final contracts typically granted mid-summer. While we are waiting for the award decision, the Town can issue the RFP and enter into a contract with a consulting team; however, the Town and consultants cannot begin the project until the final contract with DOLA has been executed by both parties.

## Comprehensive Plan Map and Zoning Map Amendments

In March, Planning staff will be presenting a simple Comprehensive Plan map amendment to provide an update that reflects the land use changes that have occurred by approved zonings. The map amendment will also include changes to school locations/status and to the airport influence area that was amended with the Airport Master Plan.

Concurrently with the Comprehensive Plan map amendment, Planning staff will also be presenting a Zoning map amendment to reflect the change to the airport influence area.

# PLANNING DIVISION

## Projects in Support of other Departments & Jurisdictions

Other Town departments and other jurisdictions rely on the participation of Planning staff in their projects. Below is a list of some of the projects Planning has been involved with in 2020.

- Finance
  - o Budget
- Public Works
  - o Colorado Department of Transportation (CDOT) Highway 52 Planning and Environmental Linkages (PEL) Study and Access Control Plan (ACP)
  - o Town Water Efficiency Plan
  - o Town Facilities Master Plan
  - o Sustainability Evaluation Process of Existing Code/Master Plans
  - o Town Recycling Center improvements
- Parks
  - o Erie Community Park – Final Phase Construction Plans
  - o Wireless Communication Facility at Erie Community Park
- Police and Counties
  - o Update to Boulder and Weld County Hazard Mitigation Plans
- Interdepartmental
  - o SOLVE Process Mapping
  - o Downtown Infrastructure



# PLANNING DIVISION

## People

What a year 2020 was for our Planning staff. Our staff showed their resiliency and tenacity to carry-on with a very robust work schedule during the pandemic. In Planning our staff has had many accomplishments of which I would like to highlight a few:

- Melinda Helmer, Planning Technician, quickly learned how to run virtual Zoom Planning Commission meetings without the Town having to miss a single meeting due to our shutdown of Town Hall. She also created a document drop process so that land use applications could be submitted to the Town electronically. Melinda, also revised the land use referral process so that almost all of our outside referral agencies receive the land use applications from the Town electronically.
- Shannon Moeller, Senior Planner, joined our Planning team in August during the pandemic. She came to us from the City of Boulder. Can you imagine having to start a new job where all training is done remotely? Shannon has strong professional skills and was able to hit the ground running and took on a full work load very early in her tenure with the Town.
- Audem Gonzales, Senior Planner, and Chris LaRue, Senior Planner, both took on the extra workload of land use applications when our other Senior Planner left in June. Both Audem and Chris have been instrumental in training and support for Shannon in her new role as a Senior Planner for the Town. They have also been resourceful when converting in person customer service skills into a full service virtual experience that is appreciated by our applicants and the public.

# ENGINEERING DIVISION

## Projects

Current Land Use projects under review:

| Project Name                             | Project Description                            | Planner | Engineer | Project Status      |
|------------------------------------------|------------------------------------------------|---------|----------|---------------------|
| Town Of Erie - Means Rentals RLLP        | Residential Lot Split                          | AG      | DP       | Referral Review     |
| Parkdale PP No. 2, Flg 3                 | Residential - 204 lots                         | AG      | CS       | Referral Review     |
| Town Of Erie, Lots 1-4, Block 12         | Echo Brewing - 7,691 sq.ft. addition           | AG      | CS       | Referral Review     |
| Canyon Creek Filing 7 & 8                | Flg 7 - 109 Res Lots/Flg 8 - 88 Paired Homes   | CL      | CS       | Referral Review     |
| Erie Air Park Replat D                   | 5 Light Industrial/Hangar Bldgs - 10.340 acres | CL      | CS       | Referral Review     |
| Town Of Erie – 730 Briggs Amendment      | Mixed Use Building - .43 acres                 | AG      | DP       | Referral Review     |
| Coal Creek Center, Lot 11                | One Story Retail Shell Building                | AG      | TB       | Referral Review     |
| Colliers Hill Filing 4G                  | Residential - Single Family                    | CL      | TB       | Referral Review     |
| Erie Highlands Filing 16                 | Residential - 93 lots                          | CL      | TB       | Hearings Scheduled  |
| Parkdale - Masters Addition              | Annexation - 15 acres                          | AG      | CS       | Referral Review     |
| Erie Commons Filing 4, 4th Amendment     | 4 Commercial Lots/1 Lot for Residential        | CL      | TB       | Referral Review     |
| Creekside Subdivision, Lot 2             | Erie Police Department - Add Parking Spaces    | AG      | TB       | Referral Review     |
| Parkdale North - Dortch                  | Annexation                                     | AG      |          | Referral Review     |
| Lafferty Farm                            | Allow existing AG after Annexation/LR zoning   | CL      | CS       | Hearings Scheduled  |
| Erie Highlands Preliminary Plat #5       | Residential - 124 townhome units               | SM-CL   | TB       | Referral Review     |
| Erie Commons Filing 4, Lot 1, Blk 6      | Circle K Store                                 | CL      | TB       | Referral Review     |
| Canyon Creek Filing 6, Lot 1 (St Luke's) | 5,829 Sq.Ft. Building Addition                 | AG      | TB       | Referral Review     |
| Erie Air Park 2650 S. Main               | SRU for Light Industrial Use                   | SM      | CS       | Completeness Review |
| Parkdale 2nd AMDT, FLG 3                 | Allow for alley loaded SFD & Paired Homes      | AG      | CS       | Completeness Review |

# ENGINEERING DIVISION

## Projects (con't.)

|                                              |                                                                  |       |    |                     |
|----------------------------------------------|------------------------------------------------------------------|-------|----|---------------------|
| Old Town - Main Street Subdivision           | Plat 16 Residential Lots                                         | AG    | TB | Completeness Review |
| Old Town - Lots 3-5                          | 3 Story Building - Restaurant/Tavern & Coffee Shop/Bakery        | SM-AG | TB | Referral Review     |
| Old Town - Lots 3-5                          | 3 Story Building - Restaurant/Tavern & Coffee Shop/Bakery        | SM-AG | TB | Referral Review     |
| Westerly Filing 1                            | Residential - 307 Lots                                           | SM-AG | TB | Referral Review     |
| Sunset Filing 1                              | Residential - 249 lots                                           | SM-CL | CS | Referral Review     |
| Lafferty Farm                                | Sketch Plan - 127 Residential Lots                               | SM    | CS | Referral Review     |
| Erie Commons Filing 4, 5th Amendment         | Final Plat - 151 lots                                            | CL    | TB | Referral Review     |
| Lot 1, Vista Ridge Filing 6 - Autowash       | Car wash - 3 self serve bays, 3 auto bays, 2 self serve dog wash | CL    | CS | Referral Review     |
| Summerfield                                  | Residential - 818 lots, 42 tracts                                | SM    | TB | Referral Review     |
| Francis Minor Plat Amendment - 415 Pierce St | Subdivide 4 lots into 2 lots                                     | SM    | TB | Completeness Review |
| Baker Property Minor Subdivision             | Subdivide property into 4 lots                                   | CL    | TB | Referral Review     |
| Vista Ridge Filing 14, Lot 2A                | Site Plan - 2,297 sq.ft. Popeye's Louisiana Kitchen              | CL    | CS | Referral Review     |
| Ranchwood Town Center                        |                                                                  | SM    | CS | Referral Review     |
| Vista Ridge Flg 1A, 2nd Amdt                 | Residential - 9 Lots                                             | CL    | CS | Referral Review     |
| Colliers Hill Filing 6                       | Residential - 452 Single Family Units                            | CL    | TB | Referral Review     |
| Nine Mile Corner (Lowe's)                    | Building changes/Utility Line Routing                            | SM    | DP | Referral Review     |
| Nine Mile Corner (Lowe's)                    | Adjust lot lines                                                 | SM    | DP | Referral Review     |
| Rex Ranch Filing 3                           | Residential - 10 lots                                            | CL    | WP | Completeness Review |
| Old Town - Erie Junction                     | Residential - 10 duplex buildings/1 tr-plex building             | CL    | TB | Completeness Review |
| Nine Mile Corner Lot 6- Taco Bell            | Site Plan - 2,049 sq.ft. Taco Bell Drive-Thru                    | SM    | TB | Referral Review     |
| Colliers Hill Filing 4H                      | Residential - 160 single family rear loaded lots                 | CL    | TB | Referral Review     |

# ENGINEERING DIVISION

## Construction Inspector Projects and Status

| Project                                         | Status                                | Inspector | Engineer |
|-------------------------------------------------|---------------------------------------|-----------|----------|
| Coal Creek Properties                           | Working Toward Building Permits       | JM        | WP       |
| BV PK-8 School                                  | In Initial Acceptance Process         | JM        | DP       |
| Brennan by the Lake                             | In Final Acceptance Process           | JM        | CS       |
| Compass Filing 1                                | In Final Acceptance Process           | JM        | CS       |
| Compass Filing 2                                | In Final Acceptance Process           | JM        | CS       |
| Compass Filing 3                                | In Warranty                           | JM        | CS       |
| Compass Filing 4                                | Building Permits Released for Phase 1 | JM        | CS       |
| Creekside                                       | In Initial Acceptance Process         | JM        | CS       |
| Flatiron Meadows Filing 9                       | In Final Acceptance Process           | JM        | CS       |
| Flatiron Meadows Filing 10                      | In Final Acceptance Process           | JM        | CS       |
| Flatiron Meadows Filing 11                      | In Warranty                           | JM        | CS       |
| Flatiron Meadows Filing 12                      | In Warranty                           | JM        | CS       |
| Flatiron Meadows Filing 13                      | In Initial Acceptance Process         | JM        | CS       |
| Flatiron Meadows District Roads                 | In Warranty                           | JM        | CS       |
| 111th Waterline Extension                       | In Warranty                           | JM        | CS       |
| Lost Creek                                      | In Warranty                           | JM        | CS       |
| Nine Mile MS                                    | Utility Construction                  | JM        | DP       |
| Nine Mile MF                                    | Working Toward Building Permits       | JM        | TB       |
| Flatiron Meadows Regional Pond                  | In Warranty                           | JM        | TB       |
| Flatiron Meadows Regional Drainage Improvements | In Warranty                           | JM        | TB       |
| Rex Ranch Filing 1                              | In Warranty                           | JM        | CS       |
| Rex Ranch Filing 2                              | In Initial Acceptance Process         | JM        | WP       |
| Erie Highlands Filing 4                         | In Final Acceptance Process           | CK        | CS       |
| Erie Highlands Filing 5                         | In Warranty                           | CK        | CS       |
| Erie Highlands Filing 9                         | In Warranty                           | CK        | CS       |
| Erie Highlands Filing 10                        | In Warranty                           | CK        | CS       |
| Erie Highlands Filing 11                        | In Warranty                           | CK        | CS       |

# ENGINEERING DIVISION

## Construction Inspector Projects and Status (con't.)

|                                             |                                   |    |    |
|---------------------------------------------|-----------------------------------|----|----|
| Erie Highlands Filing 12                    | In Warranty                       | CK | CS |
| Erie Highlands Filing 13                    | In Warranty                       | CK | CS |
| Erie Highlands Filing 14 & 15               | Working Toward Building Permits   | CK | DP |
| Erie Parkway - Colliers Hill/Erie Highlands | In Warranty                       | CK | DP |
| Soaring Heights School                      | In Initial Acceptance Process     | CK | DP |
| Colliers Hill Filing 2A                     | In Warranty                       | CK | CS |
| Colliers Hill Filing 3A                     | In Warranty                       | CK | CS |
| Colliers Hill Metro District 2              | In Warranty                       | CK | CS |
| Colliers Hill Filing 4A                     | In Warranty                       | CK | CS |
| Colliers Hill Filing 4B                     | In Warranty                       | CK | CS |
| Colliers Hill Filing 4C                     | In Warranty                       | CK | CS |
| Colliers Hill Filing 4D                     | Working Toward Building Permits   | CK | CS |
| Colliers Hill Filing 4E                     | Building Permits Released         | CK | CS |
| Colliers Hill Filing 4F                     | Working Toward Building Permits   | CK | DP |
| Erie Commons Townhomes                      | Building Permits Released         | CK | CS |
| SVVSD #28 School                            | Working Toward Initial Acceptance | CK | DP |
| Morgan Hill Filing 1                        | In Warranty                       | DN | CS |
| Morgan Hill Metro District Improvements     | In Warranty                       | DN | CS |
| Morgan Hill Filing 2                        | Held Pre-Construction Meeting     | DN | WP |
| Right Move Storage                          | In Warranty                       | DN | CS |
| Erie Self Storage                           | Working Toward Building Permits   | DN | DP |
| Vista Ridge Filing 6, 2nd Amendment         | Starting Construction             | DN | CS |
| Vista Ridge Filing 14, Lot 12B              | Starting Construction             | DN | CS |
| Vista Ridge Filing 14, Lot 12 A&D           | Starting Construction             | DN | CS |
| Weld County Access                          | In Construction                   | DN | CS |

# ENGINEERING DIVISION

## Capital Improvement Projects

- Current CI Projects and Status

| Project                                                  | Status                                               | Project Manager |
|----------------------------------------------------------|------------------------------------------------------|-----------------|
| Traffic Signal Communication Project                     | IGA with CDOT                                        | TB              |
| Weld County Road 7 and Erie Parkway Signal               | Land Acquisition / Design                            | WP              |
| Coal Creek Reach 1 and Reach 3 Improvements              | Design / CLOMR Submittal                             | WP              |
| Zone 2 Waterline Improvements                            | Pre-Proposal Meeting                                 | ZA              |
| Zone 2 Tank Site and Tank Design                         | Pre-Proposal Meeting                                 | ZA              |
| Horizontal Directional Drilling Well Project             | Permitting                                           | ZA              |
| North Water Reclamation Facility Expansion               | Starting Construction                                | WP              |
| Water Treatment Plant Expansion                          | Nearing Completion                                   | WP              |
| Hydro-Turbine Project                                    | Under Construction                                   | WP              |
| Austin Ave, Zone 2 Waterline                             | Finalizing Design                                    | WP              |
| Zone 3 Waterline Extension                               | Working on RFP                                       | WP              |
| County Line Road Improvements - Telleen to Cheesman      | Waiting on CDOT for IGA                              | WP              |
| Erie Parkway Bridge over Coal Creek                      | In Warranty / Reclamation Proposal Hearing Scheduled | WP/MM           |
| Old Town Connection to Colliers Hill                     | Planning Community Outreach                          | DP/BP           |
| IGA with Colliers Hill - WCR 5 Widening/Re-Use Line Ext. | Waiting on Bids/Drafting IGA                         | DP/WP           |
| Sheridan and SH7 ADA Ramp                                | Drafting PSA for Consultant                          | DP/WP           |

# ENGINEERING DIVISION

## Special Update

### Projects in Support of other Departments

- Schofield Farms – Parks and Recreation – DP
- Erie Community Park – Parks and Recreation – DP
- Budget – Finance – DP
- Boulder and Weld County Hazard Mitigation Plans – WP
- Town Water Efficiency Plan – Public Works – DP
- Town Facilities Master Plan – Public Works – DP
- Electric Vehicle Charging Station – DP
- Erie Parkway Bridge Reclamation – Parks and Recreation – WP/MH
- Street Light Acquisition – Public Works – DP/JA
- Streetscan Pavement Evaluation and Restoration – Public Works – DP
- Town Center Roundabouts – Economic Development – DP
- Erie Gateway – Economic Development – WP

### Interdepartmental Projects

- SOLVE Process Mapping – Implementation, Continued Evaluation, and Training
- Asset Management Evaluation
- Energov Integration
- 2020 UDC Amendments
- 2021 Comprehensive Plan, Plan Map, and Zoning Map Amendments
- 2021 Town of Erie Standards and Specifications for Design and Construction Updates

# ENGINEERING DIVISION

## Intergovernmental Coordination

- SH7 & 119<sup>th</sup> Intersection Improvements – Lafayette/CDOT – CS
- 111<sup>th</sup> and Arapahoe Road Intersection Improvements – Lafayette - DP
- US287 Bus Rapid Transit Feasibility Study – Boulder County – DP
- SH7 Preliminary Corridor Design – CDOT - CS/TF
- County Line Road Master Plan (North of Cheesman) – Boulder County - CS
- SH52 PEL – CDOT – DP
- US287 and Isabelle – Boulder County/CDOT – WP
- SW Weld County and Boulder County Subregional DRCOG Forums – DP



# ENGINEERING DIVISION

## Capital Improvement Projects

2020 was a year of change, uncertainty, and challenge not only for Town of Erie Staff, but for the world as a whole! I can confidently say that I am so proud of the Engineering Divisions as a whole for how they have approached all of the challenges that we have faced given the circumstances that we have faced. Below I have outlined some much deserved recognition for the Engineering team:

The Entire Engineering Team:

- Navigating the transition to remote work effectively
- Transitioning from paper review to electronic reviews via Bluebeam
- Commitment to change through implementation of the SOLVE Process Mapping solutions
- Commitment to professional development via virtual methods

Chad Schroeder – Chad has been a key member of the Engineering Division over his tenure with the Town. He has navigated the transition of three Town Engineers and turnover of Development Staff. Through all of that change, he has continuously taken on more and more workload with the Town, and he has continued to deliver the highest quality of work. I am pleased to announce that with all of his excellent performance, Chad has been promoted to a Civil Engineer III and been given the title of Development Engineering Supervisor! He will oversee the Development Review for the Engineering Department and directly supervise the Construction Inspection staff.

Wendi Palmer – Wendi has been a critical and wonderful member of the Engineering Department and the Town for over 20+ years. She has been involved in every aspect of the scope of the Engineering Department and has more recently and for several years been the Capital Program Manager for the Capital Program of the Town of Erie. She is committed to imparting her substantial knowledge to others and is committed to continuous learning for her benefit. She has been a critical team member during all of the Town Engineer transitions and has taken a significant role in the Town because of her institutional knowledge. That being said, I am pleased to announce that because of all of her contributions to the Town and her continued excellent performance Wendi has been promoted to Civil Engineer III to adequately reflect her level of service to the Town!

- As if all of the things that she has done and continues to do for the Town are not enough, I would like to congratulate Wendi for her work on the Safer Main Streets Grant which was awarded to the Town in December of 2020 for improvements to County Line Road between Telleen and Cheesman in the amount of \$2,360,000. This is a significant benefit to the Town and will enable a project that will serve to kick-off improvements to the Town Center Gateway on County Line Road.

# ENGINEERING DIVISION

Tyler Burhenn – Tyler has been an instant asset to the Town since starting in May of 2019. With the recent reorganization of the Engineering Department, Tyler has truly stepped up to handle a substantially larger workload while navigating the COVID Pandemic. Additionally, Tyler has put together several grants for the Town for the Signal Communication Project and for the HDD Well Project. Because of Tyler's excellent work, the Town was awarded the RTO&T Grant in the amount of \$893,000. This is a significant achievement for the Town that will fully fund the Signal Communication Upgrade through the Town.

Misty Hall – Misty Hall joined the Town as our Stormwater Coordinator in March of 2020. Her first week with the Town was the week that the COVID Stay at Home Order was implemented. Since joining the Team, she has navigated all of the challenges of starting a new job during a pandemic exceptionally well. She has gotten up to speed in record time and has quickly identified areas for the Town of Erie to grow.

Zachary Ahinga – Zachary started with the Town in December of 2020. He is relocating from San Diego, California to join our team. He too has navigated all of the challenges of starting a new job during a pandemic exceptionally well so far. We feel he will be a strong asset to our team.

Jesse Ascunce – Jesse and our GIS team do so much for the Town that it is hard to say thank you for all that you actually do for the Town, but thank you so much. Jesse is also an integral member of the Innovation Team for the Town. He has brought some togetherness through the pandemic with his Friday Music Playlists. He has also been a part of promoting the Mission Vision and Values throughout the Town.

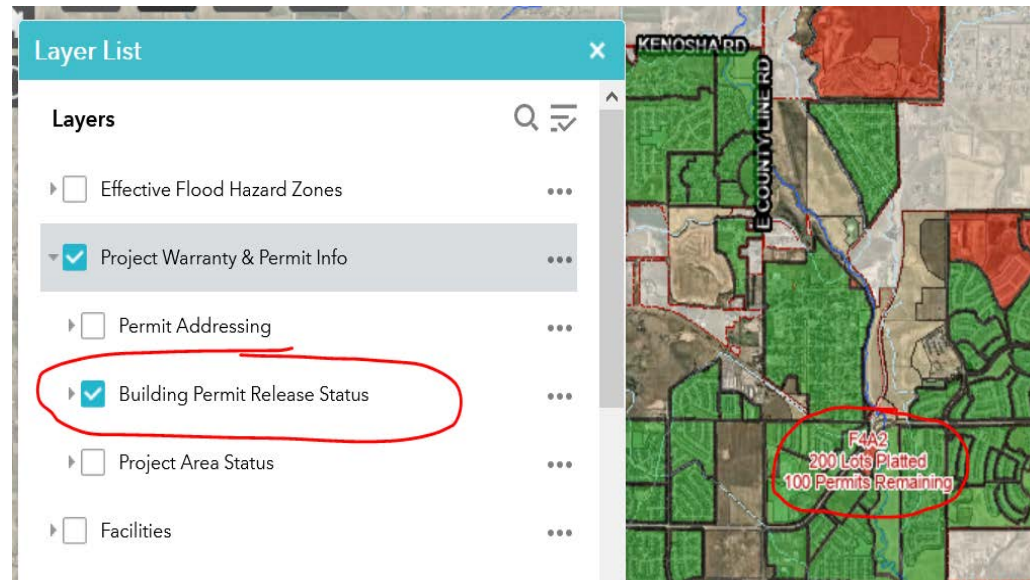
Jason Mraz, Corey Kuehner, and Dave Noell – Since the pandemic has hit, these gentlemen have worked diligently and safely to ensure that the Town's development remains on schedule and maintains the highest quality in accordance with our Standards. Thank you for all that you do!

# GEOGRAPHIC INFORMATION SYSTEMS DIVISION

## GIS Projects

### 1. Building Permits Layer

- Once GIS receives an updated report of filings and their platted lots and released building permits, GIS will be able to provide a layer in Erie Viewer that will show counts of remaining permits. Users will also be able to export an excel file report that will allow them to manipulate and share numbers in any way they see fit. Building dept. will be able to edit this layer and keep it up-to-date.



### 2. Tree Inventory Application

- Daniel has been recreating a collector app for our Town Foresters which will look much like what they had for the 2018 inventory but will be optimized for parks' needs and be able to be used for future inventories.

# GEOGRAPHIC INFORMATION SYSTEMS DIVISION

## 3. CDOT HUTF Submission

- Daniel has also been reviewing and preparing our street centerline information for this year's HUTF submission. This takes a decent amount of time and he has been doing a great job organizing this for us.

## 4. Addressing for incoming preliminary plats (CHF4G)

- Planning has implemented a new portion of their applicant checklist so that applicant-submitted addressing plans will be included in a "preliminary plat comments" email blast (sent out by Melinda.) GIS has been intercepting these emails and providing comments to go out when Planners send their rounds of comments out to each applicant.

## 5. Single Track Map 3D for trailhead

- Jesse is creating a map to be posted at the trailhead of the Eastside single track trails. This will include a 3-dimensional oblique look at the trails and indicate their new names and levels of difficulty.



## GEOGRAPHIC INFORMATION SYSTEMS DIVISION

### 6. Preparing zoning and land use maps for Deb

- Daniel is preparing zoning and land use updates for Deb to propose changes for land use to the board and Kendra. This should be going out to her the last week of January.

### 7. Ongoing Web Service Diagnosis with ESRI

- As you may have noticed, periodically and for months now, our server machine has been overloading on CPU and crashing our web services. Data loss is not an issue with these crashes, however web services go down and create a hiccup in productivity for field crews, users of Erie Viewer, Open Data, and other web maps and apps. I have been assigned a support individual from ESRI Professional Services and will be working closely with him to diagnose the issue. The new rep was assigned to us on 1/7/2021 and I hope to see improvements in the next few weeks at least.

### 8. Beginning of year maps

- Daniel and I will be rolling out all of the necessary map updates to Town Hall maps. We hope to kick this off before the end of January.

# GEOGRAPHIC INFORMATION SYSTEMS DIVISION

## People

1. Daniel will be referenced in this section every month since I only supervise one employee but he definitely deserves some recognition! He has taken ownership of many data editing tasks that have had to be prioritized as I have been working with ESRI to solve our server issues. This in itself has helped me immensely! He has had such a great attitude and has been very understanding and patient when difficult tasks need to be trained up or discussed over the phone or Zoom. Many thanks to him for helping divide the work load which got pretty heavy right around the new year!

# BUILDING DIVISION

## Projects currently in Plan Review

- 2800 Arapahoe – Nine Mile Apartments
- 3334 Arapahoe – 7/11 Tenant Improvement
- 2831 Bonanza – Self-Storage Facility
- 730 Briggs – Mixed Use Core/Shell Building
- Erie Parkway/Briggs – Circle K Gas Station & Convenience Store
- 501 Hwy 52 – Town of Erie NWRF Addition & Remodel
- 680 Mitchell – Mixed Use Core/Shell Building
- 680 Mitchell – Starbucks Tenant Improvement
- 2100 Village Vista – Liquor Store
- 2120 Village Vista – Mixed Use Core/Shell Building
- 2140 Village Vista – New Horizon Day Care

- 
- 143 Permits
  - 37 Certificate of Occupancy
  - 1 Temporary Certificate of Occupancy

# BUILDING DIVISION

## Special Update

Since March of 2020, to adapt to the current public health pandemic, the Building Division began and continues to perform virtual (Zoom) inspections of permitted work within occupied residential dwellings. Permit application submittals are received, accepted and reviewed (Bluebeam) electronically while maintaining our permit process and plan review turn-around goals and objectives. Small residential projects are eligible for our weekly “rapid review” by appointment only.

## Projects in support of other Town Departments

- Old Town Restaurant Outdoor Dining Structures (Tents)
- NWRF project
- Old Town Ice Rink



# BUILDING DIVISION

## Building Division staff

Building Division staff consists of 8 dedicated and professional individuals who, during the current public health pandemic working remotely on a rotating schedule, have demonstrated and continue to achieve outstanding internal and external customer service.

- Julie Alaniz – Senior Permit Technician
- Gina McDaniel – Permit Technician
- Jody Miller – Building / Planning Specialist
- Marcie Weatherly – Residential Plans Examiner / Building Inspector
- Richard Budnick – Building Inspector III
- James Jaramillo – Building Inspector II
- Andy Ulmer – Deputy Chief Building Official / Commercial Plans Examiner
- Ed Kotlinski – Chief Building Official

# BUILDING DIVISION

| Town of Erie                                          |      |      |      |      |      |      |          |             |
|-------------------------------------------------------|------|------|------|------|------|------|----------|-------------|
| Single Family New Construction Building Permit Trends |      |      |      |      |      |      |          |             |
|                                                       | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | 5-Yr Ave | 2020 Budget |
| Jan                                                   | 29   | 43   | 65   | 13   | 69   | 37   | 44       | 28          |
| Feb                                                   | 30   | 40   | 44   | 34   | 47   | 39   | 39       | 25          |
| Mar                                                   | 29   | 30   | 34   | 77   | 43   | 55   | 43       | 28          |
| Apr                                                   | 34   | 53   | 61   | 71   | 64   | 24   | 51       | 33          |
| May                                                   | 49   | 50   | 40   | 69   | 52   | 35   | 49       | 32          |
| Jun                                                   | 61   | 29   | 36   | 73   | 70   | 27   | 49       | 32          |
| Jul                                                   | 57   | 17   | 37   | 50   | 58   | 31   | 42       | 27          |
| Aug                                                   | 23   | 21   | 55   | 69   | 50   | 38   | 43       | 28          |
| Sep                                                   | 28   | 71   | 32   | 47   | 38   | 55   | 45       | 29          |
| Oct                                                   | 31   | 48   | 25   | 48   | 41   | 32   | 38       | 24          |
| Nov                                                   | 23   | 36   | 34   | 48   | 36   | 30   | 35       | 22          |
| Dec                                                   | 32   | 27   | 25   | 37   | 33   | 36   | 32       | 21          |
|                                                       | 426  | 465  | 488  | 636  | 601  | 439  | 508      | 330         |

