



TOWN OF ERIE

645 Holbrook Street
Erie, CO 80516

Meeting Agenda

Town Council

Tuesday, April 15, 2025

6:00 PM

Council Chambers

Study Session

Link to Watch: <https://bit.ly/TC2025StudySession>

I. Discussion Items

[25-061](#)

Parks, Recreation, Open Space, and Trails (PROST) Strategic Plan Update & Performing Arts Center Feasibility Study Introduction

Attachments:

[Community Engagement Plan](#)

[April PROST Update Presentation](#)

6:00-7:00 p.m.

[25-203](#)

Affordable Housing and Village at Coal Creek

Attachments:

[Staff Report for April 15 2025 Study Session](#)

[Presentation for 4.15.25 Study Session](#)

[Village at Coal Creek March 25, 2025 Sarah Nurmela Memo](#)

[ARPA Reporting and Compliance Email from Sara Hancock March 11, 2025](#)

[Village at Coal Creek Summary from 29 March 2025 Stie Walk](#)

[Natural Area Inventory - VCC](#)

7:00-8:30 p.m.

II. Adjournment

8:30 p.m.

(The Town Council's Goal is that all meetings be adjourned by 10:30pm. An agenda check will be conducted at or about 10:00 p.m., and no later than at the end of the first item finished after 10:00 p.m. Items not completed prior to adjournment will generally be taken up at the next regular meeting.)



TOWN OF ERIE

645 Holbrook Street
Erie, CO 80516

Town Council

Board Meeting Date: 4/15/2025

File #: 25-061, **Version:** 1

SUBJECT:

Parks, Recreation, Open Space, and Trails (PROST) Strategic Plan Update & Performing Arts Center Feasibility Study Introduction

DEPARTMENT: Parks & Recreation

PRESENTER(S): Luke Bolinger, Director of Parks & Recreation

TIME ESTIMATE: 60 minutes

FISCAL SUMMARY:

N/A

POLICY ISSUES: The results of the PROST Strategic Plan will guide the Parks & Recreation Department's operations and maintenance, capital improvements, and financial strategies over the next five to seven years to maintain service levels and keep up with growth. The key policy issue for the Council to decide in the Performing Arts Feasibility Study is whether to pursue constructing such a facility in future years.

STAFF RECOMMENDATION:

While no action is required on this item, staff recommends Council discuss any questions or concerns about these two projects in preparation for adoption later this summer.

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

We are excited to present our 2025 PROST Strategic Plan: **Connecting YOU to Fun Playbook** (the "Playbook"). This name not only aligns with our current branding but also offers a fun, engaging title that we can proudly share with staff, leadership, and the community. It captures the spirit of our department and reflects a collective commitment, as each of us plays a role in connecting our community to the services and opportunities we provide.

The Parks & Recreation Department last updated the Parks, Recreation, Open Space, and Trails (PROST) Plan in 2016. Since then, the Town and Department have experienced significant growth. To continue providing quality services to our expanding community, staff selected DTJ Design to update the PROST Strategic Plan, and Council approved their professional services agreement in October 2024. This update will guide the balanced and equitable distribution of programs, facilities,

and amenities across the Town, while also planning for operations, maintenance, staffing, and funding. The plan will include measurable strategies to support recommendations, goals, and policies, ensuring compliance with Best Management Practices and the standards established by the National Recreation and Park Association's (NRPA) Commission for Accreditation of Park and Recreation Agencies (CAPRA). This approach will allow the Town of Erie Parks & Recreation Department to align future services with our accreditation, a distinction held by only 213 agencies in the United States and 11 in Colorado.

As part of the project, the Town will also conduct a feasibility study for a Performing Arts Center. This study will evaluate the center's viability, community impact, financial implications, construction costs, and operational considerations. The Performing Arts Center study will align with the broader Playbook and respond to the community's growing interest in arts and cultural programming.

The scope of services spans four phases over an anticipated 8.5-month period, which began in November of 2024. In phase one, DTJ Design has established a Project Work Plan (PWP), conducted a kick-off meeting, toured the study area, and developed a Community Engagement Plan (CEP). In phase two, DTJ Design will collect data, perform a needs assessment, and engage the community through stakeholder interviews, focus groups, and open house events. They will assess current parks, facilities, and programs, identify gaps, and prioritize needs. In phase three, DTJ Design will draft plan recommendations, develop an implementation strategy, and concurrently conduct the feasibility study for the Performing Arts Center, including site review, cost estimates, and community impact projections. The final phase includes presentations to various Town Boards and Commissions, concluding with the presentation of the plan for adoption by Town Council and submission of final reports and deliverables. Each phase includes regular project management, reporting, and meetings to ensure steady progress and stakeholder involvement.

This evening, DTJ Design will present an overview of these two projects and the work completed to date. Staff, along with our partners at DTJ Design, will be available for questions. We will bring the final plan for adoption this summer once work has been completed.

TOWN COUNCIL PRIORITY(S) ADDRESSED:

- ✓ Attractive Community Amenities
- ✓ Engaged and Diverse Community
- ✓ Prosperous Economy
- ✓ Small Town Feel
- ✓ Safe and Healthy Community
- ✓ Effective Governance
- ✓ Environmentally Sustainable
- ✓ Fiscally Responsible

ATTACHMENT(S):

1. Community Engagement Plan

2. April PROST Update Presentation



TOWN OF ERIE, CO | JANUARY 8, 2025

Erie PROST Strategic Plan + Performing Arts Feasibility Study

Community Engagement Plan



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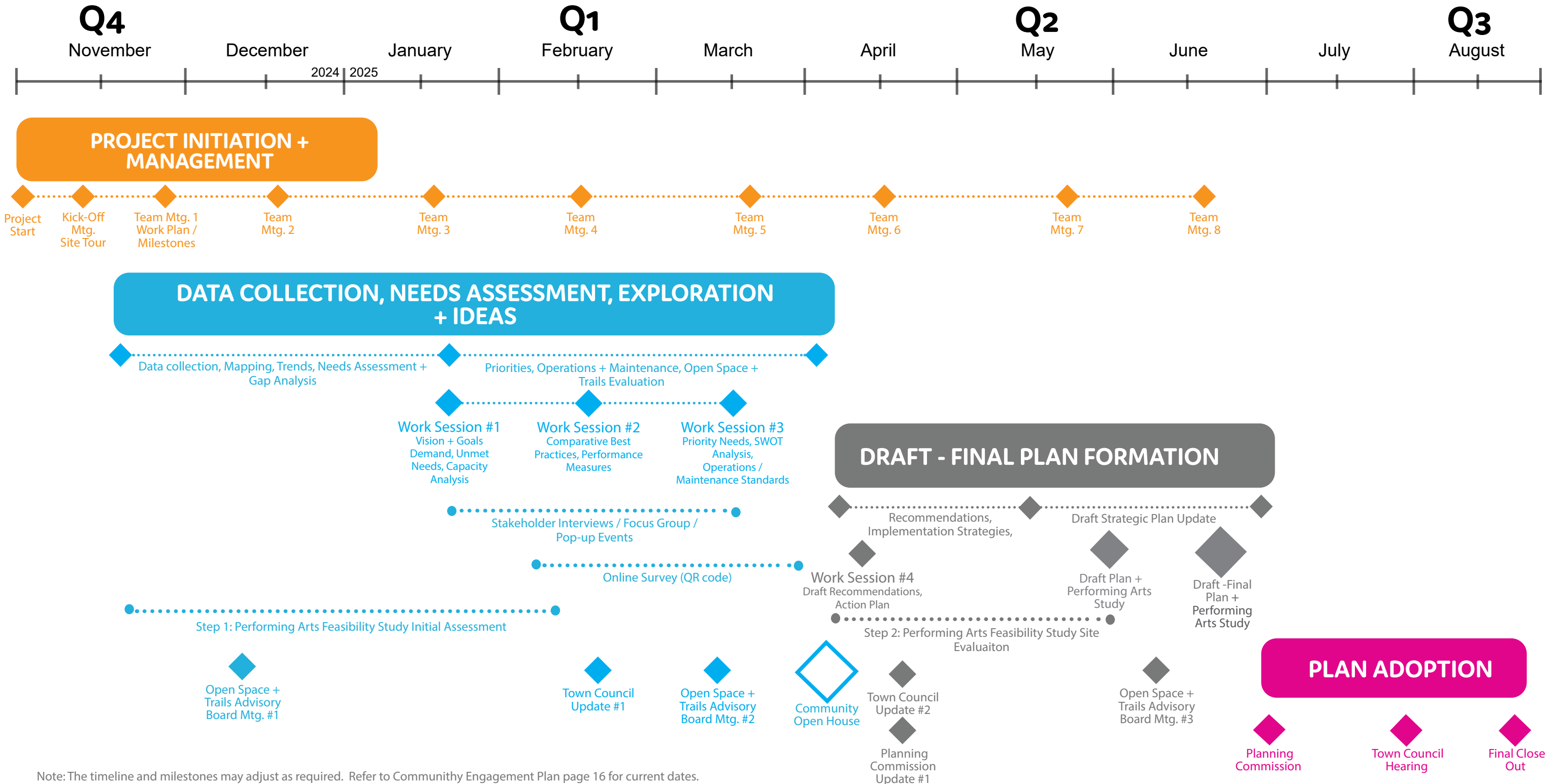
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Note: The timeline and milestones may adjust as required. Refer to Community Engagement Plan page 16 for current dates.

NOT FOR REGULATORY APPROVAL, PERMITTING, OR CONSTRUCTION

Project Overview

The Town of Erie is launching a comprehensive Parks, Recreation, Open Space, and Trails (PROST) Strategic Plan Update, alongside a feasibility study for a Performing Arts Center. The initiative aims to balance current needs with anticipated growth over the next decade by evaluating existing assets and planning for sustainable development. By aligning with industry best practices and the standards of the National Recreation and Park Association’s (NRPA) Commission for Accreditation of Park and Recreation Agencies (CAPRA), the project seeks to enhance recreational offerings, preserve open spaces, and promote cultural opportunities for the community.

Project Goal and Objectives

Goal

To ensure an equitable and sustainable balance of programs, facilities, and amenities while fostering a thriving parks and recreation system that meets the needs of the community and supports future growth.

Objectives

- 1.Comprehensive Strategic Plan Development
 - Create a guide with actionable recommendations based on a needs assessment and best practices.
 - Conduct a thorough inventory of existing parks, open spaces, trails, and recreation facilities.
- 2.Data-Driven Decision-Making
 - Utilize data from a statistically valid needs assessment to inform future planning.
- 3.Feasibility Study for a Performing Arts Center
 - Assess community interest, potential locations, financial implications, and operational considerations for a Performing Arts Center.
- 4.Sustainable Growth Management
 - Develop strategies to accommodate anticipated population and service demand increases over the next ten years.
- 5.Implementation Strategies and Measurable Outcomes
 - Establish clear goals, policies, and guidelines with measurable implementation plans for long-term impact.

Community Engagement Goal

The community engagement goal is to engage in a meaningful dialogue and involve a broad range of community and neighborhood stakeholders and the general public in developing the vision for the Erie PROST Strategic Plan (Plan).

Stakeholders’ input and aspirations will be directly reflected in the formation of the long-range vision, design principles and concept alternatives, and ultimately in the development of a preferred plan.

Community Engagement Objectives

Engage people with diverse experiences and views: Ensure that people of different backgrounds can learn about and provide input for project decisions.

Strive to be inclusive and transparent throughout the planning process.

Build on previous work: In communicating with stakeholders, proactively provide information on existing policies, visions, and goals – including the comprehensive plan, neighborhood plans, and others– that apply to PROST related facilities as those inform the criteria for developing and analyzing the vision and alternatives.

Ensure stakeholders are well informed: Provide, clear, timely and accessible information about the project, its purpose, goals, schedule and what it will mean for stakeholders. Utilize a variety of communication methods in order to engage diverse communities.

Reflect and/or acknowledge input in decisions: Show that the project is listening to stakeholders by reflecting how input influences designs, alternative evaluation, and other project decisions.

Throughout the planning process, the Town and the project team will document input and provide feedback on how public input has influenced the Plan.

Strengthen community and empower participants: Through involvement in the planning process, educate, embolden and enable citizens as advocates and ambassadors in future Town processes.

Target Audiences: Stakeholders and Focus Groups

The target audience is a group of people or entities that the project aims to engage with, influence, or serve. It encompasses stakeholders and focus groups, representing everyone who is affected by or can impact the project. The target audience provides the foundation for tailoring communication, engagement, and project outcomes to meet community needs effectively.

Stakeholders

A stakeholder is any individual, group, or organization with a vested interest in the project's outcomes. Their involvement is essential for ensuring the project aligns with broader community goals and securing necessary support or approvals.

Focus Groups

A focus group is a smaller, carefully selected subset of the target audience brought together to provide in-depth feedback and insights on specific aspects of a project. They offer qualitative data to guide project refinement and ensure it resonates with various user groups.

Government + Advisory Boards	Interests
<ul style="list-style-type: none"> • Open Space and Trails Advisory Board • Planning Commission • Sustainability Advisory Board • Tree Board 	<ul style="list-style-type: none"> • Policy alignment • Long-term planning • Sustainability goals
Community Representation	Interests
<ul style="list-style-type: none"> • HOA representation • DEI Groups 	<ul style="list-style-type: none"> • Equitable access • Neighborhood engagement • Inclusive programming
Youth, Adult, + Education Advocates	Interests
<ul style="list-style-type: none"> • Erie Youth For Change • School District Representatives • Active Adults 	<ul style="list-style-type: none"> • Youth development • Education partnerships • Multigenerational activities
Partner/Business Organizations	Interests
<ul style="list-style-type: none"> • Chamber of Commerce • Recess Factory • EEDC • Sponsors/Community Partners 	<ul style="list-style-type: none"> • Economic impact • Event collaboration • Community outreach
Recreation Users and Volunteers	Interests
<ul style="list-style-type: none"> • Recreation Programming Groups (pickleball, contracted programs, volunteer coaches, Erie Community Center users) • Private Sport Groups (Ignite Soccer, Coal Creek Little League, Erie Youth Football, Sports Stable, Cricket) 	<ul style="list-style-type: none"> • Facility improvements/ additions • Program diversity • Volunteer recognition
Outdoor Enthusiasts and Advocates	Interests
<ul style="list-style-type: none"> • Park/Trail Advocacy Groups (Slides and Sunshine, Friends of Coal Creek, Disc Golf) • Open Space Volunteers and Resident Experts • Ag leasees 	<ul style="list-style-type: none"> • Trail connectivity • Park conservation • Outdoor recreation
History and Culture Focus	Interests
<ul style="list-style-type: none"> • Historic Preservation Advisory Board • Erie Historical Society • Cultural Arts Programming/Events 	<ul style="list-style-type: none"> • Preservation efforts • Heritage education • Cultural events
Erie Staff	Interests
	<ul style="list-style-type: none"> • Operational efficiency • Resource allocation • Staff development • Interdepartmental coordination

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Demographics and Language Translation Needs

Any language translation services are beyond the contract scope of work and would be the responsibility of the Town of Erie.

Key Messages

1. Comprehensive Community Enhancement

The PROST Strategic Plan Update and Performing Arts Center Feasibility Study aim to enhance Erie’s parks, recreation, open spaces, and cultural offerings to meet the community’s growing and diverse needs.

2. Data-Driven and Inclusive Planning

The project leverages a robust needs assessment and widespread community engagement to ensure the strategic plan reflects the priorities and aspirations of Erie residents.

3. Sustainable Growth and Equity

The initiative is designed to create a balanced, equitable, and sustainable system of programs, facilities, and amenities that address current gaps and prepare for Erie’s anticipated population growth over the next decade.

4. Cultural and Economic Development

The feasibility study for a Performing Arts Center explores the potential to boost local culture and economy by providing a space for artistic expression, community events, and increased tourism opportunities.

5. Commitment to Excellence

The project adheres to the highest industry standards and best practices, as outlined by the National Recreation and Park Association (NRPA), ensuring quality, accessibility, and long-term impact.

Communications and Engagement Techniques

Communication and engagement techniques are tied to the overall project and public participation objectives to create a complementary suite of tools that will provide specific audiences access to information and allow them to meaningfully and constructively engage in the planning process. In particular, the project team will take care to ensure that those with diverse experiences and views have the opportunity for involvement.

Techniques	Audiences	Participation objectives	Roles
Kick-off Mtg.	<ul style="list-style-type: none">• PROST Leadership Team	<ul style="list-style-type: none">• Kick-off the project and provide initial input to the vision of the master plan from community and Town leaders and staff	<ul style="list-style-type: none">• Consultant team to provide the agenda and lead the summit, with input and participation from Town staff
Project Website	<ul style="list-style-type: none">• All audiences	<ul style="list-style-type: none">• Provide information about the project purpose, schedule, frequently asked questions, opportunities for involvement and means of contacting the project team	<ul style="list-style-type: none">• A project specific website will NOT be provided by and maintained by the consultant team• The consultant team will provide text and graphic content for the website, with language translation services support by the Town
Stakeholder Interviews (Up to 5)	<ul style="list-style-type: none">• Government & Advisory Boards• Community Representation (HOA, DEI groups)• Youth, Adult, & Education Advocates• Partner/Business Organizations	<ul style="list-style-type: none">• Initial interviews to clarify expectations and outcomes at the start of the planning process• Understand perspectives and concerns so they can be addressed in a timely way, at the start of the project and at major project milestones	<ul style="list-style-type: none">• The consultant team and Town staff will interview a variety of stakeholders throughout the planning process• The consultant team will conduct and summarize stakeholder interviews which they lead• The Town team will conduct and summarize stakeholder interviews which they lead• Town staff will schedule and coordinate logistics

Techniques	Audiences	Participation objectives	Roles
Focus Group Sessions (Up to 3)	<ul style="list-style-type: none"> • Recreation Users/Volunteers • Outdoor Enthusiasts/Advocates • History/Culture Focus • Erie Staff 	<ul style="list-style-type: none"> • Understand perspectives, concerns and desires of community members so they can be addressed in a timely way, at the start of the project and at major project milestones 	<ul style="list-style-type: none"> • The consultant team will conduct and summarize meetings • Town staff will schedule and coordinate logistics
Community Open House Event (1)	<ul style="list-style-type: none"> • General audiences • Community members and property owners 	<ul style="list-style-type: none"> • Gather broader community input to connect with the community, inform participants, engage in discussions on community values project goals, objectives and vision at key project milestones • Open House event will offer on-site Spanish language interpretation by the Town • School district coordination 	<ul style="list-style-type: none"> • Town will coordinate event logistics including scheduling, securing and paying for facility rentals and equipment • Town and consultant will staff events
On-line community survey (1)	<ul style="list-style-type: none"> • General audiences 	<ul style="list-style-type: none"> • Provide for broader community input, opportunity to build capacity, connect and inform the community, and solicit input on community values, project goals, objectives and vision • Provide convenient access to open house information and input opportunities for those who are not able to attend in-person events • Language translation functionality will be included 	<ul style="list-style-type: none"> • The consultant team will develop, implement and summarize on-line open houses with input from Town staff
Social media outreach using existing Town quarterly newsletter and social media channels	<ul style="list-style-type: none"> • General audiences 	<ul style="list-style-type: none"> • Provide timely information about the project, and opportunities to learn more and get engaged, particularly around key milestones and in conjunction with on-line and in-person events 	<ul style="list-style-type: none"> • Town Communications staff will implement social media outreach with input on strategy, schedule and content from the consultant team

Techniques	Audiences	Participation objectives	Roles
Fact sheets and FAQs	<ul style="list-style-type: none"> General audiences 	<ul style="list-style-type: none"> Provide foundational information in a printed format suitable for sharing for use at briefings, meetings and community events Information will be provided using easy-to-understand language, including graphic elements to aid usability Translation in Spanish language will be provided by the Town 	<ul style="list-style-type: none"> Content to be provided by the consultant team Layout, production and translation will be completed by Town staff
Pop-up Events (Up to 3)	<ul style="list-style-type: none"> All audiences 	<ul style="list-style-type: none"> Provide an opportunity for project staff to have conversations with stakeholders Expand awareness of the project, its purpose, schedule and opportunities to be involved Engagement will reach stakeholders who might not otherwise be involved in the project by meeting them at existing community events 	<ul style="list-style-type: none"> Event tabling at community events such as picnics and other events. Consultant will attend town and neighborhood events / picnics, where stakeholders will be present The pop-ups would not be at formal events but rather we coordinate with coffee shops, restaurants, and other shops to “pop-up” in front of their store to engage visitors as they come in
Planning Commission Update (2)	<ul style="list-style-type: none"> Planning Commission General audiences 	<ul style="list-style-type: none"> One Planning Commission Update will present work completed to date and receive guidance on future plan development One Planning Commission Hearing will occur on the Draft Plan 	<ul style="list-style-type: none"> Presentations to be delivered by Town staff with presentation materials developed by the consultant team
Open Space and Trails Advisory Board Meeting (3)	<ul style="list-style-type: none"> Board members 	<ul style="list-style-type: none"> Provide information about initial community engagement findings, and gather information on current priorities and needs 	<ul style="list-style-type: none"> Presentations to be delivered by Town staff with presentation materials developed by the consultant team

Techniques	Audiences	Participation objectives	Roles
Other communication tools	<ul style="list-style-type: none">• General audiences	<ul style="list-style-type: none">• Promote wide awareness of the project and opportunities for involvement by distributing information in existing communication tools including Town newsletters and press releases	<ul style="list-style-type: none">• Content to be provided by the consultant team with implementation by Town staff
Town Council (3)	<ul style="list-style-type: none">• Town Council• General Audiences	<ul style="list-style-type: none">• One Town Council Update will present work completed to date and receive guidance on future plan development• Two Town Council hearings will take place on the Draft Plan	<ul style="list-style-type: none">• Presentations to be delivered by Town staff with presentation materials developed by the consultant team

Communication protocols

Town staff, the consultant team and Working Group members all have a role in communicating about the project and documenting incoming communications from stakeholders for inclusion in project processes and records. The Project Manager is the primary point of contact for communications regarding the project. However, communication protocols will aid the orderly dissemination and recording of information.

Key points of contact

Town Staff:

- Luke Bolinger Director
- Charlene LeRoy Business Services Division Manager
- Jeff Rau Business Services Supervisor
- Jay Mauer Recreation Supervisor - Facility Operations
- Kathy Kron Development & Neighborhood Services Division Manager
- Levi Moser Recreation Supervisor Programs
- Matt Spinner Parks and Open Space Assistant Manager
- Mike McGill Parks & Open Space Division Manager
- Rachel Wysuph Recreation Division Manager
- Taylor Ingro Recreation Supervisor - Cultural Arts
- Ashley Burger Communications & Marketing Manager

Consultant Team:

- Keith Walzak DTJ, Project Manager
kwalzak@dtjdesign.com
- Michelle Regan DTJ, Parks + Open Space Planner
mregan@dtjdesign.com
- Ken Ballard Ballard*King
ken@ballardking.com
- Stacey McMath Webb Mgmt
stacey@webbmgmt.org
- Sheri Amass Creative Links
sheri@creativelinks.com



Project Lead
Urban Planning + Design



Recreation Analysis



Performing Arts Feasibility
Study



Performing Arts Feasibility
Study



Web Platform

Communication Protocols by Communication Type

Communication Type	General Protocol	PWG /Public Distribution
General Town and project email, social media channels, and phone calls	Town Communications staff to record and respond as appropriate and coordinate with Town and consultant project managers as needed	Summary information reported as needed, to be determined by the Town PM
On-line survey input, open houses, community events	Consultant team to compile, summarize and report to the Town PM	Summary information proved to the public on-line, in print, and/or by request
Stakeholder interviews, special interest outreach	Consultant team to summarize and provide to the Town PM	Summary information may be shared as appropriate but any agreed-upon confidentiality of sensitive information will be maintained to the extent allowed by law
Project Working Group	<p>To the extent practicable, PWG members will include the Town PM on any comments and questions regarding the project.</p> <p>Project-related discussion and deliberation among PWG members shall take place in an open and transparent manner and occur during meetings, or including all members if on email or conference call.</p>	PWG meeting materials may be shared electronically with the public as determined by the Town PM
Consultant team	All substantive project-related communications between members of the consultant team with Town staff and members of the public will be shared with the Town PM and Consultant PM	Not applicable
Media	All media inquiries to Town staff, the consultant team, and PWG members will be routed to authorized Town Communication Staff for response	Not applicable

Project Team Meetings

Item	Schedule
Project Team Meetings	8 Meetings to occur ~monthly through the duration of the project
Working Sessions	4 Meetings to occur through the duration of the project

Key Milestone / Deliverables Protocols

- Communication materials content (web, social media, fact sheets, etc.) prepared by the consultant to be provided to the Town one week before the final material is needed. Staff reviews generally due two weeks upon receipt of deliverable with consolidated written comments
- Draft deliverables to be provided in PDF
- Town Project Manager review prior to distribution

PHASE I:

- Project Team Meeting #1 11/20/25
- Project Team Meeting #2 12/18/25
- Project Work Plan (PWP) 01/03/25
- Draft Community Engagement Plan (CEP) 01/03/25

PHASE II:

- Project Team Meeting #3 01/15/25
- Working Session #1 01/22/25
- Project Team Meeting #4 02/19/25
- Working Session #2 02/12/25
- Performing Arts Feasibility Study (Step 1) 01/30/25
- Data Collection & Site Inventory Analysis 02/28/25
- Facilities Needs Assessment (NRPA & Gaps) 02/28/25
- Programs & Services Needs Assessment 02/28/25
- Community Open House Event 04/--/25

PHASE III:

- Working Session #3 03/12/25
- Draft Recommendations, Implementation Strategies, & Action Plan 03/13/25
- Project Team Meeting #5 03/19/25
- Draft Plan #1 03/19/25
- Working Session #4 04/09/25
- Performing Arts Feasibility Study (Step 2) 04/02/25
- Project Team Meeting #6 04/16/25
- Draft Plan #2 04/16/25
- Project Team Meeting #7 05/21/25
- Draft Plan #3 05/21/25
- Project Team Meeting #8 06/18/25

PHASE IV:

- Final Draft Plan 06/18/25
- Final Plan Approval Summer 2025

Engagement Schedule

Phase 1: Project Initiation (November - December 2024)

Activity	Schedule
Project Kick-off Mtg.	November 7, 2024
Project Team Mtg. #1 (RFI, Draft CEP)	November 20, 2024
Town Project Website Coordination Mtg. (Survey QR code)	January 7-8, 2025
Project Graphic Standards	December 2024
Project Website, setup and other communications materials	January 2025
Draft newsletter, social media, outreach material promoting in-person and on-line events	January 2025

Phase 2: Exploration + Ideas (November 2024 - March 2025)

Activity	Schedule
Revise and detail engagement schedule based on phase 1 outcomes	January 3, 2025
Develop revised content for project website, factsheet, and other communications materials	February 2025
Project Website update	
Project Team Mtg #2	December 18-19, 2024
Project Team Mtg #3	January 15, 2025
Project Team Mtg #4	February 19-20, 2025
Community On-line Survey preparation	December 11- January 20, 2025
Community On-line Survey #1	
Work Session #1	January 22, 2025
Work Session #2	February 12-13, 2025
Stakeholder Interviews	January 6 - February 11, 2025
Open Space + Trails Advisory Board Mtg #1	December 9-10, 2024
Focus Group Sessions (3)	January 6 - February 11, 2025
Town Council Update	January 21-22, 2025
Community Open House Event #1	April 7-16, 2025
Open House Communications + Print Media	January 9- February 14, 2025

Phase 3: Draft - Final Plan Formation (March - June 2025)

Activity	Schedule
Work Session #3	March 12-13, 2025
Work Session #4	April 9-10, 2025
Project website update	
Quarterly newsletter (by the town), social media updates	
Open Space + Trails Advisory Board Meeting #2	March 12-13, 2025
Town Council Update #2	April 9-16, 2025
Project Team Mtg #5	March 19-20, 2025
Project Team Mtg #6	April 16-17, 2025
Project Team Mtg #7	May 21-22, 2025
Project Team Mtg #8	June 18-19, 2025
Performing Arts Feasibility Study (Step 2)	February 6- April 2, 2025
Planning Commission Update #1	April 9-17, 2025
Draft - Final PROST Strategic Plan Update + Performing Arts Feasibility Study	June 18-19, 2025

Phase 4: Plan Adoption (July - August 2025)

Activity	Schedule
Open Space + Trails Advisory Board Endorsement (1)	June 9-10, 2025
Town Council Hearing (1)	July 22-23, 2025
Planning Commission Update #2 (Plan Endorsement)	June 18-19, 2025
Project website update	July 2025

Note: Final engagement and deliverables schedule may vary

Evaluation

Metrics for evaluation

Evaluation of Community Engagement program and activities will follow general metrics associated with the desired objectives of each tool or activity. Evaluative metrics will link back to communications and involvement objectives.

Metrics include:

- Website analytics (types of visitors as best defined)
- Number of participants engaged through interactive on-line engagement, Pop-up, Stakeholder/Focus Groups and Open House Event, and in-person outreach activities
- Participation in Team meetings
- Number and diversity of comments received through the outreach process
- General levels of satisfaction with the public engagement process (as documented by comments provided by the general public throughout the plan process)

Methods for evaluative data collection

The project team will collect data for evaluation of public participation activities to adapt and improve future techniques, and for reporting to stakeholders and decision-makers. For open house and pop-up events, simple sentiment and evaluation surveys may be conducted via a tablet computer, paper exercise, or on-line survey link. The project will deploy on-line customer service surveys to the project email list in coordination with key project milestones.

Appendix

- Town Staff
- Open Space and Trails Advisory Board
- Planning Commission
- Town Council
- Stakeholder Groups

Town Staff Roster

Staff Person	Position/Department
Luke Bolinger	Director
Charlene LeRoy	Business Services Division Manager
Jeff Rau	Business Services Supervisor
Jay Mauer	Recreation Supervisor - Facility Operations
Kathy Kron	Development & Neighborhood Services Division Manager
Levi Moser	Recreation Supervisor Programs
Matt Spinner	Parks and Open Space Assistant Manager
Mike McGill	Parks & Open Space Division Manager
Rachel Wysuph	Recreation Division Manager
Taylor Ingro	Recreation Supervisor - Cultural Arts
Ashley Burger	Communications & Marketing Manager

Open Space and Trails Advisory Board

Board Member
Bill Rigler
Ken Martin, Chair
Phil Brink
David Tazik
Christine Felz, Vice Chair
Joe Swanson
Timothy Payne
Matt Spinner, Staff Liaison
Chris LaRue, Staff Liaison

Planning Commission

Commission Member
Martin Laws, Vice Chair
Sherri Booth
Tim Burns, Chair
Robert (Bob) Braudes
Kiley Baham
Delaney Dreckman
Ben Hemphill
Kelly Driscoll, Staff Liaison
Doug Trettin, Staff Secretary

Town Council

Council Member
Andrew Moore, Mayor
Anil Pesaramelli, Council Member
John Mortellaro, Council Member
Dan Hoback, Council Member
Brandon Bell, Council Member
Emily Baer, Council Member
Brian O’Connor, Council Member

Stakeholder Groups

Government & Advisory Boards

Open Space and Trails Advisory Board
Planning Commission
Sustainability Advisory Board
Tree Board
Town Staff
MDAT
Parks & Recreation Staff

Community Representation

ONE (HOA representation)
DEI Groups (therapeutic recreation parents, Being Better Neighbors)

Youth, Adult, & Education Advocates

Erie Youth For Change
School District Representatives
Active Adults

Partner/Business Organizations

Chamber of Commerce
Recess Factory
EEDC
Sponsors/Community Partners



Town Council Update

Erie Connecting YOU to Fun Playbook and Performing Arts Feasibility Study Update

April 15, 2025

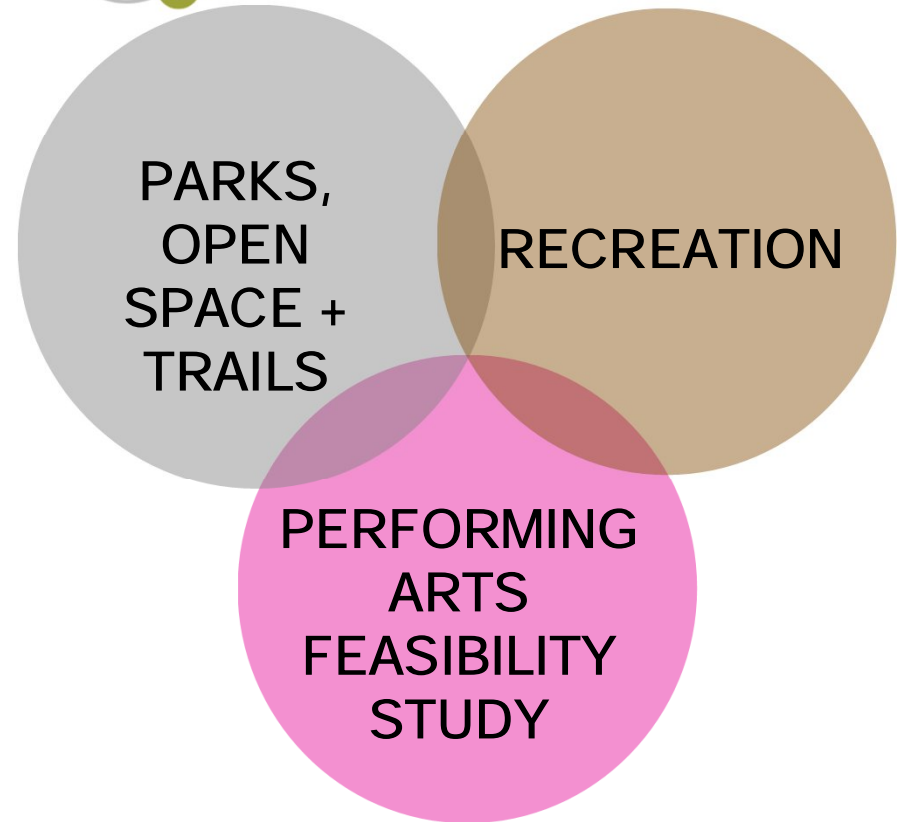
Agenda

- Project Overview
- PROST Plan Purpose + Timeline
- Key Trends + Priorities
- Next Steps



WORKSHOP FORMAT

- **PROST Strategic Plan Update - The Playbook**
 - Comprehensive plan for parks, recreation, open space, and trails
 - Identifying trends and community needs
- **Performing Arts Feasibility Study**
 - Forces & Trends
 - Market Analysis
 - User Demand



Consultant Team

DTJ Design

Space + Trails

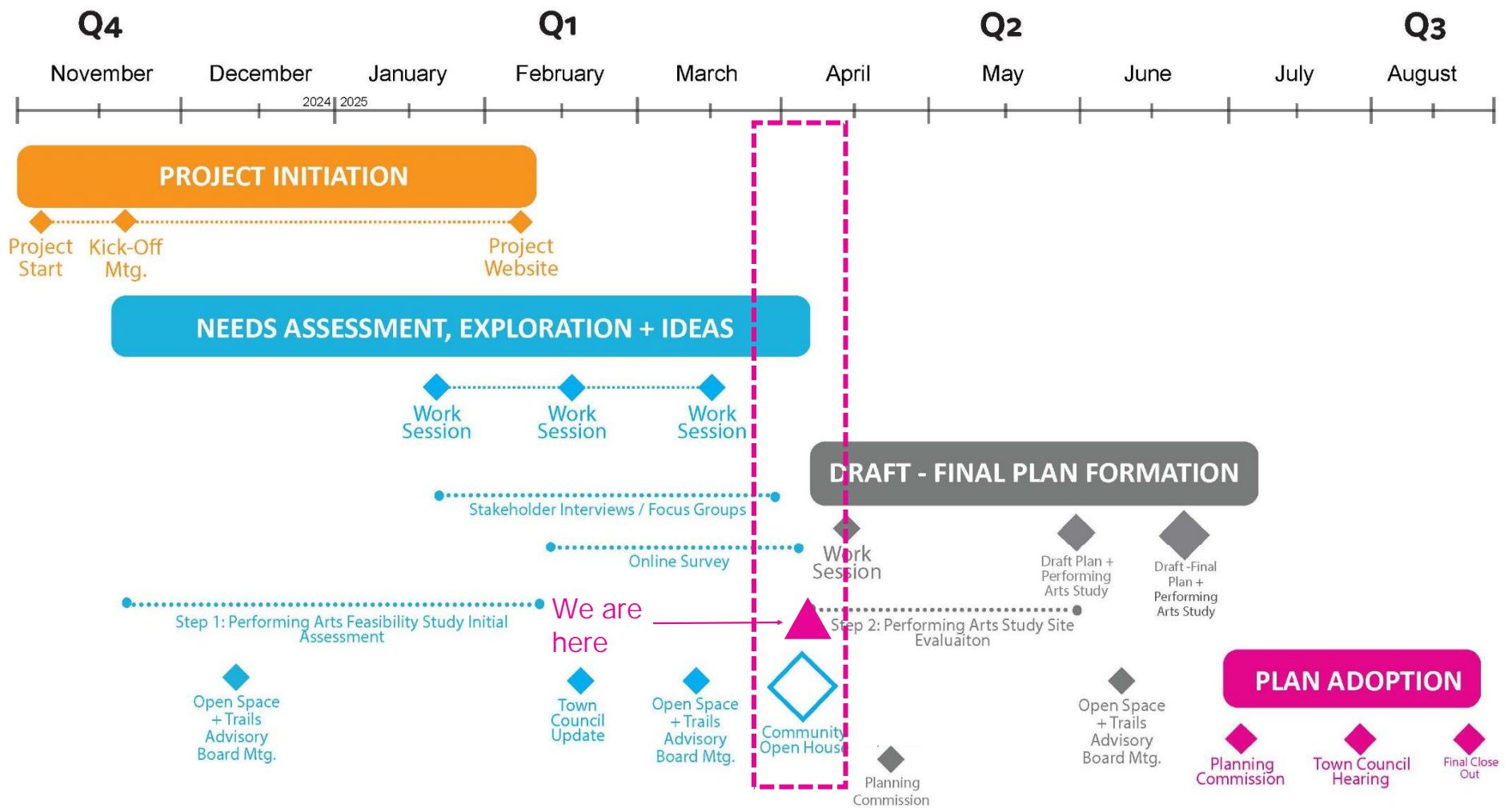
Ballard*King

Recreational Facilities

Webb Management

Performing Arts Study

PROJECT OVERVIEW



PROJECT TIMELINE

COMMUNITY ENGAGEMENT PLAN

INVITE, INFORM, ENGAGE

Persona-based Engagement Strategy

- Customized to respond to needs of Erie

Includes:

- Team roles + responsibilities
- Project milestones, events + plan product
- Stakeholders, organizations, interest groups
- Special requirements + circumstances

Objectives

- Promote the story + history of Erie
- Meet people where they work and play
- Go out of our way to reach each community group
- Monitor who we have and haven't heard from
- Proactively respond to concerns or possible issues



Engagement Schedule

Phase 1: Project Initiation (November - December 2024)

Activity	Schedule
Project kick-off Mtg.	November 7, 2024
Project Team Mtg. #1 (RFP, Draft CEP)	November 20, 2024
Town Project Website Coordination Mtg. (Survey QR code)	January 7-8, 2025
Project Graphic Standards	December 2024
Project Website, setup and other communications materials	January 2025
Draft newsletter, social media, outreach material promoting in-person and on-line events	January 2025

Phase 2: Exploration + Ideas (November 2024 - March 2025)

Activity	Schedule
Revise and detail engagement schedule based on phase 1 outcomes	January 3, 2025
Develop revised content for project website, factsheet, and other communications materials	February 2025
Project Website update	December 18-19, 2024
Project Team Mtg. #2	January 15, 2025
Project Team Mtg. #3	February 19-20, 2025
Project Team Mtg. #4	December 11 - January 20, 2025
Community On-line Survey preparation	January 22, 2025
Community On-line Survey #1	February 12-13, 2025
Work Session #1	January 6 - February 11, 2025
Stakeholder Interviews	December 9-10, 2024
Open Space + Trails Advisory Board Mtg. #1	January 6 - February 11, 2025
Focus Group Sessions (3)	January 21-22, 2025
Town Council Update	April 7-16, 2025
Community Open House Event #1	January 9 - February 14, 2025
Open House Communications + Print Media	

Phase 3: Draft - Final Plan Formation (March - June 2025)

Activity	Schedule
Work Session #3	March 12-13, 2025
Work Session #4	April 9-10, 2025
Project website update	
Quarterly newsletter (by the town), social media updates	
Open Space + Trails Advisory Board Meeting #2	March 12-13, 2025
Town Council Update #2	April 9-16, 2025
Project Team Mtg. #5	March 19-20, 2025
Project Team Mtg. #6	April 16-17, 2025
Project Team Mtg. #7	May 21-22, 2025
Project Team Mtg. #8	June 18-19, 2025
Performing Arts Feasibility Study (Step 2)	February 6 - April 2, 2025
Planning Commission Update #1	April 9-17, 2025
Draft - Final PROST Strategic Plan Update + Performing Arts Feasibility Study	June 18-19, 2025

Phase 4: Plan Adoption (July - August 2025)

Activity	Schedule
Open Space + Trails Advisory Board Endorsement (1)	June 9-10, 2025
Town Council Hearing (1)	July 22-23, 2025
Planning Commission Update #2 (Plan Endorsement)	June 18-19, 2025
Project website update	July 2025

Note: Final engagement and deliverables schedule may vary

Erie PROST Strategic Plan
Town of Erie, CO

Community Engagement Plan
Engagement Schedule
January 3, 2025

COMMUNITY OUTREACH + ENGAGEMENT

Playbook Engagement Program

- Stakeholder Meetings/Focus Groups are complete
- Upcoming Community Events
- Project Website - www.erieco.us/playbook
- Online questionnaire is live through April 2025
- Themes We Are Seeing So Far
 - Trail connectivity and signage
 - Teen-Centered Recreational Opportunities
 - Continued preservation of open space
 - Expansion of recreational facility space (indoors/outdoors)
 - Cultural & artistic space
 - Continued maintenance of existing facilities



Connecting YOU to FUN Playbook

Erie Parks & Recreation PROST Strategic Plan

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[Home](#) / [Connecting YOU to Fun Playbook](#)

The Erie PROST Playbook is an update to the Town's Parks, Recreation, Open Space, and Trails (PROST) Strategic Plan, last revised in 2016. Since then, Erie has experienced significant growth. To continue providing high-quality services to the expanding community, the Parks and Recreation Department is developing the Playbook that will outline the Strategic Plan for the next decade.

This project is taking place alongside a feasibility study for a Performing Arts Center (PAC).

Purpose of the Playbook

- Establish a comprehensive PROST Strategic Plan for the Town of Erie.
- Serve as a guiding framework to ensure programs, facilities, and amenities are balanced and equitably distributed.
- Include measurable strategies for recommendations, goals, and policies aligned with the [National Recreation and Park Association's \(NRPA\) standards](#).
- Incorporate community engagement to address residents' priorities, unmet needs, and satisfaction levels.
- Deliver a final strategic plan with clear implementation strategies, financial planning, and a prioritization schedule for the next decade.

Key Components of the Playbook

- An update to the 2016 PROST Plan.
- Community engagement and outreach initiatives.

Community Engagement Opportunities

Wednesday, April 16, 2025 4:00 pm to 8:00 pm
Erie Community Center Open House
Location: ECC Gym

Saturday, April 26, 2025 10:00 am to 1:00 pm
Arbor/Earth Day Celebration
Stop by our booth at the annual [Arbor Day/Earth Day Celebration](#)!

Saturday, May 17, 2025 10:00 am to 4:00 pm
Town Fair
Engage with us at our [Town Fair](#) booth!

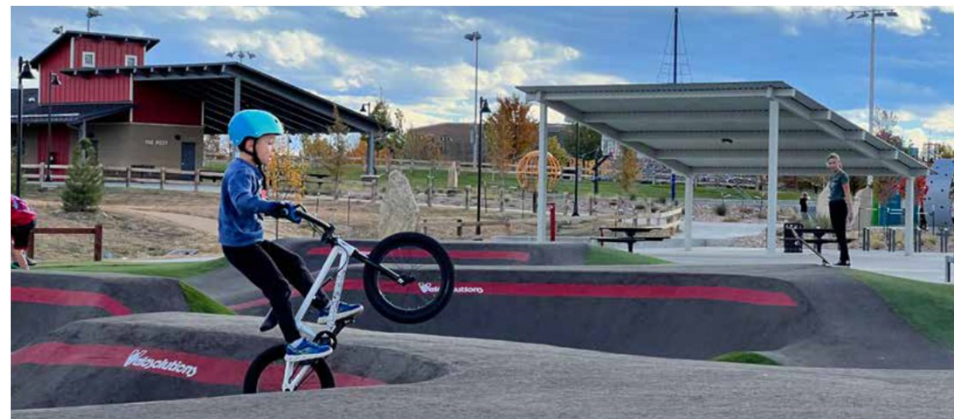
KEY TOPICS AND PRIORITIES

Connecting YOU to FUN Playbook

Erie Parks & Recreation PROST Strategic Plan



- **Comprehensive Plan Process**
 - Parks, Recreation, Open Space, and Trails (PROST) Plan
 - Performing Arts Feasibility Study
- **Community Engagement**
 - Ensures the plan addresses unmet needs, priorities, and satisfaction levels
- **Long Range Guide**
 - Applies industry best practices (programs, facilities and amenities)
- **Actionable + Measurable Strategies**
 - Recommendations, policies align with the National Recreation and Park Association's standards
- **Final Strategic Plan Reporting**
 - Implementation strategies, financial planning, and prioritization schedules for the next ten years



PROJECT OVERVIEW

Performing Arts Center Feasibility Study

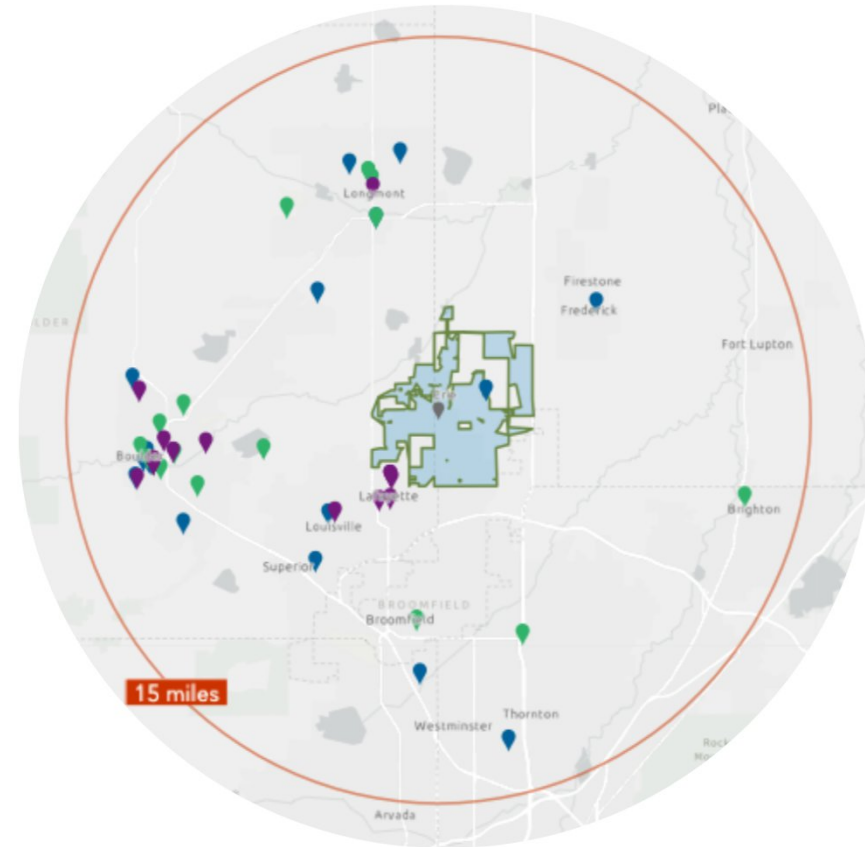
- Focus
 - Comprehensive study to assess viability and need
 - Analyze local performing arts demand, market opportunities, and gaps in current facilities
 - Provide financial feasibility insights, including cost estimates, funding strategies, and economic impacts
 - Initial site assessment to evaluate program and space requirements
- Outcome
 - Standalone feasibility Report



PROJECT OVERVIEW

Performing Arts Center Feasibility Study

- **Work to Date**
 - Demographic Analysis and Market Assessment
 - Cultural Participation Research and review of Broader Forces and Trends
 - Inventory in the Market Area
 - 29 stakeholder interviews and 2 Focus Groups
 - Site Visits
 - Preliminary analysis of questionnaire responses to date
- **Market and Needs Assessment**
 - Draft provided on March 12 at Working Session
- **Recommendations**
 - Move into the next phase of work
- **PAC Feasibility Study Next Steps**
 - Site review, operating assumptions, functional space program, capital cost estimate, updated questionnaire analysis, and economic impact analysis



KEY TOPICS AND PRIORITIES

PROST Playbook Next Steps

- Community Open House Event: April 16
 - Erie Community Center from 4-8 pm
- Arbor Day Engagement Event: April 26
 - Erie Community Park
- Town Fair Engagement Event: May 17
 - Downtown Erie
- Needs Assessment Report
 - Facilities Inventory
 - Demand + Future LOS Analysis
 - Initial Priorities + Needs
 - Community Engagement Summary



NEXT STEPS



Q+A



TOWN OF ERIE

645 Holbrook Street
Erie, CO 80516

Town Council

Board Meeting Date: 4/15/2025

File #: 25-203, **Version:** 1

SUBJECT:

Affordable Housing and Village at Coal Creek

DEPARTMENT: Planning and Development

PRESENTER(S): Sarah Nurmela, Director of Planning and Development
MJ Adams, Affordable Housing Manager

TIME ESTIMATE: 90 minutes

FISCAL SUMMARY: N/A

POLICY ISSUES:

In June 2024, Town Council adopted the Town of Erie Affordable Housing Policy, which outlines a series of actions to advance efforts to achieve the Town's affordable housing goals. These goals include encouraging the development of a variety of housing types and affordability. The diversity of housing opportunities is intended to accommodate a broad range of households from families to individuals who live here and/or want to call Erie home. Additionally, this work supports the Town's commitment through the Regional Housing Partnership to have 12% of the Town's housing stock affordable by 2035.

STAFF RECOMMENDATION:

Discussion only.

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

This study session will provide additional background and information on the Town's affordable housing initiatives to Town Council for review and consideration. Additionally, this study session will review the details and financial background on the Village at Coal Creek project.

COUNCIL PRIORITY(S) ADDRESSED:

- ✓ Engaged and Diverse Community
- ✓ Prosperous Economy
- ✓ Small Town Feel
- ✓ Safe and Healthy Community
- ✓ Environmentally Sustainable

ATTACHMENT(S):

1. Staff Report
2. Presentation
3. Village at Coal Creek March 25, 2025 Sarah Nurmela Memo
4. ARPA Reporting and Compliance Email from Sara Hancock March 11, 2025.
5. Village at Coal Creek Summary of Site Walk by Council Member Mortellaro
6. Natural Area Inventory of Habitat and Wildlife

**TOWN OF ERIE
TOWN COUNCIL MEETING
April 15, 2025**

SUBJECT: Affordable Housing and Village at Coal Creek

PURPOSE: Discussion only

CODE REVIEW: N/A

DEPARTMENT: Planning and Development

PRESENTER: Sarah Nurmela, Director of Planning and Development
MJ Adams, Affordable Housing Manager

STAFF RECOMMENDATION:

Informational item only.

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

Purpose of Discussion

The Town Council has requested additional information and background to more fully understand the Town's Affordable Housing policies and programs.

Staff are seeking input from Council for updated direction on the Town's affordable housing policy and initiatives. Additionally, staff seek direction on next steps for the Village at Coal Creek development.

Affordable Housing Policy

As presented at the March 4th Council Study Session, the Town's Affordable Housing efforts have been in motion since 2022, following direction from multiple adopted resolutions, plans, and policies including:

- Comprehensive Plan, with the most recently adopted Plan echoing the 2005 and 2015 housing theme of a need for a greater diversity of housing types that serve a broad range of income levels;
- Boulder County Regional Housing Partnership participation, including the regional commitment to strive for 12% of housing to be affordable by 2035;
- Housing Needs Assessment (HNA) with recommendations for Affordable Housing Strategy Options, adopted in 2024;
- Affordable Housing Policies, adopted in June 2024 to guide efforts;
- Special District Policy, encouraging a mix of affordable and attainable units in residential development, adopted in 2022;

- Proposition 123 Program, Erie committed to increasing the number of affordable housing units and also adopted an expedited permitting process for developments with affordable housing that provided for administrative review and approval and increased flexibility on development standards.

Town of Erie Financial Commitments to Support Affordable Housing

The Town allocated a significant portion of the Town's American Rescue Plan Act (ARPA) funds to support affordable housing initiatives. In addition, the Town has allocated General Fund funds towards staffing and incentives to amplify multiple grants received to support affordable housing initiatives and developments.

In 2022, the Town hired its first affordable housing manager and hired a consultant to complete the Housing Needs Assessment. This first year of Affordable Housing activities was fully funded with \$139,444 in ARPA funds. In 2023, the Town added a housing specialist and with staffing and consulting covered by ARPA through the end of 2023. In 2024, these expenses were covered by the General Fund with the exception of project-related consulting and pre-development work, which continued to be ARPA-funded. In summary, from 2022 through the end of 2024, administrative and operations costs for the Affordable Housing Division totaled \$608,369 with \$311,197 of this from Town funds. The following tables include year by year details of the costs associated with the work of the Affordable Housing Division and the public investments in both the Cheesman Residences and Village at Coal Creek developments.

Affordable Housing Division

EXPENSES	2023	2024	2025	2026	2027
	<i>ACTUAL</i>	<i>ACTUAL</i>	<i>BUDGET</i>	<i>PROJECTED</i>	<i>PROJECTED</i>
Staffing	\$112,564	\$250,376	\$297,562	\$301,365	\$301,365
Contracted Services	\$13,985	\$90,000	\$160,000	\$160,000	\$160,000
Regional Hsg Partnership	*	*	*	*	\$70,000**
TOTAL	\$126,549	\$342,376	\$457,861	\$461,365	\$531,365
SOURCES					
Town Funds	\$3,578	\$307,619	\$457,681	\$461,365	\$461,365
ARPA/IHOP	\$122,971	\$34,757	\$0	\$0	\$0
BoCo ARPA	*	*	*	*	\$70,000**
TOTAL	\$126,549	\$342,376	\$457,681	\$461,365	\$531,365
* expenses covered by Boulder County ARPA funds					
** potentially partially funded by Boulder County Affordable/Attainable Housing Tax Admin					

Cheesman Residences

For Cheesman, the Town's contribution towards the total development costs has been \$3,269,849 with \$155,987 in Town's funds and \$3,113,862 in grant funds.

EXPENSES	2023	2024	2025	2026
	ACTUAL	ACTUAL	BUDGET	PROJECTED
Acquisition	\$1,125,019	-	-	-
Pre-Development Expenses	\$11,389	\$132,535	\$2,025	-
Fees	\$0	\$1,892,881	\$106,000	-
TOTAL	\$1,136,408	\$2,025,416	\$108,025	\$0
SOURCES				
General Fund	\$11,389	\$144,598	-	-
ARPA	\$1,125,019	\$880,518	\$108,025	-
DOLA	-	\$1,000,000	-	-
TOTAL	\$1,136,408	\$2,025,416	\$108,025	\$0

Village at Coal Creek

For the Village at Coal Creek the Town's contribution towards the total development costs has been \$7,066,697 with \$3,404,697 from TNACC funds and \$3,662,000 in ARPA funds.

EXPENSES	2023	2024	2025	2026	2027
	ACTUAL	ACTUAL	BUDGET	PROJECTED	PROJECTED
Acquisition	\$6,757,038	-	-	-	-
Pre-Development Expenses	-	\$99,449	\$11,429	-	-
Fees	-	--	\$198,781	-	-
TOTAL	\$6,757,038	\$99,449	\$210,210	TBD	
SOURCES					
General Fund	-	-	-	-	-
TNACC	\$3,404,697	-	-	-	-
ARPA	\$3,352,341	\$99,449	\$210,210	-	-
TOTAL	\$6,757,038	\$99,449	\$210,210	TBD	

*Note: per SN Memo of 3.25.25, \$144K of the 2025 budget number (\$210,210) is unexpended to date (SN 3.25.25 memo).

Capital (CIP) Funding

The 2023 Capital Budget included an initial allocation of \$1M for Affordable Housing of which \$145,000 was expended on reimbursement of use taxes for Cheesman, which was not an ARPA-eligible expense.

The 2025 Capital Budget also included an additional \$500,000 in capital for the Affordable Housing Fund and \$375,000 for additional pre-development site work (warehouse demolition) at the Village at Coal Creek parcel. The warehouse demolition came in below initial cost estimates and was covered with ARPA funds.

	2023	2024	2025
2023 Initial Appropriation	\$ 1,000,000		
2024 Rollover		\$ 1,000,000	
Expended Cheesman S&U Tax Reimbursement		\$ (145,000)	
Remaining Balance		\$ 855,000	
2025 Rollover			\$ 855,000
2025 Appropriation for Affordable Housing Fund			\$ 500,000
2025 Appropriation for V@CC Pre-Development			\$ 375,000
Balance			\$ 1,730,000

Funding Sources to Support Affordable Housing

To supplement Town resources, the following external funding sources have been used and all, but ARPA, may be available in the future to support the Town's affordable housing efforts.

- **ARPA federal grant** – a one-time allocation to communities to recover from pandemic impact. Erie allocated most of its ARPA award to support affordable housing efforts. The Town used the funds to purchase the Cheesman site and help purchase the Village at Coal Creek (Page) site; fund pre-development activities including the demolition of blighted structures on the sites; fund incentives including rebates of impact and development fees; and fund the first two years of affordable housing staffing costs.
- **Special District (metro district) Approvals** – In 2022, Erie implemented a special district policy that requires a developer to provide affordable and/or attainable housing to secure an approval. The policy provides flexibility in how to meet the requirements, including a contribution to the Town's affordable housing fund. The Town currently has a commitment from a developer for \$450,000 towards the fund.
- **Public/Private Partnerships (P3)** -could harness the dynamics of the market to help cover the cost of creating affordable homes. The public sector

provides land, density bonus and/or regulatory flexibility in exchange for a commitment of creating affordable housing by the private sector developer.

- **State and federal housing grants** – are available to assist with the cost of developing affordable housing. Colorado’s Proposition 123 legislation has created a dedicated revenue stream to support affordable housing development in communities that commit to increasing the number of affordable housing units and amending local regulations by January 2027 to expedite the development review process for affordable housing developments.

State and Federal housing grants are also important for preserving the Town’s naturally occurring affordable housing (NOAH). These typically older homes need repairs to remain safe and habitable as owners age in place. Erie recently won a Weld County CDBG grant to help low/moderate income homeowners to make critical repairs, improve energy efficiency, and to increase handicap accessibility of these homes. State and Federal funding sources frequently require a local match to receive the funds.

- **Affordable and Attainable Housing Tax (AAHT/1B)** – Boulder County recently passed a new tax to support affordable and attainable housing. These funds may be available to support new affordable development in the Boulder County portion of Erie.
- **Private Activity Bonds (PABs)** -The Town of Erie receives an annual allocation of Private Activity Bond capacity each year that can be used to support affordable housing tax credit developments. Erie may assign this bond capacity to other developments if Erie does not have a project. In recent years Erie has allocated its PABs to the Willoughby Corner and Spine Road Affordable multi-family developments in Boulder County.
- **Philanthropic/Foundation resources:** Community foundations serving both Boulder and Weld Counties, as well as some national foundations, may have resources available to support affordable housing initiatives.

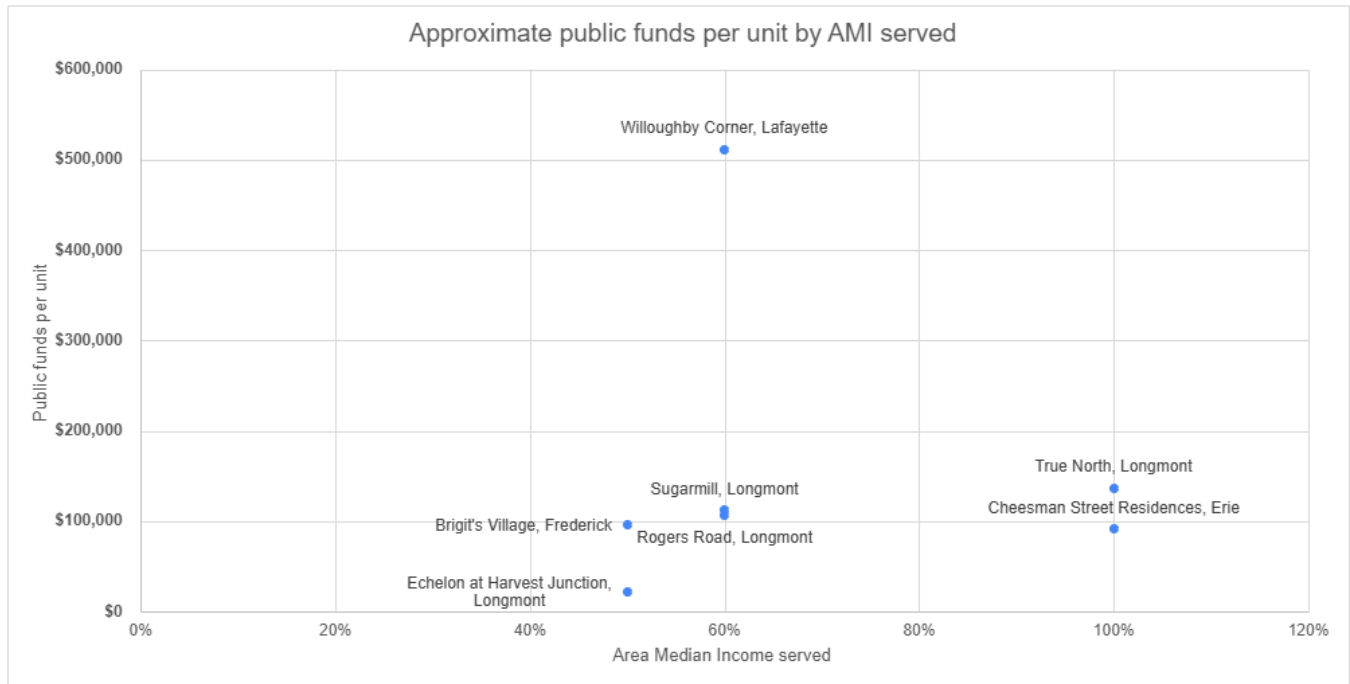
Cost of Public Investment in Creating Affordable Housing

Public investment in affordable housing is required to bring a project to fruition. This investment is often a combination of sources from local, State, and Federal grants and funds. The amount of investment varies based on factors like local/regional household incomes, location and land costs, infrastructure needs and site challenges, tenure (ownership vs rental), and the level of incomes that will be met by the project.

Typically, this combined investment ranges between \$50,000 to \$150,000/unit, although these numbers are on the rise as construction costs and interest rates increase. In 2024, the Cheesman Residences project used approximately \$92,000/unit in combined ARPA, State grant funds and Town funds to create 35

homes affordable to households earning an average of 100% AMI (\$146,000 family of 4). Nearby in Lafayette, public investment in the 400-unit Willoughby Corner reached \$512,000/unit, serving an average of 60% AMI for rental and up to 120% AMI for ownership units, however, it should be noted that Willoughby Corner had an unusually high level of public infrastructure in their development costs. The level of public investment needed increases as the level of affordability strives to serve lower income households.

The chart above provides additional affordable housing public investments in and around the Town of Erie.



Cheesman Residences Update

The Town's Housing Needs Assessment highlighted a lack of attainable homeownership opportunities in Erie, in addition to a need for greater housing diversity and rental options. As part of a multi-pronged approach to create more housing opportunities in the community, the Town used ARPA funds to acquire the 2-acre Cheesman Residences site. After issuing a Request for Proposals seeking a developer to create affordable ownership units in the 80-110% Area Median Income (AMI) range, the Town selected Vertikal Development to build 35 homes affordable to families earning less than 90% and 110% AMI. Each home will have a deed restriction limiting resale to up to 140% AMI for 20 years. Funding from the Town's ARPA grant funds and General Fund were supplemented by a \$1,000,000 grant from Colorado Department of Local Affairs (DOLA) resulting in a public investment of approximately \$92,000/unit to create each affordable home.

Construction started in summer 2024 and continues with the first homes expected to be ready for occupancy in July 2025. Seventy-two (72) potential buyers have submitted pre-applications to date, of which 23 have been offered reservations. Most applicants have incomes in the 70 to 110% AMI income range. Several live or work in Erie, with most of the balance from surrounding communities. Occupations range from public servants, professionals, tradespeople, and retail/sales/service with a few retired families among the applications.

Council Direction on Policy Updates

Following the March 4 and April 15 study session discussions, staff are seeking direction from Council on policy updates. Specifically,

1. As directed, staff are moving forward to rescind the expedited review and flexible standards for affordable housing developments adopted in July 2023. Only one development utilized this process – the Cheesman Residences – a 100% affordable homeownership development. The code changes will require a consultation with the Planning Commission (scheduled in May) to seek a recommendation to Town Council. A public hearing for the Town Council to consider and vote on the code changes is currently on the agenda for June 2025.

Direction from Town Council re-evaluating how the Town could meet the Proposition 123 requirement for expedited development review for affordable housing developments. This evaluation will include the percentage of affordable units, standards, and definitions. Staff anticipate returning to Council with this evaluation in early 2026.

2. Town Council adopted the Town of Erie Affordable Housing Policies in June 2024, formally implementing the tools and strategies identified by the Housing Needs Assessment and Affordable Housing Strategy. These policies have served as the direction for the Town's work on affordable housing initiatives and should be revised if Council's approach to how the Town supports/participates in the creation of affordable housing is to change.
3. The Town's Housing Needs Assessment was completed in February 2023 and amended in 2024 to better identify gaps in the Town's housing inventory to target and identify priorities. New State legislation requires all communities to complete a Housing Needs Assessment by 2026 and to create a Housing Action Plan by 2028. The State has indicated that the combination of our Housing Needs Assessment and the DRCOG subregional housing needs assessment meets Erie's requirement to meet the housing needs requirement. Erie will, however, need to complete a Housing Action Plan that addresses the needs identified in the HNA by January 2028.

Council Direction on Village at Coal Creek

Included in the Board Packet for the April 15, 2025 study session is the March 25th Memo on the Village at Coal Creek project. Also attached are Natural Area Inventory maps of Habitat Quality and Wildlife to provide perspective on open space quality and value throughout the site.

Staff are seeking direction on how to proceed with the Village at Coal Creek project. Although the original intention for the residential portion of the project was to be a mixed-income development with all units at or below 120% AMI, there is flexibility on the type of housing (tenure and affordability level) as well as the timeline for construction.

Given the combination of goals, opportunities, and constraints on funding sources, the following options could be considered by Council.

Options		Description	Zoning			Parks facilities	Required Actions**
			AGH	AG/OS and/or PLI	Full PD*		
1	Planned Project	Neighborhood; Complete trails; parks facilities					None
2	Reduced Scope - A	Neighborhood; Complete trails; NO parks facilities					No bldg feasibility analysis
3	Reduced Scope - B	DELAY neighborhood; Complete trails; parks facilities					Modify DIG scope/ Council approval
4	Minimum Action	DELAY neighborhood; Complete trails; NO parks facilities					Same as Reduced B plus no psa-facilities

AGH: Agricultural Holding **PLI:** Public Lands and Institutional **PD:** Planned Development

* Full PD would include development standards, uses and building typologies, circulation, and trails.

** Modify scope of contract with DIG Studios. Cancel unsigned professional services agreement for park facility building feasibility study.

The one aspect of this project that is time-sensitive is the development of a conceptual plan and PD funded with approximately \$200,000 in funds ARPA that must be fully expended by December 2026. Approximately \$134,000 of the funds for the conceptual plan have not yet been expended. Also, approximately \$11,000 of the funds for the balance of work for the environmental analysis have not been expended. All of the Village at Coal Creek options (listed in table above) will require some additional conceptual planning, including the layout of the trail network.

ATTACHMENT(S):

1. Staff Report
2. Presentation
3. Village at Coal Creek March 25, 2025 Sarah Nurmela Memo
4. ARPA Reporting and Compliance Email from Sara Hancock March 11, 2025
5. Village at Coal Creek Summary of Site Walk by Jon Mortellaro
6. Natural Area Inventory of Habitat and Wildlife



ERIE
COLORADO

Affordable Housing Study Session April 15, 2025

Sarah Nurmela, Director of Planning and Development
MJ Adams, AICP, Affordable Housing Manager

April 15, 2025

A home for her family?



Teacher in the local school system applied to buy a home at the Cheesman Residences

Earns about \$118,000/year (81% AMI)

Has rented in Erie with her children for over 3 years



Aging in community?

Senior woman – moved to Erie in 2001 because it was more affordable than Louisville, Lafayette & Boulder



"I'm now retired, I was able to save so I do have some money coming in and social security. I'm making ends meet. But if I wanted to sell my house and move into something a little less to care for as I get older, there's nowhere for me to go. There's no small homes."



Roadmap for Discussion

- **Inform**
 - Affordable Housing Program
 - Village at Coal Creek (Page Property)
 - Cheesman Residences
- **Direction Requested from Council**
 - Policy changes to evaluate
 - Direction on next steps for Village at Coal Creek



Affordable Housing Program Policy Direction

- Comprehensive Plan now and in the past
- Regional Housing Partnership 12% commitment
- Housing Needs Assessment & Strategy
- Adopted Affordable Housing Policies
- Special District Policy
- Expedited Review for Affordable Housing Ordinance



Affordable Housing Costs

- **Programmatic**
 - Staff
 - Consulting
 - Operating and Maintenance for properties
- **Project Specific**
 - Land
 - Pre-development work (due diligence studies)
 - Incentives (tax rebates, etc.)



Financial – Programmatic

EXPENSES	2023	2024	2025	2026	2027
	ACTUAL	ACTUAL	BUDGET	PROJECTED	PROJECTED
Staffing	\$112,564	\$250,376	\$297,562	\$301,365	\$301,365
Contracted Services	\$13,985	\$90,000	\$160,000	\$160,000	\$160,000
Regional Hsg Partnership	*	*	*	*	\$70,000**
TOTAL	\$126,549	\$342,376	\$457,861	\$461,365	\$531,365
SOURCES					
Town Funds	\$3,578	\$307,619	\$457,681	\$461,365	\$461,365
ARPA/IHOP	\$122,971	\$34,757	\$0	\$0	\$0
BoCo ARPA	*	*	*	*	\$70,000**
TOTAL	\$126,549	\$342,376	\$457,681	\$461,365	\$531,365
* expenses covered by Boulder County ARPA funds					
** potentially partially funded by Boulder County Affordable/Attainable Housing Tax Admin					



Financial – Cheesman Residences

EXPENSES	2023	2024	2025	2026
	ACTUAL	ACTUAL	BUDGET	PROJECTED
Acquisition	\$1,125,019	-	-	-
Pre-Development Expenses	\$11,389	\$132,535	\$2,025	-
Fees	\$0	\$1,892,881	\$106,000	-
TOTAL	\$1,136,408	\$2,025,416	\$108,025	\$0
SOURCES				
General Fund	\$11,389	\$144,598	-	-
ARPA	\$1,125,019	\$880,518	\$108,025	-
DOLA	-	\$1,000,000	-	-
TOTAL	\$1,136,408	\$2,025,416	\$108,025	\$0



Financial – Village at Coal Creek

EXPENSES	2023	2024	2025	2026	2027
	ACTUAL	ACTUAL	BUDGET	PROJECTED	PROJECTED
Acquisition	\$6,757,038	-	-	-	-
Pre-Development Expenses	-	\$99,449	\$11,429	-	-
Fees	-	--	\$198,781	-	-
TOTAL	\$6,757,038	\$99,449	\$210,210	TBD	
SOURCES					
General Fund	-	-	-	-	-
TNACC	\$3,404,697	-	-	-	-
ARPA	\$3,352,341	\$99,449	\$210,210	-	-
TOTAL	\$6,757,038	\$99.449	\$210,210	TBD	

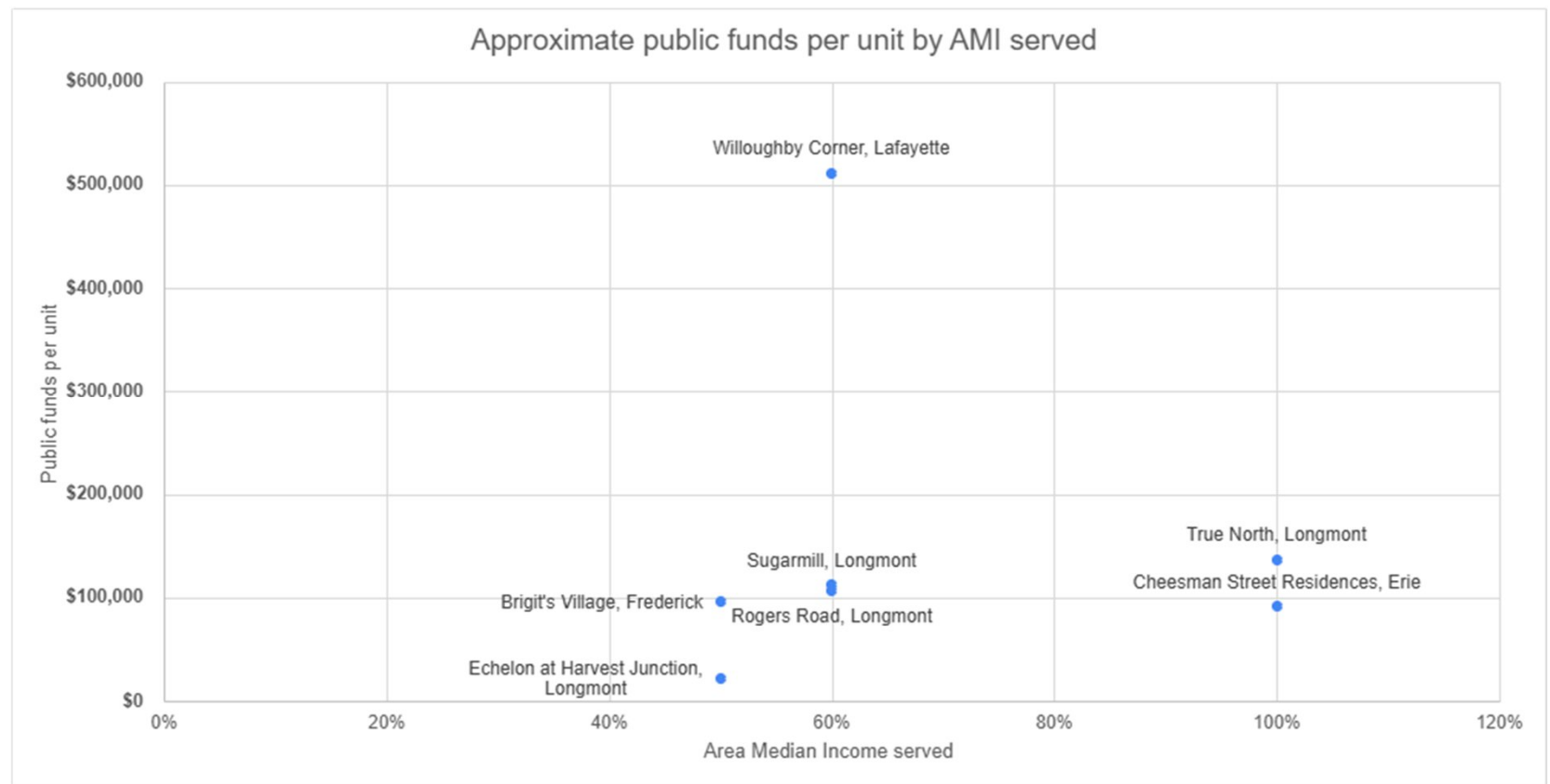


CIP Funds- Summary

	2023	2024	2025
2023 Initial Appropriation	\$ 1,000,000		
2024 Rollover		\$ 1,000,000	
Expended Cheesman S&U Tax Reimbursement		\$ (145,000)	
Remaining Balance		\$ 855,000	
2025 Rollover			\$ 855,000
2025 Appropriation for Affordable Housing Fund			\$ 500,000
2025 Appropriation for V@CC Pre-Development			\$ 375,000
Balance			\$ 1,730,000



Public funds invested per unit





EXTERNAL Financial Resources to Support Affordable Housing

- ARPA Federal Grant (no longer available)
- Special district (metro districts)
- Public/Private Partnerships (P3)
- State and Federal grants
- State and Federal Affordable Housing Tax Credits
- BoCo Affordable & Attainable Housing Tax (AAHT/1B)
- Private Activity Bonds (PABs)
- Philanthropic Foundations



Village at Coal Creek

- Background & Goals of Project
- Property Purchase Details
- Financing the Project



Financial – Village at Coal Creek

EXPENSES	2023	2024	2025	2026	2027
	ACTUAL	ACTUAL	BUDGET	PROJECTED	PROJECTED
Acquisition	\$6,757,038	-	-	-	-
Pre-Development Expenses	-	\$99,449	\$11,429	-	-
Fees	-	--	\$198,781	-	-
TOTAL	\$6,757,038	\$99,449	\$210,210	TBD	
SOURCES					
General Fund	-	-	-	-	-
TNACC	\$3,404,697	-	-	-	-
ARPA	\$3,352,341	\$99,449	\$210,210	-	-
TOTAL	\$6,757,038	\$99,449	\$210,210	TBD	



Village at Coal Creek

- TNACC Funding Constraints
- ARPA Funding Constraints
 - Expended funds cannot be undone; un-expended funds can be reassigned
 - Flexibility with ARPA offers more latitude in mix of market & affordable units
- Potential sources to fund affordable housing
 - Public/private partnership-(land, affordable housing fund)
 - State &/or federal grants &/or Affordable Housing Tax Credits



Village at Coal Creek - Options

Options		Description	Zoning			Parks facilities	Required Actions
			AGH	AG/OS and/or PLI	Full PD		
1	Planned Project	Neighborhood; Complete trails; parks facilities					None
2	Reduced Scope - A	Neighborhood; Complete trails; NO parks facilities					No bldg feasibility analysis
3	Reduced Scope - B	DELAY neighborhood; Complete trails; parks facilities					Modify DIG scope/ Council approval
4	Minimum Action	DELAY neighborhood; Complete trails; NO parks facilities					Same as Reduced B plus no psa-facilities

Cheesman Residences



- Background & Goals
- Financing the Development
- Status



Cheesman Residences

- 35 homes under construction
- Single family detached & townhomes
- \$385,000 -\$472,500
- First closings expected in July 2025
- All sales to be completed by end of 2025



Financial – Cheesman Residences

EXPENSES	2023	2024	2025	2026
	<i>ACTUAL</i>	<i>ACTUAL</i>	<i>BUDGET</i>	<i>PROJECTED</i>
Acquisition	\$1,125,019	-	-	-
Pre-Development Expenses	\$11,389	\$132,535	\$2,025	-
Fees	\$0	\$1,892,881	\$106,000	-
TOTAL	\$1,136,408	\$2,025,416	\$108,025	\$0
SOURCES				
General Fund	\$11,389	\$144,598	-	-
ARPA	\$1,125,019	\$880,518	\$108,025	-
DOLA	-	\$1,000,000	-	-
TOTAL	\$1,136,408	\$2,025,416	\$108,025	\$0



Cheesman Residences- Buyers

- 72 pre-applications received

	Live	Work
In Erie	8	4
In Boulder/Weld Cnty	13	13
Beyond/Retired	2	6

- 23 reservations

Type of Employment	
Public Servants (teachers, gov employees)	19
Professionals	20
Retail/Sales/Services	8
Trades	5
Retired/other	9



Council Direction on Policy

- Recission of expedited review ordinance 017-2023
 - Planning Commission –May 2025
 - Town Council Public Hearing – June 2025
- Proposition 123 commitment – by December 2026
 - Commitment to create 15 new units
 - Revised expedited review for affordable housing
- Updating Town of Erie Affordable Housing Policies
- Housing Action Plan due to State (January 2028)



Council Direction on Village at Coal Creek

- Project currently on pause
- Options to move forward
 - Neighborhood; Complete trails; parks facilities
 - Neighborhood; Complete trails; NO parks facilities
 - DELAY neighborhood; Complete trails; parks facilities
 - DELAY neighborhood; Complete trails; NO parks facilities

MEMO

To: Town Council

From: Sarah Nurmela, Planning and Development Director
Luke Bolinger, Director of Parks & Recreation
David Pasic, Public Works Director
Sara Hancock, Finance Director
MJ Adams, Affordable Housing Manager
Aly Burkhalter, Senior Planner

Date: March 25, 2025

Subject: Village at Coal Creek Project Financing

This memo provides additional detail on financing sources and uses for the Village at Coal Creek project. The goals of the project are outlined, along with the site advantages for both a mixed income neighborhood and parks & open space facilities. Also included are specific details on the funding sources and requirements. Finally, potential options for how Council may want to consider moving forward on the project are outlined. The intent of this memo is to inform Council, with discussion and direction to be provided to staff at the April 15 Study Session.

BACKGROUND AND PROJECT GOALS

The Village at Coal Creek (VCC) project is located on a 46.5-acre site formerly known as the Page Property. A portion of this property was a key acquisition request of the Open Space and Trails Advisory Board (OSTAB) for additional open space to enhance the riparian corridor along Coal Creek and provide trail connectivity in this area of Erie. As a result, Town staff had been in conversation with the property owner on and off over the years to determine willingness to sell. Purchase of the site would not only obtain a key open space connection for the Town but would also allow the Town to annex and address the blighted portions of the site, which included un-permitted storage, soil mitigation, and industrial uses.

In 2022, Weld County initiated code enforcement action, which encouraged the property owner to move forward with a property sale. During this timeframe, the St. Vrain School District and multiple residential developers were interested in and evaluating purchase of the site. The Town continued to pursue its interest in purchasing the site, which would meet multiple Town goals, including:

- Addressing blight and concerns from surrounding residents on the condition of the site;
- Expanding open space, habitat, and recreational trail opportunities along Coal Creek, as prioritized by OSTAB;

- Cost-effectively providing additional space for the Parks & Open Space Division offices and equipment storage. (Currently, the Division employs 20 full-time staff and 30 seasonal employees. The long-range staffing plan estimates that the Division will add seven more full-time staff members by 2030. To maintain current levels of service and accommodate future needs, the Division requires use of the existing 3,400-square-foot barn—that is currently storing seasonal equipment—construction of a new 5,000-square-foot climate-controlled maintenance building, and allocation of 100,000 square feet for outdoor storage); and
- Creating opportunities for the development of a mixed-income neighborhood that could include affordable housing.

The site is advantageously located to serve these goals for the following reasons:

1. The site is located within a developed area and thus has access to existing infrastructure, making it less costly to develop.
2. The site is located along Coal Creek and is adjacent to Coal Creek Park, trails, and Reliance Park—making it a key site for trail connections as identified by OSTAB.
3. For a neighborhood development, including affordable units, the site not only has parks access but is located adjacent to Downtown and its amenities and is walkable to Erie Elementary and Erie Middle schools. Locating affordable housing within walking distance to amenities is considered best practice.

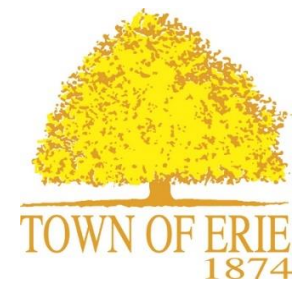
WORK AND EXPENDITURES COMPLETED TO DATE

In January 2024, the Council approved an ordinance to annex the parcel into the Town of Erie. Zoning action was not taken with the annexation, and the property is currently zoned as Agricultural Holding (AGH). The AGH zoning allows the existing agricultural-related uses to continue on the land annexed to the Town until the property is redeveloped. The Comprehensive Plan designates the site as Medium Density Residential in anticipation of development of a portion of the site.

Since buying the site, staff have moved forward on both addressing the blight on the site and rezoning efforts to achieve the Town's goals. This includes:

- Completing the RFP process to conduct a facilities feasibility study on the existing house and surrounding buildings for open space and parks facilities (no agreement has been signed);
- Demolishing the warehouse building on the south end of the site;
- Analyzing structural and environmental aspects of the existing pond; and
- Contracting with a consultant team to create a concept plan and zoning (Planned Development, or PD) for the mix of residential and open spaces uses on the site.

MEMO



The following table outlines funds expended and the remaining funds committed to the project. It should be noted that the project is currently on “pause” with consultants. Additionally, no commitments to developers have been made for development of the site.

Village at Coal Creek Expenditures				
<i>Activity</i>	<i>Fund Source</i>	<i>Budget Year</i>	<i>Amount Expended/ Encumbered</i>	<i>Committed, Not Spent</i>
Land Acquisition – OSTAB Share	TNACC	2023	\$3,404,697	-
Land Acquisition – Affordable Housing Share	ARPA	2023	\$3,352,341	-
Pre-Development – Environmental Assessment	ARPA	2024	\$13,310	-
Pre-Development – Pond Evaluation	ARPA	2024	\$34,757	\$11,429
Pre-Development – Warehouse Demolition	ARPA	2024	\$84,313	-
Pre-Development – Conceptual Plan/PD	ARPA	2024	\$65,648	\$133,133
Subtotals by Year				
	TNACC	2023	\$3,404,697	
	ARPA	2023	\$3,352,341	
	ARPA	2024	\$198,028	\$141,925
Total Expenditures & Committed			\$6,955,066	\$141,925

FUNDING AND ASSOCIATED CONSTRAINTS

The \$6.7m purchase was funded using equal amounts of approximately \$3.4m from the Trails, Natural Areas, and Community Character (TNACC) and American Rescue Plan Act (ARPA) funds. Additional ARPA funds were committed to this site and must be spent by the end of 2026.

TNACC

The Trails, Natural Areas, and Community Character (TNACC) is a 4 mill property tax that plays a vital role in preserving local ecosystems and promoting outdoor recreation for residents and visitors. The mill levy ensures that scenic lands are safeguarded for future generations, while maintaining the Town’s distinct character. Funds from the tax must be used exclusively to:

- protect natural areas along Coal Creek and Boulder Creek,
- conserve scenic landscapes and views,
- create and enhance hiking, biking, and walking trails,
- protect wildlife habitat,
- acquire natural areas to separate Erie from other communities, and
- construct, improve, and maintain trails, parks, parkland infrastructure, and open space.

In order to use the VCC site for any of these uses, **the site must be rezoned** to either Agricultural/Open Space or Public Lands and Institutions.

ARPA – Implications for Development

The use of ARPA funds for purchase of the VCC site was intended to support a mixed-income residential neighborhood that included affordable and market-rate housing. The use of ARPA funds for this purpose does not require the entirety of the residential units to be affordable; the total development cost of the VCC project would far exceed the ARPA funds invested in the site. **Only a portion of the units would be required to be affordable** to meet the intent of the ARPA investment on the site.

ARPA Constraints

Background:

The Town purchased the 49-acre Page Property in 2023, using both ARPA funds and Town open space funds.

Issue:

Town staff has been asked to determine whether it is possible to "repay" to the federal government the ARPA funds used for the purchase of the Page Property, if the Town Council no longer wishes to use any of the Page Property for affordable housing.

Analysis:

The ARPA Final Rule required the Town to identify the use of all ARPA funds to the federal government no later than December 31, 2024. In April 2024, the Town identified the use of funds as follows:

“In 2023, the Town acquired a 2-acre parcel for a 35 affordable homeownership development and another parcel (about 25 acres of land (50% of a 49-acre parcel) for future affordable housing. In addition to land acquisition, the Town has also used ARPA funds to site prep on the 2-acre site and also fund impact/development fees.”

ARPA does not allow the Town to reallocate ARPA funds to different projects once those ARPA funds have been expended (as they have been here). However, ARPA does not impose any deadline for using the Page Property as described in the Town's 2024 report. As such, there is no need for the Town to repay these ARPA funds, even if the Town Council wishes to delay the use of the Page Property for affordable housing. In other words, the purpose of the ARPA funds was fulfilled the moment the Town closed on the Page Property.

If the Town Council wishes to repay these ARPA funds anyway, the federal government will clearly take the money back, but such a repayment would cause other consequences.

The most impactful consequences relate to the Town's required financial reporting to the State. In December 2023, the Town reported the purchase of the Page Property and the use of ARPA funds on the Town's financial statements to the State. Any change to an expenditure, especially at that dollar threshold, would require a re-issuance, a material audit finding, and could trigger a federal audit of the ARPA funds. In the world of Finance, a re-issuance is only utilized when a true mistake was made. ARPA

MEMO



funding was also subject to a single audit for 2023 financials, which has been completed and reported. Therefore, we do not recommend that the Town Council repay the ARPA funds already expended to purchase the Page Property.

There are also other ARPA funds (\$141,925) that have not yet been expended by the Town. These funds may lawfully be reallocated to any other eligible ARPA project, so long as they are expended by the 12/31/2026 deadline. As such, as long as they are reallocated to an eligible project, none of the \$141,925 would need to be repaid to the federal government (even if none of these funds are used for affordable housing).

OPTIONS FOR MOVING FORWARD

Given the combination of goals, opportunities, and constraints on funding sources, the following options could be considered by Council.

Options	Description	Zoning			Parks facilities	Required Actions**
		AGH for Developable Area	AG/OS and/or PLI	Full PD*		
1	Planned Project	Neighborhood; Complete trails; parks facilities				None
2	Reduced Scope - A	Neighborhood; Complete trails; NO parks facilities				No bldg feasibility analysis
3	Reduced Scope - B	DELAY neighborhood; Complete trails; parks facilities				Modify DIG scope/ Council approval
4	Minimum Action	DELAY neighborhood; Complete trails; NO parks facs.				Modify DIG scope/Council approval & no bldg. feasibility

* Full PD would include development standards, uses and building typologies, circulation, and trails.

** Modify scope of contract with DIG Studios. Cancel unsigned professional services agreement for park facility building feasibility study.

AGH – Agricultural Holding

PLI – Public Lands and Institutional

PD – Planned Development zoning

ADDITIONAL ARPA DETAIL & TIMELINE OF DECISIONS

Appropriation and Use of ARPA Funds

As noted in Director Hancock's February 10, 2023 Confidential Memo, staff explained that acquiring the Page property would further the Town's goals including providing land for affordable housing and providing much needed office and storage space for field staff and maintenance equipment. It also noted that ARPA funds were available if the Board desired affordable housing, and Public Facility Impact Fees can be used to cover expenses associated with the warehouse and office area. The Council approved ARPA funding to purchase the Page property in the 2024 Budget. However, negotiations to close the purchase proceed faster than anticipated, thus it was necessary for the Council to amend the 2023 Budget to appropriate the ARPA funding. The Council took this action approving the 3rd supplemental appropriation on [November 28, 2023](#).

Timeline

1. Approvals Related to Village at Coal Creek Project
 - June 13, 2023 – [Agenda item 23-322](#) (resolution authorizing acquisition of Page property)
 - Nov 15, 2023 – [Agenda item 23-550](#) Ordinance 27-2023 – updating the 2023 budget to reflect the actual timing of ARPA expenditures for land acquisition for affordable housing
 - Dec 10, 2024 – [Agenda 24-543](#) DIG Studios – Contract for consultant to develop conceptual plan and PD for parks/rec facility; open space, trails & mixed-income/affordable housing neighborhood.
2. Dec 10, 2024 - [Agenda 24-551](#) Supplemental Budget Request: \$85K supplemental budget to use ARPA funds for the asbestos abatement and demolition of the warehouse on the Village at Coal Creek property.

ARPA Compliance and Reporting Information

From Sara Hancock <shancock@erieco.gov>

Date Tue 3/11/2025 5:05 PM

To Internal Council <internalcouncil@erieco.gov>

Cc Town Management Team <townmanagers@erieco.gov>; Kelly Driscoll <kdriscoll@erieco.gov>; Luke Bolinger <lbolinger@erieco.gov>; Aly Burkhalter <aburkhalter@erieco.gov>; MJ Adams <mjadams@erieco.gov>; Amy Teetzel <ateetzel@erieco.gov>

Good afternoon, Mayor and Council,

Below is the requested information regarding the ARPA funds and restrictions based on expenditures, both completed and planned. I know there were specific questions regarding the Village at Coal Creek, which staff is compiling as well. However, given the lofty amount of information related to ARPA, Melissa and I determined that it would be helpful to share this information separately. I have distilled this down as best I can, so please feel free to ask additional questions if something is unclear!

In terms of “unwinding” or reversing the investment on the Page Property (Village at Coal Creek), including the consultant contract for conceptual plan, we cannot undo the investment or the use of ARPA funds. This is due to two reasons, one related to our statutory requirements of municipal financial reporting and the other related to ARPA reporting:

- The purchase and use of ARPA funds was reported in December of 2023, meaning that expenditure is included in the Town’s financial statements and have been reported to the state. Any change to an expenditure, especially at that dollar threshold, would require a financial statement re-issuance, a material audit finding, and could trigger a federal audit on a reversal of the ARPA funds. In the world of Finance, you never want to reissue financial statements unless a true mistake was made. ARPA funding was also subject to a single audit for 2023 financials, which has been completed and reported. We also confirmed that the funds will be subject to allowable expense testing once all ARPA funds are completely expended, which will be an added component of the final single audit on the funds. Additionally, reversing the expenditure and using an alternative funding source would likely have legal implications, as the previous Council held the authority to appropriate funds and a retroactive reversal is not within the current Council’s authority. We are consulting with the Town Attorney on any additional legal implications we need to consider.
- The ARPA Final Rule required that we identified the use of all funds no later than December 31, 2024. After that, we are locked into the reported purpose of the funds expended, especially if we have reported this already to the federal government. We reported the purchase and expenditure of the property in April 2024: *In 2023, the Town acquired a 2-acre parcel for a 35 affordable homeownership development and another parcel (about 25 acres of land (50% of a 49-acre parcel) for future affordable housing. In addition to land acquisition, the Town has also used ARPA funds to site prep on the 2-acre site and also fund impact/development fees.* Additionally, contracted services with Dig Studios were signed by Council in December 2024 and was reported to the federal government as obligated. Expenses spent to date include contracted work on existing conditions, site analysis, and select stakeholder interviews.

Ultimately, based on the guidance in the ARPA Final Rule, as well as the Grants Team’s research and advice from our auditors, we cannot make any changes to the use of the ARPA funds that have already been expended. Any change in intent would have had to been made before the end of 2024 and

reported with our final obligations. I cannot find any instance of a municipality returning funds unless they decided simply not to obligate them by the end of 2024.

I hope this is helpful and please let know if I can provide any additional information.

Sara Hancock | Director of Finance

Pronouns: She / Her

Town of Erie/Finance



645 Holbrook Street | P.O. Box 750 | Erie, CO 80516

Phone: 303-926-2750 | Fax: 303-926-2705

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Village at Coal Creek Summary from 29 March 2025 Stie Walk:

Attendees: Council member Baer, Council member O'Conner, OSTAB: Ken Martin, Chair, Christine Felz, Vice Chair, Phil Brink, David Tazik, Timothy Payne, Council member Mortellaro, and resident Cliff Zwart.

This a beautiful spot between the Dog park on CR1 ½ and the Coal Creek Park:

This is a great open-space property!



What are the challenges with it being a great open space property and an affordable housing property?

Current assumptions:

The buildable space is on the north and west of the property. The south area is low lying, and I believe they mentioned in the flood plane, the east area is up on a ridge and is not large enough to build much housing, although the single residence is up on this ridge.

Pros:

- Close proximity to Coal Creek Park and downtown.

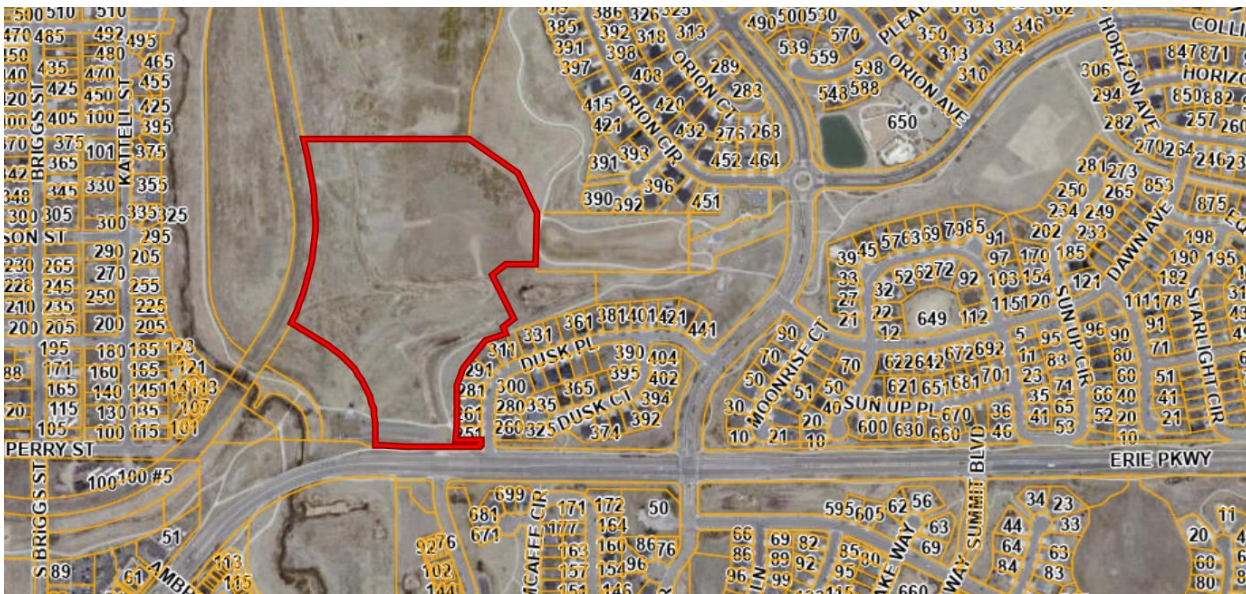
Cons:

- Not on a bus line
- The entrance and exit would be at the north end onto CR1 ½. A road with 2 bridges to get into town. There is no good route to go east, north or west.

- Putting housing in this space will carve up the space and make it much less attractive for wildlife to live and hunt. It also reduces its value as an open space.
- The dirt trail on the east of the property has amazing views today, but if there is multi-story housing built, the folks on the trail will see rooftops instead of mountain tops
- Pond and ditches throughout the property; this is great for open space and wildlife but not so good for residents' safety.
- With medium to high density on this property, it may no longer be considered a property that OSTAB would have recommended to use open space funding to purchase.

Alternate ideas:

I believe Council member O'Connor suggested looking at the property adjacent to the page property that is owned by Erie and has the frisbee golf on it today. Parcel: 146718413008



Pros:

- On the planned bus line
- Close to downtown, the rec center and town center
- Does not disturb views and wildlife habitat to a level that it would at the page property
- On a major arterial road
- Erie owns this 22-acre property and the 30 acres north of this property

Cons:

- Currently is an Erie open space property with frisbee golf
- I don't know if this property has other cons, but from what I observed, it is a far better option for medium to high density than the Page property.

Other options:

During the site walk, Council Member Baer mentioned that the downtown businesses she spoke with want affordable housing in the 60-80% AMI range to allow their employees to have the opportunity. This probably means higher densities will be required to support that AMI range. In my opinion, that would need to be looked at for the I25 gateway, to allow for better traffic mitigation. Possible a Willoughby Corner type development. [Willoughby Corner - Boulder County](#)

Since Willoughby Corners is 400 units, the \$11M from Lafayette is \$28K/ unit vs \$91K/ unit from Erie for Cheesman. Grant money not included in calculation.

I appreciate OSTAB organizing the site walk. I heard that Luke didn't find out about it until the day before. Ken mentioned that he thought he sent an email to everyone, but neither Luke nor I received the email. I reached out to Ken since it was mentioned in our March OSTAB meeting about the site walk the weekend of Mar 29th but the time and date were not discussed.

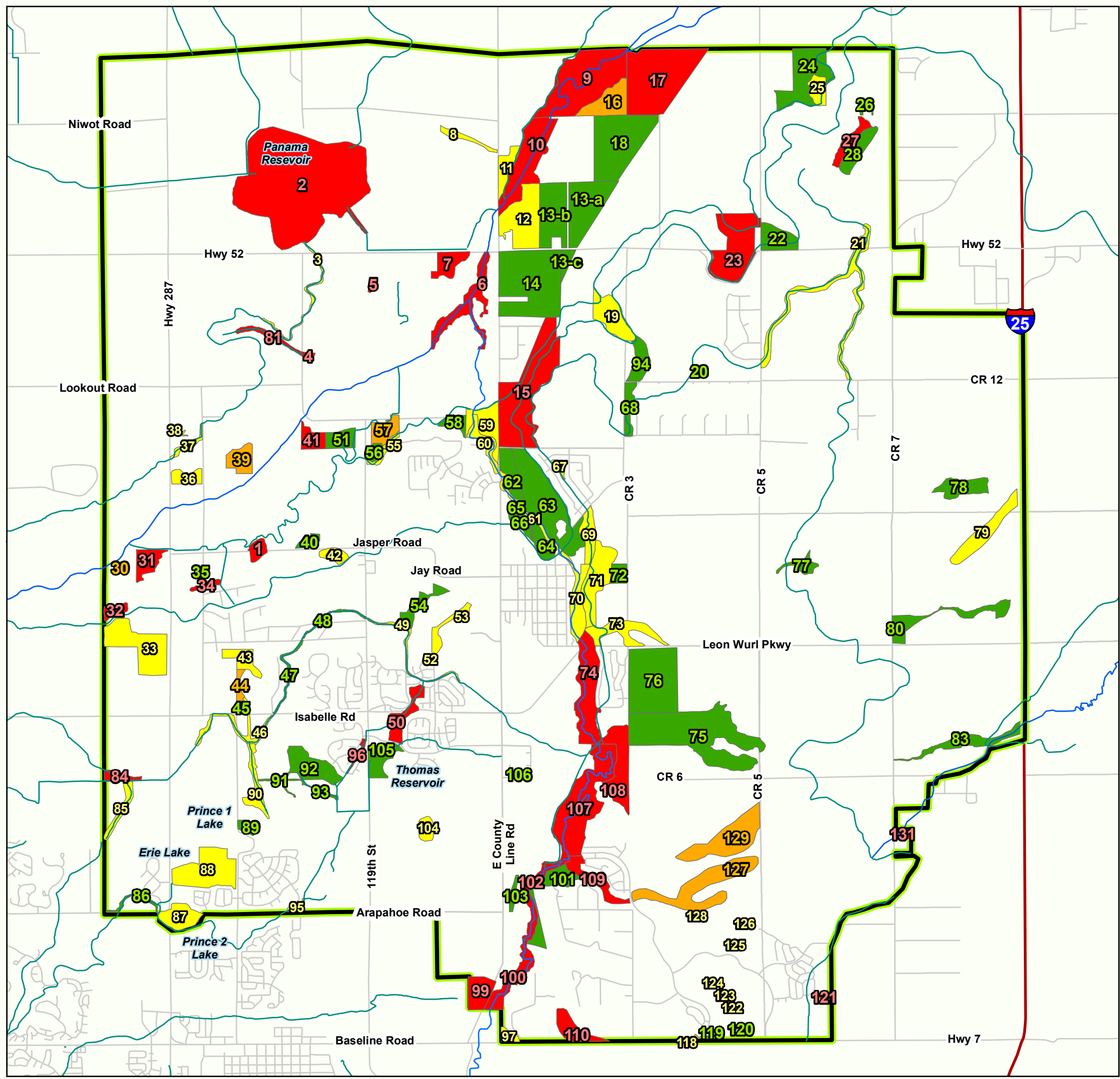




Map 8

Town of Erie Natural Areas

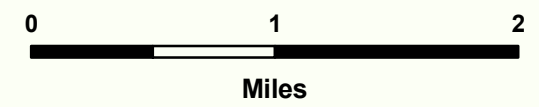
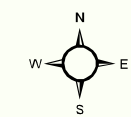
Overall Habitat Quality



Legend

- Low Quality
- Medium Quality
- High Quality
- Inaccessible
- Planning Area Boundary
- Creek - River - Drainage
- Ditch - Canal

Datum: North American 1983 Harn
Projection: Lambert Conformal Conic



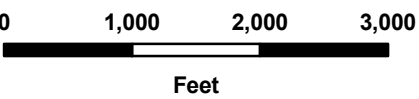
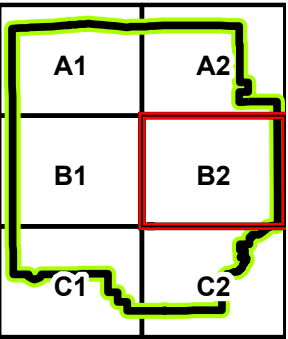
Map 5

Town of Erie
Natural Areas

Sheet B2

Legend

- Natural Areas
- Wildlife Sites
- Planning Area Boundary
- Creek - River - Drainage
- Ditch - Canal



Datum: North American 1983 HARN
Projection: Lambert Conformal Conic

