

# PLANNING & DEVELOPMENT MONTHLY REPORT

Review of May 2024

## STAFF HIGHLIGHTS

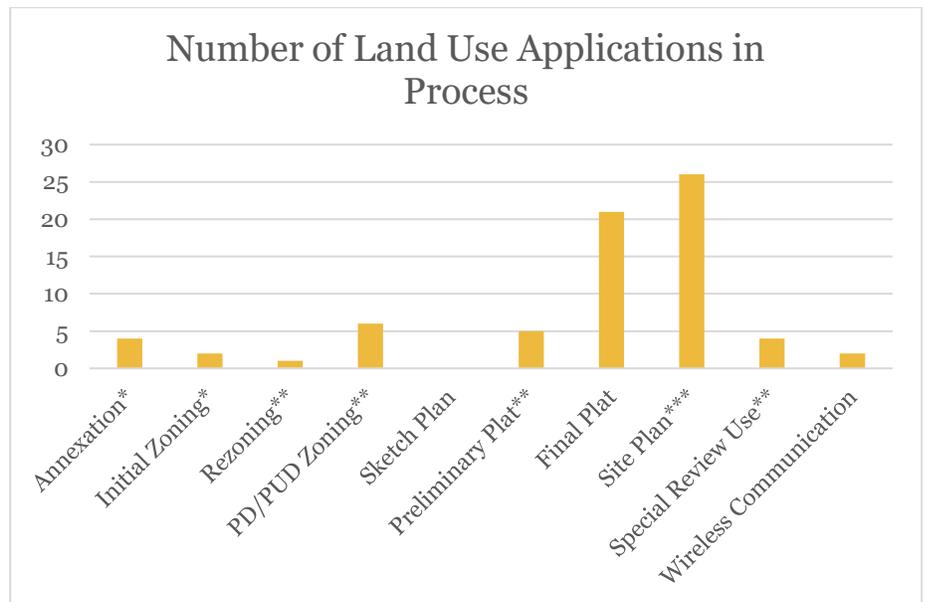
- The Building Inspection team is expanding capacity with an additional employee training for their drone pilot license. This will result in four out of five inspectors having their license for roof inspection purposes.
- All Planning and Building Division staff attended training the week of May 20-24 to prepare for implementing the new Central Square permitting and project management system on May 28th.
- John Firouzi accepted the Town's offer to serve as Transportation & Mobility Manager. John brings significant experience and expertise to the position and started June 17.

## PLANNING DIVISION

### Current Planning

#### Land Use Applications

Planning had a total of 71 land use applications in process in May; the graph illustrates the breakdown of applications by type. The land use application project type details can be found in the Development Application List on the [Town website](#) along with a map of current projects.



\*BOT review \*\* PC & BOT review \*\*\* PC review – Projects 25,000 square feet or greater

Note: Land use applications for Sketch Plan, Site Plan (under 25,000 square feet) and Final Plat are approved administratively. Projects within a PD zone district also have an administrative approval depending on their specific land use requirements.

## Pre-Application Meetings

In addition to the land use applications listed above, Planning staff also meets with potential developers in pre-application meetings to discuss a concept or idea for development. Planning provides guidance on Code requirements and what formal land use applications apply. In May 2024, the Planning staff held 4 Pre-application meetings for the following projects/properties:

1. **Erie Highlands Filing 17:** Various Commercial Uses
2. **Old Town – Main Street Subdivision:** Final Plat – Residential Lots
3. **Sierra Vista:** Rezoning of parcels
4. **Sunset Filing 2:** Final Plat – Residential Lots

## Strategic Planning

### Elevate Erie

- Elevate Erie community engagement meetings on land use scenarios ended on May 13<sup>th</sup>. Using this feedback, staff will draft the Town's future land use map. The project website includes the scenarios information, past outreach summaries, and an opportunity to provide additional feedback or ask questions: <https://erieco.us/comp-plan-and-tmp>.

### Multi-Department Projects

Other Town departments and other jurisdictions rely on the participation of Planning staff in their projects. Below is a list of the projects Planning participated in during May 2024.

- **Current Planning**
  - Current Planning staff have begun utilizing Central Square for land use application tracking and review processes.
- **Long Range/Strategic Planning**
  - Long Range Planning is adjusting the future land use map based on community and stakeholder feedback on scenarios that was received through the community engagement meetings and is drafting Comprehensive Plan sections.
- **Economic Development and Interdepartmental**
  - In advance of the planned ballot issue on marijuana excise tax collection, Planning staff is working with Legal, Economic Development, the Town Clerk's Office and Police departments on a draft retail marijuana ordinance.

## **BUILDING DIVISION**

### **Building Activity**

#### **What's Going On**

- The new Central Square permitting software system and customer service portal is up and running as of Tuesday, May 28. The new permitting software transition enhances our internal and external customer service and streamlines the permitting processes. However, it has created a temporary adjustment period with increased customer communications (phone calls & emails) for transition assistance.

#### **What's Going Up**

- King Soopers at Nine Mile – late 2024 anticipated opening
- Town Hall Expansion and Renovation
- Valvoline Service Center
- Little Sunshine Playhouse (daycare)
- Chase Bank branch
- Westerly Amenity Center and Pool
- Colliers Hill Clubhouse and Pool

#### **Summary of this month's Permit and Inspection Activity:**

- 319 Total Building Permits issued (2,090 YTD) – 82 re-roof permits (25% - 740 YTD) and 41 single-family dwellings (detached, attached, and townhomes - 428 YTD).
- 2,359 inspections performed - 108 per business day | 22 per inspector per day: 5 inspectors.
- 59 Certificates of Occupancy issued - 57 Residential and 2 Commercial.

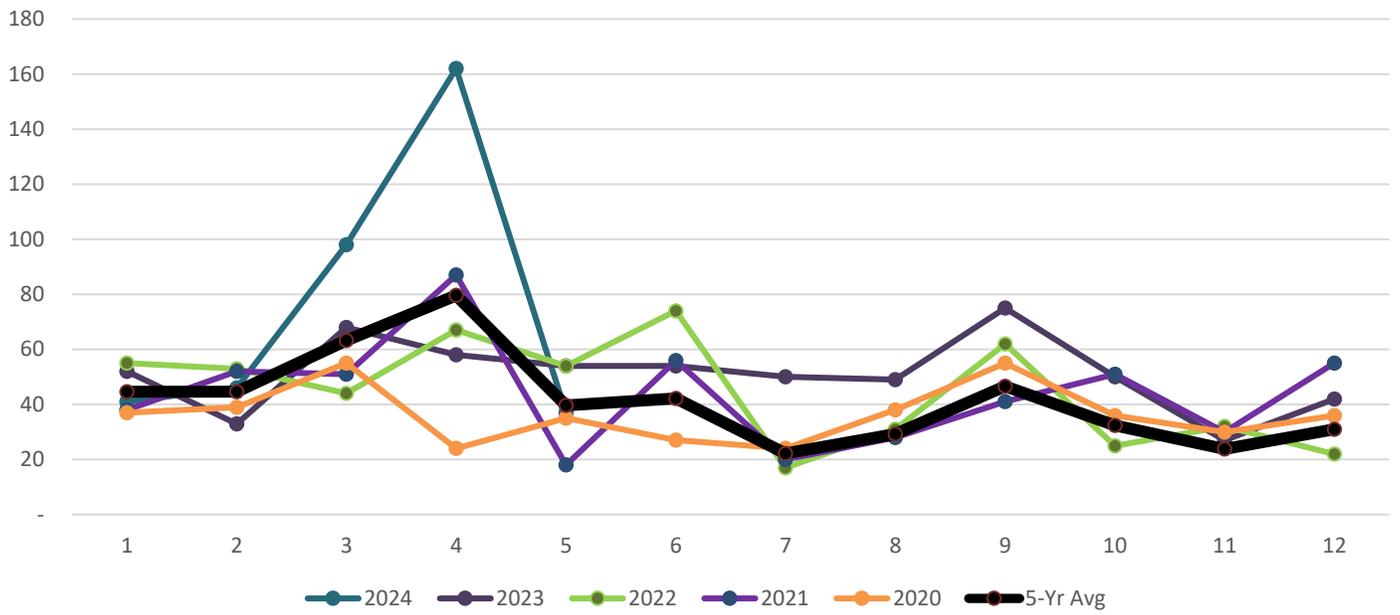
#### **Commercial Project Permit Applications in Plan Review Queue:**

- 431 Ambrose – Boulder Creek Builders Leasing Office
- 2920 Arapahoe Road – Valvoline Service Center
- 720 Austin – Erie Animal Hospital
- 480 Cheesman – Children's World Montessori
- 680 Commons Drive – Bellco Credit Union

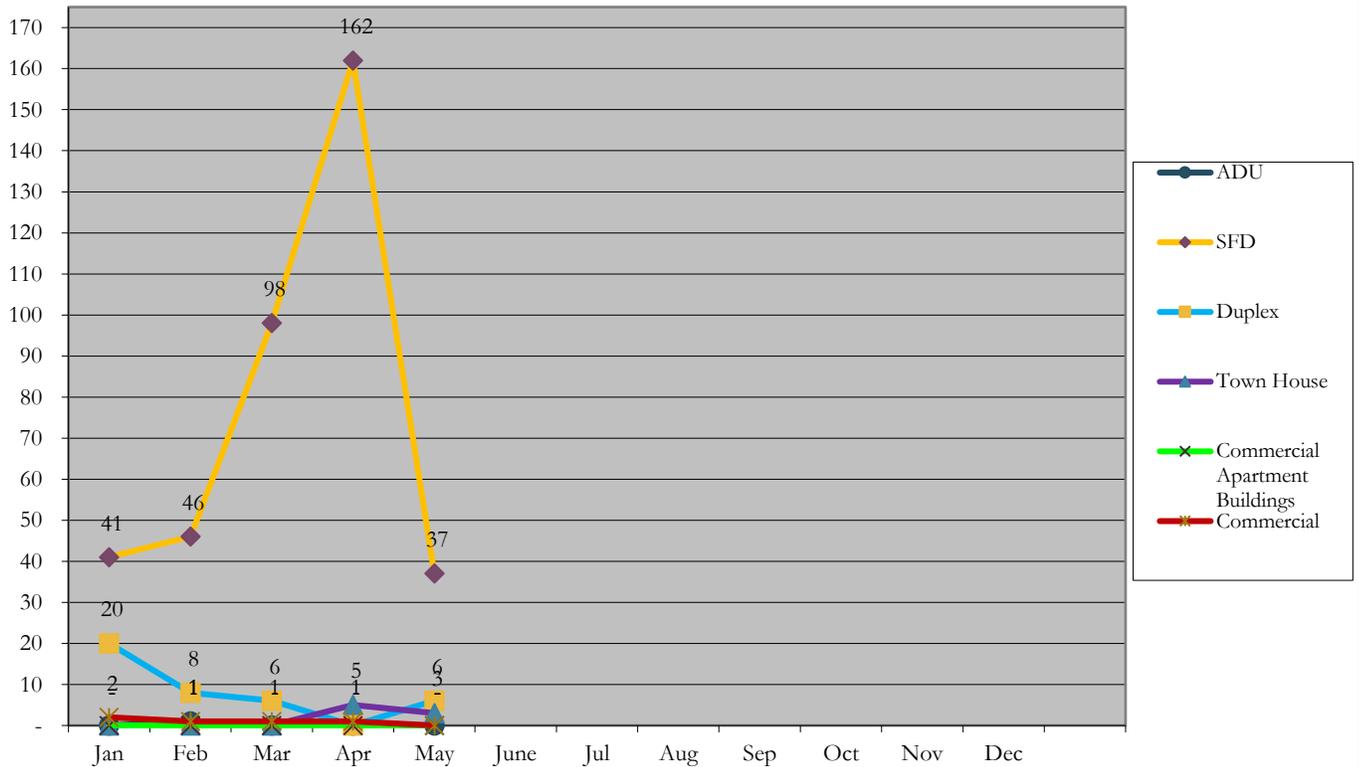
### **Projects in Support of other Town Departments**

- Marcie Weatherly, Residential Plan Reviewer, continues to be the instrumental “problem-solver” throughout the implementation and “go-live” process for the new Central Square permitting software and customer service portal that was implemented on May 28<sup>th</sup>.

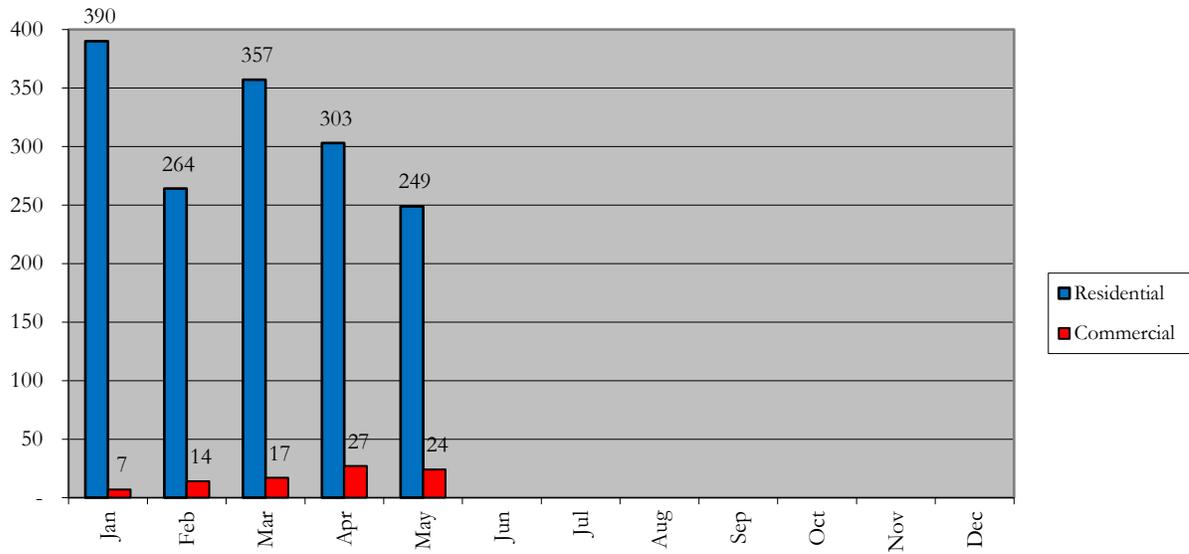
Single Family Detached New Construction Permits - 5 Year



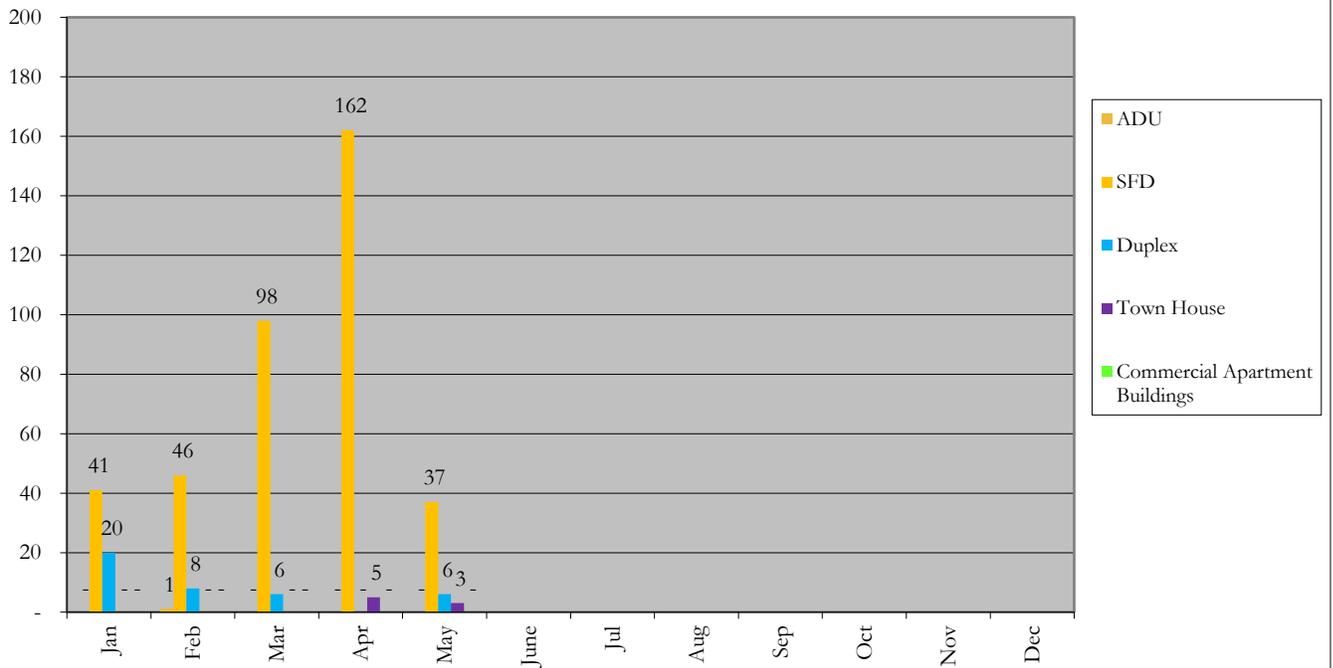
2024 ADU, SFD, Duplex, Townhouse, Apartments & Commercial Permits for New Construction



**2024 Total All Other Permits**



**2024 Total New Dwelling Units**



### All Permit Types by Month

2023	Residential Permits*	Commercial Permits*	All Permit Types*	New Dwellings Permits
Jan	390	7	460	61
Feb	264	14	334	55
Mar	357	17	479	104
Apr	303	27	498	167
May	249	24	319	46
Jun				
Jul				
Aug				
Sep				
Oct				
Nov				
Dec				
<b>TOTAL</b>	<b>1,563</b>	<b>89</b>	<b>2,090</b>	<b>433</b>

\* Includes: Mechanical, Electrical, Plumbing, Roofing, Decks, and Fence permits.

### Detached Single Family New Construction Building Permit Trends

	2020	2021	2022	2023	2024	5-Yr. Avg	2024 Month to Avg	Cum Yr. to Avg
Jan	37	38	55	52	41	46	-5	-5
Feb	39	52	53	33	46	44	2	-3
Mar	55	51	44	68	98	63	35	32
Apr	24	87	67	58	162	80	82	50
May	35	18	54	54	37	40	-3	47
Jun	27	56	74	54		53		
Jul	24	20	17	50		28		
Aug	38	28	31	49		37		
Sep	55	41	62	75		58		
Oct	36	51	25	50		41		
Nov	30	30	32	27		30		
Dec	36	55	22	42		39		
<b>TOTAL</b>	<b>436</b>	<b>527</b>	<b>536</b>	<b>612</b>	<b>384</b>	<b>559</b>	<b>111</b>	<b>121</b>

## AFFORDABLE HOUSING DIVISION

- **Inclusionary Housing** - Continued outreach to developers to get feedback on our initial thinking about the Inclusionary Housing Ordinance outline.
- **Cheesman Street Residences** – Demolition of structures was completed in May. Several meetings were held with direct neighbors to the site to provide updates on alleyway design, parking concerns and schedule for demolition of structures on our site.
- **Page Property** – The report prepared by CU Denver grad student Blake Wedekind was presented to OSTAB on May 13<sup>th</sup>. The Project Management Team continues to meet weekly to coordinate internal department collaboration needed to advance the project. An environmental consultant was engaged to help assess environmental issues that may have additional impact on decision-making about most appropriate locations for the differing uses proposed for the site.

## TRANSPORTATION DIVISION

- **RTD Annexation** – Weld County Commissioners considered and passed a resolution on June 3<sup>rd</sup> supporting the election on annexation. The RTD Board Committee considered the passed resolution on June 11<sup>th</sup> and is now working with Weld County to coordinate the election.
- **Transportation Mobility Plan (TMP)** – The draft of the TMP is currently with staff for review and editing.
- **Flex Ride Service Plan** – The Service Operations Plan in draft form is with staff for review and editing. Branding and marketing of Flex Ride service is underway with the Communications Department.



### Division Leads

Kelly Driscoll - Planning

Ed Kotlinksi – Building

MJ Adams – Affordable Housing

Miguel Aguilar - Transportation