

PLANNING & DEVELOPMENT MONTHLY REPORT

Review of October 2024

STAFF HIGHLIGHTS

- Planning Division staff attended the Colorado Planning Conference, where the Director also participated as a panelist.
- A Senior Planner attended the Housing CO Conference.
- A staff member from both Planning & Building Divisions attended the ICC Conf. & Code Hearings.
- A Senior Permit Technician obtained the ICC Property Maintenance Inspector



Leadership

Sarah Nurmela, Director
Deborah Bachelder, Deputy

Division Leads

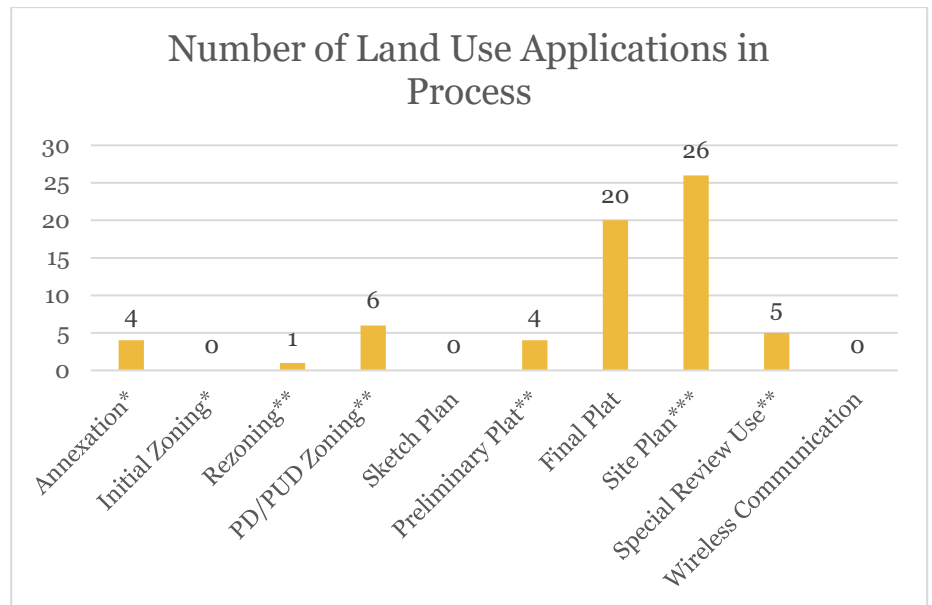
Kelly Driscoll - Planning
Ed Kotlinksy – Building
MJ Adams – Affordable Housing

PLANNING DIVISION

Current Planning

Land Use Applications

Planning had a total of 66 land use applications in process in October; 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.



*TC review ** PC & TC 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 which formal land use applications apply. In October 2024, the Planning staff had five Pre-Application meeting requests for the following projects/properties:

1. PA2024-00024 – 1401 Hickory Drive – Site Plan for 48 Single Family Custom Homes
2. PA2024-00025 – 370 County Road 3 – Subdivide 1.3 acres of existing 3-acre site
3. PA2024-00027 – Erie Parkway & County Road 5 – Site Plan for McDonald’s Restaurant
4. PA2024-00028 – Summerfield – Rezoning for Multi-Family Development
5. PA2024-00029 – Erie Village Filing 5 – PD & DA Amendment for Proposed Metro District

Strategic Planning

Elevate Erie

- Following Town Council adoption of the Comprehensive Plan on Oct. 8, staff is now working with departments to develop tracking metrics that will be taken to the Planning Commission and Town Council for feedback in the first quarter of 2025.

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 October 2024.

- **Current Planning**
 - Town Clerk and Planning staff have worked with legal counsel to develop regulations for Natural Medicine to come before Town Council in November.
 - Planning staff is preparing a draft RFP for consultant services related to UDC updates. The UDC update effort will incorporate community outreach and stakeholder input.
- **Long Range/Strategic Planning**
 - A Neighborhood Meeting for the I-25 Gateway South PD was held Oct. 24 from 5:30-7 p.m. at the Erie Community Center, with 35 non-staff attendees. Staff provided an overview of the site, planning process, infrastructure updates and next steps. An initial overview of the Gateway area and Gateway South PD will come before Town Council next year.
- **Economic Development and Interdepartmental**
 - Planning staff continues to work with other departments on drafting IGA terms with Frederick and Lafayette.

BUILDING DIVISION

Building Activity

What's Going On

- The King Soopers Fueling Center at Nine Mile was issued their full Certificate of Occupancy (CO). The grocery store is open under a Temporary CO pending site plan amendment approval.
- The Building Division's code enforcement "effectiveness" was evaluated as a tool for insurance underwriting purposes. Results of the evaluation are pending.
- Building Division will be closed Wednesday, Nov. 6 as staff volunteers for the Veterans Community Project in Longmont. Notification of our closure was adequately posted by the Communications team.

What's Going Up

- Town Hall Expansion and Renovation – Old Town
- Children's Eye Clinic – Vista Ridge
- Little Sunshine Playhouse (daycare) – Erie Commons
- Valvoline – Nine Mile
- Chick-Fil-A – Nine Mile

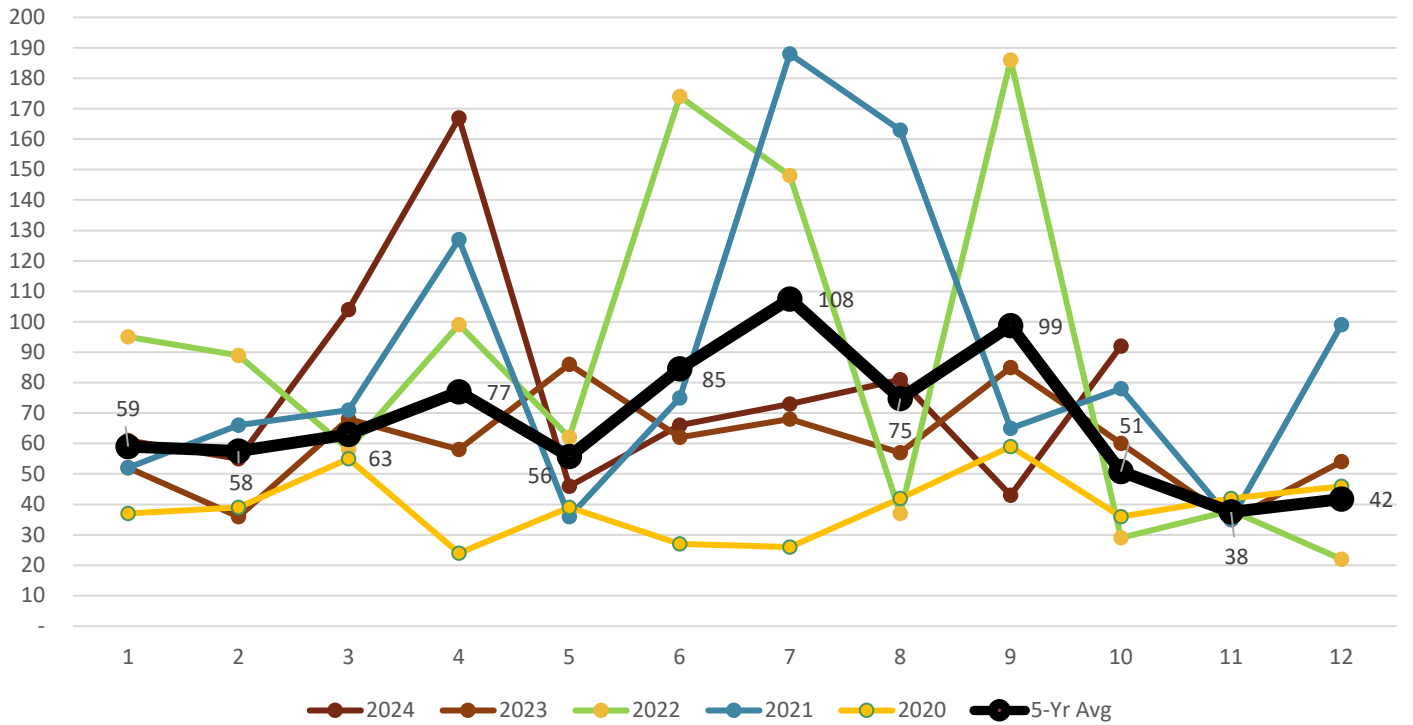
Summary of this month's Permit and Inspection Activity:

- 277 Total Building Permits issued (3,470 YTD) – 42 re-roof permits (15% - 1,042 YTD) and 92 single-family dwellings (detached, attached, and townhomes - 788 YTD).
- 2,900 inspections performed – 132 per business day | 33 per inspector per day: 4 inspectors (1 inspector on medical leave).
- 90 Certificates of Occupancy issued (723 YTD) - 90 Residential (704 YTD) and 0 Commercial (19 YTD).

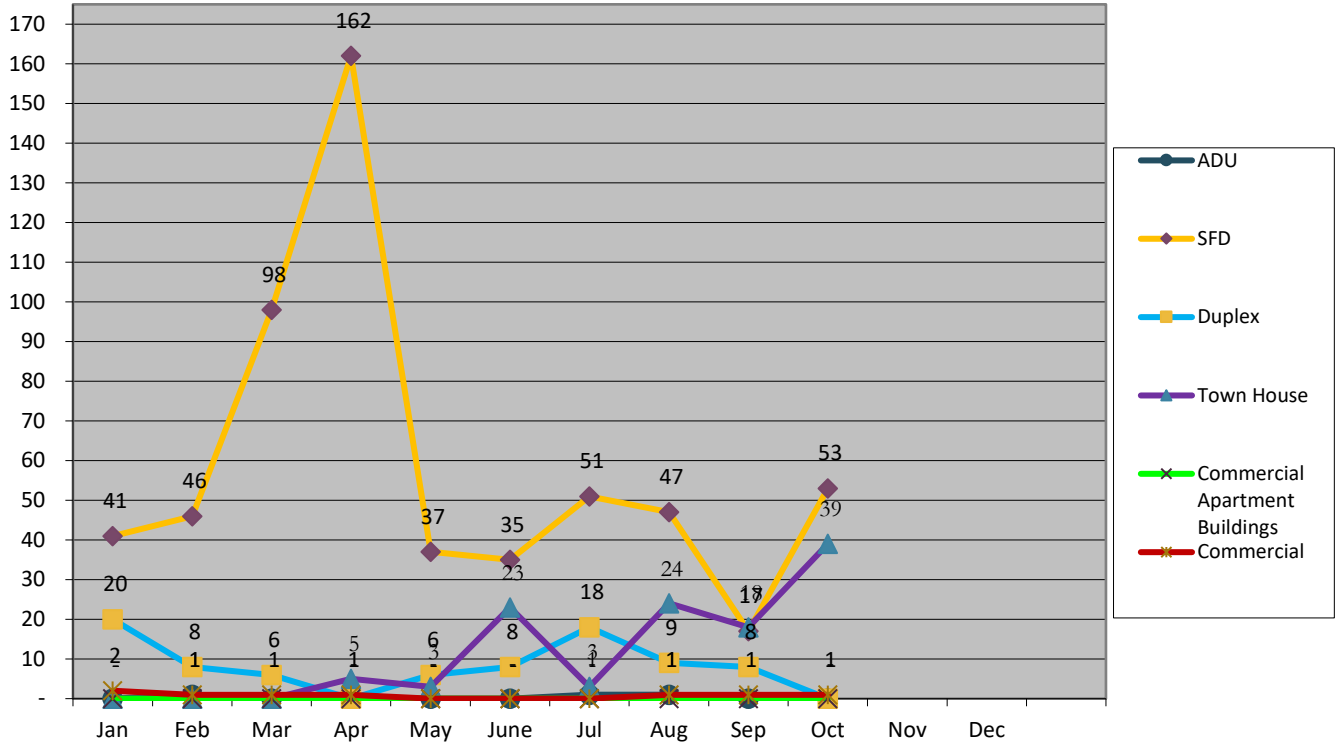
Commercial Project Permit Applications in Plan Review Queue:

- 431 Ambrose – Boulder Creek Builders Leasing Office
- 615 Briggs Street, Suite D – Tenant Change of Use, business use to retail (bookstore)
- 640 Commons Drive – Dutch Brothers Coffee
- 2650 S. Main Street – Aircraft Hangars (B5 & C2)

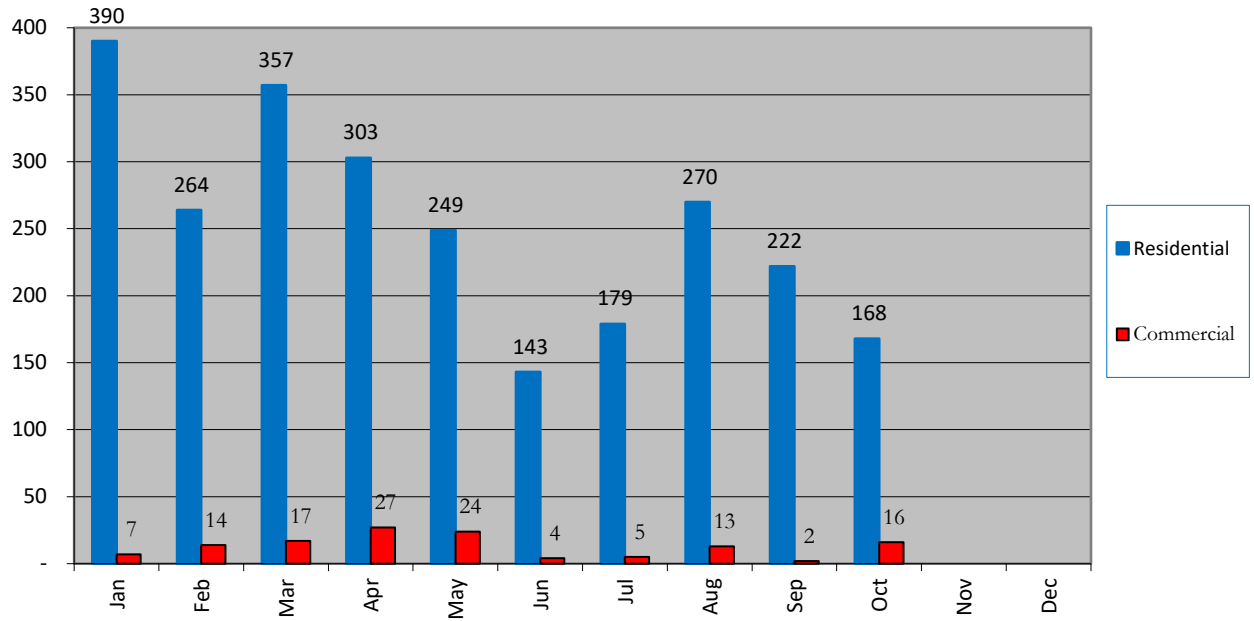
Dwelling Unit Permits - 5 Year



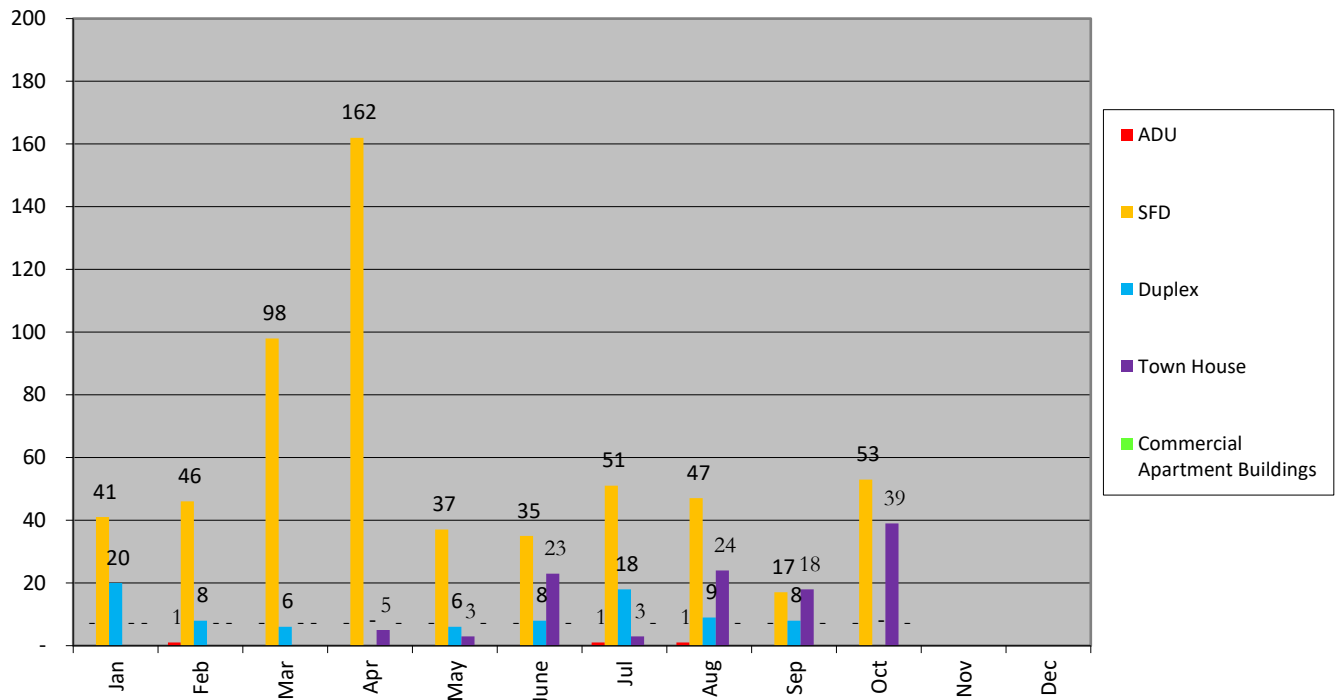
2024 ADU, SFD, Duplex, Townhouse, Apartments & Commercial Permits for New Construction



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	143	4	213	66
Jul	179	5	257	73
Aug	270	13	365	81
Sep	222	2	268	43
Oct	168	16	277	92
Nov				
Dec				
TOTAL	2,545	129	3,470	788

* 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	35	49	-14	33
Jul	24	20	17	50	51	32	19	52
Aug	38	28	31	49	47	39	8	60
Sep	55	41	62	75	17	50	-33	27
Oct	36	51	25	50	53	43	10	37
Nov	30	30	32	27		30		
Dec	36	55	22	42		39		
TOTAL	436	527	536	612	587	555	101	330

AFFORDABLE HOUSING DIVISION

- **Inclusionary Housing/Affordable Housing Impact Fee (IHO/AHIF)** – Feasibility analysis and recommendations were received from the consultant (EPS). Staff will work toward a proposed direction for Council on the IHO/AHIF in early 2025.
- **Cheesman Street Residences** – Marketing and Outreach to potential homebuyers is well underway, with 201 individuals on the interest list. Pre-applications will open on Nov. 16 with first closings scheduled in mid-2025. Site work is underway with vertical construction to start in November.
- **Village at Coal Creek (Page Property)** –The process of selecting a consultant to assist with conceptual plan development and creation of a Planned Development (PD) is complete - contract negotiations are to start Nov. 1. Asbestos abatement and warehouse demolition contractors are selected, with abatement to start Nov. 11 and demolition in late-November/early-December.
- **Erie Meadows** – Thistle, a local non-profit housing agency that works with manufactured home parks, is working with residents to advance creation of Erie Meadows (to be renamed Coal Creek Cooperative) as a resident-owned manufactured home community. Negotiations with the owner have stalled and Coal Creek Cooperative will not be submitting for a DOLA grant in December for acquisition in December, as had been hoped.
- **CDBG Housing Rehabilitation Grant** – The Town received an award of \$167,000 to start a Housing Rehab program with a focus on manufactured homes in Old Town. A Subgrantee Agreement with Weld County was prepared and will be entered into early 2025.
- **Boulder County Regional Housing Partnership (BCRHP)** –
 - 1B Funding (Boulder County tax in support of affordable housing) – working with regional housing partners to make recommendations about allocation of approximately \$18 million in funds available in 2025 to support creation of affordable housing units in Boulder County. Details of Boulder County funding recommendations are expected after Nov. 4.
 - Data Dashboard – the format to track progress on the region’s 12% goal of affordable housing by 2035 – a draft will be presented at the quarterly BCRHP meeting in November.
 - IGA was created with City of Boulder for monitoring and compliance of affordable housing units. Development of policies for homeownership and rental developments is substantially complete and is to be advanced for legal review in November with anticipated April 2025 implementation.
 - Local Planning Capacity Grant – scope of work for a consultant to assist regional partners in developing expedited permitting requirements of Proposition 123 is drafted and Boulder County will be issuing an RFP for consultants.