

PLANNING & DEVELOPMENT MONTHLY REPORT

Review of April 2025

STAFF HIGHLIGHTS

- Gina McDaniel, Senior Permit Technician, gave birth to a healthy baby boy on April 23 and is on leave.

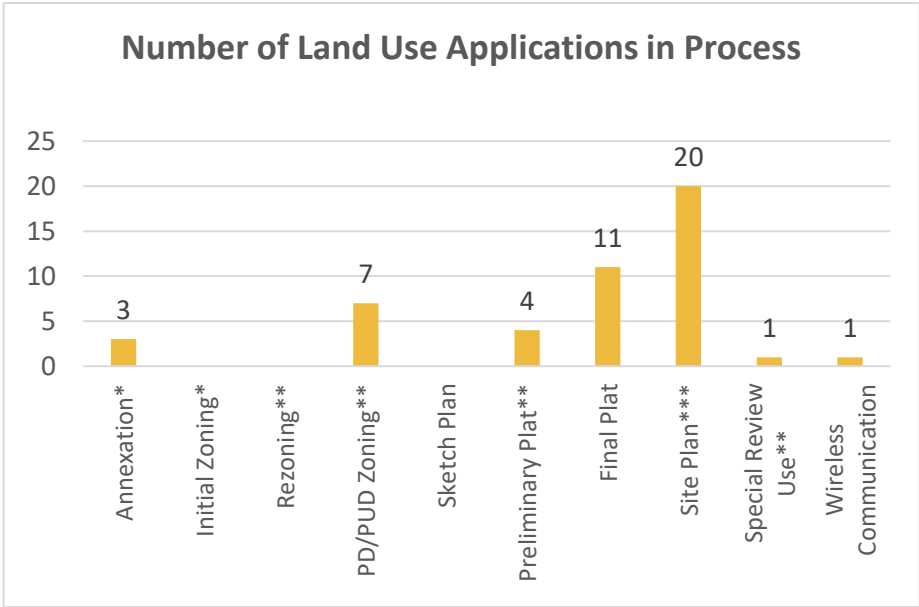
Congratulations Gina!

PLANNING DIVISION

Current Planning

Land Use Applications

Planning had a total of 47 land use applications in process in April; 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 meet 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 April 2025, the Planning staff had nine Pre-Application meeting requests submitted for the following projects/properties:

1. PA2025-00016 – 370 County Road 3 – Rezoning to SR – Suburban Residential
2. PA2025-00017 – Erie Village Filing 5 – Product change
3. PA2025-00018 – 190 Holbrook Street – Subdivide property
4. PA2025-00019 – Colliers Hill – Elementary School #29
5. PA2025-00021 – Erie Air Park – Combine parcels
6. PA2025-00022 – Erie Air Park – Amend PD for Commercial Amusement Indoor Uses
7. PA2025-00023 – Summerfield – Subdivide and plat property
8. PA2025-00024 – Erie Highlands – Valvoline Instant Oil Change
9. PA2025-00025 – Grandview – Basketball court

Strategic Planning

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 April 2025.

- **Economic Development & Interdepartmental**
 - Senior Strategic Planner was accepted into West Chester University PhD program in Public Administration
 - Planning staff are working on updates to the Village at Coal Creek project contract as directed by Council at the April 15 meeting
 - Staff participated in a multi-department workshop on Water Demand Management
 - Staff are preparing budget requests for the 2026 fiscal year

BUILDING DIVISION

Building Activity

What's Going On

- Ordinance No. 010-2025 was approved at the April 22 Town Council meeting expanding the duties of the Board of Adjustment to include the duties of the Board of Appeals. Active recruitment will commence to fill one regular member and two alternates.
- Joel Champagne, Deputy Building Official, is coordinating Town recognition and public communication efforts for Building Safety Month (May) with Maggie Murray, Communication Specialist.

What's Going Up

- Children's Eye Clinic – Vista Ridge
- Boulder Creek Neighborhoods Leasing Office – Erie Commons
- Town Hall Renovation – Old Town
- Belco Credit Union – Erie Commons
- Children's World Montessori Daycare – Old Town
- Dutch Brothers Coffee – Erie Commons
- Chick-Fil-A – Nine Mile
- 64 Unit Multi-Family Co-Op Facility – Vista Ridge

Summary of this month's Permit and Inspection Activity:

- 192 Total Building Permits (755 YTD) – 38 single-family dwellings (attached, detached & townhomes/211 YTD). 34 re-roof permits (17.7% of monthly total /81 YTD).
- 2,282 inspections - 104 per business day/21 per inspector per day: 5 inspectors.
- 58 Certificates of Occupancy (242 YTD) – 58 Residential (242 YTD) and 0 Commercial (0 YTD).

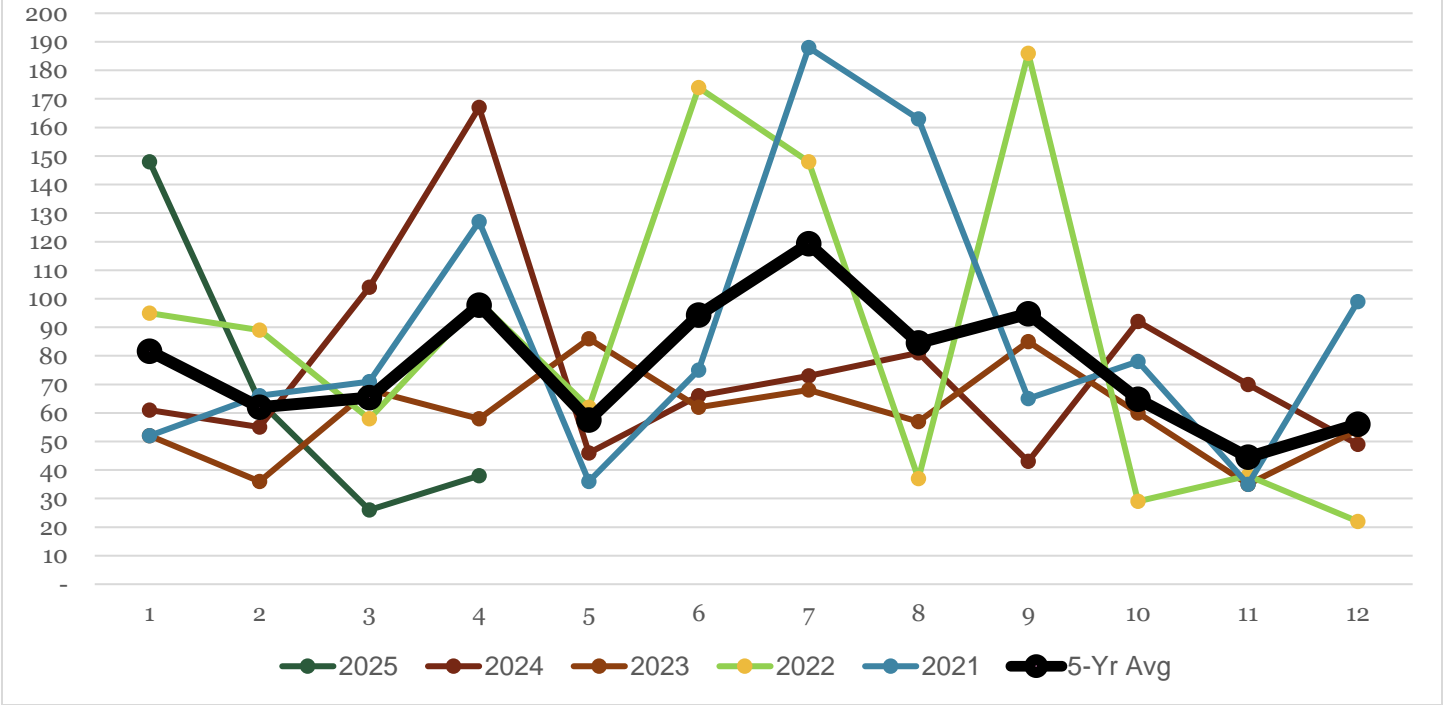
Commercial Project Permit Applications in Plan Review Queue:

- 700 Lloyd Ave. – O'Reilly's Auto Parts Store
- 2700 Meadow Blvd – Northskye Amenity Center

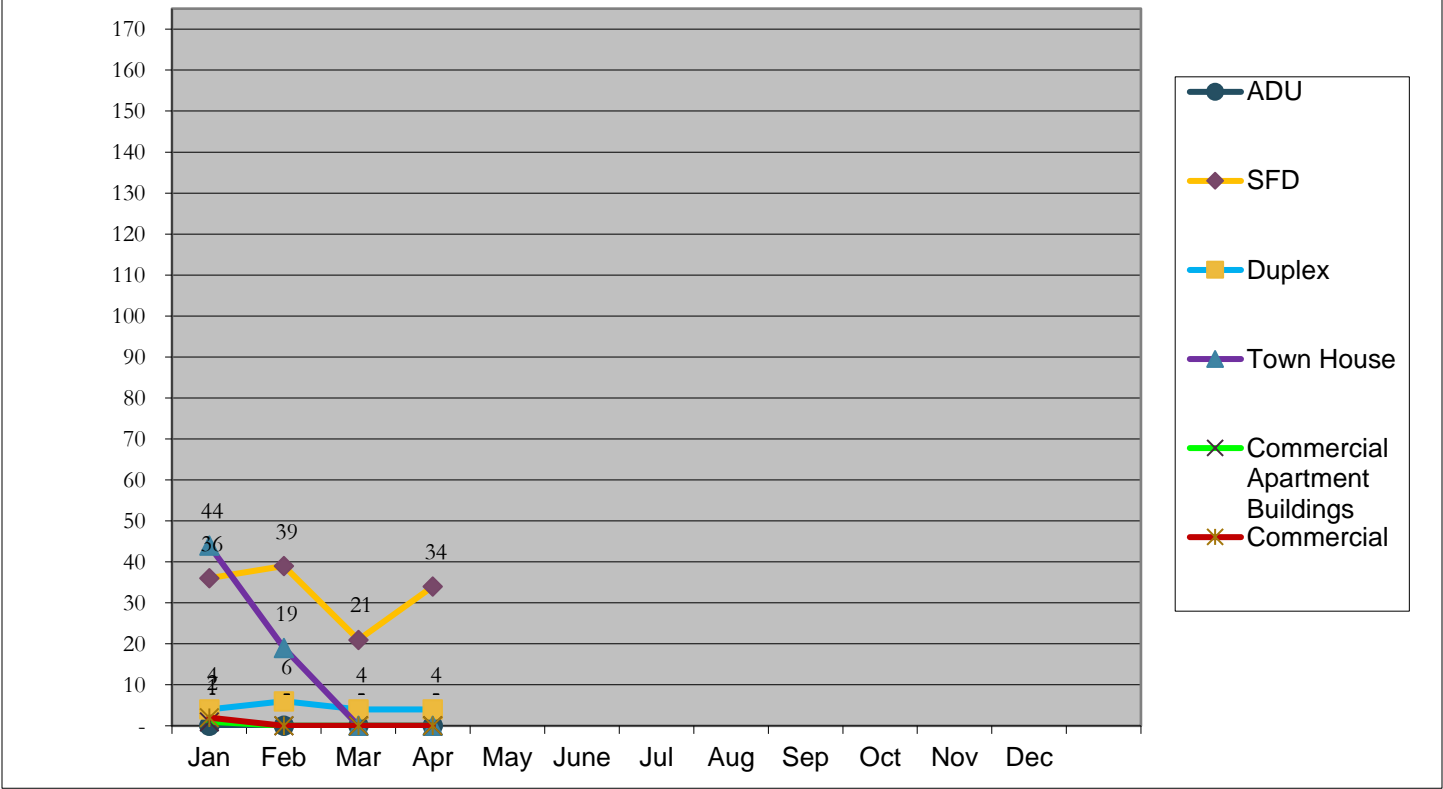
Building Division Staff:

- Ed, Joel, Richard, James, and Matt attended the Colorado Chapter of ICC monthly business meeting and 2024 IBC significant changes update on April 18.
- Joel, Richard, James, Matt, Mike, and Jacob participated in a half-day "BlazeMaster" residential fire sprinkler product presentation on April 29.

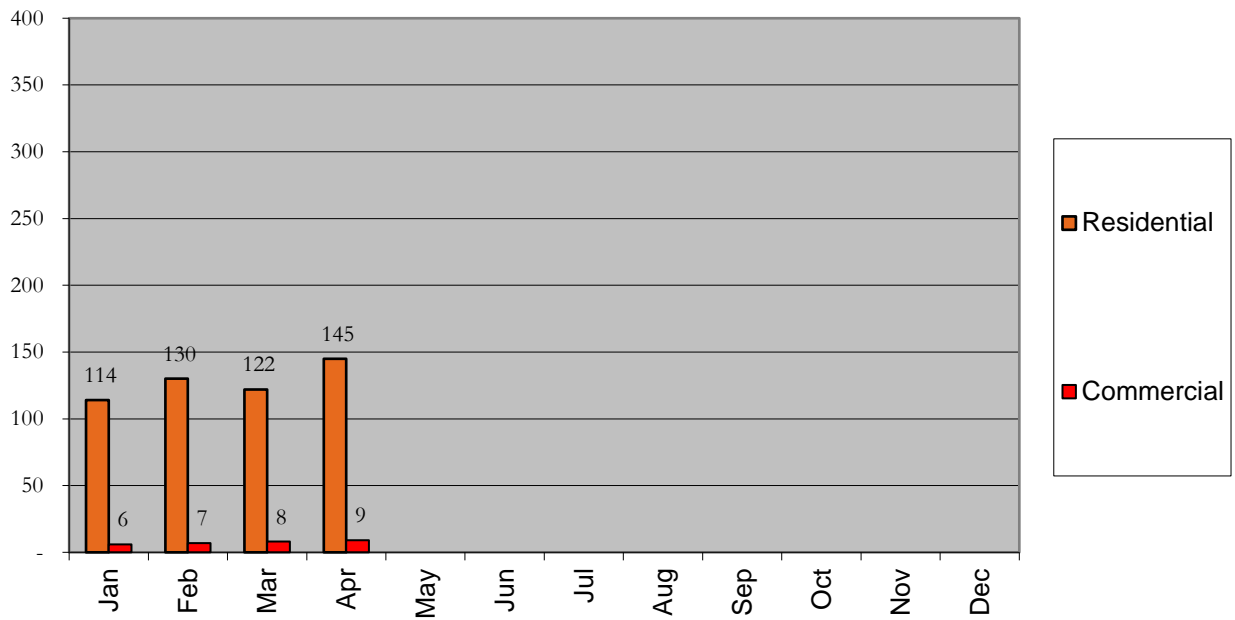
Dwelling Unit Permits - 5 Year



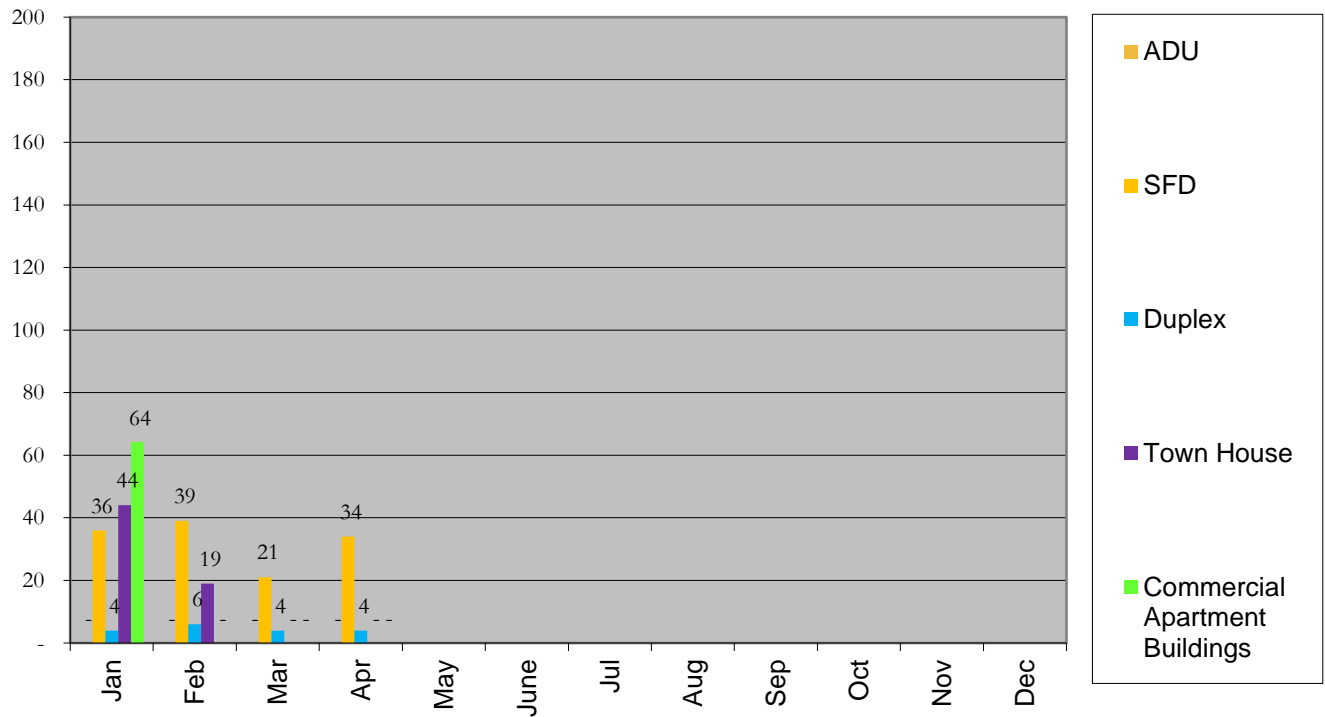
2025 ADU, SFD, Duplex, Townhouse, Apartments & Commercial Permits for New Construction



2025 Total All Other Permits



2025 Total New Dwelling Units



All Permit Types by Month

<i>2025</i>	<i>Residential Permits*</i>	<i>Commercial Permits*</i>	<i>All Permit Types*</i>	<i>New Dwellings Permits</i>
Jan	114	6	207	148
Feb	130	7	201	64
Mar	122	8	155	26
Apr	145	9	192	38
May				
Jun				
Jul				
Aug				
Sep				
Oct				
Nov				
Dec				
TOTAL	511	30	755	276

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

Detached Single Family New Construction Building Permit Trends

	<i>2021</i>	<i>2022</i>	<i>2023</i>	<i>2024</i>	<i>2025</i>	<i>5-Yr. Avg</i>	<i>2025 Month to Avg</i>	<i>Cum Yr. to Avg</i>
Jan	38	55	52	41	36	44	-8	-8
Feb	52	53	33	46	39	45	-6	-14
Mar	51	44	68	98	21	56	-35	-49
Apr	87	67	58	162	34	82	-48	-97
May	18	54	54	37		41		
Jun	56	74	54	35		55		
Jul	20	17	50	51		35		
Aug	28	31	49	47		39		
Sep	41	62	75	17		49		
Oct	51	25	50	53		45		
Nov	30	32	27	43		33		
Dec	55	22	42	28		37		
TOTAL	527	536	612	658	130	559	-429	-23

AFFORDABLE HOUSING DIVISION

- **April 15 Study Session with Town Council:** Additional information provided to Council as requested in March meeting and direction received on initiatives – waiting for outcome of summer community survey before revising Affordable Housing Policies. Exploring other options to assist local workers to be able to afford housing.
- **Cheesman Residences** – Marketing and Outreach – ongoing work reviewing potential buyers applications and determining eligibility – On schedule for first closings mid-2025.
- **Village at Coal Creek (Page Property)** -Per the direction provided at the April 15 meeting, staff are revising the consultant’s scope of work and will advance this to Council in May.
- **CDBG Housing Rehabilitation Grant** –Program open and receiving applications. Four received to date.
- **Inclusionary Housing/Affordable Housing Impact Fee (IHO/AHIF) / Economic Incentives for Affordable Housing** - on hold pending direction from Council on Affordable Housing Policy expected later this year after community survey complete.
- **Regional Housing Partnership – several initiatives:**
 - RHP Steering Committee -restarting strategic planning effort after staffing changes to BoCo
 - 1B Funding aka Affordable and Attainable Housing Tax (AAHT)- Most of 2025 funds allocated; Town/City Managers serving as advisory board for additional allocations.
 - Data Dashboard – [Affordable Housing Data Dashboard](#) - Jan. 1, 2025 update in the works to be published in May.
 - IGA with City of Boulder for Monitoring and Compliance of affordable housing units created - Development of policies for homeownership and rental developments substantially complete; reviewing with legal for anticipated mid 2025 implementation.
 - Local Planning Capacity Grant – Regional effort to review Prop 123 “fast track” requirements- Consultant scheduled to be selected in May.



Leadership

Sarah Nurmela, Director
Deborah Bachelder, Deputy

Division Leads

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