

PLANNING & DEVELOPMENT MONTHLY REPORT

Review of September 2023

STAFF HIGHLIGHTS

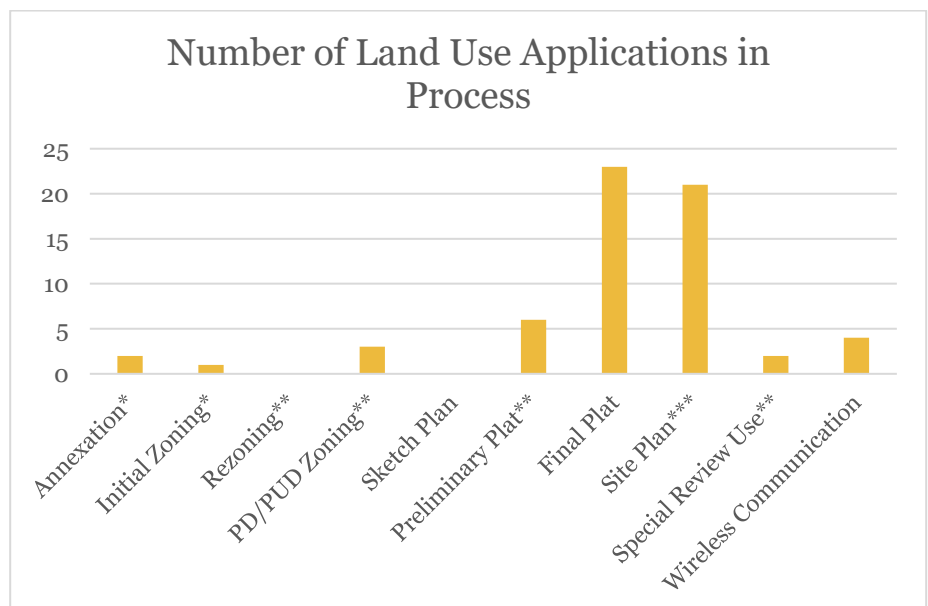
- Planning hired a new Strategic Planner that will start in October.
- Operations hired a Code Inspector position that will oversee compliance with Building Codes and the Unified Development Code.
- Building hired the Deputy Chief Building Official starting in October.
- Staff continues to work with consultants to develop the Erie Gateway PD.

PLANNING DIVISION

Current Planning

Land Use Applications

Planning had a total of 62 land use applications in process in September; 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](#).



*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 September 2023, the Planning staff held four Pre-application meetings for the following projects/properties:

1. **Erie Air Park:** 2580 S Main Street – Johnson Hanger Renovation
2. **Annexation:** 2497 & 2505 W I-25 Frontage Road Annexation
3. **Erie Air Park:** 2800 Airport Drive Tract E-3 & E-1 – Rezoning Conceptual Site Plan
4. **Erie Four Corners:** Toll Brothers – Single Family Dwellings

Strategic Planning

Elevate Erie

- Town staff continues to update the project’s Engage Erie webpage with relevant information, activities, and events.
- Planning staff continues to improve data, analysis, and maps for the Existing Conditions report.
- The visioning survey was completed, and staff will analyze the results in October in advance of scenario development.

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 July 2023.

- **Economic Development**
 - **Downtown Improvements** – collaboration with Economic Development
 - **I-25 Erie Gateway South** – Leading Planned Development for Town property
 - **Town Center** – Collaboration with Economic Development
- **Interdepartmental**
 - Special District Policy implementation and reviews
 - Central Square software implementation
 - Capital Improvement Project Coordination
 - Public Art
 - Budget

BUILDING DIVISION

Building Activity

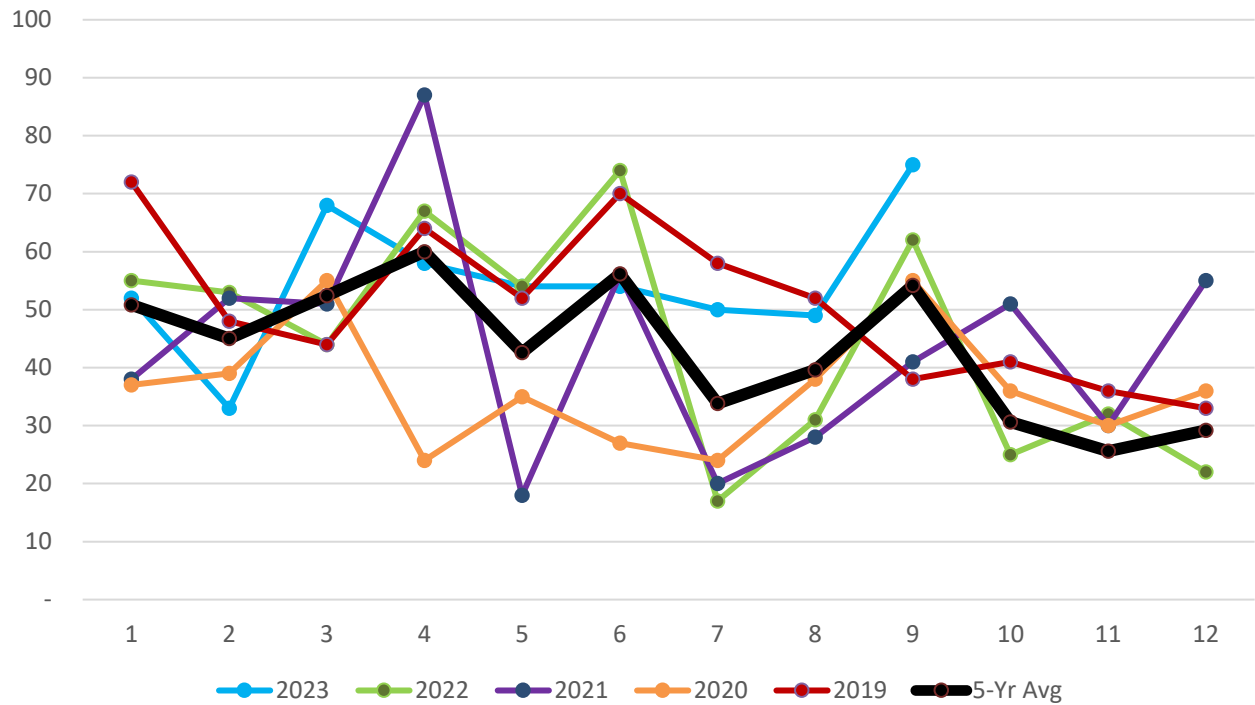
What's Going On

- The month of September saw a significant decrease in the number of re-roof permits issued from the previous month of August (540 compared to 1,460).
- Lead Building Inspector Richard Budnick and Building Official Ed Kotlinski met with a number of Morgan Hill and Erie Commons homeowners concerning the lack of response from Century Communities regarding concrete flatwork and/or cosmetic issues.
- Building Division staff participated in a Town Hall meeting on Sept. 21 for Morgan Hill and Erie Commons homeowners to voice their concerns directly to Century Communities representatives. Building Division staff compiled code applicable concerns and have, or will be, implementing improved building inspection policies and procedures.
- Joel Champagne, our new Deputy Building Official started Monday, Oct. 2. He will oversee the building inspection team and be responsible for managing inspection and plan review policies and procedures for continued improvement.

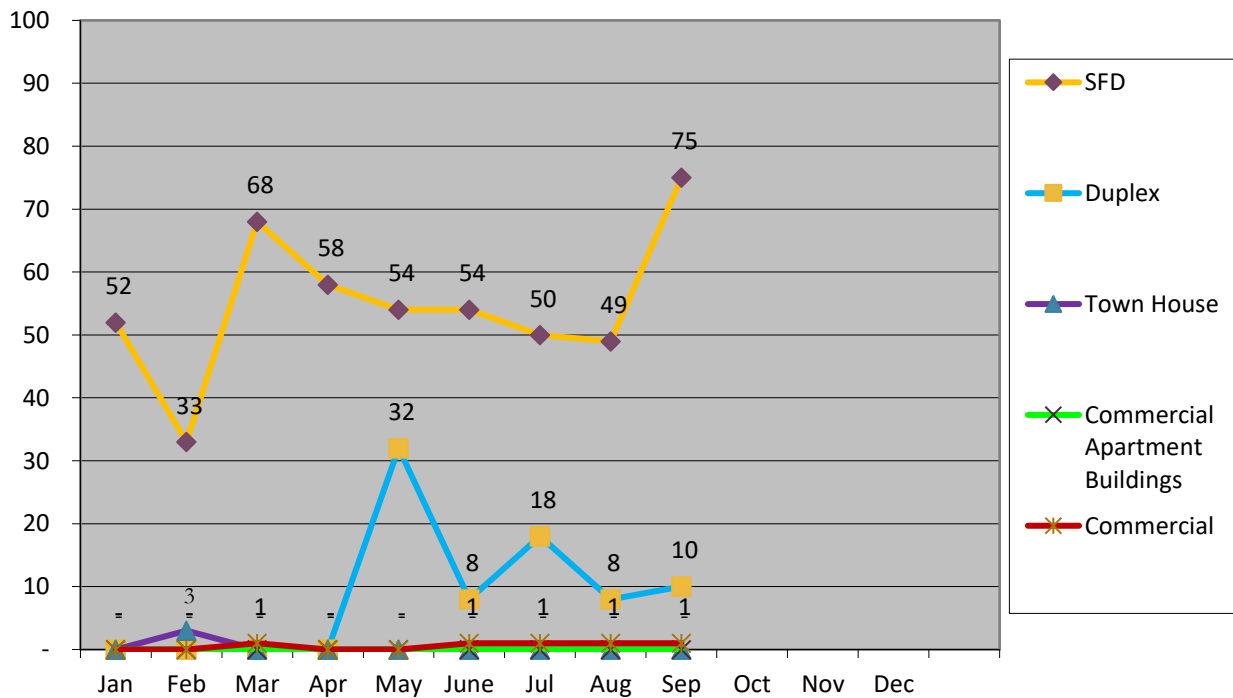
Projects in Support of other Town Departments

- Dale Ulmer works closely with Shumaila Hafeez, Local Business Administrator in Economic Development to assist with development and coordination of the certificate of occupancy and business license review and approval process.
- The Building division continues to work closely with the Sustainability division in Public Works to further develop code updates that bring the Town's development closer to net zero.

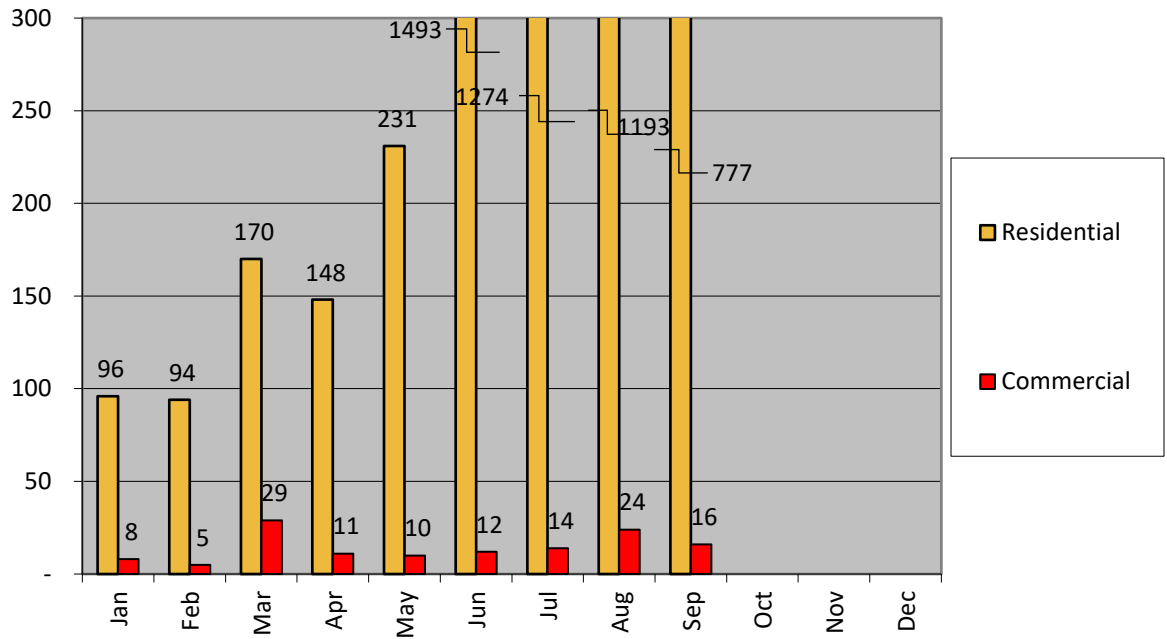
Single Family Detached New Construction Permits - 5 Year



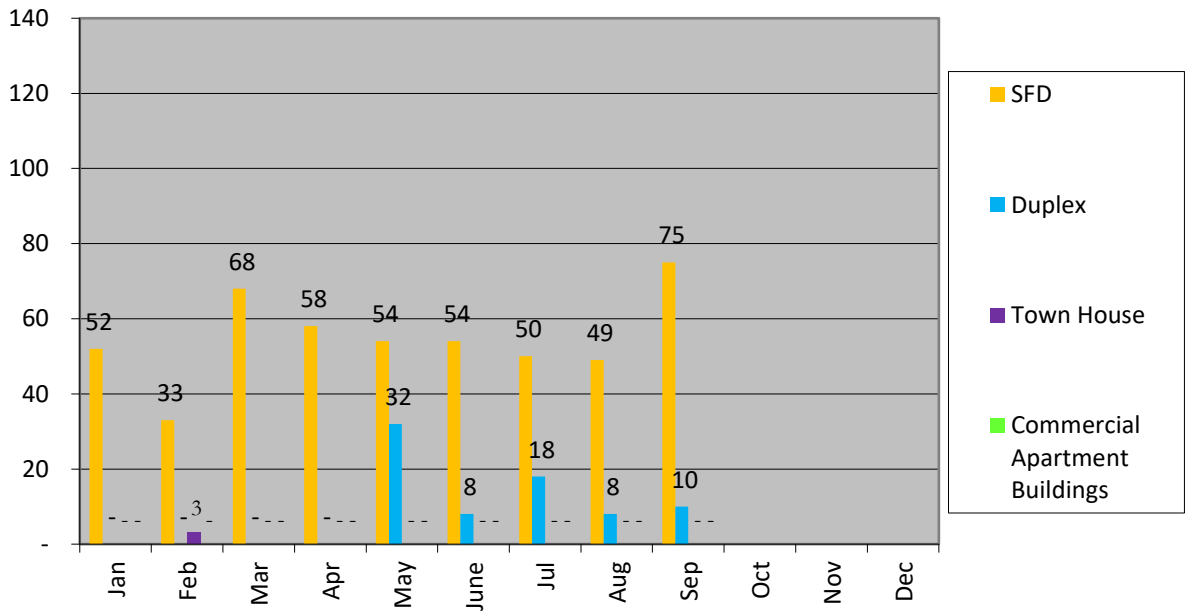
2023 SFD, Duplex, Townhouse, Apartments & Commercial Permits for New Construction



2023 Total All Other Permits



2023 Total New Dwelling Units



All Permit Types by Month

2023	Residential Permits*	Commercial Permits*	All Permit Types*	New Dwellings Permits
Jan	96	8	156	52
Feb	94	5	135	36
Mar	170	29	268	68
Apr	148	11	217	58
May	231	10	327	86
Jun	1,493	12	1,568	62
Jul	1,274	14	1,357	68
Aug	1,193	24	1,275	57
Sep	777	16	879	85
Oct				
Nov				
Dec				
TOTAL	5,476	129	6,182	572

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

Detached Single Family New Construction Building Permit Trends

	2019	2020	2021	2022	2023	5-Yr. Avg	2023 Month to Avg	Cum Yr. to Avg
Jan	72	37	38	55	52	51	4	4
Feb	48	39	52	53	33	45	8	12
Mar	44	55	51	44	68	52	-8	4
Apr	64	24	87	67	58	60	7	11
May	52	35	18	54	54	43	11	22
Jun	70	27	56	74	54	56	-2	12
Jul	58	24	20	17	50	34	16	28
Aug	52	38	28	31	49	40	9	38
Sep	38	55	41	62	75	54	21	58
Oct	41	36	51	25	-	31		
Nov	36	30	30	32	-	26		
Dec	33	36	55	22	-	29		
TOTAL	608	436	527	536	493	520	-5	16

AFFORDABLE HOUSING DIVISION

In September, the Affordable Housing Division worked on the following items:

- **Inclusionary Housing Ordinance** – Staff is conducting research and discussions with neighboring jurisdictions' housing and planning staff regarding their experience in implementing and managing the IHO process.
- **Cheesman Property** – Staff finalized the Letter of Intent with Vertikal Development who is planning a mix of townhomes and single-family detached homes on the 2.3 acres site. Their pre-application was submitted in September and staff are working through the details on this first project that will be processed under our new “fast track” permitting process for affordable housing. The Town of Erie was invited to apply for the Strong Communities Infrastructure Grant in support of this project (application is due in December 2023; awards in February 2024; and work can tentatively start in May 2024).
- **Page Property** – Staff continued to work with the Parks and Recreation Department to prepare for an October 2023 closing. Staff reached out to the University of Colorado Denver Masters of Urban and Regional Planning program to assist with assessment and conceptual planning on the site to serve both housing and open space/recreation needs. The letter of intent for Prop 123 Land Banking funds for the project was not accepted in the first round. Staff intends to submit again in the next round.
- **Vic Smith Property (800 High St)** – Staff are working with Brothers Redevelopment to explore additional senior and family housing on site. Erie assigned our Private Activity Bonds to CHFA last month to potentially support this project in the future.
- Completed the hiring of a Housing Management Analyst who will join the staff on Oct. 16.
- Participated in a presentation on Senior Housing Options at the Erie Community Center.
- Continued to work with colleagues in the Boulder County Regional Housing Partnership to:
 - Develop a funding request under the HUD Pathways to Reducing Obstacles to Affordable Housing Grant (due end of October)
 - Advance the IGA for assistance from City of Boulder for Affordable Housing Compliance Assistance (original IGA is being split into two IGAs for clarity).
- Identified potential legislative priorities as it relates to Affordable Housing.
- Toured Town of Lyons affordable housing developments with Town Administrator and Planning & Development Director

TRANSPORTATION DIVISION

- **RTD Service Area Boundary** - Four sections of the Town are not in RTD's Service Area Boundary. RTD provided staff with information on the annexation process for bringing these sections into the Service Area Boundary. The Town is moving forward with consideration of annexing these sections into the Service Area Boundary; the next step being a study session with the Board of Trustees.
- **Transportation internal structure** – Staff held a kick-off meeting with consultant team to develop a clear structure for transportation planning and implementation within the Town. Project will be completed in December with recommendations for the Transportation Division.
- **Neighborhood Speed Management Program** - Formulated a focus group consisting of about 10 residents to run a series of focus group meetings through the end of the year.
- **Flex Ride Service** – The Town did not receive the RTD partnership grant for the service. The concerns with gaps in the Service Area Boundary stated as a reason for not being selected. The Town will continue Flex Ride Service without this grant. A focus group will be created as part of the flex ride service plan development. The flex ride RFP for a transit provider is in development.
- **Cross Sections Standards and Specs** – Kicked off process with Fehr * Peers as the consultant to update standards & specs in concert with Public Works department.
- **Vista Parkway Roundabout Safety Improvements** – Consultant provided scope and fee for this project. The Town is reviewing the scope and fee before moving onto contracting.
- **County Line Road Safety Improvements** – Staff provided comments on 50% design plans.
- **Briggs Street at Circle K** – Circle K agreed to installing a median on Briggs between Erie Parkway and Ambrose Street to prevent illegal left turns out of Circle K access.

Division Leads

Lisa Ritchie - Planning

Ed Kotlinksi – Building

MJ Adams – Affordable Housing

Miguel Aguilar - Transportation

