

# PLANNING & DEVELOPMENT MONTHLY REPORT

Review of March 2024

## STAFF HIGHLIGHTS

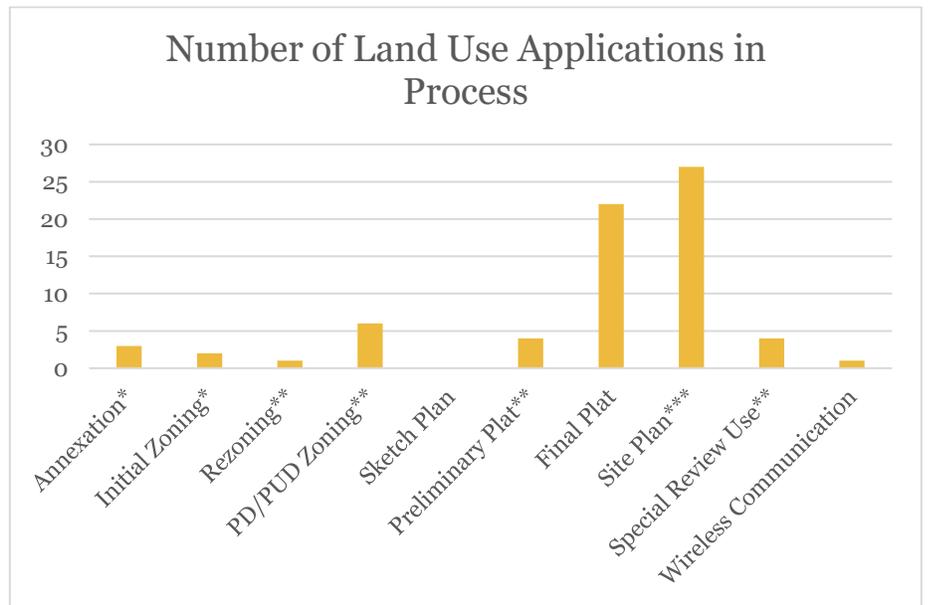
- Planning Division welcomed a new Senior Strategic Planner on March 25. They will be working on the Comprehensive Plan, among other Strategic Planning projects, and bring to the Town valuable planning and policy analyst experience.
- Interviews were held with three candidates for the Planning Intern position. A candidate was selected and will be starting in April.
- In early March each Building Division staff member attended 2 class days during the annual week-long Colorado Chapter of ICC Code Educational Institute in Loveland.
- Deputy CBO secured their drone pilot license, and our newest inspector is working through the required training course to secure their license.

## PLANNING DIVISION

### Current Planning

#### Land Use Applications

Planning had a total of 70 land use applications in process in March; 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 March 2024, the Planning staff held six Pre-application meetings for the following projects/properties:

1. **Erie Commons – Lot 1, Blk 11 Filing 5** – Two buildings – Restaurant, Bar, and Event Hall with Retail Space
2. **Old Town – 235 Cheesman Street** – Food Truck Park
3. **Old Town – 4035 NE County Line Rd** – Special Review Use for Business Allowance
4. **1018 State Highway 52** – Annexation/Zoning to High Density Residential or Commercial Mixed Use
5. **Westerly Subdivision Amenity Building** – Waypoint Design Changes
6. **Old Town – 101 Balcolm Street** – Subdividing Lot

## Strategic Planning

### Elevate Erie

- Elevate Erie held stakeholder engagements on draft scenarios and Transportation Mobility Plan strategies with the Plan Advisory Committee on March 25 and with the Technical Advisory Committee on March 22.

### 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 March 2024.

- **Current Planning**
  - Staff continues to work on improvements to Current Planning and Development Review Team processes.
- **Long Range/Strategic Planning**
  - Staff identified several areas in the UDC in need of updating. These include manufactured/mobile homes, home occupation standards, applicability of development standards and the definition of family. Staff will present the draft ordinance to Planning Commission and Town Council in April.
  - Comprehensive Plan scenarios are being refined based on stakeholder feedback prior to public engagement starting in mid-April. Several events are being planned along with an online component to gauge support for a preferred scenario or combination of scenarios.
  - An ordinance establishing a Reserved Open Space district, as required by the Home Rule Charter, will be presented to Planning Commission and Town Council in April.
- **Economic Development and Interdepartmental**
  - Staff is working with Communications & Community Engagement to provide updates to department and division webpages for compliance with state law on ADA.

# BUILDING DIVISION

## Building Activity

### What's Going On

- **104** single family dwelling permits (attached, detached & townhomes) were issued in March 2024, a record month for the Building Division, breaking the previous record of 87 permits issued in April 2021.
- The spike in re-roof permits from last May's hailstorm event has dissipated and external drone pilot services are no longer necessary to keep up with the inspection workload.

### What's Going Up

- The King Soopers at Nine Mile began construction of their vehicle fueling facility.
- 10 of the 12 multi-family buildings are completed at the Aura apartment complex in Colliers Hill.
- The Town Hall Expansion and Renovation project – steel frame is all set.

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

- 479 Total Building Permits issued (1,273 YTD) – 130 re-roof permits (27% - 515 YTD) and 104 single-family dwellings (detached, attached, and townhomes - 220 YTD).
- 2,529 inspections performed - 120 per business day | 24 per inspector per day: 5 inspectors.
- 71 Certificates of Occupancy issued - 69 Residential and 2 Commercial.

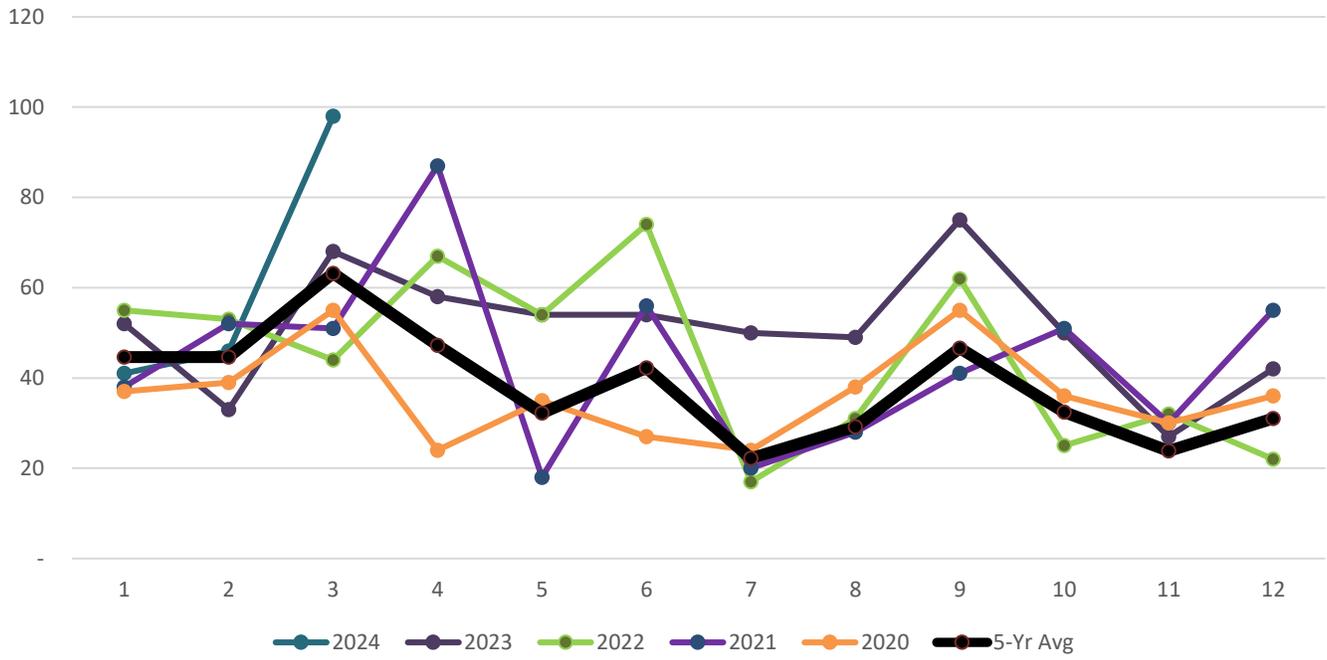
### Commercial Project Permit Applications in Plan Review Queue:

- 2920 Arapahoe Road – Valvoline Service Center
- 680 Commons Drive – Bellco Credit Union

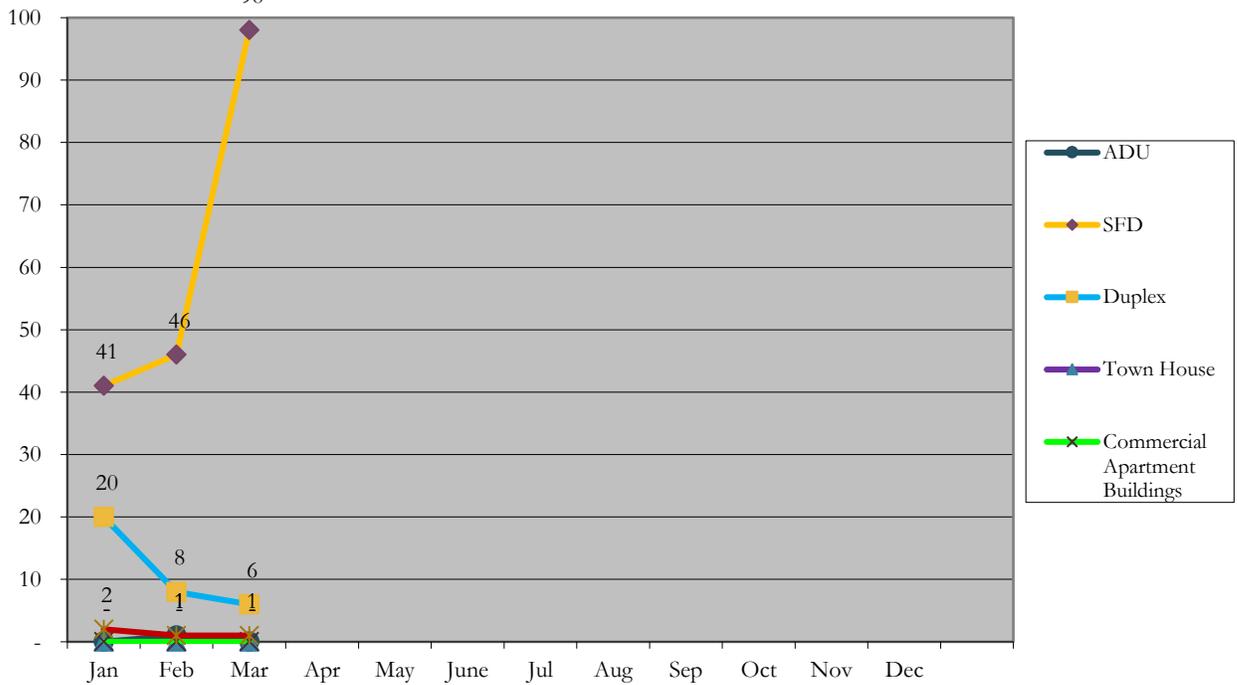
## Projects in Support of other Town Departments

- Marcie Weatherly, Residential Plan Reviewer, continues to administer, coordinate, and collaborate with other Town staff during implementation of new permitting software (Central Square). Anticipated implementation is scheduled for late May 2024.

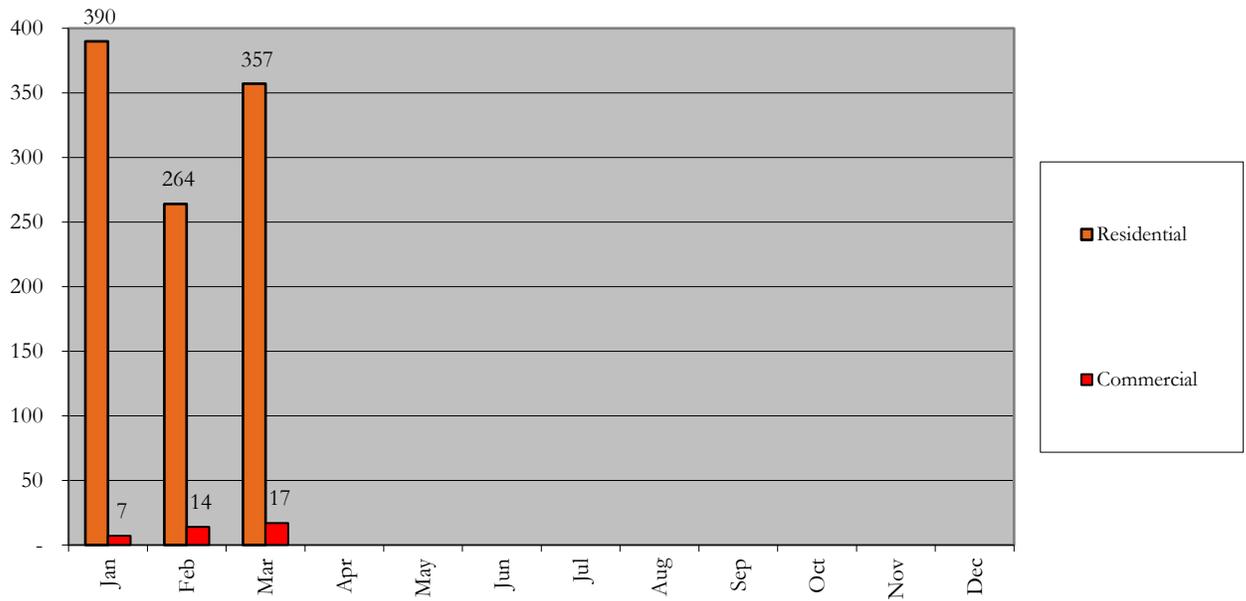
### Single Family Detached New Construction Permits - 5 Year



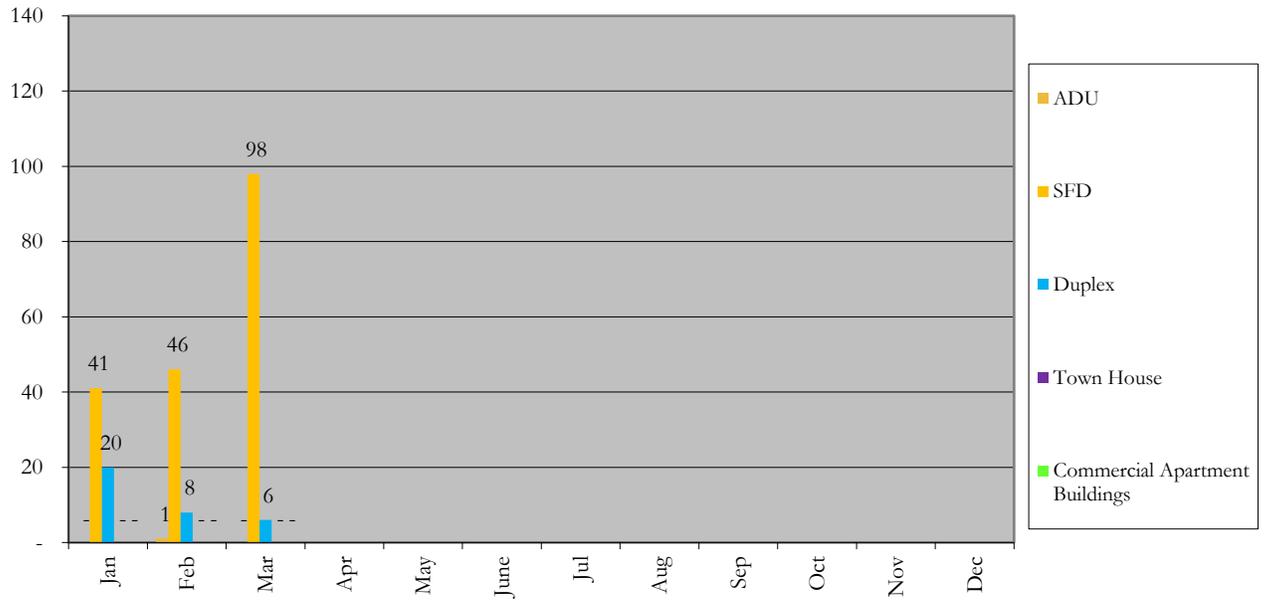
### 2024 ADU, SFD, Duplex, Townhouse, Apartments & Commercial Permits for New Construction



### 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				
May				
Jun				
Jul				
Aug				
Sep				
Oct				
Nov				
Dec				
<b>TOTAL</b>	<b>1,011</b>	<b>38</b>	<b>1,273</b>	<b>220</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	43	40
Apr	24	87	67	58		59		
May	35	18	54	54		40		
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>185</b>	<b>538</b>	<b>40</b>	<b>32</b>

## AFFORDABLE HOUSING DIVISION

- Boulder County Regional Housing Partnership (BCRHP) won a grant to provide regional technical assistance on development and implementation of a Fast Track process to align with requirements of Proposition 123 guidance that is in development and will be issued in Spring 2024.
- Work continued developing an Inclusionary Housing Ordinance/Affordable Housing Impact Fee.
- Cheesman Street Residences - Under review through the entitlement review process.



### Division Leads

Kelly Driscoll - Planning

Ed Kotlinksi – Building

MJ Adams – Affordable Housing

Miguel Aguilar - Transportation

## TRANSPORTATION DIVISION

- **RTD Annexation** – Clarification was received on questions about the election process. Discussions are moving forward with presenting to Town Council and the Weld County Commissioners regarding how to include a question about RTD annexation on the ballot.
- **Transportation Mobility Plan (TMP)** – Met with the Plan Advisory Committee and the Technical Advisory Committee to discuss strategies within the TMP. Dates are set for public outreach in April to present Vision, Values and Strategies.
- **Congressional District Funds FY25** – The grant application was submitted to Senators Bennett and Hickenlooper for transportation funding of \$1,200,000 for bus stop construction and \$750,000 for Erie flex ride.