

PLANNING & DEVELOPMENT MONTHLY REPORT

Review of August 2024

STAFF HIGHLIGHTS

- Transportation Division officially transitioned to the Public Works Department effective Aug. 1. Reporting on Transportation activities and projects is no longer included in the Planning & Development Monthly Report.



Leadership

Sarah Nurmela, Director
Deborah Bachelder, Deputy

Division Leads

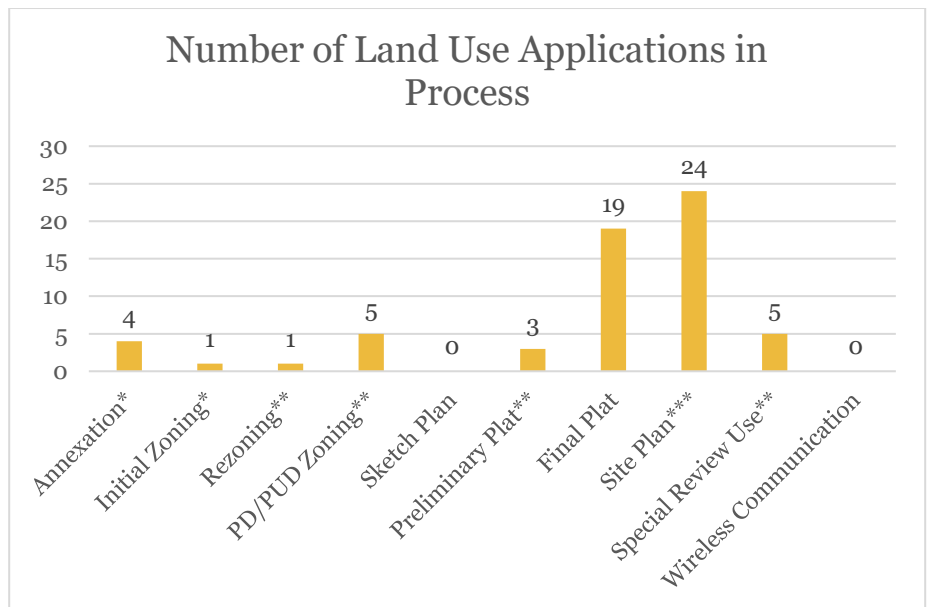
Kelly Driscoll - Planning
Ed Kotlinksi – Building
MJ Adams – Affordable Housing

PLANNING DIVISION

Current Planning

Land Use Applications

Planning had a total of 62 land use applications in process in August; 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 what formal land use applications apply. In August 2024, the Planning staff received eight Pre-Application submissions for the following projects/properties:

1. Erie Commons – Childcare & Assisted Living
2. Canyon Creek – Neighborhood Commercial Center
3. Erie Town Center – Commercial Corner
4. Vista Ridge – Three Single Family Lots
5. Canyon Creek – 12 Duplex Units
6. 4738 County Road 5 – Annexation, Zoning and Subdivision
7. Old Town – 816 Kattell Court – combine 2 Lots
8. Parkdale area (1002 & 1010 N. 119th) - Annexation

Strategic Planning

Elevate Erie

- The final phase of Comprehensive Plan engagement, review of the draft plan, goes through Sept. 8. As of Aug. 30, 10 written comments had been received from unique users through the project page (<http://erieco.us/comp-plan-and-tmp>), as well as feedback from 32 attendees at two Open Houses on Aug. 28 and 29. Staff is working to incorporate this feedback into the draft document.

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 August 2024.

- **Current Planning**
 - In advance of the ballot issue on sales tax collection for retail marijuana, Public Hearings for the ordinance were heard by Planning Commission on Aug. 7 and will be heard by Town Council in September.
 - To comply with FEMA requirements, changes have been drafted to Erie's floodplain regulations. These will be heard by Town Council in September.
- **Long Range/Strategic Planning**
 - Public review of the Comprehensive Plan continued during August. Public hearings for adoption are planned for Sept. 18 at Planning Commission and Oct. 8 at Town Council.
- **Economic Development and Interdepartmental**
 - Planning staff with Economic Development and Public Works are coordinating with Frederick on an IGA to establish annexation and influence areas, drainage solutions for Highway 52 corridor, street design and revenue sharing.
 - Planning staff, together with Public Works and Police, are coordinating with Lafayette on an IGA for areas of shared boundaries to clarify jurisdiction, maintenance responsibilities, access, and street section design. The next meeting to continue discussion is Sept. 5.

- Planning staff is working with Legal to draft sign code changes, and to respond to legislative mandates regarding ADUs, parking minimums for multi-family, natural medicine and landscaping.

BUILDING DIVISION

Building Activity

What's Going On

- The King Soopers at Nine Mile was issued a Temporary Certificate of Occupancy (TCO) on Aug. 30 to allow merchandise stocking and staff training for an anticipated public opening in early October.
- The Board of Adjustment ordinance is being updated to include the Board of Appeals. This Board is necessary to hear appeals related to technical building code issues.

What's Going Up

- King Soopers at Nine Mile – Grocery and Fueling Kiosk/Canopy
- Town Hall Expansion and Renovation
- Children's Eye Clinic
- Little Sunshine Playhouse (daycare)
- Chase Bank branch

Summary of this month's Permit and Inspection Activity:

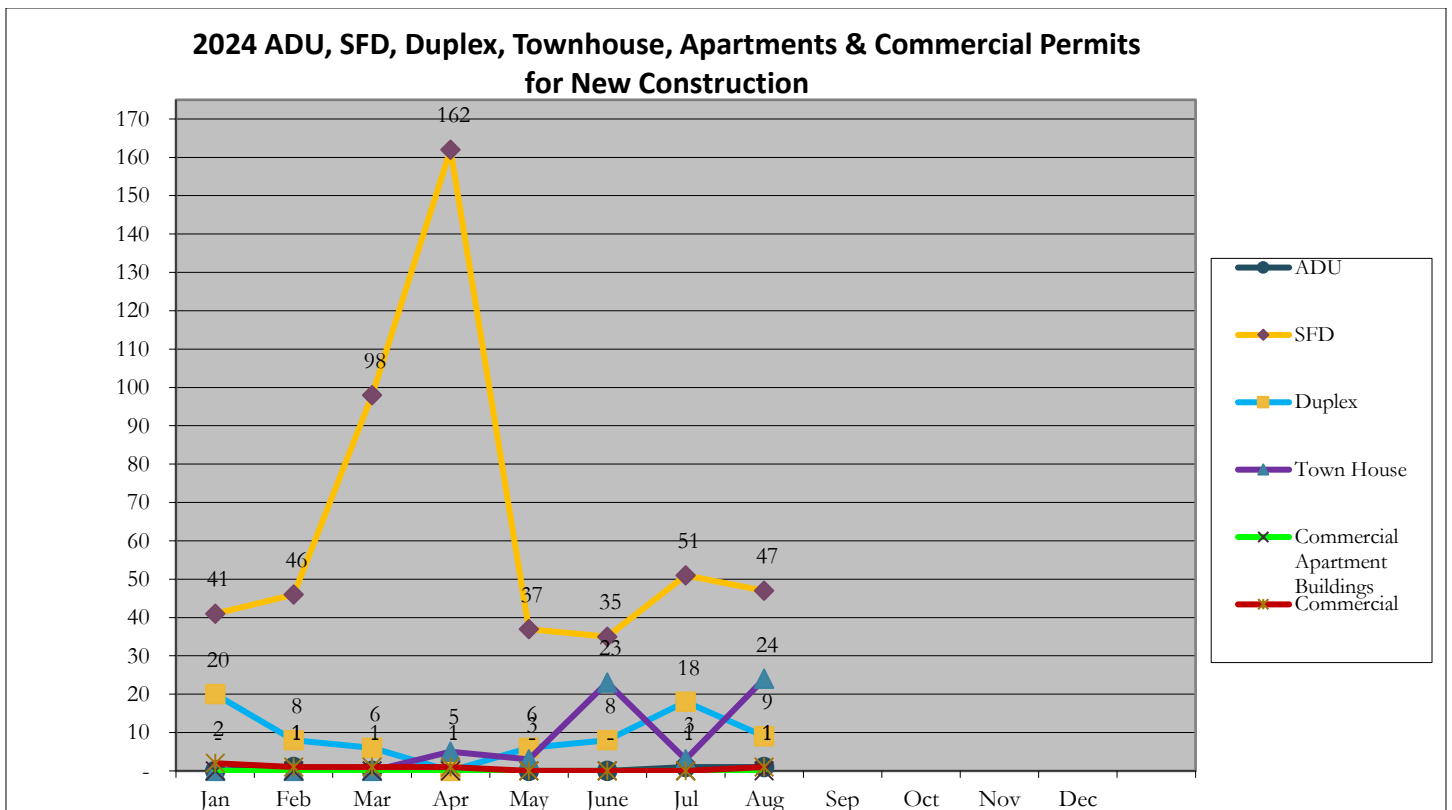
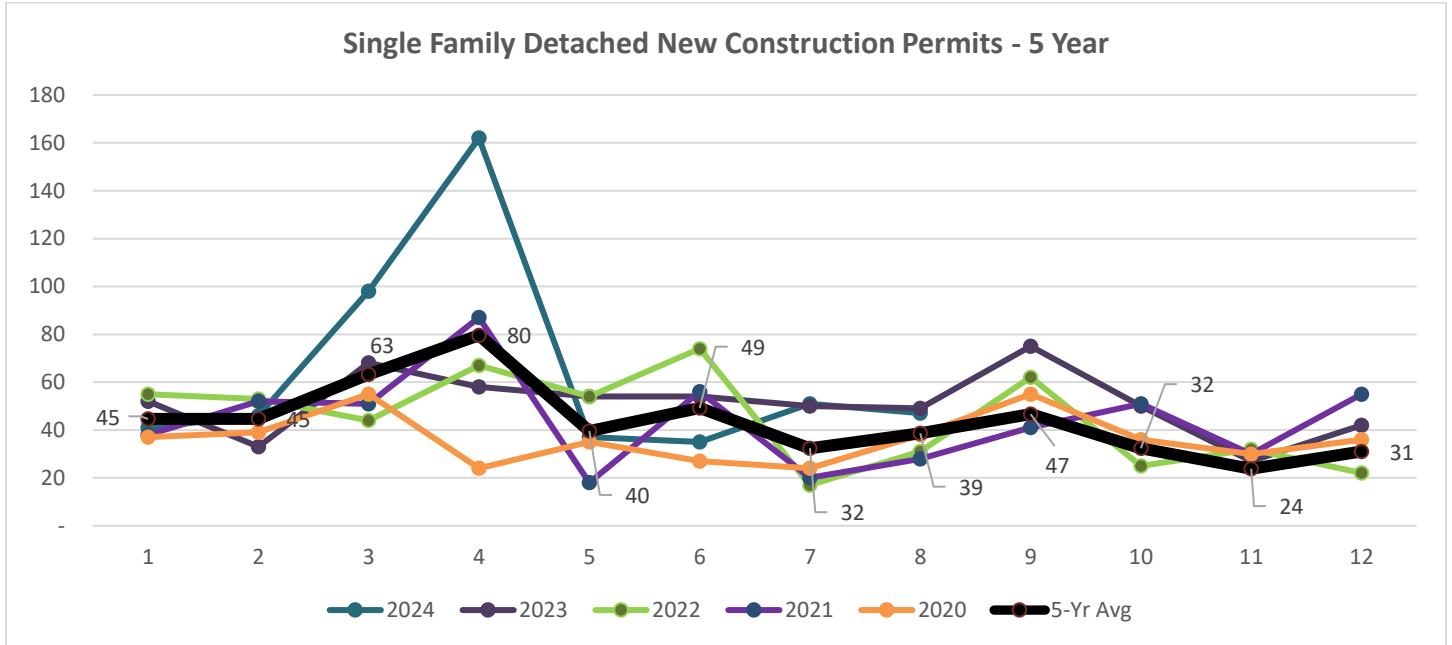
- 365 Total Building Permits issued (2,925 YTD) – 106 re-roof permits (29% - 945 YTD) and 81 single-family dwellings (detached, attached, and townhomes - 653 YTD).
- 2,761 inspections performed – average 126 per business day | 31 per inspector per day: 4 inspectors (1 inspector on medical leave).
- 72 Certificates of Occupancy issued (563 YTD) - 72 Residential (544 YTD) and 0 Commercial (19 YTD).

Commercial Project Permit Applications in Plan Review Queue:

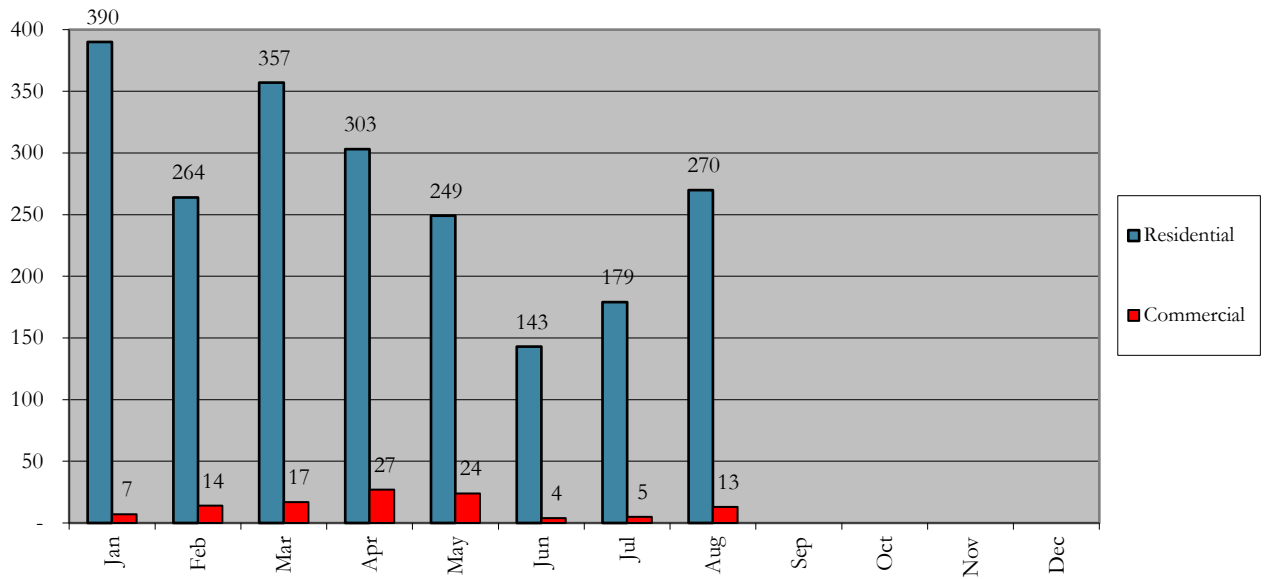
- 3000 Airport Drive – Change of Use, Aircraft Hangar
- 431 Ambrose – Boulder Creek Builders Leasing Office
- 640 Commons Drive – Dutch Brothers Coffee
- 2580 S. Main Street – Johnson's Office & Storage renovation
- 2650 S. Main Street – Aircraft Hangars (B5 & C2)

Projects in Support of other Town Departments

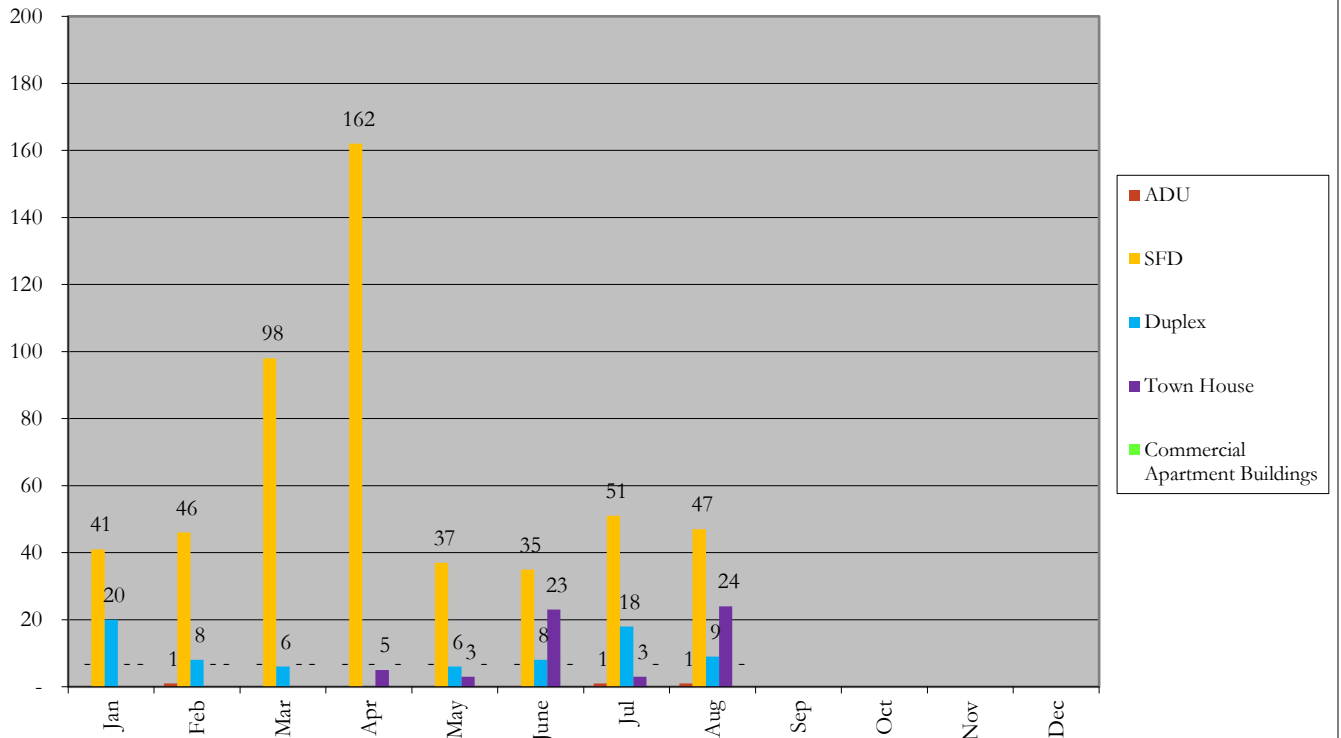
- Building Division staff assisted the Risk Manager to answer questions about insurance purposes related to management liability and our drone re-roof inspection program.
- Staff attended a meeting with the Sustainability team and the energy code cohort consultants to discuss future code adoptions and support.



2024 Total All Other Permits



2024 Total New Dwelling Units



All Permit Types by Month

<i>2023</i>	<i>Residential Permits*</i>	<i>Commercial Permits*</i>	<i>All Permit Types*</i>	<i>New Dwellings Permits</i>
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				
Oct				
Nov				
Dec				
TOTAL	2,155	111	2,925	653

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

Detached Single Family New Construction Building Permit Trends

	<i>2020</i>	<i>2021</i>	<i>2022</i>	<i>2023</i>	<i>2024</i>	<i>5-Yr. Avg</i>	<i>2024 Month to Avg</i>	<i>Cum Yr. to Avg</i>
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		58		
Oct	36	51	25	50		41		
Nov	30	30	32	27		30		
Dec	36	55	22	42		39		
TOTAL	436	527	536	612	517	561	124	266

AFFORDABLE HOUSING DIVISION

- **Inclusionary Housing/Affordable Housing Impact Fee (IHO/AHIF)** – Staff is working with a consultant (Economic & Planning Systems) to assess feasibility of our initial proposals and to complete the study of fee-in-lieu and affordable housing linkage fee considerations.
- **Cheesman Street Residences** – Marketing and Outreach to potential homebuyers started in earnest in August. An initial information session was held on Aug. 26 with 53 interested parties in attendance. Pre-applications will open on Nov. 16.
- **Page Property** –An engineering firm was engaged to assist with evaluating options for managing the pond. Staff is preparing an RFP for hiring a consultant to assist with conceptual plan development and creation of a Planned Development (PD).
- **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.
- **Boulder County Regional Housing Partnership** –
 - 1B Funding (Boulder County tax in support of affordable housing) – working with regional housing partners to make recommendations about allocation of approximately \$18 million available in 2025 to support creation of affordable housing units in Boulder County.
 - Data Dashboard – BCRHP is working with a format shared by DRCOG in July to track progress toward the region’s goal of 12% affordable housing by 2035.
 - IGA with City of Boulder for monitoring and compliance of affordable housing units – ongoing meetings are being held to develop policies for homeownership and rental developments.
 - Local Planning Capacity Grant – participating on a team to draft scope of work for a consultant to assist regional partners in developing expedited permitting requirements of Proposition 123.