

PLANNING & DEVELOPMENT MONTHLY REPORT

Review of January 2025

STAFF HIGHLIGHTS

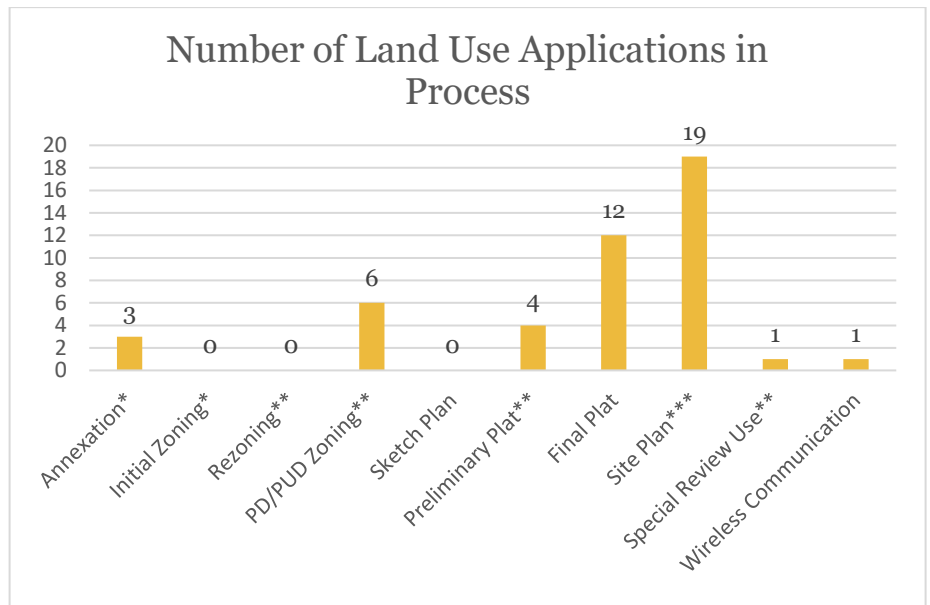
- The Operations Division filled the vacant Administrative Specialist position. The new hire started on Jan. 27, 2025, and comes to the town with an extensive administrative background.
- Two Planners in the department have started coursework and studies toward the American Institute of Certified Planners (AICP) exam.
- A Building Inspector I passed the International Code Council (ICC) P1 examination to secure his Residential Plumbing Inspector certification.
- A Building Inspector II attended a recent meeting of the Colorado Association of Plumbing & Mechanical Officials (CAPMO) and joined as an active member.

PLANNING DIVISION

Current Planning

Land Use Applications

Planning had a total of 46 land use applications in process in January; 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 January 2025, the Planning staff had 3 Pre-Application meeting requests submitted for the following projects/properties:

1. PA2025-00003 – 2400 Village Vista Drive – Amendment to Children’s Eye Physicians Clinic
2. PA2025-00004 – 726 N 119th Street – Annexation of St. Columba Orthodox Church
3. PA2025-00005 – 71 Erie Parkway – Prayer Center

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 January 2025.

- **Current Planning**
 - Work on the concept plan and Planned Development (PD) zoning for the Village at Coal Creek Neighborhood has started.
- **Long Range/Strategic Planning**
 - Planning staff are working with other departments to develop metrics for tracking Comprehensive Plan implementation.
- **Economic Development and Interdepartmental**
 - Planning staff continue to regularly meet with Lafayette and Fredrick staff regarding coordination efforts and IGA drafting.
 - Staff are working with Sustainability, Public Works, and Parks on Landscape Code updates related to state legislation on non-functional turf.

BUILDING DIVISION

Building Activity

What's Going On

- A building permit was issued for the Village Cooperative of Erie, a 64-unit multi-family age-restrictive housing project in Vista Ridge.
- A Board of Adjustment meeting is scheduled for late February to meet current members and present a proposal to extend the duties to include a Board of Appeals.

What's Going Up

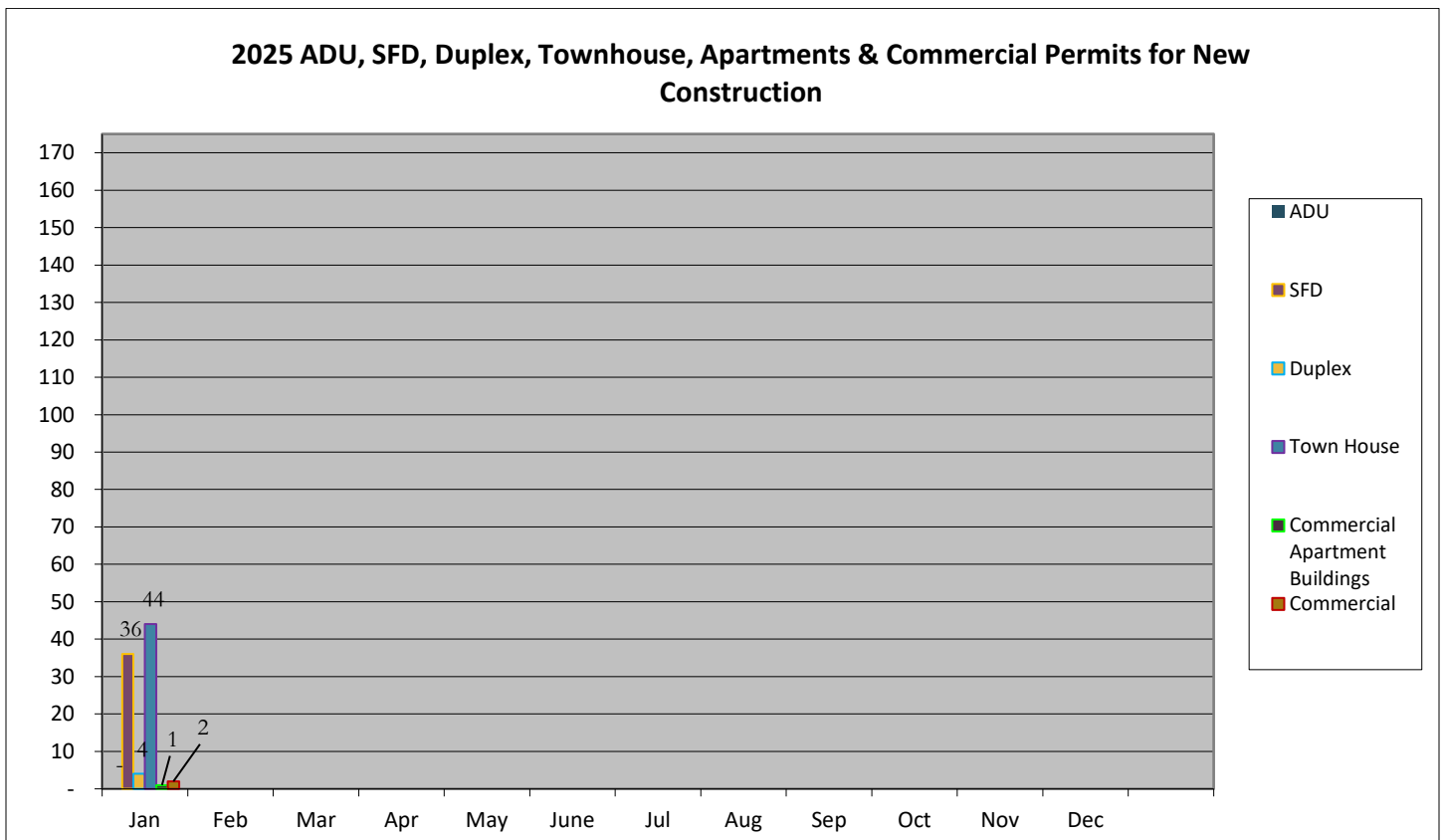
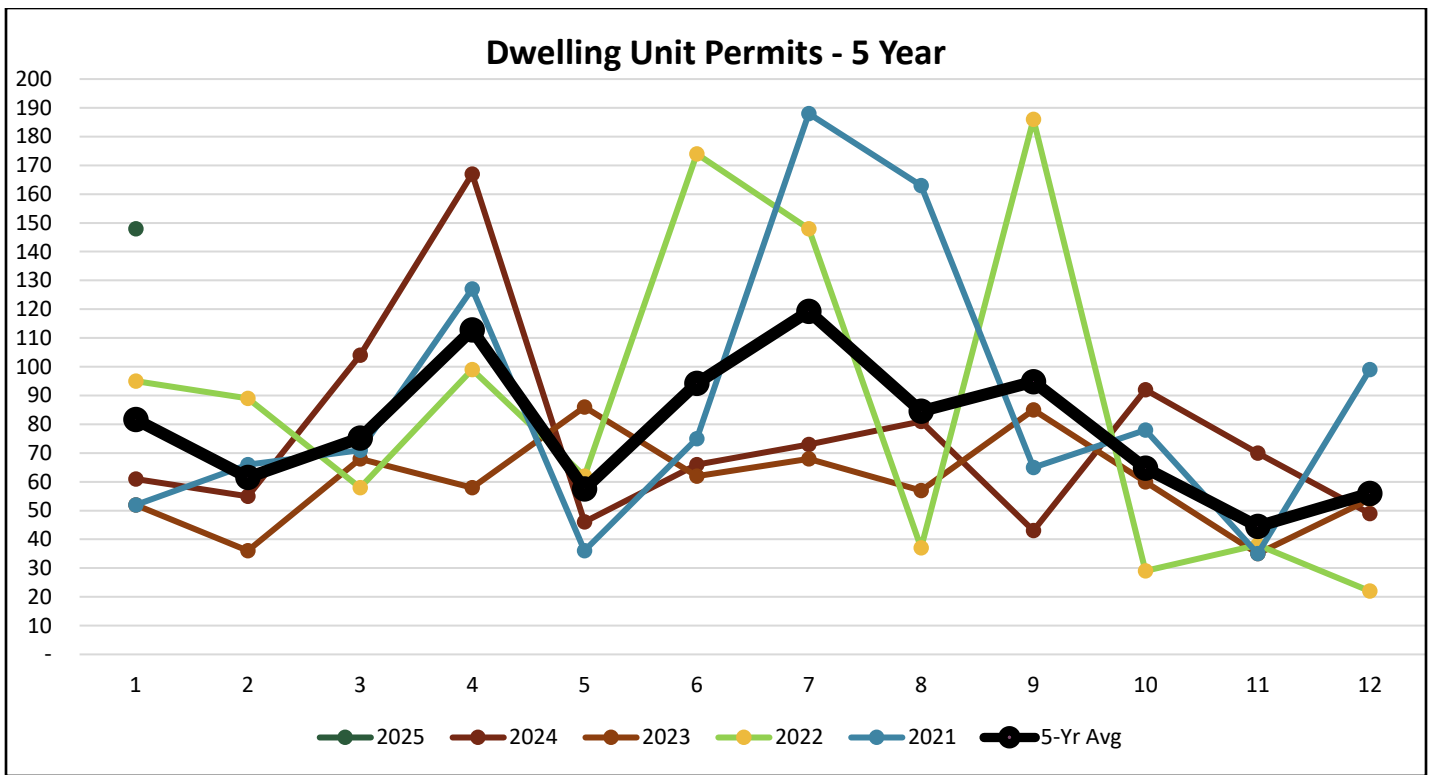
- Children's Eye Clinic – Vista Ridge
- Bellco Credit Union – Erie Commons
- Dutch Brothers Coffee – Erie Commons
- Valvoline – Nine Mile
- Chick-Fil-A – Nine Mile

Summary of this month's Permit and Inspection Activity:

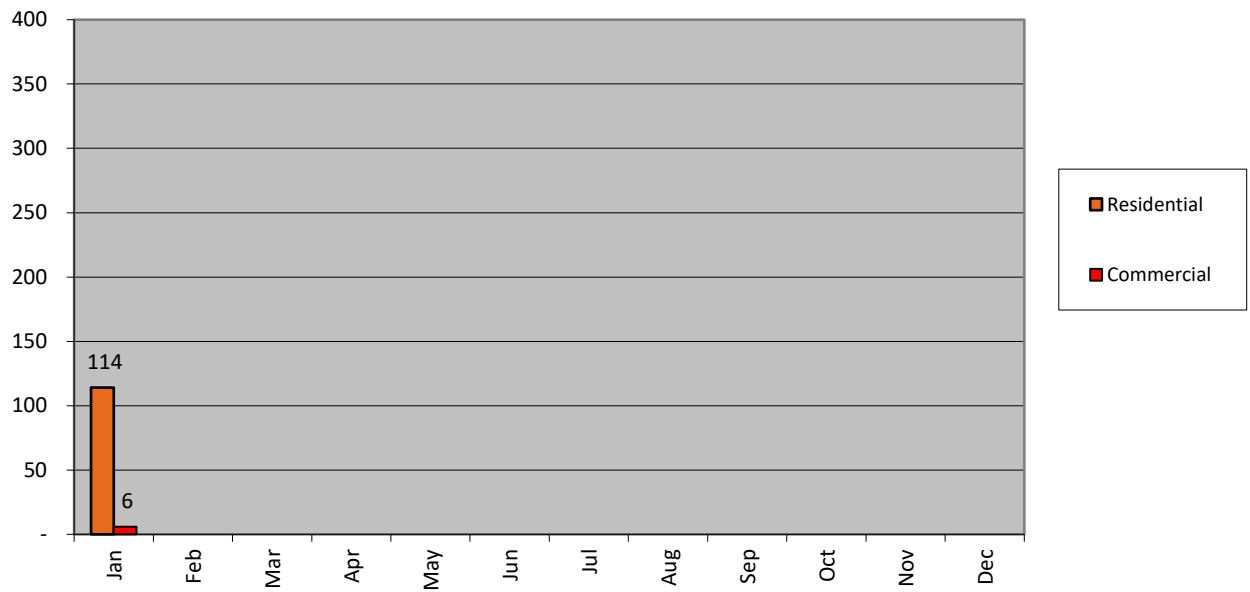
- 207 Total Building Permits (207 YTD) – 9 re-roof permits (4% of monthly total / 9 YTD) and 84 single-family dwellings (attached, detached & townhomes / 84 YTD).
- 2,242 inspections - 107 per business day/21 per inspector per day: 5 inspectors.
- 76 Certificates of Occupancy (76 YTD) – 76 Residential (76 YTD) and 0 Commercial (0 YTD).

Commercial Project Permit Applications in Plan Review Queue:

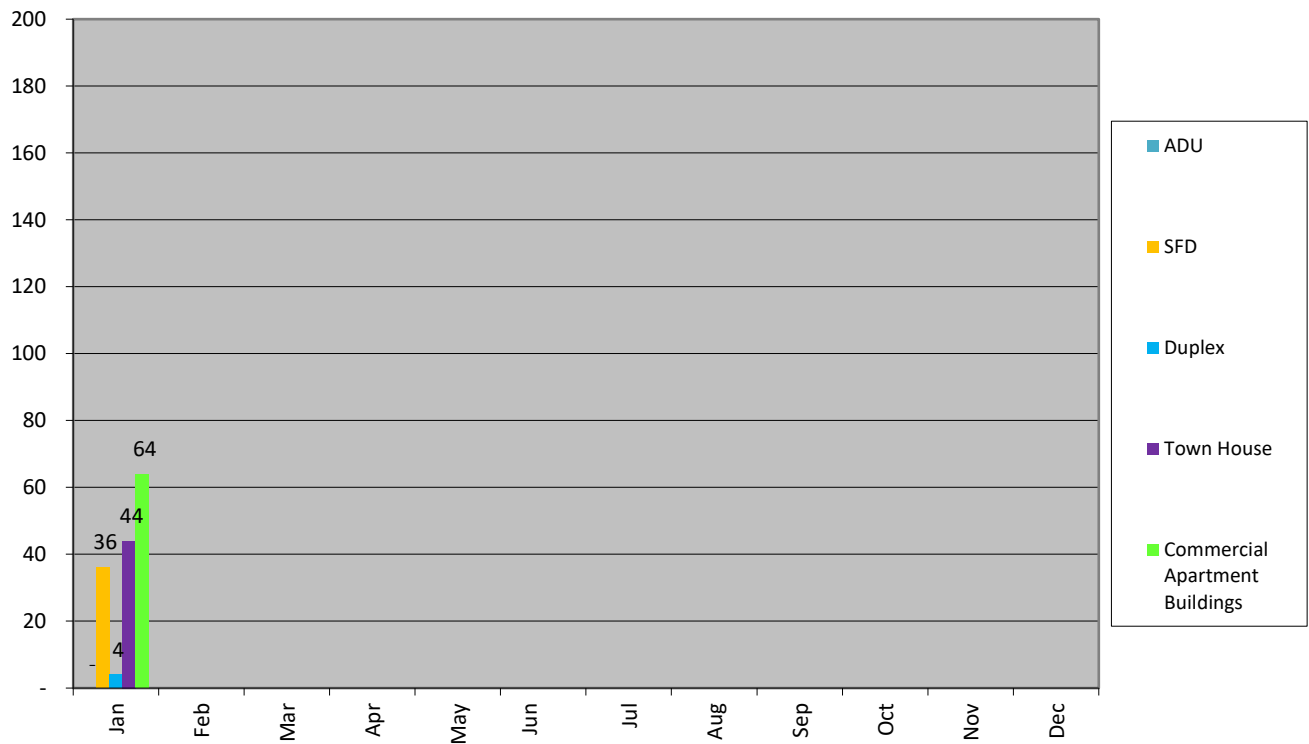
- 61 Erie Parkway, Suite 100 – Medical Office tenant improvement
- 61 Erie Parkway, Suite 101 – Mini Miners Dental Office addition
- 2650 S. Main St. – Aircraft Hangar (C2)



2025 Total All Other Permits



2025 Total New Dwelling Units



All Permit Types by Month

2025	Residential Permits*	Commercial Permits*	All Permit Types*	New Dwellings Permits
Jan	114	6	207	148
Feb				
Mar				
Apr				
May				
Jun				
Jul				
Aug				
Sep				
Oct				
Nov				
Dec				
TOTAL	114	6	207	148

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

Detached Single Family New Construction Building Permit Trends

	2021	2022	2023	2024	2025	5-Yr. Avg	2025 Month to Avg	Cum Yr. to Avg
Jan	38	55	52	41	36	44	-8	-8
Feb	52	53	33	46		46		
Mar	51	44	68	98		65		
Apr	87	67	58	162		94		
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	36	581	-8	-8

AFFORDABLE HOUSING DIVISION

- **Cheesman Street Residences** –Marketing and Outreach – Ongoing work reviewing potential buyers’ applications and determining eligibility – 19 applicants have been offered reservations for homes; vertical construction of non-modular homes is ongoing. On schedule for the first closings mid-2025.
- **Village at Coal Creek (Page Property)** – DIG Studio started work on the conceptual planning process with the TOE project team. A site visit with DIG and Town staff was held on Jan. 30, 2025.
- **CDBG Housing Rehabilitation Grant** – Town Council entered into subrecipient agreement with Weld County in December. A contract for administration will come to the Town Council in February.
- **Regional Housing Partnership (RHP) – Several Initiatives:**
 - RHP Steering Committee completed the first session of strategic planning session in January; planning second session in late Feb./March.
 - 1B Funding also known as Affordable and Attainable Housing Tax (AAHT) (Boulder County Tax in support of affordable housing) – ongoing discussions about how 1B/AAHT funding may be allocated.
 - Data Dashboard – will set up on Town’s webpage where it will reside until the Regional Housing Partnership webpage is updated later this year.
 - IGA with City of Boulder for Monitoring and Compliance of affordable housing units created.
 - Development of policies for homeownership and rental developments substantially completed.
 - Legal review will occur over the next two months, with implementation targeted for mid-2025.
 - The scope of services for Local Planning Capacity Grant is finalized. Boulder County will be issuing the RFP for consultants.



Leadership

Sarah Nurmela, Director
Deborah Bachelder, Deputy

Division Leads

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