

PLANNING & DEVELOPMENT MONTHLY REPORT

Review of October 2023

STAFF HIGHLIGHTS

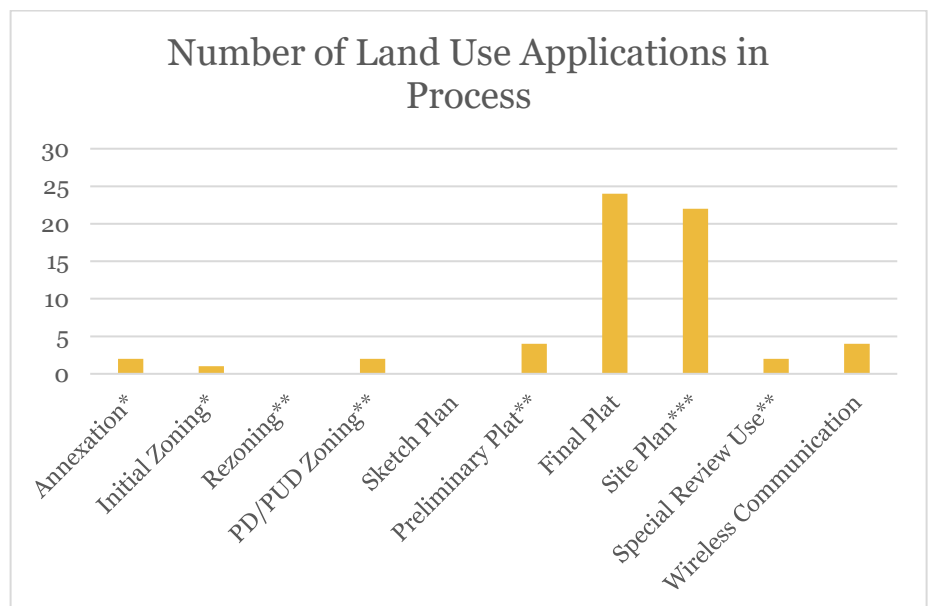
- The Planning Manager position recruitment initiated mid-month.
- Planning welcomes new hire Joshua Campbell as its newest Strategic Planner.
- Operations welcomes Matthew Lloyd to fill the new Code Inspector position. Matthew will oversee compliance with Building Codes and the Unified Development Code.
- Building welcomes Joel Champagne to the role of Deputy Chief Building Official. Joel was previously working for the City & County of Denver bringing extensive residential plan review and construction inspection knowledge and experience.
- Affordable Housing welcomes new Housing Management Analyst, Eric Leveridge to the team.
- Staff continues to work with consultants to develop the Erie Gateway PD.

PLANNING DIVISION

Current Planning

Land Use Applications

Planning had a total of 61 active land use applications in process in October; 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 October 2023, the Planning staff held five Pre-application meetings for the following projects/properties:

1. **Baxter Farm:** 3423 County Road 6 – Add 2 Ranchette Homes each on 2 acres of land
2. **Wildrose:** Schmidt Rural Estate Lots - Subdivide 32 acre parcel into 3 lots for Single Family Development
3. **North Westerly:** East of County Road 5 & North of Erie Parkway - Planned Development
4. **Summerfield:** Northskye Active Adult Amenity Building
5. **Erie Four Corners:** NW Corner of County Line Rd & Austin Avenue - Condos/90 units

Strategic Planning

Elevate Erie

- Vision and Values survey closed on October 1 with over 140 responses. Staff is working on finalizing the vision statement and core values phrases.
- The Town issued a Request for Qualifications for Fiscal Analysis of Land Use in late August and received three responses. All were interviewed. Staff selected Verdunity and are under contract.
- The Town issued a Request for Quote in September for a targeted Economic Market Analysis. This will fill in gaps identified in the previous Market Analysis. Three responses were received, and staff are working with one to develop the scope and contract.
- Fehr & Peers was retained to complete the Transportation Mobility Plan. This contract will go before the Board of Trustees in mid-November.
- Trestle was also retained to provide targeted engagement support for the remaining phases of the project.
- Planning staff continues to write and assemble the Existing Conditions report to be complete in November.
- A Technical Advisory (TAC) meeting was held on October 20 and a Planning Advisory Committee (PAC) meeting was on October 23. These meetings provided initial results of the Vision and Core Values survey, updates on consultants, and included some scenario framing activities with the group.

Gateway/I-25 South

- A draft plan is posted on the Engage Erie website [here](#) from the October 5 Gateway-area meeting.
- A draft planned development document is currently under review and editing.
- Next steps for the project include one-on-one meetings with on-site property owners to obtain additional feedback; focused traffic counts and analysis along County Roads 7 and 10 in the vicinity of the planning area; and a future community meeting focused on interim and future road improvements along these segments.

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 October 2023.

- **Economic Development**
 - Downtown Improvements – collaboration with Economic Development
 - I-25 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

BUILDING DIVISION

Building Activity

What's Going On

- Building permit applications received on and after the 1st of October 2023 are now required to comply with the Town adopted 2021 International Codes (I-Codes), including the 2021 International Residential Code (IRC) and 2021 International Energy Conservation Code (IECC).
- The services of several drone pilots were secured to assist with the extensive re-roof inspection workload. Video footage is provided by the pilots in accordance with drone re-roof inspection specifications that are reviewed and accepted by inspection staff.

What's Going Up

- The Nine Mile King Soopers construction project continues with an anticipated completion date of late 2023/early 2024.
- The Aura apartment complex in Colliers Hill continues construction of multi-family buildings within phases 2 & 3.

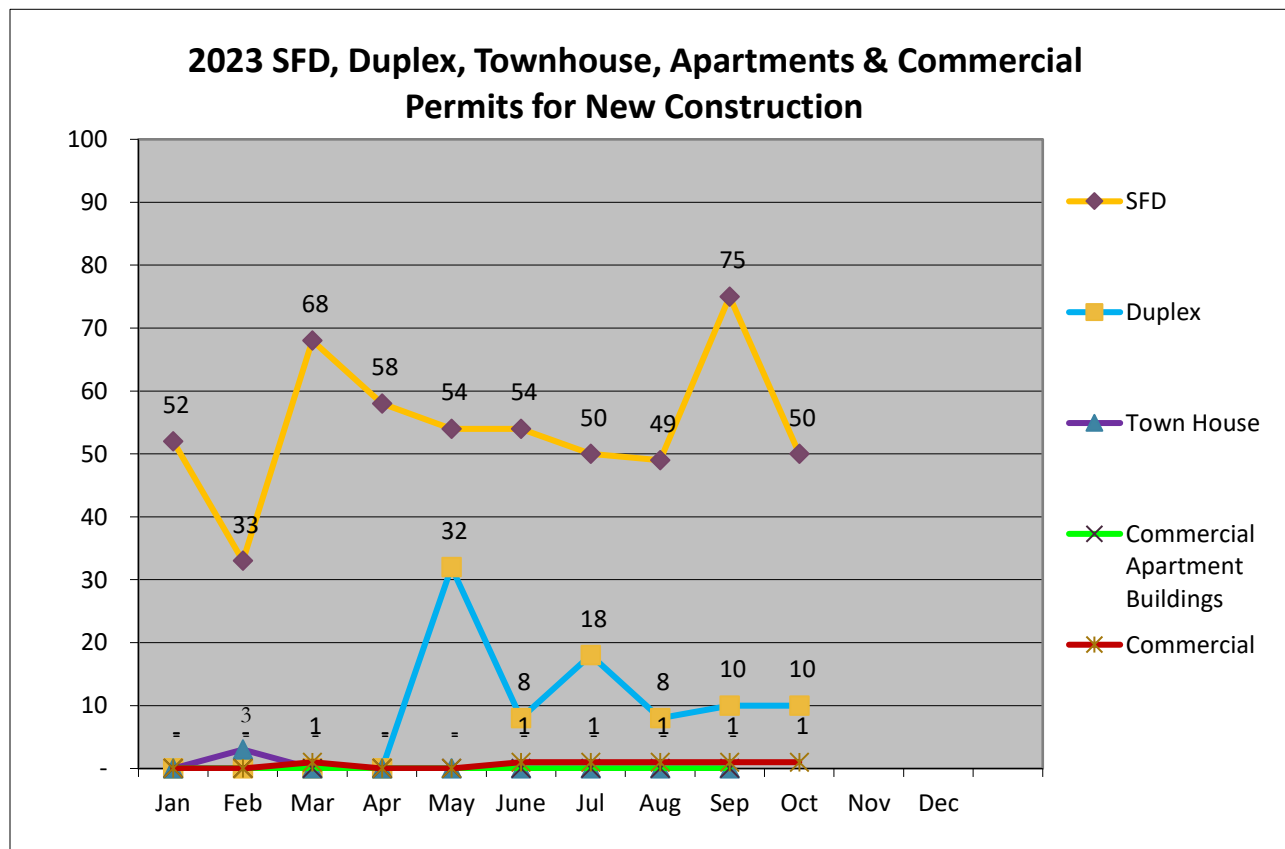
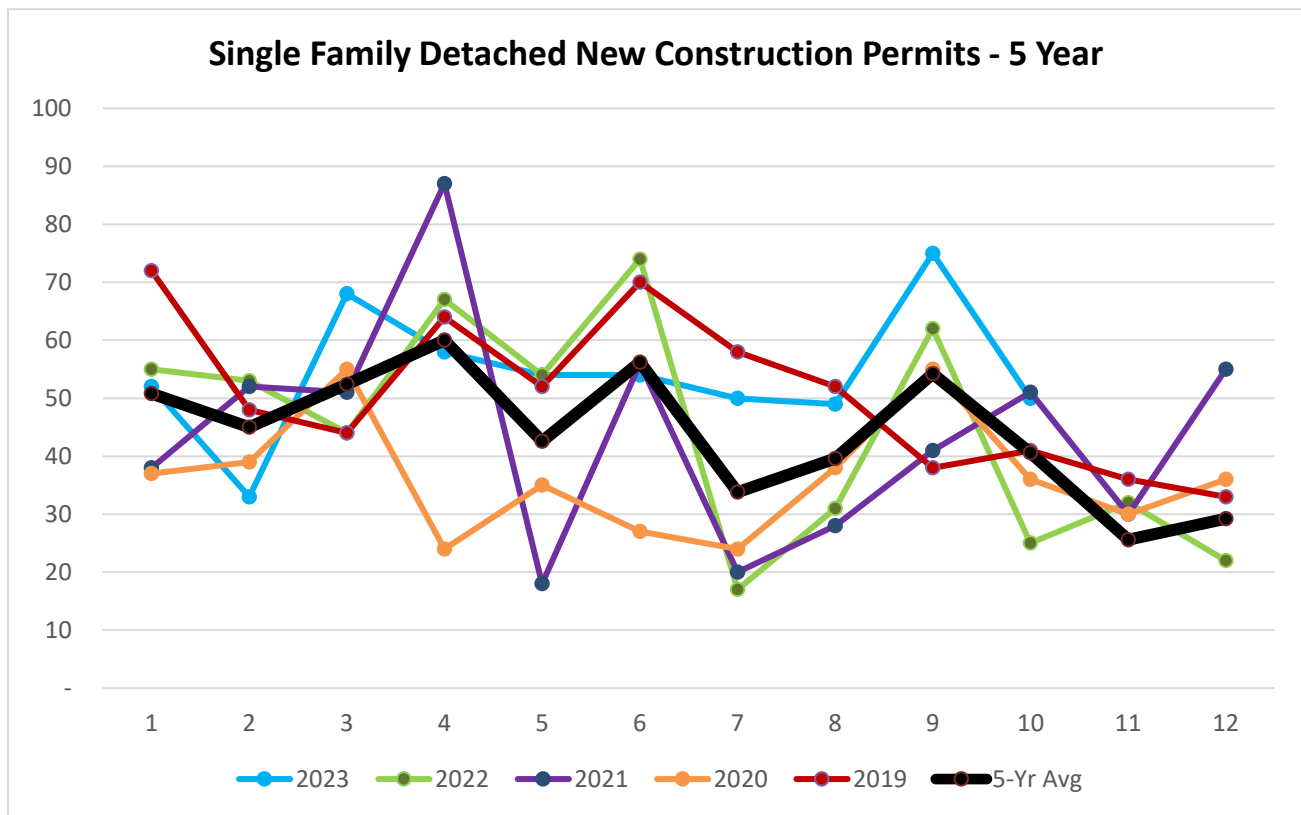
Summary of this month's Permit and Inspection Activity:

- 886 Total Building Permits issued (7,068 YTD) – 514 re-roof permits (58%) and 60 single-family dwellings (detached, attached & townhomes - 632 YTD).
- 3,147 inspections performed (150 per business day / 37 per inspector per day – 4 inspectors).
- 64 Certificates of Occupancy issued - 63 Residential and 1 Commercial.

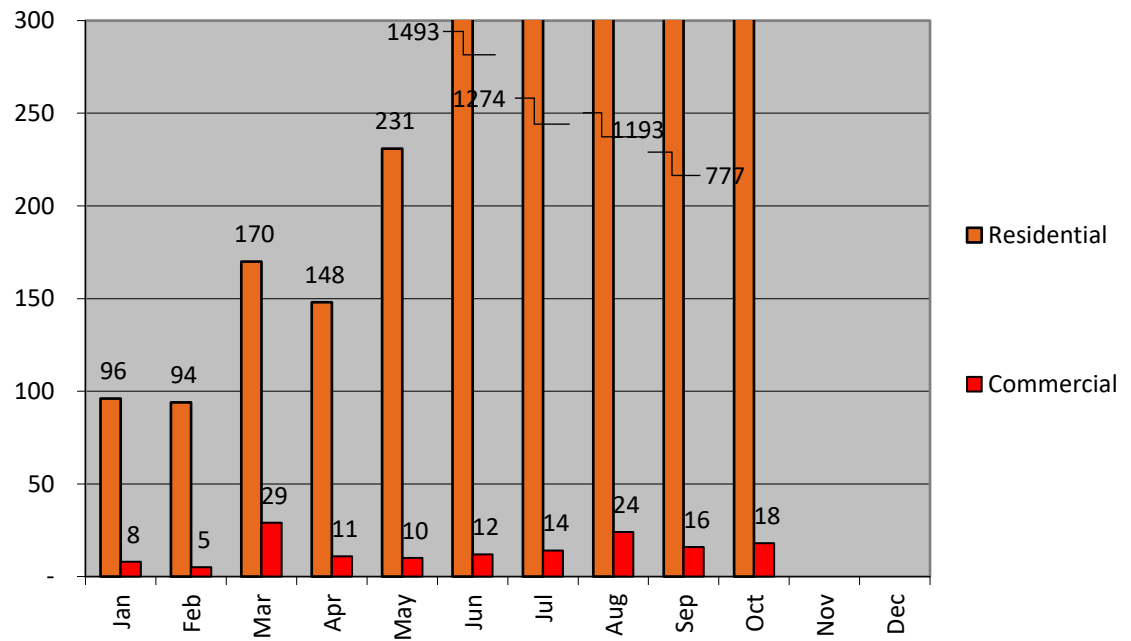
Commercial Project Permit Applications in Plan Review Queue:

- 2990 Arapahoe – Chase Bank
- 501 Commons Dr. – Daycare Center
- 645 Holbrook St. - Town Hall Expansion & Renovation
- 2351 Hwy 7 – Valvoline
- 2885 Mountain View Blvd. – Pediatric Eye Clinic

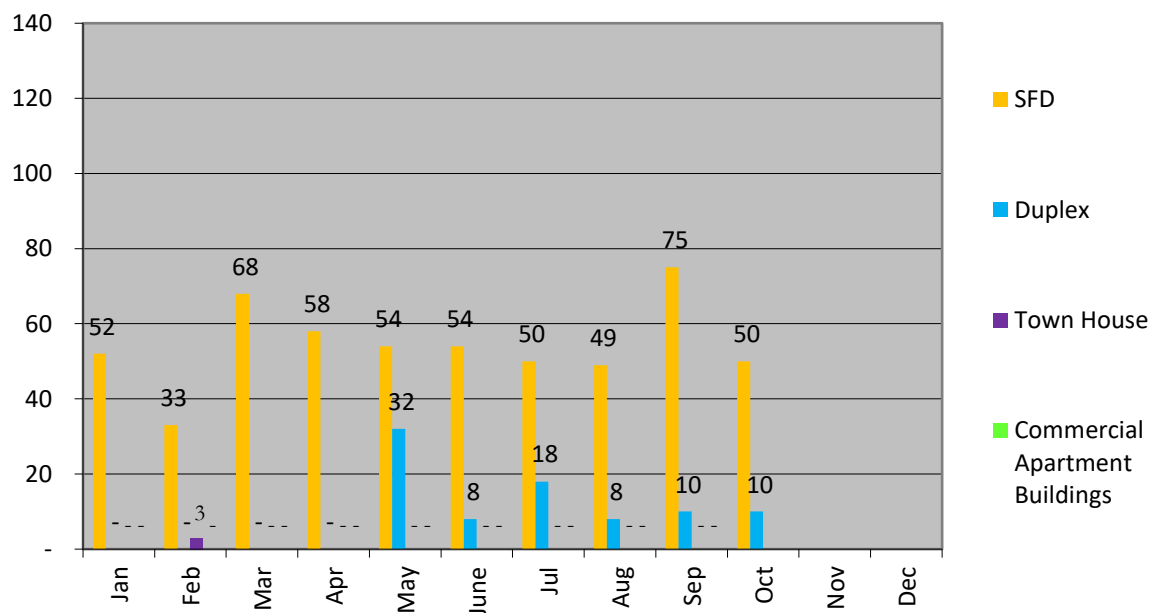
- 550 Pinnacle Blvd. – Antelo 6 Bldg./206 Unit Multi-Family Complex
- 2120 Village Vista Dr. – Pearle Vision tenant improvement



2023 Total All Other Permits



2023 Total New Dwelling Units



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	1	1
Feb	48	39	52	53	33	45	-12	-11
Mar	44	55	51	44	68	52	16	5
Apr	64	24	87	67	58	60	-2	3
May	52	35	18	54	54	43	11	14
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	50	41	9	68
Nov	36	30	30	32	-	26	-26	42
Dec	33	36	55	22	-	29	-7	35
TOTAL	608	436	527	536	543	530	35	6

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	807	18	886	60
Nov				
Dec				
TOTAL	6283	147	7068	632

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

Projects in Support of other Town Departments

- Dale Ulmer, Commercial Plans Examiner, works closely with Shumaila Hafeez, Local Business Administrator in Economic Development in the coordination of a project's certificate of occupancy and business license.
- The Team is working closely with Public Works on the permitting and implementation of the new Town Hall expansion and renovation.

AFFORDABLE HOUSING DIVISION

- Briefed the Planning Commissioner on the Town's Affordable Housing efforts.
- Continued research on an Inclusionary Housing Ordinance
- Advanced the development of the Cheesman parcel, including:
 - working through site design issues;
 - planning for neighborhood meeting soon;
 - Preparing to submit application for the Strong Communities Infrastructure funds in support of this project (application due in December 2023; awards in February 2024; work can tentatively start in May 2024).
- Page Property – Closed on the property on October 25, 2023 (in partnership with the Parks and Recreation Department). Moving forward with site planning in collaboration with P&R.
- Staff is working 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 November 6, 2023)
 - Advance the IGA for assistance from City of Boulder for Affordable Housing Compliance Assistance (original IGA is being split into two IGAs for clarity)
- Staff attended the Housing Colorado Conference
- Staff represented the Town of Erie on CU Denver First Friday Presentation on State and Local Partnerships: Affordable Housing Development

TRANSPORTATION DIVISION

Transportation and Mobility Plan

- Vision statement is in development
- Consultant is developing draft Policies and Programs

RTD Annexation

- Erie will be looking at three of four RTD methods to annex into RTD

US 287 Vision Zero Safety and Mobility Study:

- Draft report complete with recommendations

Division Leads

Kelly Driscoll - Planning

Ed Kotlinksi – Building

MJ Adams – Affordable Housing

Miguel Aguilar - Transportation

