

# PLANNING & DEVELOPMENT MONTHLY REPORT

Review of November and December 2024

## STAFF HIGHLIGHTS

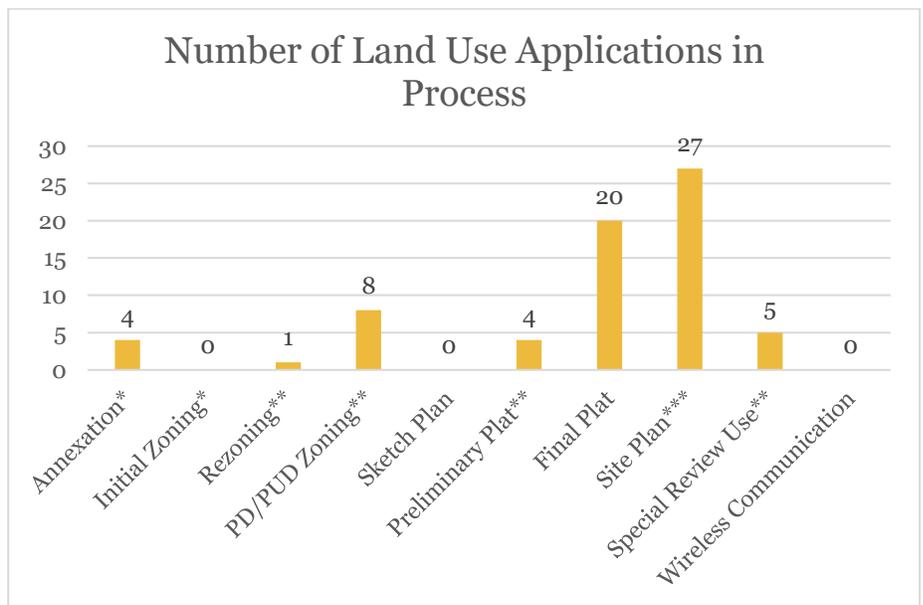
- The Operations Division is in the final hiring stage for the vacant Administrative Specialist position. The team hopes to have the position filled by then end of January.
- Joel Champagne, Deputy Building Official passed two modules of the International Code Council (ICC) Certificated Building Official examination and is studying to pass the third module to secure his Building Official certification.

## PLANNING DIVISION

### Current Planning

#### Land Use Applications

Planning had a total of 66 land use applications in process in November and 69 in December; 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 which formal land use applications apply.

In November and December, 2024, the Planning staff received three and five Pre-Application meeting requests, respectively, for the following projects/properties:

### November

1. PA2024-00031 – 656 Kattell Street – Renovation for Restaurant
2. PA2024-00032 – 4055 E. County Line Road – Mountain Kids Erie (children’s activity center)
3. PA2024-00033 – 615 Evans Street – Calvary Bible Church – Additional sq. ft. (Sprung structure)

### December

1. PA2024-00034 – 1830 WCR 5 – Front Range Landfill future development
2. PA2024-00035 – Wildrose/Schmidt Property – Rural Estate Residential Lots
3. PA2024-00037 – Summerfield Sports Complex
4. PA2024-00039 – 1000 Telleen Ave – Erie Police Department Addition
5. PA2024-00040 – Vista Ridge Golf Course Maintenance Building

## 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 December 2024.

- **Current Planning**

- Staff are compiling land use case metrics from 2024 to be provided to Council in early 2025.
- A contract with Dig Studios and their team was approved, with work on a Concept Plan and Planned Development entitlement anticipated to begin in January 2025.
- Staff are preparing a draft RFP for consultant services related to a comprehensive Unified Development Code (UDC) update. The UDC update effort will incorporate community and stakeholder outreach as well as both Planning Commission and Town Council input.

- **Long Range/Strategic Planning**

- Planning staff are working with other departments to develop metrics for tracking Comprehensive Plan implementation.

- **Interdepartmental**

- Staff is working with Sustainability, Public Works, and Parks on Landscape Code updates related to State legislation on non-functional turf.
- Planning staff continue to work with other departments on drafting IGA terms with Frederick and Lafayette.
- Together with Communications & Community Engagement, Strategic Planning staff are outlining plan development and engagement processes for the Old Town Neighborhood Plan.

## BUILDING DIVISION

### Building Activity

#### What's Going On

- The renovation of Town Hall (Phase 2 of the addition and renovation project) has begun with an anticipated completion timeline of 10 months approximately.
- Building staff worked closely with Finance and Utilities departments to implement a split fee process for the 2025 water tap fee increase.

#### What's Going Up

- Town Hall Renovation – Old Town
- Children's Eye Clinic – Vista Ridge
- Valvoline – Nine Mile
- Chick-Fil-A – Nine Mile

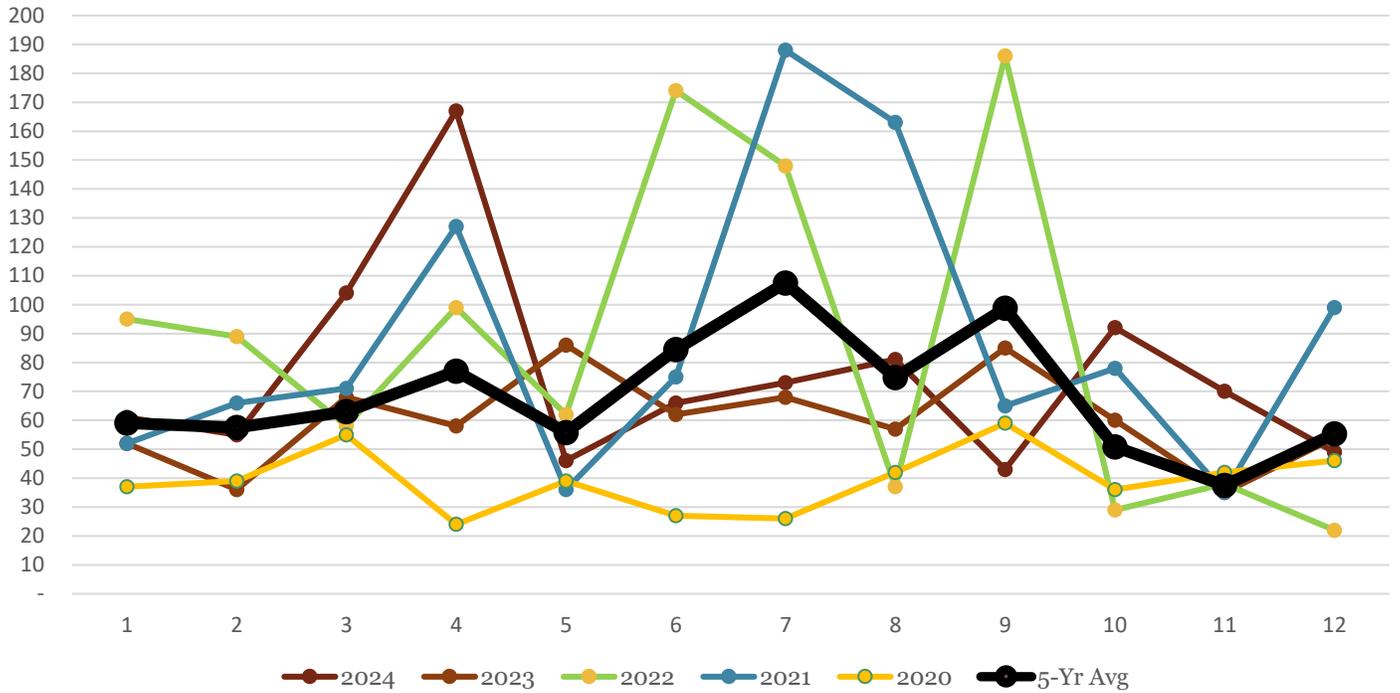
#### Summary of this month's Permit and Inspection Activity:

- **November Total Building Permits:** 209 (3,679 YTD) – 19 re-roof permits (9% of monthly total / 1,061 YTD) and 70 single-family dwellings (attached, detached & townhomes / 858 YTD).
  - 1,998 inspections - 111 per business day/22 per inspector per day: 5 inspectors.
  - 92 Certificates of Occupancy (815 YTD) – 92 Residential (796 YTD) and 0 Commercial (19 YTD).
- **December Total Building Permits:** 170 (3,849 YTD) – 6 re-roof permits (3.5% of monthly total / 1,067 YTD) and 49 single-family dwellings (attached, detached & townhomes / 907 YTD).
  - 2,101 inspections - 111 per business day/22 per inspector per day: 5 inspectors.
  - 70 Certificates of Occupancy (885 YTD) – 70 Residential (866 YTD) and 0 Commercial (19 YTD).

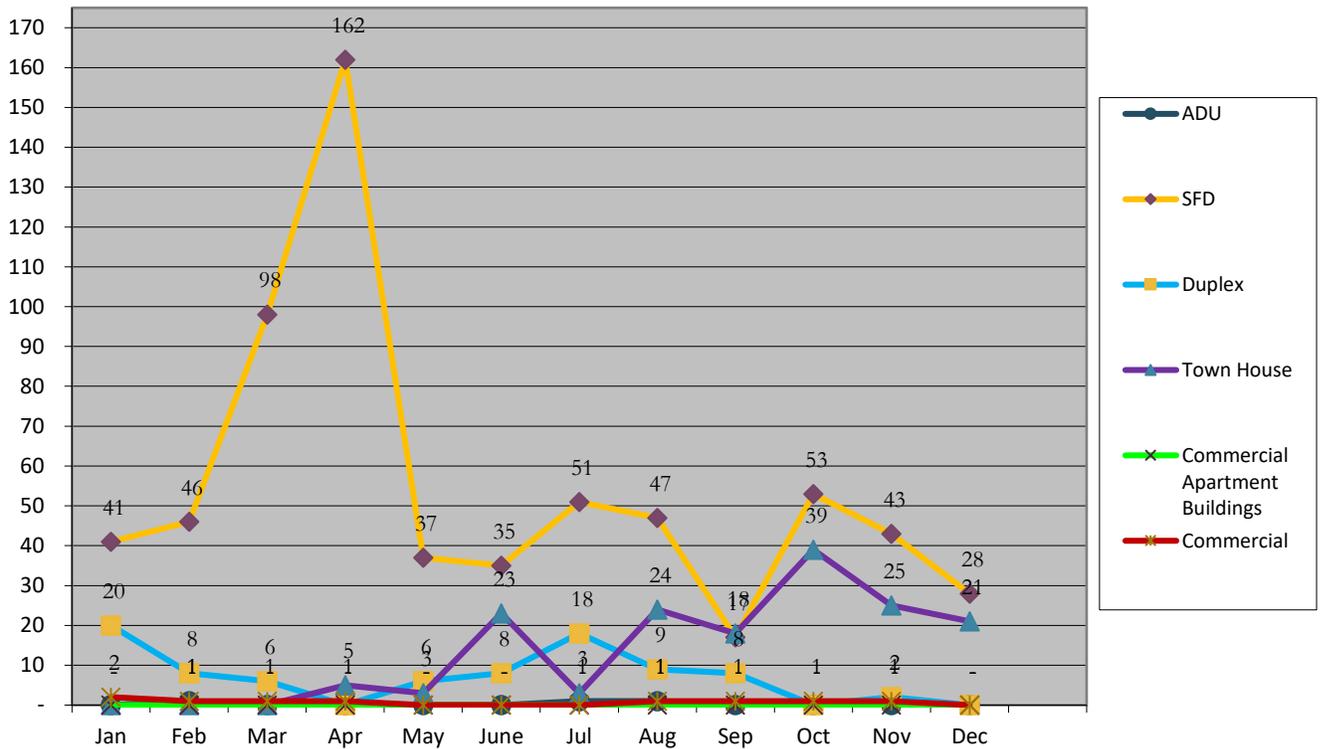
#### Commercial Project Permit Applications in Plan Review Queue:

- 751 Eichhorn Dr. – Erie Commons Pool Renovation and Repair
- 2650 S. Main St. – Aircraft Hangars (B5 & C2)
- 3010 Village Vista Dr. – 64 Unit Multi-Family Senior Housing Center

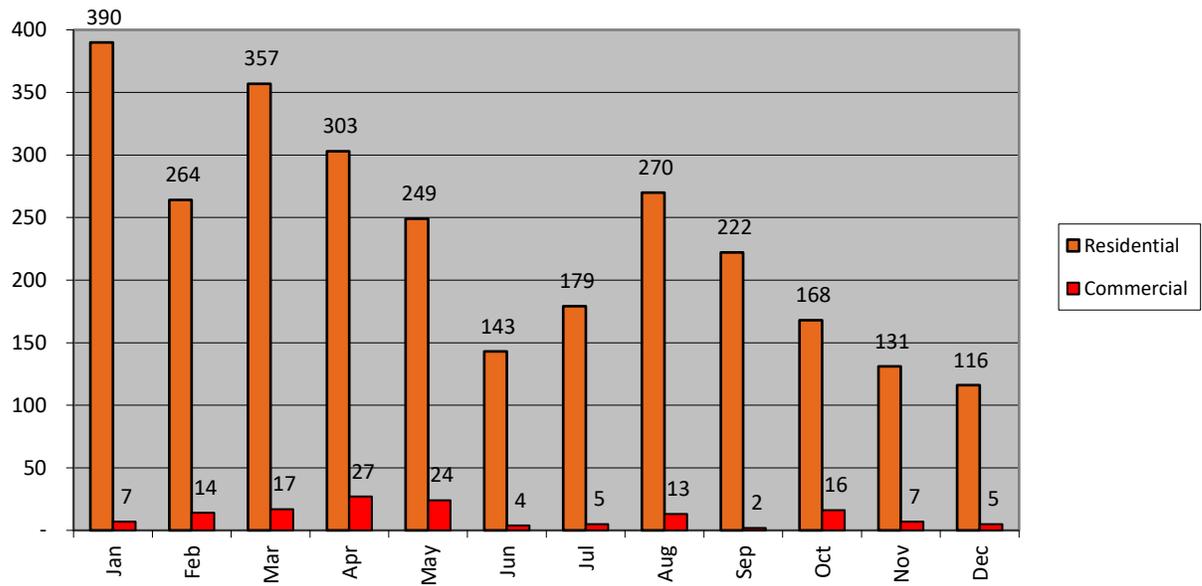
### Dwelling Unit Permits - 5 Year



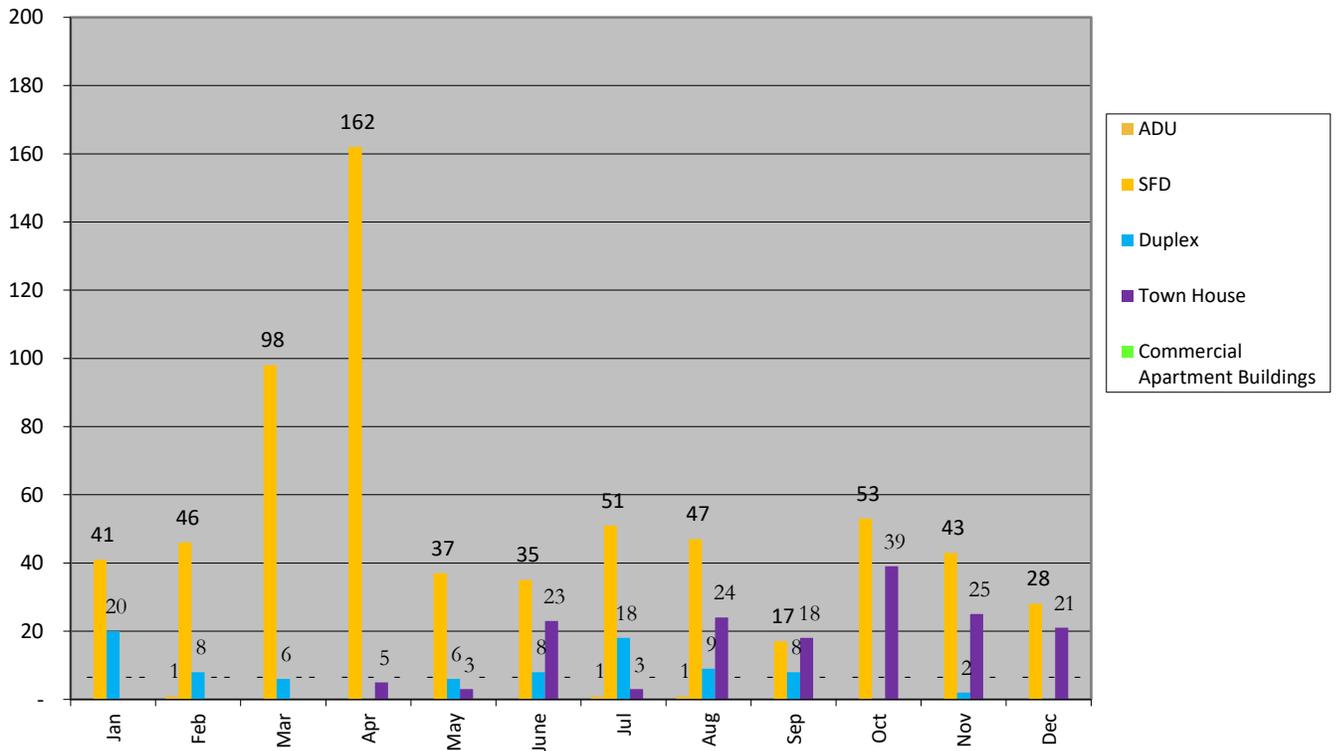
### 2024 ADU, SFD, Duplex, Townhouse, Apartments & Commercial Permits for New Construction



### 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	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	222	2	268	43
Oct	168	16	277	92
Nov	131	7	209	70
Dec	116	5	170	49
<b>TOTAL</b>	<b>2,792</b>	<b>141</b>	<b>3,849</b>	<b>907</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	45	-4	-4
Feb	39	52	53	33	46	45	1	-2
Mar	55	51	44	68	98	63	35	33
Apr	24	87	67	58	162	80	82	115
May	35	18	54	54	37	40	-3	112
Jun	27	56	74	54	35	49	-14	98
Jul	24	20	17	50	51	32	19	117
Aug	38	28	31	49	47	39	8	125
Sep	55	41	62	75	17	50	-33	92
Oct	36	51	25	50	53	43	10	102

Nov	30	30	32	27	43	32	11	113
Dec	36	55	22	42	28	37	-9	104
<b>TOTAL</b>	<b>436</b>	<b>527</b>	<b>536</b>	<b>612</b>	<b>658</b>	<b>554</b>	<b>104</b>	<b>-18</b>

## AFFORDABLE HOUSING DIVISION

- **Inclusionary Housing/Affordable Housing Impact Fee (IHO/AHIF)** – Rescheduled IHO/AHIF consideration until town staff can take a comprehensive review of fee increases projected in 2025 (water, park & open space impact) and the potential implementation of fee in lieu/affordable housing impact fees on how this might affect development and construction.
- **Cheesman Street Residences** – Marketing and Outreach – pre-application portal opened on Nov. 16 with 45 pre- applications received to date; 18 offered reservations to date.
- **Village at Coal Creek (Page Property)** – IG Studio selected as consultant to develop conceptual plan and PD. Start-up meeting in mid-January. Warehouse demolition completed in December.
- **CDBG Housing Rehabilitation Grant** – OE entered into subrecipient agreement with Weld County in December. Looking to award contract for administration in January 2025. Submitted new CDBG grant request in December 2024 for additional funding for housing rehab that will not be limited to manufactured homes (as it is with the 2024 award).
- **Regional Housing Partnership – Several Initiatives**
  - RHP Steering Committee preparing for a January strategic planning session.
  - 1B Funding aka Affordable and Attainable Housing Tax (AAHT) (Boulder County Tax in support of affordable housing) –ongoing conversations about how 1B/AAHT funding may be allocated.
  - Data Dashboard –will set up on TOE webpage where it will reside until Regional Housing Partnership webpage updated in 2025.
  - IGA with City of Boulder for Monitoring and Compliance of affordable housing units created-Development of policies for homeownership and rental developments substantially completed – to be advanced for legal review in January with anticipated April 2025 implementation.
  - Local Planning Capacity Grant – scope of work for consultant to assist regional partners in developing or re-aligning expedited permitting with requirements of Prop 123. BoCo will be issuing RFP for consultants.



### Leadership

Sarah Nurmela, Director  
Deborah Bachelder, Deputy

### Division Leads

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