

PLANNING & DEVELOPMENT MONTHLY REPORT

Review of February 2024

STAFF HIGHLIGHTS

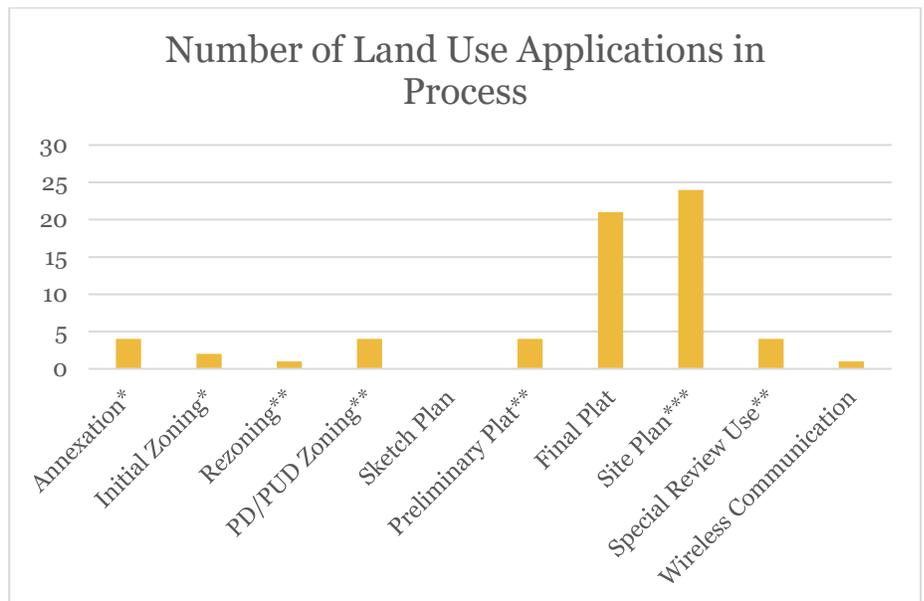
- A new Senior Permit Technician joined the Building team on Monday, Feb. 26. They bring a wealth of knowledge and experience, having worked for a nearby town as a Permit Technician. The Building Division is excited to have them on our team.
- Interviews were held for the new Senior Strategic Planner position. A candidate was selected and will start in March.
- The Planning Intern job description was updated, and the position was posted. Interviews will be held in March with three candidates.

PLANNING DIVISION

Current Planning

Land Use Applications

Planning had a total of 65 land use applications in process in February; 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 February 2024, the Planning staff held three Pre-application meetings for the following projects/properties:

1. **Flatiron Meadows** – 694 Dakota Ct: Sunken Patio Encroachment
2. **3972 N. 119th Street** – Subdivide 4 Lots for Individual Residential Lots
3. **Old Town** – 310 Briggs Street – Variance for Right-of-Way Curb Cut

Strategic Planning

Elevate Erie

- Draft scenarios are complete and will be presented in a Joint Study Session on March 5.
- The last phase of public outreach on scenarios and the Transportation Mobility Plan will start in March and extend into April.

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 February 2024.

- **Current Planning**
 - Staff are working on establishing a fast-track process for Affordable Housing projects, a Development Review Charter, and refining metrics tracking.
 - A draft Planned Development has been created for the Page property. This will go before the Town Council in April.
- **Long Range/Strategic Planning**
 - UDC clean-ups are drafted and will go through the public process starting in April. These updates address home occupation, manufactured homes, the definition of family, and allow enforcement of certain code sections.
 - Per the Home Rule Charter, staff is working to draft a Reserved Open Space district.
- **Economic Development and Interdepartmental**
 - Staff is working with Economic Development, Administration, PD and Legal on Retail Marijuana.

BUILDING DIVISION

Building Activity

What's Going On

- 128 re-roof permits were issued in February, significantly lower than January (257). The reduction in re-roof inspections allows field staff resources to focus on new construction inspections and reduce inspection request turn-around time.

- The Building Division will be at full staff by March 1 after filling the open Permit Technician position and the return of a building inspector on medical leave.

What's Going Up

- The King Soopers at Nine Mile secured the permit to construct 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 project foundation is above grade.

Summary of this month's Permit and Inspection Activity:

- 347 Total Building Permits issued (807 YTD) – 128 re-roof permits (37%) and 54 single-family dwellings (detached, attached & townhomes - 115 YTD).
- 2,378 inspections performed (119 per business day /34 per inspector per day – 3.5 inspectors).
- 65 Certificates of Occupancy issued - 61 Residential and 4 Commercial.

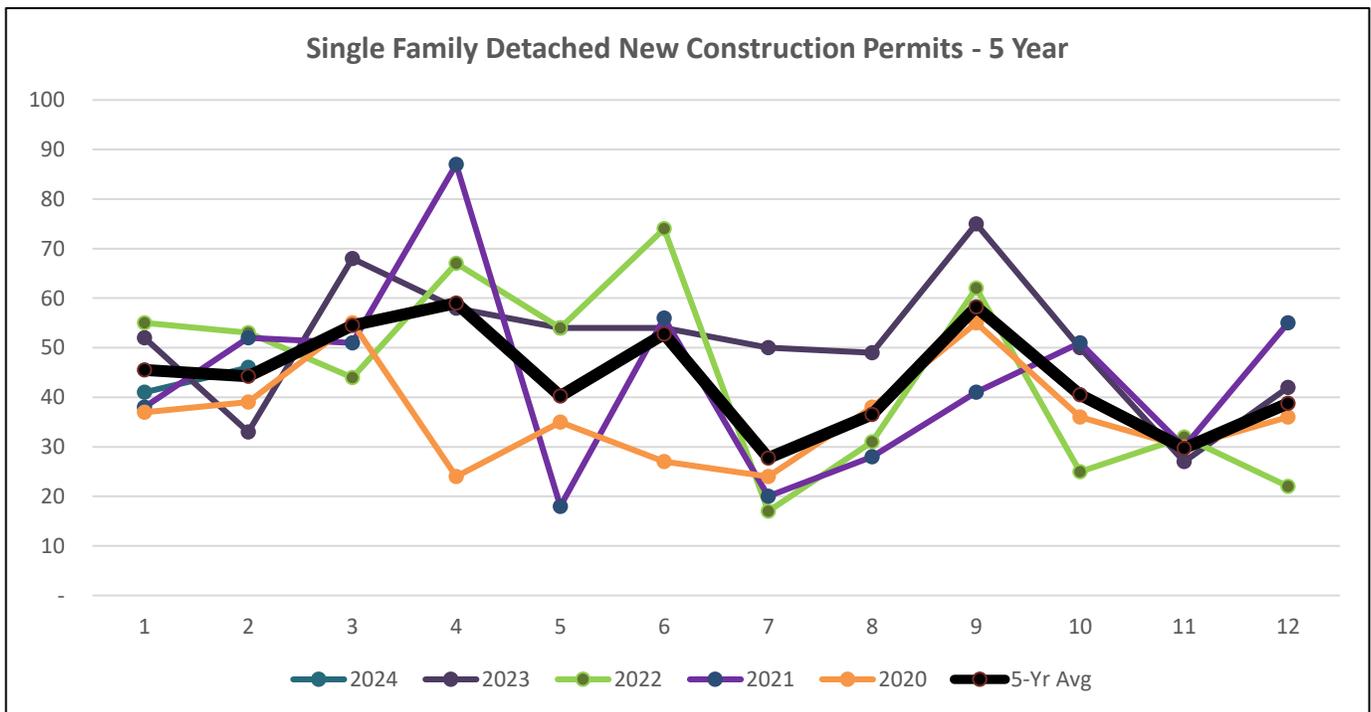
Commercial Project Permit Applications in Plan Review Queue:

- 2930 Arapahoe, Suite 130 – Yoga Studio tenant improvement
- 501 Commons Dr. – Daycare Center
- 680 Commons Dr. – Credit Union

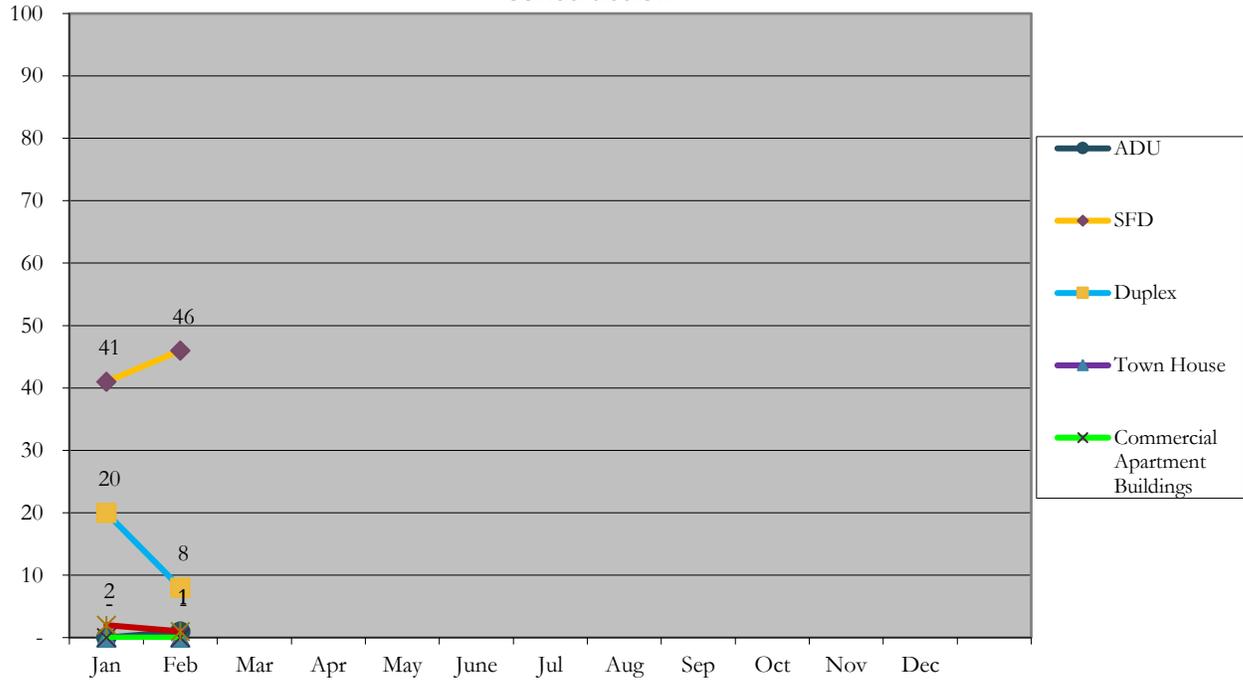
Projects in Support of other Town Departments

- 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.

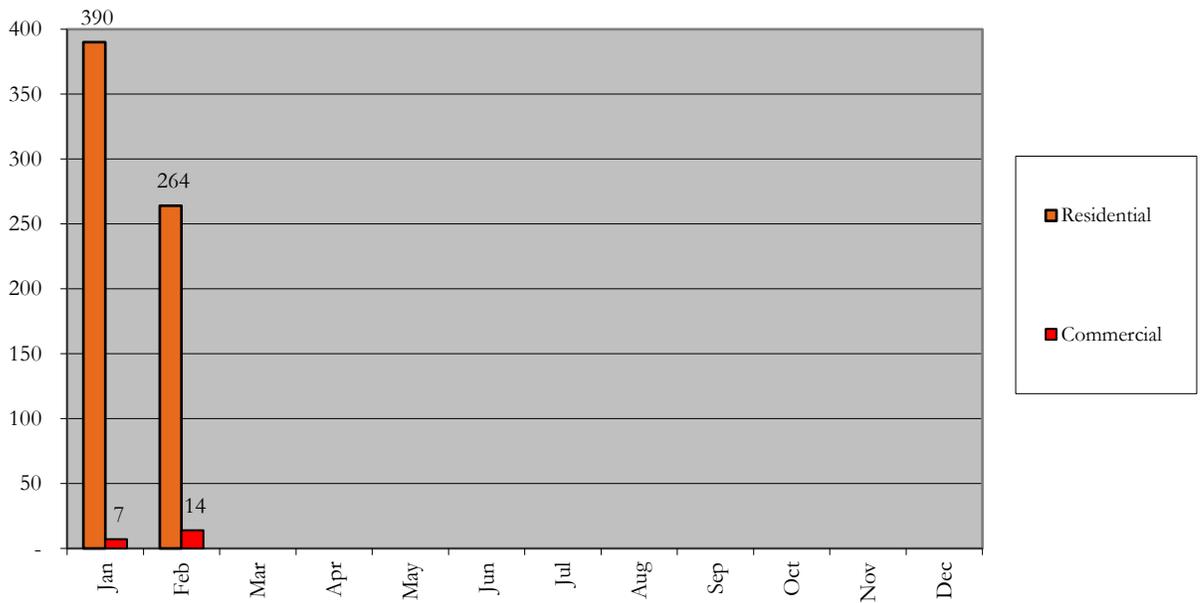
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2024 ADU, SFD, Duplex, Townhouse, Apartments & Commercial Permits for New Construction



2024 Total All Other Permits

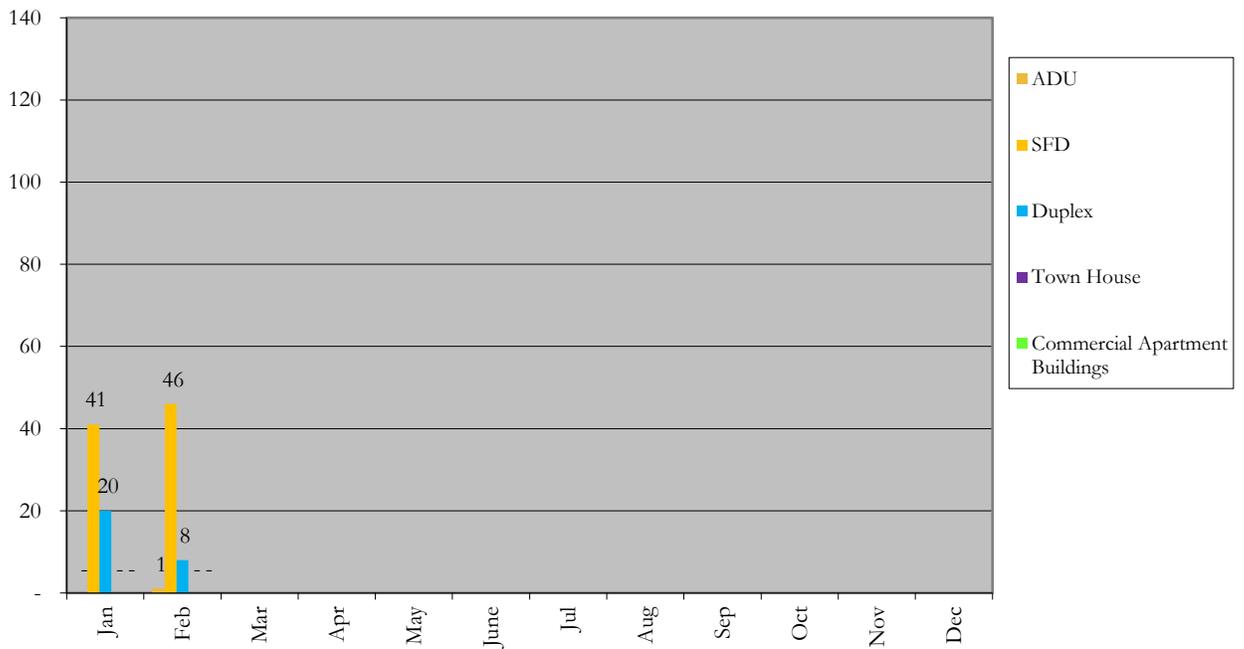


All Permit Types by Month

2023	<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				
Apr				
May				
Jun				
Jul				
Aug				
Sep				
Oct				
Nov				
Dec				
TOTAL	654	21	794	116

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

2024 Total New Dwelling Units



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		55		
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		
TOTAL	436	527	536	612	87	528	-3	-3

AFFORDABLE HOUSING DIVISION

- Staff and Town leadership attended the Boulder County Regional Housing Partnership (BCRHP) Housing Summit on Monday, Jan. 29. Conference recording: <https://www.youtube.com/watch?v=aVsoDZ3Uj1E>
- Work continued on developing an Inclusionary Housing Ordinance/Affordable Housing Impact Fee.
- Cheesman Street Residences - Under review through the entitlement review process; a \$1million DOLA grant was awarded to help cover the cost of tap/impact/development fees. A webpage for the [Cheesman Affordable Homeownership Development](#) was created.
- Page Property – A grad student from University of Colorado Denver is working on compiling and organizing the data/info we have on the site.
- The Gap Analysis addendum to the Housing Needs Assessment was completed and presented to the Planning Commission.



Division Leads

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

- Ongoing work with Boulder County Regional Housing Partnership:
 - Finalized IGA with City of Boulder for assistance in administering affordable housing programs.
 - Assisted BCRHP for submission of the DOLA Local Capacity Building Grant application 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.
 - Working with Boulder County Commissioners to plan how to allocate the estimated \$15-\$17M that will become available in 2025.

TRANSPORTATION DIVISION

- **Transportation Division Strategic Planning** – The project is completed. The final report was submitted to management Feb. 27.
- **Grants** – IGA development began this month with CDOT/RTD for the grant projects that will be starting in 2025.
- **RTD Annexation** – Discussions are moving forward with the path of seeking a resolution from the Weld County Commissioners for the Town to hold an election and include a question about RTD annexation on the ballot. Specific details on how this could be accomplished are being investigated.