



COMMUNITY DEVELOPMENT

The Community Development Department is comprised of four divisions providing for the planning, promoting and sustaining of an attractive, high-quality living and working environment; facilitating appropriate land use decisions; and ensuring that the community is safely built and well maintained.

OVERVIEW

Administration: Responsible for overseeing and supporting the day-to-day operations of the Department's divisions, including the overall budget and citywide performance measures. The South Westminster Revitalization Program is also part of the Administration Division. The South Westminster Revitalization Program plans and assists in the redevelopment of the south portion of the City. This Division is also responsible for housing and historic preservation activities.

Planning: The Planning Division is primarily responsible for the coordination and approval process for all proposed Comprehensive Land Use designations, zoning and rezoning applications, and land development and redevelopment. The Division is also involved in a number of special projects and long-term land use planning activities.

Building: Issues permits for all building construction projects within Westminster. This involves the detailed examination of building plans, calculations, and specifications for compliance with building, plumbing, mechanical and electrical codes, as well as field inspections of all aspects of building construction and its various component parts and systems. The division also administers the provisions of the Rental Property Maintenance Code by conducting inspections on apartments and other rental units.

City Engineering: The Engineering Division manages the design and construction of all of the City's capital improvement projects involving drainage, new street and bridge construction, as well as the review and inspection of new subdivision construction. In addition, the Division provides technical expertise to various other City divisions and departments on civil engineering, traffic and Geographic Information System (GIS) issues.

Total Budget by Category

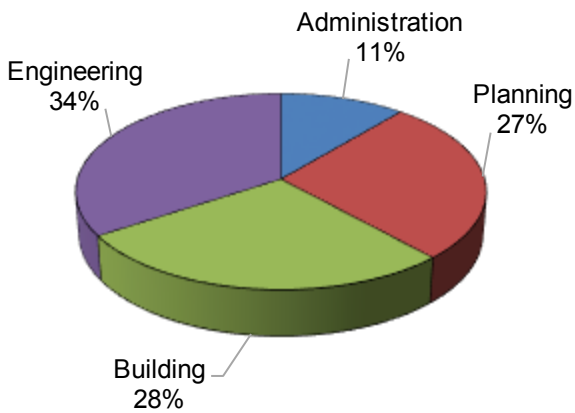
	2013 Actual	2014 Adjusted	2014 Estimated	2015 Adopted	2016 Adopted
Personnel	\$3,579,109	\$3,679,129	\$3,536,077	\$3,974,980	\$3,957,440
Contractual	\$533,386	\$658,568	\$581,157	\$622,219	\$642,043
Commodities	\$31,735	\$40,142	\$33,840	\$35,613	\$35,613
Capital Outlay	\$1,614	\$4,830	\$0	\$16,500	\$0
TOTAL	\$4,145,844	\$4,382,669	\$4,151,074	\$4,649,312	\$4,635,096

Total Budget by Division

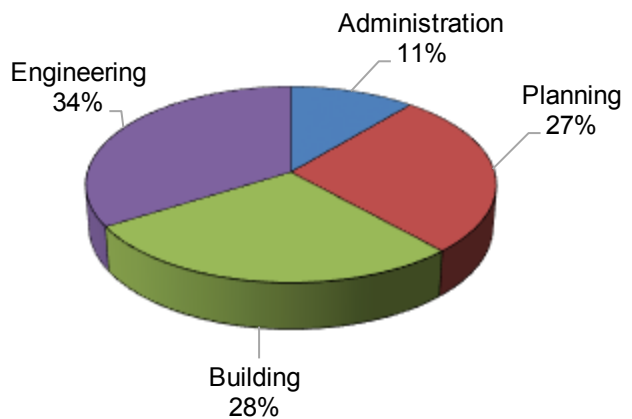
	2013 Actual	2014 Adjusted	2014 Estimated	2015 Adopted	2016 Adopted
Administration	\$461,555	\$502,712	\$496,774	\$518,097	\$515,717
Planning	\$1,031,771	\$1,152,211	\$1,111,211	\$1,258,643	\$1,258,850
Building	\$1,189,046	\$1,257,202	\$1,044,349	\$1,280,031	\$1,290,408
Engineering	\$1,463,472	\$1,470,544	\$1,498,740	\$1,592,541	\$1,570,121
TOTAL	\$4,145,844	\$4,382,669	\$4,151,074	\$4,649,312	\$4,635,096

Total Budget by Division

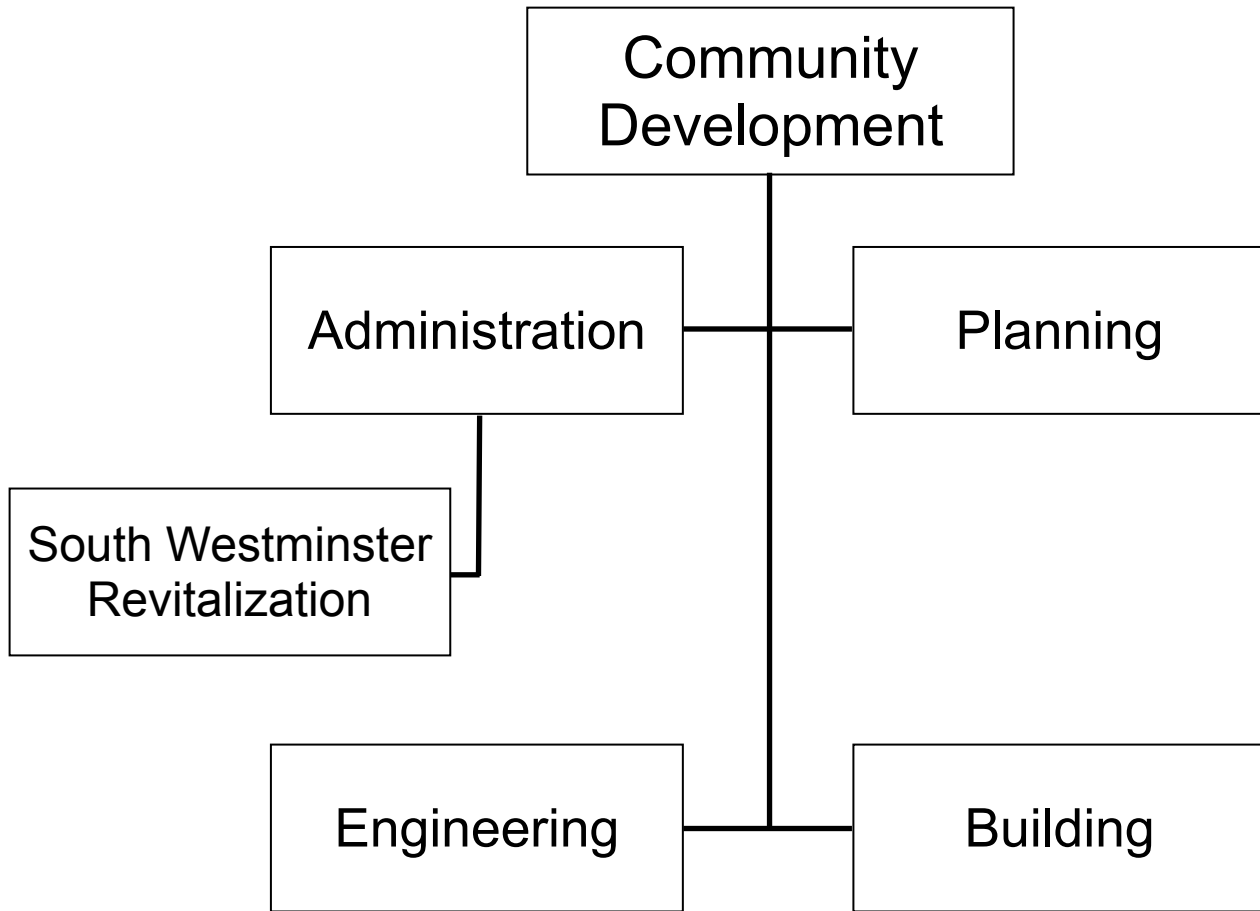
Adopted 2015



Adopted 2016



Quick Fact: The Building Division issued building permits for 201 photovoltaic solar systems in 2013.



Staffing (Full-Time Equivalent Employees)

	2013	2014	2015	2016
	Authorized	Authorized	Authorized	Authorized
Administration	4.60	4.60	4.60	4.60
Planning	14.20	14.20	14.50	14.50
Building	16.10	16.10	16.10	16.10
Engineering	13.00	13.00	13.00	13.00
TOTAL	47.90	47.90	48.20	48.20

NOTE: This chart includes all positions budgeted within the General Fund. It excludes positions budgeted within the Stormwater and Community Development Block Grant (CDBG) funds, as they may be found in the Misc Fund Section.

Administration

Overview:

- Coordinates the administrative needs of the department, including budget development and oversight.
- Responsible for administration of the Housing and Urban Development (HUD) Block Grant Program and Westminster Housing Authority.
- Administers and implements South Westminster Revitalization Program and initiatives.
- Administers and manages redevelopment programs, urban renewal areas and special projects throughout the City.
- Coordinates the City's historic preservation program.
- Coordinates the City's artist initiatives in South Westminster and development-related public art program.

2015 Objectives:

- Initiate construction of mixed-use project on southwest corner of 73rd Avenue and Lowell Boulevard.
- Continue support efforts for Westminster Station (commuter rail).
- Complete historic restoration improvements to the Shoenberg Farm milk house.
- Secure grant funding to assist in reconstructing the Little Dry Creek channel north of 72nd Avenue into a more natural drainage way and accessible open space area.
- Complete Rodeo Market/Westminster Grange community center feasibility and implementation study.
- Continue recruitment of users for Shoenberg Farm buildings.
- Continue support for development of arts district in South Westminster.

2016 Objectives:

- Initiate first phase of construction of mixed-use product at Westminster Station transit-oriented development (TOD) area.
- Initiate development on Northgate area between 72nd Avenue and the BNSF Railroad track east of Federal Boulevard.
- Identify residential developer to proceed with infill project in Harris Park neighborhood.
- Seek acceptance of the Harris Park Arts District into State Creative Industries Program.

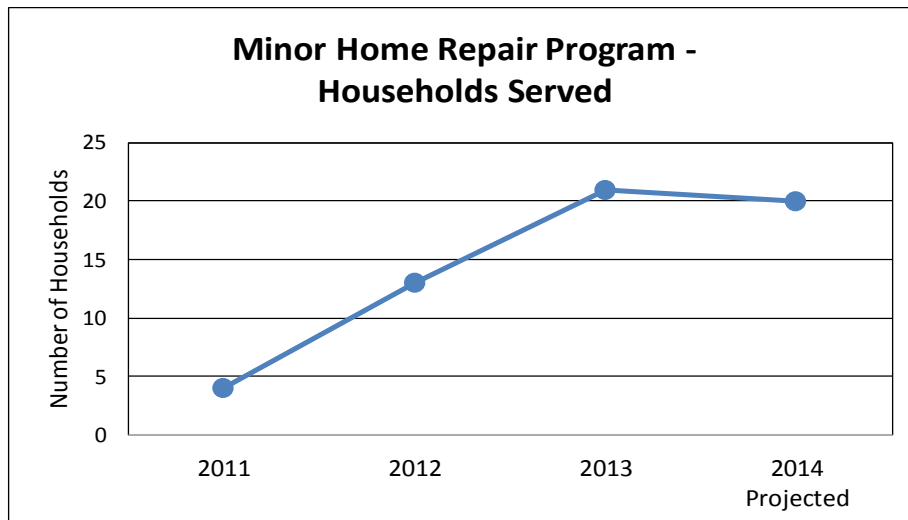
Total Budget by Category

	2013 Actual	2014 Adjusted	2014 Estimated	2015 Adopted	2016 Adopted
Personnel	\$381,126	\$383,327	\$383,027	\$398,487	\$395,987
Contractual	\$68,855	\$101,833	\$101,247	\$106,352	\$106,472
Commodities	\$9,960	\$12,722	\$12,500	\$13,258	\$13,258
Capital Outlay	\$1,614	\$4,830	\$0	\$0	\$0
TOTAL	\$461,555	\$502,712	\$496,774	\$518,097	\$515,717



2013/2014 Achievements:

- Completed acquisition of KEW property in the Westminster Station TOD area in support of station area improvements. Finalized acquisitions of other property needed to complete Westminster Station infrastructure improvements.
- Prepared plans and completed improvements relative to Phase 2 of park immediately north of the Rodeo Market building on 73rd Avenue.
- Finalized development agreement for redevelopment of west side of 7200 block of Lowell Boulevard into mixed-use development and completed initial review of development plans.
- Issued Request for Proposal for parking garage construction and development adjacent to the rail station in the Westminster Station TOD area.
- Finalized conceptual development plan related to development of the Northgate area between 72nd Avenue and the BNSF Railroad tracks east of Federal Boulevard.
- Initiated the restoration of the Shoenberg Farm Milk House.
- Proceeded with negotiations with prospective developer relative to development of a mixed-use project in the Westminster Station TOD area.
- Completed demolition of dilapidated buildings at southwest corner of 73rd Avenue and Lowell Boulevard.
- Acquired 18 acres and adopted 38 acres into the Open Space program. Acquisitions include the Johnson, Bushnell, Big Dry Creek Buffer, and 75th and Sheridan properties. Received eight acres through Public Land Dedication and 20 acres from a land swap with the Colorado Department of Transportation.
- Received \$1,863,499 in grant funds from Adams County to assist with the acquisition of the Johnson, Bushnell, Big Dry Creek Buffer, and 75th and Sheridan properties. Received \$513,817 for the construction of a trail along the I-25 corridor and another \$585,000 for an underpass at Ranch Creek and 120th Avenue.
- Finalized the Open Space Stewardship Plan in partnership with the Parks, Recreation, and Libraries Department.
- Merged the Open Space Advisory Board with the Parks, Recreation, and Libraries Board.
- Provided Staff support to the Open Space Advisory Board.
- Coordinated the Development Review Process Evaluation Project.



Performance Measure Snapshot....

The Minor Home Repair Program administered as part of the Community Development Block Grant Program through the Administrative Division has shown gradual growth in the number of households served since its inception in 2011. The program provides financial assistance to low-income households to address home repair issues related to preservation of health and safety.

Planning

Overview:

- Manages long-range planning activities including administering the Comprehensive Plan, undertaking long-range land use studies and special projects, processing requests for annexation, administering the City's sign code and zoning regulations, and preparing demographic analysis.
- Facilitates short-range planning activities, including reviewing and coordinating all proposed land developments (Preliminary Development Plans, Official Development Plans, annexations, use permits, etc.); administers the City's Growth Management Program; and assists in urban renewal and redevelopment activities.
- Serves as Staff liaison to the Planning Commission and the Historic Landmark Board.
- Oversees the day-to-day components of the City's Public Art Program.

2015 Objectives:

- Add 0.3 FTE Planner to existing 0.2 FTE, bringing total to 0.5 FTE; utilize this and 0.5 FTE temporary planner to add an additional temporary full-time planner to provide quality service and to address the increase in development activity.
- Continue participating in the refinement of the concept plan and review plans for the first phase of the Westminster Center Urban Reinvestment Project.
- Continue to work with existing and future developers on the Hyland Village project at 96th Avenue and Sheridan Boulevard as the project evolves.
- Continue the review of the "Traditional Mixed-Use Neighborhood Development" (TMUND) project at West Bradburn.
- Continue the review of The Orchard Park Place/ St. Anthony's North Medical projects.
- Complete the Transit-Oriented Development Specific Plan and design guidelines.
- Evaluate the results of the Development Review process evaluation and implement appropriate modifications to improve customer service and staff efficiency.

2016 Objectives:

- Continue to coordinate a high-quality, efficient development review process.
- Continue to coordinate development referrals with adjacent jurisdictions.
- Continue review of the Westminster Center Urban Reinvestment Project plans.
- Continue to coordinate planning activities with Denver Regional Council of Governments.
- Continue to work on the planning for the proposed TOD projects.
- Continue to work on redevelopment within the City's urban renewal areas.
- Work on producing new design guidelines and updating antiquated design guidelines.
- Continue to annually review the Westminster Municipal Code Title XI Land Development for Growth Procedures. for minor updates.
- Continue participating in targeted redevelopment projects, including Northgate, South Sheridan, South Westminster, and the Westminster Station Transit-Oriented Development (TOD).
- Continue the review of The Orchard Park Place/ St. Anthony's North Medical projects.

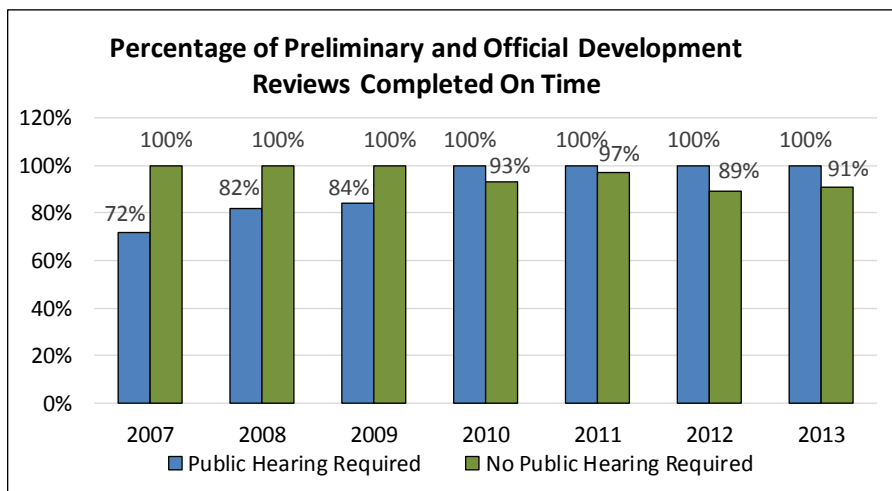
Total Budget by Category

	2013 Actual	2014 Adjusted	2014 Estimated	2015 Adopted	2016 Adopted
Personnel	\$983,930	\$1,086,729	\$1,058,729	\$1,204,331	\$1,204,331
Contractual	\$39,399	\$57,942	\$44,942	\$47,227	\$47,434
Commodities	\$8,442	\$7,540	\$7,540	\$7,085	\$7,085
Capital Outlay	\$0	\$0	\$0	\$0	\$0
TOTAL	\$1,031,771	\$1,152,211	\$1,111,211	\$1,258,643	\$1,258,850



2013/2014 Achievements:

- Updated the Comprehensive Plan, which took the existing Comprehensive “Land Use” Plan and reformat- ted it into a document that incorporates the policies and strategic planning of the other City departments, resulting in more development friendly redevelopment policies. The document received a Denver Region- al Council of Governments (DRCOG) award in April 2014.
- Reviewed and approved Westminster Urban Renewal Project/Downtown Westminster Preliminary Devel- opment Plan, Longsview multi-family housing development, a Whole Foods Market in Bradburn, the An- them dementia care community, new junior anchors at Westminster City Center, Phase II of the East Bay Senior Housing development and the Orchard Town Center Loop Trail.
- Reviewed revised phasing plans and new housing product for the Hyland Village development.
- Successfully designated the Marion Barn at 120th Avenue and Pecos Street as a Local Historic Landmark.
- Completed review of 125 Preliminary Development Plans (PDPs), Official Development Plans (ODPs), ODP amendments, ODP Waivers and Comp Plan Amendments in 2013 (98 were approved administrative- ly); a total of 180 development review applications and referrals were received in 2013, some of which are still in process.
- Participated in the ongoing negotiation with RTD regarding the Westminster Station Transit-Oriented De- velopment (TOD) project area. Began drafting and updating design guidelines and plans for the potential redevelopment of the area.
- Participated in developing potential concept plans for the Westminster Center Urban Reinvestment Project (WURP) site.
- Continued meetings with the owners of the Westminster Promenade to potentially expand the planning area beyond the current boundary of the project, allowing for a potential rebranding of the Promenade and redevelopment of the project site.
- Created updates to landscape design guidelines and regulations.
- Updated the City zoning land development code to stay current with market trends.
- Continued to administer the City’s Historic Preservation program.
- Held the 2013 and 2014 Residential Growth Management competitions.
- Worked with various new homebuilders who purchased lots in partially developed neighborhoods, such as Country Club Highlands, Shoenberg Farms, and Bradburn, to ensure that their new house models are in compliance with the design standards, design incentives and existing zoning.
- Participated in the creation of new future land plans at the Career Enrichment Park (CEP), as well as, rede- velopment along 73rd Avenue and Lowell Boulevard.
- Responded to 9,460 phone and e-mail requests, along with 1,023 walk-in customers in 2013.
- Reviewed 731 building permits and construction plans in 2013.
- Coordinated development referrals with adjacent jurisdictions, including providing comments on proposed developments which may have impacted the City of Westminster.



Performance Measure Snapshot....

Planning Staff has worked to achieve over a 90% success rate for meeting a 90-day or less review time for projects that are approved administrative- ly and has had a 100% success rate the past four years for meeting a 120-day or less review time for projects that require a public hearing.

Building

Overview:

- Administers the City-adopted building codes.
- Performs construction plan review of building plans, specifications and calculations for all proposed construction projects.
- Performs inspection of all aspects of construction projects, including building, electrical, plumbing and mechanical systems.
- Performs maintenance inspections on residential rental properties.
- Performs business license inspections.
- Monitors the issuance and accounting of all water and sewer tap permits.
- Maintains the contractor registration program.

2015 Objectives:

- Adopt the 2015 edition of the International Building Codes.
- Create a communications plan for the Rental Property Maintenance Code to notify owners, residents and the general public of the requirements of the code through the media, City website site, newspapers and focus groups.
- Create and implement software enhancements to track fees and schedules for notices for the Rental Property Maintenance Code.
- Review the established schedule of fixed-fee building permits to determine if the fees are appropriate for the cost of the services provided.
- Implement Accela V360, an updated software system that provides Staff with property information and data, record inspection results, and automated record-keeping functions.

2016 Objectives:

- Establish and maintain an improved turnaround time for commercial and residential plan reviews.
- Create a landlord training class available to new and experienced landlords.
- Create additional layers in GIS dedicated to mapping data created by the rental inspection program, including all of the rental properties in the system, owner information, registration vs. license labeling, the types of violations, frequency of occurrence and a plethora of additional information.

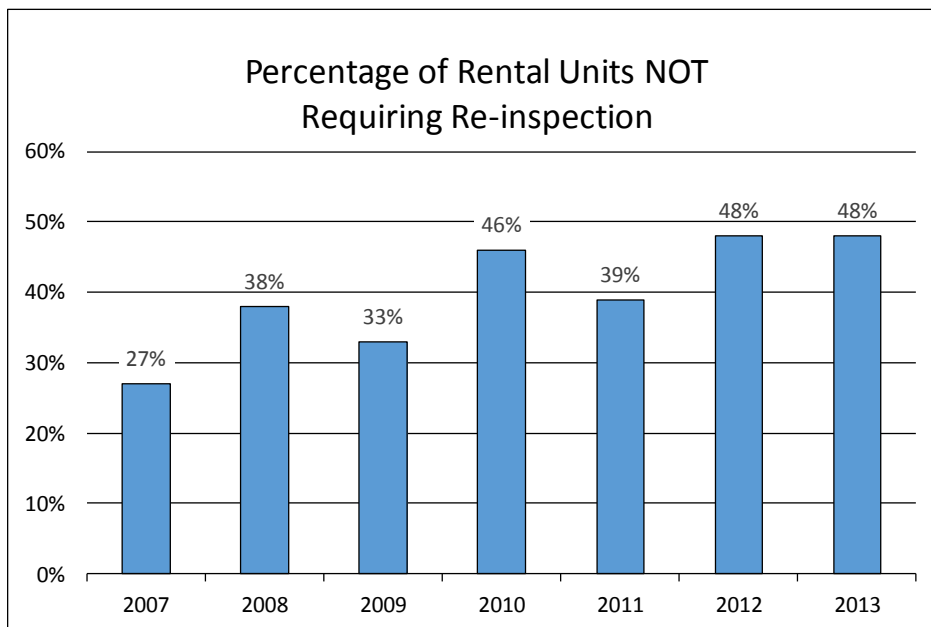
Total Budget by Category

	2013 Actual	2014 Adjusted	2014 Estimated	2015 Adopted	2016 Adopted
Personnel	\$1,098,266	\$1,113,283	\$947,081	\$1,145,079	\$1,145,079
Contractual	\$83,943	\$133,439	\$88,468	\$124,582	\$134,959
Commodities	\$6,837	\$10,480	\$8,800	\$10,370	\$10,370
Capital Outlay	\$0	\$0	\$0	\$0	\$0
TOTAL	\$1,189,046	\$1,257,202	\$1,044,349	\$1,280,031	\$1,290,408



2013/2014 Achievements:

- As a designated Solar Friendly Community, the City was the first jurisdiction in Colorado to earn platinum status, showcasing the City’s proactive policies and inspection services related to solar installations.
- Successfully implemented residential fire sprinklers for all new residential properties in the City of Westminster.
- Implemented Accela Citizens Access (ACA) to allow online access for inspection requests and fuller access to Building Division property records.
- Implemented ACA Phase II to allow for online submittal, payment and issuance of building permits.
- Implemented the Tele-Works Integrated Voice Response telephone system for building inspection requests.
- Maintained above-average ratings for building inspector performance based on post-project contractor surveys.
- Maintained an above-average rating on applicant surveys based on the performance of the plan review and permitting functions.
- Actively participated in the Code Development and Code Change process for the 2015 International Building Codes.
- Implemented Accela Citizen Access, an updated on-line resource to check the status of building permits and inspection results.
- Implemented online permit issuance for limited inspection types.
- Added approximately 400 new rental units to the Rental Inspection Program.
- Completed plan review and inspection on a number of significant projects, including: Arbour Square Apartments at the Orchards, Marriott Hotel, Trimble Navigation, Saint Anthony’s North Hospital, The Orchards Phase II multi-family project and Whole Foods.



Performance Measure Snapshot....

Under the City’s Rental Housing Inspection Program, 48% of the rental units inspected did not require re-inspection in 2013. This was the same as 2012 and reflects increased compliance from property owners in resolving deficiencies and life safety issues.

Engineering

Overview:

- Reviews the design and inspects the construction of public improvements associated with new development in the City.
- Oversees the design, right-of-way acquisition, construction and inspection of capital improvement projects pertaining to new roadways, interchanges, bridges and storm drainage improvements.
- Performs traffic engineering functions, including the placement of traffic control signs, the installation and maintenance of traffic signals and the implementation of bicycle lanes, including updates to the City's Bicycle Master Plan.
- Develops and maintains the City's Geographic Information System (GIS).

2015 Objectives:

- Coordinate with the Colorado Department of Transportation (CDOT) and Federal Heights on the construction of intersection improvements at 92nd Avenue and Federal Boulevard.
- In cooperation with CDOT, oversee the construction of intersection improvements at 120th Avenue and Federal Boulevard.
- Participate with Broomfield on the construction of improvements to Lowell Boulevard between 120th Avenue and 124th Avenue.
- Construct the first phase of roadways at the Westminster Center Urban Reinvestment (WURP) site.
- Install storm drainage, roadway and utility improvements in the vicinity of the intersection of 72nd Avenue and Raleigh Street.
- Commence the construction of the Westminster Station North Plaza, the roadways in the vicinity of that station and the massive earthwork project along Little Dry Creek to the south of the station.
- Add a proposed full-time temporary position to assist with engineering review activities associated with the significant increase in development activity in the City.

2016 Objectives:

- Complete construction of the Westminster Station North Plaza and surrounding infrastructure.
- Continue to install infrastructure, as needed, for subsequent phases of the development of the WURP site.
- Continue to develop the Little Dry Creek regional drainage and park improvements on the south side of the Westminster Station platform.
- Continue to install bike lane markings on streets being repaved per the City's Bicycle Master Plan (as funding permits).
- Complete construction of the Westminster Station parking structure.

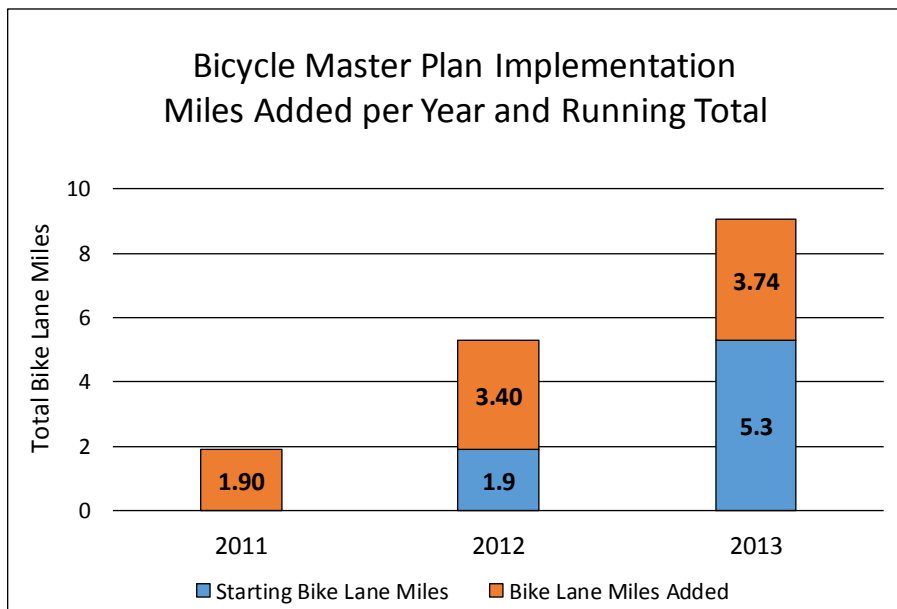
Total Budget by Category

	2013 Actual	2014 Adjusted	2014 Estimated	2015 Adopted	2016 Adopted
Personnel	\$1,115,787	\$1,095,790	\$1,147,240	\$1,227,083	\$1,212,043
Contractual	\$341,189	\$365,354	\$346,500	\$344,058	\$353,178
Commodities	\$6,496	\$9,400	\$5,000	\$4,900	\$4,900
Capital Outlay	\$0	\$0	\$0	\$16,500	\$0
TOTAL	\$1,463,472	\$1,470,544	\$1,498,740	\$1,592,541	\$1,570,121



2013/2014 Achievements:

- Designed and constructed Orchard Parkway between 144th Avenue and 136th Avenue, providing access to one of the few remaining large tracts of undeveloped property in the City.
- Completed the grading of the WURP site in preparation for the installation of infrastructure and future development.
- Designed the roadways to be installed for the first phase of development of the WURP site.
- Completed the design and commenced construction of the final phase of the McKay Lake Outfall Project, removing several acres of prime developable land from the 100-year floodplain.
- Completed the design and commenced the construction of the Ranch Creek Underpass and Trails project (underpass of Federal Boulevard at 120th Avenue).
- Coordinated with Xcel Energy for the underground relocation of overhead utility lines along Lowell Boulevard between U.S. 36 and 80th Avenue.
- Coordinated with CDOT on the design of improvements to 120th Avenue between Lowell Boulevard and Federal Boulevard.
- Provided oversight and coordination with CDOT on the U.S. 36 Managed Lanes Project affecting Westminster residents and City facilities.
- Completed the design and construction of 98th Avenue between Sheridan Boulevard and Westminster Boulevard with the use of funds provided from the cashed surety bond of the former developer of the Hyland Village project.
- Completed the installation of three major utility tunnels through the Federal Boulevard embankment at Little Dry Creek in preparation for the construction of the Little Dry Creek Regional Flood Control and Park Project.
- Collaborated with CDOT to achieve the design of architectural enhancements to the proposed replacement bridge on Federal Boulevard over the BNSF Railroad.
- Executed a “betterment request” with the Regional Transportation District (RTD) for the proposed Westminster Station.
- Awarded a design/build contract for the parking structure at the commuter rail Westminster Station and commenced construction on the North Plaza retaining wall.
- Coordinated with the Urban Drainage and Flood Control District (UDFCD) on the design and construction of improvements to Tanglewood Creek between 121st Avenue and 123rd Avenue.



Performance Measure Snapshot....

Since the creation of the City’s Bicycle Master Plan in 2010, the Engineering Division has made steady progress in implementing portions of the proposed improvements. To date, Staff’s strategy has been to couple on-street bicycle lanes with the Street Division roadway overlay/reconstruction schedule, thus stretching dollars allotted for bicycle improvements as far as possible.



WESTMINSTER