



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, e-permitting system, 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 southern portion of the City.

Planning: The Planning Division is primarily responsible for the coordination and approval of all proposed Comprehensive Plan, zoning and rezoning applications, and land development and redevelopment activities. The Division is also involved in a number of special projects and long-term land use planning activities, such as the Downtown and Station Area Specific Plans. This Division is also responsible for housing and historic preservation activities.

Building: The Building Division 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.

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 project 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

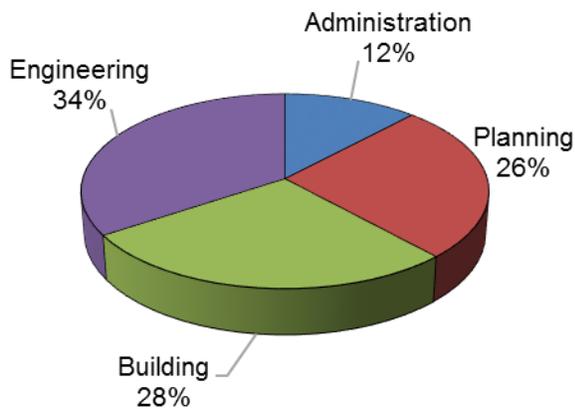
	2015 Actual	2016 Amended	2016 Estimated	2017 Adopted	2018 Adopted
Personnel	\$3,910,386	\$4,611,809	\$4,414,447	\$4,868,694	\$4,888,086
Contractual	\$676,782	\$786,365	\$696,448	\$806,266	\$957,582
Commodities	\$36,959	\$34,513	\$34,813	\$39,913	\$37,413
Capital Outlay	\$36,743	\$14,543	\$9,373	\$2,325	\$3,400
TOTAL	\$4,660,870	\$5,447,230	\$5,155,081	\$5,717,198	\$5,886,481

Total Budget by Division

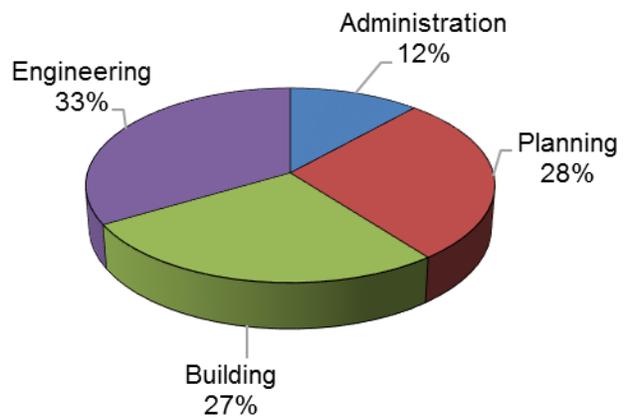
	2015 Actual	2016 Amended	2016 Estimated	2017 Adopted	2018 Adopted
Administration	\$499,661	\$655,366	\$519,209	\$688,517	\$686,473
Planning	\$1,118,780	\$1,521,004	\$1,438,918	\$1,494,342	\$1,642,938
Building	\$1,415,309	\$1,483,744	\$1,492,400	\$1,574,253	\$1,587,289
Engineering	\$1,627,120	\$1,787,116	\$1,704,554	\$1,960,086	\$1,969,781
TOTAL	\$4,660,870	\$5,447,230	\$5,155,081	\$5,717,198	\$5,886,481

Total Budget by Division

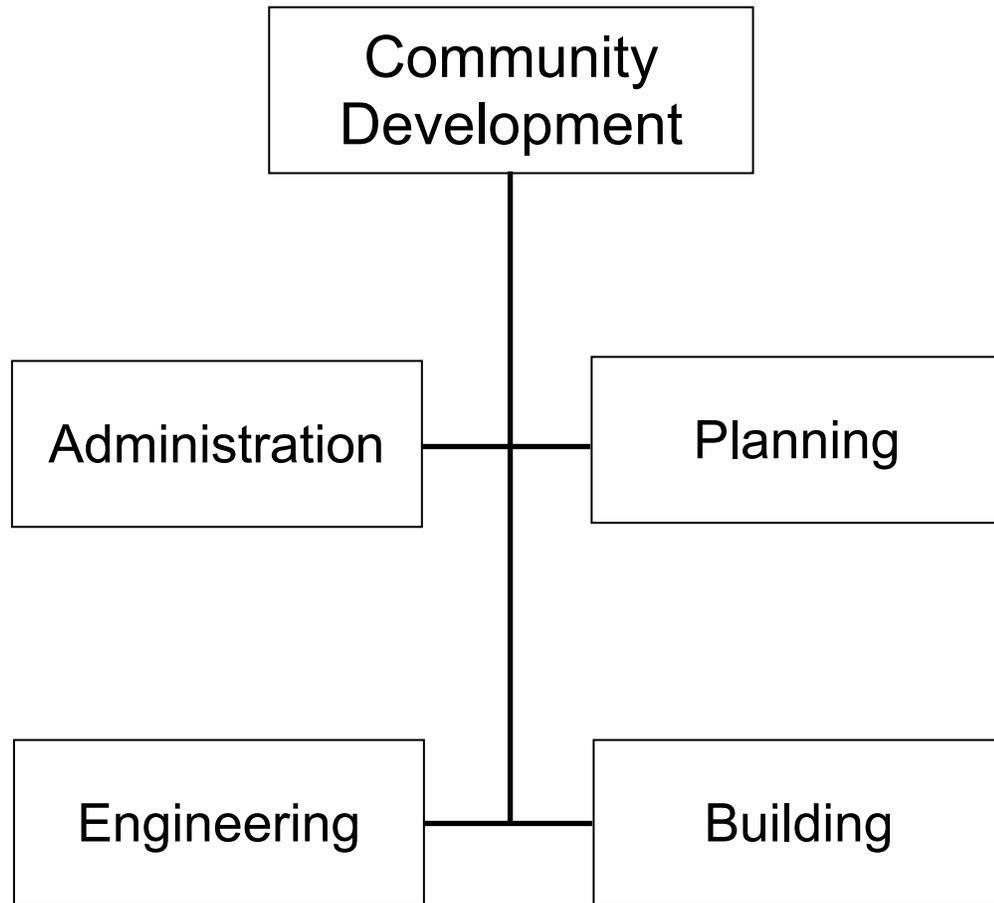
Adopted 2017



Adopted 2018



Quick Fact: The Building Division issued 6,182 permits in 2015 and is forecast to issue over 7,000 permits in 2016.



Staffing (Full-Time Equivalent Employees)

	2016	2017	2018
	Authorized	Authorized	Authorized
Administration	6.10	6.10	6.10
Planning	18.50	17.00	17.00
Building	18.00	18.50	18.50
Engineering	18.25	19.50	19.50
TOTAL	60.85	61.10	61.10

NOTE: Staffing totals include those positions funded by the General Fund and the Stormwater Drainage Fund.

Administration

Overview:

- Coordinates the administrative needs of the Department, including budget development and oversight.
- Coordinates the City’s artist initiatives in South Westminster and development-related public art program.
- Manages the department’s electronic permitting system.
- Leads business improvement initiatives for the department.

2017 Objectives:

- Develop communication, management, and planning tools that move the City toward its vision while providing excellent government.
- Convert rental housing inspection program to TraKit (department-wide e-permitting system) and allow online registrations for rental housing.
- Implement online permitting.
- Improve development review process and transparency.
- Assist in the development of an economic development strategy that contributes to City vision attainment and is executed through collaborative work between the City of Westminster, the business community, residents, and other partners of Westminster.
- Improve Community Development processes and customer service.
- Lead the development of cultural opportunities in Westminster.
- Transition public art program into the Parks, Recreation, and Libraries Department.

2018 Objectives:

- Develop communication, management, and planning tools that move the City toward its vision while providing excellent government.
- Coordinate with other departments to modernize business licensing process, integrated with TraKit.
- Expand online permitting, inspections, and project management.
- Continue to improve Community Development processes and customer service.
- Continue to improve and streamline development review processes and transparency.

Total Budget by Category

	2015 Actual	2016 Amended	2016 Estimated	2017 Adopted	2018 Adopted
Personnel	\$381,981	\$518,521	\$395,987	\$519,288	\$514,068
Contractual	\$93,287	\$116,630	\$108,389	\$154,171	\$157,347
Commodities	\$15,576	\$13,258	\$13,258	\$15,058	\$15,058
Capital Outlay	\$8,817	\$6,957	\$1,575	\$0	\$0
TOTAL	\$499,661	\$655,366	\$519,209	\$688,517	\$686,473

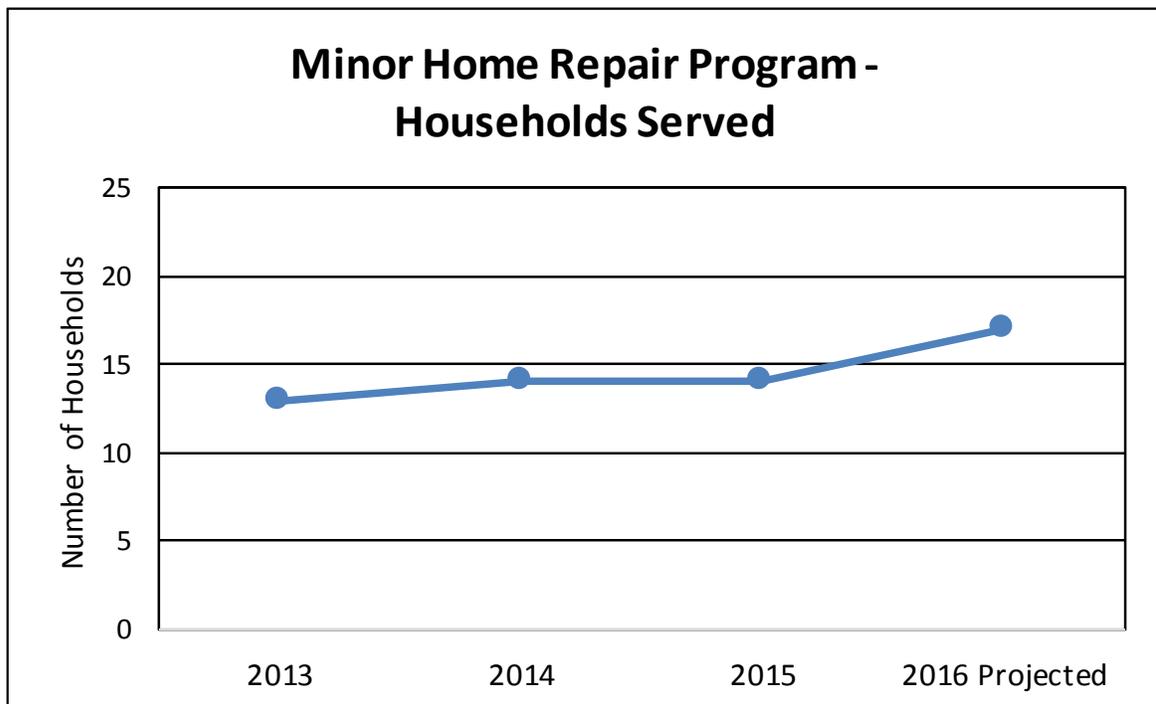


2015/2016 Achievements:

- Implemented Development Review Process Evaluation project (i.e. audit) findings including: hardware and software upgrades necessary to implement e-permitting processes; configuration and installation of e-permitting software; and new mandatory pre-application phase as part of the planning entitlement process.
- Improved communication and coordination with other departments, including Economic Development and Parks, Recreation, and Libraries.
- Continued outreach to the development community to identify additional business process improvements.

Performance Measure Snapshot....

The Minor Home Repair Program administered as part of the Community Development Block Grant Program 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, and preparing demographic analysis.
- Facilitates current 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; administers the Historic Preservation 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.
- Administers and manages various redevelopment programs, urban renewal areas, and special projects within the City.

2017 Objectives:

- Complete the Harris Park Specific Plan.
- Complete the South Westminster Framework Plan.
- Begin the Federal Boulevard Corridor Plan.
- Implement appropriate modifications to improve customer service and staff efficiency.
- Work on producing new design guidelines and modifying design guidelines for Retail Commercial, and Office.
- Continue to coordinate a high-quality, efficient development review process.
- Continue to coordinate development referrals with adjacent jurisdictions.
- Continue to coordinate planning activities with Denver Regional Council of Governments (DRCOG).
- Continue to work on redevelopment within the City’s urban renewal areas.
- Continue to annually review the Westminster Municipal Code Title XI Land Development for Growth Procedures for minor updates.

2018 Objectives:

- Continue to coordinate a high-quality, efficient development review process.
- Continue to coordinate development referrals with adjacent jurisdictions.
- Continue to coordinate planning activities with DRCOG.
- Continue to work on redevelopment within the City’s urban renewal areas.
- Continue 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).
- Complete an update to the Sign Code.

Total Budget by Category

	2015 Actual	2016 Amended	2016 Estimated	2017 Adopted	2018 Adopted
Personnel	\$1,060,321	\$1,387,919	\$1,367,769	\$1,344,355	\$1,340,722
Contractual	\$39,167	\$121,514	\$59,366	\$142,902	\$292,931
Commodities	\$4,983	\$7,085	\$7,085	\$7,085	\$7,085
Capital Outlay	\$14,309	\$4,486	\$4,698	\$0	\$2,200
TOTAL	\$1,118,780	\$1,521,004	\$1,438,918	\$1,494,342	\$1,642,938

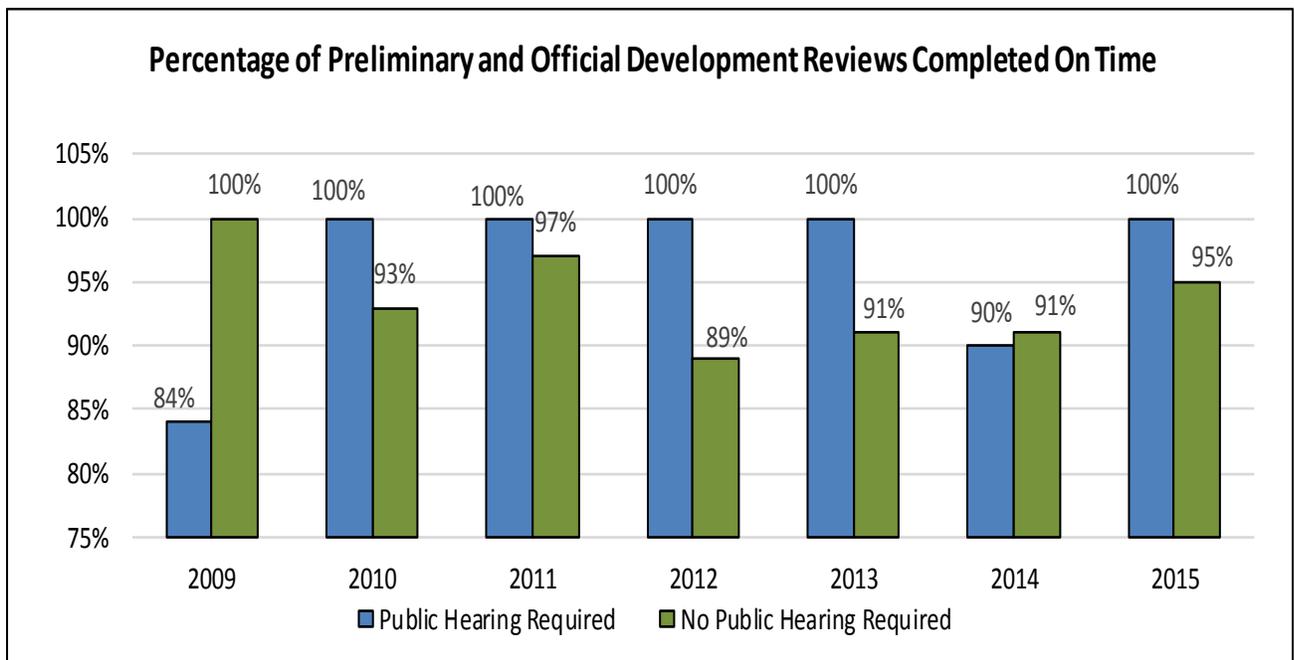


2015/2016 Achievements:

- Completed the Downtown Westminster Specific Area Plan and continued to participate in the area’s re-development.
- Began work on the Station Area Specific Area Plan (completion estimated Winter 2016). Organized multiple opportunities for public outreach and involvement.
- Worked with the owners of the Westminster Promenade to develop a master plan for revitalization.
- Continued to administer the City’s Historic Preservation program.
- Held the 2015 and 2016 Residential Growth Management competitions.
- Coordinated development referrals with adjacent jurisdictions, including providing comments on proposed developments which may have impacted the City of Westminster.
- Received 2015 and 2016 awards for Livability from DRCOG for coordination with Adams County Housing Authority (2015) and for creative solutions in the Westminster Station Area (2016).

Performance Measure Snapshot...

Planning Staff has worked to achieve over a 90% average success rate for meeting a 90-day or less review time for projects that are approved administratively and has had a 100% success rate in most 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 inspections 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.

2017 Objectives:

- Adopt the 2015 edition of the International Building Codes.
- Create a communication 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.
- Increase the Assistant Building Plans Analyst FTE from 0.5 to 1.0 to reduce plan review time.
- Hire new 1.0 FTE Housing Inspector to assist in meeting program demands due to increases in rental properties within the City.

2018 Objectives:

- Establish and maintain an improved turnaround time for commercial and residential plan reviews.
- Create a landlord training class that will be available to new and experienced landlords.

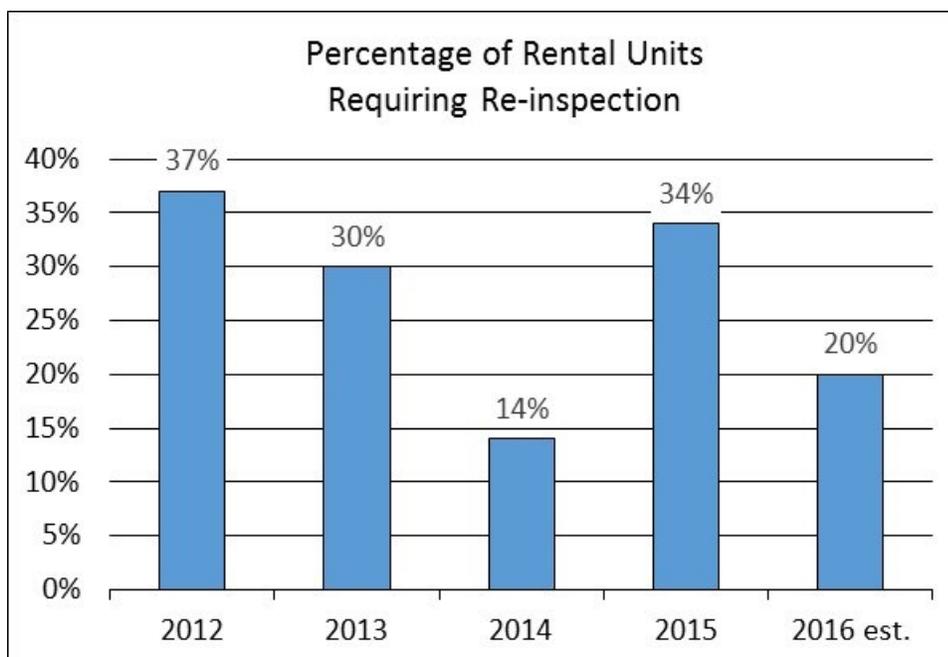
Total Budget by Category

	2015 Actual	2016 Amended	2016 Estimated	2017 Adopted	2018 Adopted
Personnel	\$1,207,129	\$1,296,415	\$1,305,315	\$1,424,674	\$1,437,046
Contractual	\$200,971	\$174,959	\$175,515	\$139,209	\$139,873
Commodities	\$7,106	\$10,370	\$9,570	\$10,370	\$10,370
Capital Outlay	\$103	\$2,000	\$2,000	\$0	\$0
TOTAL	\$1,415,309	\$1,483,744	\$1,492,400	\$1,574,253	\$1,587,289



2015/2016 Achievements:

- Implemented TraKit to allow online access for inspection requests and fuller access to Building Division property records.
- Implemented the TraKit 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.
- Added approximately 400 new rental units to the Rental Inspection Program.
- Completed plan review and inspection on a number of significant projects, including Axis, Hyland Village, and Longview multi-family projects; The Courtyard by Marriot; Alliance Data; Parking Garages for the Transit Oriented Development and Downtown projects; Northridge Skilled Nursing Facility; Digital Globe; and Saint Anthony Medical Office Building.



Performance Measure Snapshot....

Over the past four years under the City’s Rental Housing Inspection Program, the number of rental unit re-inspections has remained consistently low, which reflects 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).
- Manages transportation planning, policy, advocacy, and project implementation.

2017 Objectives:

- Participate with Broomfield on the construction of improvements to Lowell Boulevard between 120th Avenue and 124th Avenue.
- Continue to install infrastructure, as needed, for subsequent phases of the development of the Downtown Westminster site.
- Continue to install bike lane markings on streets being repaved per the City's Bicycle Master Plan (as funding permits).
- Continue to develop the Little Dry Creek regional drainage and park improvements on the south side of the Westminster Station platform.
- Hire new 1.0 FTE Traffic Technician to perform traffic signal maintenance work in-house, rather than by contract, to lower costs to the City.
- Increase a 0.5 FTE Administrative Assistant by .25 FTE to reduce administrative work currently performed by professional staff, which will improve customer response time.

2018 Objectives:

- 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).
- Continue to install infrastructure, as needed, for subsequent phases of the development of the Downtown Westminster site and Westminster Station Area.

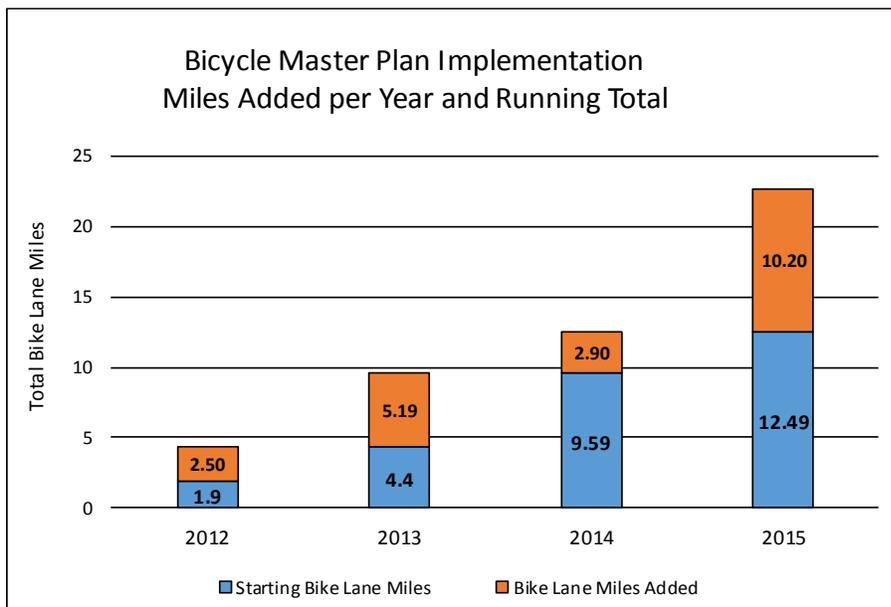
Total Budget by Category

	2015 Actual	2016 Amended	2016 Estimated	2017 Adopted	2018 Adopted
Personnel	\$1,260,955	\$1,408,954	\$1,345,376	\$1,580,377	\$1,596,250
Contractual	\$343,357	\$373,262	\$353,178	\$369,984	\$367,431
Commodities	\$9,294	\$3,800	\$4,900	\$7,400	\$4,900
Capital Outlay	\$13,514	\$1,100	\$1,100	\$2,325	\$1,200
TOTAL	\$1,627,120	\$1,787,116	\$1,704,554	\$1,960,086	\$1,969,781



2015/2016 Achievements:

- Completed the parking structure and North Plaza retaining wall at the commuter rail Westminster Station.
- Coordinated 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, oversaw the construction of intersection improvements at 120th Avenue and Federal Boulevard.
- Constructed the first phase of roadways at the Downtown Westminster site.
- Installed storm drainage, roadway and utility improvements in the vicinity of the intersection of 72nd Avenue and Raleigh Street.
- Added two Transportation and Mobility Planners to lead the City’s efforts to become the next urban center on the Front Range by planning, designing, and advocating for transportation improvements.
- Completed required improvements at the commuter rail Westminster Station, including construction of a four story parking structure, Westminster Station Drive, north and south plazas, and Little Dry Creek drainage way improvements by the commencement of commuter rail in July 2016.



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 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