



WESTMINSTER

Staff Report

TO: The Mayor and Members of the City Council

DATE: March 19, 2014

SUBJECT: Briefing and Post-City Council Briefing Agenda for March 24, 2014

PREPARED BY: J. Brent McFall, City Manager

Please Note: Study Sessions and Post City Council briefings are open to the public, and individuals are welcome to attend and observe. However, these briefings are not intended to be interactive with the audience, as this time is set aside for City Council to receive information, make inquiries, and provide Staff with policy direction.

Looking ahead to Monday night's Briefing and Post-City Council meeting briefing, the following schedule has been prepared:

Dinner (**PLEASE NOTE EARLIER TIME**) 5:30 P.M.

Council Briefing (*The public is welcome to attend.*) 6:00 P.M.

Business Legacy Awards Reception 6:20 P.M.

POST BRIEFING (*The public is welcome to attend.*)

PRESENTATIONS

None at this time.

CITY COUNCIL REPORTS

None at this time.

EXECUTIVE SESSION

None at this time.

INFORMATION ONLY

1. Employee Appreciation Teams in Action Update
2. Planning Division Activity for the Year 2013

Items may come up between now and Monday night. City Council will be apprised of any changes to the post-briefing schedule.

Respectfully submitted,

J. Brent McFall
City Manager



WESTMINSTER

Staff Report

Information Only Staff Report
March 24, 2014



SUBJECT: Employee Appreciation Teams in Action Update

PREPARED BY: Lisa Chrisman, Employee Development & Benefits Manager
Jen Prehn, Human Resources Analyst
Debbie Mitchell, General Services Director

Recommended City Council Action

This report is for City Council information only and requires no action by City Council.

Summary Statement

The first 2014 Teams in Action luncheon was held on Wednesday, March 12, 2014, at City Park Recreation Center. The Employee Recognition Program is an integral part of the organization's efforts to provide a quality work environment by recognizing effective employees delivering quality service to citizens. This report is a summary of all March Teams in Action department submittals.

Background Information

A basic tenet of modern personnel management strategy is to consistently, diligently and honestly recognize the valuable contributions of employees. Recognition can take many forms and it is the City's intent to utilize various awards systems to acknowledge the valuable contributions made by City employees. One form of recognition that occurs twice a year is the awarding of Teams in Action. The Teams in Action award is designed to allow each City department the ability to recognize efforts and accomplishments of various teams, task forces, or work groups that may operate intra or inter-departmentally. The goal of the award is to encourage teamwork and recognize team accomplishments in the areas of quality service delivery, enhanced productivity, systems and procedures improvement and quality of work life enhancements.

The following are summaries of the Teams in Action award submittals made by departments:

City Attorney's Office - 2013 Purchasing Policy Update Team

This team is responsible for the update of the Westminster Municipal Code Title 15 "Purchasing Procedures," Administrative Memorandum 02-09 "Authorization for Expenditures, Budget Revisions, Contracts, Change Orders, & Refunds" and Administrative Memorandum 93-4 "Guidelines for Formal Bids and Requests for Proposals." These policies establish the parameters for the purchase of goods and services, including how and when purchasing authority is delegated by Council to the City Manager for previously budgeted expenditures. In order to complete the updates, staff compiled feedback on the policies since the last update in 2002 and recommended adjustments to help clarify and streamline the purchasing procedures. Staff also sought feedback on how to improve the old policies by using focus groups of employees throughout the organization. Once the policies were

approved, the team conducted ten classes to communicate the policy changes to over 170 staff members. This team's effort created a more streamlined process for purchasing and is a great example of the City's SPIRIT values.

City Manager's Office – 2013 Business Retention Visit Program Partnership

For many years, the City's Business Retention Program has served as a critical instrument to connect with the business community. The information gleaned from this program is used to improve City services. Employees from Economic Development, the Fire Department and IT partnered with the objective of improving business retention visits by reaching a broader cross section of the business community. This group created an interface for the Fire Department to access the existing business database and track and report information from businesses. As a result, the Fire Department conducted 76 business retention visits last year while also conducting their normal inspections. These visits comprised 70% of the total business retention visits and nearly 30% of the total face-to-face Economic Development related contacts with the business community. This partnership allows the City to expand its business retention program and gather additional information about Westminster businesses. This program is a great example of providing excellent service to our business community.

Finance Department – Remote Time Entry Team

In the past, hundreds of non-benefited employees completed a paper timesheet for each pay period. Using paper timesheets for such a large number of staff was tedious and prone to errors. The Remote Time Entry Team tackled the task of switching all non-benefited employees from the paper timesheet system to an electronic time entry system. Finance, IT and PR&L staff worked together to research best practices, survey other organizations, and investigate appropriate technology. Staff eventually decided on three specific solutions that would save the City an estimated \$200,000 over a five year period. Staff worked together to make system changes, create logins, build reports and train workgroups and supervisors on the new system. The impact of the new time entry system has resulted in greater efficiency, less stress and monetary savings for the city. The team's commitment to working together in order to come up with an innovative solution is a great example of the City's SPIRIT values.

Fire Department – Connectivity Team

For several years, the Fire Department has experienced difficulty with connections to the City's IT network and internet access. It wasn't possible to resolve the various issues with one solution, and staff determined that substantial money would need to be spent in order to invest in new technology and fix the problems correctly. At Fire Station 1, staff determined that a fiber optic cable was required in order to increase connection speeds. Staff worked with vendors to get a significantly reduced price for the fiber optic cable installation, which resulted in connection speeds over 100 times faster than they had been prior to installing the cable. At Fire Station 5, a new wireless link was selected as the solution to slow connection speeds and unreliable phone service. Crews from this station helped hoist cinder blocks and antenna equipment to the roof of Station 5, saving a considerable amount of money that would have been needed for a crane. In response to the connectivity issues for mobile data terminals and field reporting tablets, staff found new technology that was able to reliably connect Fire apparatus to the internet. IT and Fire staff members were instrumental in researching, brainstorming, implementing and troubleshooting this technology. Rather than requesting additional funds to pay for these expensive upgrades, staff reallocated existing CIP funds to pay for the project. This was a tremendous collaborative effort that has resulted in quality solutions and is another great example of the City's SPIRIT values at work.

General Service Department – 2014 Employee Winter Escape Planning Team

This team was responsible for planning a formal holiday celebration for City employees. The team created an interactive and entertaining theme in which employees could move around and talk while enjoying a host of activities. Staff selected a cruise ship theme and the creative juices began to flow! Ports of call with food representative of the country along with dancing, dueling pianos for entertainment, a photo booth and no stakes gambling were offered to those who boarded the ship on the gang way built by Fleet and Building Operations staff. A marketing tag line, marketing materials, boarding passes and decorations were created. Even Brent McFall got in on the fun and allowed the group to create “Captain Brent”, who managed to show up at a variety of meetings and at the event. Despite a date change and location change that came up unexpectedly during the course of the planning, this team kept a positive, can-do attitude. Feedback from those in attendance was extremely positive and the event was a huge success. This team created a memorable experience for City employees that they will remember for years to come.

Information Technology Department – COWnet Design Team

This team of employees from Information Technology and the Public Information Office is responsible for completely redesigning the City’s intranet. By incorporating international best practices and engaging users throughout the process, this team created a more intuitive navigation system and enhanced functionality. People finding, event management, topical news feeds and even a custom links section are now available, with more improvements to come. The greatest enhancement this project delivered was the main content management system that now allows departmental representatives to directly add and maintain their own content. This team spanned more than a year and resulted in the 2014 launch of the completely redesigned intranet known as COWnet, which is a crucial tool for employees across the City to share and receive information. This team is an excellent example of SPIRIT values at work!

Parks Recreation & Libraries – Seasonal Recruitment Campaign Team

The Seasonal Recruitment Campaign Team worked together to create a new marketing campaign for seasonal employment. This team brainstormed the tag line of “This Could Be Your Office” and a strategy to reach potential employees who would be motivated and excited to work outdoors. The team created a website specifically for seasonal employment and featured on-location video testimonials from many current seasonal employees or employees that began as seasonal employees and were later promoted. Eye-catching marketing materials such as postcards, posters, tent cards and vehicle magnets featuring parks, golf, open space, pools, and camps were designed and printed to distribute throughout the community. This team’s efforts helped ensure that the City fills over 200 seasonal positions a year with high-quality employees that are crucial to many of our summer programs.

Police Department – Intergraph CAD and Mobile Software Upgrade Team

This team was responsible for a major system upgrade of the Police and Fire Department’s Intergraph CAD and Mobile software and consisted of employees from IT and the Police and Fire Departments. The IT team purchased, configured, and tested four new servers and workstations. During the week of cutover to production, the entire IT team was on hand to support the Police Department and Intergraph. The Police and Fire Departments made recommendations to IT staff that would produce the best interface for those using the system in the field. Staff created documentation and trained all Patrol, Fire, EMS, Animal Management and Code Enforcement staff on the new interface and were a resource for testing, communicating feedback, and balancing wants and needs. The Dispatch team made decisions on new functions and ways to enhance workflows and processes. This team also tested the system, trained their coworkers, and provided feedback to make further improvements. As

a result of this project, Westminster has become the go-to site to help other agencies transition successfully. This project was another great example of the City's SPIRIT values at work!

Public Works and Utilities Department – Street Operations and Utilities Division In-House Training Team

The Public Works & Utilities Training Team members from both Street Operations and Utilities Field Operations Divisions diligently arrange for in-house trainings presented by trained City staff or coordinated through Risk Management. The team also works with outside sources for trainings and certifications for the 58 employees within the two divisions, and occasionally for staff in other City departments including BO&M, Fleet, Parks and Fire when trainings are pertinent to their operations. These arrangements require balancing and rearranging workloads and schedules when necessary. The trainings and certifications provide safety and operational procedures with customized training. They also teach pertinent processes and help protect field personnel in a variety of work situations while providing excellent customer service and cost savings to the City.

Recognizing teams is an important management practice in organizations striving to develop loyalty, ownership and effectiveness in their most valuable resource – employees. Westminster's employee recognition program, which includes the Teams in Action award, supports City Council's Strategic Plan goal of a "Financially Sustainable City Government Providing Exceptional Services" by maintaining a value driven organization and enhancing employee morale.

Respectfully submitted,

J. Brent McFall
City Manager



WESTMINSTER

Staff Report



Information Only Staff Report
March 24, 2014

SUBJECT: Planning Division Activity for the Year 2013

PREPARED BY: Grant Penland, Principal Planner

Summary Statement

This report is for City Council information only and requires no action by City Council.

- This report provides the City Council with a summary of administratively approved projects processed between January and December 2013, since not all projects approved by the City require a public hearing and Planning Commission or City Council review.
- The Westminster Municipal Code subsections 11-5-9(B) and 11-5-10(B) require that a report be provided to the City Council of which describes administratively approved Preliminary and Official Development Plans (PDPs and ODPs).
- Staff also reports some of this information as specific projects are approved throughout the year in the City's Weekly Edition. However, this report summarizes the development projects approved during January through December, 2013.

Background Information

The Municipal Code allows the approval, by the City Manager or designee, of developments that are 10 acres or smaller without public hearings. This administrative approval eligibility does not include any Preliminary or Official Development Plans on a site larger than 10 acres (up to 20 acres for a project the City Council determines to be an economic development project), or any Official Development Plan amendment changing any zoning standard by more than 10% over the existing requirement. Notwithstanding any of the above, if neighborhood controversy arises during the development review process, projects are scheduled for the Planning Commission by the staff, even if they are eligible for administrative approval. As previously referenced, the Municipal Code requires that a report be provided to the City Council that describes administratively approved PDPs and ODPs.

In addition to the municipal code requirements to report on administratively approved Preliminary Development Plans and Official Development Plans, the Planning Division tracks activity levels in various areas and for performance measures. A list of the projects that were administratively approved is outlined in the attached table.

Highlights of 2013 Planning Division activities are summarized below:

- A total of 79 Official Development Plan Amendments, Official Development Plan Waivers and Preliminary Development Plan Amendments were approved administratively in 2013. This represents a 21.8% decrease over approvals in 2012 (79 v. 101).
- In 2013, staff held 263 informational meetings with customers interested in developing projects within the City. This is a 10.5% increase over 2012 (263 v. 238).
- The number of customer inquiries between January and December 2013 was 10,513. This includes 1,023 walk-ins and 9,460 phone and e-mail requests. This is a 5.5% increase over 2012 (10,513 v. 9,966).
- For 2013, 562 business licenses were processed, which is a 48.3% increase over the activity in 2012 (562 v. 379).

The work the Planning Division performs supports all five of the City Council's goals of Financially Sustainable City Government Providing Exceptional Services; Safe and Secure Community; Strong, Balanced Local Economy; Vibrant Neighborhoods in One Livable Community; and Beautiful and Environmentally Sensitive City.

Respectfully submitted,

J. Brent McFall
City Manager

Attachment - 2013 Administratively Approved Projects List

EXHIBIT A - 2013 Administratively Approved Projects List

Subdivision Filing Block Lot	Common/Marketing Name	Location/ Address	Project Type	Description of Project	DATE APPROVED
Hidden Lake Center Filing 01 2nd Replat Block 01 Lots 04A-05A	Hidden Lake	5005 72nd Avenue (NEC of Sheridan Blvd & 72nd Avenue)	Commercial	Façade renovation including focal point tower, new fascia and cornice panels, trellis, sidewalk and landscaping	12/31/2013
Orchard Park Place Filing 01	St. Anthony North Pavilion	14300 Orchard Pkwy (SEC of Orchard Parkway and 144th Avenue)	Commercial/Institutional	Changes to turf areas in the landscape plan	12/30/2013
Park Centre Filing 01	Air Comm, Melco Building	1575 124th Avenue	Commercial	Install black awning over entrance	12/30/2013
Park Place Filing 01	Tuscany Trails	Northeast of 9540 Gray Street, Adjacent to Highway 36	Residential	Removal of section of sound wall to prevent from falling	12/23/2013
Westcliff Filing 04 and 05	Westcliff	NEC of 96th and Pierce	Residential	Fence replacement	12/19/2013
Westminster Village Filing 01	Westminster Village	5654 88th Avenue (SWC of Sheridan & 88th Avenue)	Commercial	Add 4 more tenants to total 6 on monument sign and increase size.	12/16/2013
Orchard at Westminster Filing 01 6th Replat	Orchard Town Center	14613 Orchard Parkway/14648 Delaware (NEC Huron Street & 144th Avenue)	Commercial	Approve a plan for patio locations throughout the Orchard Town Center	12/16/2013
Country Club Highlands Filing 03 1st Replat Lots 1A & 2A	Country Club Highlands	NWC 120th & Zuni	Commercial	Bank at SWC & commercial building at western edge of development	12/10/2013
Bradburn Filing 01	Bradburn	11764 Newton Street (SEC of Newton Street & 117th Court)	Residential	SF dwelling w/attached unit over garage	12/4/2013
Westminster Village Filing 01	Westminster Village	5654 88th Avenue (SWC of Sheridan & 88th Avenue)	Commercial	Change color of standing seam metal roof, gutter, columns, downspouts and stair rails to copper brown and add stucco.	11/27/2013
Westminster Housing Authority Filing 01	Westminster Commons	3180 76th Avenue (SEC Irving Street & 76th Avenue)	Residential/Commercial	Replacement and continued use of monument sign on transferred property	11/14/2013
Westminster Promenade Filing 01 2nd Replat	Westminster Promenade: Bar Louie	10661 Westminster Boulevard, Suite 900 (NWC of Westminster Boulevard & 104th Avenue)	Commercial	Relocate exterior entry, façade improvements around new entry, add 1 overhead door at Bar Louie	11/12/2013
Westglenn Filing 03	Village Creek Apartments	9052 Vance Street (NEC of Vance Street & 90th Avenue)	Residential	Replace 37 carports with 27 enclosed garages	11/12/2013
Standley Lake Shops	Standley Lake Shops	8797 Wadsworth Boulevard (SWC of Wadsworth Boulevard & 88th Avenue)	Commercial	Change sign to individual letters with logo mounted to backer panel	11/4/2013
Westminster Gateway L01	Westminster Gateway	10398 Reed Street (SEC of Reed Street and Church Ranch Boulevard)	Commercial	5,000 square foot restaurant/retail building	10/30/2013
Shoenberg Farms - B-Multi L-Multi	Shoenberg Farms	NEC & SEC of 73rd Ave & Depew St	Residential	As-Built Site Conditions Update	10/29/2013

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Park Centre Filing 01	Park Centre	1491 124th Avenue (East of the NEC of Pecos Street & 124th Avenue)	Commercial	Krayden Office expansion/interior remodel	10/22/2013
Westminster Promenade Filing 01 2nd Replat Lot 05B	Westminster Promenade: Bar Louie	10661 Westminster Blvd (NWC of Westminster Boulevard & 104th Avenue)	Commercial	Bar Louie Patio	9/25/2013
Church Ranch Home Place Filing 09 1st Replat Lot 01	Marriott	7000 Church Ranch Blvd (SEC of Reed Street and Church Ranch Boulevard)	Commercial	Lighting Amendment	9/19/2013
Amps MTSO	Verizon Wireless Antenna	7195 Newton Street (SWC of Newton Street and 72nd Avenue)	Cell	Modification/addition of 3 antennae	9/12/2013
Silo North Filing 02	Covenant Village of Colorado	9221 Wadsworth Parkway (NWC of Wadsworth Parkway & 92nd Avenue)	Institutional	Add and/or relocate monument sign and install flagpole	9/9/2013
Westglenn Filing 02 2nd Replat	Brookhill Shopping Center: Chili's	7475 88th Avenue (NEC of Wadsworth Parkway & 88th Avenue)	Commercial	Change awning material/frame and repaint Chili's restaurant	9/5/2013
Sunstream Filing 09 1st Replat	Sunstream Residential	SEC & NEC of 93rd and Lark Bunting Drive	Residential	Remove prohibition for covered patios.	9/4/2013
Country Club Village Filing 01 Lot 05	Xtreme Clean Car Wash	12131 Federal Parkway	Commercial	Sign Revision	8/21/2013
Westminster Gateway	Church Ranch, RTD Park-n-Ride	10392/10393 Reed Street (SEC of Reed Street and Church Ranch Boulevard)	Commercial	ODP clarification of how shared parking will work	8/13/2013
Westminster Square	Westminster Square	8003 Wolff Street (NWC of Wolff Street & 80th Avenue)	Residential	Landscape Amendment	8/13/2013
Westminster Promenade Filing 01 2nd Replat	Westminster Promenade: Rock Bottom Restaurant	10633 Westminster Boulevard, Suite 900 (NWC of Westminster Boulevard & 104th Avenue)	Commercial	Repaint exterior façade w/new colors, replace awning w/new color fabric at Rock Bottom Restaurant	8/12/2013
Orchard at Westminster Filing 02	Orchard Town Center: Lifetime Fitness	397 148th Avenue (NWC of Foxx Street & 148th Avenue)	Commercial	Provide positive drainage away from existing facility & new stormwater collection system at Lifetime Fitness	8/12/2013
Orchard at Westminster Filing 01 5th Replat	Orchard Town Center: Mooyah Restaurant	14648 Delaware Street Suite 100 (NEC Huron Street & 144th Avenue)	Commercial	Construct new enclosed patio for Mooyah Restaurant	8/9/2013
Lake Arbor Industrial Park 1st Replat Block 01 Lot 01	Lake Arbor Industrial Park	6521 91st Avenue (NWC of Marshall Place & 91st Avenue)	Industrial	Renovate existing office/warehouse: new canopy & fascia, new window openings, ext. paint, etc.	8/5/2013
Crown Point Filing 04 1st Replat	Arbor Family Medical Building	10081 Wadsworth Parkway (NWC of Wadsworth Parkway & 100th Avenue)	Commercial	Add curb retaining wall, equipment wall screening, exterior decorative light fixtures	8/1/2013
3010 72nd Avenue	Goody's Eatery	3010 72nd Avenue	Commercial	Add parapet wall to roof on Goody's Eatery	7/30/2013
Sandpiper Block 01 Lot 01	Sandpiper Apartments	8200 Sheridan Boulevard (NEC of Sheridan Boulevard & 82nd Avenue)	Residential	Replace patio railings and add doors to office area	7/25/2013

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Park Centre Filing 03 Lot 01C	Chili's Restaurant	901 120th Avenue (NWC of 120th Avenue & Huron Street)	Commercial	Color and awning changes for Chili's restaurant	7/15/2013
Sunstream Filing 09	Sunstream Residential	93rd Court & Larkbunting Drive	Residential	Amend ODP and PDP to create fee simple lots	6/27/2013
Shoenberg Farms Block 05 Lots 40-47	Shoenberg Farms	72nd Avenue & Depew Street	Residential	Landscaping and stairs and ramps and rails	6/25/2013
Legacy Ridge Filing 17 Lot 01	Legacy Ridge	1150 Irving Drive	Residential	Convert 2 carport spaces to storage	6/17/2013
Tri-City Baptist Church	Tri-City Baptist Church	6953 92nd Avenue	Institution	Landscaping and irrigation changes around detention pond	6/15/2013
Lucent Technologies 1st Replat (Avaya)	Avaya	1300 120th Avenue (SWC of 120th Avenue & Huron Street)	Commercial	Increase height for generator enclosure and louvers on 2 sides and retaining wall	6/11/2013
Bradburn Filing 04	Bradburn	3976 116th Way	Residential	Elevation revisions	6/11/2013
Lucent Technologies 1st Replat (Avaya)	Avaya	SWC of 120th Avenue & Huron Street	Industrial	Changes to bldg. elevation	6/10/2013
Highlands at Westbury	Highlands at Westbury	113th Avenue & Pecos Street	Residential	Replace granite walls w/retaining wall	6/10/2013
Wandering View Filing 04 1st Replat	Valle Vista Shopping Center	3003 and 3013 104th Avenue (NWC of 104th Avenue & Federal Boulevard)	Commercial	Amend Commercial Retail uses allowed	6/10/2013
Country Road Townhomes	Country Road Townhomes	NWC 87th & Yukon	Residential	Landscaping	6/3/2013
Summit Square Shopping Center	Summit Square Shopping Center	8404 Federal Boulevard (NEC of Federal Boulevard & 84th Avenue)	Commercial	Requesting 1 year extension for decommissioning fuel facility	5/29/2013
Legacy Ridge West Filing 01	Legacy Ridge	Legacy Ridge Parkway and Stuart Street	Residential	Install solar light at monument	5/25/2013
Silo North Filing 02	Covenant Village of Colorado	9221 Wadsworth Parkway (NWC of Wadsworth Parkway & 92nd Avenue)	Institutional	Add new trash corral to house new trash compactor	5/22/2013
The Orchard at Westminster Filing 01 & 05 Replat Block 01 Lot 02E	Orchard Town Center: Marco's Pizza	14663 Orchard Parkway, Suite 100 (NEC Huron Street & 144th Avenue)	Commercial	Expand patio for Marco's Pizza	5/16/2013
Westmoor Technology Park 5th Replat	Trimble	10358/10368 Westmoor Drive (NWC of 108th Avenue & Westmoor Drive)	Commercial	Addition of public art to Trimble site	5/16/2013
Front Range Village Filing 03	Estates at Tanglewood	12292 Bannock Circle (NEC of Huron Street & 121st Avenue)	Residential	Replace existing retaining wall and landscaping	5/15/2013
Legacy Ridge West Filing 03	Legacy Ridge	SWC of Lowell and Legacy Ridge Parkway	Residential	Install solar light at monument	5/15/2013
Legacy Ridge West Filing 07	Legacy Ridge	107th Drive and Yates Drive	Residential	Landscaping improvements to entry monument	5/15/2013
Westmoor Technology Park 5th Replat Block 02 Lot 01A	Trimble	10368 Westmoor Drive (NWC of 108th Avenue & Westmoor Drive)	Commercial	Minor landscape planting changes, addition of small sidewalk, revision to monument sign	5/7/2013
Crown Point Filing 01	Wells Fargo	10001 Wadsworth Parkway (NWC of Wadsworth Parkway & 100th Avenue)	Commercial	Install drive-up ATM for Wells Fargo bank	5/1/2013

EXHIBIT A - 2013 Administratively Approved Projects List

Ball Campus Lot 05	Ball Corporation	9300 108th Circle (108th Avenue & 108th Circle)	Commercial	Convert tennis court to parking lot	4/29/2013
Park Centre Filing 01 & 02 Replat	Park Centre	12195 Mariposa Street (SWC of Mariposa Street & 122nd Avenue)	Commercial	Add wall to enclose alcove area	4/22/2013
Park Terrace Filing 01	Park Terrace	NEC 71st Avenue & Clay Street	Residential	Build 3 single-family homes on 3 lots	4/17/2013
Westminster Housing Authority Filing 01	Westminster Commons	3180 76th Avenue (SEC Irving Street & 76th Avenue)	Residential	Change site light fixture to LED (Buildings A, B, & C)	4/16/2013
Bradburn Filing 04	Bradburn	4050 116th Way	Residential	Add chimney, change dormer, increase front porch, re-site house deeper on lot	4/16/2013
Kings Mill Commercial	Children's World	885T Field Street (NWC of Field Street & 88th Circle)	Commercial	Change roof siding to brown, 3-tab shingle	4/11/2013
Westmoor Technology Park 1st Replat Block 01 Lot 05B	Countrydale Business Park	10225 Westmoor Drive (NEC of 108th Avenue & Westmoor Drive)	Commercial and Cell	Replace existing telecom equipment	4/9/2013
Bradburn Filing 01, 5th Replat, Lots 01A 05A 06A 07A	Bradburn	11768, 11832, 11848, & 11864 Newton Street	Residential	New construction of single-family detached homes	4/2/2013
Northridge at Park Centre	Prime Center at Northridge	1865 121st Avenue	Commercial	Minor exterior modifications and installation of exterior wall mounted light fixtures	4/2/2013
Lucent Technologies (Avaya)	Avaya	1300 120th Avenue (SWC of 120th Avenue & Huron Street)	Commercial	Demolish existing concrete pad and smoking shelter, excavation, grading, etc.	3/26/2013
Front Range Country Club Filing 04	Ranch Country Club	11887 Tejon Street	Commercial	Replace existing entrance sign due to damage	3/26/2013
Park Centre Filing 02 (also Filing 03)	Village at Park Center	901 & 1171 120th Avenue (NWC of 120th Avenue & Huron Street)	Commercial	Monument sign request	3/12/2013
Crown Point Filing 01	Wells Fargo	10001 Wadsworth Pkwy (NWC of Wadsworth Parkway & 100th Avenue)	Commercial	Wells Fargo Bank Site development changes: drive access, parking, landscape	3/6/2013
Silo North Filing 02	Covenant Village of Colorado	9221 Wadsworth Parkway (NWC of Wadsworth Parkway & 92nd Avenue)	Institutional	Exterior freezer replacement and screening	3/6/2013
Orchard at Westminster Filing 04	Orchard Town Center	14770 Orchard Parkway (NEC Huron Street & 144th Avenue)	Residential	Addition of 6 bollards in walkway between buildings	3/4/2013
My Business Park at Mandaley Filing 01 Replat	My Business Park	7655 108th Avenue (NWC of 108th Avenue & Wadsworth Boulevard)	Commercial	Add mechanical and plumbing vents to exterior of building	2/26/2013
College Hills Filing 04	Stratford Lakes	11458 King Way	Residential	Replace wood shake roof with shingled roof	2/25/2013
Orchard at Westminster Filing 03	Orchard Town Center	Northeast of Fox Street & North of 148th Avenue	Miscellaneous	Develop trail through existing detention/wetlands area	2/21/2013
Interchange Business Center Filing 01	Walmart	200 136th Avenue (SEC of 136th Avenue & Orchard Parkway)	Commercial	Replace existing wall signs and exterior painting	2/12/2013
Country Club Highlands Filing 01	Country Club Highlands	120th Avenue & Zuni Street	Residential	Revise exterior elevation on specific plans	2/12/2013

EXHIBIT A - 2013 Administratively Approved Projects List

East Bay Senior Housing Filing 02 Block 00 Lot 01	East Bay Senior Housing	6740 Meade Circle (SEC of 68th Avenue & Meade Circle)	Residential	Amend project phasing	2/11/2013
Orchard at Westminster Filing 01, 5th Replat Block 01 Lot 02E	Orchard Town Center	14697 Delaware Street (NEC Huron Street & 144th Avenue)	Commercial	Rooftop mechanical unit location on roof	2/7/2013
Kaiser North Filing 01	Kaiser North	11245 Huron Street (NWC of Huron Street & 112th Avenue)	Commercial	Remove gravel parking lot and replace with mobile medical scan trailer	1/31/2013
Greenlawn Ranch	Greenlawn Ranch	6859 95th Avenue	Residential	Replace existing shake roof with concrete tile roof	1/24/2013
Bradburn Filing 01	Bradburn	11746 Bradburn Boulevard	Residential	Create an enclosed area between garage and house	1/16/2013