



**Community Development Department
Planning & Engineering Divisions
Monthly Report for February 2012**

March 15, 2012

Activity

- [Land Use Applications](#) – There were 4 applications compared to 1 in 2011.
- [Pre-Submittal Applications](#) – There were 6 applications compared to 3 in 2011.
- [City Council](#) – City Council heard 1 project compared to 5 in 2011.
- [Planning and Zoning Commission](#) – There were 2 projects heard compared to 1 in 2011.
- [Fence Permits](#) – There were 4 applications compared to 7 in 2011. Average number of days to approve was 3.5 business days.
- [Sign Permits](#) – There were 11 applications compared to 20 in 2011. Average number of days to approve was 2 business days.
- [Right-of-Way Permits](#) – There were 4 permits issued compared to 0 in 2011.
- [Public Improvement Agreements](#) – There were 0 PIAs submitted compared to 0 in 2011.
- [Construction Drawings](#) – There were 0 CD applications compared to 2 in 2011.
- [Infrastructure Inspections](#) – There were 25 individual projects/sites inspected this month. City staff spent a total of 41 hours performing these inspections compared to 48 hours in 2011.
- [Business Registration Sales Tax License](#) – There were 25 business registration/sales licenses approved in 2012 compared to 21 in 2011.
- [Legal Fees](#) – There was \$600 in revenue collected in 2012 compared to \$1,500 in 2011.
- [CMRS Permits](#) – There were 0 permits issued compared to 1 in 2011.
- [Other Fees](#) – There was \$0 in revenue collected in 2012 compared to \$31 in 2011.
- [Visitors](#) – There were 40 visitors in the month of February; an average of 1.9 per work day.
- [Customer Surveys](#) – Planning & Engineering sent 10 surveys in February and received 3 results. Overall responses have been positive.

Revenue

[Total Revenue](#) – February monthly revenue was \$12,494 compared to \$22,363 in 2011. YTD \$40,645 in revenue has been collected, which is 63.2% of the 2012 projected budget of \$64,300. Permits for Bus Bench and Shelter are now part of the Land Use Fund. We collected \$6,500 for February and collected \$22,000 year to date; this is not included in the total since it has a different budget line item.

P & E Special Projects

Below are the major projects for February and the approximate amount of time spent on each project. 224.5 Hours were spent on special projects in February.

- **NC_{2A} Agricultural Animals** – Large-lot Residential Subdivisions located in the southeast corner of the City are discussing allowances of agricultural animals in the NC_{2A} Zoning District. Comparisons between original Arapahoe County zoning codes, permitted uses, and current standards are ongoing. Staff spent a total of **80 Hours** on this project.
- **Centennial Center Park** – A total of **15 Hours** was spent during February. This project is substantially complete. The Construction Management Team handed over the park to the City

Support Services for maintenance. Punch list, minor items, and final payment are continuing to be worked out with Turner Construction.

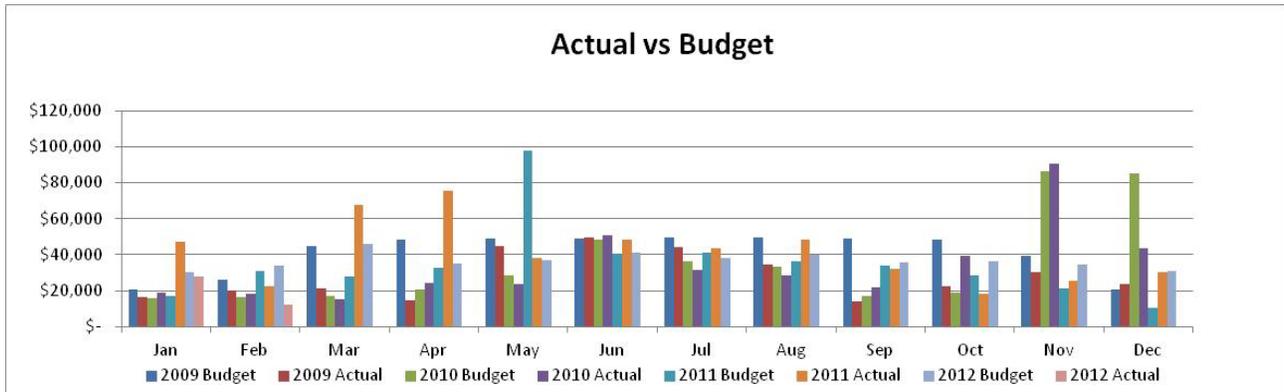
- **Zoning Map/Land Development Code** – Staff spent a total of **11.5 Hours** on this project in the month of February.
- **I-25 Sub Area Plan** – Staff spent a total of **8 Hours** on this project in the February.

GIS Projects: (Total of 110 GIS Hours)

- **SEO Property Search Data Update-** GIS spent **31 Hours** developing, augmenting the updated database, and communicating the for the property search.
- **Non-Agricultural Residential Properties-** GIS spent **22 hours** identifying legal descriptions, zoning, and effect properties under the 2011 LDC non agricultural residential properties. This includes making maps and attending open house workshops.
- **GIS Feasibility Study and Master Plan** – GIS staff spent **6 Hours** implementing the Workgroup Solution, including network, server, and GIS workflow processing.
- **Special Project Tracking** – GIS staff spent **4 Hours** tacking projects and work on three databases. This is a monthly task.
- **Meetings (Engineering, Planning, Finance GIS Training, DRCOG, Career Development, and DRAPP12, All Staff, and Eco Team)** – GIS spent **9 Hours** in required department meetings for various functions within the City. This excludes Zoning meetings.
- **Technical Troubleshooting** – GIS spent **3 Hours** troubleshooting and solving computer, software, and plotter issues.
- **Geodatabase Training-** GIS spent **15 Hours** Training on the fundamentals of Multi-user Database designs. This includes implementation of an SDE (Spatial Database Engine) to allow for the Work Group design to function.
- **Web Editors Instruction** – GIS staff spent **3 Hours** in training for web and content in the new Civic Plus web site for the City.
- **Littleton House Data Project** – GIS spend **2 Hours** researching and developing data to send to the Littleton House Authority concerning the Centennial Residential Rehabilitation Program.
- **Centennial City Tour-** GIS spent **5 Hours** making maps to augment the City Tour manual.
- **CAFR Report for Finance-** GIS spent **4 Hours** researching special district geographies for Finance's annual report for the City's Credit rating.
- **Imagery Fix for Public Works-** GIS spent **4 Hours** assisting Public Works GIS in viewing the most recent imagery for their GIS applications.
- **Write Ups for Year in Review, Census Boundary Confirmation-** GIS spent **2 Hours** writing up, or in conference calls dealing with misc. issues for these and other items.

Total Revenue

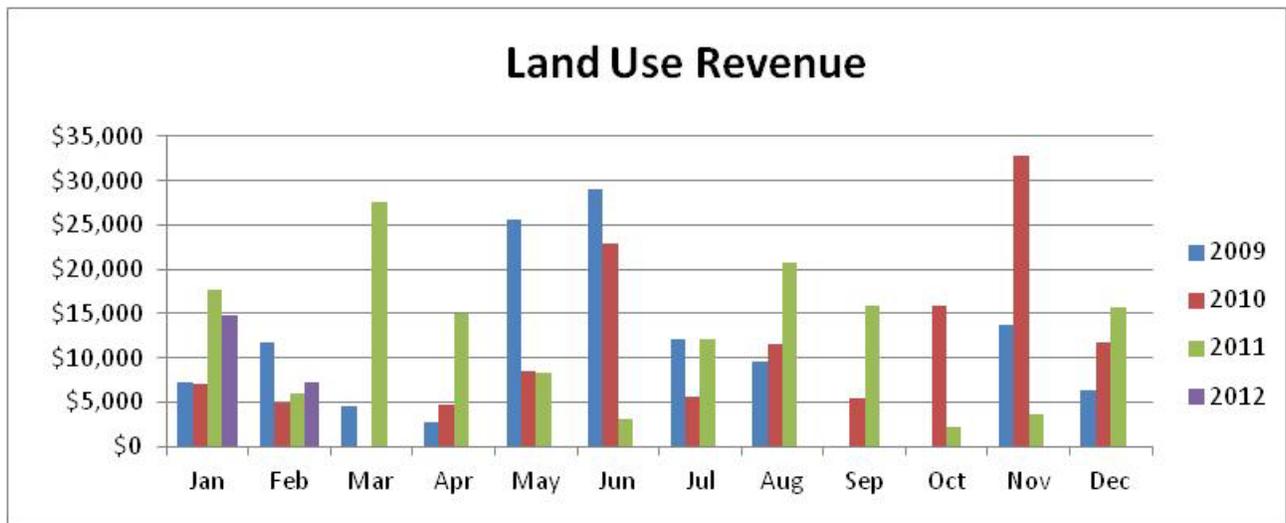
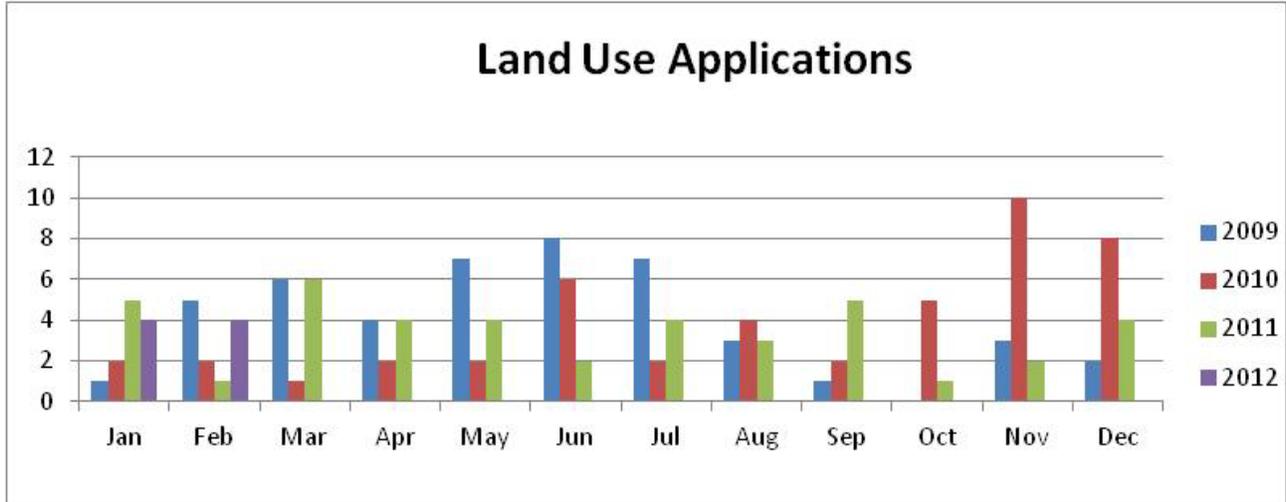
In February, the total revenue received was \$12,494. YTD the Planning & Engineering revenues of \$40,645 are roughly 63.2% of the projected 2012 YTD budget of \$64,300.



- [Land Use Applications](#) – YTD \$22,175 in revenue has been collected, which is below the 2012 projected budget of \$27,000.
- [Fence Permits](#) – YTD \$5,069 in revenue has been collected, which is above the 2012 projected budget of \$4,000.
- [Sign Permits](#) – YTD \$7,323 in revenue has been collected, which is below the 2012 projected budget of \$10,000.
- [Right-of-Way Permits](#) – YTD \$533 in revenue has been collected, which is below the 2012 projected budget of \$2,000.
- [Public Improvement Agreements](#) – YTD \$0 in revenue has been collected, which is below the 2012 projected budget of \$1,000.
- [Construction Drawings](#) – YTD \$0 in revenue has been collected, which is below the 2012 projected budget of \$7,500.
- [Infrastructure Inspection](#) – YTD \$1,800 in revenue has been collected, which is slightly below the 2012 projected budget of \$4,000.
- [Legal Fees](#) – YTD \$2,600 in revenue has been collected, which is below the 2012 projected budget of \$7,000.
- [CMRS Fees](#) – YTD \$900 has been collected, which is below the 2012 projected budget of \$1,800.
- [Other Fees](#) – YTD \$245 has been collected, which is above the 2012 projected budget of \$0. This amount includes all miscellaneous fees and revenue including Engineering hours from the Open Space Fund and Federal Grant Revenue.

Land Use Applications

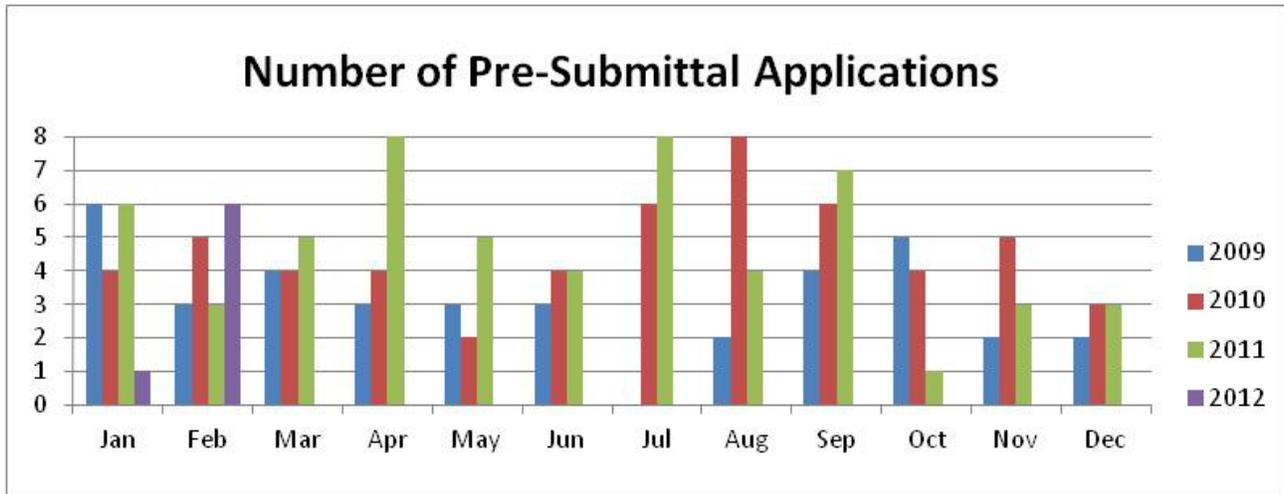
In February, the City received 4 land use applications with \$7,300 in monthly revenue. YTD land use application activity is slightly higher than the previous year and YTD revenues are also lower. YTD applications for 2012 are 8 compared to 6 in 2011. YTD revenues for 2012 are \$22,175 compared to \$23,724 for 2011.



Land Use Applications Submitted (February 2012)		
Land Use Case Number	Project Name	Open Date
LU-12-00015	Rampart Business Center Technical Amend.	2/6/2012
LU-12-00019	LDS Easter Shed Amend.	2/10/2012
LU-12-00023	Action Jackson Car & Dog Wash	2/24/2012
LU-12-00024	Arapaho Park FDP AA	2/24/2012

Pre-Submittal Applications

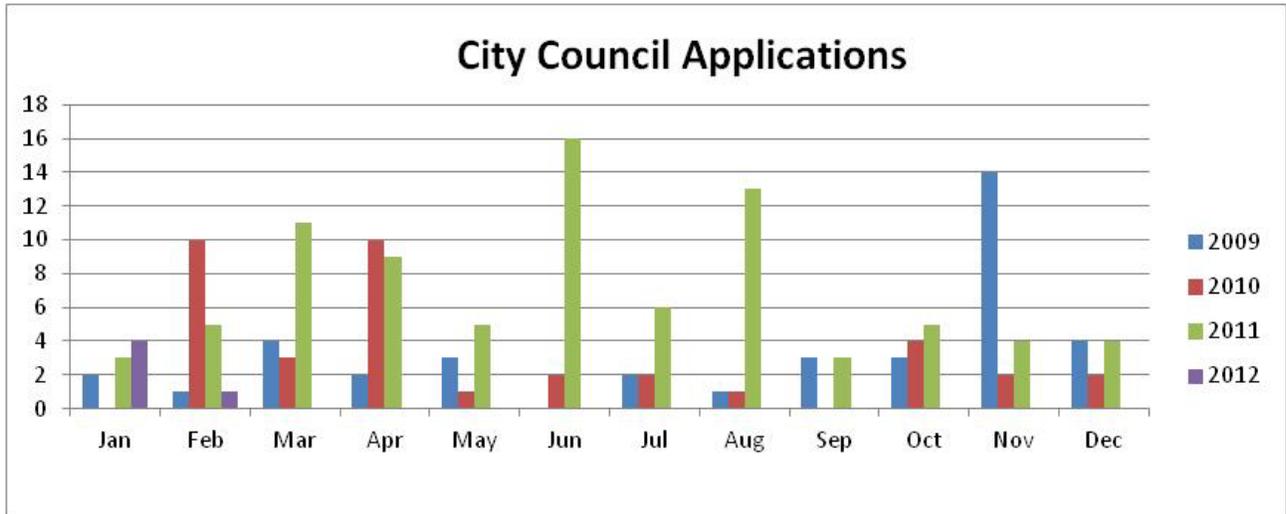
In February, the City received 6 pre-submittal applications compared to 3 in 2011. YTD pre-submittal activity is lower than the previous year. YTD total applications received for 2012 are 7 compared to 9 for 2011. The City began tracking pre-submittal applications in 2008.



Pre-Submittal Applications Submitted (February 2012)		
Pre-Submittal Case Number	Project Name	Open Date
PS-12-00017	SEMSWA Pond Upgrade	2/6/2012
PS-12-00018	Centennial Corner FDP Amend.	2/9/2012
PS-12-00020	Denver Water Highlands Tank	2/10/2012
PS-12-00022	Highlands Church Parking Expansion	2/17/2012
PS-12-00025	Buffalo Wild Wings	2/24/2012
PS-12-00026	Streets at Southglenn	2/27/2012

City Council

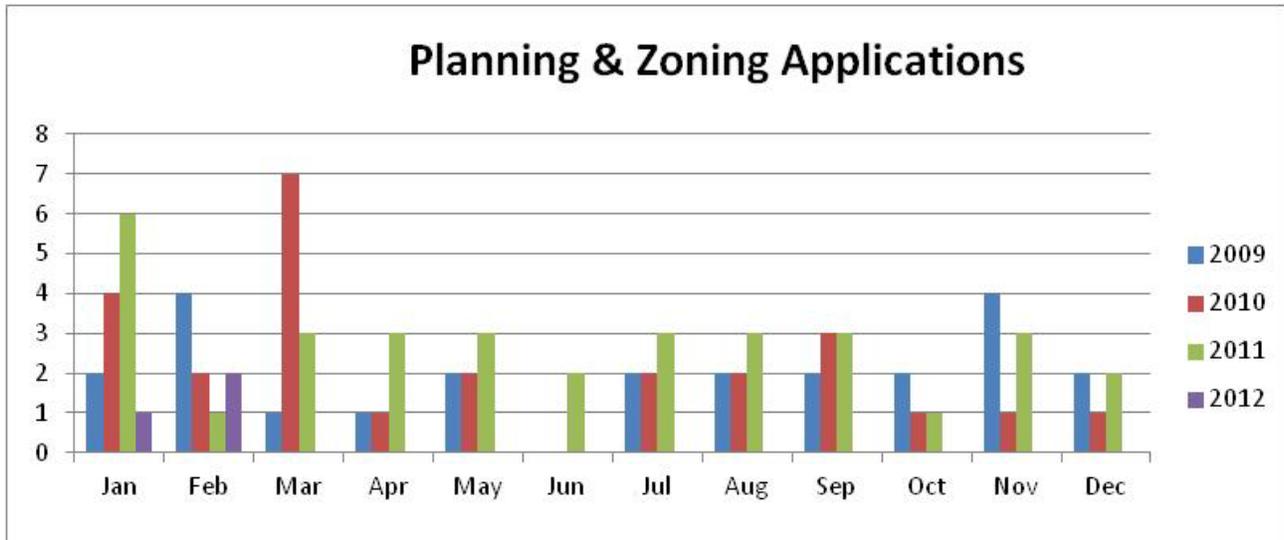
In February, City Council heard project 1 compared to hearing 5 in 2011. YTD, City Council has heard 5 development projects compared to 8 in 2011.



Land Development Projects Heard by City Council (February 2012)				
Description	Case Name	Case Number	Hearing Date	Action
Land Use	Wild Wings Environmental Education - Appeal	NA	2/6/2012	Continued to 4/16/2012
Land Development Projects Scheduled for City Council (March 2012)				
Description	Case Name	Case Number	Hearing Date	
Land Use	Joint Meeting with P & Z	NA	3/12/2012	
Land Use	CMRS Conditional Use 19697 E. Smoky Hill Road	CMR-11-00021	3/19/2012	

Planning & Zoning Commission

In February, the Planning & Zoning Commission heard 2 development projects as compared to hearing 1 in 2011. YTD, the Planning & Zoning Commission has heard 3 development projects as compared to 7 in 2011.



Land Development Projects Heard by P & Z Commission (February 2012)

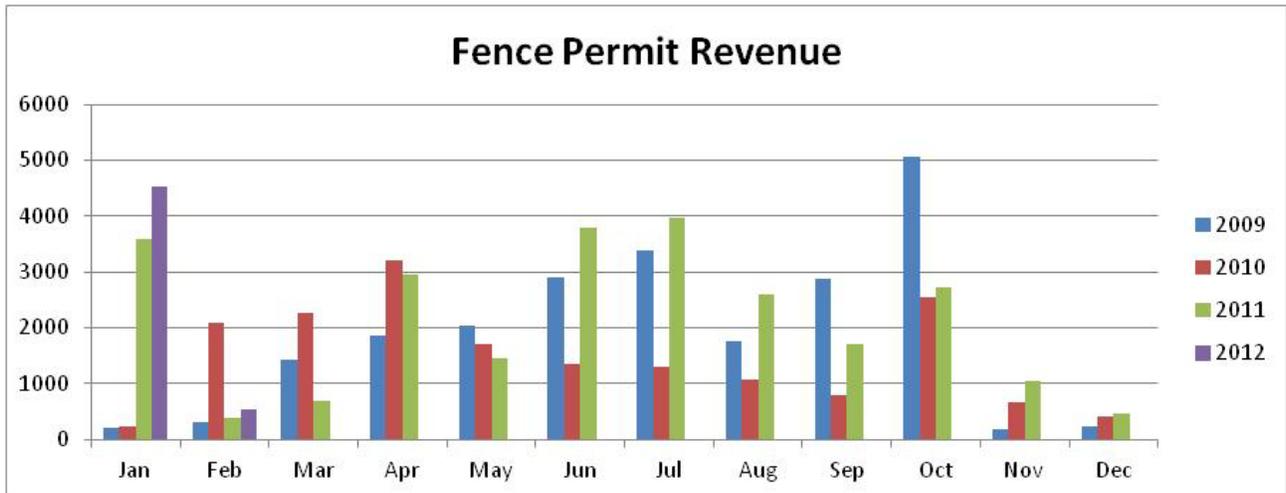
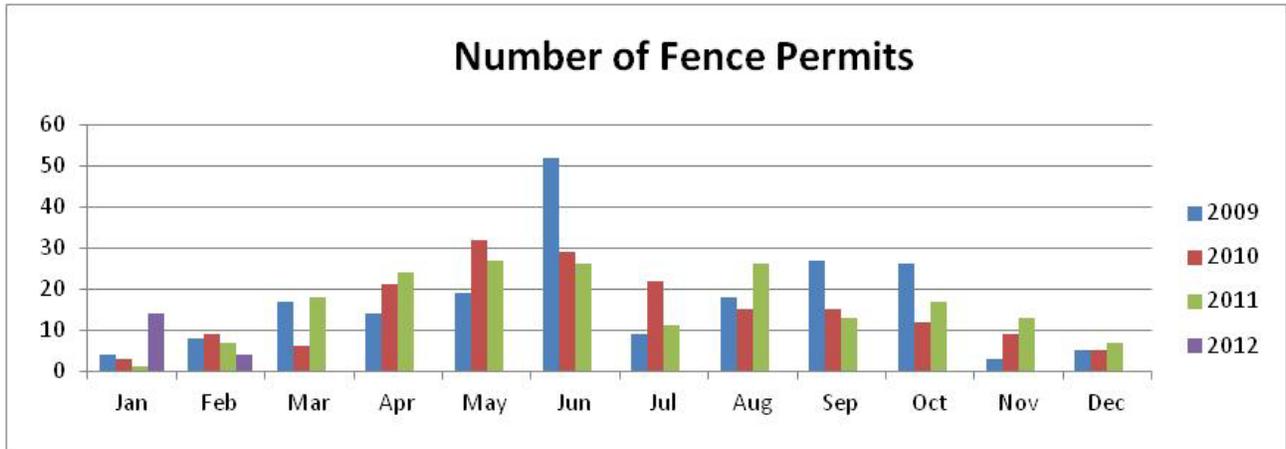
Description	Case Name	Case Number	Hearing Date	Action
Land Use	Arapahoe County Justice Center Parking Lot Expansion	LU-11-00170	2/8/2012	Approved
Land Use	EasterLima Development LLP Zoning	LU-11-00319	2/15/2012	Approved

Land Development Projects Scheduled For P & Z Commission (March 2012)

Description	Case Name	Case Number	Hearing Date
Land Use	Joint Meeting with City Council	NA	3/12/2012
Land Use	Weigner Variance	BA-12-00011	3/14/2012
Land Use	BFD Corporation FDP	LU-11-00222	3/14/2012
Land Use	JD Carpenter Fuel Facility Site Plan Ratification	LU-11-00322	3/14/2012

Fence Permits

In February, the City received 4 fence permit applications with monthly revenue of \$542. YTD, fence permit application activity is higher than the previous year and YTD revenue is higher. YTD applications for 2012 are 18 compared to 8 for 2011. YTD revenues for 2012 are \$5,069 compared to \$3,981 for 2011. **There were 0 fence permits (or 0% of permits issued in the month) through Rapid Review Thursdays (RRT) in February**, and average permit wait/processing time for RRT in February was 6.2 minutes. YTD average wait/processing time is 6.2 minutes for RRT.



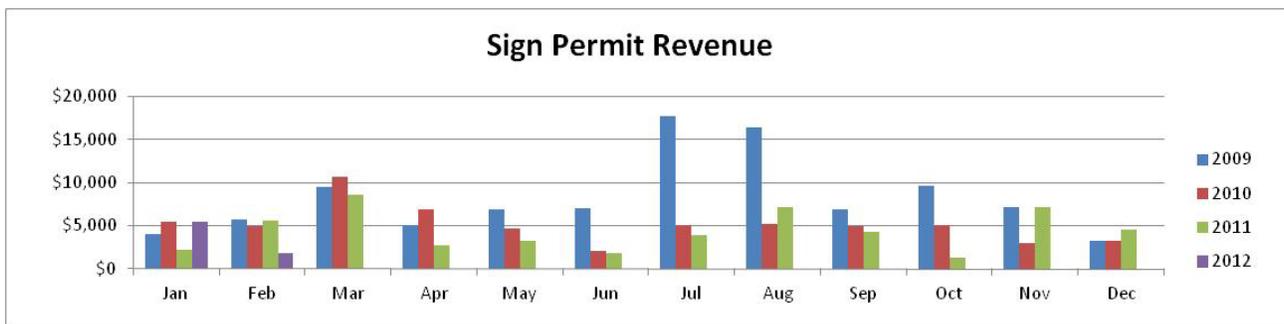
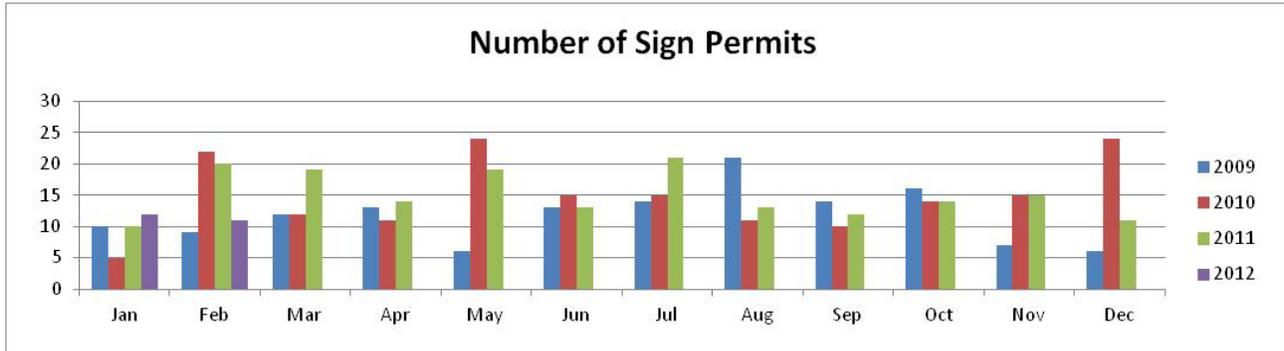
Fence Permits Submitted (February 2012)			
Location	Case Number	Date Received	Date Approved
1551 E. Dry Creek Place	FE-12-00015	2/3/2012	2/10/2012
7147 S. Glencoe Circle	FE-12-00016	2/8/2012	2/8/2012
7157 S. Glencoe Circle	FE-12-00017	2/9/2012	2/10/2012
3825 E. Easter Place	FE-12-00018	2/10/2012	2/21/2012
Average Approval Time – Business Days			3.5 Days

Rapid Review Fence Permits (February 2012)			
Location	Case Number	Time Received	Time Approved
Average Approval Time – Minutes			6.2 Minutes (0.004 Days)

**Prior to 2012, Rapid Review data was calculated as one full day of review.*

Sign Permits

In February, the City received 11 sign permit applications with monthly revenue of \$1,862. YTD sign permit application activity is lower than the previous year and YTD revenues are also lower. YTD applications for 2012 are 23 compared to 30 issued for 2011. YTD revenues for 2012 are \$1,862 compared to \$7,738 for 2011. **There were 0 sign permits issued through Rapid Review Thursday (RRT) in February (or 0% of permits issued in the month)**, with an average wait/processing time of 7 minutes for February. YTD average permit wait/processing time is 7 minutes for RRT.



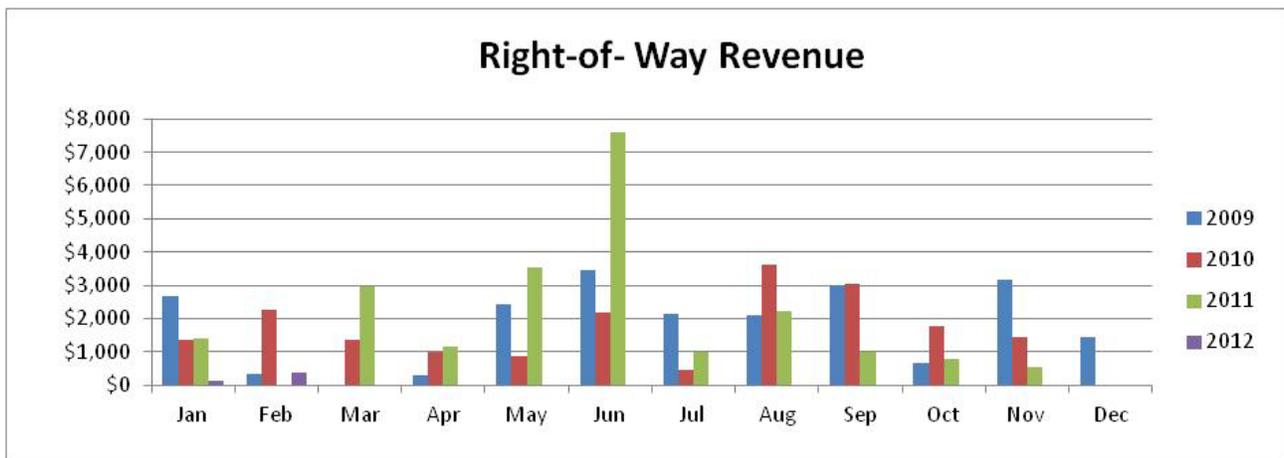
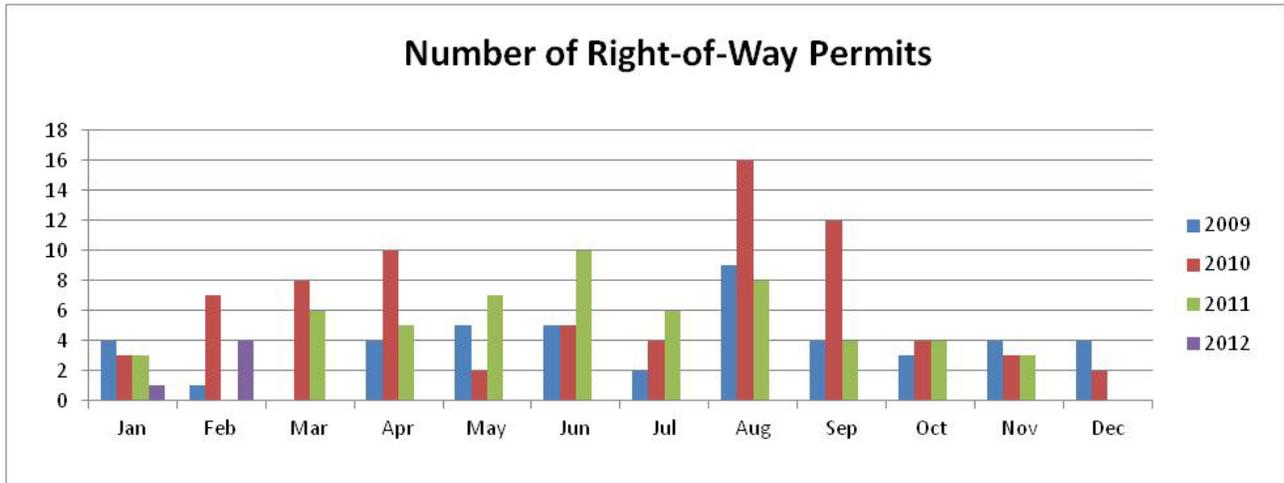
Sign Permits Submitted (February 2012)			
Location	Case Number	Date Received	Date Approved
5270 E. Arapahoe Road	SG-12-00013	2/2/2012	2/6/2012
5730 E. Otero Ave Suite 600	SG-12-00014	2/6/2012	2/8/2012
15422 E. Orchard Road	SG-12-00015	2/8/2012	2/8/2012
8130 S. University Boulevard	SG-12-00016	2/10/2012	2/10/2012
8225 S. Chester Street	SG-12-00017	2/17/2012	-
8200 S. Quebec Street Suite A6	SG-12-00018	2/22/2012	-
6955 S. York Street	SG-12-00019	2/27/2012	-
7691 S. University Boulevard	SG-12-00020	2/28/2012	-
12201 E. Arapahoe Road	SG-12-00021	2/28/2012	-
8221 S. Holly Street	SG-12-00022	2/29/2012	-
15765 E. Arapahoe Road	SG-12-00023	2/29/2012	-
Average Approval Time – Business Days			2 Days

Rapid Review Sign Permits (February 2012)			
Location	Case Number	Time Received	Time Approved
Average Approval Time – Minutes		7 Minutes (0.005 Days)	

**Prior to 2012, Rapid Review data was calculated as one full day of review.*

Right-of-Way Permits

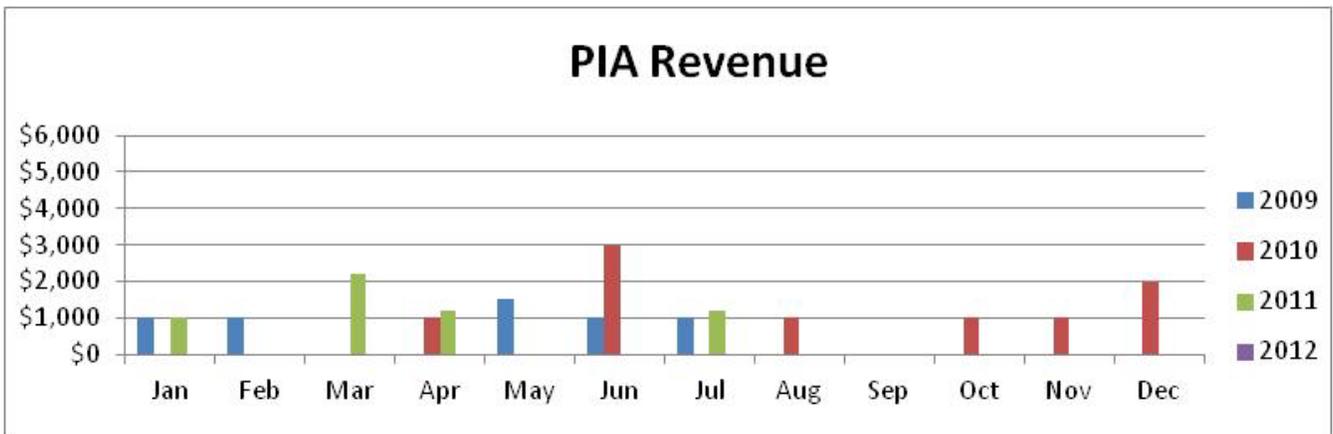
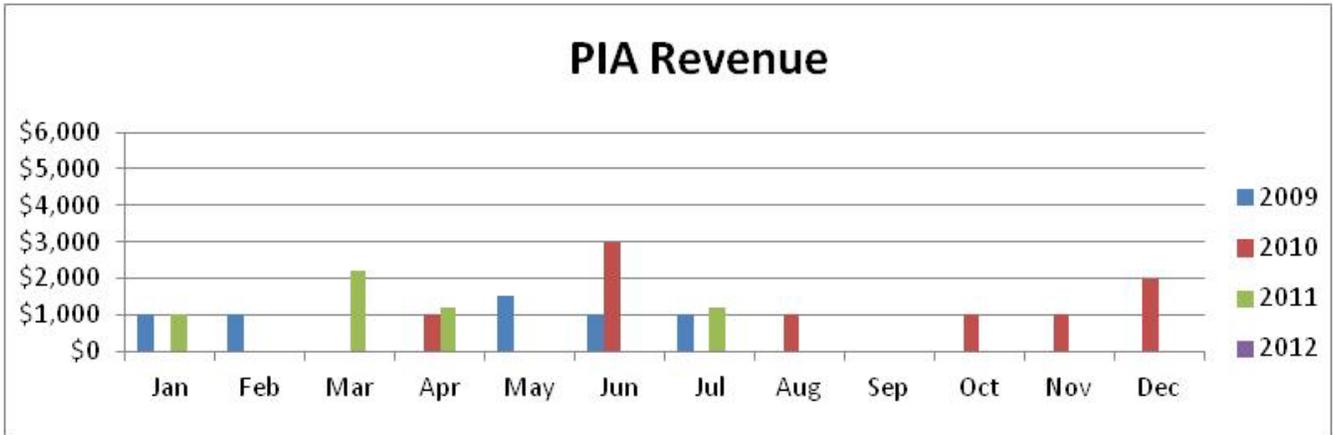
In February, the City received 4 right-of-way permit applications with monthly revenue of \$390. YTD right-of-way permit application activity is higher than the previous year and YTD revenues are lower. YTD applications for 2012 are 5 compared to 3 for 2011. YTD revenues for 2012 are \$390 compared to \$1,415 for 2011.



Right-of-Way Permits Submitted (February 2012)			
Location	Permit Number	Date Received	Date Approved
S. Colorado Boulevard and E. Dry Creek Road	LRW-12-00004	2/14/2012	2/21/2012
730 E. Arapahoe Road	LRW-12-00005	2/16/2012	-
E. Dry Creek Road & S. Colorado Boulevard	LRW-12-00006	2/16/2012	-
2706 E. Jamison Place	LRW-12-00007	2/16/2012	2/23/2012

Public Improvement Agreements (PIA)

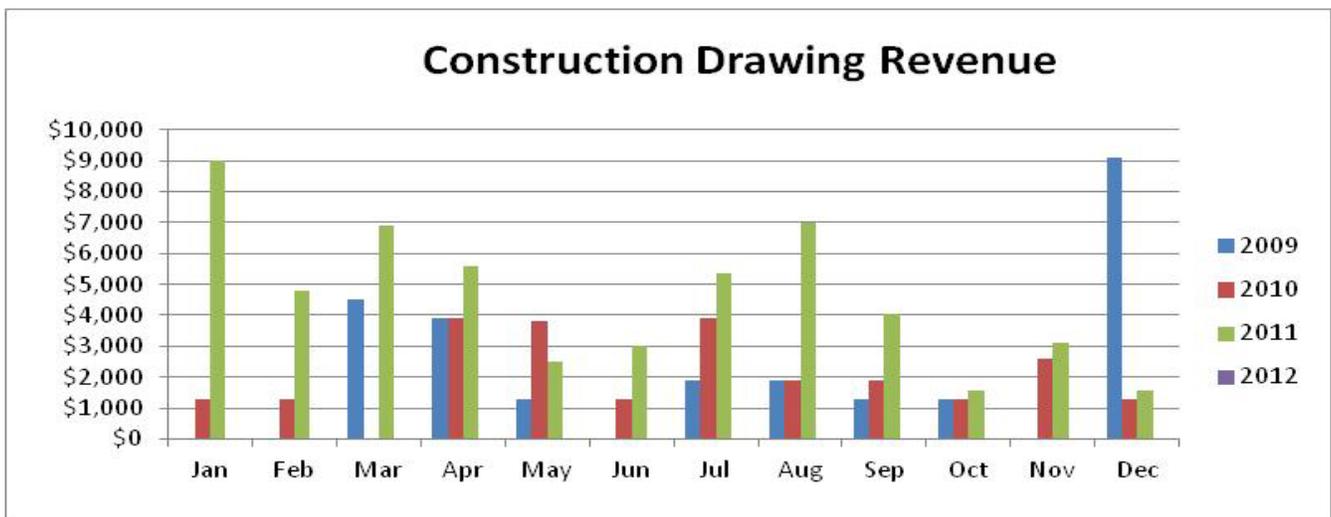
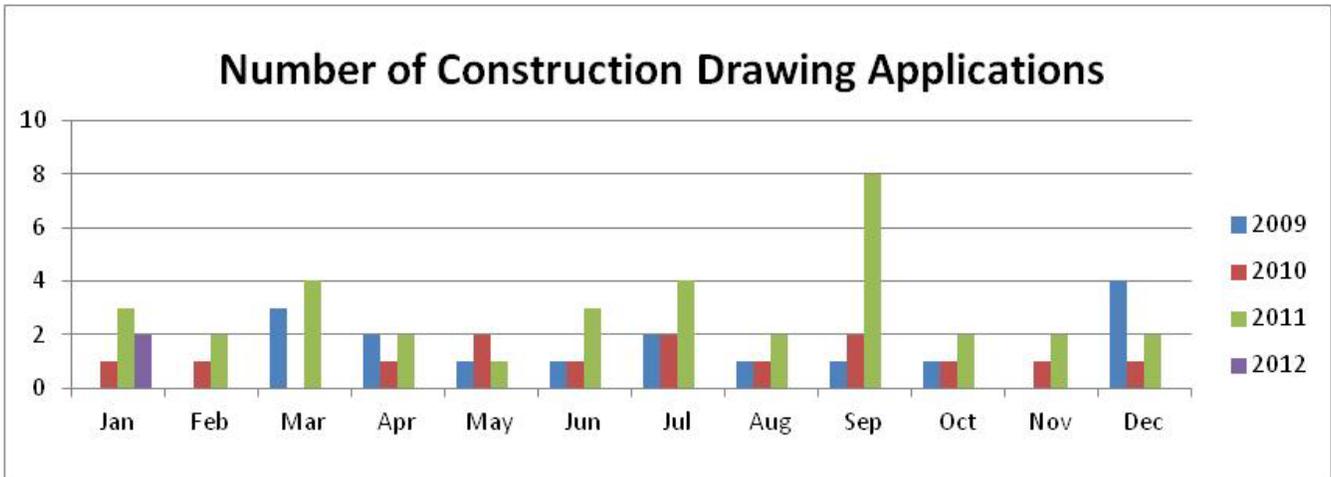
In February, the City received 0 PIA applications compared to 0 in 2011. The monthly revenue of \$0 is the same as 2011 which was at \$0. YTD PIA applications for 2012 are 0 compared to 1 in 2011. YTD revenues for 2012 are \$0 compared to \$1,000 in 2011. We began tracking PIA's in 2009.



PIAs Submitted (February 2012)			
Description	Case Name	Case Number	Date Application Accepted
Land Use	None		

Construction Drawings (CD)

In February, the City received 0 CD applications with \$0 in monthly revenue. YTD, CD permit application activity is lower than the previous year and YTD revenues are also lower. YTD applications for 2012 are 2 compared to 5 for 2011. YTD revenues for 2012 are \$0 compared to \$13,800 for 2011.

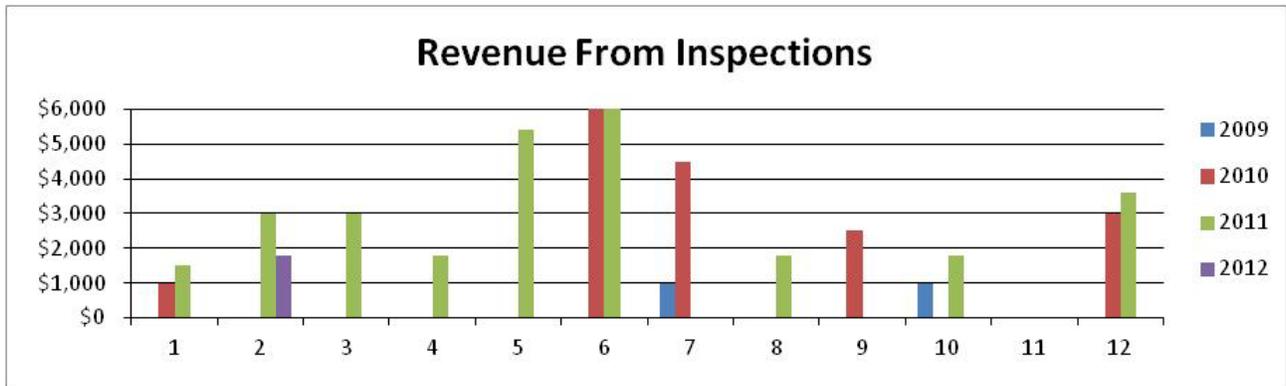
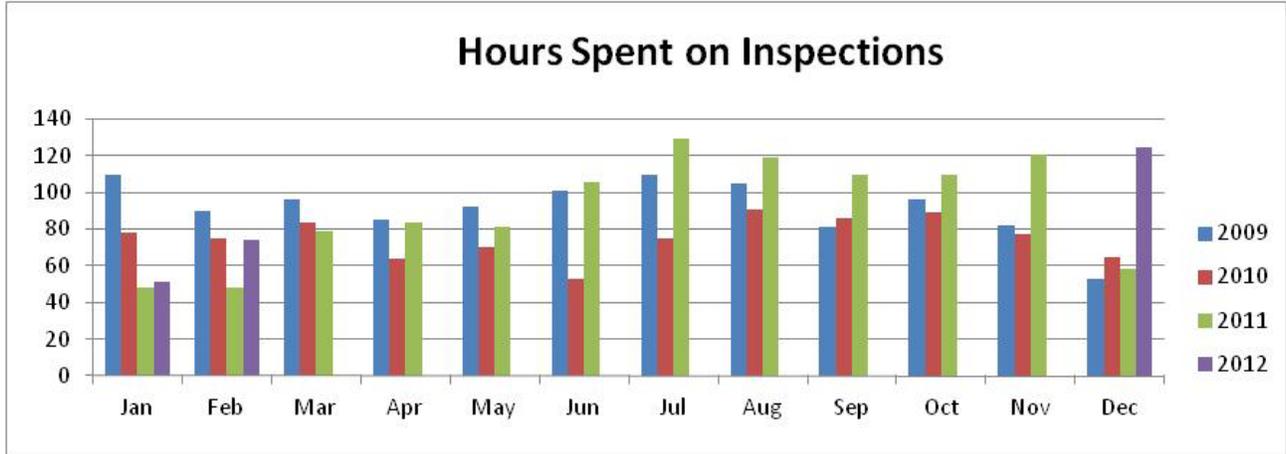


CDs Submitted (February 2012)			
Description	Case Name	Case Number	Date Application Accepted
CD	None		

The Engineering Division approved 0 CDs in February.

Infrastructure Inspections

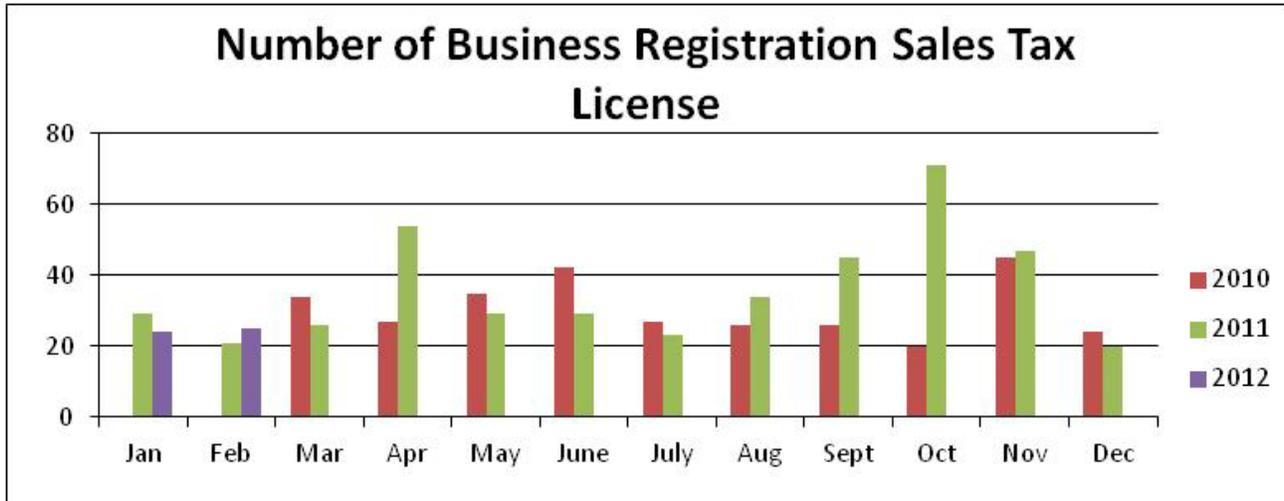
In February, 25 individual projects/sites were inspected and there was \$1,800 in revenue collected. City staff spent a total of 41 hours performing these inspections compared to 30 hours in 2011. Centennial Center (Filing 2), Allosource, and Foxridge VIII all required multiple inspections. YTD revenue for 2012 is \$1,800 compared to \$4,500 in 2011.



Infrastructure Inspections (February 2012)		
General Location	Case Name	Status-Visits
Arapahoe and University	Streets at Southglenn	Under Warranty - 0
Parker Road and Arapahoe Rd.	Centennial Center Filing 2	Under Construction - 4
Otero Ave. & Dayton St.	IKEA	Under Warranty - 1
Humboldt & Orchard Rd.	Orchard Estates	Under Construction - 0
County Line Road & Niagara	Foxridge VIII	Under Warranty - 3
Smoky Hill & Buckley	Walgreens	Under Warranty - 1
Briarwood & Havana	Fast Signs	Under Warranty - 0
Mineral & Otero	St. Thomas More	Under Warranty - 0
Arapahoe Rd & Joliet St.	Kuni Honda	Under Warranty - 0
Parker Rd & Arapahoe Rd.	Centennial Lanes	Under Warranty - 0
Arapahoe Rd & Jordan Rd.	Sterling Auto	Under Warranty - 0
Troy Circle & Caley	Allosource	Under Construction - 5
South Lima & Peakview Ave	Goddard School	Under Warranty - 0
Orchard Rd & High	Cotswold Green	Under Construction - 2
6810 S. Tucson Way	American Mechanical Service	Under Warranty - 0
Dayton & Arapahoe Road	Go Toyota	Under Construction - 2
15253 East Fremont	Nilex	Under Construction - 0
15633 East Fremont	Cherry Creek Business Center Filing 6	Under Construction - 0
Helena & Arapahoe Rd.	Golden Corral	Under Warranty - 0
6400 S. University	Centennial Link Trail	Under Construction - 2
Quebec & County Line Rd.	Steak N Shake	Under Warranty - 0
Peakview & Uvalda	Centennial Center Park	Under Construction - 1
Franklin & Orchard Road	Orr Estates	Under Construction - 0
Revere & Easter	Trust Company	Under Warranty - 0
Smoky Hill & Picadilly	Huntington Park n Ride	Under Warranty - 0
Arapahoe & Yosemite	1 st Bank	Under Warranty - 0
Helene & Arapahoe Road	Centennial Center Filing 1	Under Warranty - 0
Syracuse & Peakview	Peakview Heights	Under Construction - 2
Holly & Arapahoe Rd.	Kaiser Permanente	Under Construction - 2

Business Registration/Sales Tax License

In February, a total of 25 business registration/sales tax licenses were issued. YTD totals are 49 compared to 50 in 2011. The Planning Division started review of these in March of 2010. We average 5 days to process these applications.

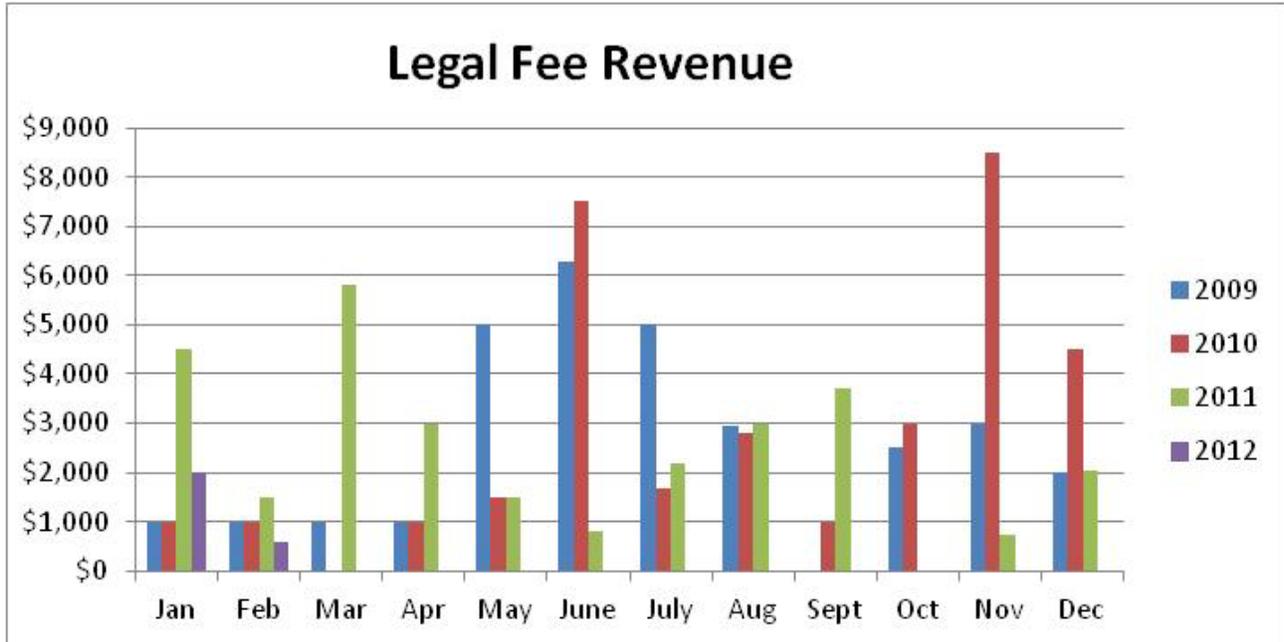


Business Registration/Sales Tax License (February 2012)

Case #	Case Name	Approved	Business Description
CEN-007942	360 Media, Inc.	Yes	Advertising, Public Relations, and Related Services
CEN-007944	Keller's Smoky Hill Llc	Yes	Automotive Repair and Maintenance
CEN-007949	Gerlie Creations	Yes	Electronic Shopping and Mail-Order Houses
CEN-007950	Life Changing Dinners	Yes	Home Furnishings Stores
CEN-007951	Jitney Boutique	Yes	Clothing Stores
CEN-007952	Baby's Away, Inc.	Yes	Consumer Goods Rental
CEN-007955	Karen Hoyt P.T.	Maybe	Offices of Other Health Practitioners
CEN-007956	Outabounds Ski And Board	Yes	Used Merchandise Stores
CEN-007957	Thomas Brothers Workshop	Maybe	Electronic Shopping and Mail-Order Houses
CEN-007960	Gmg Acquisition Llc	Yes	Limited-Service Eating Places
CEN-007962	New Way Marketing	Yes	Management, Scientific, & Technical Consulting Services
CEN-007966	Camelott Properties Iii, Llc	Yes	Activities Related to Real Estate
CEN-007967	Slimgenics Wellness Group, Inc.	Yes	Administration of Human Resource Programs
CEN-007969	Usundertheumbrella	Yes	Management, Scientific, & Technical Consulting Services
CEN-007970	24kloset	Maybe	Electronic Shopping and Mail-Order Houses
CEN-007972	The Ostendorf Team Llc	Yes	Personal Care Services
CEN-007979	Ecm Corporation	Yes	Building Equipment Contractors
CEN-007980	Mother Hen's Daycare	Maybe	Child Day Care Services
CEN-007987	Professional Impressions	Maybe	Business Support Services
CEN-007988	Barricade Technologies	Yes	Data Processing, Hosting, and Related Services
CEN-007992	Capital Network Services Inc.	Yes	Management, Scientific, & Technical Consulting Services
CEN-007993	Summit Cleanpro	Maybe	Services to Buildings and Dwellings
CEN-007994	Security Brands Inc	Maybe	Wholesale Electronic Markets and Agents and Brokers
CEN-007995	Halo Services	Maybe	Death Care Services
CEN-007996	Capella Behavioral Health, Pc	Yes	Health and Personal Care Stores
CEN-007997	Beyond Wireless Llc	Maybe	Electronics and Appliance Stores
CEN-007998	Sj Dental Pc	Yes	Offices of Dentists
CEN-007999	Smokin Joes Llc	Yes	Full-Service Restaurants
CEN-008000	Morris & Hawkins Llc	Maybe	Agencies, Brokerages & Other Insurance Related Activities
CEN-008001	Taxtime, Inc.	Yes	Accounting, Tax Prep, Bookkeeping, & Payroll Services
CEN-008003	The Visual Edge Signs & Design	Yes	Specialized Design Services

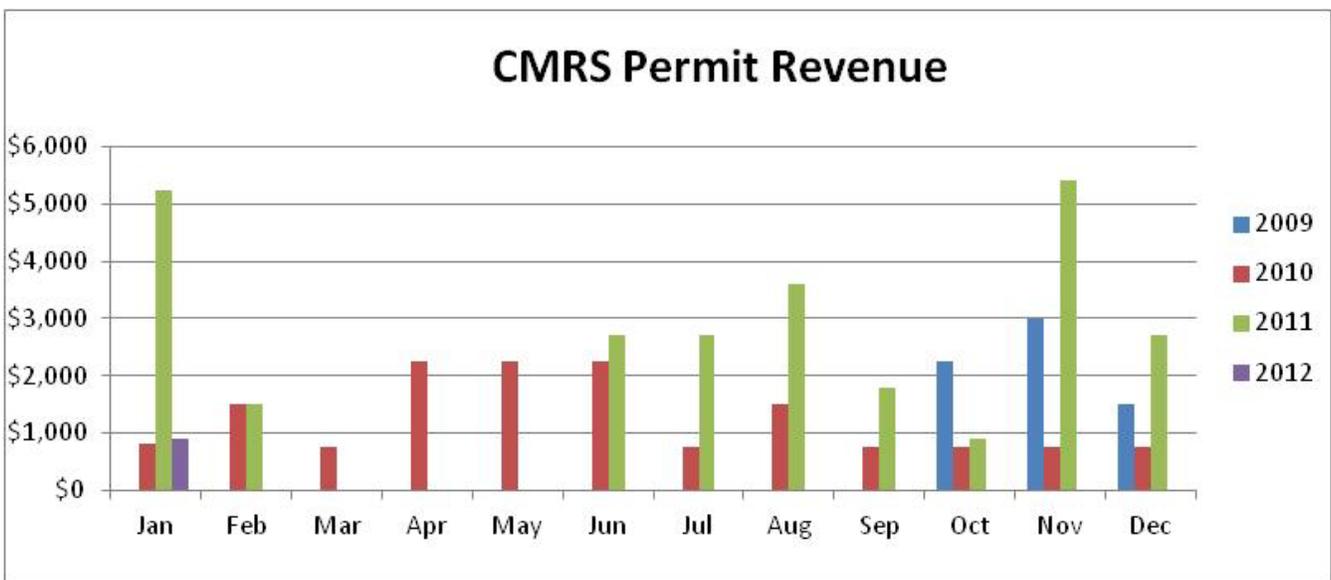
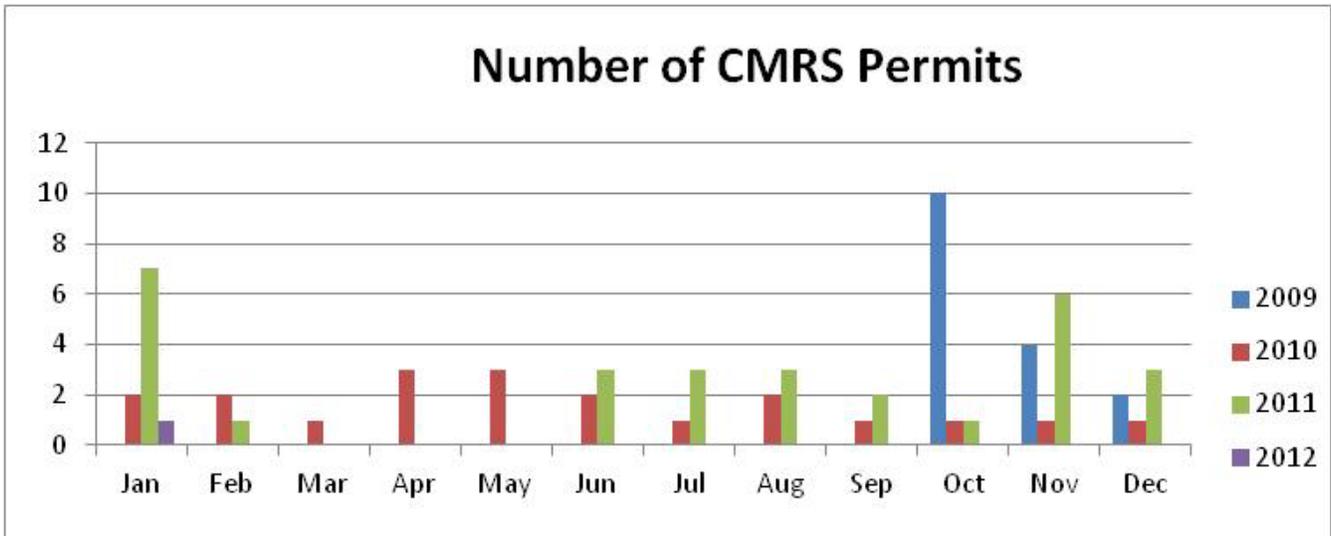
Legal Services

In February, a total of \$600 in revenue was received for legal services. YTD revenues for 2012 are \$2,600 compared to \$6,000 for 2011. Legal fees are collected to cover actual legal costs and do not impact the final budget in a negative or positive way.



CMRS Permits

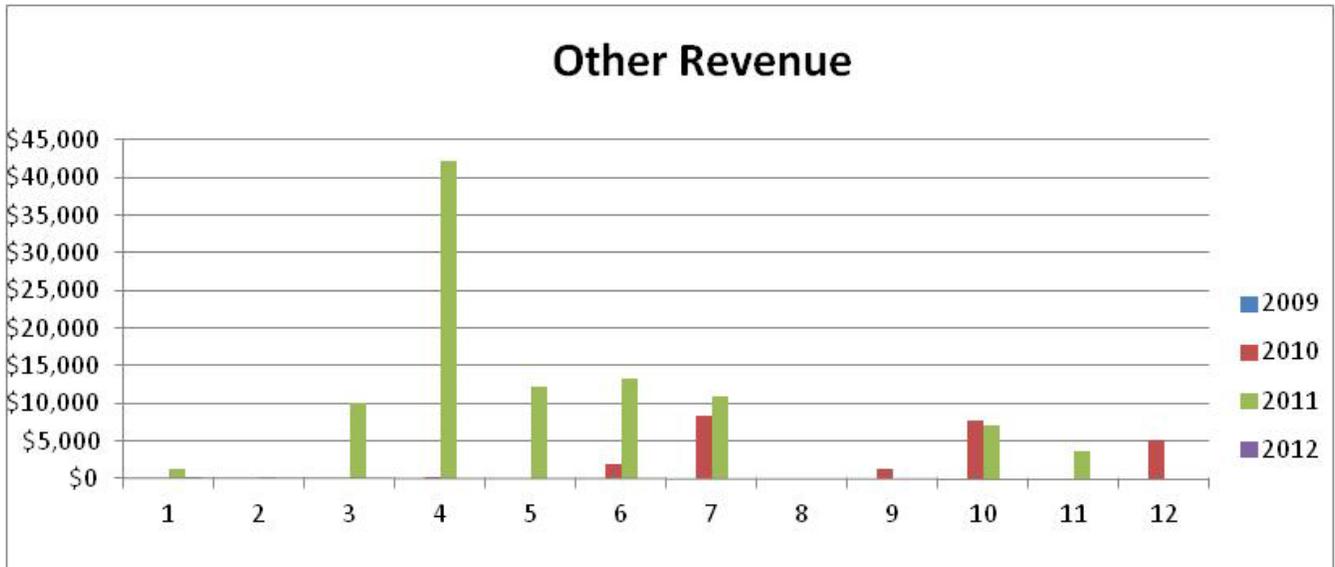
In February, we received 0 CMRS permits for \$0 in revenue. YTD revenues for 2012 are \$900, which is below the 2012 projected revenue of \$1,800 and below the 2011 revenue of \$6,750. CMRS permit tracking began in January 2009.



CMRS Permits (February 2012)		
Project or Location	Case Number	Date Received and Issued
None		

Other & Miscellaneous Fees including Federal Grant Revenue

In February, we received \$0 in miscellaneous revenue. YTD revenues for 2012 are \$245, which is above the 2012 projected revenue of \$0 and below the 2011 revenue of \$1,355.



Bus Bench Permits are now part of Land Use Services. We collected the monthly fee of \$6,500 in February and YTD Revenue of \$22,000.