



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

February 15, 2012

Activity

- [Land Use Applications](#) – There were 4 applications compared to 5 in 2011.
- [Pre-Submittal Applications](#) – There was 1 application compared to 6 in 2011.
- [City Council](#) – City Council heard 4 projects compared to 3 in 2011.
- [Planning and Zoning Commission](#) – There was 1 project heard compared to 6 in 2011.
- [Fence Permits](#) – There were 14 applications compared to 1 in 2011. Average number of days to approve was 1.4 business days.
- [Sign Permits](#) – There were 12 applications compared to 10 in 2011. Average number of days to approve was 2.2 business days.
- [Right-of-Way Permits](#) – There was 1 permit issued compared to 3 in 2011.
- [Public Improvement Agreements](#) – There were 0 PIAs submitted compared to 1 in 2011.
- [Construction Drawings](#) – There were 2 CD applications compared to 3 in 2011.
- [Infrastructure Inspections](#) – There were 16 individual projects/sites inspected this month. City staff spent a total of 51 hours performing these inspections compared to 48 hours in 2011.
- [Business Registration Sales Tax License](#) – There were 24 business registration/sales licenses approved in 2012 compared to 29 in 2011.
- [Legal Fees](#) – There was \$2,000 in revenue collected in 2012 compared to \$4,500 in 2011.
- [CMRS Permits](#) – There was 1 permit issued compared to 7 in 2011.
- [Other Fees](#) – There was \$245 in revenue collected in 2012 compared to \$1,324 in 2011.
- [Visitors](#) – There were 29 visitors in the month of January; an average of 1.06 per work day.
- [Customer Surveys](#) – Planning & Engineering sent 14 surveys in January and received 0 results. Overall responses have been positive.

Revenue

[Total Revenue](#) – January monthly revenue was \$28,151 compared to \$47,400 in 2011. YTD \$28,151 in revenue has been collected, which is 92% of the 2012 projected budget of \$30,550. Permits for Bus Bench and Shelter are now part of the Land Use Fund. We collected \$15,500 for January and collected \$15,500 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 January and the approximate amount of time spent on each project. 204 Hours were spent on special projects in January.

- **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 **43.5 Hours** on this project.
- **Centennial Center Park** – A total of **59 Hours** was spent during January. This project is substantially complete. The Construction Management Team handed over the park to the City

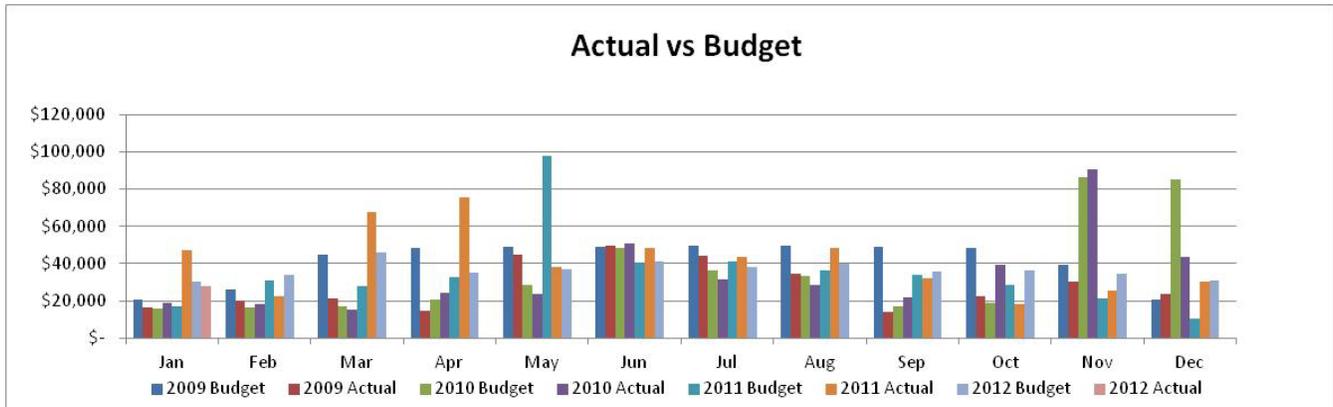
Support Services for maintenance. Punch list, minor items, and final payment are continuing to be worked out with Turner Construction.

- **GIS Projects: (Total of 101.5 GIS Hours)**

- **Geodatabase Maintenance-** GIS spent **12 Hours** fixing, maintaining, and augmenting the City's Geodatabase, this includes development of new Geodatabases for planning and the community profile.
- **GIS Feasibility Study and Master Plan –** GIS staff spent **14 Hours** researching and developing the report of the results of the Feasibility Study. The Master Plan stages were set up in a meeting with Northline GIS.
- **Meetings (Engineering, Planning, GIS, DRCOG, Career Development, and DRAPP12 RFP, All Staff) –** GIS spent **2 Hours** in required department meetings for various functions within the City. This excludes Zoning meetings.
- **Zoning Map-** GIS spent **3 Hours** building, editing, and attending meetings to advance the LDC and Zoning Projects. This includes training and meeting on the PUD layers
- **Non-Agricultural Residential Properties-** GIS spent **8 hours** identifying legal descriptions, zoning, and effect properties under the 2011 LDC non agricultural residential properties. This includes making maps for open house workshops.
- **Map of the United States for Emergenetics Workshop-** GIS spent **1 hour** researching and printing a requested map for the workshop.
- **Mailing Notifications for the Piney Creek Bridge Neighborhood Meeting-** GIS spent **1 hour** identifying and formatting residential addresses for an effected area to deliver an information bulletin.
- **Group Homes Geocoding and Data Training-** GIS spent **2 hours** training and geocoding the group homes list to a database. Process, data design, and frequency were implemented for delegation of this assignment to Planning Tech, Jeff Howell.
- **Council Calendar Format and Print-** GIS spent **1 hour** formatting and printing a large scale plot of City Council meeting scheduling. This was for a council workshop.
- **2011 Accomplishments Documentation-** GIS spent **8 hours** researching and documenting GIS and associated project accomplishments.
- **Customized District Map for City Council-** GIS spent **1 hour** creating and mailing an district map for a Citizen request from City Council. (Mr. Dreher).
- **SEO Property Search Data Update-** GIS spent **41 Hours** developing and augmenting the updated database for the property search.
- **Sign Posting at Lima and Easter-** GIS spent **2 hours** helping current planning post signs for a development hearing notification.
- **HIP Geo-coding and Mapping-** GIS spent **8 Hours** collecting, testing, building and geo-coding the HIP building data for mapping purposes.

Total Revenue

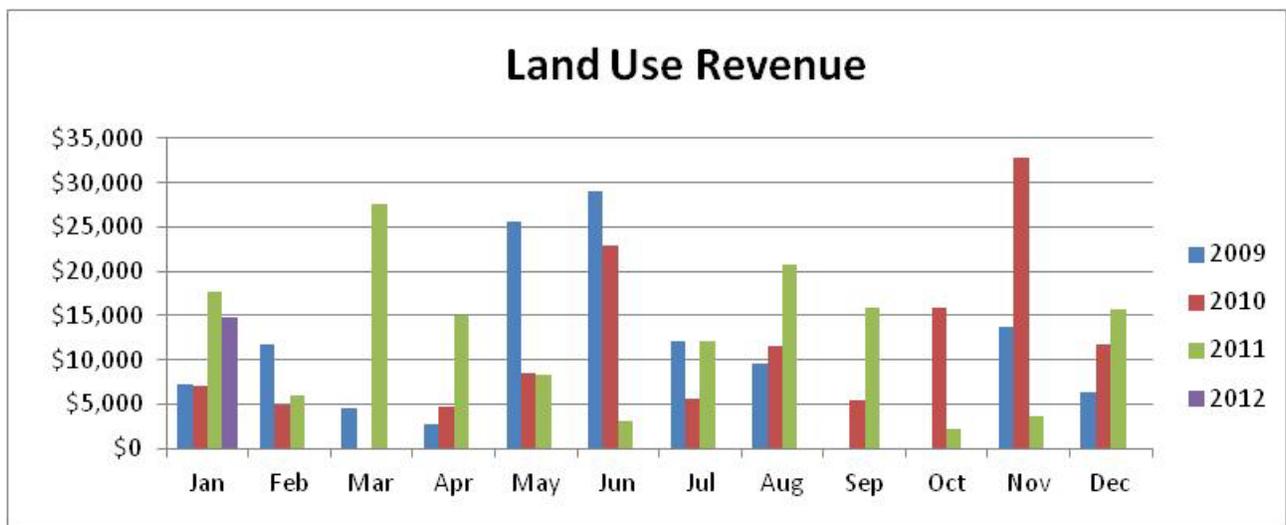
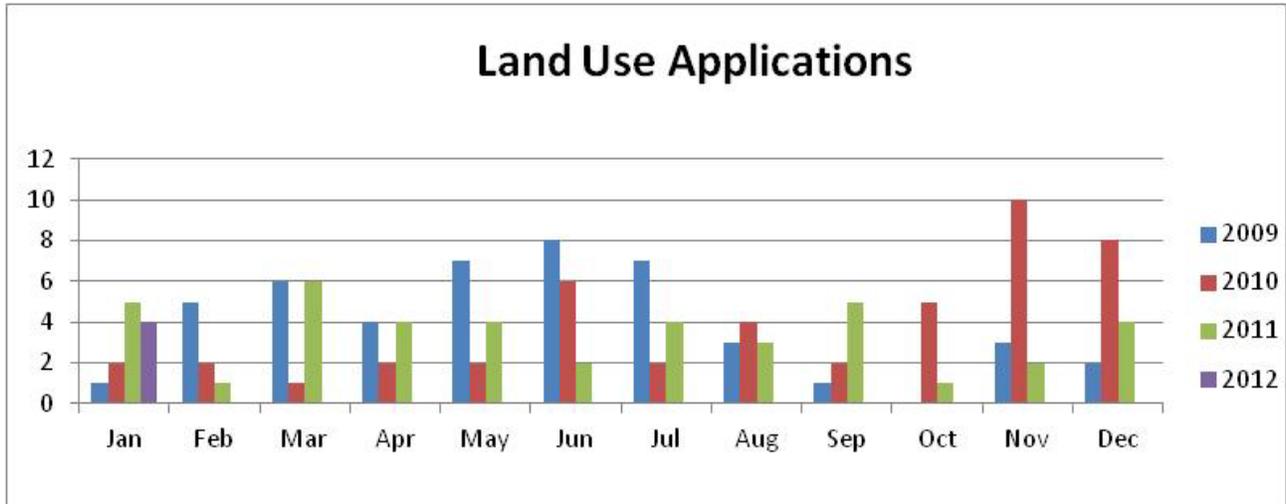
In January, the total revenue received was \$28,151. YTD the Planning & Engineering revenues of \$28,151 are roughly 92% of the projected 2012 YTD budget of \$30,550.



- **Land Use Applications** – YTD \$14,875 in revenue has been collected, which is above the 2012 projected budget of \$12,000.
- **Fence Permits** – YTD \$4,527 in revenue has been collected, which is above the 2012 projected budget of \$2,000.
- **Sign Permits** – YTD \$5,461 in revenue has been collected, which is slightly above the 2012 projected budget of \$5,000.
- **Right-of-Way Permits** – YTD \$143 in revenue has been collected, which is below the 2012 projected budget of \$1,000.
- **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 \$3,750.
- **Infrastructure Inspection** – YTD \$0 in revenue has been collected, which is above the 2012 projected budget of \$2,000.
- **Legal Fees** – YTD \$2,000 in revenue has been collected, which is slightly below the 2012 projected budget of \$3,000.
- **CMRS Fees** – YTD \$900 has been collected, which is slightly above the 2012 projected budget of \$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

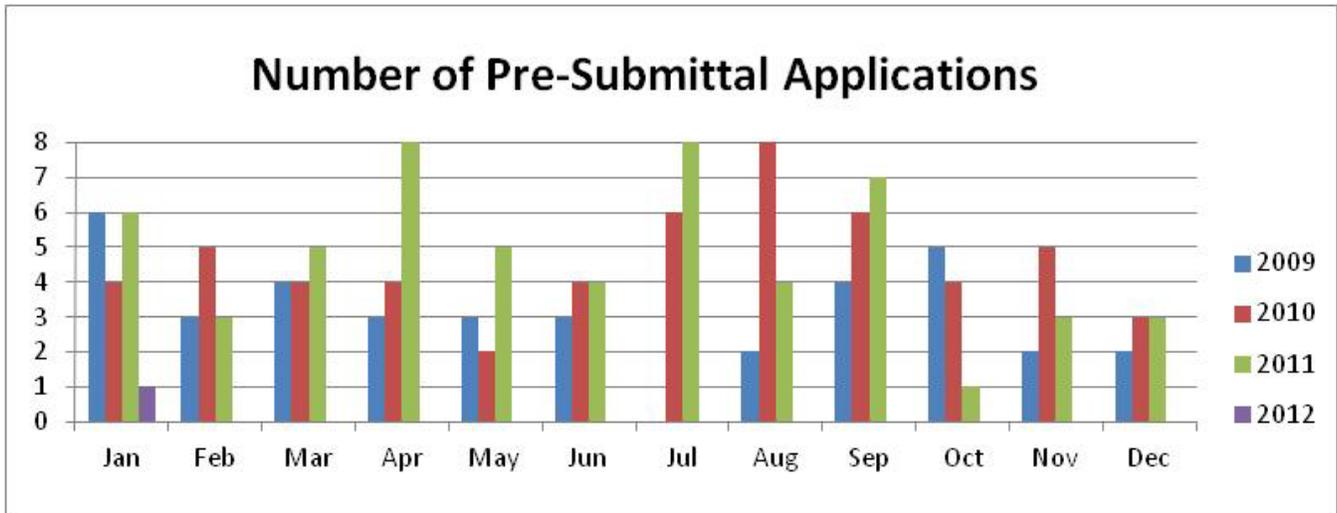
In January, the City received 4 land use applications with \$14,875 in monthly revenue. YTD land use application activity is slightly lower than the previous year and YTD revenues are also lower. YTD applications for 2012 are 4 compared to 5 in 2011. YTD revenues for 2012 are \$14,875 compared to \$17,661 for 2011.



Land Use Applications Submitted (January 2012)		
Land Use Case Number	Project Name	Open Date
LU-12-00004	Centennial Center FDP AA	1/9/2012
LU-12-00008	Dry Creek Center Rezoning	1/13/2012
LU-12-00009	Dry Creek Center Replat	1/13/2012
LU-12-00013	Latisys Data Center FDP AA	1/26/2012

Pre-Submittal Applications

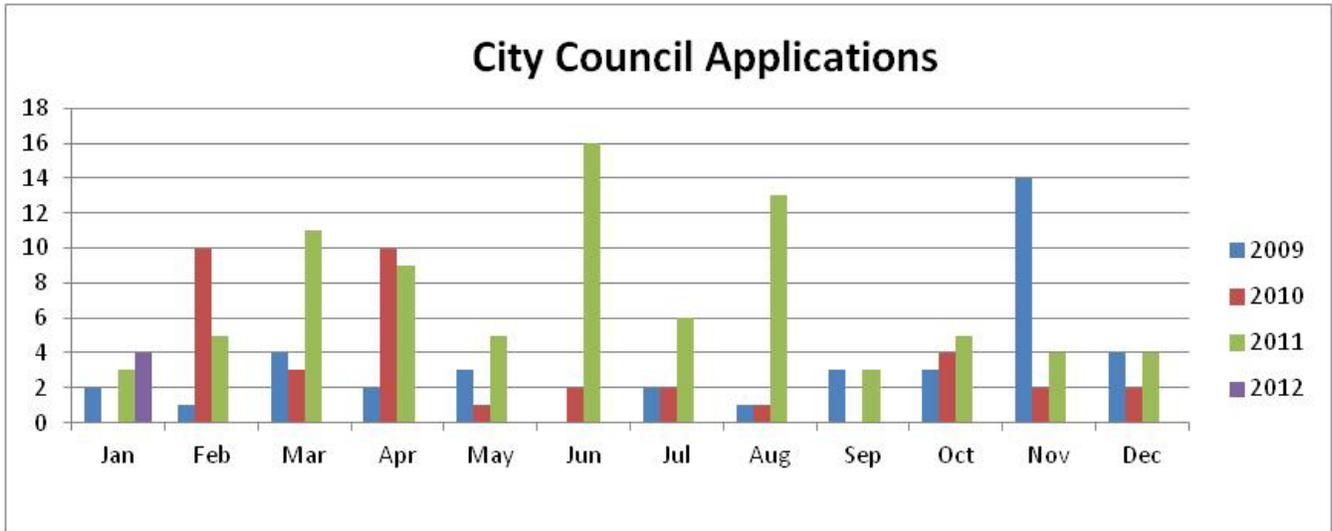
In January, the City received 1 pre-submittal application compared to 6 in 2011. YTD pre-submittal activity is lower than the previous year. YTD total applications received for 2012 are 1 compared to 6 for 2011. The City began tracking pre-submittal applications in 2008.



Pre-Submittal Applications Submitted (January 2012)		
Pre-Submittal Case Number	Project Name	Open Date
PS-12-00010	Rampart Business Center	1/18/2012

City Council

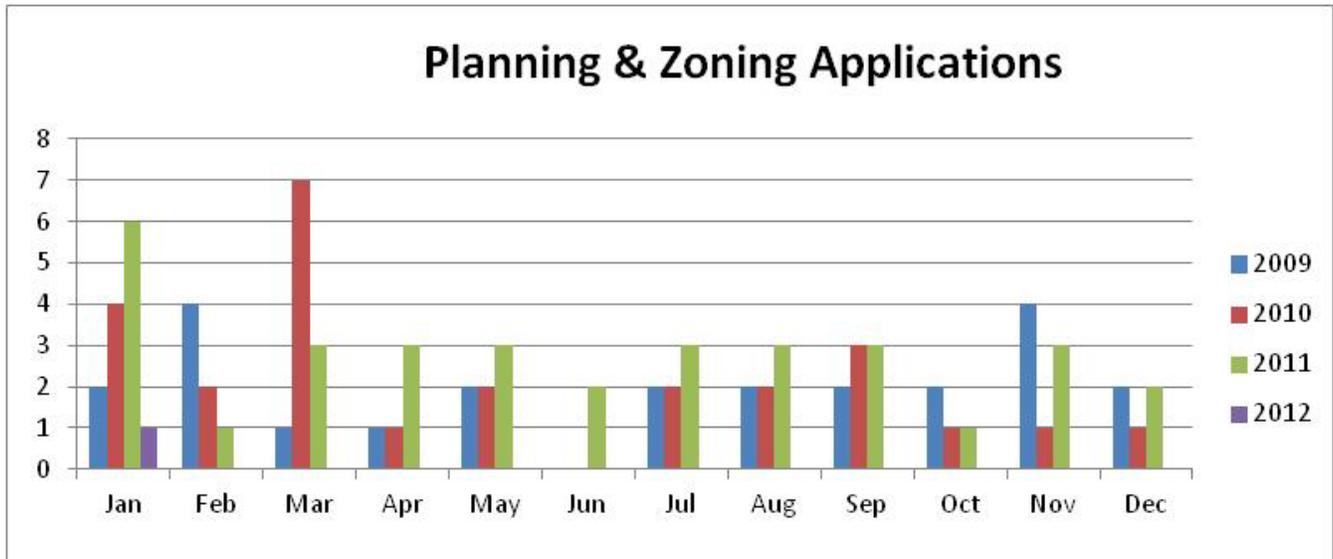
In January, City Council heard 4 projects as compared to hearing 3 in 2011. YTD, City Council has heard 4 development projects as compared to 3 in 2011.



Land Development Projects Heard by City Council (January 2012)				
Description	Case Name	Case Number	Hearing Date	Action
Land Use	Foxridge VIII Zoning Map Correction - 2 nd Reading	LU-11-00289	1/23/2012	Approved
Land Use	Study Session to discuss Agricultural and Residential Zoning	NA	1/23/2012	NA
Land Use	Colorado National Guard FDP - Rescheduled from 11/7/2011	LU-11-00002	1/23/2012	Approved
Land Use	Easter Lima Development LLP Substantial Compliance	LU-11-00318	1/23/2012	Approved
Land Development Projects Scheduled for City Council (February 2012)				
Description	Case Name	Case Number	Hearing Date	
Land Use	Wild Wings Environmental Education - Appeal	NA	2/6/2012	
Land Use	EasterLima Development LLP Annexation - 1st Reading	LU-11-00318	2/13/2012	
Land Use	EasterLima Development LLP Zoning - 1st Reading	LU-11-00319	2/13/2012	

Planning & Zoning Commission

In January, the Planning & Zoning Commission heard 1 development project as compared to hearing 6 in 2011. YTD, the Planning & Zoning Commission has heard 1 development project as compared to 6 in 2011.



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

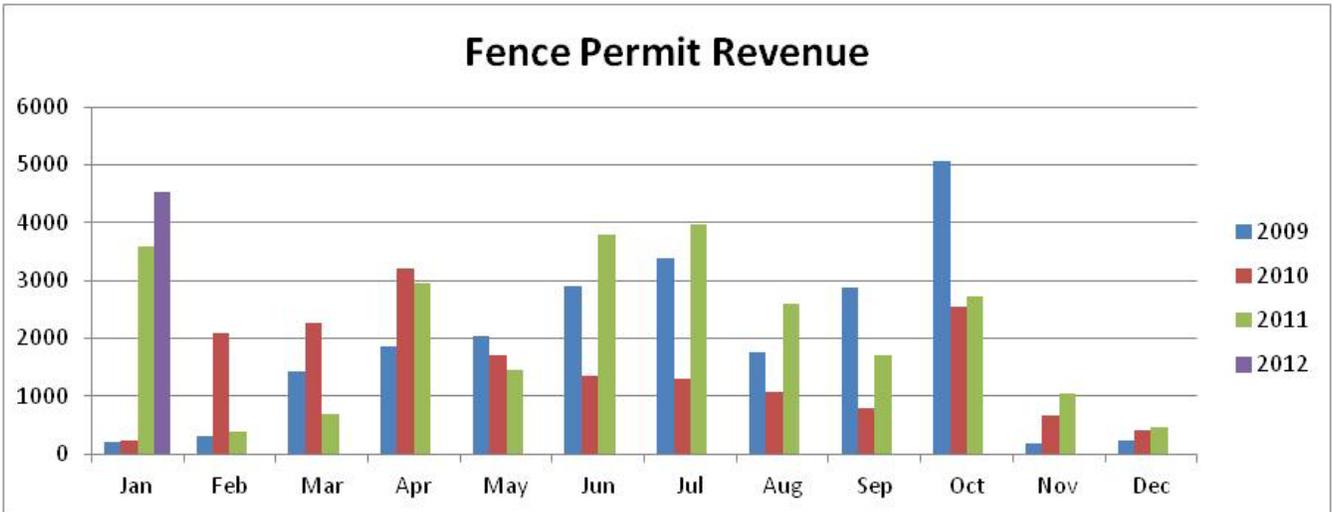
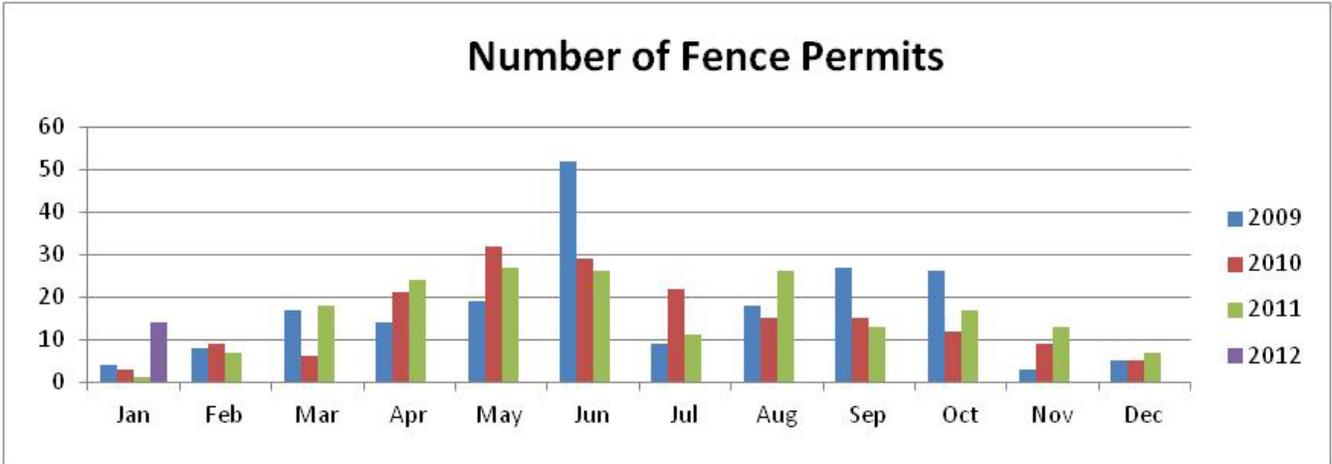
Description	Case Name	Case Number	Hearing Date	Action
Land Use	Training-Decision Makers	NA	1/13/2012	None

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

Description	Case Name	Case Number	Hearing Date
Land Use	EasterLima Development LLP Zoning - Continue to 2/15/12	LU-11-00319	2/8/2012
Land Use	Arapahoe County Justice Center Parking Lot Expansion	LU-11-00170	2/8/2012
Land Use	EasterLima Development LLP Zoning	LU-11-00319	2/15/2012

Fence Permits

In January, the City received 14 fence permit applications with monthly revenue of \$4,527. YTD, fence permit application activity is higher than the previous year and YTD revenue is higher. YTD applications for 2012 are 14 compared to 1 for 2011. YTD revenues for 2012 are \$4,527 compared to \$3,593 for 2011. **There were 5 fence permits (or 35% of permits issued in the month) through Rapid Review Thursdays (RRT) in January**, and average permit wait/processing time for RRT in January was 6.2 minutes. YTD average wait/processing time is 6.2 minutes for RRT.



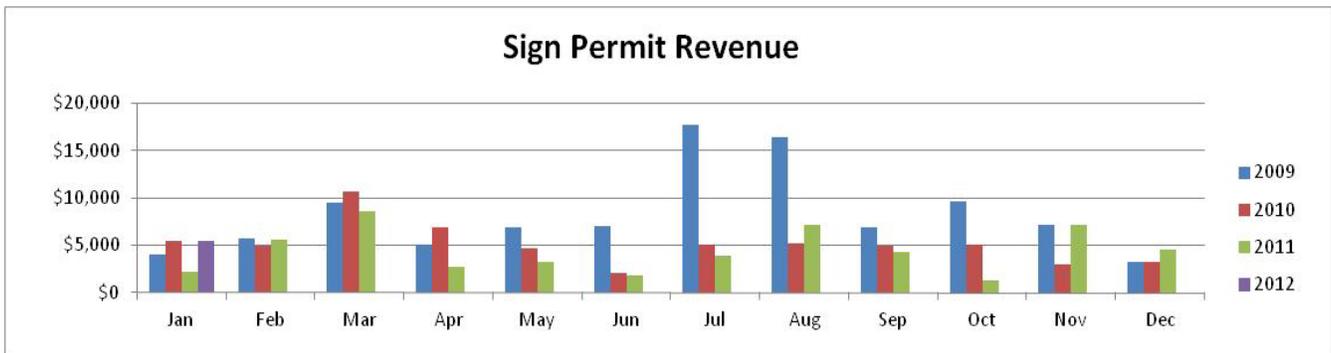
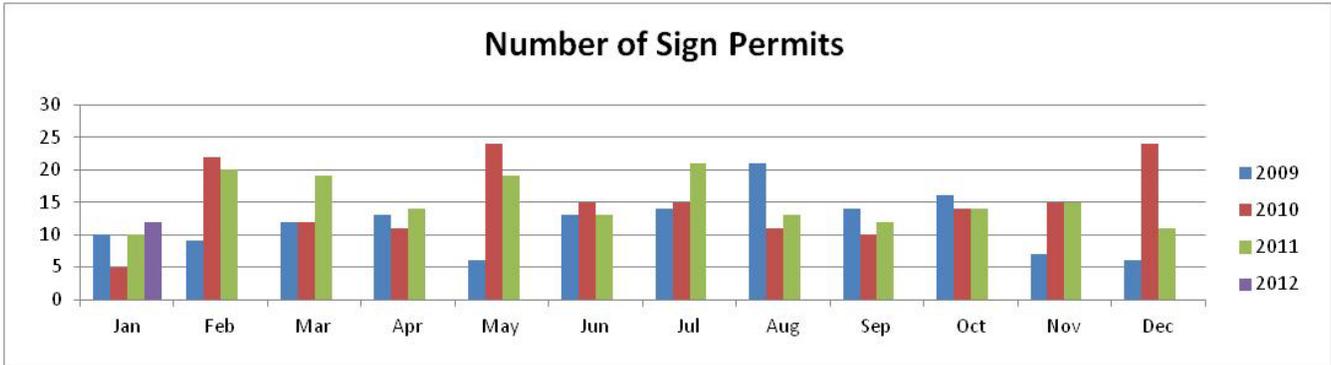
Fence Permits Submitted (January 2012)			
Location	Case Number	Date Received	Date Approved
16198 E. Prentice Place	FE-12-00001	1/4/2012	1/6/2012
2601 E. Weaver Avenue	FE-12-00002	1/5/2012	1/5/2012
5752 S. Joplin Way	FE-12-00003	1/5/2012	1/5/2012
6060 S. Franklin Street	FE-12-00004	1/10/2012	1/18/2012
6531 S. Albion Way	FE-12-00005	1/12/2012	1/12/2012
6601 S. Billings Way	FE-12-00006	1/19/2012	1/19/2012
5553 S. Laredo Street	FE-12-00007	1/20/2012	-
8116 S. Willow Street	FE-12-00008	1/24/2012	1/27/2012
3659 E. Easter Avenue	FE-12-00009	1/26/2012	1/26/2012
6653 S. Steele Street	FE-12-00010	1/26/2012	-
19556 E. Saratoga Ave	FE-12-00011	1/30/2012	-
19556 E. Saratoga Ave	FE-12-00012	1/30/2012	-
7290 S. Pennsylvania Street	FE-12-00013	1/31/2012	1/31/2012
8174 S. Harrison Circle	FE-12-00014	1/31/2012	-
Average Approval Time – Business Days			1.4 Days

Rapid Review Fence Permits (January 2012)			
Location	Case Number	Time Received	Time Approved
2601 E. Weaver Avenue	FE-12-00002	9:33	9:34
5752 S. Joplin Way	FE-12-00003	12:00	12:07
6531 S. Albion Way	FE-12-00005	9:33	9:44
6601 S. Billings Way	FE-12-00006	9:29	9:32
3659 E. Easter Avenue	FE-12-00009	9:41	9:50
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 January, the City received 12 sign permit applications with monthly revenue of \$5,461. YTD sign permit application activity is higher than the previous year and YTD revenues are also higher. YTD applications for 2012 are 12 compared to 10 issued for 2011. YTD revenues for 2012 are \$5,461 compared to \$2,157 for 2011. **There were 3 sign permits issued through Rapid Review Thursday (RRT) in January (or 25% of permits issued in the month),** with an average wait/processing time of 7 minutes for January. YTD average permit wait/processing time is 7 minutes for RRT.



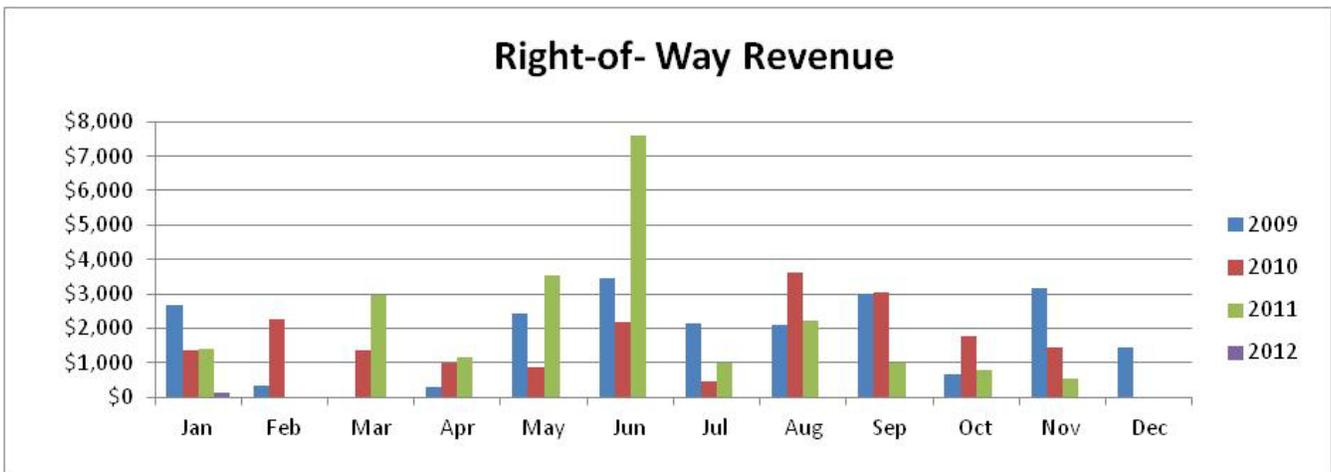
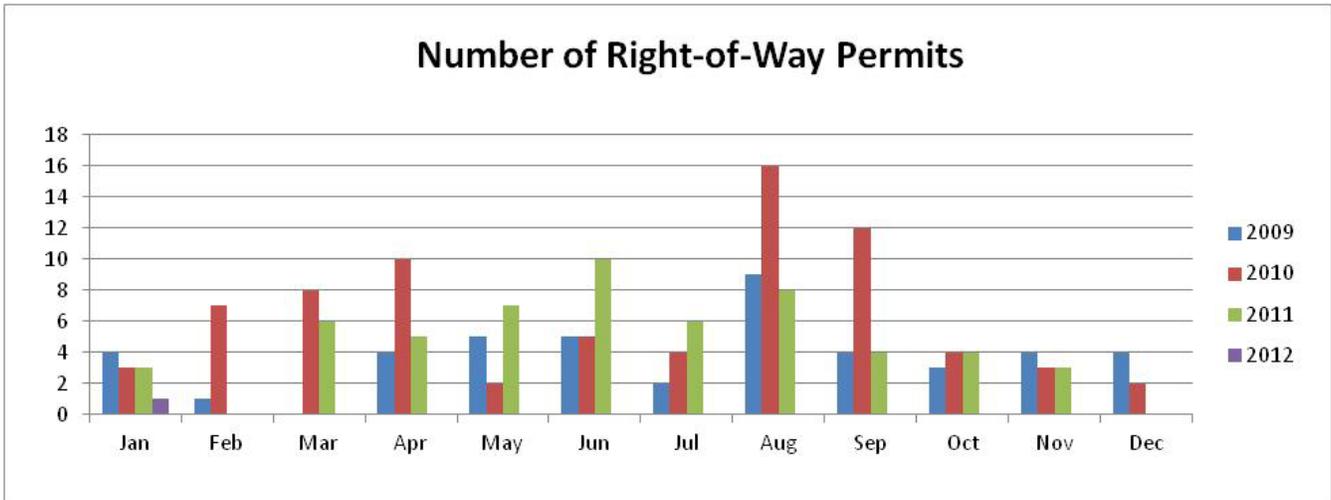
Sign Permits Submitted (January 2012)			
Location	Case Number	Date Received	Date Approved
11955 E. Peakview Drive	SG-12-00001	1/3/2012	1/10/2012
5646 S. Gibraltar Way	SG-12-00002	1/3/2012	-
2241 E. Arapahoe Road	SG-12-00003	1/4/2012	1/9/2012
15765 E. Arapahoe Road	SG-12-00004	1/5/2012	1/5/2012
7500 S. University Boulevard	SG-12-00005	1/5/2012	1/5/2012
6851 S. Gaylord Street	SG-12-00006	1/12/2012	1/13/2012
6900 S. University Boulevard	SG-12-00007	1/12/2012	1/12/2012
7958 S. Chester Street	SG-12-00008	1/17/2012	1/19/2012
6649 S. Paris Street	SG-12-00009	1/17/2012	1/20/2012
8203 S. Holly Street	SG-12-00010	1/24/2012	1/26/2012
5730 E. Otero Avenue	SG-12-00011	1/25/2012	-
6955 S. York Street Suite #422	SG-12-00012	1/31/2012	-
Average Approval Time – Business Days			2.2 Days

Rapid Review Sign Permits (January 2012)			
Location	Case Number	Time Received	Time Approved
15765 E. Arapahoe Road	SG-12-00004	12:44	12:58
7500 S. University Boulevard	SG-12-00005	1:32	1:38
6900 S. University Boulevard	SG-12-00007	11:01	11:04
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

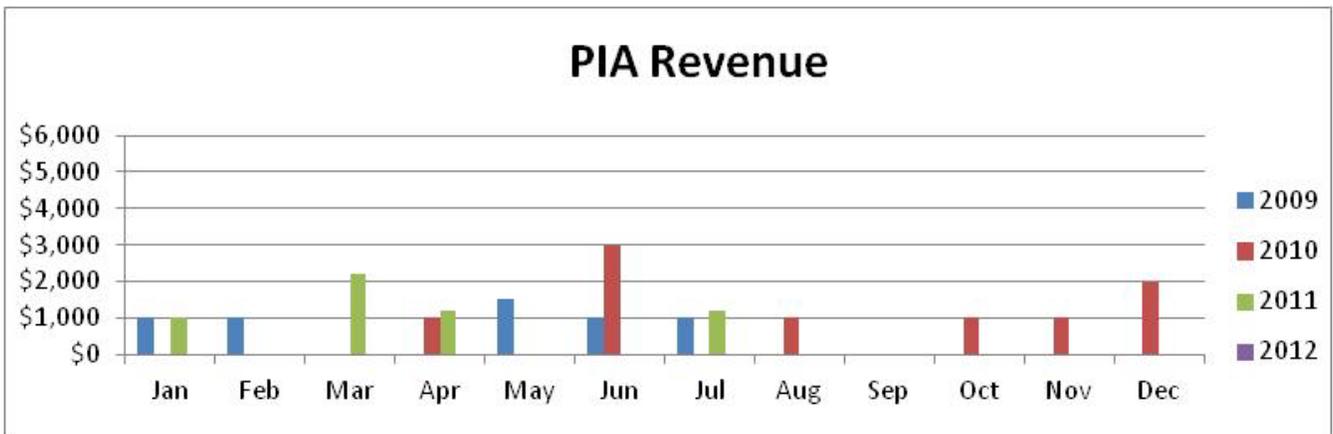
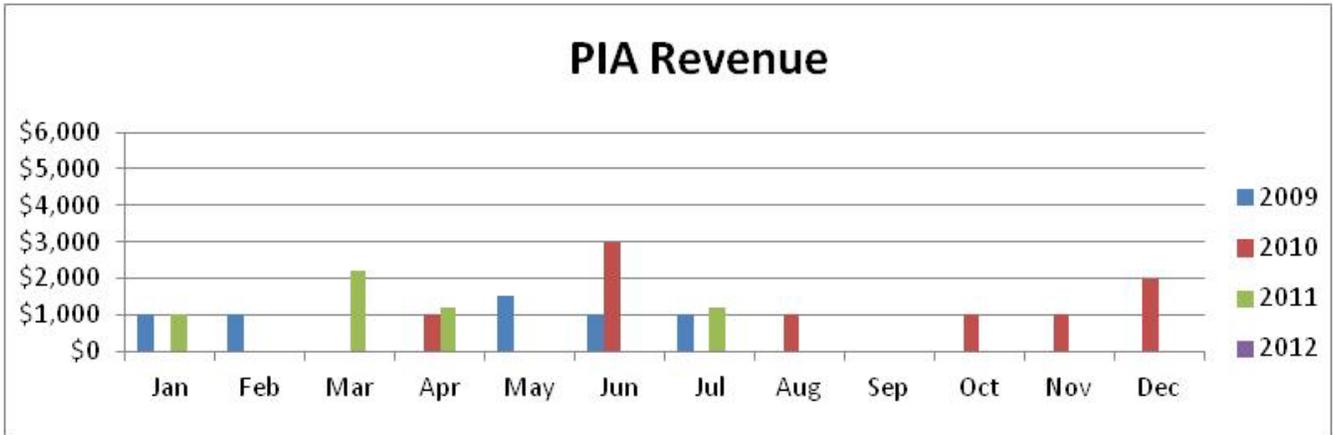
In January, the City received 1 right-of-way permit application with monthly revenue of \$143. YTD right-of-way permit application activity is lower than the previous year and YTD revenues are also lower. YTD applications for 2012 are 1 compared to 3 for 2011. YTD revenues for 2012 are \$143 compared to \$1,415 for 2011.



Right-of-Way Permits Submitted (January 2012)			
Location	Permit Number	Date Received	Date Approved
6728 E. Phillips Place	LRW-12-00003	1/31/2012	1/31/2012

Public Improvement Agreements (PIA)

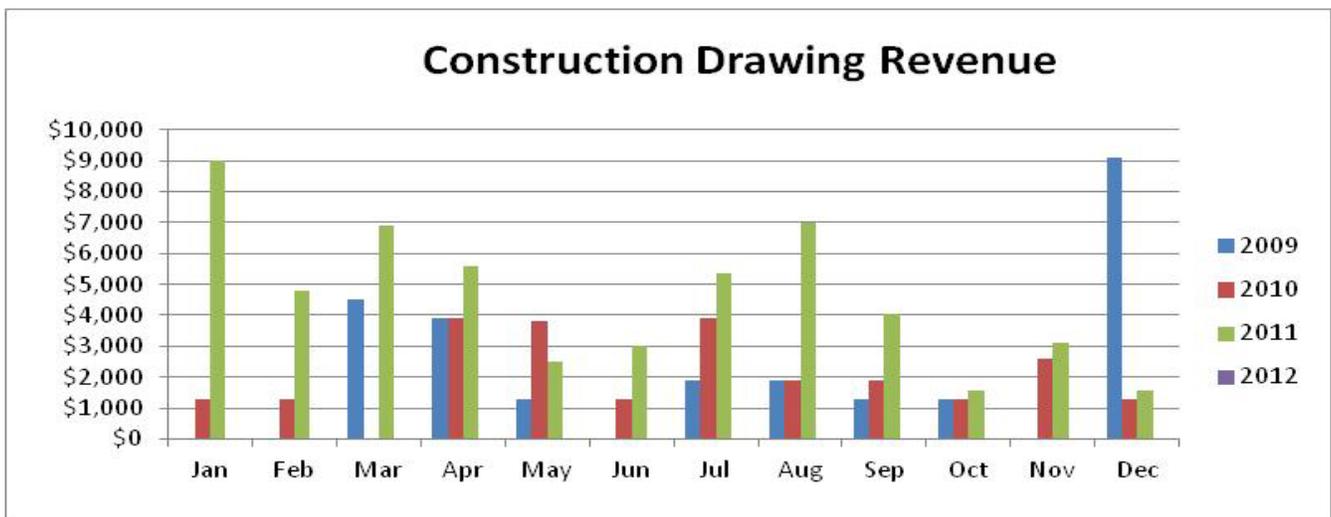
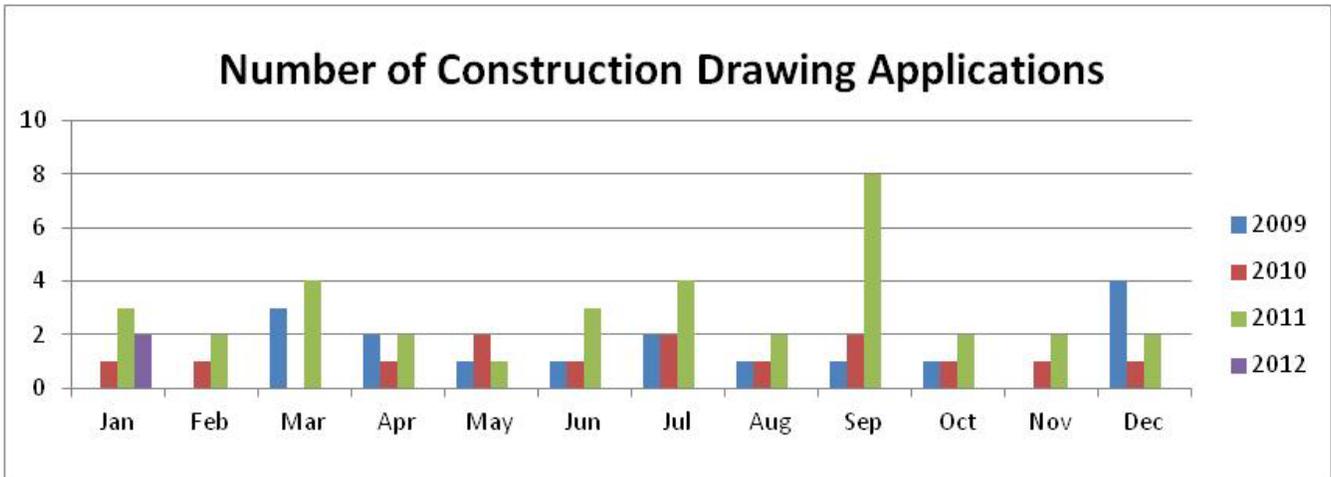
In January, the City received 0 PIA applications compared to 1 in 2011. The monthly revenue of \$0 is lower than 2011 which was at \$1,000. YTD PIA applications for 2012 are 0 compared to 1 in 2011. YTD revenues for 2012 are \$0 compared to \$1,000 in 2011. We began tracking PIA's in 2009.



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

Construction Drawings (CD)

In January, the City received 2 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 3 for 2011. YTD revenues for 2012 are \$0 compared to \$9,000 for 2011.

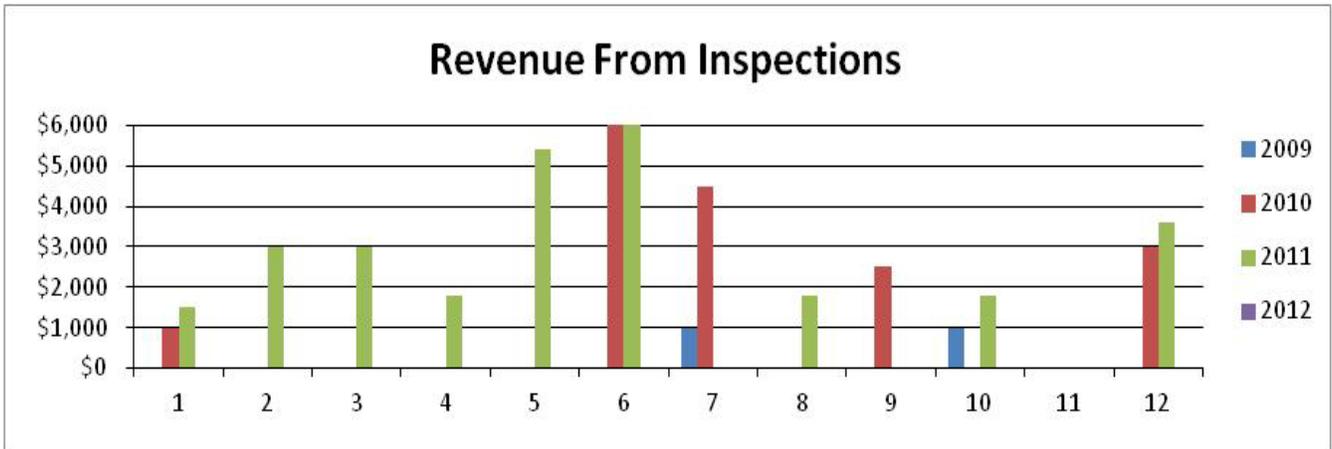
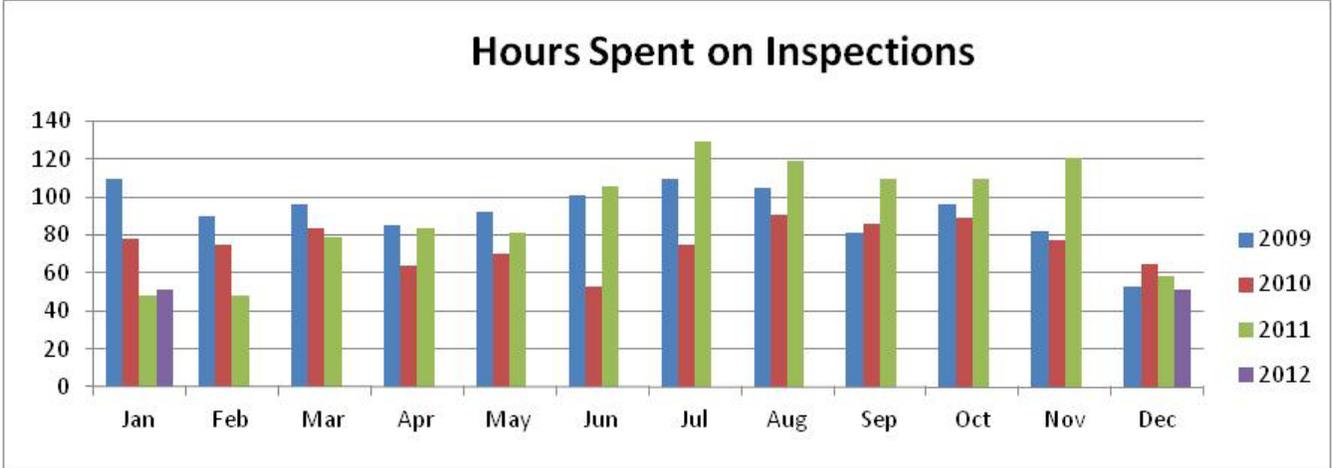


CDs Submitted (January 2012)			
Description	Case Name	Case Number	Date Application Accepted
CD	Orchard Estates Lot 4	CD-12-00001	1/5/2012
CD	Lee Gulch, W. of Clarkson	CD-12-00002	1/5/2012

The Engineering Division approved 0 CDs in January.

Infrastructure Inspections

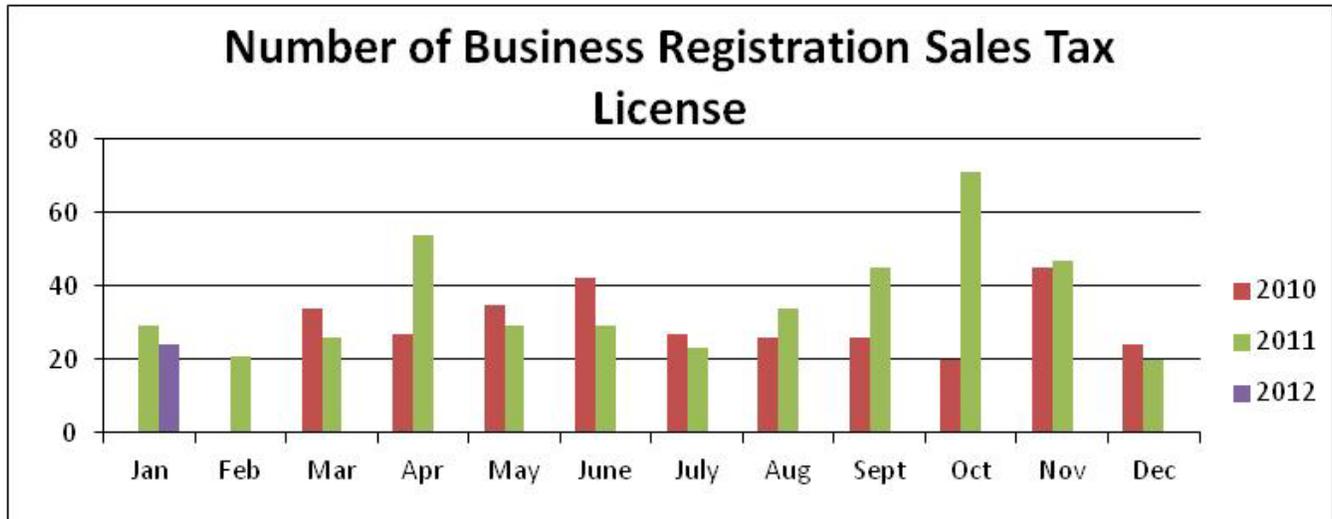
In January, 16 individual projects/sites were inspected and there was \$0 in revenue collected. City staff spent a total of 51 hours performing these inspections compared to 48 hours in 2011. Centennial Center (Filing 2), Allosource, Go Toyota, and Centennial Link Trail all required multiple inspections. YTD revenue for 2012 is \$0 compared to \$1,500 in 2011.



Infrastructure Inspections (January 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 - 3
Otero Ave. & Dayton St.	IKEA	Under Warranty - 0
Humboldt & Orchard Rd.	Orchard Estates	Under Construction - 0
County Line Road & Niagara	Foxridge VIII	Under Warranty - 1
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 - 2
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 - 1
15633 East Fremont	Cherry Creek Business Center Filing 6	Under Construction - 1
Helena & Arapahoe Rd.	Golden Corral	Under Construction - 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 Construction - 0
Smoky Hill & Picadilly	Huntington Park n Ride	Under Warranty - 0
Arapahoe & Yosemite	1 st Bank	Under Construction - 0
Helene & Arapahoe Road	Centennial Center Filing 1	Under Warranty - 0

Business Registration/Sales Tax License

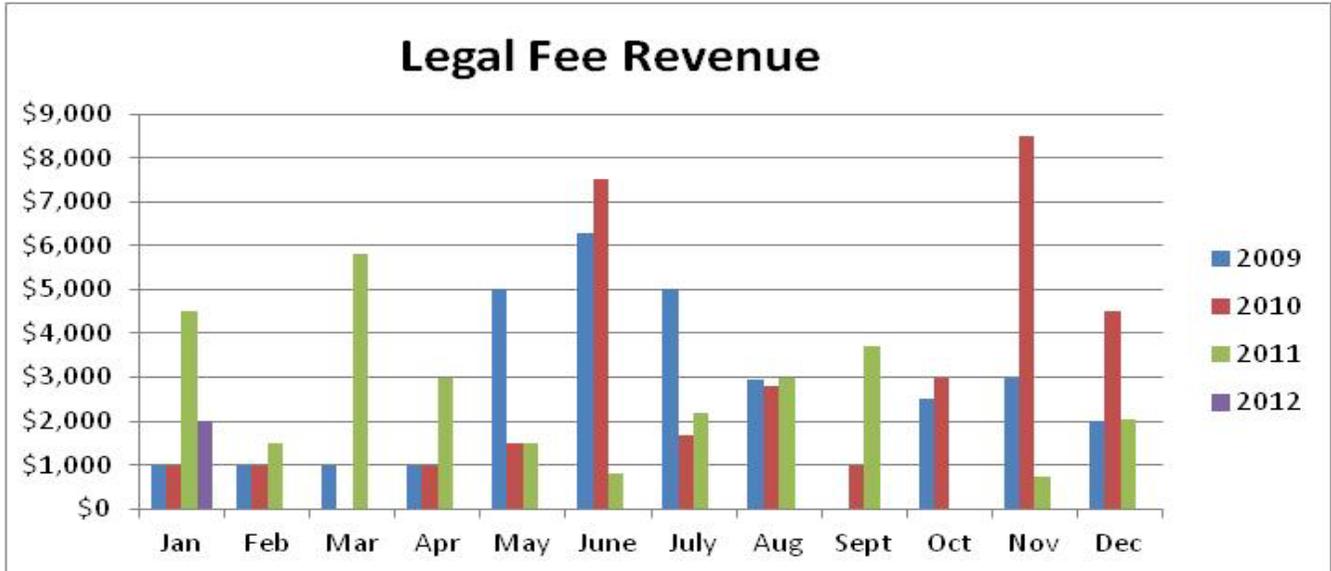
In January, a total of 24 business registration/sales tax licenses were issued. YTD totals are 24 compared to 29 in 2011. The Planning Division started review of these in March of 2010. We average 5 days to process these applications.



Business Registration/Sales Tax License (January 2012)			
Case #	Case Name	Approved	Business Description
CEN-007577	Herzog Edge, Inc.	Yes	Other Personal Services
CEN-007868	Donna Lee Downey LLC	Maybe	Electronic Shopping and Mail-Order Houses
CEN-007869	Dawn & Dusk Publications LLC	Yes	Newspaper, Periodical, Book, and Directory Publishers
CEN-007872	All Seasons Power Equipment Inc.	Yes	Lawn and Garden Equipment and Supplies Stores
CEN-007876	MTH Mortgage LLC	Yes	Activities Related to Credit Intermediation
CEN-007877	W.J. Bradley Mortgage Capital LLC	Yes	Non-depository Credit Intermediation
CEN-007878	Avery Enterprises Inc.	Maybe	Educational Support Services
CEN-007880	CCT Inc.	Yes	Building Material and Supplies Dealers
CEN-007881	Colorado Wellness Company	Yes	Personal Care Services
CEN-007882	Bead Bandit LLC	Maybe	Clothing Stores
CEN-007883	THC Style	Yes	Clothing Stores
CEN-007884	Provision IT Services LLC	Maybe	Computer Systems Design and Related Services
CEN-007885	Cherry Creek Mortgage Co. Inc.	Yes	Non-depository Credit Intermediation
CEN-007886	Fitness For Food	Maybe	Other Amusement and Recreation Industries
CEN-007907	Peak Performance Physical Therapy & Sports Training	Yes	Offices of Other Health Practitioners
CEN-007908	Artworks Unlimited LLC	Yes	Specialized Design Services
CEN-007909	E & I Holdings Inc.	Yes	Office Administrative Services
CEN-007911	Guardian Chiropractic P.C.	Yes	Offices of Other Health Practitioners
CEN-007917	Han Lees Taekwondo Academy LLC	Yes	Other Schools and Instruction
CEN-007918	Windshield Wizards LLC	Yes	Automotive Repair and Maintenance
CEN-007919	Strategic Products and Services LLC	Maybe	Other Telecommunications
CEN-007921	Yeomans Photography	Maybe	Independent Artists, Writers, and Performers
CEN-007925	Cyberscience Corporation	Yes	Computer Systems Design and Related Services
CEN-007927	Review Rocket LLC	Yes	Advertising, Public Relations, and Related Services

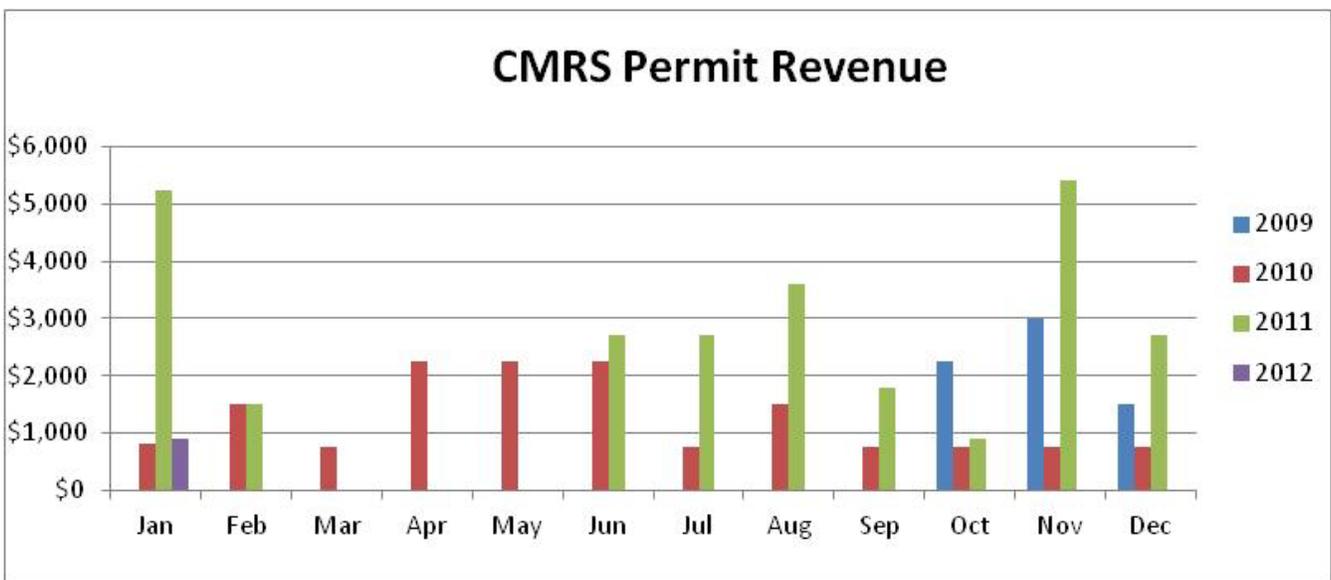
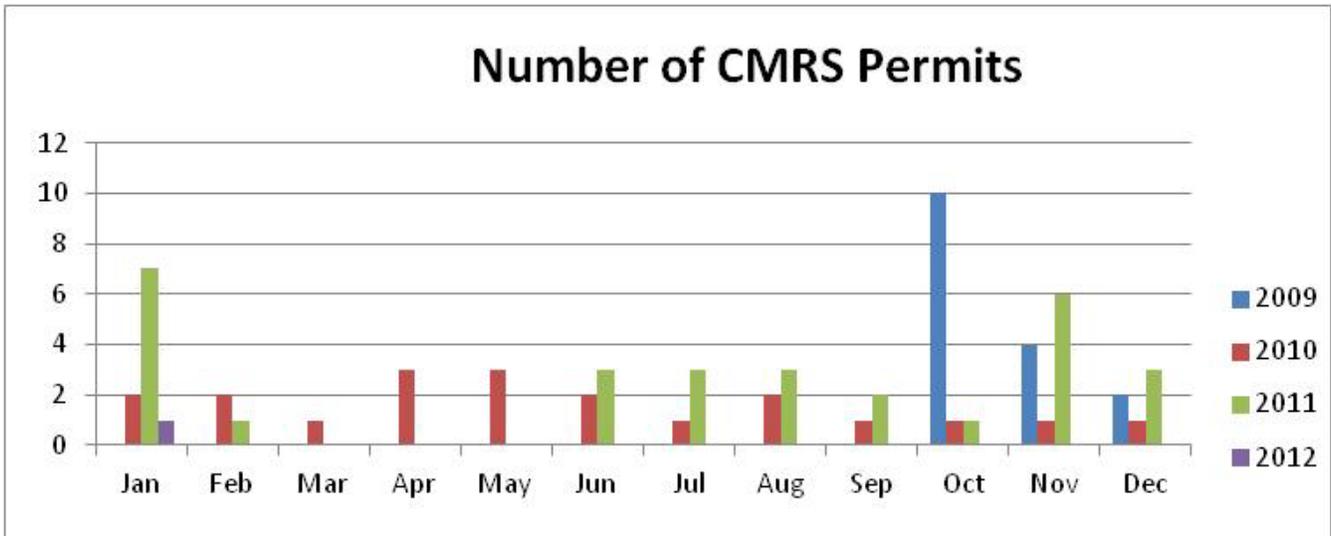
Legal Services

In January, a total of \$2,000 in revenue was received for legal services. YTD revenues for 2012 are \$2,000 compared to \$4,500 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

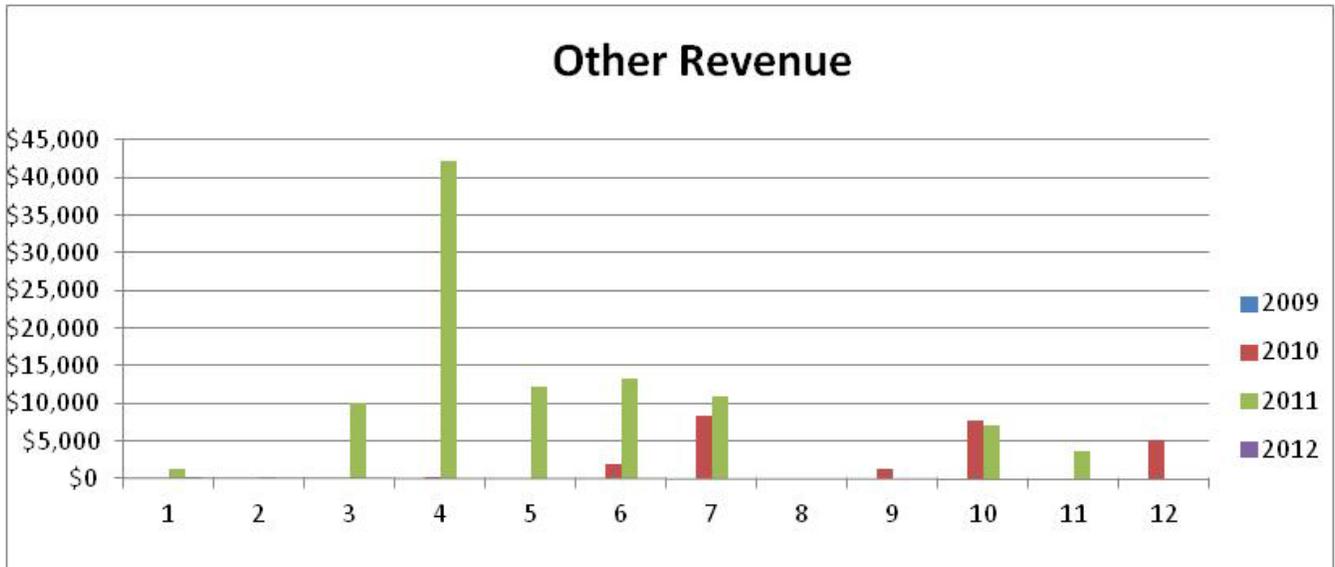
In January, we received 1 CMRS permit for \$900 in revenue. YTD revenues for 2012 are \$900, which is slightly above the 2012 projected revenue of \$800 and below the 2011 revenue of \$5,250. CMRS permit tracking began in January 2009.



CMRS Permits (January 2012)		
Project or Location	Case Number	Date Received and Issued
9177 E. Mineral Circle	CMR-11-00028	12/27/2011 and 1/17/2012

Other & Miscellaneous Fees including Federal Grant Revenue

In January, we received \$245 in miscellaneous revenue. YTD revenues for 2012 are \$245, which is above the 2012 projected revenue of \$0 and below the 2011 revenue of \$1,324.



Bus Bench Permits are now part of Land Use Services. We collected the monthly fee of \$15,500 in January and YTD Revenue of \$15,500.