



**Planning & Development Department
Planning & Engineering Divisions
Monthly Report for October 2010
November 4, 2010**

Activity

- **Land Use Applications** – There were 5 applications compared to 0 in 2009.
- **Pre-Submittal Applications** – There were 4 applications compared to 5 in 2009.
- **City Council** – City Council heard 4 land development projects compared to 3 in 2009.
- **Planning and Zoning Commission** – There was 1 project heard compared to 2 in 2009.
- **Board of Adjustment** – There was 1 variance request heard compared to 0 in 2009.
- **Fence Permits** – There were a total of 12 applications compared to 26 in 2009. Average number of days to approve was 1.8 business days.
- **Sign Permits** – There were a total of 14 applications compared to 16 in 2009. Average number of days to approve was 1.8 business days.
- **Right-of-Way Permits** – There were 4 permits issued compared to 3 in 2009.
- **Subdivision Improvement Agreements** – There was 1 SIA submitted compared to 0 in 2009.
- **Construction Drawings** – There was 1 CD application compared to 1 in 2009.
- **Infrastructure Inspection** – There were 12 individual projects/sites inspected this month. City staff spent a total of 89 hours performing these inspections compared to 96 hours in 2009.
- **Business Registration Sales Tax** – There were 20 business registration/sales licenses approved in 2010 and 0 in 2009.
- **CMRS Permits** – There was 1 permit issued compared to 10 in 2009.
- **Other Fees** – There was \$7,759 in revenue collected in 2010 compared to \$0 in 2009.
- **Visitors** – There were 105 visitors; an average of 5.25 per work day.
- **Customer Surveys** – Surveys were received from Code Enforcement, Building and P&D clients. Overall the feedback has been positive. Staff will continue to make improvements based upon suggestions

Revenue

Total revenue – October monthly revenue was \$39,045 compared to \$22,243 in 2009. YTD \$271,342 in revenue has been collected, which is 108% of the 2010 projected budget of \$251,243. Adjustments have been made to the budget based on 2010 revised figures.

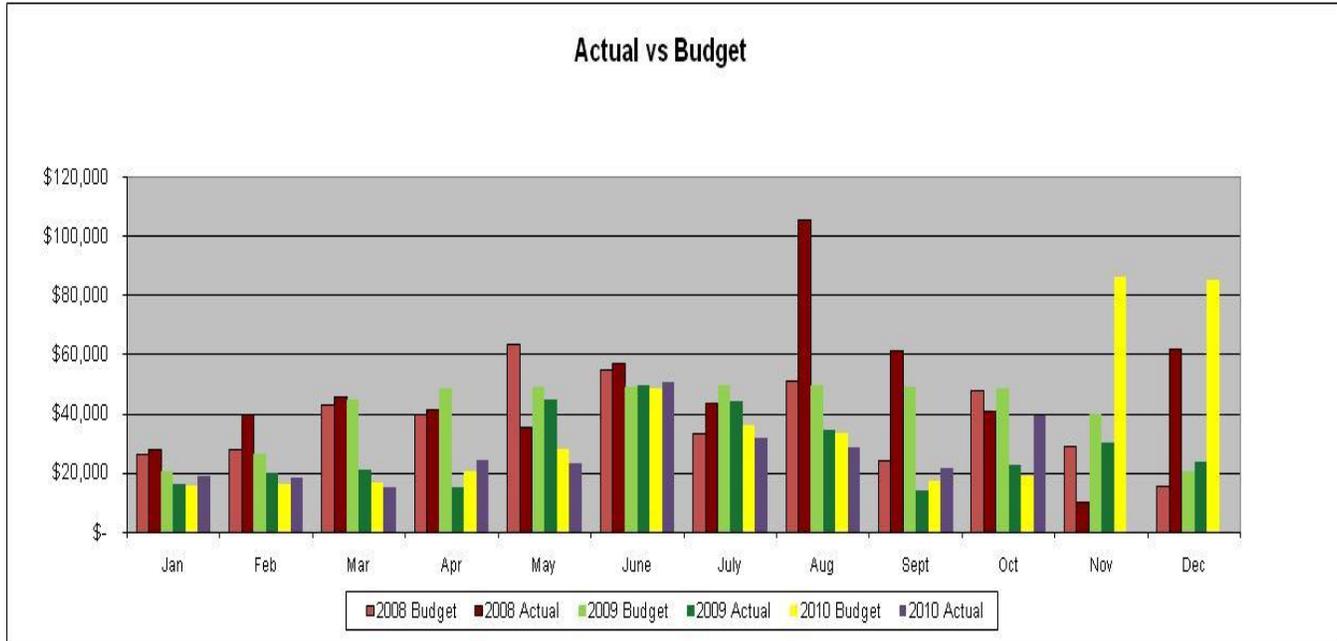
P & E Special Projects – Below are the major projects for October and the approximate amount of time spent on each project. A total of 366 hours was spent on the below projects in October

- **Breakfast with P&D** – Breakfast with P&D was held on October 28th. Topics included Lighting Code, Building Services RFP and Zoning Map update. Staff has spent **5 Hours**.
- **Deferred Revenue – Land Use Fund** – The P&D Department finalized the audit of all closed AWOs with Finance. This work was necessary to move towards closing out all old AWOs. Finance is working to complete the project and determine the final figure for the closed AWOs. The Director of P&D will be preparing a policy for City Council to consider in the coming months. Staff time spent was **5 Hours**.
- **Transportation Master Plan** – Staff continued to work on the plan and held one meeting of the CAC, two public open house meetings and two outside presentations. Staff time spent was **30 hours**.

- **Cherry Creek Stream Reclamation Project** – Staff continued to work with SEMSWA, Parker Jordan Metro District and Urban Drainage and Flood Control District on this project, including holding two meetings with various stakeholders. Staff time spent was **15 hours**.
- **EECBG Grant/Paperless Review** – Staff met with SafeBuilt to cover specifics of the program and coordinate the procedures. We are hoping to go live with the program sometime after the Building Division is completely integrated into Innoprise. Staff time spent was **20 Hours**.
- **Parker Jordan Centennial Open Space Acquisition** – Staff completed acquisition of a 50% interest in the 107 acre open space parcel. Staff spent **5 hours** on this project.
- **Bus Bench Grant** –The bid documents were finalized and routed for internal review. The environmental clearance of four stops, located within the CDOT right-of-way were finalized for submittal. CDOT gave a preliminary approval of the document. Staff time spent was **10 Hours**.
- **Innoprise** – Staff completed the work for going live on building services with the Innoprise system. We are working towards a complete Innoprise Manual. Staff time spent was approximately **70 hours**.
- **October National Community Planning Month** – Staff completed activities for National Community Planning Month. Festivities included a “Benefits of Community Planning” fact sheet for distribution to property owners/business/HOAs and a citizen photo contest. Staff time spent was **2 hours**.
- **Bicycle Lane Project** – Design drawings are nearing completion for restriping of City streets to accommodate bike lanes. Britton Thomas and Sam Henning are putting together plans and specifications for this project with help from Edward Stafford, Ben Jenkins, Gary Wilson, Craig Faessler, Dan Eybs and Eric Lee. Staff hopes to get bids for the project before the end of the year to prepare for a spring construction season. Engineering staff spent a total of **14 Hours** in October on this project.
- **LDC Zoning Map** – Planning staff is working on mapping and scheduling meetings with HOAs. Staff time for this project in October was **67 Hours**.
- **Training** – State APA Conference **76 Hours**.
- **Civic Center Park** – The project team is finalizing the storm water components (features) of the construction plans in order to advertise the project for bid. Staff spent **8 Hours** on this project working on contract bid documents and plan review and coordination.
- **CIP Ten Year Plan** – The CIP Committee met in October and a draft 10 year fiscally constrained plan was completed. Engineering Staff spent **39 Hours** on preparing the 2010 Ten Year Capital Improvement Program.

Revenue

In October, the total revenue received was \$39,045. YTD the Planning & Engineering revenues of \$271,342 are roughly 108% of the projected 2010 YTD budget of \$251,243.

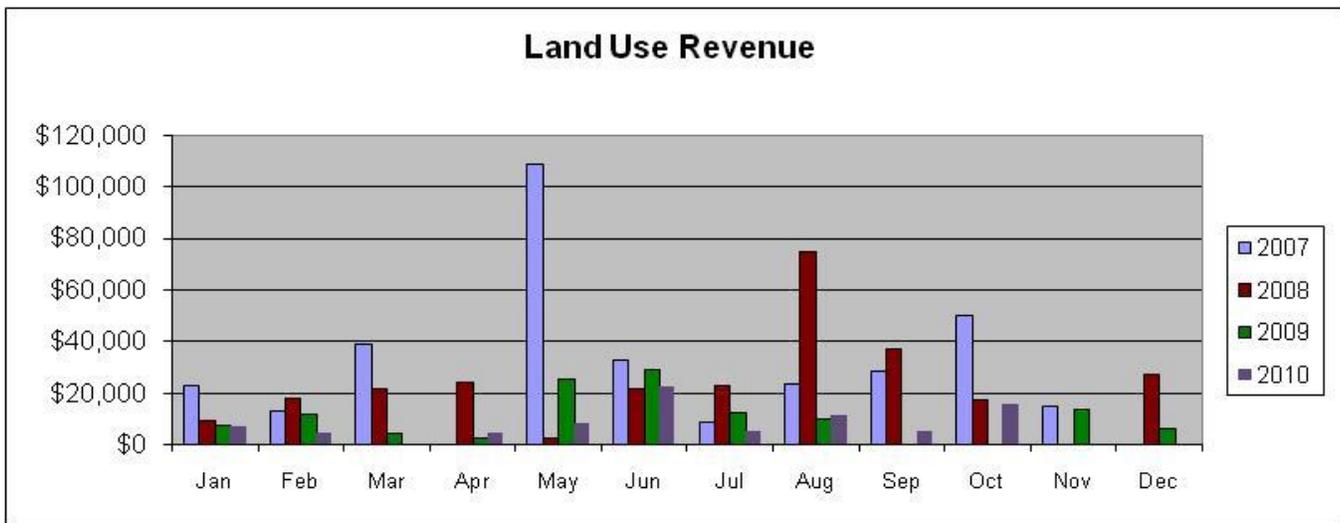
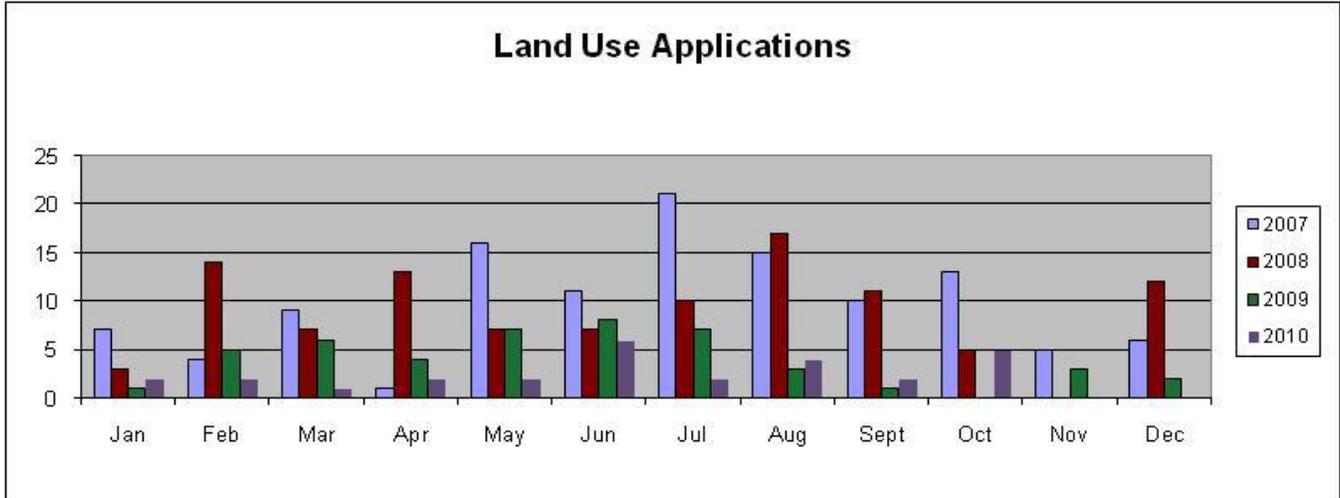


November/December revenues are projected to be higher based on the City receiving The Freedom Grant for Bus Bench and EECBG Stimulus Grant for Paperless Review of \$73,616 each month.

- **Land Use Applications** – YTD \$86,697 in revenue has been collected, which is above the 2010 projected budget of \$73,668.
- **Fence Permits** – YTD \$16,551 in revenue has been collected, which is below the 2010 projected budget of \$19,400.
- **Sign Permits** – YTD \$55,161 in revenue has been collected, which is below the 2010 projected budget of \$58,200.
- **Right-of-Way Permits** – YTD \$17,958 in revenue has been collected, which is above the 2010 projected budget of \$14,000.
- **Subdivision Improvement Agreements** – YTD \$6,000 in revenue has been collected, which is above the 2010 projected budget of \$5,000.
- **Construction Drawings** – YTD \$20,600 in revenue has been collected, which is above the 2010 projected budget of \$17,850.
- **Infrastructure Inspection** – YTD \$14,047 in revenue has been collected, which is above the 2010 projected budget of \$13,750. \$6,047 of the \$14,047 is associated with IKEA.
- **Legal Fees** – YTD \$20,476 in revenue has been collected, which is above the 2010 projected budget of \$18,000.
- **CMRS Fees** – YTD \$14,250 has been collected, which is above the 2010 projected budget of \$13,375.
- **Other Fees** – YTD \$19,602 has been collected, which is above the 2010 projected budget of \$18,000. This amount includes all miscellaneous fees and revenue including Engineering hours from the Open Space Fund.

Land Use Applications

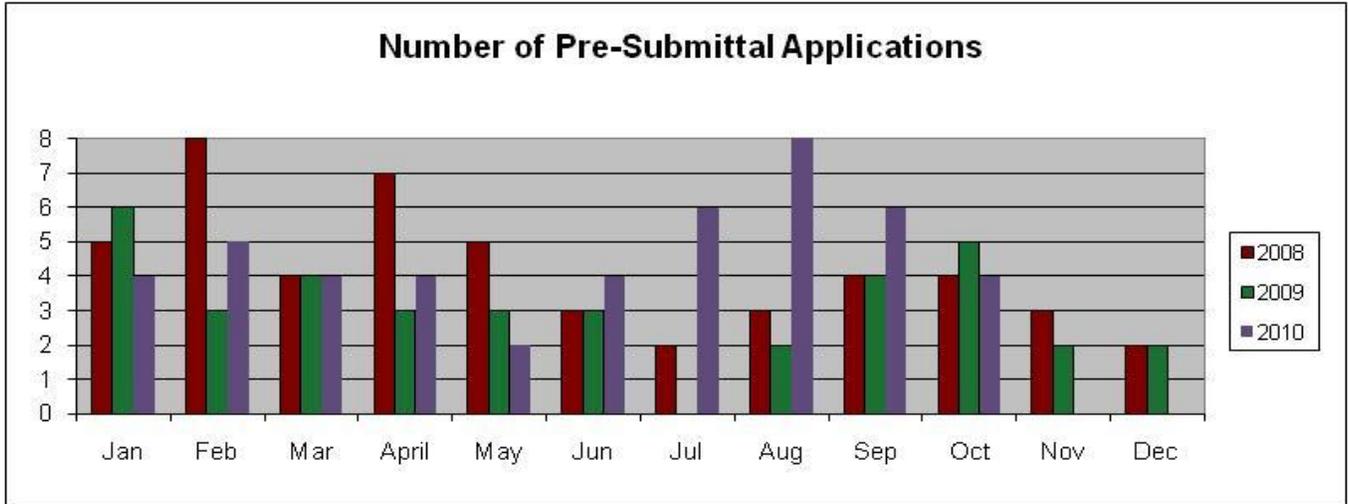
In October, the City received 5 land use applications with \$15,874 in monthly revenue. YTD land use application activity is lower than the previous year and YTD revenues are lower. YTD applications for 2010 are 28 compared to 42 in 2009. YTD revenues for 2010 are \$86,697 compared to \$102,764 for 2009.



Land Use Applications Submitted (October 2010)		
Land Use Case Number	Project Name	Open Date
LU-10-00103	Go Toyota FDP 2 nd Amendment	10/04/2010
LU-10-00106	Streets @ Southglenn MDP Amendment	10/08/2010
LU-10-00111	Goddard School Addition	10/28/2010
CT-10-6000	Christmas Tree Lot	10/01/2010
CT-10-60001	Christmas Tree Lot	10/18/2010

Pre-Submittal Applications

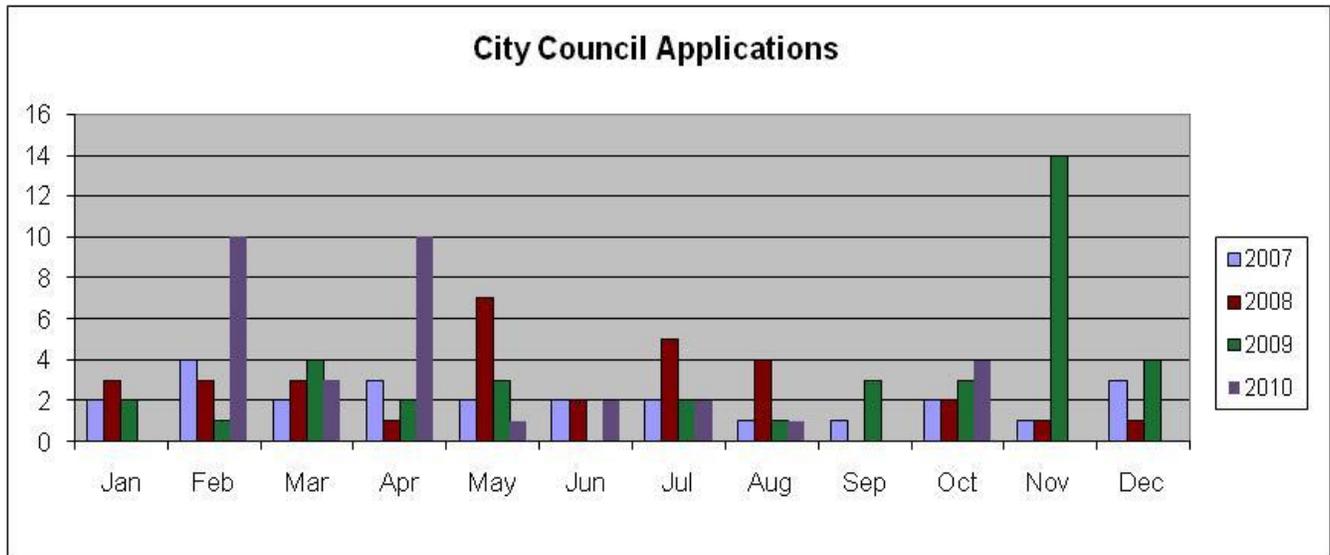
In October, the City received 4 pre-submittal applications compared to 5 in 2009. YTD pre-submittal activity is higher than the previous year. YTD total applications received for 2010 are 47 compared to 33 for 2009. The City began tracking pre-submittal applications in 2008.



Pre-Submittal Applications Submitted (October 2010)		
Pre-submittal Case Number	Project Name	Open Date
PS-10-00101	South Metro Fire Station Replacement	10/01/2010
PS-10-00104	Kuni Honda FDP	10/05/2010
PS-10-00112	Nilex Environmental FDP	10/29/1010
PS-10-00114	Kaiser Permante PDP	10/29/1010

City Council

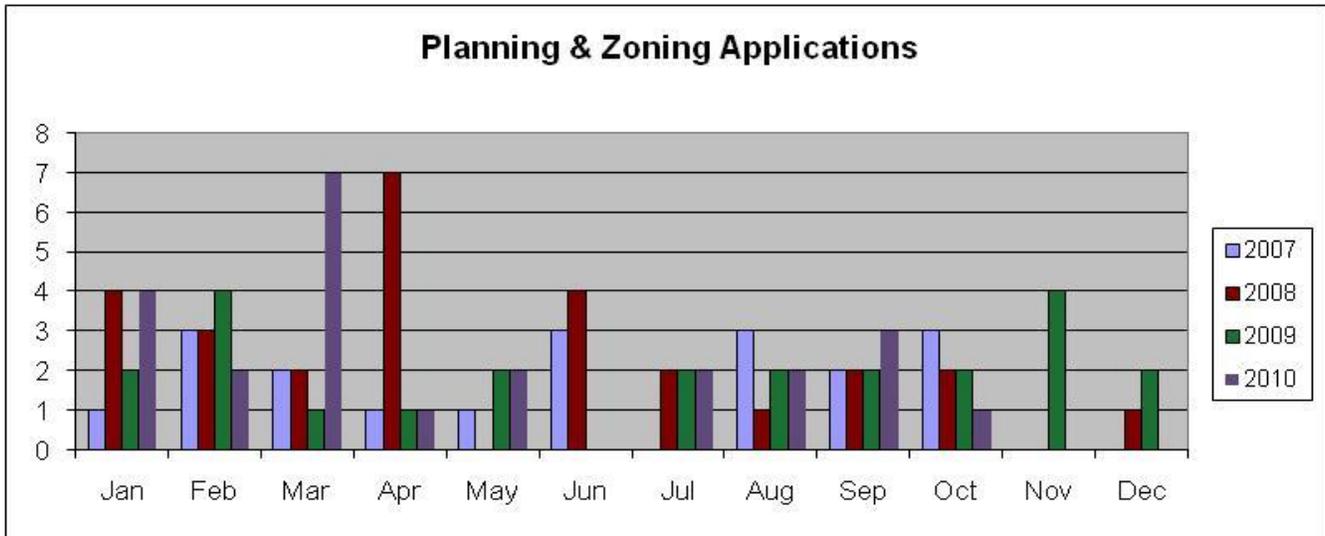
In October, City Council heard 4 Planning and Development projects as compared to hearing 3 in 2009. YTD, City Council has heard 33 development projects as compared to 21 in 2009. **City Council has heard far fewer Land Use applications in 2010, but many more special projects.**



Land Development Projects Heard by City Council (October 2010)				
Description	Case Name	Case Number	Hearing Date	Action
Land Use	Street Name Change – IKEA Way	SNC-10-00060	10/18/2010	Approved
Land Use	Gun Club FDP	LU-10-00043	10/18/2010	Approved
Land Use	The Ridge Replat (Gun Club)	LU-10-00044	10/18/2010	Approved
Land Use	Arapahoe Plaza East PDP Text Amendment – 1 st Reading	LU-10-00100	10/18/2010	Approved
Land Development Projects Scheduled for City Council (November 2010)				
Description	Case Name	Case Number	Hearing Date	
Land Use	Floodplain Regulations – 2nd Reading	NA	11/01/2010	

Planning & Zoning Commission

In October, the Planning & Zoning Commission heard 1 development project as compared to hearing 2 in 2009. YTD, the Planning & Zoning Commission has heard 24 development projects as compared to 18 in 2009.



Land Development Projects Heard by PZ Commission (October 2010)

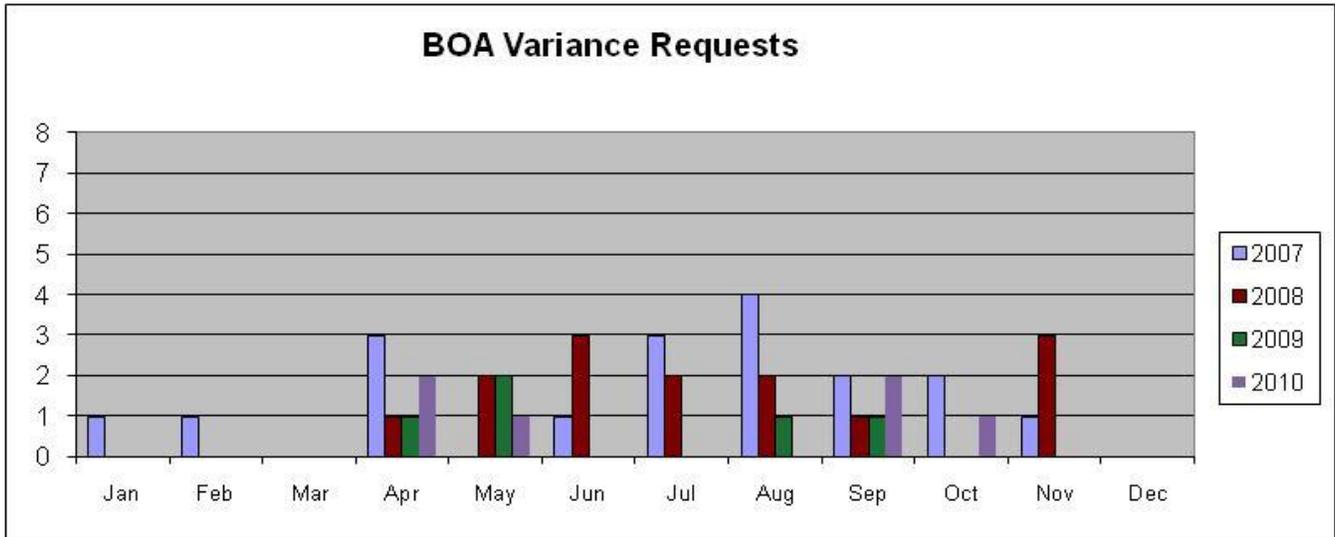
Description	Case Name	Case Number	Hearing Date	Action
Land Use	Arapahoe Plaza East PDP Text Amendment	LU-10-00106	10/27/2010	Approved

Land Development Projects Scheduled For PZ Commission (November 2010)

Description	Case Name	Case Number	Hearing Date
Land Use	Peakview Place MDP	LU-10-00045	11/10/2010

Board of Adjustment

In October, the Board of Adjustment heard 1 variance request as compared to hearing 0 in 2009. YTD, the Board of Adjustment heard 6 variance requests as compared to 5 in 2009.



Variance Requests Heard by the Board of Adjustment (October 2010)

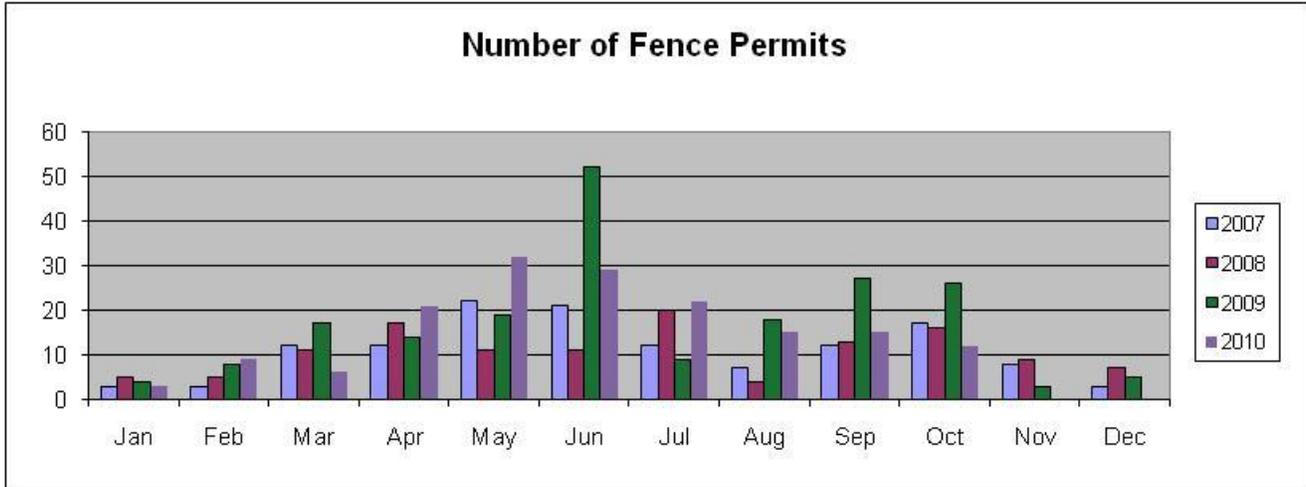
Description	Case Name	Case Number	Hearing Date	Action
BOA	Kriss Variance	BA-10-00092	10/21/2010	Approved

Variance Requests Scheduled for the Board of Adjustment (November 2010)

Description	Case Name	Case Number	Hearing Date
BOA	Lefrancois Variance	BA-10-00102	11/18/2010
BOA	Carter Variance	BA-10-00105	11/18/2010
BOA	Jach Variance	BA-10-00108	11/18/2010

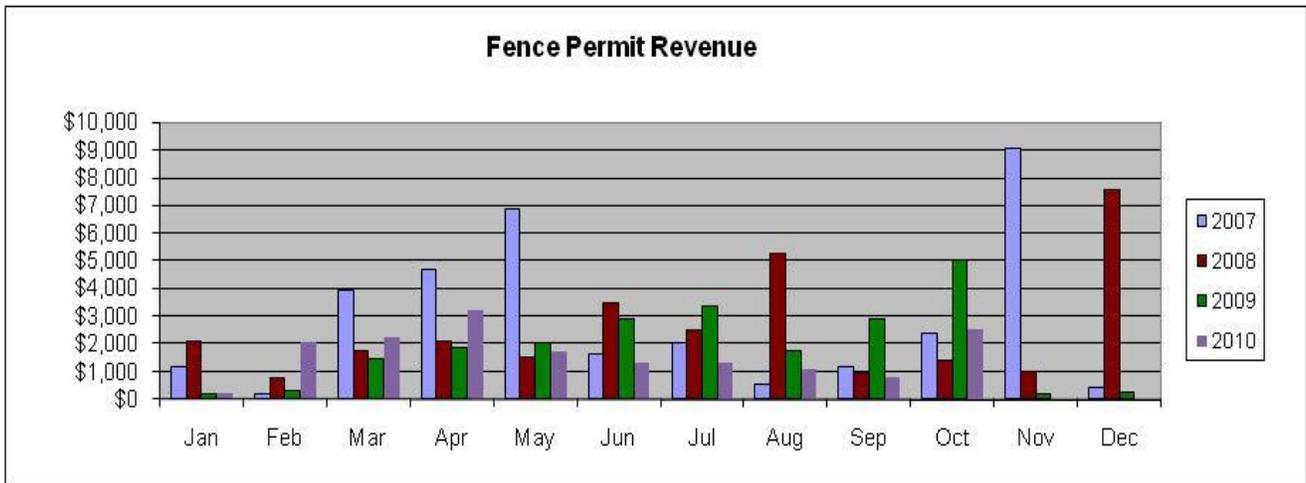
Fence Permits

In October, the City received 12 fence permit applications with monthly revenue of \$2,538. YTD fence permit application activity is lower than the previous year, and YTD revenue is lower. YTD applications for 2010 are 164 compared to 194 for 2009. YTD revenues for 2010 are \$16,551 compared to \$21,823 for 2009. **There were 3 fence permits (or 25% of permits issued in the month) through Rapid Review Thursdays in October. Average permit wait/processing time for October was 35.5 minutes. YTD average wait/processing time is 29.5 minutes.**



Note: There were 26 fence permits issued in June of 2009 for no fee for City's roadway project.

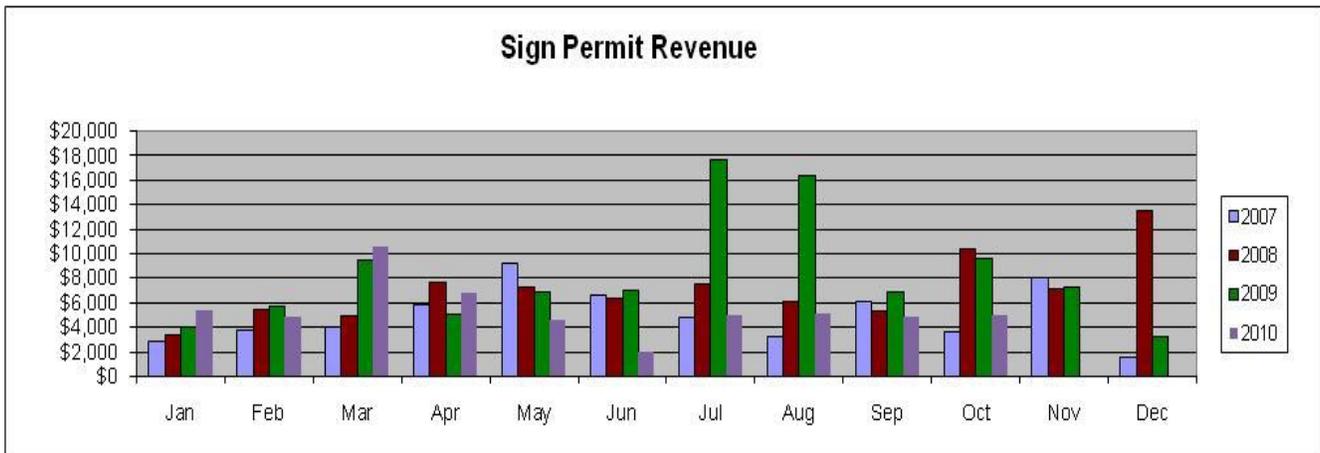
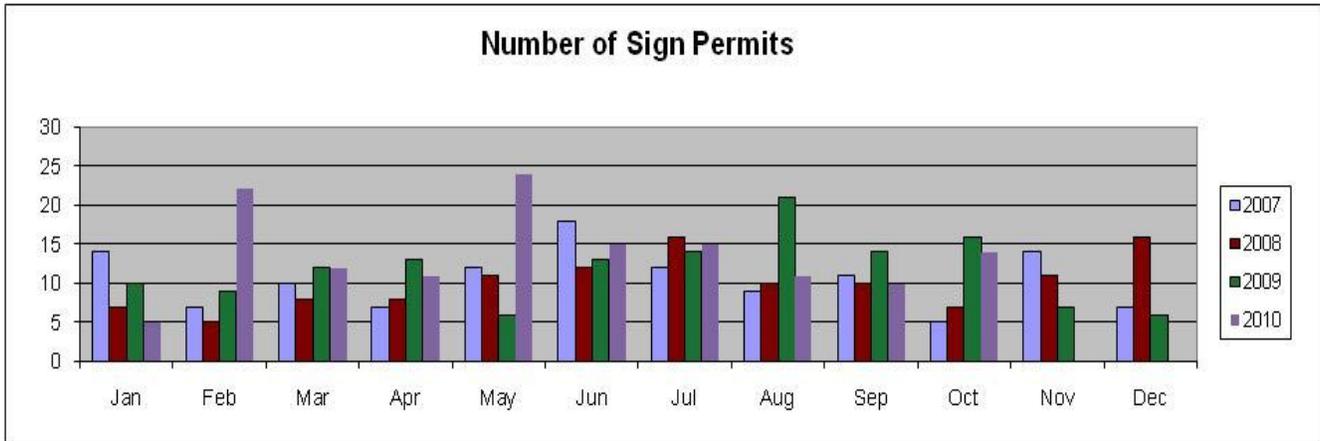
Note: There were 13 fence permits in April (1), May (4), June (6) and July (2) of 2010 for no fee for snowplow damage.



Fence Permits Submitted (October 2010)			
Location	Case Number	Date Received	Date Approved
7768 South Krameria Court	FE-10-80140	10/06/2010	10/12/2010
8781 East Kettle Circle	FE-10-80141	10/06/2010	10/12/2010
5827 South Logan Court	FE-10-80142	10/06/2010	10/12/2010
6694 Blackhawk Street	FE-10-80143	10/07/2010	10/07/2010
Fox Ridge HOA Perimeter Fence	FE-10-80144	10/14/2010	10/14/2010
7348 South Ireland Way	FE-10-80145	10/18/2010	Denied 10/25/10
13759 Briarwood Avenue	FE-10-80146	10/21/2010	10/21/2010
5024 East Hinsdale Place	FE-10-80147	10/21/2010	10/21/2010
5294 East Mineral Lane	FE-10-80148	10/22/2010	10/25/2010
14603 East Fremont Avenue	FE-10-80149	10/26/2010	10/26/2010
6010 East Hinsdale Court	FE-10-80150	10/27/2010	10/29/2010
7079 South Jordan Road	FE-10-80151	10/29/2010	
Average Approval Time – Business Days			1.8 Day

Sign Permits

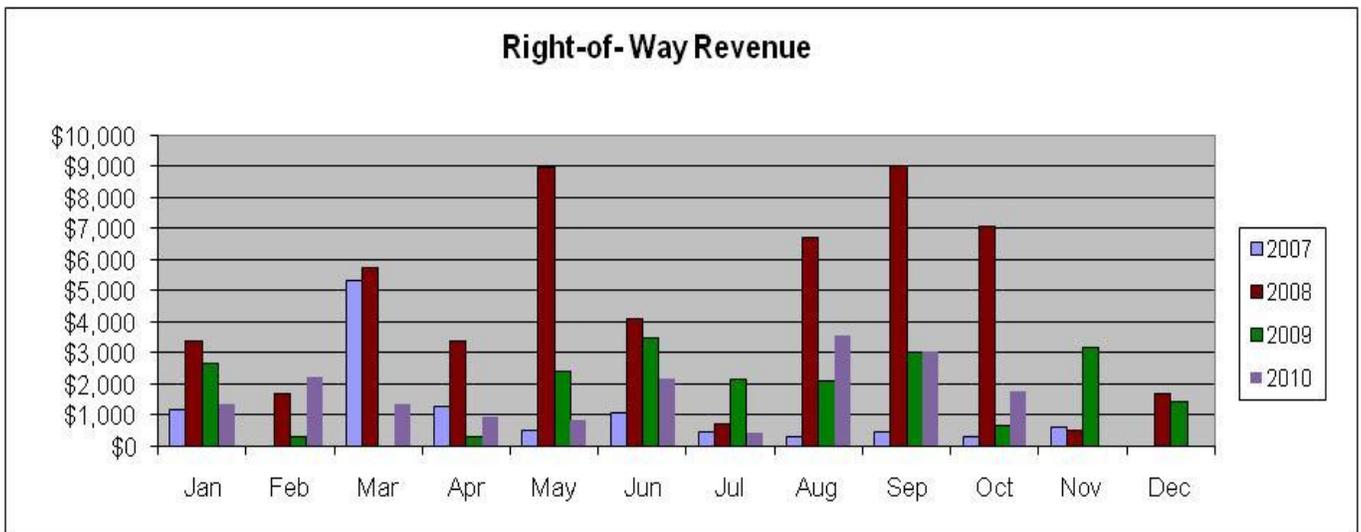
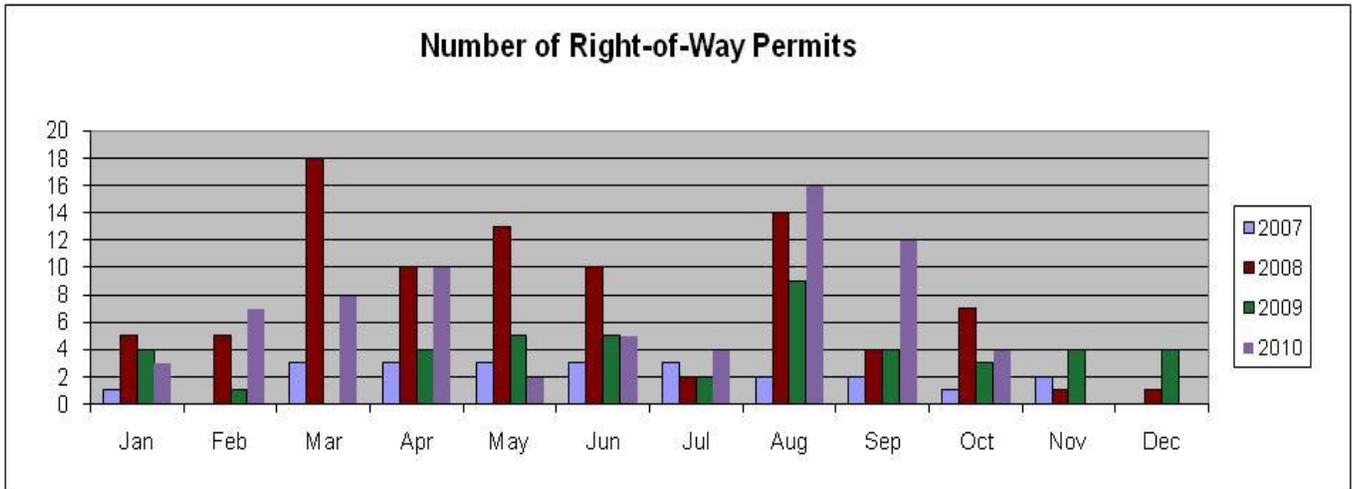
In October, the City received 14 sign permit applications with monthly revenue of \$5,054. YTD sign permit application activity is higher than the previous year, but YTD revenues are lower. YTD applications for 2010 are 139 compared to 128 issued for 2009. YTD revenues for 2010 are \$55,161 compared to \$88,966 for 2009. **There was one sign permit issued through Rapid Review Thursday (RRT) in October, with the average permit wait/processing time being 40 minutes. YTD average permit wait/processing time for RRT is 28 minutes.**



Location	Case Number	Date Received	Date Approved
6770 South Yosemite Street	SG-10-90093	10/01/2010	10/04/2010
683 South York Street	SG-10-90094	10/05/2010	10/06/2010
8243 South Holly Street	SG-10-90095	10/06/2010	10/12/2010
7201 South Fulton Street	SG-10-90096	10/06/2010	10/12/2010
12201 East Arapahoe Road	SG-10-90097	10/07/2010	10/07/2010
2350 East Arapahoe Road	SG-10-90098	10/08/2010	10/13/2010
15444 East Orchard Road	SG-10-90099	10/12/2010	10/13/2010
10440 East Arapahoe Road	SG-10-90100	10/12/2010	10/12/2010
6851 South Gaylord Street	SG-10-90101	10/13/2010	10/13/2010
6920 South Jordan Road	SG-10-90102	10/15/2010	10/22/2010
6721 South York Street	SG-10-90103	10/15/2010	10/20/2010
8261 South Holly	SG-10-90104	10/22/2010	10/22/2010
8242 South University Blvd.	SG-10-90105	10/26/2010	10/27/2010
8203 South Holly Street	SG-10-90106	10/27/2010	10/27/2010
6700 South Washington Street	SG-10-90107	10/28/2010	
Average Approval Time – Business Days			1.75 Days

Right-of-Way Permits

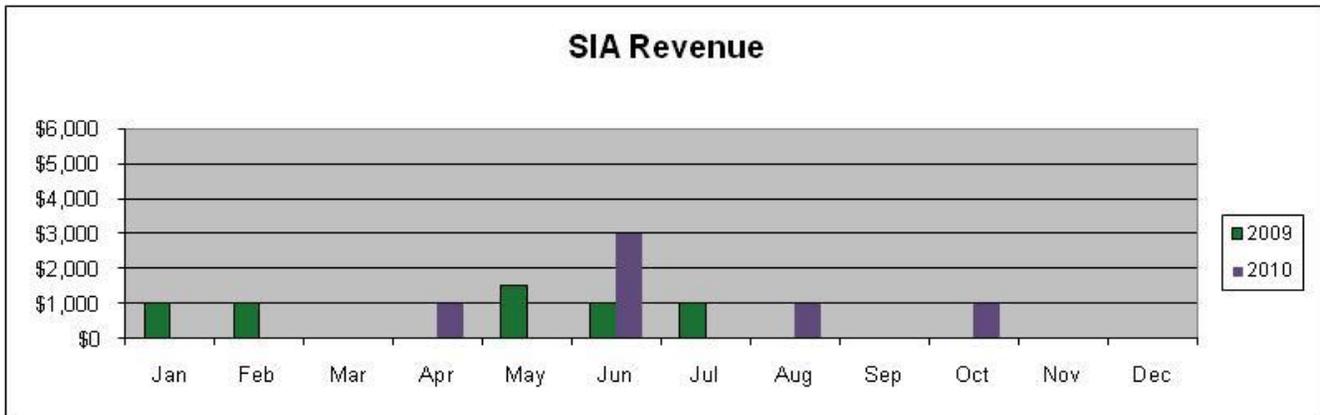
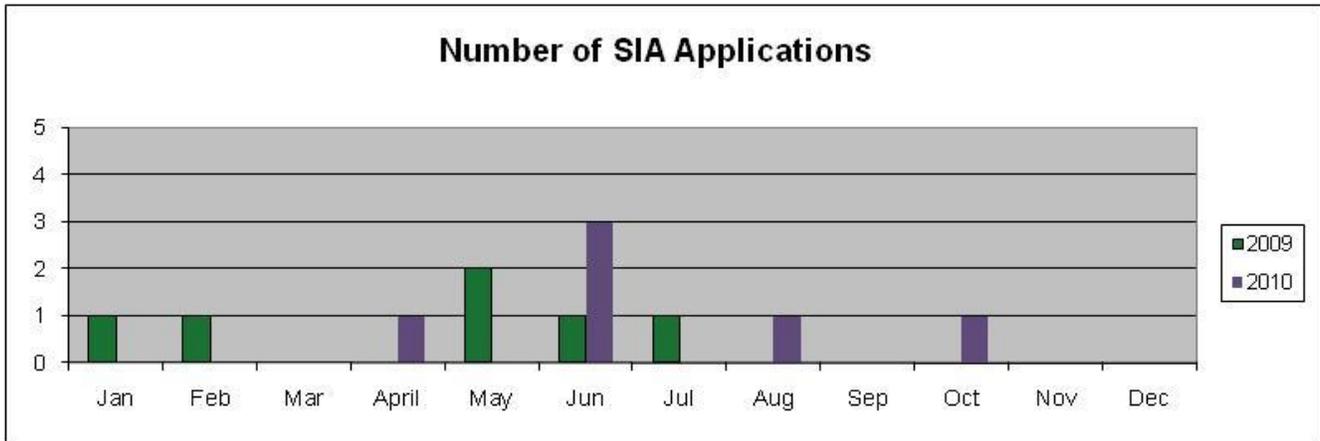
In October, the City received 4 right-of-way permit applications with monthly revenue of \$1,770. YTD right-of-way permit application activity is higher than the previous year and YTD revenues are higher. YTD applications for 2010 are 71 compared to 37 for 2009. YTD revenues for 2010 are \$17,958 compared to \$17,165 for 2009.



Location/Contractor	Permit Number	Date Received	Date Approved
Precise Striping, LLC/5100 S. Picadilly St.	LRW-10-40055	10/06/2010	10/18/2010
BT Construction/6435 S. Racine Circle	LRW-10-40056	10/06/2010	10/13/2010
Reservoir Rd @ Gibraltar St.	LRW-10-40057	10/07/2010	10/12/2010
Reservoir Rd @ Flanders Way	LRW-10-40058	10/07/2010	10/12/2010

Subdivision Improvement Agreements (SIA)

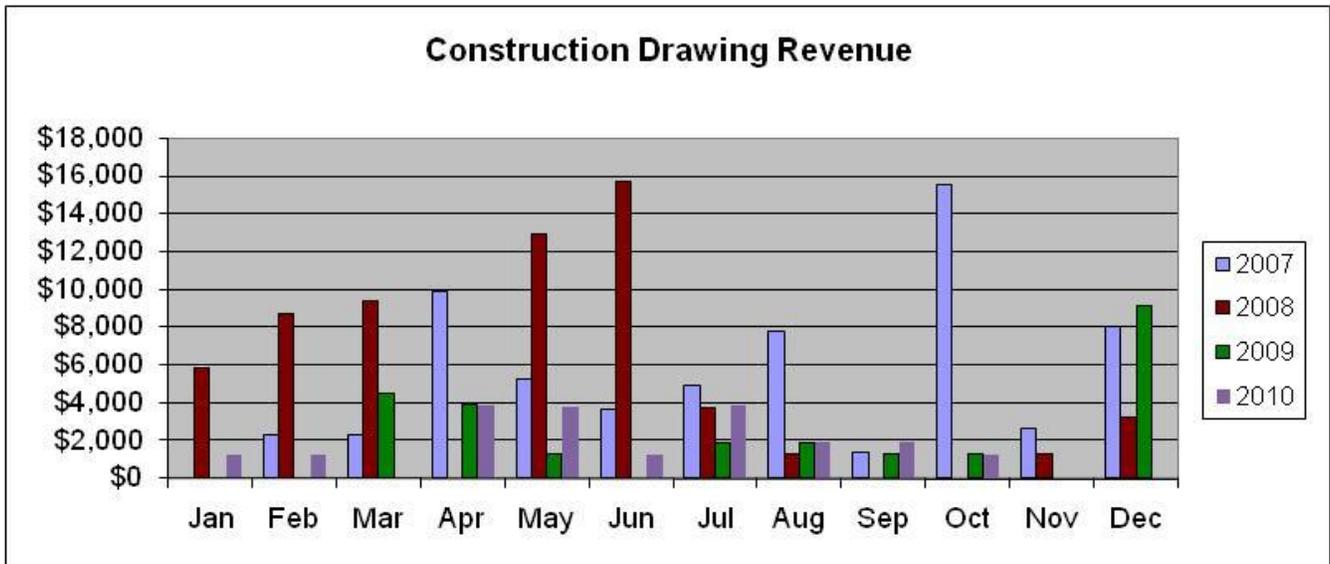
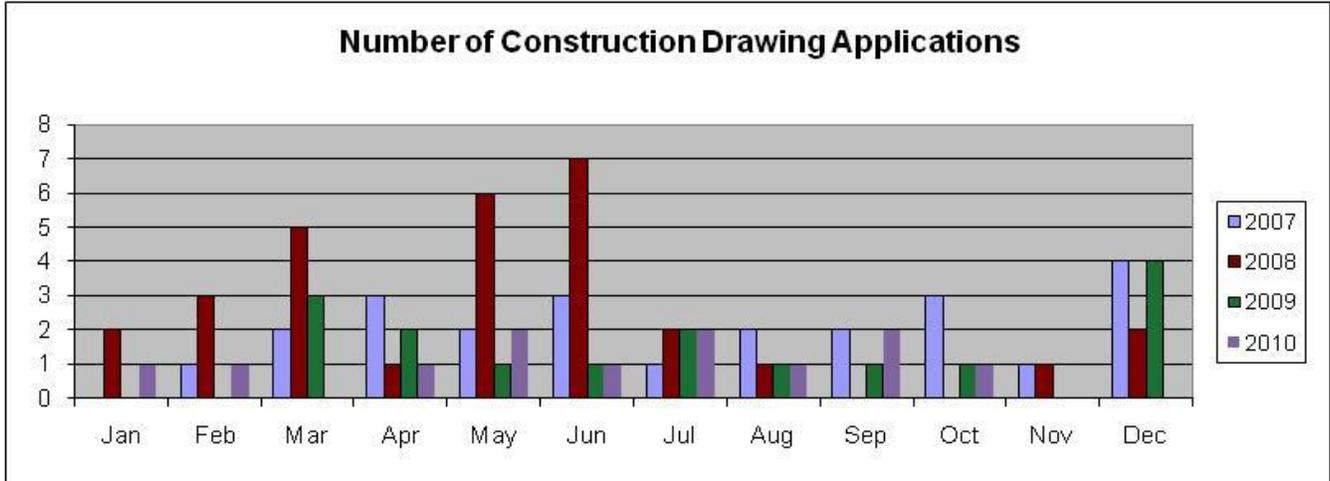
In October, the City received 1 SIA/PIA application compared to 0 in 2009. The monthly revenue of \$1,000 is greater than 2009 which was at \$0. YTD SIA applications for 2010 are 6 compared to 6 in 2009. YTD revenues for 2010 are \$6,000 compared to \$5,500 in 2009. We began tracking SIA's in 2009.



SIAs Submitted (October 2010)			
Description	Case Name	Case Number	Date Application Accepted
SIA	Goddard School Addition FDP	LU-10-00111	10/28/2010

Construction Drawings (CD)

In October, the City received 1 CD application with \$1,300 in monthly revenue. YTD CD permit application activity is equal to the previous year and YTD revenues are higher. YTD applications for 2010 are 12 compared to 12 for 2009. YTD revenues for 2010 are \$20,600 compared to \$16,100 for 2009. Two of the 12 CDs and \$3,900 of the \$20,600 is associated with Open Space.

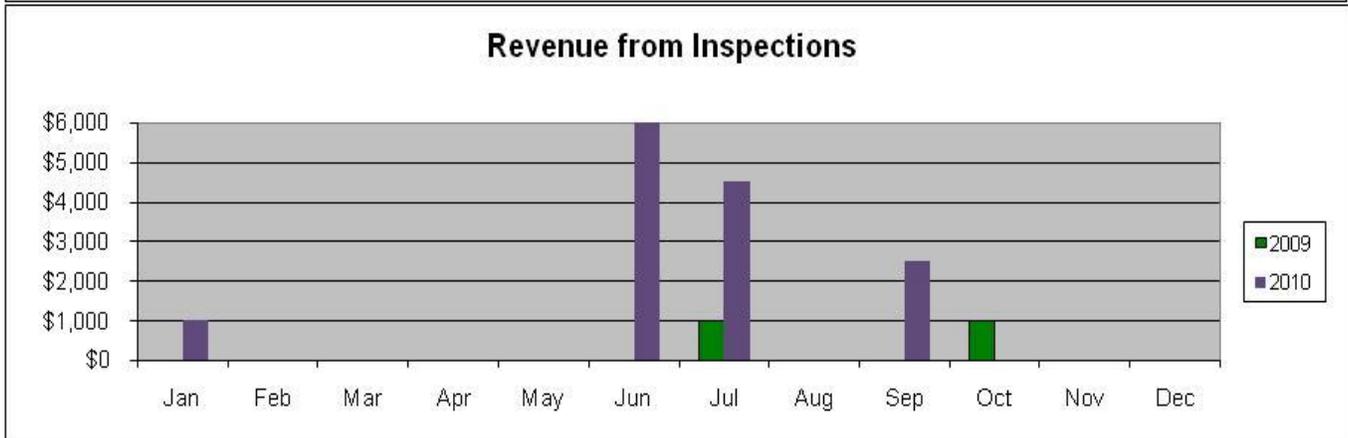


CDs Submitted (October 2010)			
Description	Case Name	Case Number	Date Application Accepted
CD	St. Thomas More Rectory	CD-10-00109	10/15/2010

The Engineering Division approved 1 CD in September.
SNC 10-00060 – IKEA Way

Infrastructure Inspections

In October 12 individual projects/sites were inspected and there was \$0 revenue collected. City staff spent a total of 89 hours performing these inspections compared to 96 hours in 2009. YTD revenue for 2010 is \$14,047 compared to \$2,000 in 2009. (\$6,047 of the \$14,047 is associated with IKEA.)



Infrastructure Inspections (October 2010)		
General Location	Case Name	Status
Arapahoe and University	Streets at Southglenn	Under Warranty
Parker Road and Arapahoe Road	Centennial Center Filing 2	Under Construction
Dry Creek & Eudora	Lifetime Fitness	Under Construction
Smoky Hill Road & Picadilly	Bridges @ Smoky Hill	Under Warranty
Otero Ave. & Dayton Street	IKEA	Under Construction
Broncos Parkway & Parker	Tagawa Access	Under Construction
Humbolt & Orchard Road	Orchard Estates	Under Construction
Broadway & Costilla	Vista Verde	Under Construction
University & Arapahoe Road	Trice Jeweler	Under Construction
Breakaway Sports	Arapahoe & Race	Under construction
County Line Road & Niagara	Foxridge VIII	Under Warranty
Smoky Hill & Buckley	Walgreens	Under Construction

Business Registration/Sales Tax License

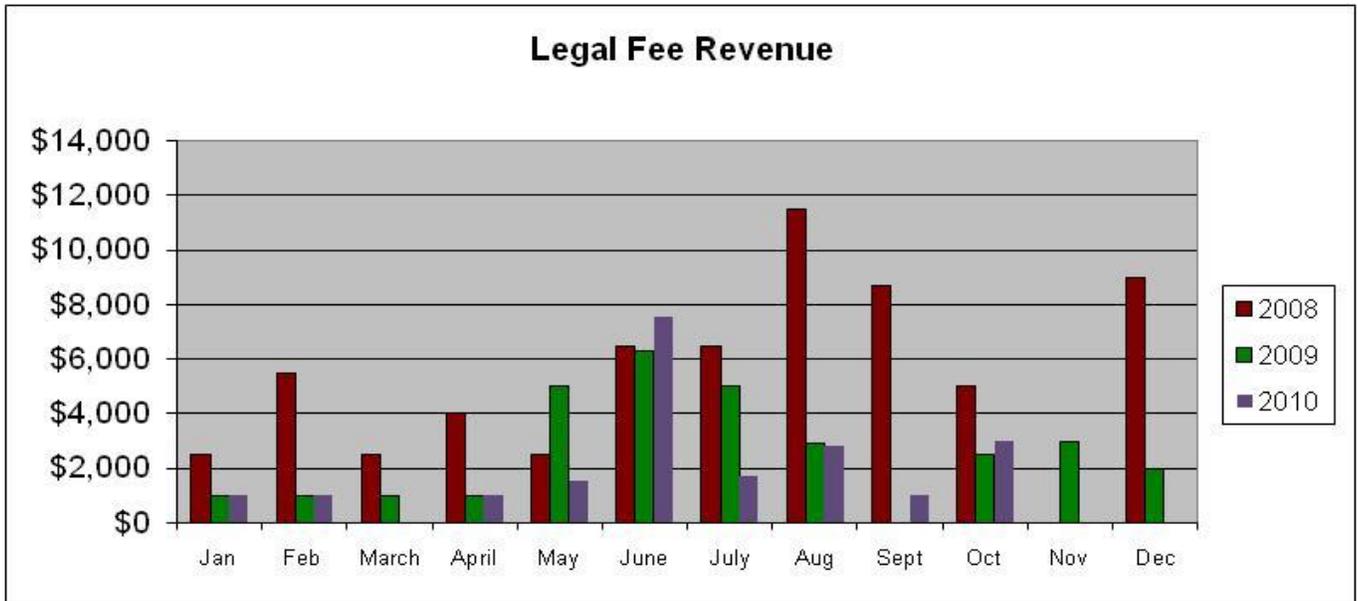
In October, a total of 20 business registration/sales tax license were issued. YTD totals are 237 compared to 0 in 2009. Current Planning Division started review of these in March of 2010. We average 5 days to process these applications.



Business Registration/Sales Tax License (October 2010)			
Case #	Case Name	Approved	Business Description
CEN 006855	Brew Bones, LLC	Pending	Direct Selling Establishment
CEN 006858	Protective Services Group, Inc.	Yes	Investigation & Security service
CEN 006861	University of Phoenix	Yes	Colleges, University & Professional Schools
CEN 006831	Loving Grace	No	Community Care Facility for the Elderly
CEN 006844	Nulli Secundus District	Pending	Direct Selling Establishment
CEN 004462	NCR, Inc.	Pending	Consumer Goods Rental
CEN 006848	American Monitoring Services	Yes	Investigation & Security Systems
CEN 006849	Scoza Art	Yes	Independent Artist, Writers & Performers
CEN 006851	Lit Club Operations	Yes	Other Amusement & Recreation Industries
CEN 006852	NCR	Pending	Consumer Goods Rental
CEN 006853	NCR	Pending	Consumer Goods Rental
CEN 006854	NCR	Pending	Consumer Goods Rental
CEN 006842	Welldyne, Inc.	Yes	Office Administrative Services
CEN 006843	H.S. Wholesale, Inc.	Yes	Office Administrative Services
CEN 006845	Welldyne, Inc.	Yes	Office Administrative Services
CEN-006868	Tangible Results	Yes	Personal Care Services
CEN-006869	Terra Coppa, LLC	Pending	Specialty Food Stores
CEN-006872	Arts and Crafts	Yes	Other general Merchandise Stores
CEN-006873	Menter Interior Design	Yes	Specialized Design Services
CEN-006877	South Tri Stores, LLC	Yes	Limited Service Eating Places

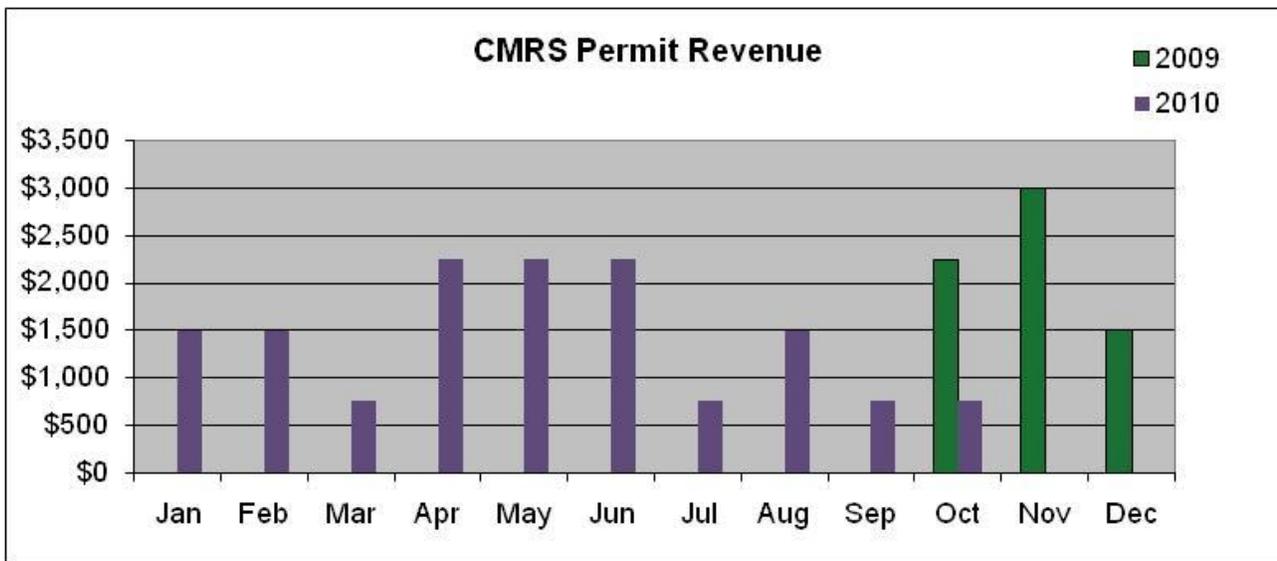
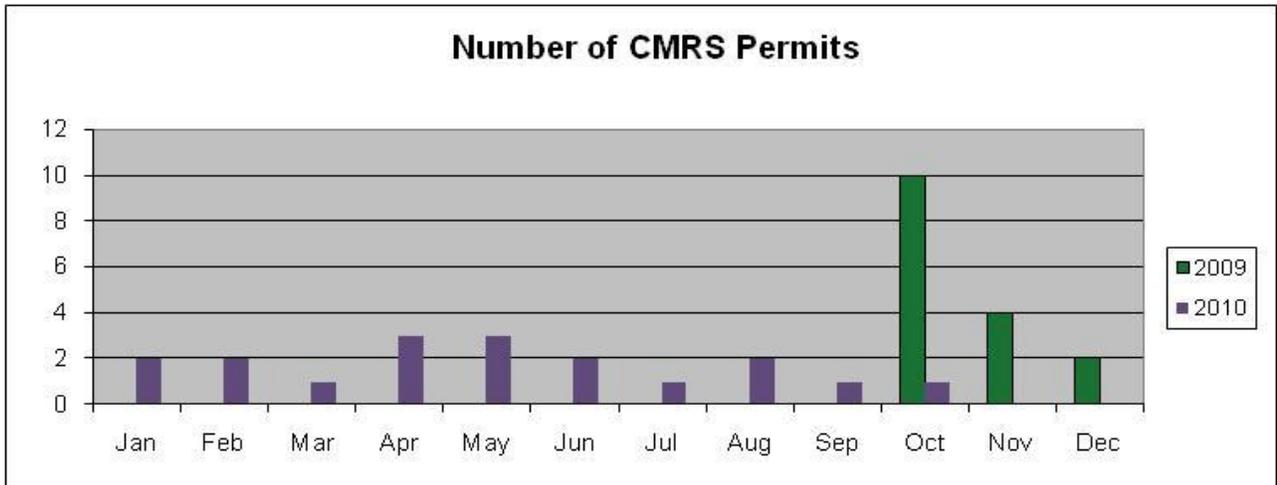
Legal Services

In October, a total of \$3,000 in revenue was received for legal services. YTD revenues for 2010 are \$20,476 compared to \$25,742 for 2009. Legal fees are collected to cover actual legal costs and do not impact the final budget in a negative or positive way.



CMRS Permits

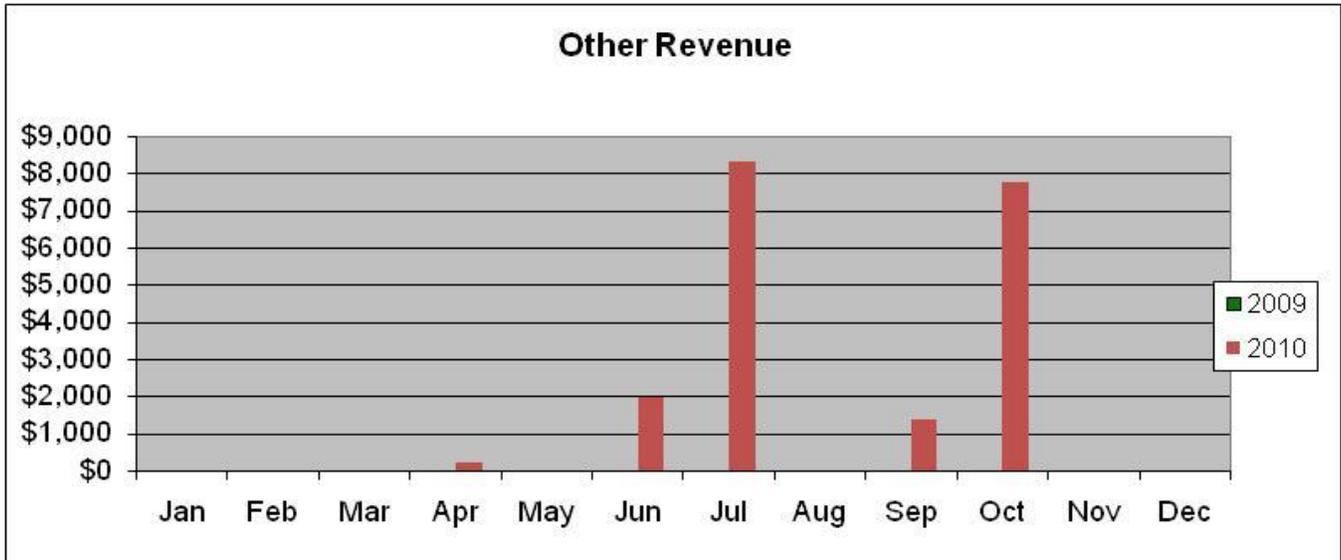
In October, we received 1 CMRS permit for \$750 in revenue. YTD revenues for 2010 are \$14,250, which is above the 2010 projected revenue of \$13,374 and above the 2009 revenue of \$2,250. CMRS permit tracking began in January 2009.



CMRS Permits (October 2010)		
Project or Location	Case Number	Date Received and Issued
6997 South University Blvd.	CMR-10-70012	10/15/2010

Other & Miscellaneous Fees

In October, we received \$7,759 revenue for other fees and miscellaneous. YTD revenues for 2010 are \$19,602, which is above the 2010 projected revenue of \$18,000 and above the 2009 revenue of \$0.



Note: Government grants of \$147,232 are expected and budgeted in 2010. This amount is budgeted under Land Use application revenue

City Work Orders

In October, Centennial Engineers worked on no CWOs. YTD value provided total is \$0.

CWOs Worked on by City (October 2010)		
Description	Hours	Value
	None	

The City has to outsource a specific aspect of reviews to an engineering consultant. In October, consultant time on CWOs totaled 0 hours at a cost of \$0. This is an additional cost to the City being paid for from the Land Use Fund. YTD costs total is \$0.

CWOs Worked on by Consultants (October 2010)		
Description	Hours	Fee
	None	

When Engineering Division spends time on Open Space Projects the hours are billed as revenue. This revenue will be reflected in the "Other & Miscellaneous Fees" section of this report.