

**Planning & Development Department  
Planning & Engineering Divisions  
Monthly Report for September 2009  
October 8, 2009**

#### Activity

- **Land Use Applications** – There was 1 application compared to 11 in 2008.
- **Pre-Submittal Applications** – There were 4 applications compared to 4 in 2008.
- **City Council** – City Council heard 3 land development projects compared to 0 in 2008.
- **Planning and Zoning Commission** – There were 2 projects heard compared to 2 in 2008.
- **Board of Adjustment** – There was 1 variance request heard compared to 1 in 2008.
- **Fence Permits** – There were a total of 27 applications compared to 13 in 2008. Average number of days to approve was 2 business days.
- **Sign Permits** – There were a total of 14 applications compared to 10 in 2008. Average number of days to approve was 2.6 business days.
- **Right-of-Way Permits** – There were 4 permits issued compared to 4 in 2008.
- **Subdivision Improvement Agreements** – There were no SIA's submitted.
- **Construction Drawings** – There was 1 CD application compared to 0 in 2008.
- **Infrastructure Inspection** – There were 14 individual projects/sites inspected this month. City staff spent a total of 81 hours performing these inspections.
- **CMRS Permits** – There were no permits issued.
- **Visitors** – There were 59 visitors; an average of 2.8 per work day.
- **Customer Surveys** – Surveys were received from Code Enforcement and Building clients. Overall the feedback has been positive. Staff will continue to make improvements based upon suggestions.

#### Revenue

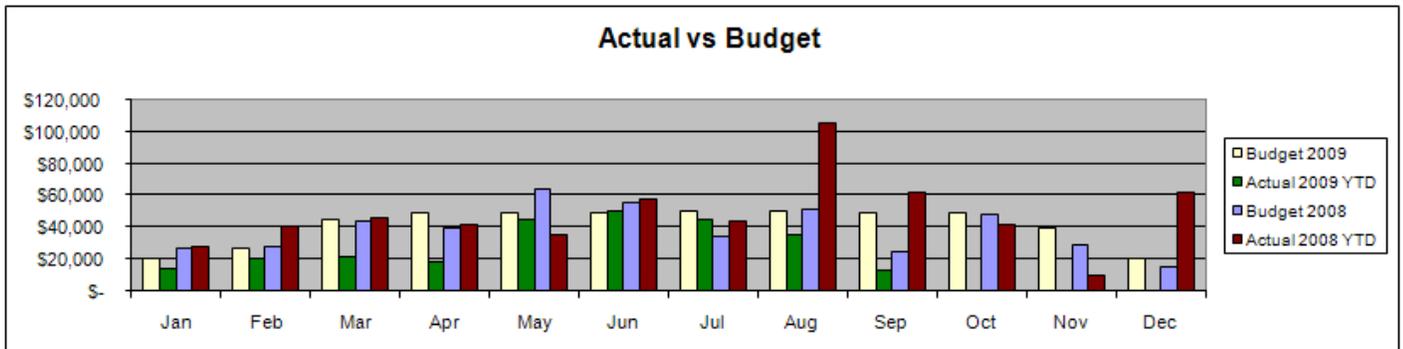
**Total revenue** – YTD \$259,878 in revenue has been collected, which is below the 2009 projected budget of \$386,303.

#### P & E Special Projects

- **Streets @ Southglenn** – The Planning & Engineering Divisions assumed responsibility of all remaining work at Streets @ Southglenn in August. Specific details of our involvement and progress are on page 18.
- **Innoprise** – Configuration of the software has been completed. Staff is focusing on data migration from existing systems to the Innoprise Software during the month of October.
- **Infrastructure Design and Construction Standards (Engineering Code)** – We continue to work on the draft of the code and continue towards the goal of a first quarter 2010 adoption.

## Total Revenue

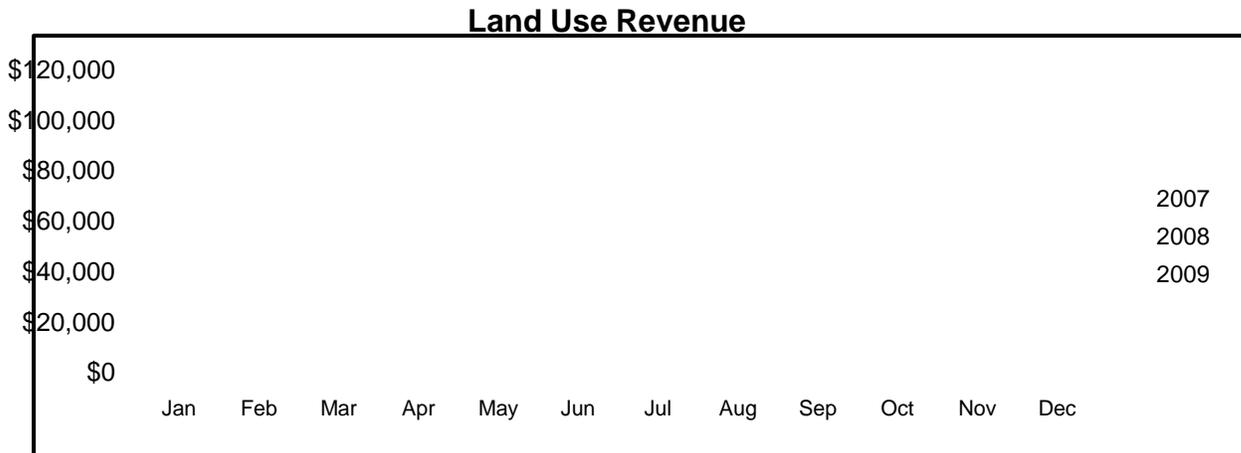
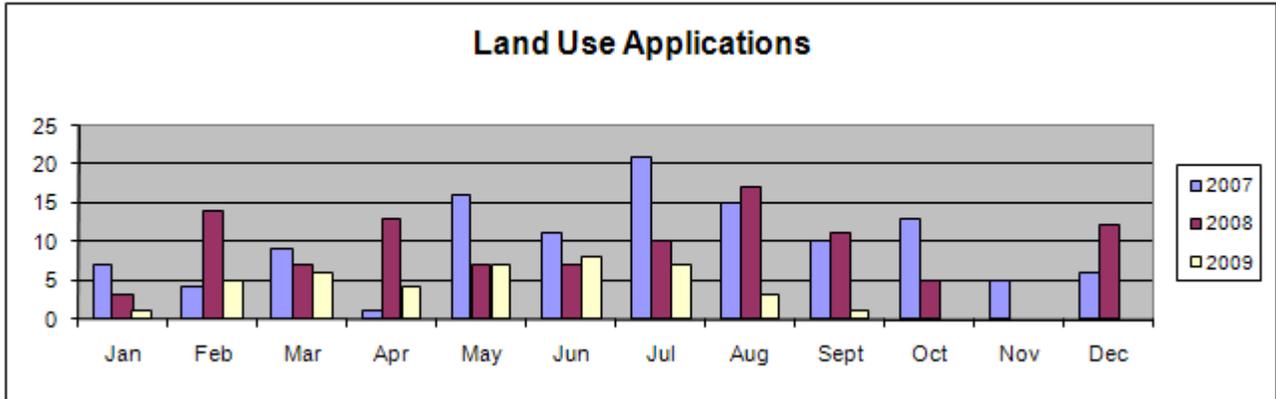
In September, the total revenue received was \$14,123. YTD, the Planning & Engineering revenues of \$259,878 are below the projected 2009 YTD budget of \$386,303.



- [Land Use Applications](#) – YTD \$102,764 in revenue has been collected, which is below the 2009 projected budget of \$184,000.
- [Fence Permits](#) – YTD \$16,769 in revenue has been collected, which is above the 2009 projected budget of \$7,750.
- [Sign Permits](#) – YTD \$79,313 in revenue has been collected, which is above the 2009 projected budget of \$30,000.
- [Right-of-Way Permits](#) – YTD \$16,490 in revenue has been collected, which is below the 2009 projected budget of \$44,900.
- [Subdivision Improvement Agreements](#) – YTD \$5,500 in revenue has been collected, which is below the 2009 projected budget of \$8,000.
- [Construction Drawings](#) – YTD \$14,800 in revenue has been collected, which is below the 2009 projected budget of \$53,250.
- [Infrastructure Inspection](#) – YTD \$1,000 in revenue has been collected, which is below the 2009 projected budget of \$11,000.
- [Legal Fees](#) – YTD \$23,242 in revenue has been collected, which is below the 2009 projected budget of \$41,400.
- [Other Fees](#) – No revenue has been collected YTD, which is below the 2009 projected budget of \$1,503.
- [CMRS Fees](#) – No revenue has been collected YTD, which is below the 2009 projected budget of \$4,500.

## Land Use Applications

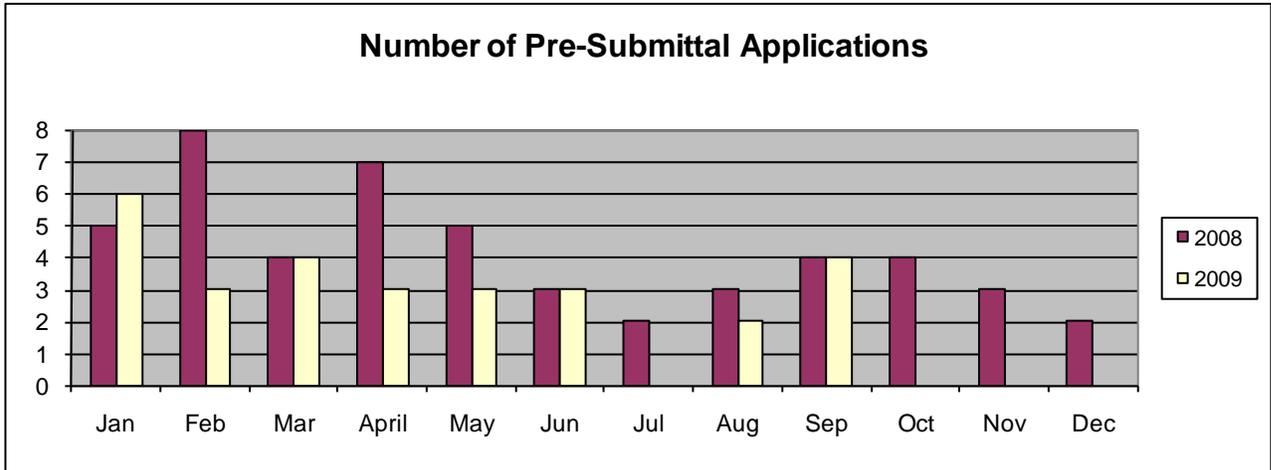
In September, the City received 1 land use application with no monthly revenue. YTD land use application activity is slower than the previous year and YTD revenues are lower. YTD applications for 2009 are 42 compared to 89 in 2008. YTD revenues for 2009 are \$102,824 compared to \$231,958 for 2008.



Land Use Applications Submitted (September 2009)		
Land Use Case Number	Project Name	Open Date
LU-0909-001	Piney Creek Village Annexation	9/14/2009

## Pre-Submittal Applications

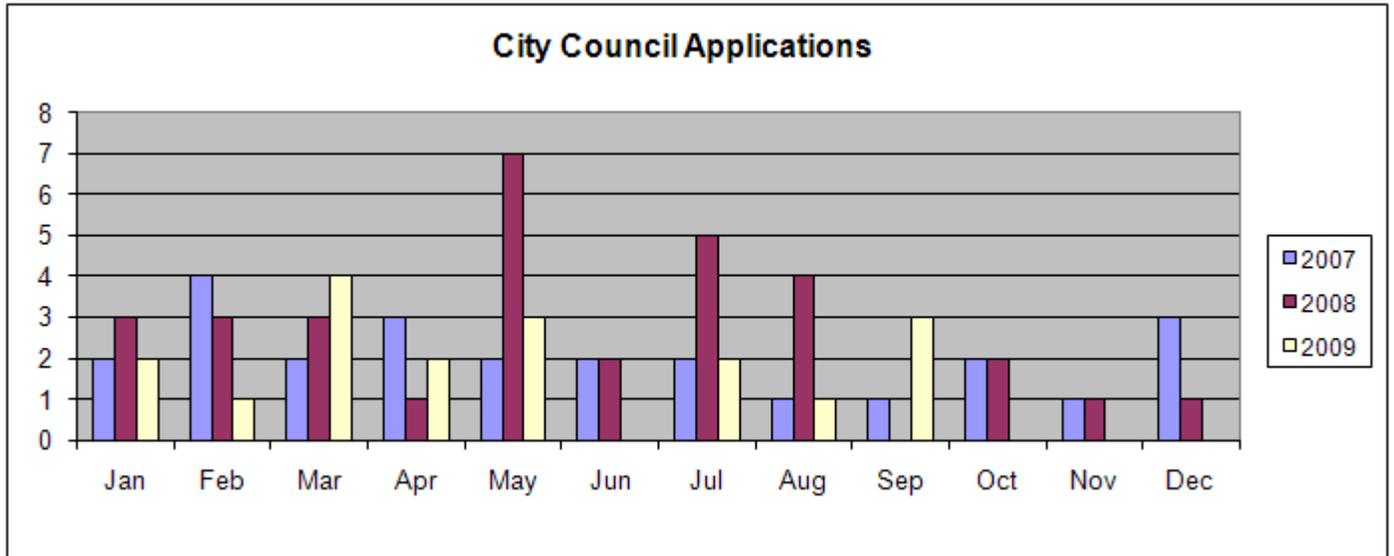
In September, the City received 4 pre-submittal applications. YTD pre-submittal activity is slower than the previous year. YTD total applications received for 2009 are 28 compared to 41 for 2008.



Pre-submittal Applications Submitted (August 2009)		
Pre-submittal Case Number	Project Name	Open Date
PS-0909-001	Bowling & Family Fun Center	9/4/2009
PS-0909-002	Oppenheimer Funds – Generator enclosure	9/4/2009
PS-0909-003	Homestead Office Park/Holly St Professional Center	9/11/2009
PS-0909-004	Smokey Hill Village Shopping Center Loaf n Jug	9/18/2009

## City Council

In September, City Council heard 3 development projects as compared to hearing 0 in 2008. YTD, City Council has heard 18 development projects as compared to 28 in 2008.

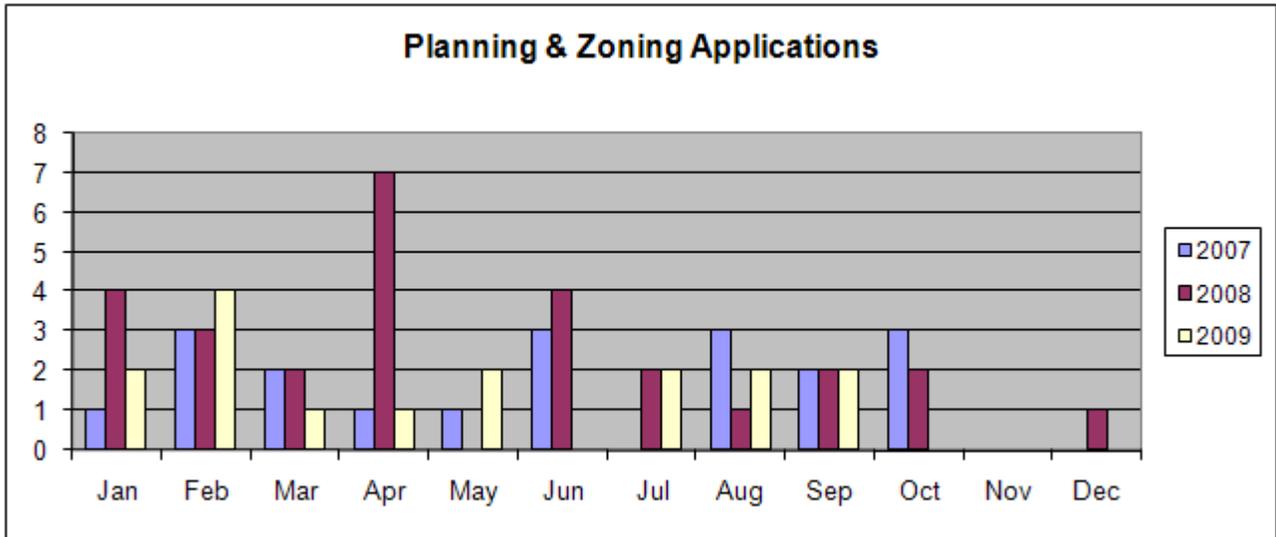


Land Development Projects Heard by City Council (September 2009)				
Description	Case Name	Case Number	Hearing Date	Action
Land Use	Development Permits LDC Amendment 1 <sup>st</sup> Reading	NA	9/14/2009	Approved
Land Use	Contractor Licensing RFP	NA	9/21/2009	Postponed until 2010
Land Use	Piney Creek Village Annexation	LU-0909-001	9/21/2009	Approved

Land Development Projects Scheduled for City Council (October 2009)			
Description	Case Name	Case Number	Hearing Date
Land Use	Development Permits LDC Amendment 2 <sup>nd</sup> Reading	NA	10/5/2009
Land Use	Bus Bench RFP Selection	NA	10/19/2009
Land Use	2 <sup>nd</sup> Amendment to the Potomac Park Business & Industrial Complex PDP	LU-0906-003	10/19/2009
Land Use	Hindu Temple & Cultural Center of the Rockies FDP	LU-0809-002	10/29/2009

## Planning & Zoning Commission

In September, the Planning & Zoning Commission heard 2 development projects as compared to hearing 2 in 2008. YTD, the Planning & Zoning Commission has heard 16 development projects as compared to 25 in 2008.

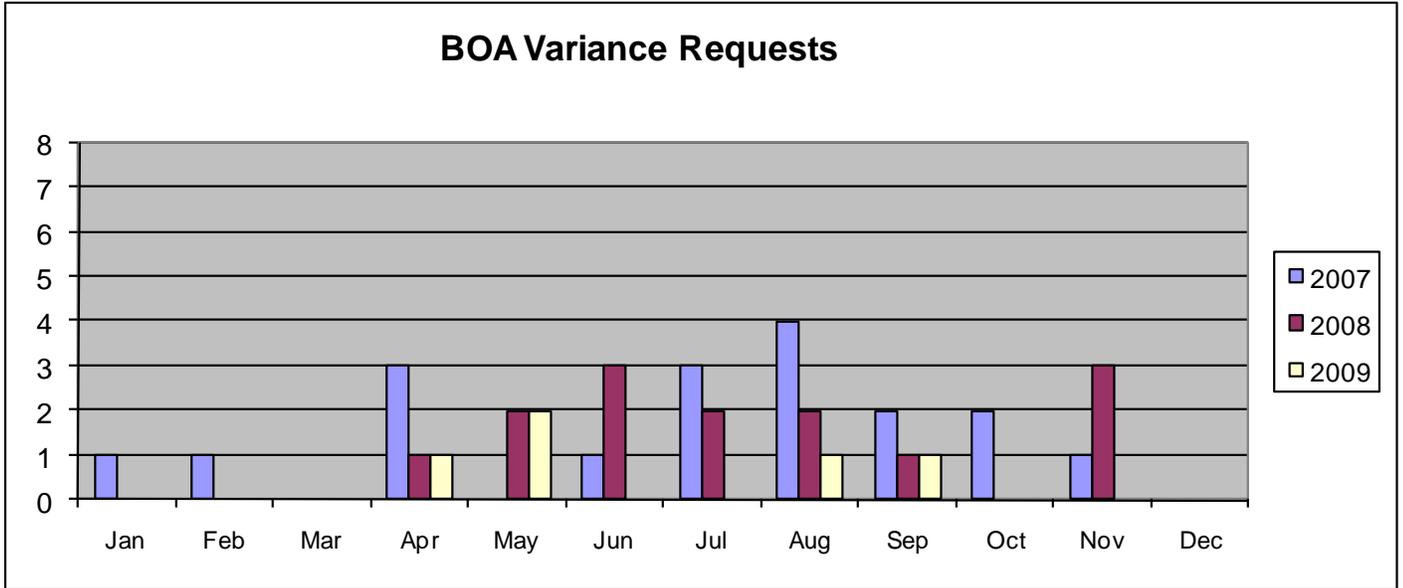


Land Development Projects Heard by PZ Commission (September 2009)				
Description	Case Name	Case Number	Hearing Date	Recommendation
Land Use	2 <sup>nd</sup> Amendment to the Potomac Park Business & Industrial Complex PDP	LU-0906-003	9/9/2009	Approved
Land Use	Hindu Temple & Cultural Center of the Rockies FDP	LU-0809-002	9/23/2009	Approved with Conditions

Land Development Projects Scheduled for PZ Commission (October 2009)			
Description	Case Name	Case Number	Hearing Date
Land Use	Century Highland Park PDP Amendment #1	LU-0906-008	10/14/2009
Land Use	Piney Creek Village Annexation	LU-0909-001	10/14/2009
Land Use	6 <sup>th</sup> Amendment to the Lincoln Executive Center PDP	LU-0906-002	10/14/2009
Land Use	Legacy Communications FDP	NA	10/28/2009

## Board of Adjustment

In September, the Board of Adjustment heard 1 variance request as compared to hearing 1 in 2008. YTD, the Board of Adjustment heard 5 variance requests as compared to 11 in 2008.

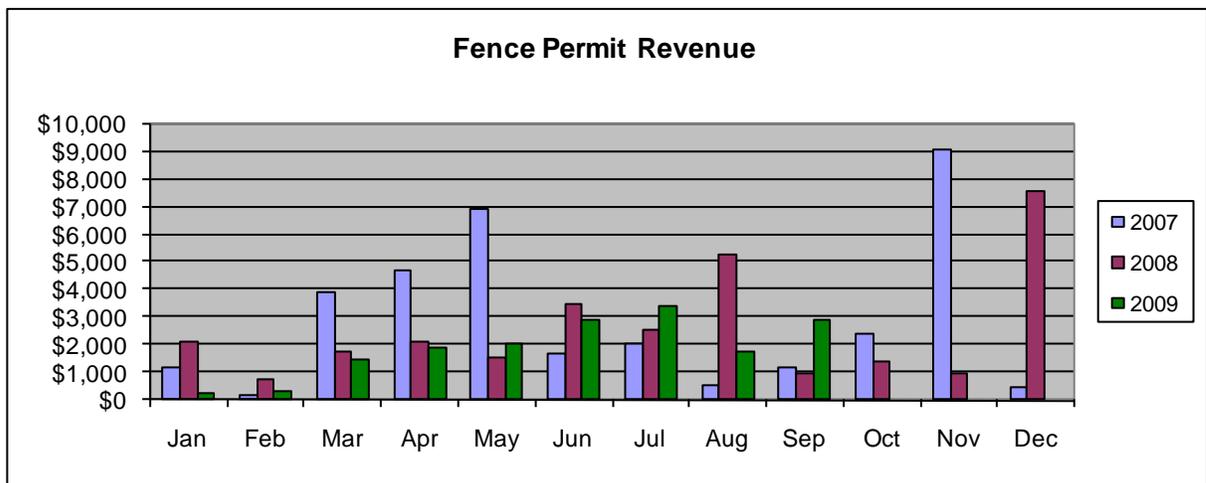
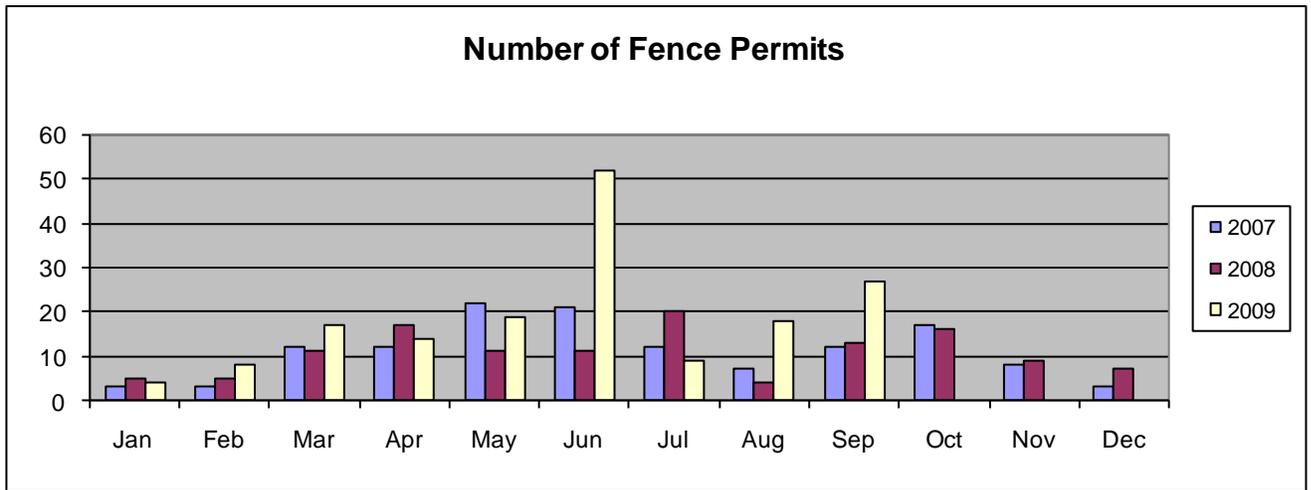


<b>Land Development Projects Heard by the Board of Adjustment (September 2009)</b>				
Description	Case Name	Case Number	Hearing Date	Action
BOA	Whaler Property – 7037 S. Madison	BA-0907-001	9/17/2009	Approved with Conditions

<b>Variance Requests Scheduled for the Board of Adjustment (October 2009)</b>			
Description	Case Name	Case Number	Hearing Date
BOA	None		

## Fence Permits

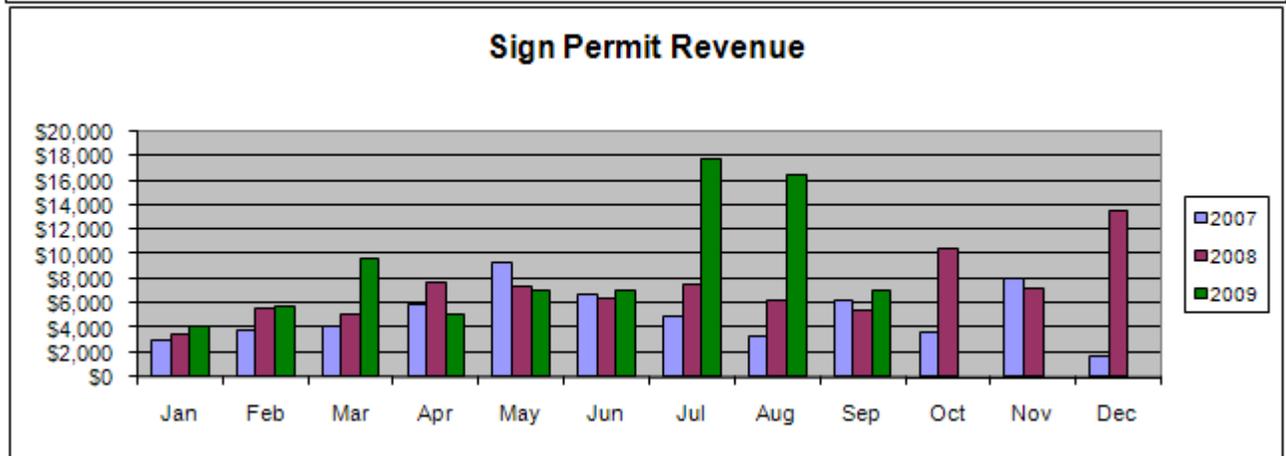
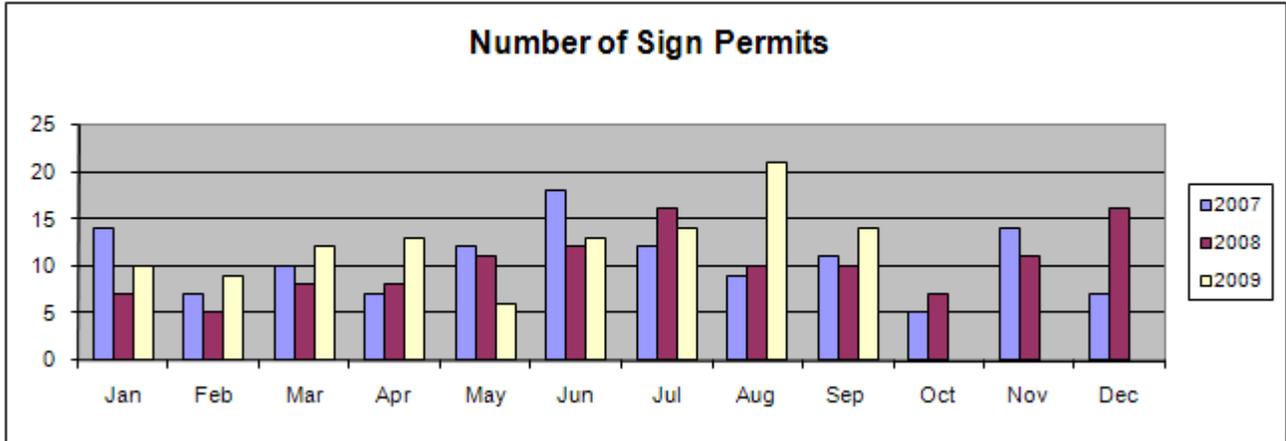
In September, the City received 27 fence permit applications with the monthly revenue of \$2,875. YTD fence permit application activity is higher than the previous year, but YTD revenues are lower due to smaller jobs with lower valuations. YTD applications for 2009 are 168 compared to 97 for 2008. YTD revenues for 2009 are \$16,769 compared to \$20,205 for 2008.



<b>Fence Permits Submitted (September 2009)</b>			
<b>Location</b>	<b>Case Number</b>	<b>Date Received</b>	<b>Date Approved</b>
8147 South Franklin Court	FE-0909-001	9/1/2009	9/1/2009
Arapahoe Highlands Perimeter F	FE-0909-002	9/2/2009	9/2/2009
1406 East Irish Lane	FE-0909-003	9/2/2009	9/2/2009
1407 East Irwin Lane	FE-0909-004	9/2/2009	9/2/2009
1408 East Irwin Lane	FE-0909-005	9/2/2009	9/2/2009
1409 East Kettle Avenue	FE-0909-006	9/2/2009	9/2/2009
1418 East Irwin Lane	FE-0909-007	9/2/2009	9/2/2009
1449 East Irwin Lane	FE-0909-008	9/2/2009	9/2/2009
1458 East Irwin Lane	FE-0909-009	9/2/2009	9/2/2009
1419 East Kettle Avenue	FE-0909-010	9/2/2009	9/2/2009
1429 East Kettle Avenue	FE-0909-011	9/2/2009	9/2/2009
1439 East Kettle Avenue	FE-0909-012	9/2/2009	9/2/2009
1449 East Kettle Avenue	FE-0909-013	9/2/2009	9/2/2009
1478 East Irwin Lane	FE-0909-014	9/2/2009	9/2/2009
1488 East Irwin Lane	FE-0909-015	9/2/2009	9/2/2009
1498 East Irwin Lane	FE-0909-016	9/2/2009	9/2/2009
1428 East Irwin Lane	FE-0909-017	9/2/2009	9/2/2009
2936 East Nichols Circle	FE-0909-018	9/2/2009	9/10/2009
2834 East Nichols Circle	FE-0909-019	9/2/2009	9/10/2009
2804 East Nichols Circle	FE-0909-020	9/2/2009	9/10/2009
7386 South Lafayette Circle West	FE-0909-021	9/3/2009	9/10/2009
2719 East Fremont Place	FE-0909-022	9/4/2009	9/10/2009
6534 Potomac Court	FE-0909-023	9/14/2009	9/16/2009
6544 South Potomac Court	FE-0909-024	9/14/2009	9/16/2009
6596 South Kit Carson Street	FE-0909-025	9/15/2009	9/16/2009
6740 South Albion Way	FE-0909-026	9/15/2009	9/17/2009
17096 East Dorado Circle	FE-0909-027	9/25/2009	9/29/2009
<b>Average Approval Time – Business Days</b>			<b>2 Days</b>

## Sign Permits

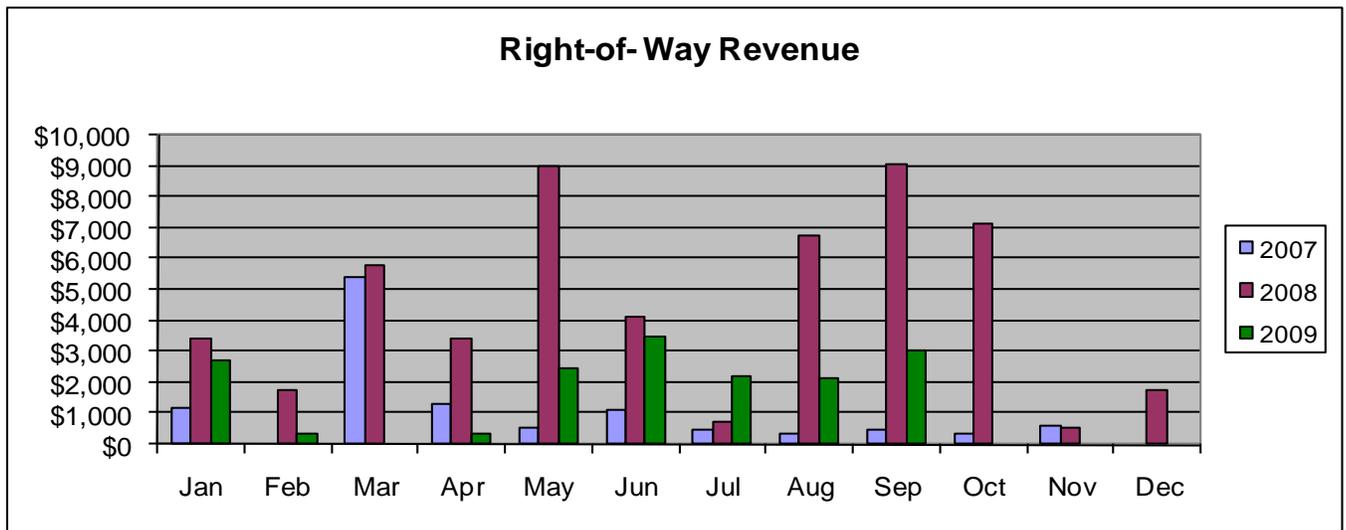
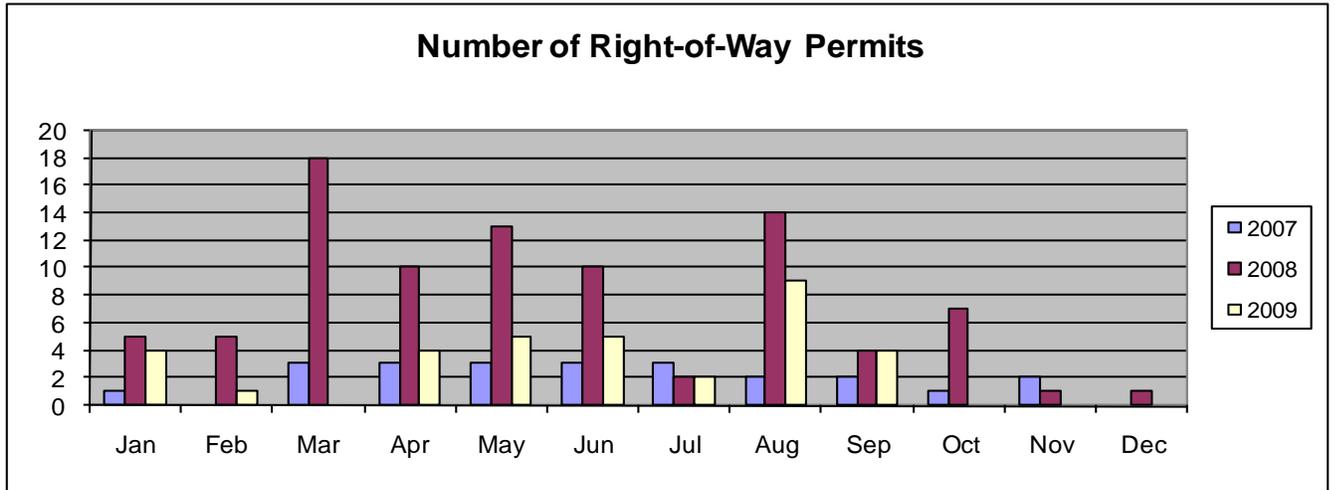
In September, the City received 14 sign permit applications with the monthly revenue of \$6,937. YTD sign permit application activity is higher than the previous year, and YTD revenues are higher. YTD applications for 2009 are 112 compared to 87 for 2008. YTD revenues for 2009 are \$79,313 compared to \$54,105 for 2008.



Location	Case Number	Date Received	Date Approved
6879 South Vine	SG-0909-001	9/1/2009	9/2/2009
7490 South University Boulevard	SG-0909-002	9/4/2009	9/18/2009
20239 East Smoky Hill Road, Suite C	SG-0909-003	9/4/2009	9/10/2009
15035 East Hinsdale Road, Bldg B	SG-0909-004	9/9/2009	9/10/2009
8237 South Holly Street	SG-0909-005	9/10/2009	9/10/2009
7593 South University Boulevard	SG-0909-006	9/10/2009	9/16/2009
Walnut Hills – Various	SG-0909-007	9/16/2009	9/16/2009
5616 South Gibraltar Way, Suite F	SG-0909-008	9/22/2009	9/23/2009
7300 East Arapahoe Road	SG-0909-009	9/22/2009	9/22/2009
7300 East Arapahoe Road	SG-0909-010	9/22/2009	9/29/2009
45105 Reservoir Road, Unit C	SG-0909-011	9/24/2009	9/29/2009
8237 South Holly Street, Unit A	SG-0909-012	9/25/2009	9/29/2009
9359 East Nichols Avenue	SG-0909-013	9/29/2009	9/2/009
4550 South Reservoir Road, Unit E	SG-0909-014	9/29/2009	10/2/2009
<b>Average Approval Time – Business Days</b>			<b>2.64 Days</b>

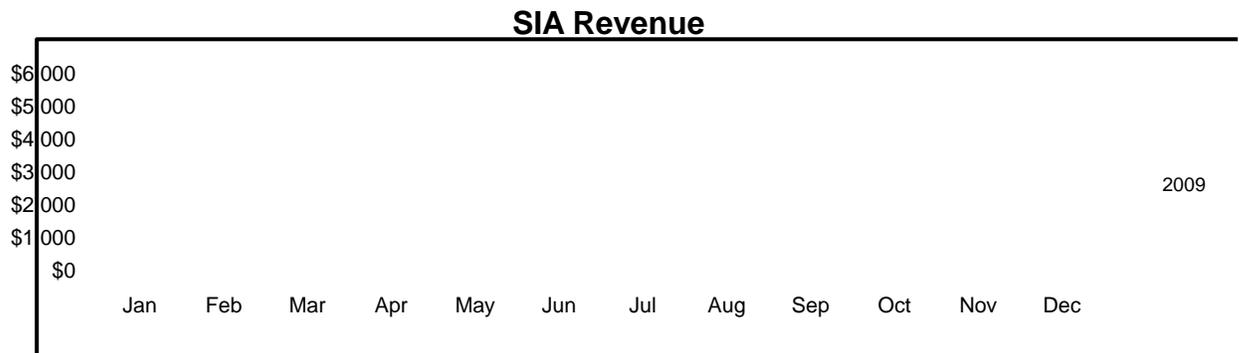
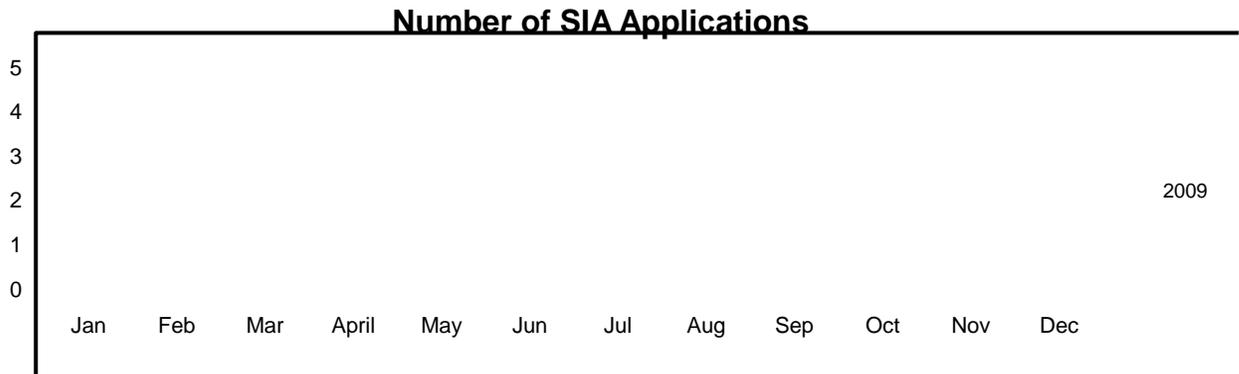
## Right-of-Way Permits

In September, the City received 4 right-of-way permit applications with the monthly revenue of \$3,011. YTD right-of-way permit application activity is slower than the previous year and YTD revenues are lower. YTD applications for 2009 are 34 compared to 81 for 2008. YTD revenues for 2009 are \$16,490 compared to \$43,794 for 2008.



## Subdivision Improvement Agreements (SIA)

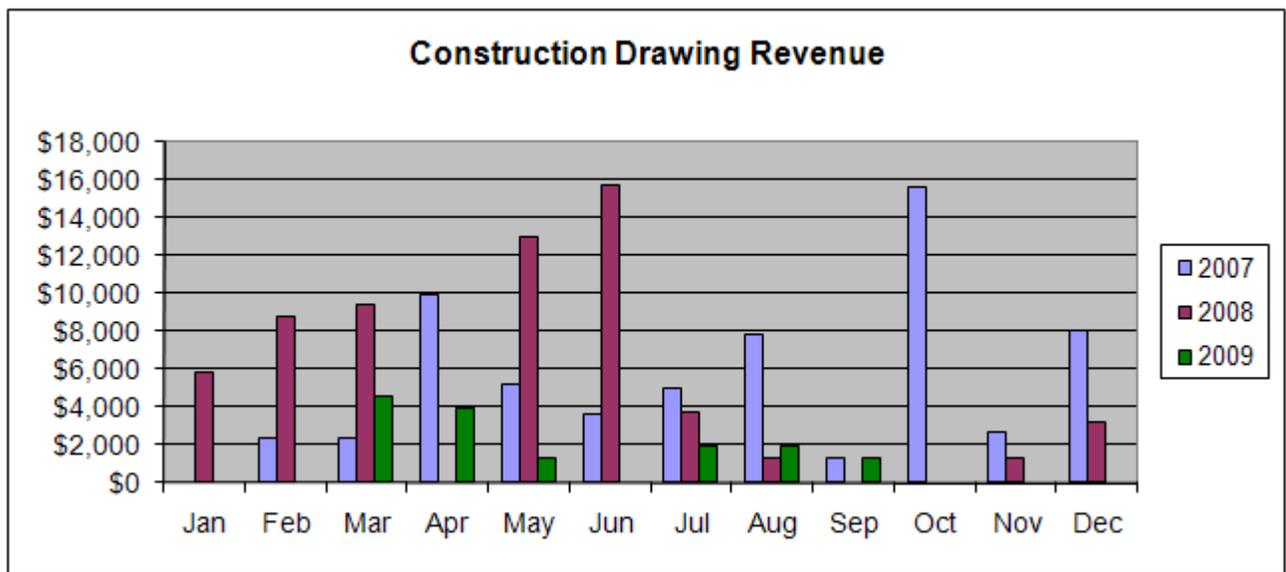
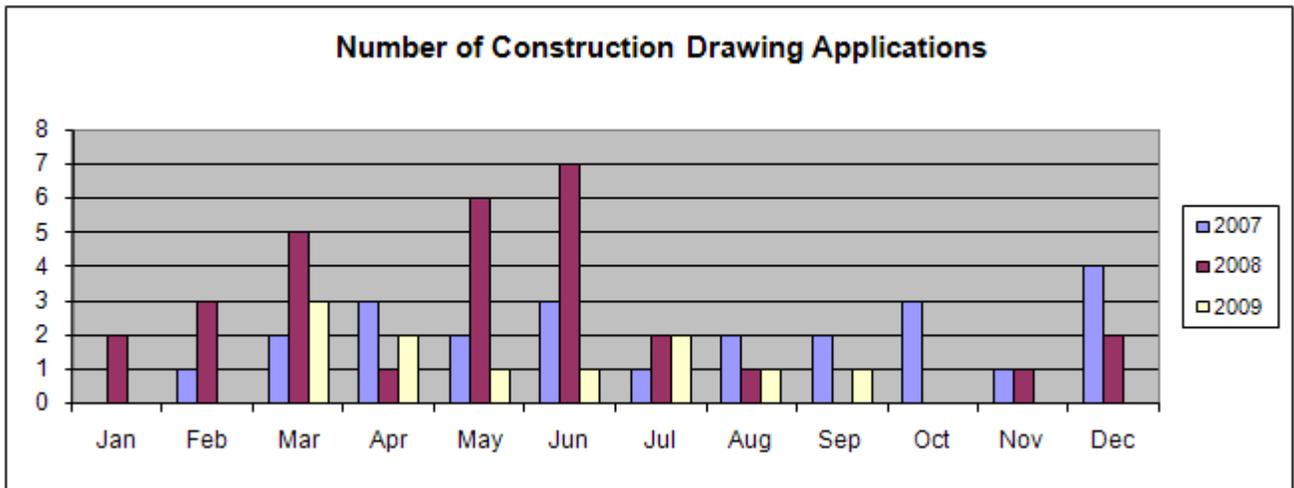
In September, the City did not receive any SIA applications with the monthly revenue of \$0. YTD SIA applications for 2009 are 6 and YTD revenues for 2009 are \$5,500. Tracking of SIAs began in January 2009.



SIAs Submitted (September 2009)			
Description	Case Name	Case Number	Date Application Accepted
SIA	None		

## Construction Drawings (CD)

In September, the City received 1 CD application with \$1,300 in monthly revenue. YTD CD permit application activity is slower than the previous year and YTD revenues are lower. YTD applications for 2009 are 11 compared to 27 for 2008. YTD revenues for 2009 are \$14,800 compared to \$57,500 for 2008.

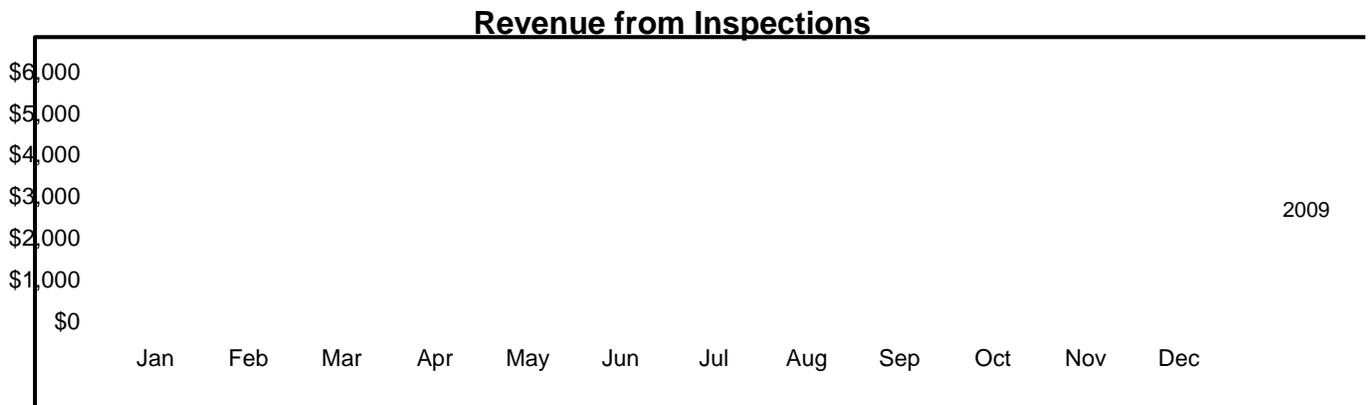
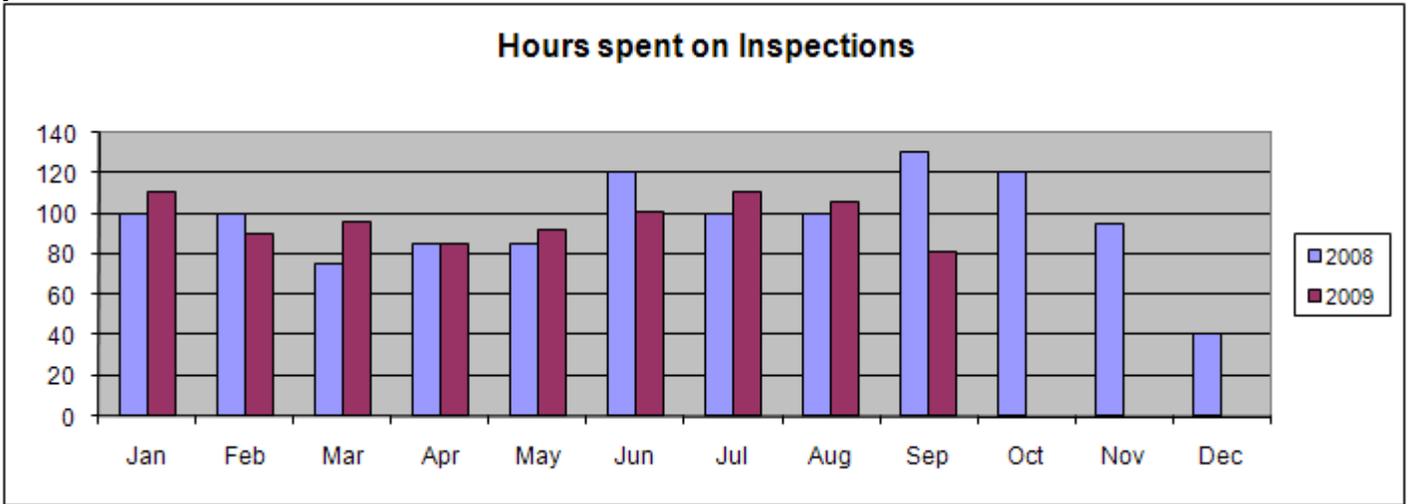


CDs Submitted (September 2009)			
Description	Case Name	Case Number	Date Application Accepted
CD	Centennial Center Filing No 1 Phase 2 Improvements	CD-0909-001	9/1/2009

The Engineering Division approved no CD's in September.

## Infrastructure Inspections

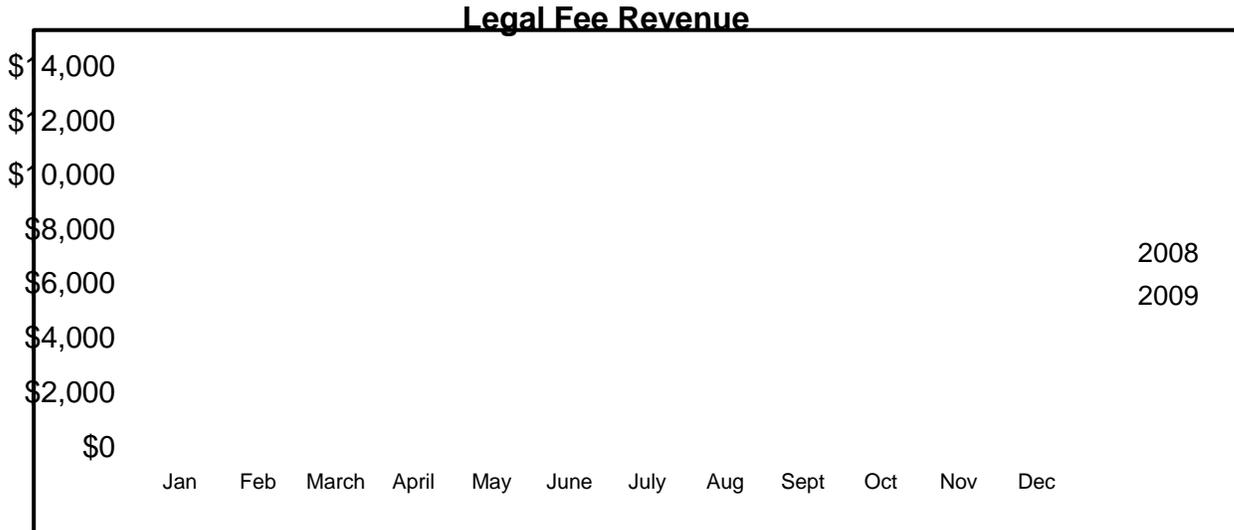
In September, 14 individual projects/sites were inspected. City staff spent a total of 81 hours performing these inspections. YTD revenues for 2009 are \$1,000. Inspection fees began this year.



Infrastructure Inspections (September 2009)		
General Location	Case Name	Status
Jordan and Arapahoe	Arapahoe Commons	Under Warranty
Parker and Lewiston	Lazy Hills	Under Warranty
Easter and Lima	East Lima Subdivision	Under Construction
Arapahoe and University	Streets at SouthGlenn	Under Construction
Arapahoe and Potomac	Village at Centennial	Under Warranty
Nome and Peakview	The Wyndham	Under Construction
Parker Road and Arapahoe Road	Centennial Center	Under Construction
Chester & County Line	Ethan Allen	Under Warranty
Potomac & Fremont	Comcast	Under Warranty
Vine & Arapahoe Road	American National Bank	Under Warranty
Paris & Briarwood	The Ridge	Under Construction
Costilla & South Holly	Our Father Lutheran	Under Warranty
Smoky Hill & Picadilly	Sprouts	Under Warranty
Arapahoe Road & Helena	Redstone Bank	Under Construction

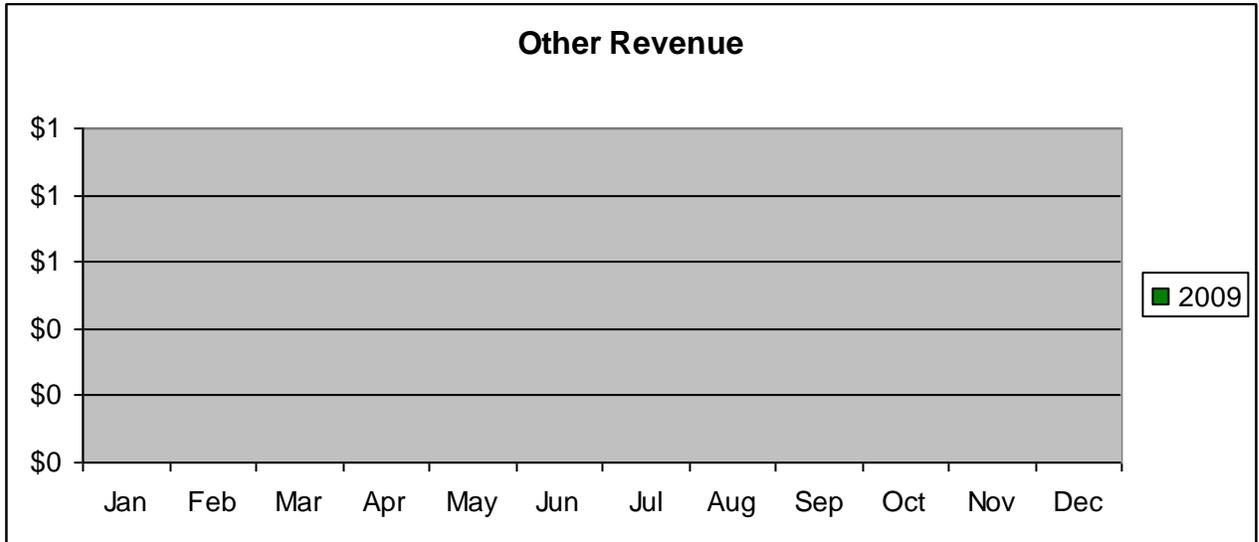
# Legal Services

In September, a total of \$0 in revenue was received for legal services. YTD revenues for 2009 are \$23,242 compared to \$50,214 for 2008, which reflects the slower application activity this year. Legal fees are collected to cover actual legal costs and don't impact the final budget in a negative or positive way.



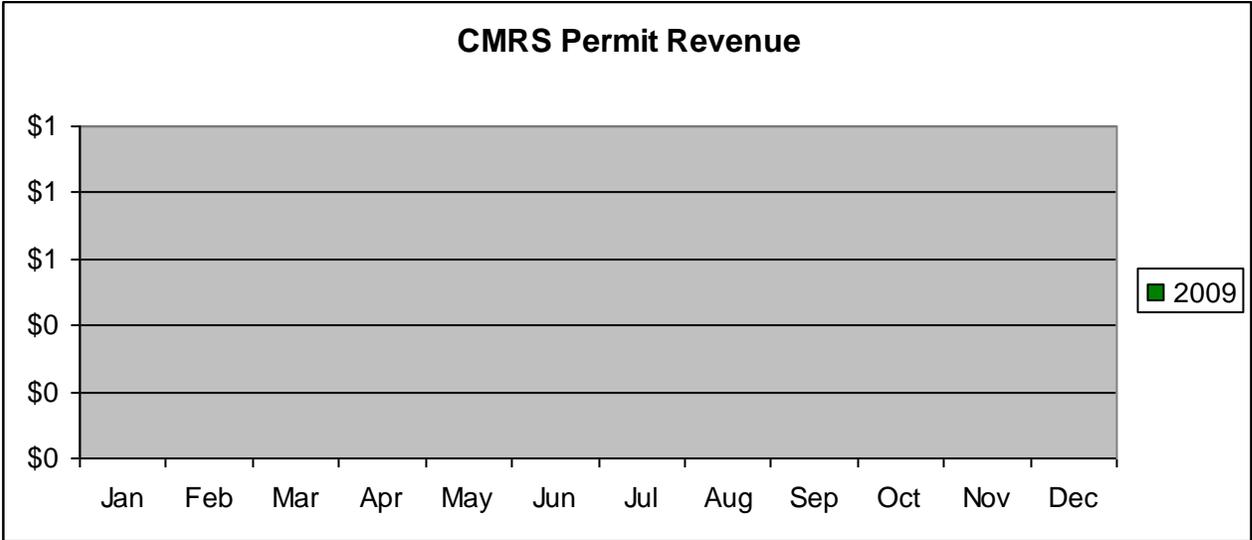
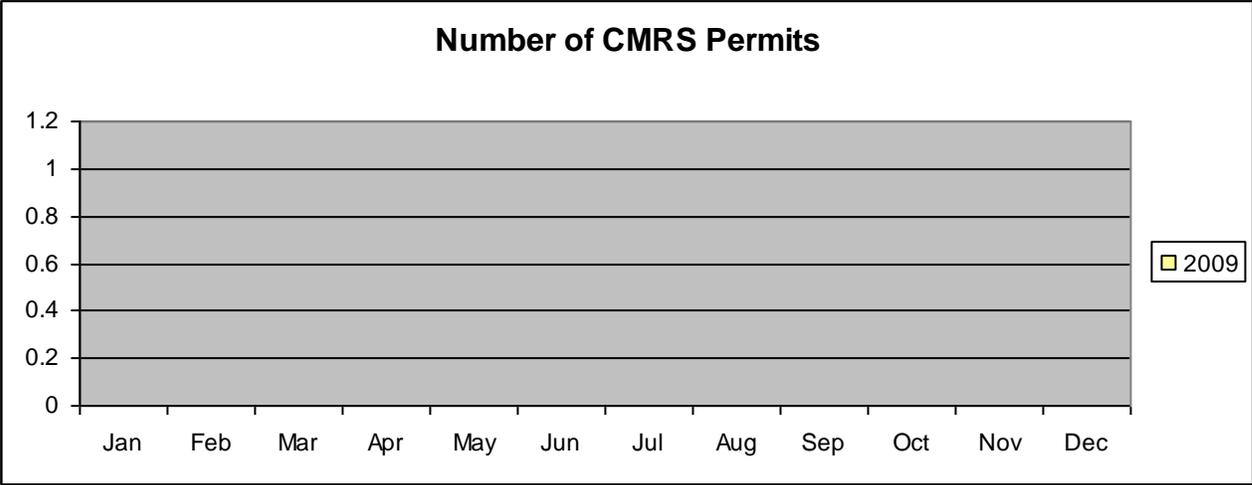
## Other Fees

In September, no revenue was received for Other Fees. YTD revenues for 2009 are \$0, which is below the 2009 projected revenue of \$1,503. Other fee tracking began in January 2009.



# CMRS Permits

In September, no revenue was received for CMRS permits. YTD revenues for 2009 are \$0, which is below the 2009 projected revenue of \$4,500. CMRS permit tracking began in January 2009.



CMRS Permits (September 2009)		
Project or Location	Case Number	Date Received and Issued
None		

## City Work Orders

In September, Centennial Engineers did not work on any CWOs. YTD value provided total is \$901.

CWOs Worked on by City (September 2009)		
Description	Hours	Value
	None	

The City has to outsource a specific aspect of reviews to an engineering consultant. In September, 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 \$7,167.

CWOs Worked on by Consultants (September 2009)		
Description	Hours	Fee
	None	

### Streets @ Southglenn update:

Planning and Engineering staff continues to assist Alberta with finish out weekly punch- lists. The next major opening will be the theater in the latter part of November of 2009. We continue to work with Alberta on the remaining units under construction. Alberta and South Arapahoe Water and Sanitation District are working to get all of the buildings at Southglenn approved for sanitary connections.

Derek Holcomb finalized Administrative Revisions to several ASP's in the month of September, including the high visibility corner (Block 9) and 24 Hour Fitness. He completed several walkthroughs of the site to narrow down the punch-list of remaining outstanding items to be completed, such as missing cross-walks, unfinished landscaping, and missing pedestrian amenities.

Britton Thomas has reviewed the ASP pertaining to the Grading Revision to the Verizon pad site and this has been approved and is under construction.

Mr. Holcomb is working on an MDP Amendment for overall signage criteria, which includes the incorporation of new signage type to meet the needs of individual tenants, and signage criteria for the Kiosks near the movie theatre.

Marvin Sytsma continues to coordinate with CDOT on permits and inspections, making joint inspections with the chief Building Official and Littleton Fire Rescue.