

Community Development

About Community Development

The Community Development Department provides service to the community in planning, code enforcement, zoning administration, economic development, redevelopment, building and housing inspections. This department also serves the Planning Commission, the Board of Adjustment, Building Code Advisory Committee, the Wheat Ridge Housing Authority (WRHA), the City Council and ad hoc task forces established for specific projects.



2010 Budget Highlights

- Implement priority recommendations of "Envision Wheat Ridge"
- Building Division refinements
- Develop market-based subarea plan for 38th Ave., Sheridan to Wadsworth
- Develop Economic Development Strategy
- Town Center redevelopment
- Zoning Code Amendments



Community Development

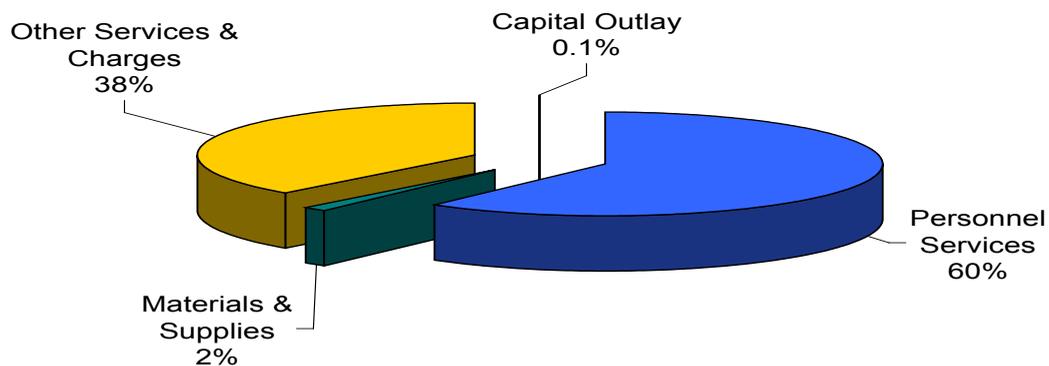
Staffing and Financial Summary

| | 2007 Authorized | 2008 Authorized | 2009 Authorized | 2010 Authorized |
|----------------------|--------------------|--------------------|--------------------|--------------------|
| Administration | 2 | 2 | 2 | 2 |
| Economic Development | 0 | 1 | 1 | 1 |
| Planning | 4 | 4 | 3 | 3 |
| Building | 4 | 4 | 5 | 5 |
| Long Range Planning | 0 | 0 | 1 | 1 |
| TOTAL | 10 | 11 | 12 | 12 |

Property Inspector in Building Division is funded out of the Crime Prevention Fund

| | 2008 Actual | 2009 Adjusted | 2009 Estimated | 2010 Adopted |
|--------------------------|--------------------|--------------------|--------------------|--------------------|
| Personnel Services | \$712,338 | \$808,575 | \$788,058 | \$788,940 |
| Materials & Supplies | \$24,422 | \$32,082 | \$15,970 | \$20,405 |
| Other Services & Charges | \$1,993,616 | \$1,157,886 | \$1,106,520 | \$493,702 |
| Capital Outlay | \$6,525 | \$1,000 | \$0 | \$1,000 |
| TOTAL | \$2,736,901 | \$1,999,543 | \$1,910,548 | \$1,304,047 |

Total 2010 Budget by Object

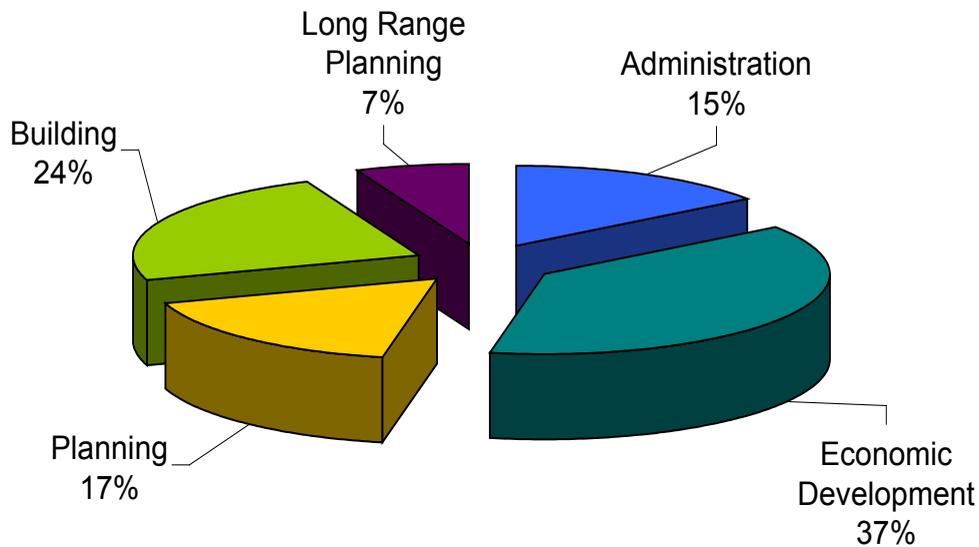


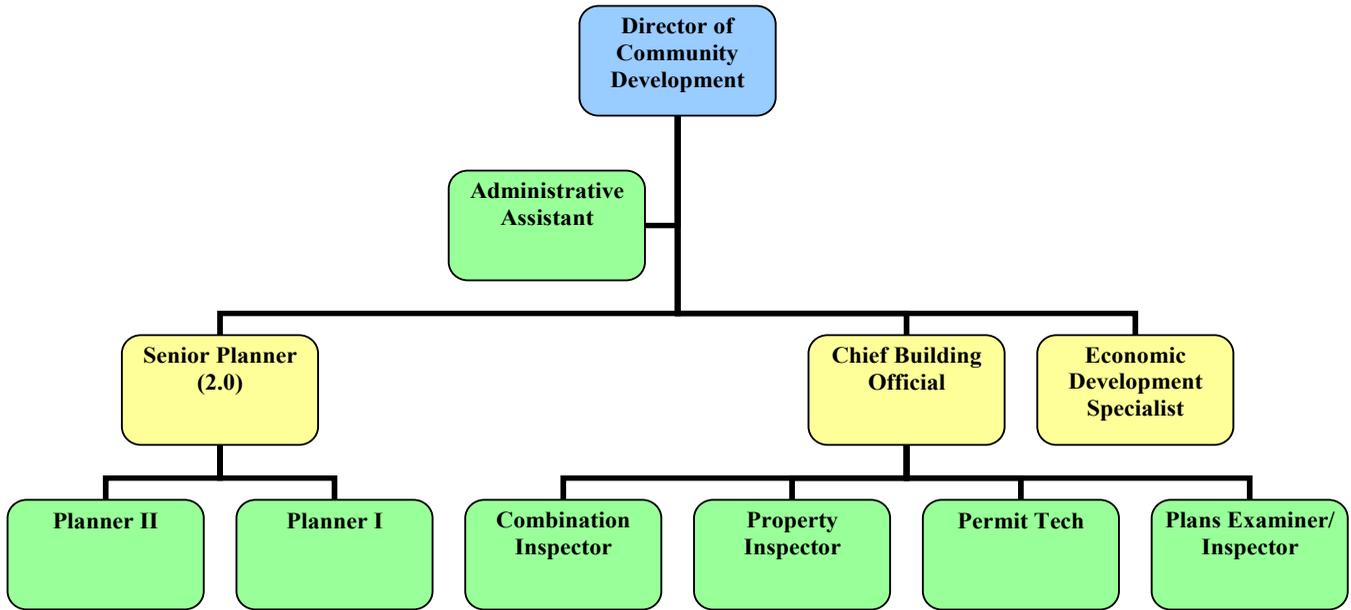
Community Development

Total Budget by Program

| | 2008 Actual | 2009 Adjusted | 2009 Estimated | 2010 Adopted |
|----------------------|--------------------|--------------------|--------------------|--------------------|
| Administration | \$200,934 | \$225,055 | \$194,060 | \$194,191 |
| Economic Development | \$2,004,916 | \$1,005,843 | \$984,180 | \$498,540 |
| Planning | \$293,662 | \$356,971 | \$346,386 | \$219,802 |
| Building | \$237,389 | \$306,156 | \$295,425 | \$306,695 |
| Long Range Planning | \$0 | \$105,518 | \$90,497 | \$84,819 |
| TOTAL | \$2,736,901 | \$1,999,543 | \$1,910,548 | \$1,304,047 |

Total Budget by Program







**COMMUNITY
DEVELOPMENT
PROGRAMS**

Administration

Economic Development

Planning

Building

Long Range Planning



DID YOU KNOW

The Community Development staff of 11, holds a total of 32 professional licenses and certifications, demonstrating a collective commitment to professionalism in their work on behalf of the City?

Administration

Overview

- Lead program activities of Administration, Long Range Planning, Development and Zoning, Building Permits and Inspections, Zoning Enforcement and Economic Development
- Develop and administer City and department policies and budget
- Maintain department web site
- Direct preparation of special plans/studies and oversee consultants
- Provide staff support to City Council, Boards and Commissions
- Develop communications/marketing materials
- Empower division managers to successfully manage their division
- Represent the City in public outreach events and at regional forums
- Collaborate and coordinate with other departments, outside service providers, adjacent municipalities and regional and state agencies

2009 Achievements

- Developed Access database of current and historical land use files
- Facilitated department strategic planning sessions, resulting in the adoption of a department level strategic plan
- Completed external assessment of Building Division and began implementation of recommended improvements
- Supported Zoning Services Division’s effort to adopt six ordinances amending the zoning code to be more “open for business”
- Presented to WR2020 Planning Academy, Wheat Ridge Civic Academy, Leadership Jefferson County and other community groups
- Supported Long Range Planning Division’s development and adoption of a Citywide Comprehensive Plan – *Envision Wheat Ridge*
- Completed file reduction and Laser Fiche document storage

2010 Objectives

- Provide leadership in support of the Zoning Services Division’s work to improve the development review processes
- Provide leadership in support of the Building Division’s continued implementation of the external assessment
- Participate and present at local, regional and national forums to “get the word out” on the redevelopment opportunities in Wheat Ridge
- Develop public/private partnerships with the real estate development community to facilitate strategic redevelopment projects
- Identify opportunities to implement NRS recommendations and the Citywide Comprehensive Plan – *Envision Wheat Ridge*
- Expand quality and content of communications materials
- Improve department’s culture as defined in the Denison Survey, to encourage and reward team orientation and innovation

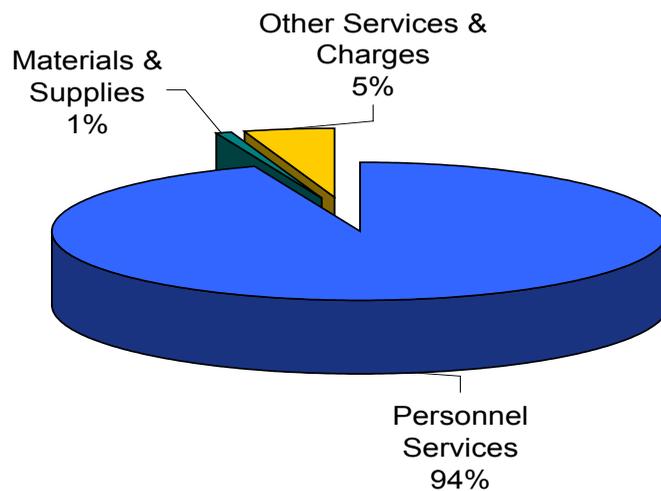
Administration

Staffing and Financial Summary

| | 2007 Authorized | 2008 Authorized | 2009 Authorized | 2010 Authorized |
|--------------------------|--------------------|--------------------|--------------------|--------------------|
| Community Dev Director | 1 | 1 | 1 | 1 |
| Administrative Assistant | 1 | 1 | 1 | 1 |
| TOTAL | 2 | 2 | 2 | 2 |

| | 2008 Actual | 2009 Adjusted | 2009 Estimated | 2010 Adopted |
|--------------------------|------------------|------------------|-------------------|------------------|
| Personnel Services | \$186,594 | \$196,263 | \$183,880 | \$183,161 |
| Materials & Supplies | \$1,551 | \$3,812 | \$2,000 | \$2,000 |
| Other Services & Charges | \$7,114 | \$24,980 | \$8,180 | \$9,030 |
| Capital Outlay | \$5,675 | \$0 | \$0 | \$0 |
| TOTAL | \$200,934 | \$225,055 | \$194,060 | \$194,191 |

Total 2010 Budget by Object



**COMMUNITY
DEVELOPMENT
PROGRAMS**

- Administration
- Economic Development**
- Planning
- Building
- Long Range Planning



DID YOU KNOW

There are 206 businesses in Wheat Ridge that have been in business for more than 20 years?

Economic Development

Overview

- Partner with the business community to help new businesses succeed and established businesses expand
- Manage the business retention program
- Serve as City’s information resource for new and existing businesses
- Partner with Wheat Ridge 2020 to recruit new businesses and facilitate development projects through the City’s regulatory processes
- Administer incentive programs, (ESTIP, Enterprise Zones, BID’s, Property Tax Rebates, Small Business Administration)

2009 Achievements

- Increased communications through City’s Connections newsletter
- Conducted business award and luncheon program
- Sponsored the Jefferson County Business Resource Center (JCBC) to aid Wheat Ridge’s business community
- Partnered with Enterprise Wheat Ridge (EWR) and Applewood Business Association to enhance the business association community
- Strengthened relationships with Police, Community Development and Public Works to coordinate customer services for business
- Fostered partnerships with economic development industries, city/county organizations and business organizations/chambers
- Maintained web-based business directory for local businesses
- Enhanced a business inventory layer to the City’s GIS System
- Strengthened relationship with WR2020 to continue implementation of Neighborhood Revitalization Strategy goals
- Represented City at regional retail development conferences

2010 Objectives

- Educate City departments on Economic Development activities, philosophy, and the role it plays in their Division/Department
- Partner with Wheat Ridge 2020 to implement both the City’s and Wheat Ridge 2020’s strategic goals
- Hold annual business recognition and awards program to highlight entrepreneurial activity in Wheat Ridge
- Expand Economic Development information i.e. real estate, demographics, market information, etc.
- Strengthen regional Economic Development partner relationships
- Expand the scope of Business Retention and Expansion (BRE)
- Support small business development
- Identify key tools and strategies for implementing an Economic Development Plan / Comprehensive Plan

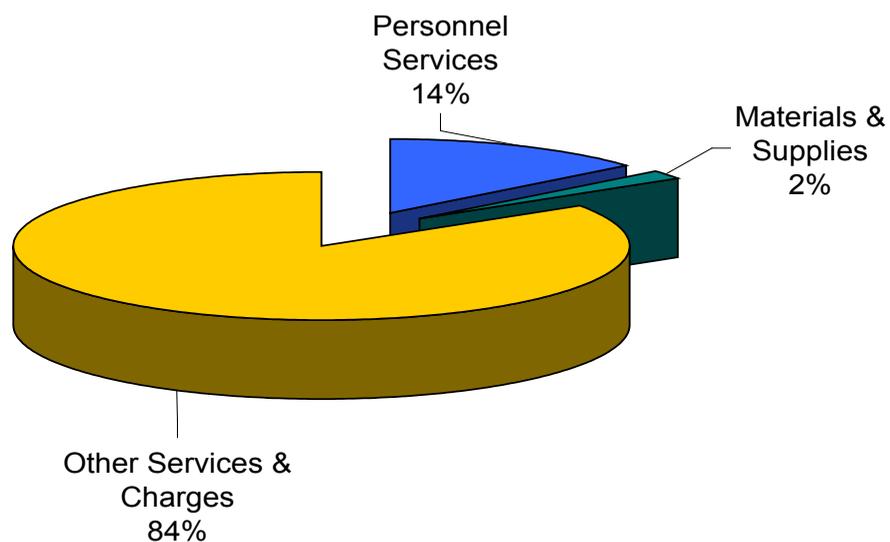
Economic Development

Staffing and Financial Summary

| | 2007 Authorized | 2008 Authorized | 2009 Authorized | 2010 Authorized |
|---------------|--------------------|--------------------|--------------------|--------------------|
| ED Specialist | 0 | 1 | 1 | 1 |
| TOTAL | 0 | 1 | 1 | 1 |

| | 2008 Actual | 2009 Adjusted | 2009 Estimated | 2010 Adopted |
|--------------------------|--------------------|--------------------|-------------------|------------------|
| Personnel Services | \$71,519 | \$70,273 | \$72,921 | \$69,840 |
| Materials & Supplies | \$18,989 | \$13,920 | \$8,650 | \$9,450 |
| Other Services & Charges | \$1,914,408 | \$921,650 | \$902,609 | \$419,250 |
| Capital Outlay | \$0 | \$0 | \$0 | \$0 |
| TOTAL | \$2,004,916 | \$1,005,843 | \$984,180 | \$498,540 |

Total 2010 Budget by Object



**COMMUNITY
DEVELOPMENT
PROGRAMS**

- Administration
- Economic Development
- Planning**
- Building
- Long Range Planning



DID YOU KNOW

The Planning Division staff leads a development review team that discusses potential projects with land use case applicants? Seventy-five percent of the time these meetings result in application for building permits or land use case processes.

Planning

Overview

- Manage land use case processing through applicable public hearing review processes
- Review and approve building permits for zoning code compliance and conduct inspections to ensure same
- Provide direct assistance to walk-in and call-in citizens, business owners, developers in all aspects of land development and use
- Research, analyze and develop zoning code amendments to implement Comprehensive Plan and subarea plan land use recommendations
- Serve as liaison to Planning Commission and Board of Adjustment

2009 Achievements

- Attended over 70 public meetings which included public hearings, neighborhood meetings, study sessions and open houses
- Researched, prepared and processed various zoning code amendments to meet the goals of the NRS
- Implemented new development review schedules to streamline the development review processes
- Participated in DRCOG Regional Natural Hazards Mitigation update
- Processed two large area annexations west of the future Cabela's development increasing the City size by 25.8 acres of private property and 32.9 acres of right-of-way

2010 Objectives

- Research, prepare and process amendments to the zoning and development code to meet goals of Neighborhood Revitalization Strategy and Comprehensive Plan-*Envision Wheat Ridge*
- Improve development review procedures and create handouts and checklists to assist customers and make processing more predictable
- Encourage division-wide emphasis on building permit review activities which includes review of internal policies, checklists and the establishment of target timelines for different types of reviews and inspections
- Research and process revisions to the Subdivision Regulations to create more defined and predictable processes
- Continue with cross training between all department divisions to enhance customer service
- Improve CRS rating program to help floodplain policy holders receive reduced rates

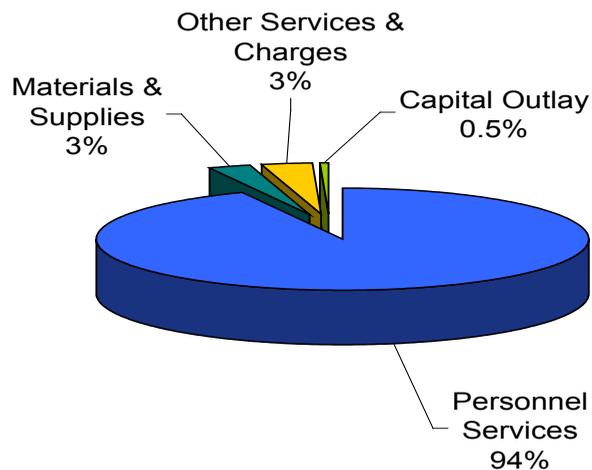
Planning

Staffing and Financial Summary

| | 2007 Authorized | 2008 Authorized | 2009 Authorized | 2010 Authorized |
|----------------|--------------------|--------------------|--------------------|--------------------|
| Senior Planner | 2 | 2 | 1 | 1 |
| Planner II | 1 | 1 | 1 | 1 |
| Planner I | 1 | 1 | 1 | 1 |
| TOTAL | 4 | 4 | 3 | 3 |

| | 2008 Actual | 2009 Adjusted | 2009 Estimated | 2010 Adopted |
|--------------------------|------------------|------------------|-------------------|------------------|
| Personnel Services | \$269,074 | \$203,495 | \$201,078 | \$205,402 |
| Materials & Supplies | \$1,726 | \$2,850 | \$1,850 | \$5,950 |
| Other Services & Charges | \$22,212 | \$149,626 | \$143,458 | \$7,450 |
| Capital Outlay | \$650 | \$1,000 | \$0 | \$1,000 |
| TOTAL | \$293,662 | \$356,971 | \$346,386 | \$219,802 |

Total 2010 Budget by Object



**COMMUNITY
DEVELOPMENT
PROGRAMS**

- Administration
- Economic Development
- Planning
- Building**
- Long Range Planning



DID YOU KNOW

In 2009, the Building Division set a record for annual number of permits issued? The Division issued more than 2,000 permits, exceeding the 2002 record (1,622) by more than 25 percent.

Building

Overview

- Provide code and ordinance interpretations to citizens, contractors and design professionals through individual consultation and informational handouts
- Review building permit applications and plans for consistency with ordinances and codes and coordinate reviews with outside agencies to ensure state and local health, safety and welfare standards are met
- Conduct inspections of construction work requiring building permits to ensure the safety of the public and compliance with City ordinances and codes
- Inspect properties throughout Wheat Ridge for compliance with International Property Maintenance Code and City zoning ordinances

2009 Achievements

- Implemented a permitting program that allows customers to submit and obtain building permits via facsimile, saving contractors time and administrative costs
- Participated in external assessment of services, policies and procedures and implemented a wide array of the recommendations presented in the final report
- Expanded over-the-counter review and permitting services, increasing the types of permits eligible for issuance at the time of application and decreasing general permit review times
- Prepared 2006 International Codes for review and adoption by Council
- Formulated and implemented a hotel/motel and multi-family inspection program to insure compliance with the International Property Maintenance Code and fire/life safety codes

2010 Objectives

- Pursue implementation of web-based permitting software that allows for online permitting, real-time inspection tracking, and greater public access to a variety of permit information
- Create a one-stop permitting process that includes fire districts
- Establish policies and timelines for review and processing of permits to promote predictability and consistency and reduce current review time schedules
- Implement recommendations contained within the Building Division Assessment
- Initiate homeowner targeted building permit/small project education classes

Building

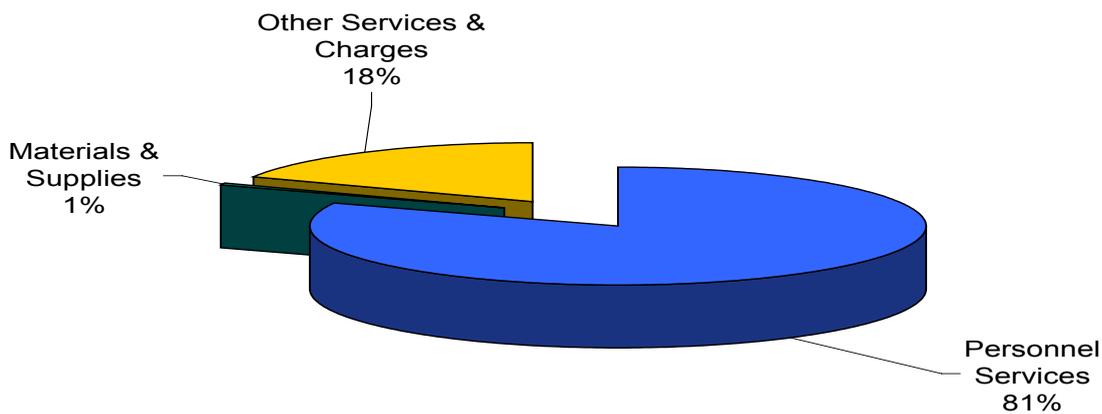
Staffing and Financial Summary

| | 2007 Authorized | 2008 Authorized | 2009 Authorized | 2010 Authorized |
|--------------------------|--------------------|--------------------|--------------------|--------------------|
| Chief Building Official | 1 | 1 | 1 | 1 |
| Combination Inspector | 1 | 1 | 1 | 1 |
| Plans Examiner/Inspector | 0 | 0 | 1 | 1 |
| Property Inspector | 1 | 1 | 1 | 1 |
| Permit Technician | 1 | 1 | 1 | 1 |
| TOTAL | 4 | 4 | 5 | 5 |

Property Inspector is funded out of the Crime Prevention Fund

| | 2008 Actual | 2009 Adjusted | 2009 Estimated | 2010 Adopted |
|--------------------------|------------------|------------------|-------------------|------------------|
| Personnel Services | \$185,151 | \$257,376 | \$249,975 | \$249,408 |
| Materials & Supplies | \$2,156 | \$2,500 | \$1,470 | \$2,265 |
| Other Services & Charges | \$49,882 | \$46,280 | \$43,980 | \$55,022 |
| Capital Outlay | \$200 | \$0 | \$0 | \$0 |
| TOTAL | \$237,389 | \$306,156 | \$295,425 | \$306,695 |

Total 2010 Budget by Object



**COMMUNITY
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PROGRAMS**

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DID YOU KNOW
The City encompasses a total of 5,500 acres, with only 390 acres vacant (not including parks); and the majority of the vacant properties are less than 10 acres, making Wheat Ridge a city of "infill" development and redevelopment?

Long Range Planning

Overview

- Manage updates and implementation of City's Comprehensive Plan
- Prepare and lead preparation of subarea plans
- Research and prepare reports, policies and ordinances related to implementation of the Comprehensive Plan, Neighborhood Revitalization Strategy and subarea plans
- Oversee expenditure of Community Development Block Grant funds
- Participate in special projects such as transportation planning and Brownfields
- Serve as staff liaison to Planning Commission and Housing Authority
- Represent City of Wheat Ridge in regional planning organizations, such as the Denver Regional Council of Governments (DRCOG)

2009 Achievements

- Managed the process of updating the City's Comprehensive Plan-*Envision Wheat Ridge*, through City Council adoption
- Attended meetings, participated in local share and IGA discussions/negotiations, prepared comments regarding the FasTracks Gold Line
- Participated in meetings for DRCOG's Transit Oriented Development Planner Exchange
- Coordinated CDBG program; attended CDAB and CDBG meetings
- Participated as part of County collaboration in applying for and being awarded stimulus funds to address foreclosed homes
- Acted as Deputy Director for the Wheat Ridge Housing Authority
- Prepared proposal for US EPA's 2010 Brownfields Assessment Grants

2010 Objectives

- Implement high priority recommendations of the City's Comprehensive Plan-*Envision Wheat Ridge*
- Amend subarea plans to be consistent with newly adopted Envision Wheat Ridge Plan
- Initiate process of preparing a subarea plan for 38th Avenue east of Wadsworth Blvd., in partnership with WR2020
- Research and develop an overlay zone for the Gold Line Ward Road station transit oriented development area
- Continue coordinating the CDBG program for the City
- Continue participation in the Gold Line FEIS process
- Continue working with WR2020 on redevelopment issues related to Wadsworth Blvd. including CDBG target areas and Brownfields

Long Range Planning

Staffing and Financial Summary

| | 2007 Authorized | 2008 Authorized | 2009 Authorized | 2010 Authorized |
|----------------|--------------------|--------------------|--------------------|--------------------|
| Senior Planner | 0 | 0 | 1 | 1 |
| TOTAL | 0 | 0 | 1 | 1 |

| | 2008 Actual | 2009 Adjusted | 2009 Estimated | 2010 Adopted |
|--------------------------|----------------|------------------|-------------------|-----------------|
| Personnel Services | \$0 | \$81,168 | \$80,204 | \$81,129 |
| Materials & Supplies | \$0 | \$9,000 | \$2,000 | \$740 |
| Other Services & Charges | \$0 | \$15,350 | \$8,293 | \$2,950 |
| Capital Outlay | \$0 | \$0 | \$0 | \$0 |
| TOTAL | \$0 | \$105,518 | \$90,497 | \$84,819 |

Total 2010 Budget by Object

