

# Community Development

## About Community Development

The Community Development Department provides service to the community in planning, zoning administration, 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.



### 2012 Budget Highlights

- Continue coordination and review of the Clear Creek Crossing project
- Develop a Diverse Housing Strategic Plan
- 38th Avenue Corridor Plan Implementation
- Expand over-the-counter building permit and plan review services
- Continue implementation of the Northwest Subarea TOD Plan with mixed use zoning and innovative public private finance tools



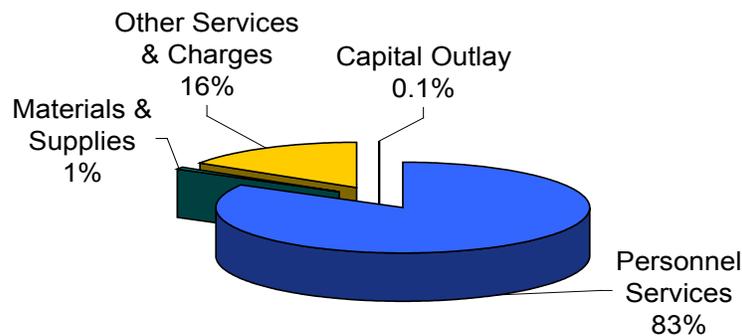
# Community Development

## Staffing and Financial Summary

|                     | 2009<br>Authorized | 2010<br>Authorized | 2011<br>Authorized | 2012<br>Authorized |
|---------------------|--------------------|--------------------|--------------------|--------------------|
| Administration      | 2                  | 2                  | 2                  | 2                  |
| Planning            | 4                  | 4                  | 3                  | 3                  |
| Building            | 4                  | 4                  | 5                  | 4                  |
| Long Range Planning | 0                  | 0                  | 1                  | 1                  |
| <b>TOTAL</b>        | <b>10</b>          | <b>10</b>          | <b>11</b>          | <b>10</b>          |

|                          | 2010<br>Actual   | 2011<br>Adjusted | 2011<br>Estimated | 2012<br>Adopted  |
|--------------------------|------------------|------------------|-------------------|------------------|
| Personnel Services       | \$685,839        | \$736,951        | \$715,627         | \$777,070        |
| Materials & Supplies     | \$3,501          | \$7,925          | \$6,075           | \$8,265          |
| Other Services & Charges | \$114,908        | \$209,937        | \$147,882         | \$146,049        |
| Capital Outlay           | \$401            | \$750            | \$403             | \$800            |
| <b>TOTAL</b>             | <b>\$804,649</b> | <b>\$955,563</b> | <b>\$869,987</b>  | <b>\$932,184</b> |

**Total 2012 Budget by Object**

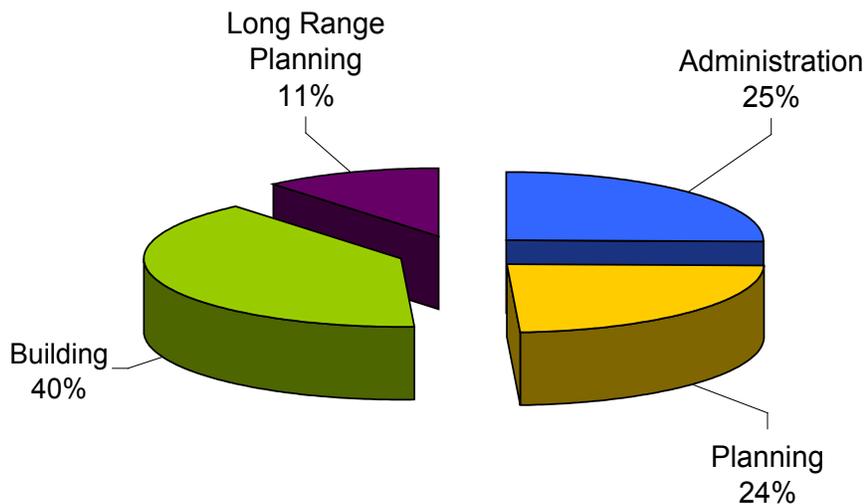


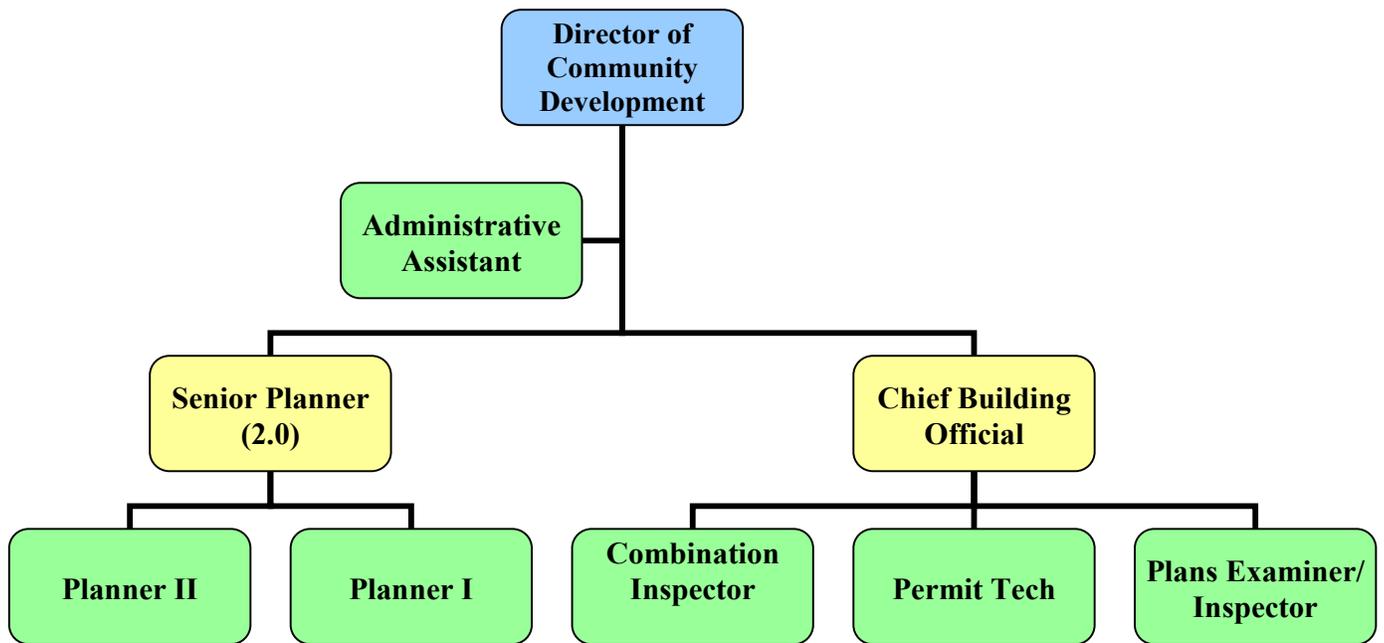
# Community Development

## Total Budget by Program

|                     | 2010 Actual      | 2011 Adjusted    | 2011 Estimated   | 2012 Adopted     |
|---------------------|------------------|------------------|------------------|------------------|
| Administration      | \$186,283        | \$243,877        | \$200,575        | \$235,812        |
| Planning            | \$192,079        | \$213,562        | \$210,941        | \$223,181        |
| Building            | \$337,205        | \$343,764        | \$305,008        | \$370,335        |
| Long Range Planning | \$89,082         | \$154,360        | \$153,463        | \$102,856        |
| <b>TOTAL</b>        | <b>\$804,649</b> | <b>\$955,563</b> | <b>\$869,987</b> | <b>\$932,184</b> |

## Total 2012 Budget by Program







**COMMUNITY  
DEVELOPMENT  
PROGRAMS**

**Administration**

Planning

Building

Long Range Planning



**DID YOU KNOW**

*In 2011, the Wheat Ridge Housing Authority acquired seven single family homes and the Historic Fruitdale School? All will be rehabilitated and resold continuing the housing authority's mission of reinvesting in the City's future.*

## Administration

### Overview

- Lead program activities of Administration, Long Range Planning, Development and Zoning, Building Permits and Inspections, Zoning Enforcement, and Economic Development
- Manage budget, purchasing, record retention, and public noticing
- Direct preparation of special plans/studies and oversee consultants
- Provide staff support to City Council, Boards, and Commissions
- 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

### 2011 Achievements

- Supported the development and adoption of new mixed use zoning districts, including City Council's legislative rezoning of numerous properties on the Wadsworth Corridor
- Supported the development of the 38th Avenue Corridor Plan
- Facilitated the approval of all land use entitlements for the Clear Creek Crossing development
- Received Environmental Protection Agency Smart Growth Implementation Assistance Grant Award
- Presented to the Denver Regional Council of Governments, the West Corridor Light Rail Partnership, the Applewood Business Association, Leadership Jefferson County, and other community groups
- Scanned Planning Division files and records into digital long-term storage providing remote public records access via internet

### 2012 Objectives

- Present at local, regional, and national forums to "get the word out" on redevelopment opportunities in Wheat Ridge
- Implement 38th Avenue Corridor Plan
- Facilitate building permit approval and vertical development at Clear Creek Crossing
- Foster an organizational culture that encourages economic development
- Develop recommendations for expanded commercial corridor property maintenance program and multi-family rental inspection program
- Improve department's culture as defined in the Denison Survey by encouraging and rewarding team orientation and innovation

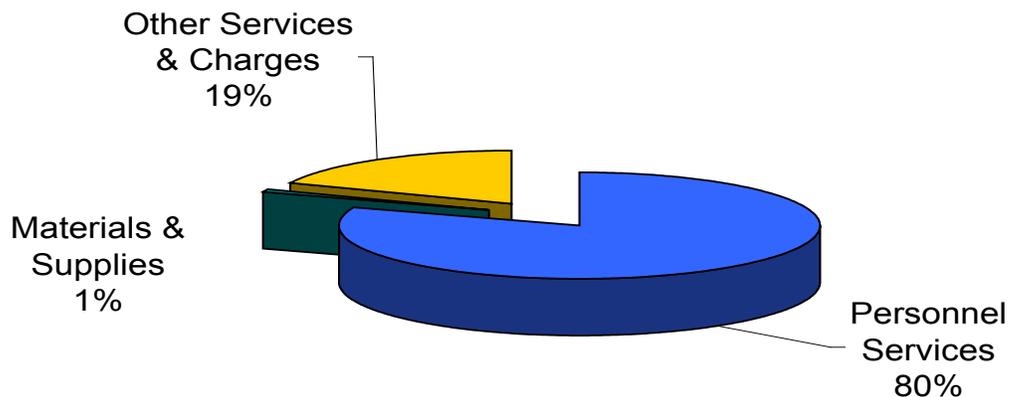
# Administration

## Staffing and Financial Summary

|                          | 2009<br>Authorized | 2010<br>Authorized | 2011<br>Authorized | 2012<br>Authorized |
|--------------------------|--------------------|--------------------|--------------------|--------------------|
| Community Dev Director   | 1                  | 1                  | 1                  | 1                  |
| Administrative Assistant | 1                  | 1                  | 1                  | 1                  |
| <b>TOTAL</b>             | <b>2</b>           | <b>2</b>           | <b>2</b>           | <b>2</b>           |

|                          | 2010<br>Actual   | 2011<br>Adjusted | 2011<br>Estimated | 2012<br>Adopted  |
|--------------------------|------------------|------------------|-------------------|------------------|
| Personnel Services       | \$182,276        | \$190,642        | \$190,142         | \$190,012        |
| Materials & Supplies     | \$1,144          | \$2,000          | \$1,600           | \$1,600          |
| Other Services & Charges | \$2,863          | \$50,485         | \$8,430           | \$44,200         |
| Capital Outlay           | \$0              | \$750            | \$403             | \$0              |
| <b>TOTAL</b>             | <b>\$186,283</b> | <b>\$243,877</b> | <b>\$200,575</b>  | <b>\$235,812</b> |

### Total 2012 Budget by Object



**COMMUNITY  
DEVELOPMENT  
PROGRAMS**

Administration

**Planning**

Building

Long Range Planning



**DID YOU KNOW**

*Between 2000 and 2010, the City's median age increased from 40 to 43.7, and the percentage of non-Caucasian population increased from 16.6% to 24.9%?*

## Planning

### Overview

- Provide research, analysis, and reports on current planning applications, special use permits, variances, subdivisions, rezonings, outline, and final development plans
- Assist citizens, businesses, developers, departments, and agencies in land development and use
- Develop zoning code amendments that implement comprehensive and subarea plans
- Serve as staff liaison to Planning Commission and Board of Adjustment
- Review and approve building permits for compliance with the zoning and development code and supplements such as the Architectural and Site Design Manual

### 2011 Achievements

- Processed one annexation, six minor subdivisions, one major subdivision, 14 special use permits, 15 variances, three flood plain permits, ten zone changes, and 11 zoning code amendments
- Attended more than 80 public hearings, neighborhood meetings, study sessions, and open houses
- Processed two City-initiated zone changes to further the goals of creation of a town center and redevelopment of the Wadsworth corridor
- Provided assistance and training to the Community Services Team regarding zoning regulations and violation enforcement
- Participated in the 38th Avenue Subarea Plan process
- Researched, prepared, and processed zoning code amendments, including urban agriculture regulations and streetscape standards

### 2012 Objectives

- Begin implementation steps for the 38th Avenue Subarea Plan
- Continue to revise subdivision regulations to achieve short, mid, and long-term policy goals
- Research and preparation of amendments to the Architectural and Site Design Manual to address office, financial institutions, and industrial development
- Research and preparation of an Employment/Industrial zone district

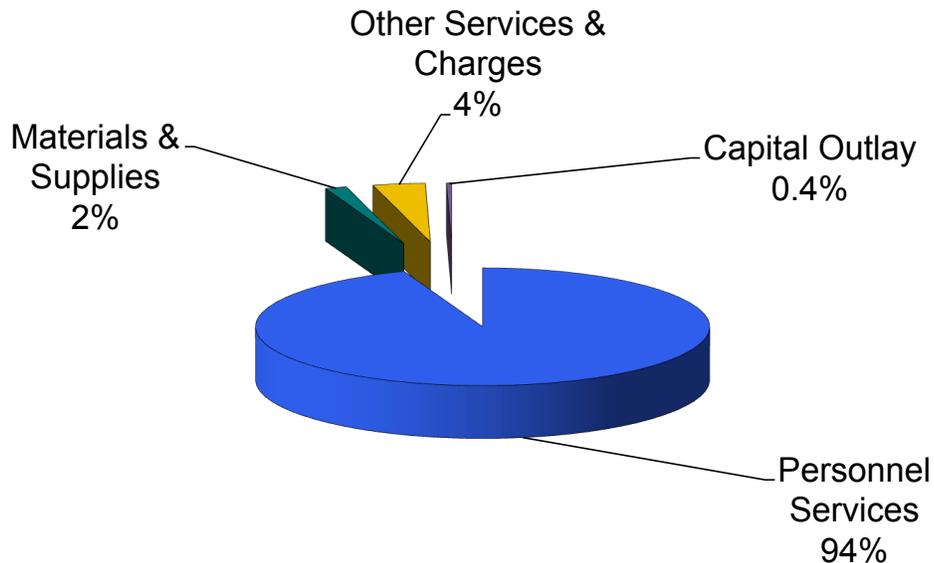
# Planning

## Staffing and Financial Summary

|                | 2009<br>Authorized | 2010<br>Authorized | 2011<br>Authorized | 2012<br>Authorized |
|----------------|--------------------|--------------------|--------------------|--------------------|
| Senior Planner | 2                  | 1                  | 1                  | 1                  |
| Planner II     | 1                  | 1                  | 1                  | 1                  |
| Planner I      | 1                  | 1                  | 1                  | 1                  |
| <b>TOTAL</b>   | <b>4</b>           | <b>3</b>           | <b>3</b>           | <b>3</b>           |

|                          | 2010<br>Actual   | 2011<br>Adjusted | 2011<br>Estimated | 2012<br>Adopted  |
|--------------------------|------------------|------------------|-------------------|------------------|
| Personnel Services       | \$185,734        | \$202,447        | \$202,447         | \$210,641        |
| Materials & Supplies     | \$572            | \$3,275          | \$2,125           | \$3,415          |
| Other Services & Charges | \$5,372          | \$7,840          | \$6,369           | \$8,325          |
| Capital Outlay           | \$401            | \$0              | \$0               | \$800            |
| <b>TOTAL</b>             | <b>\$192,079</b> | <b>\$213,562</b> | <b>\$210,941</b>  | <b>\$223,181</b> |

### Total 2012 Budget by Object



**COMMUNITY  
DEVELOPMENT  
PROGRAMS**

Administration

Planning

**Building**

Long Range Planning



**DID YOU KNOW**

*The Building Division has issued more than 2500 permits per year over the past four years, an increase of more than 60% over the annual average for the previous ten years, without increasing staffing levels?*

## 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

### 2011 Achievements

- Implemented a contractor licensing and renewal notification program resulting in a substantial increase in the number of licensed contractors in Wheat Ridge
- Scanned updated Building Division files and records into digital long-term storage providing remote public records access via internet
- Distributed customer satisfaction surveys and tabulated results indicating above average satisfaction with the Building Division in all areas
- Implemented new building permit plan review policies and procedures that resulted in an improved ability of customers and staff to track the progress of permit plan reviews

### 2012 Objectives

- Implement web-based components of ADG permitting system to allow online access to permitting and inspection records
- Present an ordinance for adoption of the current version of the National Electrical Code
- Expand over-the-counter permitting program to expedite the processing of permits and expand the scope of permits eligible for immediate review and issuance
- Establish and publish policies and timelines for review and processing of permits to promote predictability and consistency

# Building

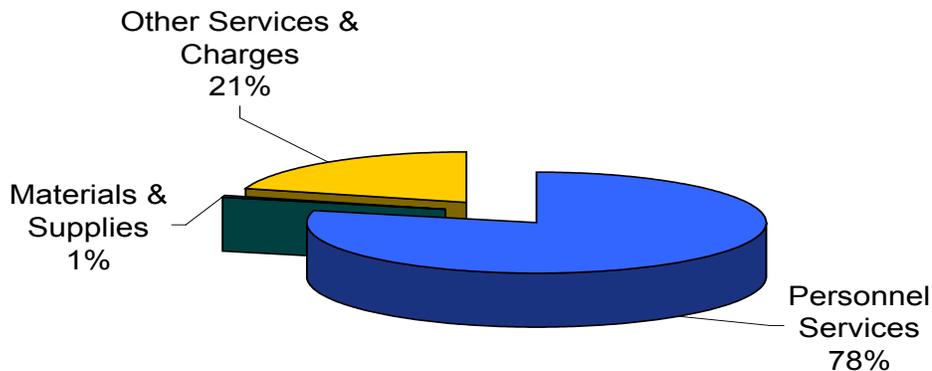
## Staffing and Financial Summary

|                          | 2009<br>Authorized | 2010<br>Authorized | 2011<br>Authorized | 2012<br>Authorized |
|--------------------------|--------------------|--------------------|--------------------|--------------------|
| Chief Building Official  | 1                  | 1                  | 1                  | 1                  |
| Combination Inspector    | 1                  | 1                  | 1                  | 1                  |
| Plans Examiner/Inspector | 0                  | 1                  | 1                  | 1                  |
| Property Inspector       | 1                  | 1                  | 1                  | 0                  |
| Permit Technician        | 1                  | 1                  | 1                  | 1                  |
| <b>TOTAL</b>             | <b>4</b>           | <b>5</b>           | <b>5</b>           | <b>4</b>           |

Property Inspector is funded out of the Crime Prevention Fund

|                          | 2010<br>Actual   | 2011<br>Adjusted | 2011<br>Estimated | 2012<br>Adopted  |
|--------------------------|------------------|------------------|-------------------|------------------|
| Personnel Services       | \$236,543        | \$259,852        | \$239,028         | \$291,861        |
| Materials & Supplies     | \$1,706          | \$2,400          | \$2,100           | \$2,500          |
| Other Services & Charges | \$98,956         | \$81,512         | \$63,880          | \$75,974         |
| Capital Outlay           | \$0              | \$0              | \$0               | \$0              |
| <b>TOTAL</b>             | <b>\$337,205</b> | <b>\$343,764</b> | <b>\$305,008</b>  | <b>\$370,335</b> |

### Total 2012 Budget by Object



**COMMUNITY  
DEVELOPMENT  
PROGRAMS**

Administration

Planning

Building

**Long Range Planning**



**DID YOU KNOW**

*Approximately 77% of the City's commercial structures are over 30 years old, and many are deteriorating or becoming functionally obsolete, underscoring the need for redevelopment and reinvestment in the community?*

## Long Range Planning

### Overview

- Manage updates and implementation of City's Comprehensive Plan
- Prepare and oversee 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

### 2011 Achievements

- Completed development of a corridor plan for 38th Ave. which establishes a future land use vision and new roadway design as the City's Main Street
- Coordinated the purchase of seven single family homes by the WRHA from the JCHA for rehab for affordable home ownership utilizing \$900,000 in CDBG funds
- Worked with the County and City Parks Department on completion of purchase and installation of four new playgrounds using \$200,000 in CDBG funds
- Worked with the City Attorney to negotiate the purchase of the historic Fruitdale School from the Jefferson County School District at the direction of the WRHA
- Applied for and received DRCOG Metro Vision Urban Center designation for the Northwest TOD and Wadsworth Town Center

### 2012 Objectives

- Begin implementing 38th Ave. Corridor Plan action steps
- Continue implementation of the Comprehensive Plan to include the Northwest Subarea Plan and the Wadsworth Corridor Plan updates
- Continue relocating tenants and rehabbing of WRHA single family homes and preparing for sale
- Oversee process for determining the future use for Fruitdale School building
- Complete SOW for Diverse Housing Plan and initiate plan preparation

# Long Range Planning

## Staffing and Financial Summary

|                | 2009<br>Authorized | 2010<br>Authorized | 2011<br>Authorized | 2012<br>Authorized |
|----------------|--------------------|--------------------|--------------------|--------------------|
| Senior Planner | 0                  | 1                  | 1                  | 1                  |
| <b>TOTAL</b>   | <b>0</b>           | <b>1</b>           | <b>1</b>           | <b>1</b>           |

|                          | 2010<br>Actual  | 2011<br>Adjusted | 2011<br>Estimated | 2012<br>Adopted  |
|--------------------------|-----------------|------------------|-------------------|------------------|
| Personnel Services       | \$81,286        | \$84,010         | \$84,010          | \$84,556         |
| Materials & Supplies     | \$79            | \$250            | \$250             | \$750            |
| Other Services & Charges | \$7,717         | \$70,100         | \$69,203          | \$17,550         |
| Capital Outlay           | \$0             | \$0              | \$0               | \$0              |
| <b>TOTAL</b>             | <b>\$89,082</b> | <b>\$154,360</b> | <b>\$153,463</b>  | <b>\$102,856</b> |

### Total 2012 Budget by Object

