

Community Development

About Community Development

The Community Development Department guides the physical development of the City with the goal of creating safe attractive neighborhoods and strong commercial and mixed use corridors. Our work is done in partnership with citizens and the business community and includes long range planning, current planning and zoning services, building permits/inspections and hotel/motel and housing inspections.



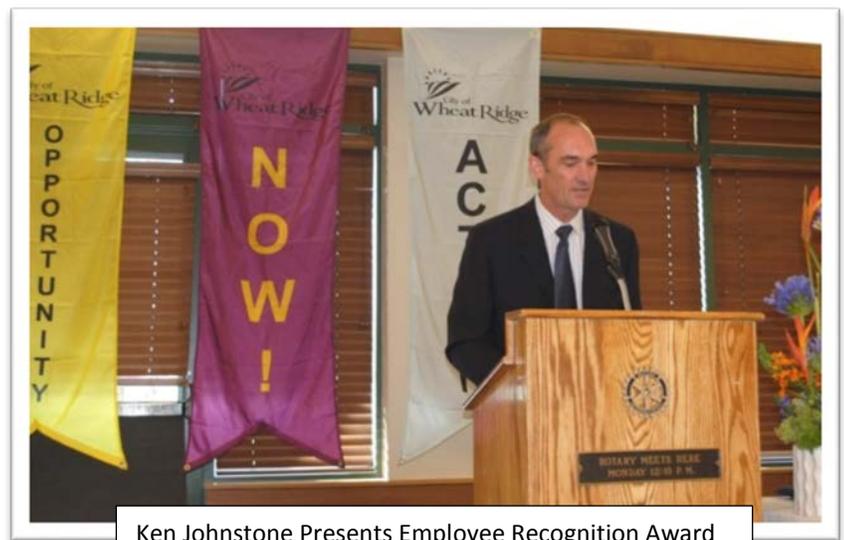
Ridge at 38 Promotional Banners go up in October

2014 Budget Priorities

- Facilitate the revitalization of the 38th Avenue Corridor
- Manage the \$400,000 EPA Brownfields Assessment Grant
- Determine the future of the WRHA's Fruitdale School property
- Adopt 2012 versions of International Building Codes
- Establish standardized timeframes for processing building permit applications and complete building permit plan review
- Facilitate redevelopment of priority sites throughout the City



Ken Johnstone
Community Development
Director



Ken Johnstone Presents Employee Recognition Award

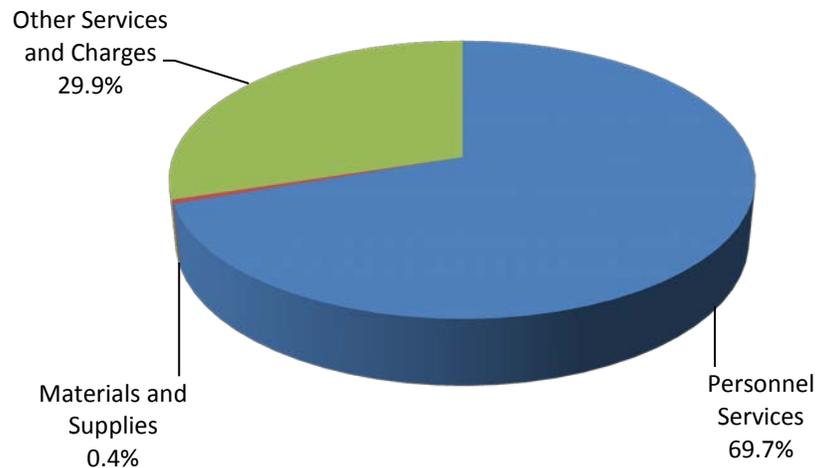
Community Development

Staffing and Financial Summary

	2011 Authorized	2012 Authorized	2013 Authorized	2014 Authorized
Administration	2	2	2	2
Planning	3	3	3	3
Building	5	4	4	5
Long Range Planning	1	1	1	1
	11	10	10	11

	2012 Actual	2013 Adjusted	2013 Estimated	2014 Adopted
Personnel Services	\$743,241	\$769,360	\$763,494	\$833,559
Materials and Supplies	\$3,082	\$7,015	\$5,535	\$5,633
Other Services and Charges	\$89,011	\$479,777	\$149,230	\$357,098
Capital Outlay	\$1,217	\$0	\$0	\$0
	\$836,551	\$1,256,152	\$918,259	\$1,196,290

Total 2014 Budget by Object

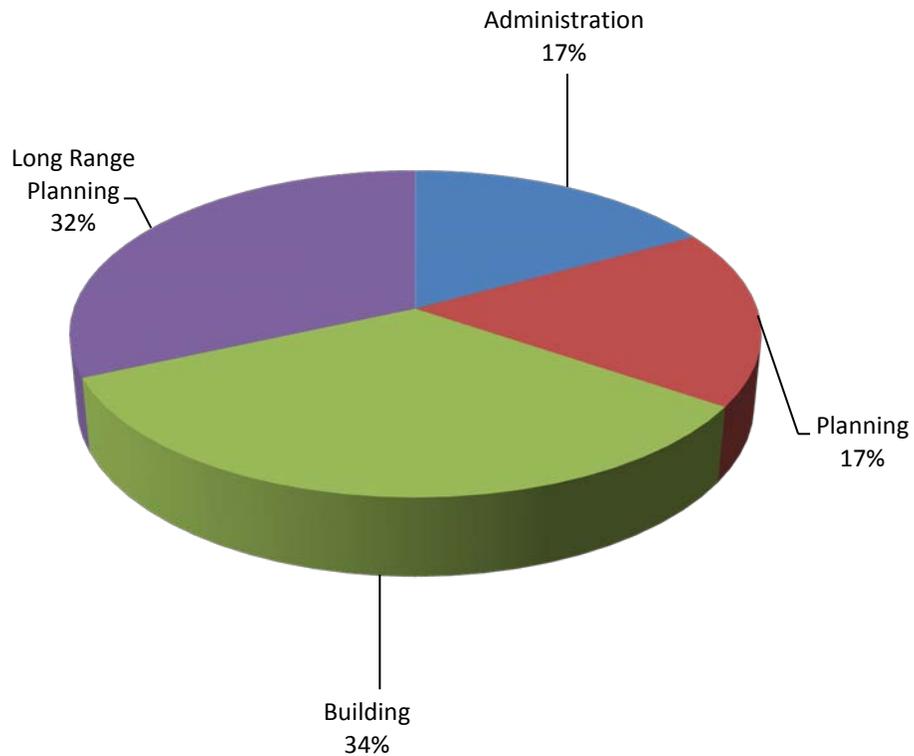


Community Development

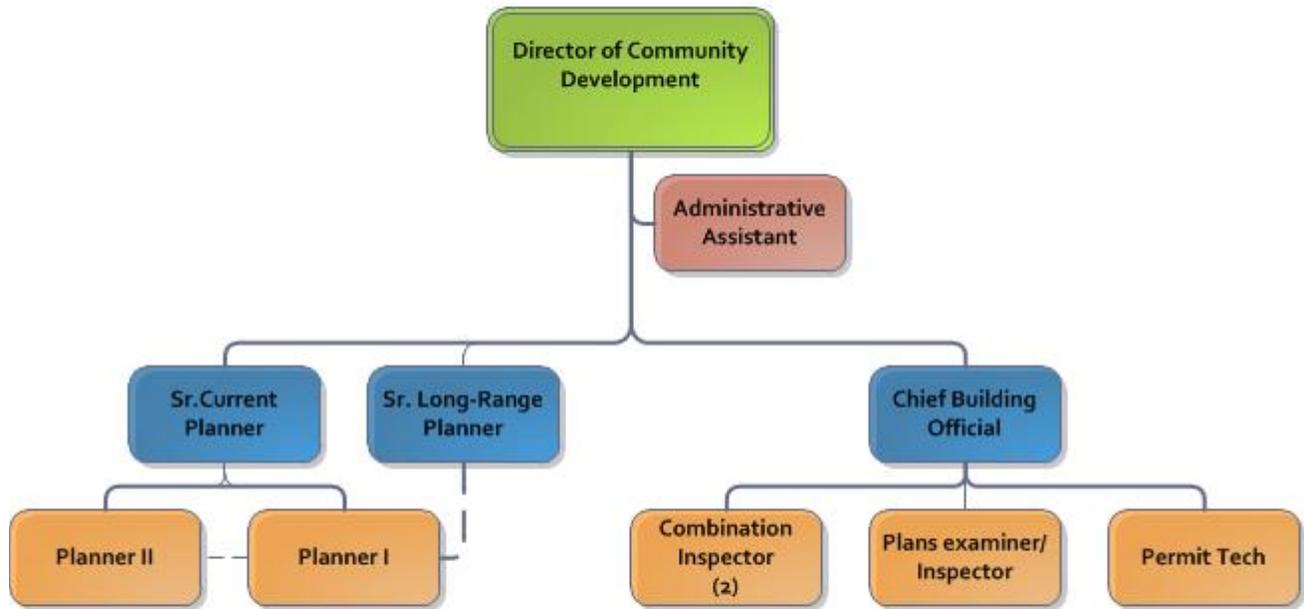
Total Budget by Program

	2012 Actual	2013 Adjusted	2013 Estimated	2014 Adopted
Administration	\$191,870	\$217,941	\$202,951	\$202,757
Planning	\$215,709	\$224,416	\$220,080	\$210,037
Building	\$305,145	\$348,061	\$333,611	\$404,650
Long Range Planning	\$123,827	\$465,734	\$161,617	\$378,846
Total	\$836,551	\$1,256,152	\$918,259	\$1,196,290

Total 2014 Budget by Program



Community Development





Community Development Administration

01-120

Core Business

- Provide leadership for program activities of Long Range Planning, Development Review and Building Permitting
- Manage administrative activities pertaining to budget, records retention, purchasing, public noticing and meeting minutes for four boards and commissions
- Direct preparation of special plans and studies
- Represent the City in public outreach efforts and regional events and forums
- Collaborate and coordinate with other departments, outside agencies, adjacent municipalities and regional and state agencies
- Provide staff support to City Manager and City Council

2013 Strategic Accomplishments

- Transitioned preparation of meeting minutes for Planning Commission, Board of Adjustment and Wheat Ridge Housing Authority to in-house staff
- Presented at Denver Regional Council of Government events and annual Colorado Municipal League conference on Wheat Ridge projects and initiatives
- Partnered with economic development staff team to position several sites for redevelopment
- Facilitated adoption of an update to the Northwest Subarea Plan
- Provided support to 38th Avenue Corridor Plan Implementation efforts

2014 Strategic Priorities

- Present at local, regional and national forums to “get the word out” on redevelopment and investment opportunities in Wheat Ridge
- Continue implementation efforts on 38th Avenue
- Facilitate necessary land use approvals for development at Clear Creek Crossing and other key redevelopment sites in the City
- In partnership with City Manager and Economic Development Manager, foster an organizational culture that encourages high quality economic development

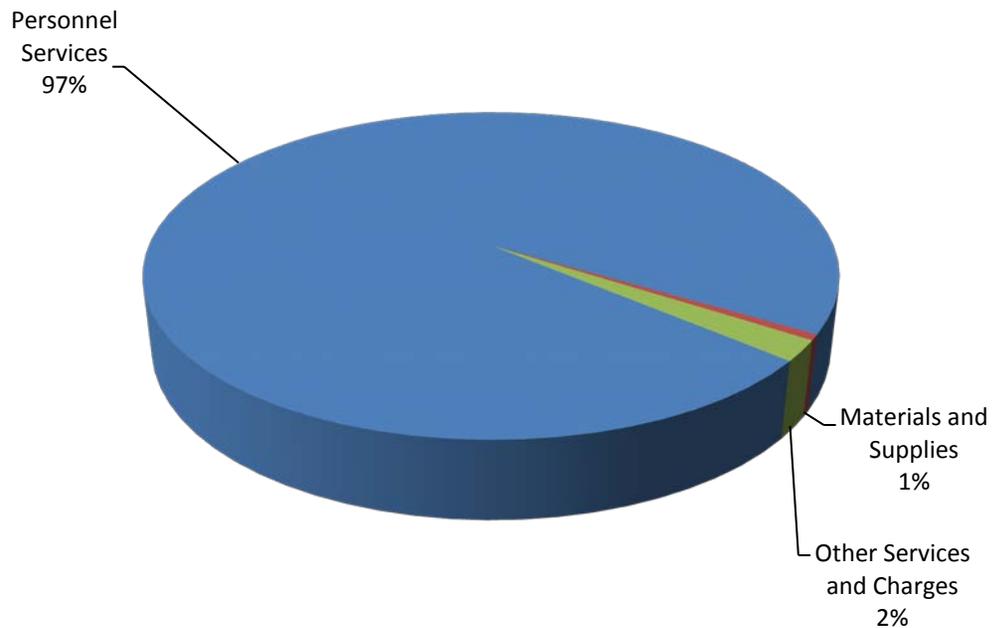
Administration

Staffing and Financial Summary
01-120

	2011 Authorized	2012 Authorized	2013 Authorized	2014 Authorized
Community Development Director	1	1	1	1
Administrative Assistant	1	1	1	1
	2	2	2	2

	2012 Actual	2013 Adjusted	2013 Estimated	2014 Adopted
Personnel Services	\$184,737	\$192,691	\$189,271	\$197,459
Materials and Supplies	\$1,040	\$1,250	\$1,300	\$1,108
Other Services and Charges	\$5,476	\$24,000	\$12,380	\$4,190
Capital Outlay	\$617	\$0	\$0	\$0
	\$191,870	\$217,941	\$202,951	\$202,757

Total 2014 Budget by Object



Community Development Planning

01-121

Core Business

- Provide research, analysis and reports on current planning proposals to achieve implementation of the Comprehensive Plan and other adopted land use policies
- Provide direct assistance to citizens, businesses, developers and other departments and agencies in all aspects of land development and use
- Develop zoning code amendments, subarea plans and comprehensive plan amendments to further reflect changing land use policy
- Serve as staff liaison to City Council, Planning Commission and Board of Adjustment
- Review and approve building permits for compliance with the zoning and development code and other guiding documents

2013 Strategic Accomplishments

- Completed an update to the Northwest Subarea Plan
- Continued to assist with implementation steps for the 38th Avenue Subarea Plan
- Assisted in creation and implementation of an over-the-counter building permit system
- Worked with the building division to establish targeted review times for building permits
- Processed revisions to the Subdivision Regulations
- Processed nine minor subdivisions, two major subdivisions, five special use permits, fifteen variances, four flood plain permits, six zone changes, three mixed use concept plans and one zoning code amendment

2014 Strategic Priorities

- Implement environmentally-friendly modifications to land use case processing protocols
- Initiate changes to the sign code
- Assist in implementation of target review times for building permits
- Continue to assist with implementation steps for the 38th Avenue Subarea Plan

Planning

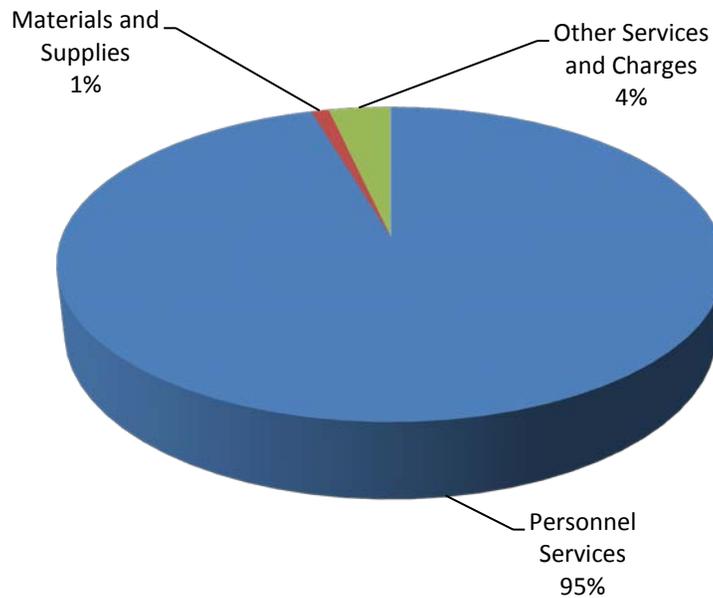
Staffing and Financial Summary

01-121

	2011 Authorized	2012 Authorized	2013 Authorized	2014 Authorized
Senior Planner	1	1	1	1
Planner II	1	1	1	1
Planner I	1	1	1	1
	3	3	3	3

	2012 Actual	2013 Adjusted	2013 Estimated	2014 Adopted
Personnel Services	\$209,386	\$210,641	\$210,641	\$200,449
Materials and Supplies	\$838	\$3,215	\$2,085	\$2,125
Other Services and Charges	\$5,485	\$10,560	\$7,354	\$7,463
Capital Outlay	\$0	\$0	\$0	\$0
	\$215,709	\$224,416	\$220,080	\$210,037

Total 2014 Budget by Object



Community Development Building

01-122

Core Business

- Issue building permits and license contractors for residential and commercial construction throughout the City
- Perform reviews of plans and documents to ensure compliance with adopted codes
- Conduct field inspections of construction for conformance with approved plans and documents
- Coordinate and manage an inspection program for elevators within the City
- Process and respond to property maintenance code-related complaints
- Provide property-related information and consultation to current and proposed businesses related to alteration, expansion and relocation throughout the City

2013 Strategic Accomplishments

- Processed more than 1,650 applications for building permits
- Performed over 400 reviews of building plans and documents
- Adopted and implemented the 2011 version of the National Electrical Code
- Refined and improved the over-the-counter plan review program
- Facilitated an expanded complaint-based housing inspection program

2014 Strategic Priorities

- Adopt and implement the 2012 versions of International Building Codes
- Establish and publish standardized timeframes for processing of permit applications and completion of plan reviews
- Revise and publish all informational handouts to reflect adopted code changes

Building

Staffing and Financial Summary

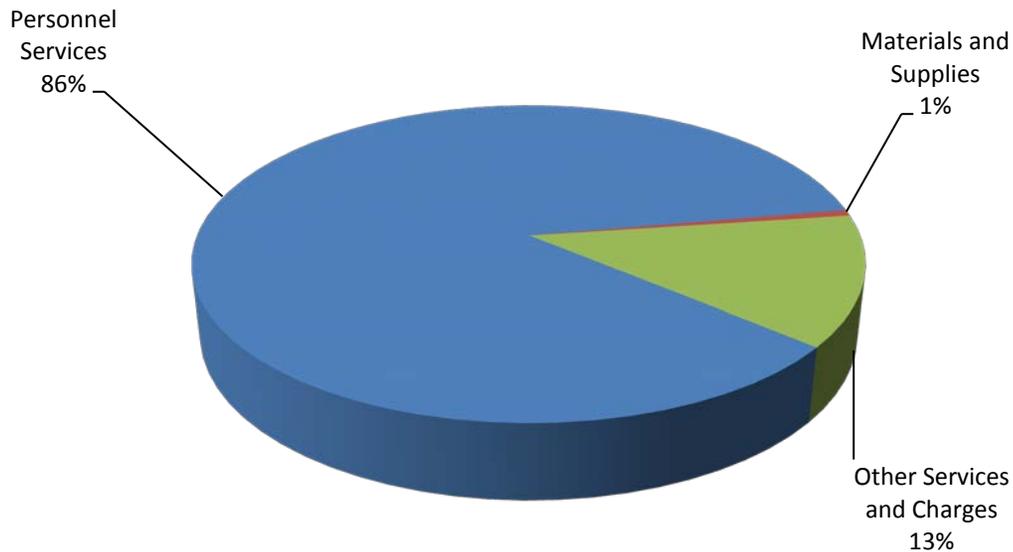
01-122

	2011 Authorized	2012 Authorized	2013 Authorized	2014 Authorized
Chief Building Official	1	1	1	1
Plans Examiner/Inspector	1	1	1	1
Combination Inspector	1	1	1	2
Property Inspector	1	0	0	0
Permit Technician	1	1	1	1
	5	4	4	5

Property Inspector was funded out of the Crime Prevention Fund

	2012 Actual	2013 Adjusted	2013 Estimated	2014 Adopted
Personnel Services	\$264,264	\$280,222	\$277,776	\$348,675
Materials and Supplies	\$1,204	\$2,450	\$2,150	\$2,400
Other Services and Charges	\$39,677	\$65,389	\$53,685	\$53,575
Capital Outlay	\$0	\$0	\$0	\$0
	\$305,145	\$348,061	\$333,611	\$404,650

Total 2014 Budget by Object



Community Development Long Range Planning

01-123

- Manage the long range planning activities of the City to include preparation and updating of the comprehensive plan and subarea plans
- Oversee activities and projects of the Wheat Ridge Housing Authority (WRHA)
- Oversee application and expenditure of Community Development Block Grant (CDBG) funds and represent the City on the Community Development Advisory Board
- Prepare applications for and manage state and federal grants such as EPA brownfields grant and State Historic Fund historic preservation grants
- Participate in special projects related to transportation planning and other regional planning activities

2013 Strategic Accomplishments

- Began work on the EPA Brownfields Assessment Grant project through the selection of an environmental consultant, project kick-off and initial property owner outreach
- Completed WRHA's single family home project utilizing \$900,000 in CDBG funds to acquire and rehabilitate seven homes
- Purchased additional homes through the WRHA for rehabilitation, using retained CDBG program income
- Completed the Housing Diversification Strategy study
- Accepted a \$44,000 State Historic Fund grant obtained by the WRHA for Fruitdale School
- Completed the I-70/Kipling Planning and Environmental Linkages study

2014 Strategic Priorities

- Manage the EPA Brownfields Assessment Grant to facilitate redevelopment of blighted properties
- Rehabilitate and sell single family homes purchased by the WRHA
- Determine future use for the Fruitdale School
- Participate in the Gold Line Corridor working group

Long Range Planning

Staffing and Financial Summary

01-123

	2011 Authorized	2012 Authorized	2013 Authorized	2014 Authorized
Senior Planner	1	1	1	1
	1	1	1	1

	2012 Actual	2013 Adjusted	2013 Estimated	2014 Adopted
Personnel Services	\$84,854	\$85,806	\$85,806	\$86,976
Materials and Supplies	\$0	\$100	\$0	\$0
Other Services and Charges	\$38,373	\$379,828	\$75,811	\$291,870
Capital Outlay	\$600	\$0	\$0	\$0
	\$123,827	\$465,734	\$161,617	\$378,846

Total 2014 Budget by Object

