

Council Request Update

April 14, 2016

Council Request 16-065 (Marijuana Social Club)

Requested by: Council

Assigned to: City Attorney's Office

Request: Request for information on Marijuana Social Clubs.

Response: Council discussed Marijuana Social Clubs at the April 11, 2016, Study Session and will discuss it again at the May 9 Study Session.

Council Request 16-081 (Over-the-Counter Permit Checklist)

Requested by: Mayor Pro Tem Gillit

Assigned to: Building

Request: Request for over-the-counter permitting for 10 most common projects/remodels.

Response: The attached memo from Chief Building Inspector Lance Smith provides an update on over-the-counter permit procedures.

Council Request 16-084 (Trailer on Lipan Street)

Requested by: Mayor Pro Tem Gillit

Assigned to: Police

Request: Request regarding a trailer parked illegally at 4856 S. Lipan Street.

Response: Cmdr. Sam Watson reported the owners of the trailer were new to town, unaware they were parked illegally, and given a warning. They agreed to bring it into compliance.

4/14/2016 update: trailer still parked on road. The parking enforcement officer returned and issued a ticket. The trailer is flagged as "abandoned," which requires a 3-day follow-up. If it is still there Monday, April 18, it will be towed.

Council Request 16-085 (Oxford Station TOD project - Tenant)

Requested by: Mayor Pro Tem Gillit

Assigned to: Community Development

Request: Request for information on the status and the type of tenant to occupy the space in the Oxford Station TOD project.

Response: The attached memo from Economic Development Manager Darren Hollingsworth provides an update on possible tenants for the Oxford Station TOD project.

Council Request 16-087 (Industrial Development Impact)

Requested by: Councilmember Olson

Assigned to: Community Development

Request: Request for information on the impact of industrial development on a first-tier suburb.

Response: The attached memo from Economic Development Manager Darren Hollingsworth provides information on industrial development in a first-tier suburb

Council Request 16-088 (PUD Process)

Requested by: Councilmember Olson

Assigned to: Community Development

Request: Request for a brief primer on the PUD process.

Response: The attached memo from Planner II Brook Bell lays out the PUD process.

Council Request 16-089 (Impact of Residential Development)

Requested by: Mayor Jefferson

Assigned to: Community Development

Request: Request for information regarding whether residential development is a net positive or net negative for a community.

Response: The attached memo from Senior Planner Harold Stitt addresses the question of determining the impact of residential development.

Council Request 16-092 (General Contractor Requirements)

Requested by: Councilmember Yates

Assigned to: Building

Request: Request for information regarding which code requires the use of a General Contractor.

Response: The attached memo from Chief Building Official Lance Smith provides provisions from the Municipal Code pertaining to general contractor licenses.

2016 COUNCIL REQUESTS

Number	Request Date	Request Type	Requested by	Request	Assigned To	Due Date	Follow-up Date	Date Completed
16-024	1/14/2016	I	Barrentine	Board & Commissions - Council Liaison Roles/Duties	CMO/CAO	1/19/2016		
16-025	1/19/2016	I	Olson	Flood Hazard Area Study Addresses	PW	1/22/2016		2/5/2016
16-026	1/19/2016	I	Olson	Study Session: Flood Hazard Area Study	PW/CMO	1/22/2016		1/20/2016
16-027	1/19/2016	I	Barrentine	Local Government Historic Preservation Info	CMO	1/22/2016		1/21/2016
16-028	1/19/2016	I	Olson	Study Session - Historic Colorado	CMO	1/22/2016		1/20/2016
16-029	1/19/2016	I	Barrentine	Inquiry re: Tom Burns' Water Board Term	CAO/CMO	1/22/2016		
16-030	1/19/2016	I	Martinez	Annual Council Meetings w/ Boards & Commissions	CMO	1/22/2016		1/18/2016
16-031	1/19/2016	I	Barrentine	Legal Opinion - EURA Council Representative	CAO	1/22/2016		
16-032	1/12/2016	I	Russell	City Ditch - Oxford Repairs	PW	1/14/2016		1/21/2016
16-033	1/25/2016	I	Barrentine	EEF/EMRF Funds and By-Laws	EEF/EMRF	1/29/2016	3/1/2016	3/1/2016
16-034	1/25/2016	I	Barrentine	Board & Commission Eligibility Study Session	CMO	1/29/2016		1/27/2016
16-035	1/25/2016	I	Olson	StrengthsFinder/Birkman Assessment Costs	CMO	1/29/2016		3/17/2016
16-036	2/1/2016	I	Jefferson	Background: ERC Preschool Discontinuation	PRL	2/4/2016		2/3/2016
16-037	2/1/2016	I	Martinez	Study Session: Recreational Marijuana	CMO	2/4/2016		2/3/2016
16-038	2/1/2016	I	Gillit	Study Session: Council policies/conduct	CMO	2/4/2016		2/3/2016
16-039	2/1/2016	I	Barrentine	Charter Review - Council Voting/Abstentions	CAO	2/4/2016		
16-040	2/1/2016	I	Olson	Study Session: Green Vehicle Policy Review	CMO/PW	2/4/2016		2/3/2016
16-041	2/1/2016	I	Yates	Background: Public Intoxication Ordinance	PD	2/4/2016		2/2/2016
16-042	2/1/2016	I	Russell	Sewer Issue - 3400 block South Broadway	CD	2/4/2016		2/3/2016
16-043	2/1/2016	I	Jefferson	Business Notification of Regulation Changes	CMO/ALL	2/4/2016		2/3/2016
16-044	2/1/2016	I	Martinez	Service Line Warranty Cancellation Letter	CMO	2/4/2016		2/24/2016
16-045	2/1/2016	I	Martinez	Clayton Elementary Street Conditions (snow)	PW	2/4/2016		2/23/2016
16-046	2/1/2016	I	Martinez	CityCenter Evening Meeting Security	PD/EEF	2/4/2016		3/21/2016
16-047	2/1/2016	I	Council	Citizen of the Century Selection Information	CMO	2/4/2016		2/3/2016
16-048	2/3/2016	I	Jefferson	Englewood Depot Snow Removal Inquiry	PR	2/5/2016		3/4/2016
16-049	2/9/2016	I	Yates	Construction Defects Ordinance	CAO	2/12/2016		
16-050	2/13/2016	I	Barrentine	Economic Development Incentives Inquiry	CD	2/16/2016		2/16/2016
16-051	2/16/2016	S	Barrentine	Mayor/Manager/Attorney Mtg. Audio	CMO	2/19/2016		2/19/2016
16-052	2/16/2016	S	Barrentine	Meeting Audio Solution	CMO/IT	2/19/2016		2/23/2016
16-053	2/16/2016	S	Olson	Simon Center Sexual Harrassment Claims	PD	2/19/2016		2/19/2016
16-054	2/16/2016	S	Barrentine	Paseo Fence Inquiry	CD	2/19/2016		2/19/2016
16-055	2/22/2016	I	Council	FunFest Follow-up	PRL	2/25/2016		2/24/2016
16-056	3/1/2016	I	Barrentine	Paseo Fence Inquiry - Follow-up	CD	3/3/2016		3/2/2016
16-057	3/3/2016	S	Jefferson	Floyd & Bannock Code/Crime Concerns	PD	3/4/2016		3/7/2016

S = Service
I = Information

CA - City Attorney; CMO - City Manager's Office; CD - Community Development; EEF - Englewood Environmental Foundation
FAS - Finance and Administrative Services; PRL - Parks, Recreation Library; MC - Municipal Court; PW - Public Works; PD - Police Department; UT-
Utilities; WW - Wastewater Treatment Plant

Number	Request Date	Request Type	Requested by	Request	Assigned To	Due Date	Follow-up Date	Date Completed
16-058	3/14/2016	I	Jefferson	Cherokee Kivas Construction Project Update	CD	3/17/2016		3/17/2016
16-059	3/14/2016	I	Olson	OpenEnglewood Statistics	FAS	3/17/2016		3/15/2016
16-060	3/14/2016	I	Olson	Comp. Plan Clarification - Belleview/Broadway	CD	3/17/2016		3/17/2016
16-061	3/14/2016	I	Jefferson	Microphones - Community Room	CMO	3/17/2016		3/15/2016
16-062	3/14/2016	I	Jefferson	Denver Fire - Late-night Lights and Sirens	CMO/PW	3/17/2016		4/7/2016
16-063	3/16/2016	I	Gillit	S. Lipan Code Violations - Trash	PD	3/21/2016		3/23/2016
16-064	3/18/2016	I	Gillit	3398 W. Grand Ave. -Remodelling Permit	CD	3/22/2016		3/18/2016
16-065	3/21/2016	I	Council	Inquiries re: Marijuana Social Clubs	CAO	3/24/2016		4/11/2016
16-066	3/21/2016	I	Olson	Revenue Comparison Chart	FAS	3/24/2016		3/30/2016
16-067	3/21/2016	I	Olson	Financial Report - Color Consistency	FAS	3/24/2016		3/30/2016
16-068	3/21/2016	I	Barrentine	Code Enforcement Stats - Last 12 years	PD	3/24/2016		3/31/2016
16-069	3/21/2016	I	Barrentine	Alta Cherry Hills - Map Corrections	CD	3/24/2016		3/30/2016
16-070	3/21/2016	I	Yates	City Ditch/Private Property Fencing	UT/PW	3/24/2016		
16-071	3/21/2016	I	Council	Economic Development Incentive Policy Update	CD	3/24/2016		3/24/2016
16-072	3/28/2016	I	Jefferson	ACE Business Survey Results to Council	CD	3/31/2016		3/29/2016
16-073	3/28/2016	I	Olson	Street Conditions - Xcel Energy Follow-up	PW	3/31/2016		4/1/2016
16-074	3/28/2016	I	Jefferson	Englewood Marketing Plan	CMO/CD	3/31/2016		3/30/2016
16-075	3/28/2016	I	Barrentine	Littleton Police Facility Renovation	CMO	3/31/2016		
16-076	3/29/2016	I	Olson	Economic Incentives Analysis	CD/FAS	3/31/2016		
16-077	4/5/2016	I	Olson	Equal Employment Opportunity- Job Posts, EEO La	FAS	4/8/2016		
16-078	4/5/2016	I	Olson	Cherokee Kivas - Meeting Update	BD/CMO/CA/CD	4/8/2016		
16-079	4/5/2016	I	Council	New Comp Plan - Arts & Crafts Home Preservation	CD	4/8/2016		4/6/2016
16-080	4/5/2016	I	Gillit	Checklist for building projects/remodels	BD	4/8/2016		4/7/2016
16-081	4/5/2016	I	Yates	Over-the-counter permitting for 10 most Common	BD	4/8/2016		4/7/2016
16-082	4/5/2016	I	Barrentine	Report of all EMRF expenses since 1999	FAS	4/8/2016		
16-083	4/6/2016	S	Jefferson	E-Notifications for Community Development NewsCommunications		4/8/2016		4/6/2016
16-084	4/7/2016	I	Gillit	4856 S. Lipan St. trailer parked illegally in front of a	PD	4/11/2016		4/7/2016
16-085	4/11/2016	I	Gillit	Status and type of tenant that will use space at Oxf	CD	4/14/2016		4/11/2016
16-086	4/11/2016	I	Jefferson	Englewood specific unemployment stats	CMO	4/15/2016		
16-087	4/11/2016	I	Olson	Impact of industrial development in a 1st tier subur	CD	4/15/2016		4/14/2016
16-088	4/11/2016	I	Olson	A primer sheet on the PUD process	CD	4/15/2016		4/14/2016
16-089	4/11/2016	I	Jefferson	Residential development positive/negative to a co	CD	4/15/2016		4/14/2016
16-090	4/11/2016	I	Council	Will TIF be generated from General Ironworks site?	CD/FAS	4/15/2016		
16-091	4/11/2016	I	Russell	Role of Council liaison to a Board/Commission	CMO	4/15/2016		
16-092	4/12/2016	I	Yates	What code requires the use of General Contractor	CD	4/15/2016		4/13/2016
16-093	4/12/2016	I	Yates	Cost to have SAFEbuilt run Building Department	CD/FAS	4/15/2016		

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TO: Eric Keck, City Manager
THRU: Brad Power, Director Community Development
FROM: Lance Smith, Chief Building Official
DATE: April 7, 2016
SUBJECT: CR #16-081 Over-the-Counter Permits

There several types of permits that are currently issued over-the-counter including re-roof for both commercial and residential, furnaces, water heaters, electrical service changes, siding etc. Staff is also working toward adding several types of projects to that list. Staff is developing guidelines for the following types of work that will soon be able to be issued over-the-counter:

- Minor commercial tenant finish
- Minor residential remodels
- Residential basement finish
- Residential porches
- Residential carports
- Detached garages
- Fences
- Accessory buildings (sheds)

Handout packets for most of these projects are complete and in use. Guidelines are being developed that will allow the permit technicians to issue over-the-counter once additional training is complete.



TO: Mayor Jefferson and City Council members

THRU: Eric Keck, City Manager
Brad Power, Community Development Director

FROM: Darren Hollingsworth, Economic Development Manager

DATE: April 11, 2016

SUBJECT: Council Request 16-085 Oxford Station TOD project- Tenant

In a March 31, 2016 Denver Post article [Multi-family building boom fueling landlocked Englewood](#), Jonathan Bush indicates that the 9,400 square foot bow truss building will likely be split between an office user and a fitness center. Tim Schlichting from Littleton Capital Partners has confirmed the interest from these tenants, but also mentioned that leases have not been formalized. Littleton Capital Partners is seeking tenants that will have minimal use of the limited onsite parking spaces during the evening, a time in which residents are likely to need the parking. The commercial space is anticipated for delivery to the tenants the first week of October, 2016.

Below is a link to the article:

http://www.denverpost.com/news/ci_29699946/multifamily-building-boom-fueling-landlocked-englewood



TO: Mayor Jefferson and Council Members

THRU: Eric Keck, City Manager
Brad Power, Community Development Director

FROM: Darren Hollingsworth, Economic Development Manager

DATE: April 14, 2016

SUBJECT: 16-087 Industrial Development Impact

The landscape for industrial development and advanced manufacturing in a first-tier suburb is changing. Innovations in manufacturing through research and development are driving productivity enhancements in this sector. Today's advanced manufacturing sector relies more heavily on STEM (science, technology, engineering and math) education than many non-manufacturing sectors. Manufacturing jobs provide benefits to workers with higher overall compensation than other sectors and this in turn has positive impacts on the economy. However, it is also widely recognized that many traditional manufacturing sectors have been undergoing a significant transition to locations outside of the United States and the country's manufacturing base is becoming increasingly focused on specialized, less labor intensive industries.

Fostering and supporting job creation is a key tenant of economic development, particularly focusing on primary jobs. Primary jobs are those which are created by employers that generate sales and revenues from outside the area, thereby injecting outside capital into the local economy. Primary jobs tend to have a higher level of compensation and require a higher skillset compared to some other sectors, such as service jobs in the retail sector. Jobs in the manufacturing and advanced manufacturing sector are considered primary jobs.

According to a study conducted by Arapahoe Douglas Works, manufacturing jobs generate significant economic benefits by creating higher economic multipliers. Job growth in this sector has a higher propensity to drive economic growth regionally and enhances the overall quality of life by creating greater economic benefits. Manufacturing jobs carry the fourth highest economic multiplier in the region, with a jobs multiplier of 3.32. This indicates that the economic ripple effects are significant. For example: When an employer in the manufacturing sector creates 10 new jobs, an additional 23.2 new jobs would be created, for a total of 33.2 jobs created in the region. On the other hand, the retail sector carries a jobs multiplier of 1.31, far less significant in terms of economic impact. This study is available at the following link:
<http://www.adworks.org/pdf/Job%20Multiplier%20Study.pdf>



TO: Mayor Jefferson and Council Members

THRU: Eric Keck, City Manager
Brad Power, Community Development Director

FROM: Brook Bell, Planner II

DATE: April 14, 2016

SUBJECT: Council Request 16-088 PUD Process

The Council request is for a brief primer on the PUD process. The Planned Unit Development (PUD) rezoning process is as follows:

Action	Description
Pre-application Conference and Development Review Team (DRT) Meeting	Preliminary concept discussions with City staff. Review of process and required documents
Prepare for Pre-application Neighborhood meeting	Applicant prepares written notice, mailing list, and meeting presentation
Mail notice of Neighborhood Meeting	Applicant sends notice of meeting to property owners and occupants within 1,000 feet of site
Neighborhood Meeting	Applicant hosts meeting to describe rezoning proposal and receives neighborhood feedback/comments
Preparation of formal PUD Application	Applicant prepares PUD application packet, with consideration of City's preliminary comments and neighborhood meeting comments
Formal PUD Application submittal and City Review	Review of Formal PUD application by City and outside referral agencies
Final PUD submittal	Applicant submits final document addressing City's technical comments and outside referral agency's comments
City Prepares Staff Report and schedules Planning and Zoning Commission Public Hearing	City schedules Public Hearing to consider applications at next available Planning and Zoning Commission meeting
Publish Public Notice and Post Property	City prepares legal notice of Public Hearing for publication in <i>Englewood Herald</i> and City website, applicant posts property
Mail notice of Public Hearing	Applicant sends notice of meeting to property owners and occupants within 1,000 feet of site
Planning and Zoning Commission Public Hearing	Staff and Applicant presentation. Commission takes testimony on rezoning application. Recommends to: Approve, Approve Conditionally, Deny, or Continue
Approval of Findings of Fact	P&Z approves and forwards Findings of Fact to City Council
City Council First Reading	Staff introduction of Bill for Ordinance for PUD rezoning; Public Hearing date scheduled based on posting requirement

Publish Public Notice and Post Property	City prepares legal notice of Public Hearing for publication in Englewood Herald and City website, applicant posts property
City Council Public Hearing	Staff and Applicant presentation. Council takes testimony on rezoning application.
City Council Second Reading	Council discusses and votes to: Approve, Approve Conditionally, Deny, or Continue
Publication of Approved PUD Ordinance	City prepares and submits legal notice of approved PUD <i>Englewood Herald</i>
Referendum Period	Appeal period
Effective date	PUD rezoning is effective at close of Referendum Period



TO: Mayor Jefferson and City Council members

THRU: Eric Keck, City Manager
Brad Power, Community Development Director

FROM: Harold J. Stitt, Senior Planner

DATE: April 14, 2016

SUBJECT: Council Request 16-089 Impact of Residential Development

Determining whether residential development is a net positive or a net negative to a community without specific context is impossible to determine. This is due to the potential wide and varied range of types of impacts as well as the degree of those impacts. A 2000 study published by the University of Wisconsin–Madison, Wisconsin Land Use Research Program entitled Community Guide to Development Impact Analysis clearly sets forth the issues:

In recent years, considerable attention has been given to the potential impacts of growth and development on communities throughout Wisconsin. In general, growth has been viewed as healthy and desirable for communities because it often leads to additional jobs; increased income for residents; a broader tax base; and the enhancement of cultural amenities such as libraries and parks. However, communities are increasingly aware that growth may also be accompanied by costs such as increased fiscal expenditures for necessary public services and infrastructure, traffic congestion, consumption of local natural resources, loss of open space and unique cultural attributes. In addition, development decisions are too often made without a sufficient understanding of the consequences of those decisions on overall community well-being. Since changes induced by growth in a community are not always positive, carefully planned development is necessary for ensuring that growth is consistent with the long-range goals of the community.

The Study goes on to describe a complex analysis scheme that includes fiscal impact analysis, Traffic Impact Analysis, Socio-Economic Impact Analysis, and Environmental Impact Analysis. The Study also describe a method of fiscal impact analysis known as COCS (Cost of Community Services.)

This analysis allows for an assessment of the cost-revenue impacts of broad land use categories on a community such as the differences in the impacts of farmland, residential land, commercial land, industrial land and open space and forest land on a community's fiscal balance sheet in a single year. The studies are snapshots of the net fiscal costs of different land uses.

To directly answer the question posed by City Council, the answer is yes, no, and/or it depends. Generally speaking, residential growth has been welcomed in Englewood. This is in part a result of 1979 Comprehensive Plan which estimated that the "capacity population" of Englewood would be approximately 50,000 with a population of 45,000 by the year 2000. The basis for the

estimate was the full build out of the City under the zoning at that time, zoning which is not significantly different than the zoning in place today. Additionally, the utility infrastructure of the City is built to accommodate this projected population. Also, the housing goals and objectives of the 1979 and 2003 Comprehensive Plans call for a wide variety of housing types to meet the needs of the City as it grows.

For perspective on the City's population growth the following table illustrates Englewood's growth as compared to Denver over the last 100 years.

Population	1910	1920	1930	1940	1950
Englewood	2,983	4,356	7,980	9,680	16,869
Denver	213,381	256,741	287,861	322,412	415,786

Population	1960	1970	1980	1990	2000	2010
Englewood	33,398	33,695	30,021	29,387	31,727	30,255
Denver	493,887	514,678	492,694	467,610	554,636	600,158

As you can see, Englewood's growth has plateaued at approximately 30,000 over the past 30 years, while Denver and much of the metro area have grown. The value or benefit of residential development is a complex question to answer, but the growth Englewood has experienced by most measures is positive. The impact of future residential growth will be determined, in part by Comprehensive Plan goals, objectives, and strategies and more importantly by the policies established by City Council to guide growth and development that will implement the Comprehensive Plan.



TO: Eric Keck, City Manager
THRU: Brad Power, Director Community Development
FROM: Lance Smith, Chief Building Official
DATE: April 13, 2016
SUBJECT: CR #16-092 – General Contractor Requirements

Request for information on which code requires the use of a general contractor.

The provisions for the various types of work that require a general contractor are found in the following sections of the Englewood Municipal Code.

5-7-8: - Classification of Contractor Licenses.

There are hereby established the following contractor license classifications with respective descriptions of the types of work authorized to be performed:

- A. Class A. Unlimited General Contractor. This license shall entitle the holder to contract **for the erection, construction, alteration or repairing** of any type of building or structure.
- B. Class B. Limited General Contractor. This license shall entitle the holder to contract **for the erection, construction, alteration or repairing** of any type building or structure not of Type I or Type II construction, and for the nonstructural interior finish or remodel of any type of building.
- C. Class C. Residential Contractor. This license shall entitle the holder to contract **for the erection, construction, alteration or repairing** of any building classified as a Group R-3 or Group U occupancy and for the nonstructural interior finish or remodel of any type of building.