

2019 WORK PROGRAM AND FY19/20/21 WORK PLAN

COMMUNITY DEVELOPMENT



Enhance Economic
Vitality

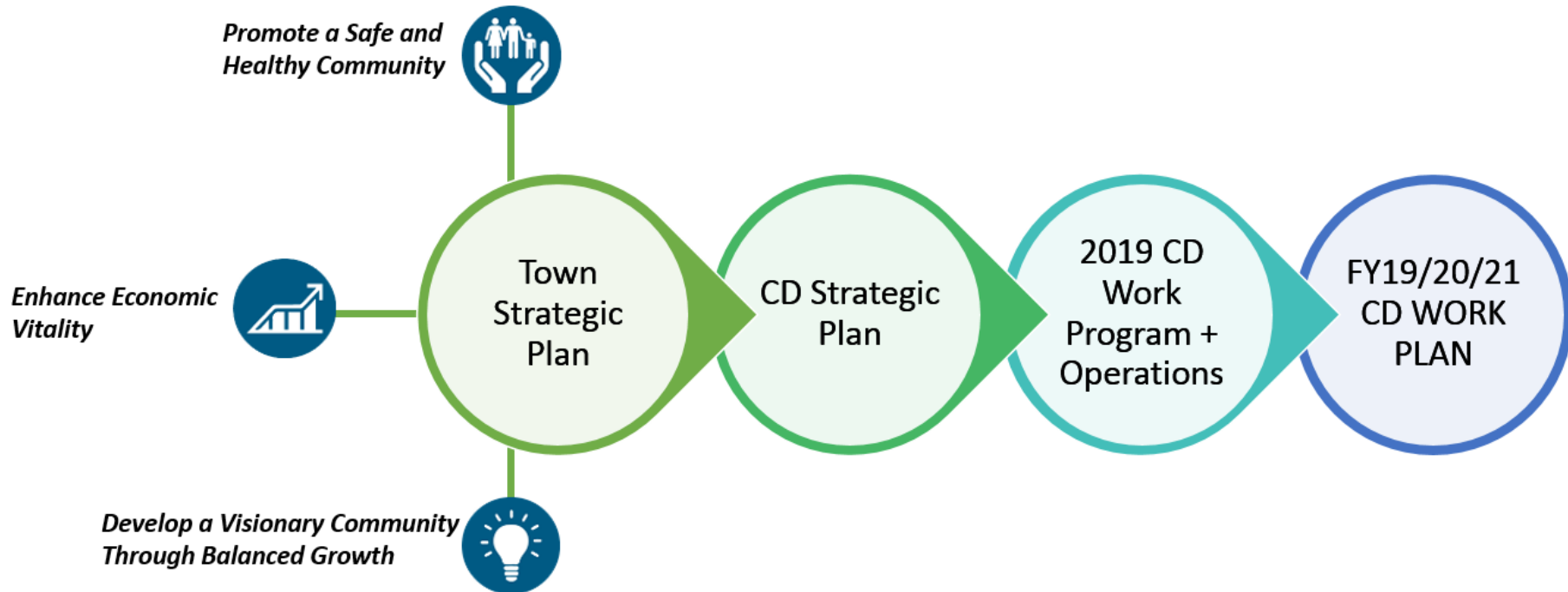


Promote a Safe and
Healthy Community



Develop a Visionary
Community
Through Balanced
Growth























BLDG:	<i>Building Division</i>
CCIC:	<i>Colorado Chapter of the International Code Council</i>
CD:	<i>Community Development</i>
CIMU:	<i>Commercial Industrial Mixed Use</i>
Div:	<i>Division</i>
ED:	<i>Economic Development Division</i>
GIS:	<i>Geographic Information Systems</i>
IGA:	<i>Intergovernmental Agreement</i>
ICC:	<i>International Code Council</i>
LDO:	<i>Land Development Ordinance</i>
MP:	<i>Master Plan</i>
PLN:	<i>Planning Division</i>




















2019 Community Development Work Program

This Work Program identifies projects and/or programs that the Department will be working on for the upcoming year. Projects have been initiated to meet a strategic objective, response to community priorities, state law/legal mandate, or changing townwide needs over time.


























3326 – Master Plan Update									
Div	Project	Description	Strategic Plan Goals	Budget		Completion			
				Actual	Projected	Q1	Q2	Q3	Q4
PLN	Parker Road Corridor Plan	Completion of transportation/land use policies	  	\$137,170	\$137,170	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PLN	Master Plan Update (Minor)	Master Plan Planning Area Map Update	  	\$0	\$0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3328 – Land Development Code Update									
Div	Project	Description	Strategic Plan Goals	Budget		Completion			
				Actual	Projected	Q1	Q2	Q3	Q4
PLN	LDO Modernization	LDO major rewrite to improve process/standards	  	\$299,990	\$299,990	N/A – Q2 2021			
PLN	CIMU Design Standards	Complete Commercial/Industrial/Mixed-Use standards		\$0	\$0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PLN	Park Dedication Planning	LDO update of Park Dedication for residential	 	\$0	\$0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PLN	Parking Cash In-Lieu	LDO provision to allow cash in-lieu of parking	  	\$0	\$0	N/A – Q1 2020			
3360 – Building Inspection Services									
Div	Project	Description	Strategic Plan Goals	Budget		Completion			
				Actual	Projected	Q1	Q2	Q3	Q4
BLDG	Greenwood Village IGA	In-kind commitment for electrical inspections		\$0	\$0	Ongoing			









- Unbolded Text of Actual/Projected Budget Figures from Table: Single-Year Funding approved
- Bolded Text of Actual/Projected Budget Figures from Table: Multi-Year Funding approved

2019 WORK PROGRAM PROJECTS CONTINUED 5

3390 – Other Prof/Tech Services									
Div	Project	Description	Strategic Plan Goals	Budget		Completion			
				Actual	Projected	Q1	Q2	Q3	Q4
PLN	Community Center Sub-Area Plan	Economic, access/circulation, land use, and urban design analysis of Hess Road/Chambers Road intersection	  	\$0	\$15,000	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PLN	Commerce District Sub-Area Plan	Economic, access/circulation, land use, and urban design analysis of the Town's Central Light Industrial area along Dransfeldt Road	  	\$0	\$15,000	Q1 2020			
ED	Site Feasibility Study	Site specific economic feasibility studies		\$0	\$30,000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ED	GIS Planning	Web data support		\$0	\$10,000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ED	Marketing Support Services	Adjunct marketing Support (i.e. videography)		\$0	\$30,000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
BLDG	Residential Roof Inspections	Third party roof inspections by Jim Pepper LLC		\$0	\$58,300	Ongoing			
BLDG	Colorado Code Consulting	Third party plan review and elevator inspections		\$0	\$10,000	Ongoing			
3395 – Appraisal/Survey Work									
Div	Project	Description	Strategic Plan Goals	Budget		Completion			
				Actual	Projected	Q1	Q2	Q3	Q4
PLN	KOA Annexation/Zoning	Enclave annexation of KOA property and Ag zoning	 	\$0	\$2,500	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PLN	Bowey Annexation/Zoning	Enclave annexation of Bowey property and C zoning	 	\$0	\$5,000	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PLN	Future Annexations/Zoning	Reserve to be used subject to implementation of Strategic Annexation Policy	 	\$0	\$5,000	TBD			
3540 – Advertising & Announcements									
Div	Project	Description	Strategic Plan Goals	Budget		Completion			
				Actual	Projected	Q1	Q2	Q3	Q4
ED	Golden Shovel (Website and Marketing Strategy)	Marketing Strategy/Advertising/Web maintenance		\$0	\$98,000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ED	Advertising	Miscellaneous ad placements			\$7,500	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

2019 WORK PROGRAM PROJECTS CONTINUED 6

3541 – Prospect Development									
Div	Project	Description	Strategic Plan Goals	Budget		Completion			
				Actual	Projected	Q1	Q2	Q3	Q4
ED	Regional Participation	Metro Denver EDC Investment		\$0	\$6,250	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ED	Industry Specific Recruiting Events	National Site Selectors Conference	 	\$0	\$2,750	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ED		Economix Site Selectors Conference		\$0	\$2,500	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ED		ISCS Events		\$0	\$5,000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ED		CREJ		\$0	\$1,000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ED		Industry Cluster Events		\$0	\$1,500	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ED	Sponsorship Opportunities	Miscellaneous Sponsorships	  	\$0	\$3,000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3570 – Education, Training, Development									
Div	Project	Description	Strategic Plan Goals	Budget		Completion			
				Actual	Projected	Q1	Q2	Q3	Q4
ED	State Conferences	EDCC State Conference	  	\$0	\$1,000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ED	Education/Training	IEDC Coursework/Conference/Exam	  	\$0	\$3,500	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BLDG	Annual CCICC	Continuing education classes for all employees	  	\$0	\$2,600	Ongoing			
BLDG	Additional Training	Continuing education classes for all employees: CCICC, NEC, NFPA specific	  	\$0	\$1,000	Ongoing			
BLDG	ICC Certifications	Additional testing for all employees to obtain National recognized certifications	  	\$0	\$1,625	Ongoing			
Other Community Development Initiatives									
Div	Project	Description	Strategic Plan Goals	Budget		Completion			
				Actual	Projected	Q1	Q2	Q3	Q4
PLN	Builder Kiosk Program	Develop and deliver a builder kiosk program at no cost to the Town	 	\$0	\$0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
BLDG	Enhanced Plan Review	Expedited review of signature/commercial projects	 	\$0	\$0	Q2 2020			
BLDG	Valuation fee Update	Increase minimum valuation fees to be more in line with surrounding jurisdictions		\$0	\$0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Other Community Development Initiatives Continued									
Div	Project	Description	Strategic Plan Goals	Budget		Completion			
				Actual	Projected	Q1	Q2	Q3	Q4
BLDG	Construction "How To" Videos	Short 1-2 minute videos showing permit application process,		\$0	\$0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
PLN	Data Validation	Data research/compilation to ensure accurate data appears on Town website		\$0	\$0	Ongoing			
PLN	Development Forecast	Develop 3-5 yr development forecast for budgeting purposes	 	\$0	\$0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PLN	TRAKIT Chess Clock	Predictive scheduling system to support applicants/staff in managing projects with realistic schedules		\$0	\$0	Ongoing			
PLN	Town Build-Out Analysis	Build-out projections for Master Plan purpose		\$0	\$0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ED	Subscriptions/Associations	MDEDC/Costar/ESRI/Prof Associations		\$0	\$20,000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ED	Revolving Loan Program	Revolving Loan/Small Business Support		\$0	\$50,000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

CD Structural Assessment

CD undertook an assessment of the department's structure with the goal of understanding options that will help meet the Town's needs. Even though typically outside the scope of a Work Program and Work Plan, CD believes it is important to understand the cultural and systematic improvements that can be made to improve the quality and efficiency of work product. CD is analyzing next steps to implement improvements which will ultimately be woven into the Work Program and Work Plan, accordingly.

On-Going Operations

Community Development’s on-going, repetitive activities. The activities within this chart are not to be considered project level.

Building

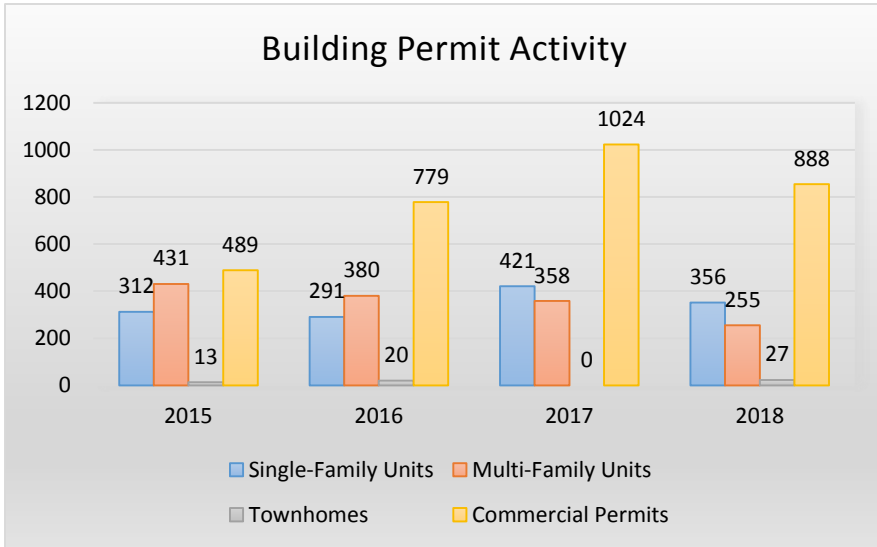
- Residential and Commercial Plan Review
- Residential and Commercial Permits
- Building Inspections
- Training/Meetings
- Data Validation for CD Website
- Community Open Houses/Workshops
- Temporary Permit Review
- Business License Review

Economic Development

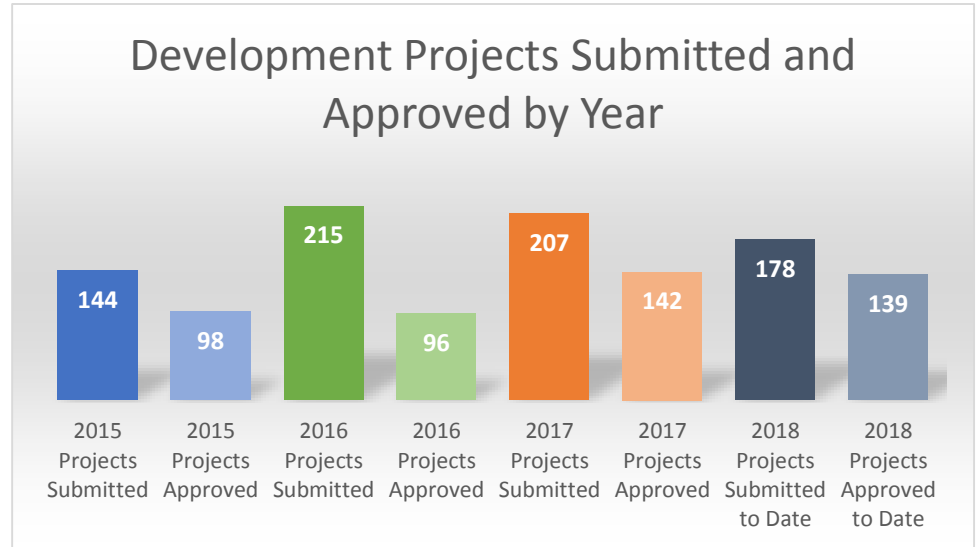
- Training/Meetings
- Business Development/Retention/Recruitment
- Conferences - Professional and Prospect Development
- Advertising and Marketing
- Prospect Development
- Data Validation for ED website
- Community Open Houses/Worshops

Planning

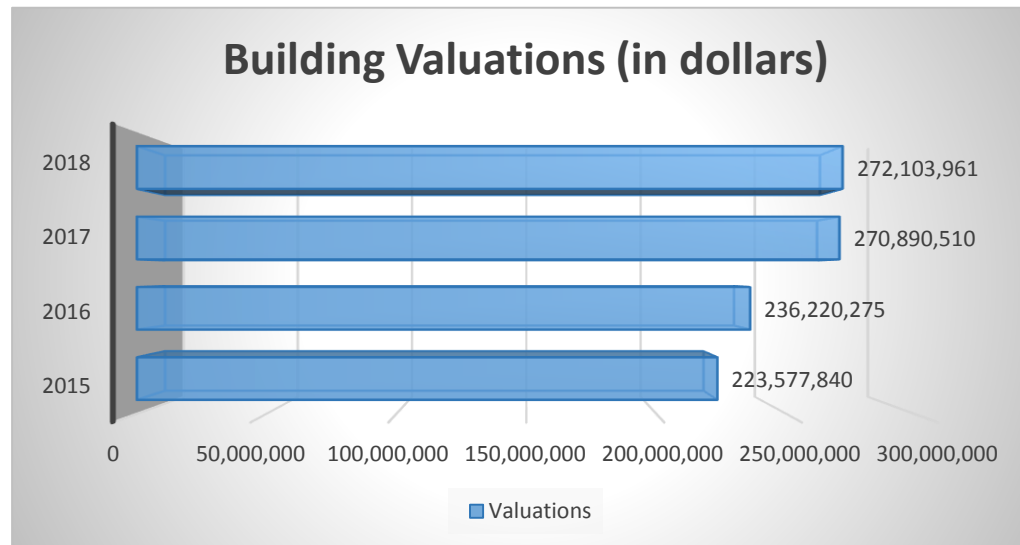
- Development Review
- Training/Meetings
- Development outside Town Boundaries Monitoring
- Planning Commission Support
- Pre-Applications
- Regional and Interagency Coordination
- Data Validation for CD website
- Planning/Zoning Inspections
- Community Open Houses/Workshops
- Interdepartmental Coordination/Partnership
- Planning/Zoning Inquiries
- Subdivision Residential Design Matrix Review
- Temporary Permit Review
- Business License Review
- Sign Permit and Front Counter Planning Permits



Average of 3,303 permits annually/2018 building permit activity as of December 1, 2018



Average of 195 entitlement applications submitted annually/119 applications completed/approved annually; 68 percent annual average clearance factor.



Average valuation of \$250,690,000 over a four year period

Division	Project	Summary
BLDG	Enhanced/Expedited Plan Review	A program that assists qualified projects with shortened plan review process which includes a heightened fee structure
BLDG	Construction "How To" Videos	Videos that explain when/why permits are required, eTrakit account set-up/application process, and inspection scheduling
BLDG	Building Valuation Fee Adjustment	Fee increase of Table 3.1 of the Parker Administration Code to be more in line with surrounding jurisdictions
BLDG	After Hour Inspection/Fee	Creating a system that allows contractors to schedule after hour inspections which includes additional fee's if staff is available
BLDG	Field Technology Connectivity	Increase ITRAKiT field inspection communication with office, contractor and applicate through new technology
CD	User Fee Implementation	Fee schedule update to reflect recommendations by TischlerBise for permit and entitlements
CD	3/5 Yr. Development Forecast	Forecast to assist in estimating future tax revenues/periodic assessment on development activity
ED	Targeted Retail Recruitment Strategy	A retail recruitment strategy responsive to the industry's changing environment and Parker's mature retail market status
ED	Long-Term Incentive Program	A non-sales tax based business recruitment incentive tool
ED	ED Strategic Plan	Formulate a long-term economic development strategy for Parker
ED	Workforce Development	Integrated effort with other community assets to promote skills training
ED	Annexation Implementation	Economic Development support to implementing the Townwide Annexation Strategy
ED	Revolving Loan Program	Grant program/revolving loan program through CEF to benefit small businesses through Town
ED	Site Feasibility Study	Economic feasibility studies of key commercial locations/intersections throughout Town
PLN	Annexation Strategy	Planning implementation of Annexation Strategy through processing projects, zoning and policy updates
PLN	Parker Road Corridor Plan	Completion of transportation/land use policies
PLN	Sub Area Plan	Economic, access/circulation, land use, and urban design analysis of Hess Road/Chambers Road intersection
PLN	MP Demographic and Data	Demographic (2020 Census), economic and built environment database for planning projects
PLN	Master Plan Update (Major)	Major update to the Master Plan with significant outreach, analysis and new goals and strategies to 2045
PLN	Master Plan Update (Minor)	Update to the Land Use Plan Map to reflect Annexation Strategy
PLN	Build Out Analysis	To project population/housing unit and commercial/employment projections by Master Plan build-out
PLN	Builder Kiosk Program	Establish a no cost program to the Town to allow for the advertising of new subdivisions
PLN	LDO Modernization	Major rewrite of the Land Development Ordinance to improve process and standards
PLN	CIMU Design Standards	Complete and adopt design standards for commercial, industrial, and mixed-use developments in Town
PLN	Park Dedication Planning	LDO provision update to revise the requirements/standards for park dedication associated with residential
PLN	Parking Cash In-Lieu	LDO provision update to revise the requirements/standards to allow the option of pay in-lieu
PLN	Bowey Annexation/Zoning	Enclave annexation and associated zoning to Commercial
PLN	KOA Annexation/Zoning	Enclave annexation and associated zoning to Agriculture
PLN	TRAKiT Chess Clock	Predictive scheduling system to support applicants/staff in managing projects with realistic schedules



COMMUNITY DEVELOPMENT
DEPARTMENT



PARKER
COLORADO