

**PLANNING AND ECONOMIC DEVELOPMENT (PED)
POLICY COMMITTEE MEETING**
March 11, 2020

Members Present: Councilmember Francoise Bergan, Chair; Councilmember Crystal Murillo, Vice Chair; Councilmember Allison Hiltz

Others Present: Jason Batchelor, George Adams, Bob Oliva, Vinessa Irvin, Dan Money, Scott Berg, Tod Kuntzelman, Mindy Parnes, Brandon Cammarata, Mac Callison, Huiliang Liu, Jose Rodriguez, Mark Smith, Victor Rachel, Heather Lamboy, Sara Wile, Andrea Barnes, Ryan Loomis, Julianna Berry, Liz Fuselier, Karen Hancock, Mark Topping, Mark Withiewicz, Dennis Lyon, Gayle Jetchick, Rusty Deane, Julie Patterson, Jeffrey Moore, Bruce Dalton, Bob Gaiser, Margee Sobey, Brad Pierce, Stephenie Baca

APPROVAL OF MINUTES

February 12, 2020 minutes were approved.

STATUS OF 2019 PED AGENDA ITEMS

Summary of Issue and Discussion:

Planning & Development Services Director George gave an overview of all the 2019 PED agenda items that were heard last year and noted that most of the items were informational items. He focused on the Northeast Aurora Market & Zoning Analysis – Final Draft Recommendations item that was presented in February 2019 that included the EPS study that was conducted for that area. He shared that a market analysis study was conducted to address zoning concerns about bringing more economic activity to the area. The findings showed there was an excess of commercial zoning and property in the area and recommended to have strategic focus rather than have such a broad area zoned as commercial. The 64th Avenue Multimodal Study resulted as a follow-up of the market and zoning analysis.

Other 2019 agenda items were summarized to familiarize the committee of the last year's discussed items.

Outcome: This item was for informational purposes only

Follow-up Action: No follow-up action required.

64TH AVENUE MULTIMODAL STUDY UPDATE

Summary of Issue and Discussion:

Mr. Adams presented the item giving history, update and progress of the design study. The departments of Planning, Public Works, PROS, and Consultant David Evans and Associates were all involved in this study.

Project background:

- Area was designated as Regional Activity Center in 2009 Comprehensive Plan and Urban District in the 2018 Comprehensive Plan now called Aurora Places.
- NE Aurora Zoning & Market Analysis conducted by EPS
 - Begins in April 2018
 - Preliminary findings were presented to PED in September 2018
 - Shared the preliminary findings with stakeholders in February 2019
- March 2019 the NE Aurora Development Coordination Meeting lead up to discussions that were conducted at ICSC for:
 - Future development to NE aurora could increase size of Aurora by 1/3 (A City within a City)

APPROVED
3/11/2020 PED Minutes

- Potential significant future sales tax revenue
- The follow-up of the EPS study set efforts to focus on identifying 64th Avenue, E-470 to Himalaya
 - 64th Avenue as a destination placemaking and layout conceptual roadway sections
- July 2019 the 64th Avenue Study was initiated

The project goals were to:

- Leverage the success of Gaylord of the Rockies to create a unique place with associated economic benefits
- Modify roadway section to a more urban “main street” design
- Maximize re-use of existing constructed roadway and associated infrastructure elements
- Accommodate all transportation modes and their relationship to placemaking
- Ensure stakeholder input, coordination and support

Project processes:

- Study began in July 2019
 - Consultant reviewed the study area context and existing conditions analysis
 - Consultant conducted one-on-one interviews with stakeholders in the area
- First Stakeholder Workshop held August 2019
 - Existing conditions
 - Preliminary traffic analysis
 - Discuss vision for the area as; urban design and multimodal transportation
 - Conceptual roadway sections
- Section Stakeholder Workshop held in September 2019
 - Proposed 4-lanes concept and intersection analysis for 64th Avenue
 - Review of the draft vision
 - Stakeholder discussion
- Individual meetings were held as needed in December 2019
- February 5, 2020 letter received from 64th Avenue Stakeholder’s Coalition
- February 24, 2020 meeting held with Painted Prairie stakeholders
- March 11, 2020 presentation to PED Committee

The existing and planned roadway network, urban design framework and the initial proposed cross-section were shared.

The stakeholder feedback highlights:

- Desire to create unique space / place across from Gaylord of the Rockies by multiple landowners and stakeholders
- Improvements need to be mutually beneficial
- Importance of moving traffic along 64th / convenient access from E-470 and DEN
- Timing is critical / Need clear direction from the city regarding 64th Avenue cross-section

Additional Stakeholder Input:

- There was a consensus letter from 64th Avenue Stakeholders Coalition (RIDA Highpoint Land, LLC; Painted Prairie Owner, LLC; and Highpoint, LLC)
 - No delay in processing development applications
 - Retain existing roadway improvements north of the centerline
 - No additional easement or right-of-way
 - Details of what stakeholders thought would be an acceptable design:

- Four land section with on-street parking
- Landscape bulb outs and pedestrian refuge bulb outs at intersections
- Modifications to northern parking lane at city's expense
- No enhanced design standards

Q: Councilmember Bergan asked if plans are able to be approved quickly as requested by the stakeholders?

A: Plans will be processed according published schedules. The FDP that was originally submitted is in the final stage of review and a separate master plan submission is required for the town center and is being amended to fit the location's infrastructure and design phase.

Outcome: This item was for informational purposes only.

Follow-up Action: No follow-up action required.

DEVELOPMENT REVIEW STAFFING REQUEST

Summary of Issue and Discussion:

Manager Office of Development Assistant Vinessa present the item and mentioned that management is requesting the activation of three (3) of the designated over-hire FTE positions to meet the workload demands in the Public Works – Engineering Division.

She said that although the workload statistics in most development review divisions have continued to increase and remain above historical averages, the increases being experienced in PW Engineering have been significant. The civil engineering review workload saw an increase of approximately 70% over 2018. Based on data from January and February of this year, PW Engineering is on pace to exceed the number of civil plan approvals for the 1st quarter of 2020 when compared to the 1st quarter of 2019. As a result, their ability to meet the established performance goals has been affected.

All of the measures listed in the policy to adjust for additional workload have been implemented with the exception of the 3rd party consultant. This option is being explored, but thus far has not been implemented. The city has reached out to several firms with the expertise to assist, however, because of the increased activity being experienced throughout the industry, none of the consultants contacted have the capacity to take on the additional work.

She highlighted that the history of the Development Review Fund (DRF) was created to account for all the revenues and expenditures of the city's development review activities. City staff worked closely with the development community to establish timeframes and set fees commensurate with costs to review and approve plans and conduct inspections for the projects being developed within the timeframes allotted.

A framework for managing development review staffing levels relative to the economy was previously established. The framework outlines criteria, guidelines and process for adding or reducing staffing relative to development activity, economic environment and revenue shifts within the fund.

The current policy for managing staffing in the Development Review Fund relative to the economy was adopted in the 2016. This policy is summarized below:

The method uses the historical average workload and the relationship to the optimum workload that allows staff to meet the performance measurement goals that have been established for each department. Staff will review development activity, workload, performance statistics and fund balance on a quarterly basis. If

APPROVED
3/11/2020 PED Minutes

activity levels have consistently increased above the historic average, then the following measures will be taken (in no particular order):

- Overtime will be instituted
- Supervisors will conduct plan review and inspection duties
- Some services may be provided by commissioning of a 3rd party consultant on a temporary basis
- Prioritizing workload to meet performance measures for services that directly impact customers

These measures should be sufficient to withstand an increase for a short time. If the increase is sustained, then process for activation of the over-hire FTE position should begin.

There were a total of 15 over-hire positions authorized but unfunded within the Development Review Fund. The process for activation of these positions is to notify the Planning and Economic Development Council Policy Committee with justification for activating positions and then include in the next budget supplemental process. The policy further outlines that the minimum fund balance is to be maintained at \$10 million to sustain staffing level through a downturn in development activity. This fund balance requirement was revised last year to account for the increase in staffing levels since its adoption in 2016. Thus far, ten (10) of the 15 over-hire positions have been activated.

Q: Chair Bergan asked if temporary services to find Engineers would be a possibility and if the city is making the job salary competitive.

A: Victor Rachel said that finding high-level positions through temporary agencies was highly unlikely to be able to attract experienced Engineers and that the job is posted on several different job sites with competitive pay. Mr. Batchelor said that if there are no applicants then Human Resources would get involved to review and make adjustments to the overall position criteria.

Q: Ms. Irvin asked if the committee agreed to activate three over-hire positions within the Development Review Fund.

A: The committee was in favor of activating three additional positions within the Development Review Fund.

Outcome: The request for three (3) over-hire positions was approved by the committee.

Follow-up Action: Per the policy, an email will be sent to City Council informing them of the decision.

CONSTRUCTION EDUCATION FOUNDATION

Summary of Issue and Discussion:

Ms. Irvin presented and informed the committee that the HBA had reached out to her and Building Official Scott Berg requesting the city's support of a program being coordinated by the Construction Education Foundation (CEF) to provide a skilled trades training program in local high schools. The program consists of training for careers in construction to high school students in order to meet the high demand of jobs in the construction skilled trades.

The program involves requesting local jurisdictions to collect a voluntary \$25.00 contribution from the builder on each building permit issued. The city would then forward any funds collected in this manner to the CEF to support this program. A list of participating schools was provided in the back-up materials. In Aurora, Vista

APPROVED
3/11/2020 PED Minutes

Peak Preparatory was on the list. Information provided by the foundation stated that collection of these funds would allow additional programs to be established in Aurora area schools.

Q: The committee asked for follow-up information regarding how schools are selected for the program's implementation.

A: Ms. Irvin said she would contact the HBA and provide this additional information to the committee members via email.

Outcome: The committee was in favor of moving forward with implementing the program.

Follow-up Action: No follow-up action required.

MISCELLANEOUS MATTERS

Aurora Economic Development Council Update (Yuriy Gorlov):

Absent

Havana Business Improvement District (Chance Hourichi):

Absent

Aurora Chamber of Commerce Update (Kevin Hougen):

Absent

Planning Commission Update (Dennis Lyon):

- Planning Commissioners attended and educational training from the Rocky Mountain Land Use Institute which they found very valuable.
- One item to be heard of interest was an annexation initial zoning on 6th Avenue and Picadilly – Colorado Christian Fellowship Church and other mixed-use development.
- Two vacancies are needing to be filled and it is about a 40 hour per month commitment involving site visits, meetings, study session attendance, review of amendments and Planning documents to make educational decisions, etc.

Oil & Gas Advisory Committee Update (Brad Pierce):

- Jeffrey Moore was introduced as filling the position of the Manager of Oil and Gas Division, will serve as the local government designee and will also attend all Oil and Gas Advisory Committee meetings.
- The 1st quarter report is being prepared and will be presented at the next meeting.

It was announced that the Planning and Development Services Department has reorganized to add a Comprehensive Division to the department. Mindy Parnes will take over as the Manager of that division and Brandon Cammarata will fill the position of Manager of the Planning Division.

Approved: 

Françoise Bergan, PED Committee Chair

Next meeting date: April 1, 2020 at 8:30 a.m. Webex meeting