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**PLANNING AND ECONOMIC DEVELOPMENT POLICY COMMITTEE MEETING  
MINUTES**

**Date:** January 11, 2023

**Time:** 8:30 am

**Members Present** Chair: Councilmember Francoise Bergan, Vice Chair: Councilmember Steve Sundberg, Councilmember Angela Lawson

**Others Present** Councilmember Danielle Jurinsky, Adrian Botham, Alicia Montoya, Andrea Amonick, Andrea Barnes, Becky Hogan, Bob Oliva, Brad Pierce, Brandon Cammarata, Brian Rulla, Bruce Dalton, Cathy DeWolf, Chance Horiuchi, Chris Fellows, Cindy Colip, Daniel Brotzman, Daniel Krzyzanowski, Darcy Dodd, David Schoonmaker, Debbie Bickmire, Diana Rael, Donald Rosier, Gayle Jetchick, Jenifer Orozco, Jacob Cox, Jason Batchelor, Jeannine Rustad, Jeffrey Moore, Jessica Prosser, Jose Rodriguez, Julie Patterson, Laura Perry, Leah Ramsey, Marcia McGilley, Marisa Noble, Mark Smith, Martha "Alicia" Montoya, Megan Waldschmidt, Melvin E Bush, Michael Kapoor, Michelle Gardner, Mindy Parnes, Rachel Allen, Sandra Youngman, Scott Berg, Stephen Rodriguez, Steven Durian, Tim D'Angelo, Tod Kuntzelman, Yuriy Gorlov

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**1. CALL TO ORDER**

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**2. APPROVAL OF DECEMBER 7, 2022, DRAFT MINUTES–COUNCIL MEMBER JURINSKY**

**2.a.** The minutes were approved.

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**3. GENERAL BUSINESS**

**3.a. Development Review Update**

Summary of Issue and Discussion:

Laura Perry, Deputy City Manager

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Laura Perry and Cindy Colip presented this item. As an overview of the Red Tape Recommendation progress, the Red Tape Recommendations were already finalized with City Departments continuing to make progress in implementing recommendations, improving the city's overall performance in the Development Review Process.

For the first Management and Leadership Oversight, they continued to hold Development Review Governance Committee, which is an internal committee of city management and key department leaders to review and discuss progress on the red tape recommendations. Citywide process improvements on development review will continue into 2023 for culture and customer service, a big focal point for Aurora. They will be instituting quarterly multi department all staff meetings with development review personnel to provide ideas, sharing training and information to better build bridges across every department that touches development review. A citywide customer service training in 2023 will be provided which has already begun with the Public Works Department and have been working through each team within that department, all in the framework of building a culture of performance across the organization. Regular monthly performance metric is reported where department directors and leaders shared and reviewed those performance metrics with staff.

For Public Works in particular, a reorganization was instituted within the last several months with an intentional change initiative over the last couple of months. Various phases of reviewing staff roles and responsibilities, looking at customer service, standardizing plan review processes across all workgroup workgroups with the goal of improving review times and predictability for our staff and our customers was instituted.

Cindy Colip introduced Steve Durian, the new Deputy Director of the Development Review Division. A Deputy Director of the Development Review Division was essentially committed to consolidate and improve customer service to the development community and the customers.

Steve Durian was formerly from Jackson County, where he was overseeing the lot of the public works functions including transportation and support of development review in the Planning and Development Services Department in that county. He was also the chair of the Dr. COG Transportation Advisory Committee, which relates transportation to land use region wide. Prior to that, he had worked at Prime West Development and support of development on the private sector side as a project manager there. Part of his goals working for Aurora in 2023 is to work closely with the building division and the traditional public works functions. They have started creating of performance and customer service at the core, improving predictability and consistency for plan reviews and approvals within the Public Works Group, enhancing customer service through improved communication and solution-oriented collaboration with the customers. They also are identifying and

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implementing solutions to streamline and standardize the plan review process while providing employees the tools and training that they need to be successful.

Laura Perry wrapped it up with last two areas of the presentation. Process Improvements and Technology was included. They have teams that are actively working on this over the next couple of months, updating some of the technology to facilitate better plan review and submittals. They will also be revamping their website to make sure that there is a one stop shop for tools and documents and information that the development community needs with sufficient links to other areas of the organization that have access to development review. The last area would be Process Documentation, Teaching and Training. Planning has engaged a consultant to review processes and practices, including opportunities for reducing permit processing times and any unnecessary and duplicative steps in the permitting process.

Laura Perry discussed that there will be quarterly plan updates for the year 2023. Quarter 1 will be on April, Quarter 2 on August, Quarter 3 on October, and then Quarter 4 on January 2024.

Positive feedbacks on the improvements are seen on a smaller scale. Larger improvements will take time, but they are working expeditiously through that.

One of the reorganizational tactics they took was to divide up the duties in traditional public works, which is roadways and more surface improvements from what Aurora Water oversees. Aurora Water will have a separate but parallel development review process that would include utilities, drainage, all the other subsurface and storm drainage quality kind of improvements.

Jason Batchelor further discussed that Steve Durian's role will help within public works to make sure that traffic and real property and engineering and the roadways are working. This will then give one consistent answer, one consistent set of standards. On a micro scale, there will be split responsibilities within the department and assigning one set of responsibilities.

Roadway manual was updated last 2016 and draft standards were worked on in the interim. The plan involves the phase one, which will address many of the issues that the development community has expressed concern on such as street light standards. Details related to ADA and FHWA will be brought to the February Focus group to be approved in February. Cindy Colip added that as part of the reorganization, city engineer will be focused on moving forward on the manuals.

Councilmember Francoise Bergan expressed her concerns on the drainage issues in southeast Aurora. The elimination of the requirement for tree lawns with developers did not occur in code and asked for standards for tree lawns. Cindy discussed that tree lines are not required as per the current information from Aurora Water including some cobbles and zero scape options. Jason further discussed that there

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will be new standards on the water conservation standpoint. Jeannine Rustad and Jason Batchelor stated that they will bring an update on that.

**Outcome:**

Information Only.

**Follow-up Action:**

None required.

**3.b. PED 2022 Recap****Summary of Issue and Discussion:**

Jeannine Rustad, Planning and Development Services Director

Jeannine Rustad presented this item. The Planning and Economic Development (PED) Recap started with the three Unified Development Ordinance (UDO) amendments: (1) Multi-family Building Length. The 150-250 foot multi-family building length was increased to 600 feet. (2) Data Centers in APZ, which is a very restricted zone. (3) UDO amendment to eliminate the permit requirements and time limitations for pennant and streamer signs at the request of Councilmember Zvonek.

There are also two resolutions passed out of this committee: (1) Transfer of Title for an Existing Ozone Medical Waste Processing Facility, which would continue the facility's operations with a new owner. And (2) Enhanced Design Guidelines for Installation of Chase Drains as Part of New Development in Aurora at the request of Chair Bergan.

Three projects were also initiated or in the process of being initiated: (1) Business Advisory Board, where they asked for a request for a Study of a Large Performing Arts Venue. This study was approved to do a two-phased approach. The first phase will be figuring out working with the community, what that venue should look like and what the community can support. Phase two is where to build it and how to fund it. (2) Northeast Aurora Fiscal Impact Analysis, which is to potentially expand the growth area and have the analysis complete will be going to study session on January 23<sup>rd</sup>. Lastly, (3) Economic Development Strategy. This project will be going forward to the winter workshop on February 4<sup>th</sup>.

The Development Review Process and Red Tape was also discussed. The Planning and Development Services Department is excited to work with the new Deputy Director, Steve Durian, to get that common face between public works, planning and economic development and water to the development community. As for the Development Services Presentations and Updates, ICSC was live with a smaller version. SBDC continues to be extraordinarily active as they launched the Business Boost program, which was in partnership with Community College of Aurora and

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Arapahoe Douglas Works. The SBDC offered eight modules in both English and Spanish to help small business owners build the skills that they need to be successful. Finally, 2022 ended with a computer giveaway, and then there was the 15th annual Veteran Small Business Conference which will go live in 2023. With regard to retail, the council updated the Redevelopment Retail Policy and approved the first incentive at its January 9th meeting.

There were five planning presentations that will overlap with TAPS. Jeannine Rustad stated that they will update future presentations. Last month, Who is Aurora presentation gave the picture of who Aurora is today, where to anticipate being in the next 20 years.

Jeannine's presentation ended with potential presentations for the coming year. Annual Reports will be targeted for March, as well as the quarterly process improvement updates. Retail will have a busy year ahead. Next month, Data Centers as infrastructures will be expected. At the request of Councilmember Jurinsky, billboards monument signs will be overviewed and heard from the provider. Office Market Statistics Update will also be expected because office has changed in the past year. Lastly, the UDO amendments coming out of the Red Tape Committee.

Councilmember Angela Lawson requested to include the future of development and growth as well as the grid which was what she was very concerned about with transportation in the conversation of PED meeting. Jeannine Rustad confirmed that one of the big projects in partnership with Planning and Economic Development and Public Works is a Multimodal Transportation System Plan.

Councilmember Angela Lawson expressed concerns on the many complaints she heard from the five businesses regarding the time frame to get the business grant as it got delayed. She wanted to have updates on why it has taken so long for businesses to get these grants who applied in July. Andrea Amonick gave a brief update on this. There were over 300 applications that came in and found out problems as they review each individual one, such as information submitted needed to be updated by the grantee for verification of funds. They have already given out \$1,500,000 of the \$3 million that's been allocated. Another problem was tax returns were not signed.

- Councilmember Angela Lawson suggested to send out survey to these businesses to collect issues that they had with the process to make the process more efficient, get more information from these businesses, and some pros and cons and challenges that they had.
- Chair Bergan suggested to have a separate meeting on the suggestion. Andrea Amonick stated that she will send an email on the schedule for the meeting.
- Chair Bergan suggested to have an in-person in April and later in the year. Councilmember Sundberg and Lawson agreed to this.

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**Outcome:**

Information Only.

**Follow-up Action:**

None required.

**3.c. Top Code Enforcement Violations for Aurora Businesses****Summary of Issue and Discussion:**

Sandra Youngman, Code Enforcement Manager

Sandra Youngman presented this item. She presented the top 10 code violations, breakdown of the abatement costs, and examples of enforcement violations.

The top 10 violations include:

- Weeds, Trash and Debris
- Graffiti
- Outdoor Storage
- Unlawful vehicles
- Site plan enforcement such as parking lot stripping, handicap signage, trash enclosures
- Parking surfaces maintenance
- Signs such as the requirements, square footage, and time frame allowed by the UDO
- Landscaping maintenance
- Fences
- Snow removal.

For the breakdown of Abatement Costs, from 2018-2019, there were 41 abatements in 2018 with \$19,336. In 2019, 51 abatements amounting to \$39,228. In 2020, 88 abatements with \$64,736. In 2021, 57 abatements with \$45,500. And in 2022, 35 abatements, year to date was in November, with \$31,000. The cost averaged between \$700 to \$800 per business which includes abatement fees that are attached to those, and the abatements centered around mowing weeds, trash and debris removal. Sandra then presented some pictures and examples of the enforcement violations. She also noted that the Ordinance required no more than 50% windows signage per windowpane.

Chair Bergan asked if the person responsible for the graffiti violation will be required to do community service and the kind of notice given, and Sandra Youngman clarified that the person will be issued a summon and would have to go to the court and would process it through the court system. Sandra stated that there are different notices depending on the violation varying from 10-day notice, 30-day, 45-day, or 60-day notice.

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Councilmember Danielle Jurinsky expressed her concerns on the presentation. She initially asked for every single code violation that would affect businesses in addition to the top 10 discussed. Councilmember Jurinsky asked for clarification on the difference between business owner and a property owner as a similar situation was received by Councilmember Jurinsky where they received notice of violations on the property owners. Councilmember Jurinsky stated that there needs to be change on the enforcement violations and how to address these with the businesses. She expressed her issue with some of the slides presented by Sandra Youngman as she thought some of these enforcement violations were mistreating the businesses in Aurora. She stated that they need to rethink on the signage enforcement as small businesses rely on windows signage, banners, posters to advertise their own business. Sandra Youngman further clarified that businesses do not need to apply for a permit to put up banners and the time requirement for this would be 90 days where they can have six different events for banners up to six and nine days or they also have the option to do the whole entire time at one-time frame.

Sandra Youngman stated that they contact the business owner and talk about the notice and letting them know the amount of time to comply with the UDO. Jessica Prosser added that they try to be empathetic with owners and they try to offer suggestions. Private properties are handled by the code enforcement while abatement enforcement for the public properties. Graffiti team handles graffiti on private properties but nothing for the businesses and this must be looked at as well.

Councilmember Lawson suggested on bringing up Councilmember Jurinsky’s concern to the upcoming workshop.

**Outcome:**  
Information Only.

**Follow-up Action:**  
None required.

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**4. MISCELLANEOUS MATTERS FOR CONSIDERATION**

**4. a. Aurora Economic Development Council**

- Yuri Gorlov

NO REPORT

**4.b. Havana Business Improvement District**

- Chance Horiuchi

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Everyone is welcome to attend the New Year Networking Event on January 25<sup>th</sup>, Wednesday, 3 p.m. to 5 p.m. Maria del Rey Dos.

**4.c. Aurora Chamber of Commerce**

- Kevin Hougen:  
NO REPORT

**4.d. Planning Commission**

- Melvin Bush  
NO REPORT

**4.e. Oil and Gas Committee**

- Brad Pierce:

Activities from the previous quarter are summarized at the end of every quarter.

**4.f. Business Advisory Board**

- Garrett Walls  
NO REPORT

**4.g. Retail**

- Bob Oliva  
NO REPORT

**4.h. Small Business**

- Marcia McGilley

Small Business Center partnered with Human-IT or Humanity and Visa to do a digital empowerment program. It was geared for small businesses and entrepreneurs and adult learners. 92 refurbished Chromebooks laptops were given and were able to offer those to clients who have had SBDC consulting and done some of the adult learning webinars or workshops. Of the 92, they have already allocated 62 individuals. If they won't be able to come by Friday, it will be offered to the next group of clients next week.

**4.i. Visit Aurora**

- Bruce Dalton  
NO REPORT

**5. CONFIRM NEXT MEETING DATE**

Scheduled for February 8, 2023, at 8:30 AM MT.



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6. ADJOURNMENT

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Francoise Bergan, Committee Chair