



# WESTMINSTER

## Staff Report

TO: The Mayor and Members of the City Council  
DATE: February 24, 2011  
SUBJECT: Briefing and Post-City Council Briefing Agenda for February 28, 2011  
PREPARED BY: J. Brent McFall, City Manager

*Please Note: Study Sessions and Post City Council briefings are open to the public, and individuals are welcome to attend and observe. However, these briefings are not intended to be interactive with the audience, as this time is set aside for City Council to receive information, make inquiries, and provide Staff with policy direction.*

Looking ahead to Monday night's Briefing and Post-City Council briefing, the following schedule has been prepared:

Dinner 6:00 P.M.

### DISCUSSION

1. Westminster Elks Citizen of the Year

Council Briefing (*The public is welcome to attend.*) 6:30 P.M.

CITY COUNCIL MEETING 7:00 P.M.

POST BRIEFING (*The public is welcome to attend.*)

### PRESENTATIONS

None at this time

### CITY COUNCIL REPORTS

1. Report from Mayor (5 minutes)
2. Reports from City Councillors (10 minutes)

### EXECUTIVE SESSION

1. Consultation with the City's legal counsel concerning status of the *Westminster Mall Company* litigation and settlement discussions, pursuant to WMC 1-30-3(B), 1-11-3(C)(3), (C)(7) and (C)(8) and CRS 24-6-402(4)(b) and (e). - **Verbal**

### INFORMATION ONLY

1. Monthly Residential Development Report
2. Planning Division activity for 2009 and 2010
3. Colorado Division of Emergency Management

### WESTMINSTER ECONOMIC DEVELOPMENT AUTHORITY

#### EXECUTIVE SESSION

1. Consultation with the Authority's legal counsel concerning status of the *Westminster Mall Company* litigation and settlement discussions, pursuant to CRS 24-6-402(4)(b) and (e). - **Verbal**

Items may come up between now and Monday night. City Council will be apprised of any changes to the post-briefing schedule.

Respectfully submitted,

J. Brent McFall, City Manager





# WESTMINSTER

## Staff Report

Information Only Staff Report  
February 28, 2011



SUBJECT: Monthly Residential Development Report

PREPARED BY: Walter G. Patrick, Planner I

### Summary Statement:

This report is for City Council information only and requires no action by City Council.

- The following report updates 2011 residential development activity per subdivision (please see attachment) and compares 2011 year-to-date totals with 2010 year-to-date totals.
- The table below shows an overall decrease (-60%) in new residential construction for 2011 year-to-date when compared to 2010 year-to-date totals (2 units in 2011 vs. 5 units in 2010).
- Residential development activity for the month of January 2011 reflects no change in single-family detached (2 units in both years), a decrease in single-family attached (0 units in January 2011 versus 3 units in January 2010), and no change in multi-family or senior housing (0 units in both years).

### NEW RESIDENTIAL UNITS (2010 AND 2011)

UNIT TYPE	JANUARY		% CHG.	YEAR-TO-DATE		% CHG.
	2010	2011		2010	2011	
Single-Family Detached	2	2	0	2	2	0
Single-Family Attached	3	0	-	3	0	-
Multiple-Family	0	0	-	0	0	-
Senior Housing	0	0	-	0	0	-
<b>TOTAL</b>	<b>5</b>	<b>2</b>	<b>-60.0</b>	<b>5</b>	<b>2</b>	<b>-60.0</b>



**Background Information:**

In January 2011 there were 2 new Service Commitments issued for new housing units.

The column labeled “# Rem.” on the attached table shows the number of approved units remaining to be built in each subdivision.

Total numbers in this column increase as new residential projects (awarded Service Commitments in the new residential competitions), Legacy Ridge projects, build-out developments, etc. receive Official Development Plan (ODP) approval and are added to the list.

Respectfully submitted,

J. Brent McFall  
City Manager

Attachment – Residential Development Report

**ACTIVE RESIDENTIAL DEVELOPMENT**

**Single-Family Detached Projects:**

Bradburn (120th & Tennyson)
CedarBridge (111th & Bryant)
Country Club Highlands (120th & Zuni)
Countryside Vista (105th & Simms)
Huntington Trails (144th & Huron)
Hyland Village (96th & Sheridan)
Legacy Ridge West (104th & Leg. Ridge Pky.)
Lexington (140th & Huron)
Meadow View (107th & Simms)
Tuscany Trails (95th & Westminster Blvd.)
Ranch Reserve (114th & Federal)
Savory Farm Estates (109th & Federal Blvd.)
Shoenberg Farms (72nd & Sheridan)
Various Infill
Winters Property (111th & Wads. Blvd.)
Winters Property South (110th & Wads. Blvd.)

<b>Dec-10</b>	<b>Jan-11</b>	<b>2010 YTD</b>	<b>2011 YTD</b>	<b># Rem.*</b>	<b>2010 Total</b>
0	0	0	0	44	7
0	0	1	0	3	1
1	0	0	0	96	3
0	0	0	0	9	0
3	0	1	0	106	21
0	0	0	0	106	1
0	0	0	0	4	0
0	0	0	0	3	0
0	0	0	0	0	1
0	1	0	1	34	5
0	0	0	0	0	0
0	0	0	0	24	0
0	1	0	1	45	1
0	0	0	0	10	3
0	0	0	0	8	0
0	0	0	0	10	0
<b>4</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>502</b>	<b>43</b>

***SUBTOTAL***

**Single-Family Attached Projects:**

Alpine Vista (88th & Lowell)
Bradburn (120th & Tennyson)
CedarBridge (111th & Bryant)
Cottonwood Village (88th & Federal)
East Bradburn (120th & Lowell)
Eliot Street Duplexes (104th & Eliot)
Highlands at Westbury (112th & Pecos)
Hollypark (96th & Federal)
Hyland Village (96th & Sheridan)
Legacy Village (113th & Sheridan)
South Westminster (East Bay)
South Westminster (Shoenberg Farms)
Summit Pointe (W. of Zuni at 82nd Pl.)
Sunstream (93rd & Lark Bunting)

0	0	0	0	84	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	62	0
0	0	0	0	117	0
0	0	0	0	10	0
0	0	3	0	0	9
0	0	0	0	20	0
0	0	0	0	153	0
0	0	0	0	54	8
0	0	0	0	58	0
6	0	0	0	48	6
0	0	0	0	58	0
0	0	0	0	14	2
<b>6</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>678</b>	<b>25</b>

***SUBTOTAL***

**Multiple-Family Projects:**

Bradburn (120th & Tennyson)
Hyland Village (96th & Sheridan)
Mountain Vista Village (87th & Yukon)
Prospector's Point (87th & Decatur)
South Westminster (East Bay)
South Westminster (Harris Park Sites I-IV)

0	0	0	0	233	0
0	0	0	0	54	0
0	0	0	0	144	0
0	0	0	0	24	0
0	0	0	0	28	0
0	0	0	0	6	0
<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>489</b>	<b>0</b>

***SUBTOTAL***

**Senior Housing Projects:**

Covenant Retirement Village
Crystal Lakes (San Marino)
Legacy Ridge (112th & Federal)

0	0	0	0	0	0
0	0	0	0	7	0
0	0	0	0	91	77
<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>98</b>	<b>77</b>

***SUBTOTAL***

**TOTAL (all housing types)**

**10      2      5      2      1767      145**

\* This column refers to the number of approved units remaining to be built in each subdivision.



# WESTMINSTER

## Staff Report

Information Only Staff Report  
February 28, 2011



SUBJECT: Planning Division Activity for 2009 and 2010

PREPARED BY: Jana Easley, Principal Planner

### Summary Statement

This report is for information only and requires no action by the City Council.

The purpose of this informational report is to provide the City Council with a list of projects processed during 2009 and 2010 calendar years, since not all projects approved by the City require a public hearing and Planning Commission or City Council review.

The Westminster Municipal Code §11-5-9(B) and §11-5-10(B) require that a report be provided of administratively approved Preliminary and Official Development Plans (PDPs and ODPs) to the City Council.

Staff also reports some of this information as specific projects are approved throughout the year in the City's Weekly Edition. However, this report summarizes all of the development projects during 2009 and 2010.



**Background Information**

This staff report is for informational purposes only and require no action by City Council.

The Planning Division tracks activity levels in various areas and for performance measures. The results of 2009 and 2010 activity are outlined in the below table.

	<b>2009</b>	<b>2010</b>
# Annexations Completed	1	4
# Comprehensive Land Use Plan Amendments Completed	3	6
# Rezonings Completed	1	5
# Planning Commission Agenda Items	8	9
# City Council Agenda Items	7	49
# Historic Landmark Board Agenda Items	59	64
# Informational Meetings	171	193
# Neighborhood Meetings	3	3
# Sign Permits Processed	185	145
# Bldg. Permits/Construction Drawings Reviewed	645	914
# Business Licenses Processed	232	317
# Zoning/ODP Inspections	147	425
# Enforcement Actions - ODP/Signage/Other	45	5
# Referrals from Outside Agencies	15	11

The work the Planning Division performs supports all five of the City Council’s goals of Financially Sustainable City Government Providing Exceptional Services; Safe and Secure Community; Strong, Balanced Local Economy; Vibrant Neighborhoods in One Livable Community; and Beautiful and Environmentally Sensitive City.

Respectfully submitted,

J. Brent McFall  
City Manager



# WESTMINSTER

## Staff Report

Information Only Staff Report  
February 28, 2011



SUBJECT: Colorado Division of Emergency Management  
PREPARED BY: Mike Reddy, Emergency Management Coordinator

### Summary Statement

On January 6, 2011 the Colorado Division of Emergency Management (CDEM), Department of Local Affairs requested local government feedback regarding a Homeland Security / Emergency Management Transition Committee Report. The report addressed possible changes to the administration and management of state emergency management programs and functions that could have a negative impact on the working relationship between the State of Colorado and local governments prior to, during and after disasters.

On January 28, 2011, Adams County Office of Emergency Management provided feedback to the Executive Director of the Department of Local Affairs regarding the Committee Report. Adams County's letter to Reeves Brown, Executive Director of the Colorado Department of Local Affairs (DOLA) states the importance of maintaining a working relationship in all aspects of emergency management (hazard mitigation, planning, response and recovery activities) with the DOLA's Division of Emergency Management. It does not serve the needs of local government to transfer these responsibilities to another State agency or to the Governor's Office of Homeland Security. Local governments rely on the resources and expertise that DOLA provides to coordinate response and rebuild after a disaster events. A change would only serve to weaken state, local government coordination and cooperation in critical times.

After reviewing Adams County's letter staff felt that the City of Westminster should support Adams County's position on this matter and a letter was sent under the City Manager's signature.

### Background Information

Local governments require a strong working relationship with the State of Colorado during times of disaster to assure coordinated support from state and federal agencies. Collaborative planning, training and exercises with State counterparts are necessary to understand and support the role of local government in leading such efforts. The Colorado Division of Emergency Management as part of the Department of Local Affairs provides local government with a wide range of support services and an effective field management system that assures interface during disasters.



The Governors Office of Homeland Security (GOHS) was created to oversee Department of Homeland Security DHS grants and in recent years expanded their role in preparedness, training and exercise activities. These expanded functions duplicate the mission of CDEM and confuse roles and relationships with local governments. Planning, training and exercise programs must link local and state government agencies that actually will provide support during an emergency or disaster.

As the State seeks ways to balance their budget, consideration of duplicative functions is being considered. The Governors Homeland Security / Emergency Management Transition Committee identified overlapping responsibilities between CDEM and GOHS and are considering reorganizing these roles to improve efficiencies and reduce costs. The City of Westminster agrees with the need to improve such efficiencies and supports the review of the emergency management role in state government. However, this needs to be done in a way that does not negatively impact the ability of the State and local governments to respond to critical situations.

Adams County staff responded to the States request for feedback on the Committee Report. As a municipal government residing within Adams County, the City of Westminster supports Adams County's position on this matter. The City Manager has sent a letter to the Colorado Department of Local Affairs reflecting the City's support for this position.

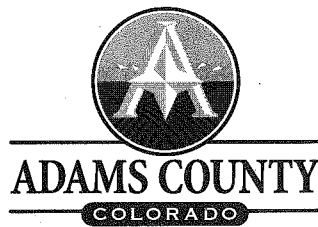
Respectfully submitted,

J. Brent McFall  
City Manager

Attachments: Adams County Letter  
Letter from City Manager



Heather McDermott  
DIRECTOR



Office of Emergency Management  
4201 East 72nd Avenue  
Commerce City, CO 80022  
PHONE 720.322.1400  
FAX 720.322.1404  
www.adcogov.org

January 28, 2011

Reeves Brown, Executive Director  
Department of Local Affairs  
1313 Sherman Street, #500  
Denver, CO 80203

RE: Potential changes to Colorado Division of Emergency Management  
(CDEM) and Governor's Office of Homeland Security (GOHS)

On January 6, 2010, the State put out a request for local feedback regarding the Homeland Security/Emergency Management Transition Committee Report with specific attention to any potential changes to CDEM and GOHS that would occur with the transition to a new state Governor's Office. This memo serves as that feedback.

The partnership between local and state emergency management has occurred through two primary functions:

1. Capabilities needed to perform during times of disasters to assure effective acquisition of disaster resource and response, continuity of operations and community recovery. These capabilities are built collaboratively through planning, training, and exercises.
2. Grant management. Grant management from the local perspective has typically occurred through participation in the NCR and UASI Boards.

Over the course of the past three to four years, the Colorado Division of Emergency Management (CDEM) has made significant progress in refining State disaster response and support capabilities to local governments. Functional areas such as donations & volunteer management, resource support, and situational awareness through WebEOC were not in place previously and have now been defined and are relied upon by local government.

The Governor's Office of Homeland Security (GOHS) was created to oversee Department of Homeland Security (DHS) grant processes and tracking. In recent years it has grown to include community preparedness, training, and exercises. However, GOHS does not have a disaster response function and it is of great concern that they would be tasked with the responsibility of coordinating state to local planning, training, and exercises. Effective planning, training, and exercising must occur with those organizations that provide response and support during an emergency or disaster.

The Homeland Security/Emergency Management Transition Committee Report identifies overlapping responsibilities between CDEM and GOHS. One of the recommendations in the report is the creation of a single advisor overseeing both

---

BOARD OF COUNTY COMMISSIONERS

W.R. "Skip" Fischer  
DISTRICT 1

Alice J. Nichol  
DISTRICT 2

Erik Hansen  
DISTRICT 3

Homeland Security and Emergency Management. A single advisor overseeing both CDEM and GOHS is only beneficial if the essential functions of each agency are understood and the gains made in the past four years are not reversed.

Homeland Security was founded on providing federal funding to efforts focused on preventing and responding to terrorist attacks. After Hurricane Katrina, the necessity for an all-hazards approach was realized and adopted. Despite this, Homeland Security continues to focus on grant management, terrorist events and the security issues surrounding them. Emergency Management requires a broader stroke, and a viewpoint that accounts for all risk factors at the local level.

Considering a holistic approach to emergency management, local government must perform the following functions during disasters:

- Life-safety
- EOC management and interface with field units and/or incident management teams (IMT)
- Situation analysis & information sharing
- Damage assessment
- Donations management
- Volunteer management
- Special needs assistance
- Public health /environmental issues
- Public information (PIO) coordination
- Animal/pet issues
- Disaster declarations
- Emergency policy decision making
- Debris management
- Emergency purchasing
- HR disaster policy
- Mass care (sheltering, feeding, mental health, pastoral care, etc.)
- Community recovery
  - priority infrastructure issues
  - restoration
  - psychological recovery
  - utility recovery
  - home owner advocacy for insurance and contractor issues etc.
  - expedited or modified permit process
  - code exemptions
  - continuity of government services
  - federal assistance programs

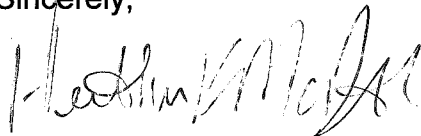
This list stems from the need to tackle those emergency planning issues that are most problematic for local government in times of disaster. Lessons learned from disasters both big and small continually indicate that local government struggles to manage those

functions listed above. The question becomes, which State agency is best suited to provide the leadership and support in building the capabilities needed to meet the demands that will be placed on state and local government during a disaster?

It is this Office's recommendation that CDEM retain full authority and responsibility for developing and building the State's capabilities to coordinate emergency and disaster response. Pre-planning, training and exercise assistance to local governments must continue to be provided by those with the subject matter expertise and the established partnerships. While grant management provides valuable funding sources to the State and local governments, it is a supplement mechanism, and not an oversight mechanism, for building disaster response and support capabilities. These capabilities must continue to be built even when grant dollars dry up.

It is our sincere request that the Governor and DOLA not lose site of the progress and partnerships CDEM has built over the past four years in providing true disaster response and support capabilities.

Sincerely,



Heather McDermott, Director

Adams County Office of Emergency Management

cc: Board of County Commissioners  
Hans Kallam, CDEM  
Lori Hodges, CDEM Field Manager  
Jim Lancy, CEMA



# WESTMINSTER

January 31, 2011

Reeves Brown, Executive Director  
Department of Local Affairs  
1313 Sherman Street, #500  
Denver, CO 80203

City of Westminster  
Office of the  
City Manager

4800 West 92nd Avenue  
Westminster, Colorado  
80031

303-658-2400  
FAX 303-706-3921


RE: Potential changes to Colorado Division of Emergency Management (CDEM)  
and Governor's Office of Homeland Security (GOHS)

Dear Mr. Brown,

Over the past ten years the City of Westminster has developed a strong working relationship with the Colorado Division of Emergency Management (CDEM). The City depends on federal financial support through the Emergency Management Performance Grant (EMPG) to develop and sustain our program. The strong working relationship forged in emergency management between the State of Colorado and local governments is, in large measure, due to EMPG funding and the support structure provided by the Department of Local Affairs (DOLA) and their Divisions.

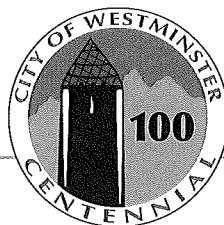
It is with concern for the ongoing local government EMPG funding and the need for a strong state/local intergovernmental relationship provided by DOLA/CDEM that the City of Westminster supports Adams County's January 28, 2011 letter (see attachment). It is of vital importance that local governments have an understanding and supportive partner in critical times of disaster emergencies and DOLA has a strong history of doing just that.

Sincerely,



J. Brent McFall  
City Manager

Enclosure: Adams County Letter dated 1/28/11



**WESTMINSTER ECONOMIC DEVELOPMENT AUTHORITY  
WESTMINSTER CITY HALL, 4800 W. 92<sup>ND</sup> AVENUE  
MONDAY, February 28, 2011  
7:00 P.M.**

- 1. Roll Call**
- 2. Executive Session** – Consultation with the Authority's legal counsel concerning status of the *Westminster Mall Company* litigation and settlement discussions pursuant to CRS §24-6-402(4)(b) and (e).
- 3. Adjournment**



WESTMINSTER

February 23, 2011

Linda Yeager, WEDA Secretary  
City of Westminster  
4800 West 92<sup>nd</sup> Avenue  
Westminster, CO 80031

City of Westminster  
Office of the  
Council

4800 West 92nd Avenue  
Westminster, Colorado  
80031

303-658-2006  
FAX 303-706-3921

Nancy McNally  
Mayor

Chris Dittman  
Mayor Pro Tem

Bob Briggs  
Councillor

Mark Kaiser  
Councillor

Mary Lindsey  
Councillor

Scott Major  
Councillor

Faith Winter  
Councillor

Dear Linda:

I wish to call a special meeting of the Westminster Economic Development Authority (WEDA) for Monday, February 28, 2011, for the purpose of convening in executive session to consult with the Authority's legal counsel concerning status of the *Westminster Mall Company* litigation and settlement discussions, pursuant to CRS §24-6-402(4)(b) and (e).

Sincerely,

Nancy McNally  
Chair

cc: WEDA Board Members  
J. Brent McFall, Executive Director

