



WESTMINSTER

Staff Report

TO: The Mayor and Members of the City Council

DATE: January 29, 2013

SUBJECT: Study Session Agenda for February 4, 2013

PREPARED BY: J. Brent McFall, City Manager

Please Note: Study Sessions and Post City Council meetings are open to the public, and individuals are welcome to attend and observe. However, these meetings 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 next Monday night's Study Session, the following schedule has been prepared:

A light dinner will be served in the Council Family Room 6:00 P.M.

CITY COUNCIL REPORTS

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

PRESENTATIONS

1. Open Space Web Map
2. Approval of Revised Special Permit and License Board Penalty Guidelines
3. Comprehensive Land Use Plan Update

6:30 P.M.

EXECUTIVE SESSION

1. Receive legal advice from the City Attorney's Office concerning the City's political activity restrictions, pursuant to WMC 1-11-3(C) (8) and CRS 24-6-402(4)(b)

INFORMATION ONLY ITEMS

1. 2013 Street Cut Impact Fees
2. Public Art at Trimble in the Westmoor Subdivision
3. 2013 Purchase of Light Duty Vehicles off Government Awards

Additional items may come up between now and Monday night. City Council will be apprised of any changes to the Study Session meeting schedule.

Respectfully submitted,

J. Brent McFall
City Manager



WESTMINSTER

Staff Report

City Council Study Session Meeting
February 4, 2013



SUBJECT: Open Space GIS Web Maps

PREPARED BY: Dave Murray, GIS Coordinator
Joe Simpson, GIS Technician

Recommended City Council Action

View a presentation by Geographic Information System Staff regarding the City's Open Space GIS web maps.

Summary Statement

The acquisition of open space lands has been a top priority for the City over the last 28 years. In an effort to enable the public to interactively view and discover this community resource through web mapping technology, the City's Geographic Information System (GIS) staff has developed a convenient and attractive means for the public to explore open space areas using interactive web mapping. At the February 4 City Council Study Session, staff will demonstrate a number of the functions of the new open space GIS web map.

Background Information

The Department of Community Development staff has used geographic information technology to maintain and inventory open space lands for over ten years. The GIS staff works closely with the Open Space Coordinator to map open space areas as they are acquired. These open space areas can be combined with additional GIS parks and trails data and presented in a custom web map. The result is a multifunction interactive map that can be found on the internet at:

<http://maps.cityofwestminster.us/OpenSpace/index.html>

Several important considerations were built into the design of this map. The first was that it needed to highlight the open space areas and provide a gateway to the extensive online background information for the open space areas. Detailed descriptions and photos can be accessed via links from the open space and trails features. The ability to navigate in a variety of ways was considered essential. Therefore, Staff developed features which allow users to pull up a list of open space areas by name, as well as locate a specific address on the map.

While the focus of the map is on open spaces, additional map features are included that can be helpful to the user such as trails, parks and water features. A Google Street View function is provided to see an on-the-ground view of the location at the nearest street segment. One of the most popular functions of this map is the "open space acquisitions over time" viewer. This viewer allows the user to see the progression of open space areas acquired since 1985. It also provides a year-by-year control to view the cumulative open space during this period.

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Appropriate GIS staff members will be available at the February 4 City Council Study Session to make a brief presentation and answer questions from City Council.

Respectfully submitted,

J. Brent McFall
City Manager



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Staff Report

City Council Study Session Meeting
February 4, 2013



SUBJECT: Special Permit and License Board Penalty Guidelines

PREPARED BY: Hilary Graham, Assistant City Attorney

Recommended City Council Action

Staff recommends that Council concur in the attached penalty guidelines adopted by the Special Permit and License Board and direct Staff to bring this item back to City Council for official action at the February 11, 2013 City Council meeting.

Summary Statement

On January 16, 2013, the Special Permit and License Board (“SPLB”) adopted a revised set of penalty guidelines for the imposition of penalties for violations of the Colorado and City of Westminster beer and liquor codes. The revision emphasizes the importance of server training by adding proof of completed training as an acceptable penalty to be imposed for first or subsequent offenses. No other changes were made to the guidelines.

Expenditure Required: \$ 0

Source of Funds: N/A

Policy Issue

Whether Council should concur with the action taken by the SPLB on January 16, 2013, at which time the Board adopted the attached guidelines.

Alternative

Council could choose not to concur and could direct the SPLB to consider alternative penalty guidelines.

Background Information

In August of 2007, City Council approved the current version of the SPLB penalty guidelines. Since that time, and as the Board has evolved through changing membership, a new interest and emphasis has emerged regarding the importance of server and seller training. While the bulk of the penalty guidelines are working well and resulting in what the Board feels are appropriate penalties, the Board would like Council's formal approval of its recent practice of requiring licensees who receive violations whose servers or sellers are not formally trained and currently certified through a state-approved responsible vendor program to successfully complete such a training program within a set period of time, usually sixty or ninety days. An informal survey of vendor training programs shows that the cost for a licensee to comply with a training requirement is approximately \$20 - \$40 per person being trained, and many certifications are valid for several years.

The proposed guidelines were reviewed and discussed at the last SPLB meeting on January 16, 2013. The SPLB adopted the proposed guidelines unanimously with the understanding that they would be reviewed by City Council, as well. Attached is a track-changes copy of the guidelines as adopted by the Board on January 16, 2013.

This matter is scheduled as an item for Council's consideration at the February 4, 2013, Study Session and as an agenda item for the February 11, 2013, City Council meeting. Staff and the SPLB Chairperson will be present at Monday's Study Session to address any questions Council may have concerning the guidelines.

This revision to the penalty guidelines furthers the strategic plan goals of a strong, balanced local economy and a safe and secure community by helping liquor licensed establishments to succeed in operating lawful establishments.

Respectfully submitted,

J. Brent McFall
City Manager

Attachment: SPLB Penalty/Stipulation Guidelines

**CITY OF WESTMINSTER
SPECIAL PERMIT AND LICENSE BOARD
PENALTY/STIPULATION GUIDELINES
FOR VIOLATIONS OF THE BEER AND LIQUOR CODES**

The following guidelines are intended to be used by the Westminster Police Department and the City Attorney's Office when bringing potential violations to the Board for disciplinary action and for reference in stipulations entered into with a Licensee for a specific penalty for a violation of the Beer or Liquor Codes.

These are guidelines only. The Board retains its full discretion to impose other discipline, including informal reprimands, after considering the circumstances of individual cases. The Police Department and the City Attorney's Office retain full discretion to evaluate a case and shall consider mitigating and aggravating circumstances when recommending sanctions and/or deciding whether to bring it to the Board. For first and subsequent violations of any type, it is appropriate to require Licensees to provide current certification or training by a state-approved responsible vendor program for all servers or sellers.

These guidelines do not create any rights to a specific course of action or a specific penalty for any Licensee alleged to have violated the Beer or Liquor Codes.

TYPES OF VIOLATIONS:

A. SALES TO MINORS OR VISIBLY INTOXICATED PERSONS:

1. **Mitigation/Aggravation to be considered regarding severity of the penalty imposed may include:**
 - Action taken by the licensee to prevent violation, i.e., qualified training of servers pursuant to section 12-47-1001 C.R.S.
 - Licensee's past history of success or failure with compliance checks during the past five years.
 - Corrective action taken by the licensee.
 - Prior violations during the past five years/prior corrective action and its effectiveness.
 - Willfulness or deliberateness of the violation.
 - Likelihood of recurrence of the violation.
 - Factors which might make the situation unique, such as prior notification of checks for compliance or the dress or appearance of the underage purchaser.
 - Licensee or manager is the violator or has directed an employee or other individual to violate the law.
2. **First Offense:** Written warning to fifteen day suspension. Accepting a fine in lieu of up to fourteen days of actual suspension is at the

discretion of the licensing authority, as is holding a portion of the suspension time in abeyance for a period of time.

3. **Second Offense (within five years):** Five to thirty day suspension. If no fine was paid or suspension served at the time of the first offense, it would be within the discretion of the licensing authority to accept a fine in lieu of actual days of suspension and/or to hold a portion of the suspension time in abeyance for a period of time.
4. **Third Offense (within five years):** Twenty to forty-five day suspension.
5. **Fourth Offense (within five years):** Forty-five day suspension to revocation.

B. FAILURE TO REPORT DISTURBANCE OR UNDERAGE EMPLOYEE SELLING OR SERVING:

1. **First Offense:** Three to fourteen day suspension. Any days not served under the suspension shall be held in abeyance for a period of two years. Any closure shall be served on a Friday or Saturday except in cases of an establishment licensed to serve 3.2% beer at retail, at least one day shall be served on a Sunday.
2. **Second Offense:** Seven to fifteen day suspension. Minimum of 2 days closure shall be served under any suspension. Any closure must include a Friday or Saturday, except that in the case of an establishment licensed to sell 3.2% beer at retail, any closure of service must include a Sunday. Any days not served shall be held in abeyance for a period of two years. The period of time between the first offense and any succeeding offense may be considered in determining the penalty. A second or succeeding offense need not be the same type of violation as the first offense.
3. **Third Offense:** Case-by-case basis. May include but not be limited to revocation.

C. ALL OTHER VIOLATIONS:

As types and natures of violations can vary greatly, it is difficult to determine specific penalty guidelines except on a case-by-case basis. An analysis of each violation not outlined above will be prepared jointly by the Police Department and the City Attorney's Office. After review and consideration of items, which may include but not be limited to previous violations, severity and type of violation, and circumstances in aggravation or mitigation of the violation, a proposed penalty or stipulation may be presented to the Special Permit and License Board.



WESTMINSTER

Staff Report

City Council Study Session Meeting
February 4, 2013



SUBJECT: Comprehensive Land Use Plan Update

PREPARED BY: Sarah Nurmela, Senior Urban Designer

Recommended City Council Action

Review input from the first round of public outreach for the Comprehensive Land Use Plan update and confirm the content of the Guiding Principles.

Summary Statement

- A first round of outreach was conducted in November 2012 for the Comprehensive Land Use Plan Update. Input from over 40 stakeholders who were interviewed in the process has been summarized into the Initial Outreach Summary (Attachment A).
- Guiding Principles for the future Comprehensive Plan have also been drafted (Attachment B). The principles are meant to serve as a foundation for policy direction and physical planning over the Plan horizon.
- The next steps in the update process include completion of two key analyses: the Existing Conditions Analysis and Citywide Economic Market Assessment. Both studies will provide insight towards key opportunities and issues that will need to be addressed in development of a Preferred Plan.

Expenditure Required: 0

Source of Funds: N/A

Policy Issue

The Guiding Principles provide the framework for future policy direction for the Comprehensive Land Use Plan. Do the Principles accurately reflect City Council's vision and goals for the City?

Alternative

The City could maintain the same planning priorities as established in the 2004 Comprehensive Land Use Plan, as described in the Plan Overview in Chapter IV: Land Use and Development Plan. While many of these priorities are reflected in the draft Guiding Principles, they will not reflect the improvements and growth of the City over the past 8-10 years. Additionally, new issues that will need to be addressed by the Plan update are also not reflected in these priorities, particularly with respect to growth management and resource conservation. Staff recommends updating these priorities and repurposing them as Guiding Principles in order to provide a clear framework for land use policy decisions in the future.

Background Information

Community Outreach

A first round of outreach was conducted in November 2012 for the Comprehensive Land Use Plan (CLUP) Update. Over 40 stakeholders were interviewed in the process, which included a wide cross-section of the community from business and property owners to developers and local and regional agencies. The attached Initial Outreach Summary describes the main themes that arose from the interviews as well as applicable input from the City's Citizen Survey conducted in the spring of 2012 (Attachment A). The resulting conclusions in the summary will be considered in the development of the Preferred Plan. Key issues identified in the process include:

- *Enhanced City Image.* Stakeholders expressed pride in the City's many recreational and lifestyle amenities. However, many felt that the City is generally overlooked in the metro area as both an employment center and place to work or visit.
- *Cohesive Multimodal Circulation Network.* There was a desire to see the City improve circulation for all modes with new connections for bicycles, pedestrians and vehicles, particularly from east to west and across major rail and transportation corridors.
- *Transit Access and Availability.* Stakeholders felt that the City should continue to support improved and new transit lines in the City. Connections to stations for bicyclists and pedestrians were important for many.
- *Revitalization of South Westminster.* The community wanted to see continued improvements and revitalization in South Westminster. New investment in infrastructure and services, as well as market rate development were desired.
- *Diversified Economic Environment.* Maintaining a high quality employment base was important for stakeholders, particularly those that owned and operated businesses in the City. Having business to business support as well as complementary uses like nearby retail and services were important elements.
- *Business Retention and Competitiveness.* Stakeholders expressed the need for the City to ensure that the City continued to be competitive for attracting new development and businesses. The need for clear, efficient development process as well as marketing efforts were underlined.

The Initial Outreach Summary has been posted to the CLUP Update website, www.planwestminster.us.

Guiding Principles

Guiding Principles for the future Comprehensive Plan have also been drafted (Attachment B). These principles are based on the priorities last updated in the 2004 CLUP as well as City Council's vision outlined in the Strategic Plan. The principles build on the City's priorities while also addressing the changed physical and economic setting of the City. They are meant to serve as a foundation for policy direction and physical planning over the Plan horizon. Themes represented by the principles include:

- *Distinctive City with a Strong Identity*, reinforcing the City's identity with prominent development in Westminster Center, Westminster Station and throughout the City.
- *Vibrant Community with a Diverse, Healthy Economy*, ensuring the City continues to attract a diverse employment and retail base.
- *Comprehensive, Integrated Parks and Open Space System*, continuing the City's efforts to preserve and enhance the open space and parks system.
- *Well-Designed, Attractive Neighborhoods*, ensuring high quality neighborhoods that support an active lifestyle and a mix of neighborhood-oriented uses like shopping and services, schools, community facilities and parks and recreation.
- *Balanced Housing Mix*, ensuring that a wide range of incomes, age groups and lifestyles are accommodated within the community.
- *Mixed Use and Transit-Oriented Development*, providing a framework to accommodate higher intensity development in a walkable, high quality setting with access to transit.
- *Balanced Transportation System*, establishing balanced, safe, efficient and connected circulation networks for all modes of transportation.
- *Sustainable Environment*, ensuring that the City conserves its key resources and continues to evolve in an environmentally responsible and sustainable manner.
- *Safe and Healthy Community*, supporting the City's high quality of life through availability of key safety and health services for all residents and workers in the City.

The Guiding Principles will be presented and used throughout the planning process to ensure that development of the plan and its goals and policies are consistent with the City's priorities.

Next Steps

Two key analyses will be completed over the coming months: the Existing Conditions Analysis and Citywide Economic Market Assessment. Both studies will provide insight towards key opportunities and issues that will need to be addressed in development of a Preferred Plan. These analyses will be summarized, along with their key findings, for both City Council and the Planning Commission. They will also be posted to the CLUP Update website.

Strategic Goals

The update to the CLUP supports all of the City's strategic goals. A major focus of the resulting Comprehensive Plan will be on supporting and building the City's "Strong, Balanced Local Economy" through opportunities for new employment, redevelopment of key Focus Areas and attracting a wide range of residents, workers and visitors to the City. The Comprehensive Plan will

also ensure that growth within the City is in concert with an adequate water supply and high quality infrastructure—both of which contribute to a “Financially Sustainable City Government Providing Exceptional Services.” The Comprehensive Plan’s focus on providing key public services like fire and police, as well as ensuring a high quality community design and image contribute to providing a “Safe and Secure Community.” Likewise, this focus on community design and image, along with identifying opportunities for new mixed-use neighborhood and urban centers will support “Vibrant Neighborhoods in One Livable Community.” Finally, the Comprehensive Plan’s focus on parks and open space, as well as sustainability and the environment will ensure that Westminster continues to be a “Beautiful and Environmentally Sensitive City.” The public outreach process and Guiding Principle development are key components of the CLUP Update.

Respectfully submitted,

Brent McFall
City Manager

Attachments:

Attachment A: Initial Outreach Summary

Attachment B: Draft Guiding Principles

WESTMINSTER



Comprehensive Land Use Plan Update Initial Outreach Summary December 2012



WESTMINSTER

The City of Westminster has commenced an update to the 2004 Comprehensive Land Use Plan (CLUP). The first phase of this update includes a combination of public outreach and analysis to help develop and refine key issues to be addressed as part of the Plan Update. In April 2012, the City conducted a Citizen Survey that measured residents' perception of city services, quality of life and image. In November 2012, a more focused round of public outreach was conducted with over 40 community stakeholders. This summary provides an overview of the input gathered from these efforts and highlights key issues for consideration in the Plan Update process.

Westminster Citizen Survey

In the spring of 2012, the City conducted its 11th Citizen Survey. The survey asked residents to rate their satisfaction with the city's quality of life, amenities and local government. While the survey was broad in scope, many of the questions asked of the citizens are directly applicable to the Comprehensive Plan Update. Responses to these questions, which range from quality of life issues to service provision, are summarized below. A complete summary with tabulated results of the Westminster Citizen Survey can be found on the City of Westminster website at www.ci.westminster.co.us/CityGovernment/CityManager/CitizenSurvey.aspx.

Quality of Life

Overall, the vast majority of Westminster residents have a positive view of the city's quality of life. Lower ratings for the overall quality of life were provided by residents living in South Westminster, with 10 to 15 percent fewer residents (as compared to other areas in the city) responding with a positive rating. Residents also weighed in on specific aspects of quality of life, including whether the city is a good place in which to live, raise children and retire. In general, residents

considered Westminster a “very good” or “good” place in which to live and raise children, with fewer believing the city was a good place to retire. These results are similar to other jurisdictions in the nation and Front Range, although Westminster has higher than average ratings as a good place to retire.

Residents were also asked to evaluate the importance of different physical attributes and amenities as they relate to the City’s quality of life. A sense of safety and the quality/variety of neighborhoods were of highest importance to residents. Additional attributes rated as highly important included the physical appearance of development, services provided by the City, convenience of shopping, open space/trails and parks/playgrounds. Respondents from the South Westminster area, as well as those living in attached homes, were more likely to rate access to transit, convenience of employment and other city services as “highly important” than residents in other areas and household types in the city.

The city was also rated as a place of employment. Ratings for the city as a place in which to work were similar to the national benchmark but below that of the Front Range, although the majority of residents viewed it favorably. Job opportunity was viewed by about a third of residents as being “good” or “very good”, with the remaining majority citing it as neither good or bad. However, in comparison to the rest of the country and Front Range, job opportunity in Westminster was rated much higher than the benchmarks.

City Services and Amenities

Westminster’s ratings for the overall quality of city services were also much above the benchmarks for the nation and the Front Range. Over 80 percent of respondents rated the City’s quality of services positively. When queried about the quality of specific City services and amenities, residents rated the appearance and maintenance of parks and recreation facilities and fire protection as having the highest quality. Those services with the lowest rating included street repair and economic development. Some services displayed a decrease in perceived quality, including police protection, snow removal and emergency preparedness. Services that rated below the national and/or Front Range benchmarks included libraries, emergency medical/ambulance service, trails and sewer services.

In addition to rating the quality of services, residents were asked to rank services and amenities by importance. Those that were ranked of greatest importance to the community included police and fire protection and preparedness, drinking water quality, street maintenance and economic development.

City Image and Physical Environment

Survey respondents were asked the extent to which they agreed or disagreed with a number of statements that potentially described their image of the City of Westminster. “Beautiful parks/open space” and “environmentally sensitive” topped the lists of phrases that best described the city. Slightly fewer residents agreed that they would describe the City’s image as “innovative and progressive” and as having “vibrant neighborhoods”. Additionally, over 80 percent of residents rated the physical attractiveness of the city as “very good” or “good”.

Residents were also asked to rate the quality of their neighborhoods. The majority rated their neighborhoods positively. Households with lower incomes tended to be more critical of the overall quality of their neighborhoods than those with higher household incomes. Residents in the South Westminster and northeast portion of the city were most likely to rate their neighborhoods as having declined in overall quality over the past 12 months, although the majority of residents reported that their neighborhood quality had remained stable or improved.

Stakeholder Interviews Summary

Over 40 stakeholders were interviewed as part of the CLUP Update's first round of public outreach. Participants were selected by City staff and City Council with the intent to capture a wide cross-section of the Westminster community. The selection included business, property, development and service representatives within the community as well as staff members from neighboring jurisdictions and county planning agencies. A full list of stakeholders is included in Appendix A.

Stakeholders were interviewed individually or in groups of two and three, depending on availability and comparable representation. Each interview included specific questions about the city's general quality of life, infrastructure and physical planning efforts, development and business opportunity and land use mix. Participants were also asked to contribute any additional opportunities or challenges they thought might impact future planning efforts. The following summary is organized by the topics addressed by the interviews, each with a discussion of the main themes and sentiments expressed by stakeholders. It is important to note that the information presented below represents the opinions of the stakeholders.

Perception of the City

Stakeholders were asked to describe their overall perception of the city, as a place in which to live, work and/or visit. The range of responses touched on issues of quality of life such as amenities, the built environment and schools, as well as how the city is perceived by the development and business communities.

"The open space, trails, and recreation opportunities are why a lot of people are here."

Recreation and Amenities

Overall, stakeholders agreed that the City of Westminster is a great place in which to live and work, with excellent recreation opportunities being its greatest asset. For many, the city's connected network of parks, trails and open spaces was a primary reason for locating in Westminster. The city's golf courses also provide an additional amenity for both residents and businesses. Cultural events like the outdoor concerts at the Orchard Town Center, as well as destinations like the Butterfly Pavilion and historic Harris Park were described as assets for the city. Stakeholders emphasized the importance of maintaining and expanding these amenities as a way to continue to attract residents and businesses to the city. One participant warned of the overall cost of maintaining these amenities over time and how the citywide sales tax rate—currently one of the highest in the entire metro area—would be impacted.

Built Environment

Stakeholders generally view the city as well-maintained with high quality development and strong leadership. Many lauded the city's proactive efforts for neighborhood enhancement in South Westminster; infrastructure improvements and new development along the I-25 corridor including the Orchard Town Center; and pursuing redevelopment opportunities like Westminster Center (the former mall site). Many city services were also highly valued by stakeholders, including tree limb and leaf drop-off, street repair and maintenance, and assistance with home improvements and neighborhood tree maintenance. While some stakeholders wanted to see additional services either reinstated (such as large-item pick-up in South Westminster) or more frequent (residential street repair), others emphasized the need to find a balance between tax increases and services provided.

Schools

Finally, several stakeholders noted that school quality is an important factor of overall quality of life and perception of the city. Westminster is competing with other communities like Broomfield and Thornton in attracting new residents and families—the presence of families with school age children has a significant impact on the city's school districts and their ability to grow and offer high quality educational services in the city. The balance and variety of housing types by location in the city also impacts the school districts in that the majority of affordable housing opportunity in the city is located in South Westminster, placing pressure on schools and social services in the area. Several stakeholders wanted to see more market rate housing options (as opposed to subsidized housing) in South Westminster in order to create a more balanced distribution of housing in the city.

City Image

While stakeholders commended the city for its open space and recreational amenities, many said that the city as a whole is overlooked in the metro area as an employment center and place to work or visit. This lack of knowledge of what Westminster has to offer impacts the city in several ways—from residents of the city and surrounding areas shopping elsewhere for lack of familiarity with the City's offerings, to businesses looking to locate in the Denver metro area not being familiar with opportunities in the city and its wide range of housing and recreational amenities. Several stakeholders underlined the necessity of marketing the city to a wide audience, particularly with respect to attracting jobs within a competitive but growing technology job market along the US 36 corridor. Potential groups or entities upon which the City could focus marketing efforts included the state and metropolitan economic development councils, leasing agents and location specialists for out-of-state businesses.

“We get lost in the rest of the metro area with other cities taking the limelight. People don't know what we have to offer either in or near the city.”

Connectivity and Access

Stakeholders were asked to describe specific physical improvements to infrastructure or circulation in the city. While most respondents found the city to be easily navigable by vehicle, bicycle and foot, especially in the north and east portions of the city, a few areas in the city were identified as needing significant improvement.

Vehicular Connectivity

Most participants felt that overall, Westminster is easy to access and navigate with its multiple freeway corridors and major arterials. East-west connectivity in the city was cited as being more challenging, with the area between Wadsworth Parkway and Sheridan Boulevard being the most problematic area, with 108th and 112th avenues described as circuitous and a “disaster” during peak hours. Increased traffic along arterials like Sheridan Boulevard was also mentioned as problematic for the city. Likewise, area-wide and regional traffic “bottlenecks” that impact the city were also viewed as issues that the city should try to address, particularly for accessibility to major employment areas like Westmoor and Park Centre. These included Wadsworth Parkway, with its lack of signal synchronization and the bottleneck along I-25 between 84th and 120th avenues (mostly within Northglenn and Thornton).

Pedestrian and Bicycle Connectivity

Overall, stakeholders agreed that the city’s network of open space and trails, parks and recreation opportunities were well-devised and a key attraction for living and working in the city. In terms of pedestrian connectivity, stakeholders generally wanted to see the sidewalk system completed or improved. Specific improvements desired included the need for wider, separated sidewalks for 92nd Avenue west of Federal Boulevard and throughout the South Westminster area, and sidewalk connections and bus facilities along the west side of Federal Boulevard.

Many stakeholders were active users of the city’s bicycle and trail system and emphasized the extensive connectivity that allowed them to traverse almost the entire city without using streets. A few areas were cited as needing connections or improved street facilities, including along the North I-25 corridor, connecting over 120th Avenue, and trail/street connections from the US 36 area over to Wadsworth Parkway. Bicycle access within the latter area was cited as “treacherous”, particularly with respect to crossing the BNSF railroad corridor.

Transit

Access to transit was important to many. Several stakeholders emphasized the need to support and prepare for increased demand and use of alternative forms of transportation in the city. Key issues mentioned included the Church Ranch US 36 bus station as needing an improved location that would be easier to access; vehicular access to the planned FasTracks Westminster Station; and the lack of bus stop improvements and facilities along Federal Boulevard between 84th and 96th avenues.¹ Several stakeholders cited the increased opportunity for development that could be had if the FasTracks rail connection could be extended to the Westminster Center site or further north.

Infrastructure

Overall, stakeholders felt that the city has worked to provide good infrastructure throughout the city, particularly in response to accommodating new development. Specific areas highlighted include interchange improvements along I-25, streetscape improvements in South Westminster, the reclaimed water system and fiber optic network. Stakeholders underlined the importance of maintaining all infrastructure in order to attract and retain new development and business. Some areas that were cited as needing improvement include residential collector streets and street medians that show deferred maintenance.

In addition to streets and infrastructure, many stakeholders expressed concern over water resources and conservation. They applauded the City's efforts in expanding access to the reclaimed water system and supported the expansion of its use. They also encouraged the City to support water conservation measures through guidelines and regulations, particularly with respect to balancing the high water requirement for green grass during drought conditions.

Development Opportunity

Development potential within the city was discussed with stakeholders, with a focus on identifying locations for redevelopment or infill opportunities. Overall, there was a general consensus that the City has limited land area such that most new development would occur as redevelopment or infill.

Redevelopment Opportunities

Stakeholders agreed that the City has done well in encouraging redevelopment and revitalization in the city, particularly around the future Westminster Station area and the Westminster Center site. Residential development at both

¹ A new sidewalk and bus facilities were installed in December 2012 along the western side of Federal Boulevard between 93rd and 97th avenues.

“The city’s lynchpin for the future is the redevelopment of the mall.”

sites was seen by many as an important component in supporting and driving complementary commercial development. The mall site in particular was seen as a great redevelopment opportunity, especially if it were to be connected to Denver and Boulder by rail. Concerns for both efforts were expressed, however, with respect to implementation and attaining a synergistic level of commercial development that would not usurp commercial activity from other areas in the city.

US 36 and I-25 Corridors

The US 36 and I-25 corridors were viewed as key opportunities for new development, although much of it would be infill within already developed areas. The city’s limited supply of land along the US 36 corridor was identified as having potential for a mix of commercial, office and residential uses. Development opportunity would depend on competition with development-ready sites in Arista and Interlocken areas in Broomfield to the north. Significant development opportunity was also identified for the I-25 corridor, where a mix of uses (primarily office and residential with ancillary specialty retail and restaurants) was emphasized. The Orchard Town Center and St. Anthony’s North medical center in the area were seen as key assets for new development in this area.

Other Opportunities

The Wadsworth Parkway/Westmoor and 120th Avenue/Park Centre areas were seen as opportunities for office development, but issues of access and visibility, low demand for office/warehouse space and competition with areas like Arista and Interlocken make redevelopment less likely in the immediate future. To the south, Federal Boulevard was cited as a key opportunity for redevelopment, although the potential for significant change would take a concerted effort towards land assembly, acquisition and fostering public-private development opportunities. Several stakeholders expressed interest in re-envisioning Federal Boulevard as a regional transportation corridor and boulevard, which would help improve development opportunity and create a new identity for the corridor.

Enclaves in the city were also mentioned as an opportunity to expand the city’s business presence and identity near Church Ranch and US 36. Stakeholders also underlined the need to address what will happen in other enclaves, as well as potential areas for annexation.

Finally, neighboring jurisdictions and counties supported future opportunities for partnership in redevelopment and joint ventures in economic development and planning efforts. Potential areas identified for collaborative planning include the Federal Boulevard corridor, Wadsworth Parkway and the Wagon Road Park and Ride.

Employment

Within the business and development community, many viewed the city's strategic location between Denver and Boulder as its greatest asset. Businesses in Westminster are able to tap into and attract talent from the entire metro area (Denver/Boulder/Fort Collins markets) to obtain the right workforce. Along the US 36 and Wadsworth Parkway corridors, the synergy and proximity of business parks and campuses such as the Walnut Creek Business Park, Westmoor and Interlocken were also seen as helpful in attracting, supporting and retaining business. Additional drivers for locating and staying within the city included access from US 36 and I-25, proximity to the Rocky Mountain Metropolitan Airport, access to amenities like restaurants and services (like the Shops at Walnut Creek or 120th Avenue) and recreational opportunities (golf courses and trails).

Key industries that stakeholders saw the city being able to attract include high tech, software development and bio tech/medical device industries. With the city's location between Boulder and Denver's Anschutz Medical Campus, the city has a strategic advantage for attracting new bio tech companies in particular. However, several stakeholders cited competition with other surrounding communities with more readily-developable land will be an issue.

Business Retention

While most stakeholders from the business community envisioned remaining and expanding within the city, many felt that the city's built and business environment could improve. The city's range of housing types and affordability was cited as a key driver for attracting new businesses. Likewise, providing a 24-hour live/work/play environment with unique shopping, dining and entertainment venues would help attract a younger demographic and higher-skilled labor pool. In terms of interaction with the City, many businesses expressed concern over the application of the city's use tax on items used for product development, which was a concern for engineering and high tech businesses in particular. Additionally, stakeholders emphasized the importance of providing incentives and streamlining permit and development processes for tenant improvements and on-site expansion.

“Activity gets activity gets activity.”

“The city has been exemplary on business and offering business incentives.”

“It's important to have a city where you can go in and get a building permit quickly. Having a fast-track process is important to owners.”

Land Use Mix

Stakeholders felt that in general the city's mix of land uses was good, but could benefit by a wider range of use types and affordability.

Residential

Overall, stakeholders described the city as having a wide range of housing options—however, the perception of availability of certain housing types depended on where participants lived or worked within the city. Businesses in the city cited the need for more executive housing (like Legacy Ridge) to attract businesses and more affordable housing to attract employees. Residents in the city felt the housing stock provided ample high quality housing north of 92nd Avenue, but not enough market rate, higher end housing to the south. A few stakeholders also mentioned the need to focus on housing that would serve an aging demographic from empty nest ranch-style homes to senior housing and facilities—both market rate and affordable options. Others underlined the need for housing at all income levels, dispersed throughout the city.

"I'm looking forward to the redevelopment of the mall so that I don't have to go to Flatirons to shop."

Retail

Stakeholders generally believed that the city has an oversupply of mid-sized retail space and not enough boutique or higher-end shopping and restaurants. The Flatirons Mall in Broomfield was mentioned by many to be significant competition to shopping choices within the city. Additionally, almost all of the stakeholders agreed that the choice of restaurants in the city should include higher-end, non-chain establishments. Denver and Boulder were often the preferred destinations for a nice meal out, although the restaurant choices in the city along 120th Avenue and in the Shops at Walnut Creek were cited as serving businesses in the area well.

Several shopping centers and areas within the city were described as thriving, including the Shops at Walnut Creek, Orchard Town Center and retail along 120th Avenue. Other centers were described as "dead" or in need of invigoration—primarily "super centers" with mid and large-box anchors and few small-scale tenants. These centers included Brookhill and Standley Lake shopping centers on Wadsworth Parkway and the Promenade at Westminster and Church Ranch boulevards. The centers were characterized as having significant vacancy, visibly deferred maintenance and having outlived their economic and/or physical viability. Stakeholders felt that activating or rethinking these super centers would be a key challenge for the city in the future.

Whether the city could reactivate these centers would depend on the residential growth of the city, as stated by many—“residential drives retail.” In that light, several stakeholders looked forward to the proposed mix of residential and retail planned for the Westminster Center (former mall) site. However, some did express concern over the type of retail that would be located there and whether it would have an impact on the viability of retail in nearby centers like the Shops at Walnut Creek or the Promenade.

Office and Industrial

Many stakeholders felt that there was ample space for office/warehouse and R&D space in the city in business parks like Park Centre, Church Ranch and Walnut Creek. All of these business parks still have vacant land with additional entitled office/warehouse space. However, several participants noted a deficit of pure office space, such as office campuses or company headquarters. Potential locations cited for the latter include Westmoor off of Wadsworth Parkway and the 120th Avenue and I-25 area near Park Centre. Stakeholders also noted that the city did not have many manufacturing uses, such as metal fabrication or similar uses that would serve high tech engineering firms in the city. Businesses in the city said they had to outsource specialty manufacturing to communities like Fort Collins and Colorado Springs.

Other Issues

In addition to land use and other physical planning issues, an additional issue identified by stakeholders was that of the city’s development entitlement process. A common theme from stakeholders in the business and development community was that the development entitlement process in the city was challenging, and had a reputation for being so. Many felt that the process needed greater clarity and predictability up front, especially for office and industrial projects that are reviewed under the City’s retail commercial design guidelines. On the other hand, several stakeholders commented that the extended review timeline and detailed design guidelines resulted in greater clarity, a more streamlined building timeline, and ensured high quality development and a beautiful city. However, most agreed that the length of time and investment during the entitlement process with the city was an impediment to new development and redevelopment. Additionally, several stakeholders cited the City’s standards and regulations were not consistent with current market conditions and feasibility, which could make projects cost prohibitive.

“Westminster has a reputation of a long, arduous process which translates into cost. Development in the city is not seen as being very business friendly.”

“The City is tough on the development side, but all cities are. I used to have frustration with the city’s strong hand in design of products. But you end up with a beautiful city.”

Conclusions

The input received by the Citizen Survey and stakeholder outreach is an important part of the CLUP Update process. Key issues identified by community members in this first round of outreach are highlighted below. These issues will be used to further help refine and focus the planning process for the Comprehensive Plan:

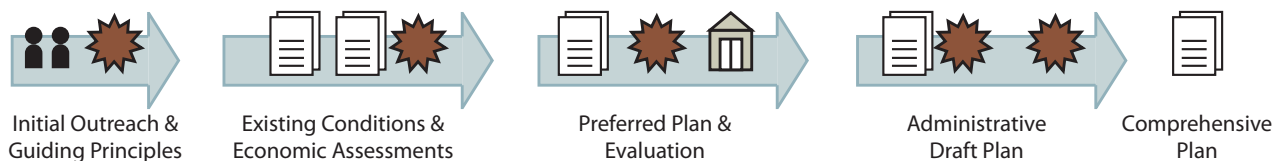
- *Enhanced City Image.* Many stakeholders expressed the need for the city to have a greater presence in the Denver Metro area. While the city has excellent infrastructure, natural and community amenities and services, these aspects are not well known. Additionally, opportunities for enhancing the city's physical presence along major transportation corridors like US 36 and I-25 should be pursued, through redevelopment of the former Westminster mall, build out of the Orchard Town Center area and transit-oriented development in the Westminster Station area.
- *Cohesive multimodal circulation network.* Community members value the ability to traverse the city by vehicle, bicycle and foot. Improvements to the city's circulation system are primarily needed between Sheridan Boulevard and Wadsworth Parkway, where both vehicular and bicycle connectivity is challenging.
- *Transit Access and Availability.* Many community members and stakeholders agreed that transit access will continue to be highly desirable for higher density residential, mixed-use and office development. Connections to transit should be emphasized and additional transit service should be pursued including bus and rail service.
- *Revitalization of South Westminster.* Efforts to revitalize and pursue redevelopment opportunities in South Westminster were encouraged by community members. Physical and aesthetic improvements and redevelopment of older properties, particularly on Federal Boulevard, should be considered. Finally, the housing mix in the area should be more diversified to include both market rate and affordable residences.
- *Diversified Economic Environment.* Community members felt that opportunities to expand the city's employment and retail base should be pursued. Many expressed concern over the retail market and how redevelopment of the Westminster mall site in particular would impact existing centers.
- *Business Retention and Competitiveness.* The City will need to identify opportunities to enhance its competitive advantage in attracting employment and development opportunities to the city. Some stakeholders underlined the need to streamline the development process. Others emphasized the need to improve marketing and branding of the city, and to ensure that high quality infrastructure and amenities are available.

Next Steps

The survey and stakeholder interviews are part of the first step in the CLUP Update process. An analysis of existing conditions and citywide economic market will also be completed as a part of this first phase. These analyses and the results of this public outreach will be presented to City Council and the Planning Commission for additional input in early 2013.

Following decision-maker input, a Preferred Plan will be drafted and evaluated. The Preferred Plan will be vetted through an extensive public outreach process that will include study sessions with the City Council and Planning Commission, an interactive community open house and online survey. The input gathered will help to refine the Preferred Plan and develop a final Comprehensive Plan for the city. The graphic below shows the progression of the planning process and its relationship to decision-maker and community input.

Plan Process



Appendix A: Stakeholder Participants

City of Westminster Planning Commission	Etkin Johnson
Metro North Chamber of Commerce	Church Ranch Corporate Park
Metro Denver Economic Development Corporation	Walnut Creek Business Park
Jefferson County School District	Pillar of Fire
Adams County School District 12	Progressive HOA
Adams County School District 50	Legacy Ridge HOA
Hyland Hills Park and Recreation District	Avaya
Adams County Housing Authority	Synconess
US 36 Commuting Solutions	Ball Corporation
Crestview Water & Sanitation District	Gayeski & Company
RTD FasTracks	Country Club Village Enterprises, LLC
RTD Bus Operations Department	Corum Real Estate Group, Inc.
City of Federal Heights	Cassidy Turley
City of Arvada	Laramie Group
City of Thornton	Colorado Group
City of Northglenn	CBRE
City of Broomfield	
Adams County Planning Division	
Jefferson County Planning Division	
Butterfly Pavilion	
Hawn Hewit Properties	
Gittelman Properties	
Jim Sullivan, Developer	
Centura/St. Anthony's Medical Center	
JUSA Development	

WESTMINSTER



Comprehensive Land Use Plan Update
Draft Guiding Principles
January 2013



WESTMINSTER

The update process for the City of Westminster Comprehensive Land Use Plan (CLUP) includes an evaluation of the City's planning priorities originally established in 1997 with the first CLUP. The city, economy and development trends have evolved significantly since these priorities were originally drafted. Several key planning issues will need to be addressed with the CLUP Update, including:

- The City is nearing its physical build-out and little vacant land for development remains. As a result, the majority of new growth in the City will likely be accommodated in redevelopment and infill areas.
- Much of the future development in the City will rely on existing infrastructure and resources, planning for which will need to be closely tied to land uses and development intensity in order to provide adequate services and maintain the City's high quality of life. Water availability, in particular, will have a significant impact on the intensity and potential location of new development.
- Many of the City's District Centers would benefit from more detailed direction for land use and development intensity to ensure that new development occurs in desired areas and in concert with the City's vision, growth management efforts and infrastructure capacity.
- New or revised land use classifications are needed to address development trends for vertical mixed-use projects, such as buildings with ground floor retail with office or residential uses above. Likewise, a refined palette of commercial, office and industrial land use classifications will allow the City to better articulate and implement its vision for new development.

As the CLUP Update process continues, identifying the priorities upon which future planning decisions will be guided is essential. The following Guiding Principles are meant to be the foundation of the Comprehensive Plan. They express a community vision for Westminster's continued growth and evolution into an active, diverse and livable city. The following Draft Guiding Principles provide the platform for the goals and policies of the Plan.

1. Distinctive City with a Strong Identity

Westminster is a distinctive community along the Front Range with its extensive open space network, well-designed infrastructure and high quality built environment. The Plan will continue to emphasize the city's community identity and presence both citywide and regionally. Efforts toward revitalization and city building will be focused at the city's core, in Westminster Center and South Westminster. Redevelopment of the Westminster Center site will establish the city's identity at both the citywide and regional scale, by creating a prominent physical presence along the US 36 corridor with high intensity mixed-use development. In South Westminster, the continuation of streetscape improvements and historic preservation efforts, as well as the infusion of activity and new development planned around the new Westminster Station, will enhance the area's image and establish its core as a key destination in the city. Other key areas in the city, including regional retail and employment centers along the US 36 and I-25 corridors and Sheridan and Federal boulevards will be the focus of strategic improvements, intensification and new development. The Plan will also emphasize the city's natural amenities and views to the mountains and Downtown Denver as distinctive visual and physical qualities for the city.

2. Vibrant Community with a Diverse, Healthy Economy

With its central location between Denver and Boulder, the City of Westminster is strategically positioned to capitalize on economic growth opportunities in the Denver Metro area. The city's diverse housing supply, open space and recreational amenities, and access to transit make Westminster a desirable place in which to live, work and visit. Furthermore, the city's proximity to Denver and Boulder provides an ideal location for employers wishing to attract and retain a high quality labor force. Building on the city's assets, the Plan will focus on growth and diversification of the city's employment and retail base to create a vibrant, active city environment. Employment development efforts will focus on establishing and reinforcing business and industry clusters in the city, with an emphasis on attracting technology, medical and biotech, and product development jobs. Likewise, the Plan will reinforce the city's retail base through planning for strategic growth, improvements and mixed-use opportunities to ensure a balanced approach to retail retention and growth in the city. Redevelopment of Westminster Center will play a central role in expanding both the employment and retail base for the city.

3. Comprehensive, Integrated Parks and Open Space System

Unique among other communities along the Front Range, Westminster's network of open space, trails and high quality parks defines the physical character and image of the city. This extensive network of trails, open space corridors, and conservation areas weaves through the fabric of the city, connecting with parks, neighborhoods, schools, community facilities, employment centers and activity districts. Residents, workers and visitors have access to a range of recreation opportunities and benefit from the protection of sensitive environmental habitats, water bodies and view corridors. The network also connects residents to regional trails, neighboring jurisdictions and transit stations. The Comprehensive Plan will continue the City's efforts to preserve and enhance the open space and parks system.

4. Well-Designed, Attractive Neighborhoods

Westminster is defined by its distinctive and varied neighborhoods and integrated open space network. The city's choice and quality of neighborhoods provides a range of settings and environments—from single family residences in pastoral settings to mixed-use live/work and multi-family dwellings in urban, walkable settings. The Plan will continue to foster a range of high quality living options within the city, with emphasis on providing an appropriate mix of land uses that support the city's active lifestyle. Parks, neighborhood shopping and services, schools and other community facilities will serve the needs of residents and reinforce neighborhood identity. Connections to employment centers, transit, commercial centers and the City's open space and trails system will be emphasized. Where mixed-use neighborhoods are planned, a mix of uses, range of densities and residential types, and interconnected street network will further foster an active, walkable environment throughout the city .

5. Balanced Housing Mix

Providing a balanced mix of housing opportunities in the City will continue to be a focus of planning efforts in the city. Ensuring that a wide range of incomes, age groups and lifestyle choices are accommodated will reinforce the city's identity as a diverse, attractive place in which to live and work. The Plan will focus on maintaining the city's diverse housing supply and locating complementary land uses and infrastructure to serve the needs of all community members. In addition, the City will pursue a variety of strategies to maintain the affordable housing stock that currently exists in the city.

6. Mixed Use and Transit-Oriented Development

The city is quickly approaching its physical build out of existing vacant land. As the city continues to evolve and grow, new development will be strategically focused as infill or redevelopment. The Plan will provide a framework for accommodating this new growth, and fostering development trends toward a vertical mix of uses, walkable setting and higher intensities of development. New mixed-use development will be focused in neighborhoods that have access to major transportation and transit corridors. New infrastructure and development in these mixed-use and transit-oriented areas will foster an active public realm with an interconnected street grid with blocks sized for walkability, building design that shapes and activates the pedestrian realm, and parks and public spaces that reinforce and foster community identity. Supporting policies and implementation efforts will ensure these mixed-use areas are both vibrant and viable.

7. Balanced Transportation System

The City of Westminster has worked to establish a balanced transportation system that allows for safe and efficient travel throughout the city for transit users, pedestrians, bicyclists and motor vehicles. The Westminster Comprehensive Roadway Plan and Bicycle Master Plan provide a framework for travel through the city with a network of streets, sidewalks, bicycle lanes and trails. The Plan will integrate these planning efforts with land use and transit planning to ensure that all modes of transportation are accessible in the city. Expansion of transit service in the city will continue to be a focus of the Plan, with new and improved bus rapid transit and park and ride facilities along US 36 and I-25, as well as RTD FasTracks commuter rail through the heart of the city. Bicycle and pedestrian connections to transit stations, as well as high intensity mixed-use development adjacent to stations, will support and encourage transit ridership within the city.

8. Environmental Stewardship and Water Resource Management

The city's growth management program and conservation of resources including water, energy, habitat and natural areas provide the framework for a sustainable environment that will continue to impact all aspects of physical planning in the city. The Plan emphasizes conservation and management of the city's water supply, with policies and land use planning that will ensure water availability at citywide buildout. The extent and efficiency of water use for each development will become a key consideration in the location, type and intensity of land uses and development within the city. The Plan also supports expansion of the city's reclaimed water system and maintaining high quality surface and drinking water. New infrastructure and improvements will continue to be planned in concert with or in advance of new development to ensure the city's high service standards are maintained. Finally, the city will encourage the efficient use of land and resources through encouragement of "green" building, context-sensitive site design and energy-efficient building systems and infrastructure.

9. Safe and Healthy Community

Westminster enjoys a high quality of life that is supported by a sense of safety and confidence throughout the community. The ability to enjoy the city's natural amenities, residential neighborhoods, employment and activity centers, and transit connections in a safe, secure environment is a key priority for the City. The City of Westminster police and fire departments will continue to maintain high standards for service response and emergency preparedness, and will maintain and improve functionality of mutual aid relationships with surrounding jurisdictions. The Plan will also ensure that mobility options are safe and well-designed, from providing missing sidewalks and bicycle lanes to designing safe, highly visible transit stops. The design of public spaces will also promote safety by ensuring visibility and ease of access. Finally, the Plan will promote access to a healthy lifestyle, through promoting connectivity to and use of the city's open space, trail and park network and a wide range of recreation facilities for all ages, and ensuring residents and workers have access to health and human services.



WESTMINSTER

Staff Report

Information Only Staff Report
February 4, 2013



SUBJECT: 2013 Street Cut Impact Fees
PREPARED BY: Dave Downing, City Engineer
Dave Cantu, Street Operations Manager

Summary Statement

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

Background Information

City Code provides for Street Cut Impact Fees to be amended by the City Manager when deemed appropriate and upon recommendation by the City Engineer.

Street Cut Impact Fees (WMC 9-2-8)

	<u>2012 Fees</u>	<u>2013 Fees</u>
Street Cut Permit	\$50.00	\$50.00
Longitudinal Trenches	\$2.12/square foot	\$2.22/square foot
Transverse Trenches	\$12.60/square foot	\$13.21/square foot

The Street Cut Impact Fees increase for 2013 became effective January 1, 2013. The fees were originally established in 2003 and were not adjusted until 2010, resulting in a 54% increase. Staff was directed to review and adjust Street Impact Fees annually, if warranted, in order to avoid one large increase after several years. The new established fees reflect a 4.8% increase and cover current market costs of \$53/ton for an asphalt overlay.

Per current code requirements, the fees will continue to be doubled for streets that have been resurfaced within the current year and the past four calendar years, or sealcoated within the current year and the past two calendar years. In addition, the fees will continue to be waived for streets scheduled for total pavement reconstruction within the current year and the following two years.

Fee Collections for the past five years have totaled:

	Westminster Utilities			Qwest/ CenturyLink	Others	Total
	<u>Operations</u>	<u>Projects</u>	<u>Xcel</u>			
2008	\$373,105		\$2,168	\$4,260	\$46,710	\$426,243
2009	\$640,226		\$ 139	\$2,561	\$ 7,320	\$650,246
2010	\$189,793		\$3,930	\$2,093	\$19,735	\$215,551
2011	\$194,289		\$1,408	\$1,094	\$38,240	\$235,031
2012	\$295,776		\$4,248	\$2,422	\$71,738	\$374,184

The fee increase supports the City Council's goal and strategic plan, "Financially Sustainable City Government Providing Exceptional Services."

Respectfully submitted,

J. Brent McFall
City Manager



WESTMINSTER

Staff Report

City Council Information Only Staff Report
February 4, 2013



SUBJECT: Public Art at Trimble in the Westmoor Subdivision

PREPARED BY: Terri Hamilton, Planner III

Summary Statement

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

Background Information

In 2012, Trimble Navigation Limited received administrative approval of an Official Development Plan (ODP) depicting details of their proposed 125,425 square foot, four-story office building within the Westmoor Technology Park located at Westmoor Drive, north of 108th Avenue. The project is currently under construction with completion expected this spring. The City accepted cash-in-lieu for their public art requirement at the time of ODP approval in order to allow Trimble representatives additional time to develop their art proposal. Upon completion of the art installation Trimble will be reimbursed the cash-in-lieu payment.

Trimble representatives have selected Colorado artist Kathleen Caricof to construct a steel sculpture to be located along their frontage on Westmoor Drive. The sculpture consists of three triangular painted metal shapes. The sculpture ranges in height with the tallest triangle approximately 16 feet above grade and will include related landscape and lighting enhancements. The abstract dimensional design of the sculpture represents various aspects of navigation. Trimble representatives will prepare an amendment to their ODP to reflect the proposed art and related site improvements.

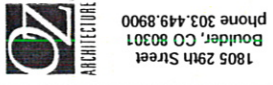
Strategic Plan Goals and Objectives

The public art requirement applies to all non-residential, mixed-use and multi-family developments of more than one acre. Public art assists in Westminster's goal of a Beautiful and Environmentally Sensitive City.

Respectfully submitted,

J. Brent McFall
City Manager

Attachment 1- 3D View Westmoor Drive
Attachment 2- Site Development

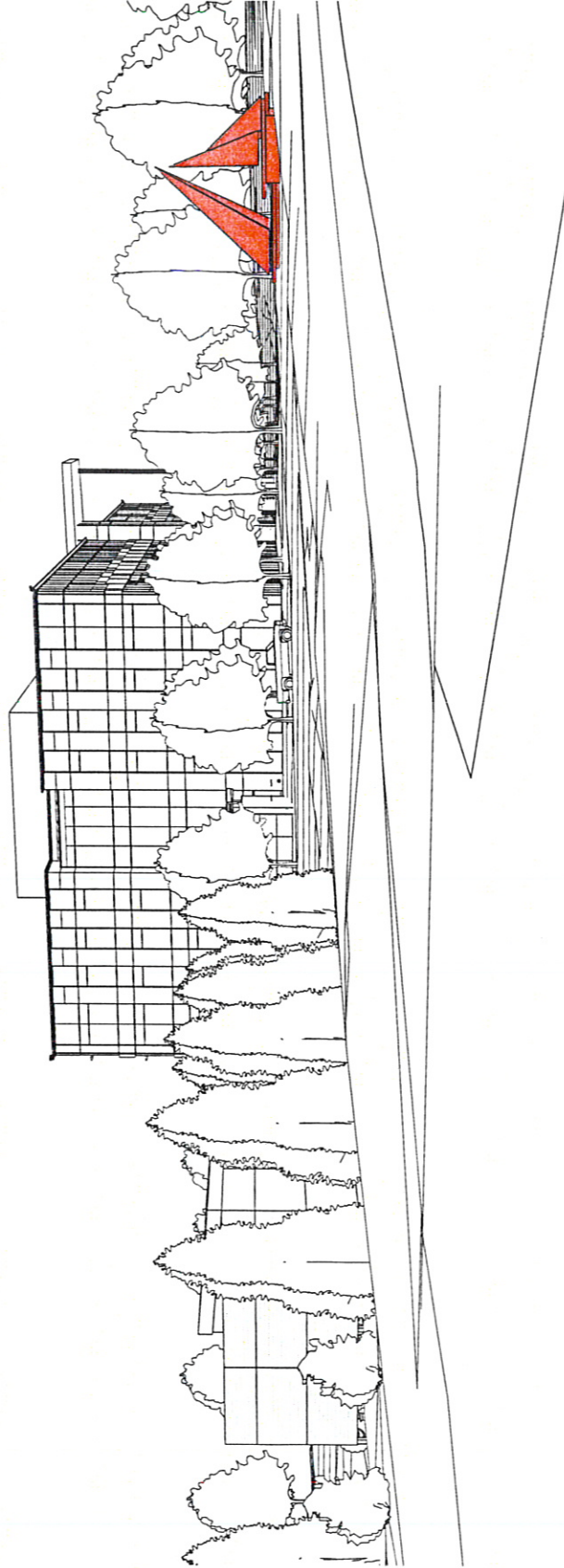


PROJ. NO.:	811018.00	DATE:	03/05/2012	DESIGNED BY:	RP	CHECKED BY:	HK
FILE NAME:	TECHNICAL ODP #1	DRAWN BY:	JR	PROJ. MANAGER:	HK		

3D VIEW

TRIMBLE

OFFICIAL DEVELOPMENT PLAN
WESTMOOR TECHNOLOGY PARK
4TH REPLAT
WESTMOOR PLANNED UNIT DEVELOPMENT
A PLANNED UNIT DEVELOPMENT
IN THE CITY OF WESTMINSTER,
COUNTY OF JEFFERSON, STATE OF COLORADO



3D View 1 - Westmoor Drive

1



PUBLIC ART CONCEPT
TRIMBLE

1" = 20'-0"
11/22/12



Staff Report

Information Only Staff Report
February 4, 2013



SUBJECT: 2013 Purchase of Light Duty Vehicles off Government Awards

PREPARED BY: Jeffery Bowman, Fleet Manager

Summary Statement

This report is provided to City Council for information purposes only. No Council action is being requested at this time.

- The City of Westminster will purchase 14 light duty replacement vehicles in 2013.
- With the exception of the Toyota Prius and certain Ford police vehicles, the City of Westminster operates a General Motors (GM) fleet.
- The City of Westminster recognizes significant cost savings by operating primarily a GM fleet. Maintaining one vehicle brand reduces the need for more broad scale training, costs less for brand-specific diagnostic equipment and reduces wait time for non-stock parts.
- Whenever possible, the City of Westminster uses the State of Colorado, Colorado Department of Transportation (CDOT), or Arapahoe County's light duty vehicle bid awards to purchase vehicles.
- The cut-off date for ordering light duty vehicles is dictated by each manufacturer, not the government bid award.
- The Westminster Municipal Code requires that all purchases over \$50,000 be brought to City Council. Staff has taken a conservative approach in interpreting this requirement to include transactions where the cumulative total purchases of similar commodities or services from one vendor in a calendar year exceeds \$50,000.
- During 2012, some vehicle cut-off dates occurred in February. The early cut-off did not allow City Staff adequate time to finalize the vehicle orders using the State of Colorado awards and bring the request for a cumulative purchase over \$50,000 to City Council before the manufacturer's cut-off date.
- During the 2013 budget development, each vehicle being replaced was identified and the \$382,000 estimated expenditure was included in the budget information shared with City Council.
- City Staff intends to finalize the purchase arrangements of all light duty vehicle replacements in the first quarter of 2013. Light duty vehicle purchases that are awarded to a single vendor and exceed \$50,000 will be brought to City Council for approval prior to the purchase unless a vehicle manufacturer notifies State of Colorado, Colorado Department of Transportation (CDOT), or Arapahoe County of an early cut-off date that does not allow time for Staff to bring a recommendation to City Council prior to purchase.
- City Staff will proceed with the procedure of locking in 2013 vehicle purchases on a bid only when an early cut-off date issue prohibits prior approval from City Council. Once the purchase is made, City Council will be asked to ratify the purchase at a subsequent City Council meeting.

Background Information

City Staff documents the details for each replacement vehicle being purchased. These details are critical and require extensive review because a vehicle ordered using a government award cannot be exchanged. When a cut-off date is issued by the manufacturer for a specific model, vehicles ordered after that date become the next model year; in this case, they would become 2014 models. Missing the cut-off date generally means an increase in cost, a delay receiving the vehicle as current year models are being produced, and requiring the City to maintain the old vehicle for a longer period of time.

Staff is finalizing the details for the replacement of 14 light duty vehicles totaling \$382,000. Recalling the 2012 early cut-off issue for some models required an immediate purchase by Staff prior to City Council authorization. Staff advises City Council that there may be a need for the Fleet Manager to pre-authorize and lock in the 2013 vehicle prices if an early cut-off date is issued. Some vendors bidding on governmental bids have created very short timelines to purchase under a guaranteed price. Once the purchase is made, City Council will be asked to ratify the purchase at a subsequent City Council meeting. Below is the list of light duty vehicles to be replaced:

	Div.	Unit #	Miles/ Hours and Points (4-2012)	Vehicle/Equipment	GCORF	Department Capital Outlay
GS	City Clerk' Office	1005	91329 -13.6	2006 Chevrolet Uplander	\$27,000	\$0
PR&L	Administration	7001	87141 - 15	1996 Chevrolet Blazer	\$21,500	\$0
PR&L	Recreation Programs	7704	90859 - 15	1997 Ford E 350 15 Passenger Van	\$23,000	\$1,000
PR&L	Parks Services	7083	75321 - 15	2001 2WD 2500 Chevrolet Regular Cab	\$22,000	\$0
PR&L	Parks Services	7086	91842 - 15	2001 2WD 2500 Chevrolet Crew Cab	\$25,500	\$500
PR&L	Heritage	7801	70082 - 10.9	1999 Chevrolet Regular Cab 2500 4x4 with Plow	\$0	\$30,000
GENERAL GCORF TOTAL -					\$119,000	\$31,500
FD	Emergency Services	5117	89245 - 15	2001 Chevrolet Suburban with Tow Package & Lighting	\$45,000	\$0
PD	Patrol Services	8445	102768 - 15	2003 Chevrolet 3500 Cargo - Accident Investigation Van	\$25,000	\$0
PD	Patrol Services	8101	66930 - 15	2000 Chevrolet Malibu	\$0	\$0
PD	Patrol Services	8484	71101 - 15	2007 Ford Expedition K9 Take Home Vehicle	\$45,000	\$0
PD	Specialized Services	8614	112867 - 15	2004 3500 Chevrolet Animal Control Van with Mavron Cage	\$28,000	\$10,000
PD	Specialized Services	8129	89126 - 15	2004 Chevrolet Malibu	\$27,000	\$0
PD	Specialized Services	8144	88995 - 15	2001 Chevrolet Malibu	\$21,000	\$4,000
PD	Specialized Services	8590	110871 - 15	2006 3500 Chevrolet Prisoner Van	\$26,500	\$0
PST GCORF TOTAL -					\$217,500	\$14,000

City Staff's efforts to secure vehicle purchases using light duty vehicle government awards described above coincide with City Council's goal of "Financially Sustainable City Government" by keeping the City's vehicle fleet within budget and reliable throughout 2013.

Respectfully submitted,

J. Brent McFall
City Manager