

# Development



# Services

# Development Services

The Development Services Department enhances community livability by: providing a well-planned, sustainable, vital, and safe built community environment; protecting the heritage and natural beauty of the region; facilitating development, urban renewal and historic preservation; promoting attractive and diverse neighborhoods that provide a full range of housing opportunities; facilitating the development of properly located commercial, industrial, and institutional uses; while encouraging organizational transparency and public involvement in the planning and development process.

Outcome	Performance Measure	2011 Actual	2012 Revised	2013 Projected
<b>Foster attractive development. (GP 1)</b>				
Include standards and guidelines in development codes to implement the Community Design Element of the Comprehensive Plan.	# of amendments to development codes incorporating community design standards developed and presented to City Council.	4	2	2
Ensure that development applications and building permits comply with the community design related standards and guidelines.	% of development applications and building permits that comply with design related standards and guidelines.	98%	100%	100%
<b>Encourage the development of a full range of housing types and a mix of housing densities throughout the City. (GP 2)</b>				
Inform developers of the incentives available for the development of affordable housing units.	# of senior and affordable housing units included in approved development projects.	60	0	60
	Annual # of housing units for which building permits are issued as senior and affordable housing.	17	25	25
Ensure that developers understand the housing needs within the Loveland community and include in development applications an appropriate mix of housing types and densities.	Annual # of housing units, other than single family detached for which building permits are issued.	27	128	90
<b>Formulate appropriate strategies and policies for geographic areas within Loveland needing redevelopment, renewal and/or more detailed planning analysis. (GP 3)</b>				
Identify geographic areas in which there is a need for the development of special strategies and policies (special area plans) to promote redevelopment and urban renewal.	# of special area plans developed and presented to Council for adoption.	2	0	2
Remove regulatory barriers that make infill and building reuse difficult.	# of amendments to development codes eliminating unnecessary regulations that make infill and building reuse difficult.	2	4	4
<b>Preserve features of significant architectural, scenic, cultural, historical, or archaeological interest and promote awareness and appreciation of Loveland's heritage. (GP 4)</b>				
Program implemented to communicate to property owners the value and benefits of designating historic properties on state, local or national registers.	# of properties designated to the national, state or local historic registers as landmarks or part of a historic district.	15	3	4
Financial incentives are communicated and utilized by property owners for preservation / rehabilitation of historic properties.	# of historic buildings rehabilitated using tax credits, State Historic Fund grants, or City of Loveland funding sources.	4	5	5

Outcome	Performance Measure	2011 Actual	2012 Revised	2013 Projected
<b>Protect regional lands within the Loveland GMA (GP 5)</b>				
Standards consistent with Comprehensive Plan policies are in place to protect environmentally sensitive areas.	% of development projects that comply with such standards.	100%	100%	100%
Standards, consistent with Comprehensive Plan policies, are in place to identify and protect important views and watersheds.	% of development projects complying with such standards.	100%	100%	100%
<b>Guide the development of the community within the Loveland Growth Management Area in order to meet present and future needs, while protecting the health, safety, order, convenience, prosperity, energy and resource conservation, and the general welfare of the citizenry. (GP 9)</b>				
Development review process ensures the protection of public health, safety and order.	% of development plans that meet standards relative to public health, safety and order.	100%	100%	100%
Building permit review process ensures the protection of public health, safety and order.	% of buildings and structures that comply with International Building Code Series.	100%	100%	100%
	# of building inspections per FTE building inspector.	25	31	28
	% of citizen's complaints responded to within 24 hours.	100%	100%	100%
	% of citizen's complaints resolved without issuance of citation.	100%	99.9%	100%
Development application and building permit review processes promote resource conservation and establishment of a convenient land use pattern.	% of development projects that comply with standards for the protection of environmentally sensitive areas.	100%	100%	100%
	% of building permit plans that comply with Energy Conservation Code.	100%	100%	100%
	# of development projects that utilize new water efficient landscape/irrigation standards.	2	1	2
<b>Encourage a pattern of compact and contiguous development. (GP 12)</b>				
The development review process ensures compliance with Adequate Community Facilities standards.	% of development projects that comply with Adequate Community Facilities standards.	100%	100%	100%
Development projects are presented to decision makers that establish a pattern of compact development.	% of development projects that achieve greater than 75% of the maximum densities permit under the Comprehensive Plan.	75%	75%	75%
<b>Promote the adequate provision of employment opportunities. (GP 13)</b>				
Development projects strategic for sustaining Loveland's economic health are identified and given priority in the development review and building permit.	# of projects identified as strategic for sustaining Loveland's economic health and processed through the City's expedited review process.	4	5	4

## Development Services Department Summary

	'11 Actual	'12 Adopted Budget	'12 Revised Budget as of June	'13 Budget	'13 Budget / '12 Adopted % Change	'12 FTE	'13 FTE
<b>General Fund</b>							
DEVELOPMENT SERVICES	309,906	342,490	340,590	396,310	15.7%	3.00	3.00
BLDG SVC & CODE ENF.	753,076	803,030	803,030	908,580	13.1%	9.00	9.00
COMM & STRAT PLANNING	760,329	245,670	310,620	322,280	31.2%	2.50	3.00
COMMUNITY PARTNERSHIP	586,136	536,380	693,070	577,800	7.7%	1.20	1.20
CURRENT PLANNING	702,744	709,740	709,740	789,550	11.2%	8.75	7.38
<b>Total General Fund</b>	<b>\$3,112,191</b>	<b>\$2,637,310</b>	<b>\$2,857,050</b>	<b>\$2,994,520</b>	<b>13.5%</b>	<b>24.45</b>	<b>23.58</b>
<b>Special Revenue Fund</b>							
COMM DEV BLOCK GRANT	\$391,874	\$275,000	\$489,910	\$288,240	4.8%	0.80	0.80
<b>Total Expense</b>	<b>\$3,504,065</b>	<b>\$2,912,310</b>	<b>\$3,346,960</b>	<b>\$3,282,760</b>	<b>12.7%</b>	<b>25.25</b>	<b>24.38</b>
<b>REVENUE</b>							
<b>General Fund</b>							
CHARGES FOR SERVICE	34,752	54,000	54,000	68,500	26.9%		
LICENSES & PERMITS	1,210,207	836,780	836,780	1,360,500	62.6%		
INTERGOVERNMENTAL	171,796	-	40,340	-	-		
OTHER	2,308	-	1,840	-	-		
GENERAL FUND SUBSIDY	1,693,128	1,746,530	1,924,090	1,565,520	(10.4%)		
<b>Total General Fund</b>	<b>\$3,112,191</b>	<b>\$2,637,310</b>	<b>\$2,857,050</b>	<b>\$2,994,520</b>	<b>13.5%</b>		
<b>Special Revenue Fund</b>							
INTERGOVERNMENTAL	\$391,874	\$275,000	\$489,910	\$288,240	4.8%		
<b>Total Revenue</b>	<b>\$3,504,065</b>	<b>\$2,912,310</b>	<b>\$3,346,960</b>	<b>\$3,282,760</b>	<b>12.7%</b>		
<b>EXPENSE BY CATEGORY</b>							
PERSONNEL SERVICES	2,084,943	2,054,010	2,035,850	2,071,290	0.8%		
SUPPLIES	28,821	34,080	35,930	31,590	(7.3%)		
PURCHASED SERVICES	1,390,301	824,220	1,275,180	1,179,880	43.2%		
<b>Total Expense</b>	<b>\$3,504,065</b>	<b>\$2,912,310</b>	<b>\$3,346,960</b>	<b>\$3,282,760</b>	<b>12.7%</b>		

# Development Services

The Development Services Program, through the Department Director, provides leadership and management, determines staffing and budgetary needs, and establishes program guidelines for the Department.

ACTIVITY				DEPARTMENT
Development Services				Development Services
EXPENSE BY DIVISION/Program	'11 Actual	'12 Adopted Budget	'12 Revised Budget as of June	'13 Budget
<b>General Fund</b>				
DEVELOPMENT SERVICES	\$309,906	\$342,490	\$340,590	\$396,310
<b>REVENUE</b>				
GENERAL FUND SUBSIDY	\$309,906	\$342,490	\$340,590	\$396,310
<b>EXPENSE BY CATEGORY</b>				
PERSONNEL SERVICES	299,373	328,760	328,760	356,790
SUPPLIES	4,904	4,050	5,900	4,050
PURCHASED SERVICES	5,629	9,680	5,930	35,470
<b>Total Expense</b>	<b>\$309,906</b>	<b>\$342,490</b>	<b>\$340,590</b>	<b>\$396,310</b>
<b>FTE</b>	<b>2.50</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>

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**CHANGES COMPARED TO PRIOR YEAR ADOPTED**

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- 18,160 Increase in personnel services for allocated unemployment costs.
- (420) Decrease in personnel services for workers' compensation due to the allocation of the City's cost based on the Division's experience rating and forecasted liability costs.
- 25,470 Increase in purchased services for allocated administrative costs.
- (480) Decrease in purchased services for general liability costs based on the Division's historical experience and forecasted liability costs.
- 800 Increase in purchased services for Volunteer recognition event.

10,290 Core Changes

10,290 Personnel Services

- Funded Supplements
  - There are no funded supplements in this division.

**53,820 Total Change**

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**OTHER INFORMATION**

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- Unfunded Supplements
  - There are no unfunded supplements in this division.
- Equipment Replacement
  - No equipment is scheduled for replacement in this division.
- Capital Projects
  - There are no capital projects associated with this division.

## Building Services & Code Enforcement

Building Services & Code Enforcement establishes and administers the International Building Codes to safeguard public health, safety and general welfare by ensuring adequacy of structural strength, means of egress facilities, stability, sanitation, adequate light and ventilation, energy conservation, and safety to life and property from fire and other hazards attributed to the built environment and to provide safety to firefighters and emergent responders during emergency operations. Working in a multifaceted permitting process, staff provides project guidance and review services to the development community, coordinates the work of various City review agencies, and provides staff support to the Construction Advisory Board (CAB) and City Council.

<b>ACTIVITY</b>		<b>DEPARTMENT</b>		
Building Services & Code Enforcement		Development Services		
<b>EXPENSE BY DIVISION/Program</b>	<b>'11 Actual</b>	<b>'12 Adopted Budget</b>	<b>'12 Revised Budget as of June</b>	<b>'13 Budget</b>
<b>General Fund</b>				
BUILDING SVC & CODE ENFORCE	\$753,076	\$803,030	\$803,030	\$908,580
<b>REVENUE</b>				
LICENSES & PERMITS	1,207,755	836,780	836,780	1,360,500
CHARGES FOR SERVICE	16,952	10,000	10,000	14,500
OTHER	3	-	-	-
GENERAL FUND SUBSIDY	(471,634)	(43,750)	(43,750)	(466,420)
<b>Total Revenue</b>	<b>\$753,076</b>	<b>\$803,030</b>	<b>\$803,030</b>	<b>\$908,580</b>
<b>EXPENSE BY CATEGORY</b>				
PERSONNEL SERVICES	665,950	710,560	710,560	735,760
SUPPLIES	10,698	12,970	12,970	11,580
PURCHASED SERVICES	76,428	79,500	79,500	161,240
<b>Total Expense</b>	<b>\$753,076</b>	<b>\$803,030</b>	<b>\$803,030</b>	<b>\$908,580</b>
<b>FTE</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>

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**CHANGES COMPARED TO PRIOR YEAR ADOPTED**

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- 670 Increase in personnel services for workers' compensation due to the allocation of the City's cost based on the Division's experience rating and forecasted liability costs.
- (1,190) Decrease in supplies for computer hardware and software.
- (200) Decrease in supplies for miscellaneous supplies.
- 78,960 Increase in purchased services for allocated administrative costs.
- 240 Increase in purchased services for general liability costs based on the Division's historical experience and forecasted liability costs.
- 200 Increase in purchased services for tree maintenance.
- 3,150 Increase in purchased services for projected costs of vehicle maintenance and fuel.
- (810) Decrease in purchased services costs for amortization of vehicle replacements.

24,530 Core Changes

24,530 Personnel Services

- Funded Supplements

- There are no funded supplements in this division.

**105,550 Total Change**

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**OTHER INFORMATION**

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- Unfunded Supplements

- There are no unfunded supplements in this division.

- Equipment Replacement

- No equipment is scheduled for replacement in this division.

- Capital Projects

- There are no capital projects associated with this division.



## Community & Strategic Planning

The Community & Strategic Planning Program manages a proactive community-wide planning program, which defines long-term strategies for maintaining and enhancing the quality of life in Loveland. The Community Vision is accomplished through the development of key planning documents and various City programs in collaboration with citizens, elected officials, and other City departments. Staff participates in regional planning projects involving multi-jurisdictions in northern Colorado to identify opportunities to jointly address land use and growth issues on a regional scale. The Program's goal is to provide the Community with services that balance existing resources with the public interest, encouraging quality planning for Loveland's future.

<b>ACTIVITY</b>		<b>DEPARTMENT</b>		
Community & Strategic Planning		Development Services		
<b>EXPENSE BY DIVISION/Program</b>	<b>'11 Actual</b>	<b>'12 Adopted Budget</b>	<b>'12 Revised Budget as of June</b>	<b>'13 Budget</b>
<b>General Fund</b>				
COMM & STRAT PLANNING	\$760,329	\$245,670	\$310,620	\$322,280
<b>REVENUE</b>				
INTERGOVERNMENTAL	128,201	-	40,340	-
OTHER	2,305	-	1,840	-
GENERAL FUND SUBSIDY	629,823	245,670	268,440	322,280
<b>Total Revenue</b>	<b>\$760,329</b>	<b>\$245,670</b>	<b>\$310,620</b>	<b>\$322,280</b>
<b>EXPENSE BY CATEGORY</b>				
PERSONNEL SERVICES	328,227	222,020	223,860	254,780
SUPPLIES	2,647	3,210	3,210	3,210
PURCHASED SERVICES	429,455	20,440	83,550	64,290
<b>Total Expense</b>	<b>\$760,329</b>	<b>\$245,670</b>	<b>\$310,620</b>	<b>\$322,280</b>
<b>FTE</b>	<b>3.50</b>	<b>2.50</b>	<b>3.00</b>	<b>3.00</b>

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**CHANGES COMPARED TO PRIOR YEAR ADOPTED**

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22,280 Increase in personnel services resulting from a .5 FTE increase mid-year.  
(1,360) Decrease in personnel services for workers' compensation due to the allocation of the City's cost based on the Division's experience rating and forecasted liability costs.  
36,270 Increase in purchased services for allocated administrative costs.  
(1,320) Decrease in purchased services for general liability costs based on the Division's historical experience and forecasted liability costs.

11,840 Core Changes

11,840 Personnel Services

8,900 Funded Supplements

8,900 Funding for printing, advertising, postage, and professional services for the Historic Preservation Commission education and outreach programs.

**76,610 Total Change**

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**OTHER INFORMATION**

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- Unfunded Supplements
  - There are no unfunded supplements in this division.
- Equipment Replacement
  - No equipment is scheduled for replacement in this division.
- Capital Projects
  - There are no capital projects associated with this division.

# Community Partnership Office

The City of Loveland provides funds for human service needs in the community through the Human Services Grant and the Community Development Block Grant programs. The Human Services Commission prepares an annual recommendation for allocation of the grant funds for City Council. The grant funds are allocated to a variety of non-profit human service agencies in Loveland that meet the annual goals set by the Human Services Commission.

The City receives Community Development Block Grant (CDBG) funds from the US Department of Housing and Urban Development. Congress limits these funds to be used primarily to address the needs of low and moderate income persons, to eliminate slum and blight, and meet urgent community needs. Each year, the Human Services Commission advises City Council on the allocation of funds for projects that meet goals established in the 5-Year Consolidated Plan that guides the way the City expends CDBG dollars. For the past several years, City Council has used the majority of CDBG funds to meet affordable housing and homeless needs in the community.

The Community Partnership Office administers the City's affordable housing policies by tracking affordable housing development and working on policy development with the Affordable Housing Commission.

Outcome	Performance Measure	2011 Actual	2012 Revised	2013 Projected
<b>Public Outreach (GP 17 &amp; 18)</b>				
Community is informed about grant programs and processes.	# agencies applying for grant programs.	40	41	40
	# of new inquiries per year.	2	5	3
Community is aware of city's support of affordable housing.	# of affordable community housing units.	1,025	1,300	1,370
	# of persons on housing waiting list.	2,000	2,346	2,400
Utilize grant funds to address the 5-Year Consolidated Plan goals: <ul style="list-style-type: none"> <li>○ Provide services to homeless persons through shelter, case management and permanent housing;</li> <li>○ Create and maintain housing opportunities for low income households;</li> <li>○ Provide services that provide tools for self-sufficiency.</li> </ul>	# of homeless families assisted annually through CDBG-funded programs.	100	210	220
	# of housing units created, purchased or rehabilitated annually through CDBG-funded projects.	150	153	170
	# of households with low income assisted with tools for self-sufficiency through CDBG-funded programs.	150	445	450
<b>Fiscal Responsibility (GP 2)</b>				
Compliance with federal regulations to maximize revenue.	# of areas for improved by HUD.	0	4	0
Grant funds are spent in a timely and effective manner.	% of grant recipients performing in an untimely manner.	1%	19%	7%
	\$ leveraged with grant funds with CDBG.	\$3.00 mil	9.8 mil	2.5 mil
	\$ leveraged with grant funds with CPO.	\$25.00 mil	31 mil	23.5 mil
<b>Operational Efficiency (GP 11f &amp; 17)</b>				
Grant process is carried out efficiently and effectively to maximize productivity and community impact.	Cost per application.	\$200	\$128	\$135
<b>Sustainable Results (GP 17)</b>				
Loveland citizens have access to human services and housing.	% of population living at self-sufficiency.	65%	72%	72%
	# of homeless in community.	775	685	700
	# of persons accessing services.	15,000	18,700	18,750
Full range of housing types to meet needs of all socio-economic groups.	# of new housing that is affordable.	50	15	75
<b>Superior Customer Service (GP 16 &amp; 18)</b>				
Grant applicants and commissioners are satisfied with process and management.	% of survey respondents "very satisfied" on agency survey.	96%	82%	95%

<b>ACTIVITY</b>	<b>DEPARTMENT</b>
Community Partnership/CDBG	Development Services

<b>EXPENSE BY DIVISION/Program</b>	<b>'11 Actual</b>	<b>'12 Adopted Budget</b>	<b>'12 Revised Budget as of June</b>	<b>'13 Budget</b>
<b>General Fund</b>				
COMMUNITY PARTNERSHIP	\$586,136	\$536,380	\$693,070	\$577,800
<b>Special Revenue Fund</b>				
COMM DEV BLOCK GRANT	\$391,874	\$275,000	\$489,910	\$288,240
<b>Total Expense</b>	<b>\$978,010</b>	<b>\$811,380</b>	<b>\$1,182,980</b>	<b>\$866,040</b>
<b>REVENUE</b>				
<b>General Fund</b>				
INTERGOVERNMENTAL	43,595	-	-	-
GENERAL FUND SUBSIDY	542,541	536,380	693,070	577,800
<b>Total General Fund</b>	<b>\$586,136</b>	<b>\$536,380</b>	<b>\$693,070</b>	<b>\$577,800</b>
<b>Special Revenue Fund</b>				
INTERGOVERNMENTAL	\$391,874	\$275,000	\$489,910	\$288,240
<b>Total Revenue</b>	<b>\$978,010</b>	<b>\$811,380</b>	<b>\$1,182,980</b>	<b>\$866,040</b>
<b>EXPENSE BY CATEGORY</b>				
PERSONNEL SERVICES	123,406	129,950	129,950	136,140
SUPPLIES	6,393	5,350	5,350	5,350
PURCHASED SERVICES	848,211	676,080	1,047,680	724,550
<b>Total Expense</b>	<b>\$978,010</b>	<b>\$811,380</b>	<b>\$1,182,980</b>	<b>\$866,040</b>
<b>FTE</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>

## CHANGES COMPARED TO PRIOR YEAR ADOPTED

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- (960) Decrease in personnel services for workers' compensation due to the allocation of the City's cost based on the Division's experience rating and forecasted liability costs.
- 38,250 Increase in purchased services for allocated administrative costs.
- (910) Decrease in purchased services for general liability costs based on the Division's historical experience and forecasted liability costs.
- 11,130 Increase in purchased services for grants based on expected CDBG grant amount.

### 7,150 Core Changes

7,150 Personnel Services

- Funded Supplements
  - There are no funded supplements in this division.

**54,660 Total Change**

## OTHER INFORMATION

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- Unfunded Supplements
  - There are no unfunded supplements in this division.
- Equipment Replacement
  - No equipment is scheduled for replacement in this division.
- Capital Projects
  - There are no capital projects associated with this division.

## Current Planning

The Current Planning Program coordinates the City's development review process. In facilitating this multifaceted process, staff provides project guidance and review services to the development community, coordinates the work of various City review agencies, ensures outreach to interested citizens, and provides staff support to the Planning Commission and City Council. In sum, the Current Planning Program is responsible for managing procedures that implement City Council ordinances, policies and visions relating to land development.

<b>ACTIVITY</b>		<b>DEPARTMENT</b>		
Current Planning		Development Services		
<b>EXPENSE BY DIVISION/Program</b>	<b>'11 Actual</b>	<b>'12 Adopted Budget</b>	<b>'12 Revised Budget as of June</b>	<b>'13 Budget</b>
<b>General Fund</b>				
CURRENT PLANNING	\$702,744	\$709,740	\$709,740	\$789,550
<b>REVENUE</b>				
CHARGES FOR SERVICE	20,253	44,000	44,000	54,000
GENERAL FUND SUBSIDY	682,491	665,740	665,740	735,550
<b>Total Revenue</b>	<b>\$702,744</b>	<b>\$709,740</b>	<b>\$709,740</b>	<b>\$789,550</b>
<b>EXPENSE BY CATEGORY</b>				
PERSONNEL SERVICES	667,987	662,720	642,720	587,820
SUPPLIES	4,179	8,500	8,500	7,400
PURCHASED SERVICES	30,578	38,520	58,520	194,330
<b>Total Expense</b>	<b>\$702,744</b>	<b>\$709,740</b>	<b>\$709,740</b>	<b>\$789,550</b>
<b>FTE</b>	<b>8.75</b>	<b>8.75</b>	<b>8.38</b>	<b>7.38</b>

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**CHANGES COMPARED TO PRIOR YEAR ADOPTED**

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- (17,120) Decrease in personnel services for a reduction of .37 FTE as a part of the Financial Sustainability Strategy.
- (71,000) Decrease of 1 FTE in a shift from in-house to contracted planning services.
- 1,020 Increase in personnel services for workers' compensation due to the allocation of the City's cost based on the Division's experience rating and forecasted liability costs.
- (600) Decrease in supplies for general office supplies.
- (500) Decrease in supplies for miscellaneous supplies.
- 78,280 Increase in purchased services for allocated administrative costs.
- 8,560 Increase in purchased services for general liability costs based on the Division's historical experience and forecasted liability costs.
- 71,000 Increase in purchased services for contracted planning services.
- (1,200) Decrease in purchased services costs for postage.
- (1,000) Decrease in purchased services costs for printing costs.
- 600 Increase in purchased services for telephone costs.
- 2,330 Increase in purchased services for projected costs of vehicle maintenance and fuel.
- (2,760) Decrease in purchased services costs for amortization of vehicle replacements.

12,200 Core Changes

12,200 Personnel Services

- Funded Supplements
  - There are no funded supplements in this division.

**79,810 Total Change**

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**OTHER INFORMATION**

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- Unfunded Supplements
  - There are no unfunded supplements in this division.
- Equipment Replacement
  - No equipment is scheduled for replacement in this division.
- Capital Projects
  - There are no capital projects associated with this division.