



Council Request Update

June 27, 2019

Council Request: 19-096

Requested by: Mayor Pro Tem Rita Russell

Request: Notification process for the BOAA regarding posting requirements for the different zoning appeals.

Assigned to: Community Development

Response: Please see the response provided by Community Development Planning Manager Wade Burkholder.

Council Request: 19-097

Requested by: Mayor Pro Tem Rita Russell and Council Member Dave Cuesta

Request: Provide detailed information on requirements for public notifications.

Assigned to: City Clerk

Response: Please see the response provided by Deputy City Clerk Jackie McKinnon.

Council Request: 19-098

Requested by: Mayor Pro Tem Rita Russell

Request: Request for all calls for service (Police and Code) at 3398 West Grand Avenue

Assigned to: Police Department

Response: Please see the response provided by Commander Tim Englert.



TO: Mayor Olson and Council Members

THRU: Dorothy Hargrove
Interim City Manager

Brad Power
Community Development Director

FROM: Wade Burkholder
Planning Manager

DATE: June 25, 2019

SUBJECT: CR 19-096: What are the posting requirements for the different zoning appeals that come before the BOAA? What would be the process to add the City's website as one of the official locations for posting notices?

Councilmember Russell sent a Council Request related to the notification requirements for the City Board of Adjustment and Appeals and a question regarding posting on the City's website.

All variances, public hearings, and appeals are posted on the City's website under legal publications. They are also published in the Englewood Herald.

Table 16-2-2.1 Summary of Development Review and Decision-Making Procedures summarizes the review and decision-making responsibilities of the entities that have specific roles in the administration of the procedures set forth in Title 16. Appeals to the Board; whether it be an appeal of an administrative decision or an appeal of a decision made by the Planning and Zoning Commission, requires "Published Notice". Published Notice shall be by one (1) publication on the City's official website or in the newspaper designated by City Council as the City's official newspaper at least ten (10) days before any hearing before the Council, the Commission, or the Board.





TO: Mayor Olson and Members of City Council
THRU: Dorothy Hargrove, Interim City Manager
FROM: Jackie McKinnon, Deputy City Clerk
DATE: June 25, 2019
SUBJECT: Council Request - CR 19-097

Below is the State Statute for posting new liquor licenses:

44-3-311. Public notice - posting and publication.

(1) Upon receipt of an application, except an application for renewal or for transfer of ownership, the local licensing authority shall schedule a public hearing upon the application not less than thirty days from the date of the application and shall post and publish the public notice thereof not less than ten days prior to the hearing. Public notice shall be given by the posting of a sign in a conspicuous place on the premises for which application has been made and by publication in a newspaper of general circulation in the county in which the premises are located.

(2) Notice given by posting shall include a sign of suitable material, not less than twenty-two inches wide and twenty-six inches high, composed of letters not less than one inch in height and stating the type of license applied for, the date of the application, the date of the hearing, and the name and address of the applicant, and such other information as may be required to fully apprise the public of the nature of the application. If the applicant is a partnership, the sign shall contain the names and addresses of all partners, and if the applicant is a corporation, association, or other organization, the sign shall contain the names and addresses of the president, vice president, secretary, and manager or other managing officers.

(3) Notice given by publication shall contain the same information as that required for signs.

(4) If the building in which the alcohol beverage is to be sold is in existence at the time of the application, any sign posted as required in subsections (1) and (2) of this section shall be placed so as to be conspicuous and plainly visible to the general public. If the building is not constructed at the time of the application, the applicant shall post the premises upon which the building is to be constructed in such a manner that the notice shall be conspicuous and plainly visible to the general public.

(5) (a) At the public hearing held pursuant to this section, any party in interest shall be allowed to present evidence and to cross-examine witnesses.

(b) As used in this subsection (5), "party in interest" means any of the following:

- (I) The applicant;
- (II) An adult resident of the neighborhood under consideration;



(III) The owner or manager of a business located in the neighborhood under consideration;

(IV) The principal or representative of any school located within five hundred feet of the premises for which the issuance of a license pursuant to section 44-3-309 (1) is under consideration.

(c) The local licensing authority, in its discretion, may limit the presentation of evidence and cross-examination so as to prevent repetitive and cumulative evidence or examination.

(d) Nothing in this subsection (5) shall be construed to prevent a representative of an organized neighborhood group that encompasses part or all of the neighborhood under consideration from presenting evidence subject to this section. The representative shall reside within the neighborhood group's geographic boundaries and shall be a member of the neighborhood group. The representative shall not be entitled to cross-examine witnesses or seek judicial review of the licensing authority's decision.



TO: Chief John Collins
FROM: Commander Tim Englert
DATE: June 27, 2019
SUBJECT: Council Request 19-098

Request for all calls for service (Police and Code) at 3398 West Grand Ave

Requested by: Mayor Pro Tem Russell

Mayor Pro Tem Russell requested all calls for service, both Police and Code Enforcement, for the last calendar year.

Per the custodian of records, there have been no calls for service at that address in the last year.

On July 27, 2019 the Parking Enforcement Officer was requested to check 3398 West Grand Ave and the surrounding area for parking violations. No violations were found in the area, or in front of 3398. No vehicles with expired plates were found. He will continue to monitor the area.

Request #	Date	Request	Requestor	Type	Source	Staff Assigned	Department	Status	Date completed	Relevant files	Notes
19-001	1/7/2019	Information on water main breaks	Cuesta	Council	Meeting/SS	Daisy Yu	CMO	Completed	1/10/2019		
19-002	1/7/2019	Information on multi-family unit by Cochino Taco. What role did Board of Adjustments play? What variances were granted?	Barrentine	Council	Meeting/SS		Community Development	Completed	1/9/2019		
19-003	1/7/2019	Investment income. Have we had losses? What is our total portfolio? Financial policies?	Barrentine/	Council	Meeting/SS		Finance	Completed	1/17/2019		
19-004	1/7/2019	Pull copy of all permits issued, building inspections. The Mayor also asked if we could provide some information on how AMIs are determined so that it's clear this is federal, not local.	Russell	Council	Meeting/SS		Community Development	Completed	1/9/2019		
19-005	1/7/2019	Info on urban lots - historical issues? CD please clarify with CM Sierra.	Sierra	Council	Meeting/SS		Community Development	Completed	1/24/2019		
19-006	1/17/2019	Englewood Downtown Development Authority Analysis Report	Martinez	Council	Meeting/SS	Dan Poremba	Community Development	Completed	1/18/2019		
19-007	1/21/2019	Will an existing alley cottage become an ADU?	Martinez	Council	Email	Wade Burkholder	Community Development	Completed	1/22/2019		
19-008	1/22/2019	Trash removal at the plaza	Sierra	Council	Email		Public Works	Completed	1/23/2019		
19-009	1/22/2019	Status of the fountains at the plaza	Sierra	Council	Email		Public Works	Completed	1/23/2019		
19-010	1/23/2019	Status of home on 4188 S. Washington St in response to citizen complaint	Cuesta	Council	Meeting/SS		Community Development	Completed	1/25/2019		
19-011	1/23/2019	What is the capacity of our infrastructure, specifically water and sewer, vis a vis potential growth in the city?	Cuesta	Council	Meeting/SS	Utilities and	Public Works	Completed	1/28/2019		
19-013	1/23/2019	Copy of CORA request response provided to Ms. Vicky Hoffman requesting information on staffing in the CMO.	Barrentine	Council	Meeting/SS		Clerk	Completed	1/24/2019		
19-014	1/23/2019	Copy of CORA request response provided to Mr. JJ Margiotta requesting information on a payment to Investigations Law Group	Barrentine	Council	Meeting/SS		Clerk	Completed	1/24/2019		
19-015	1/23/2019	Status of code issues raised in video presentation by Mr. Chris Duis	Barrentine	Council	Meeting/SS		Police	Completed	1/24/2019		
19-016	1/28/2019	Update on the Kmart site and any associated PUD proposal.	Cuesta	Council	email		Community Development	Completed	1/31/2019		
19-017	1/29/2019	Issue with parking on public property	Barrentine	Council	Meeting/SS		Police	Terminated			
19-018	1/29/2019	Information on previous DDA re: Trolley Square. Why did it fail? What are the financials?	Barrentine	Council	Meeting/SS		Community Development	Completed	1/29/2019		
19-019	1/29/2019	Additional information on investments; concerns about losses	Barrentine	Council	Meeting/SS		Finance	Completed	1/29/2019		
19-020	1/30/2019	Request for the application packet that was submitted and approved for the current 1327 Tufts development and any associated staff documents that pertain to the approval of this project.	Cuesta	Council	email		Community Development	Completed	1/31/2019		
19-021	2/4/2019	Update on sewer and clean up at 1310 E. Bates Parkway. Are other homes in the area affected?	Cuesta	Council	Meeting/SS		Utilities	Completed	2/7/2019		
19-022	1/22/2019	Questions regarding two-year Bennett farm lease	Council	Council	Meeting/SS		SPWRP	Completed	2/6/2019		

Request #	Date	Request	Requestor	Type	Source	Staff Assigned	Department	Status	Date completed	Relevant files	Notes
19-024	2/12/2019	What is snow pushing policy of City snowplows? Snow has been piled in the RTD path.	Sierra	Council	Meeting/SS		Public Works	Completed	3/28/2019		
19-025	2/12/2019	Do we need new audio visual equipment for Community Room?	Cuesta	Council	Meeting/SS	City Clerk &	IT	Completed	2/14/2019		
19-026	2/20/2019	Traffic light change at Quincy and Broadway	Cuesta	Council	Email		Public Works	Completed	3/28/2019		
19-027	2/20/2019	Provide a follow up on 4188 Washington St.	Cuesta	Council	Meeting/SS		Attorney	Completed	4/18/2019		
19-028	2/20/2019	Update on snow removal issues (wheelchair access in and around Simon Center, bus stops, possible employee assistance to business)	Russell/Barri	Council	Meeting/SS		Public Works	Completed	3/28/2019		
19-029	2/20/2019	Follow up issues raised by Mr. Duis about fence in alley, outbuildings in disrepair	Barrentine	Council	Meeting/SS		Community Development	Completed	2/21/2019		
19-030	2/20/2019	Homeowner Improvement Assistance 1. Did Englewood have a program in place similar to Arvada? If we no longer do, when and why did it get discontinued? 2. List of programs the City offers to help lower income families with homes, bills, utility.	Sierra	Council	Meeting/SS		Community Development	Completed	2/21/2019		
19-032	2/27/2019	Pros and Cons of body cameras	Barrentine/	Council	Meeting/SS		Police	Completed	3/4/2019		
19-033	3/4/2019	Information on requirement that sale of city park property requires a vote	Barrentine	Council	Meeting/SS		CMO	Completed	3/6/2019		
19-034	3/4/2019	Status of sand/debris blown over Broken Tee Golf Course and how it may be mitigated	Olson	Council	Meeting/SS		PRL	Completed	3/7/2019		
19-035	3/4/2019	Update - Advertising signs at 4188 S. Washington St.	Barrentine/	Council	Meeting/SS		Community Development	Completed	3/8/1029		
19-036	3/4/2019	Information on sewer bill at 4630 S. Bannock St.	Wink/Russe	Council	Meeting/SS		Utilities	Completed	3/6/2019		Follow-up 3/28/2019
19-037	3/4/2019	Recap of grants from Arapahoe County Open Space for park improvements	Olson	Council	Meeting/SS		PRL	Completed	3/11/2019		
19-038	3/4/2019	Status of alley maintenance - change from past years?	Barrentine	Council	Meeting/SS		Public Works	Completed	3/7/2019		
19-039	3/4/2019	Number of budgeted positions that will not be filled in this budget year.	Russell	Council	Meeting/SS		HR	Completed	3/21/2019		Follow-up CR19-054
19-040	3/4/2019	Change in percentage turnover from August 2018 to February 2019? Are we still experiencing a 25% turnover rate? (FT benefited positions)	Russell	Council	Meeting/SS		HR	Completed	3/21/2019		Follow-up CR19-054
19-041	3/4/3019	Information on interest rate for homeowners' assistance - low or no? What would be involved in reviving this program?	Sierra	Council	Meeting/SS		Community Development	Completed	3/11/2019		
19-042	3/6/2019	Why is BGOOOD unable to expand into the space next door?	Wink	Council	Email		Police	Completed	3/7/2019		
19-042	3/6/2019	Documentation/Explanation on why BGOOD is unable to expand into the space next door to it's current location	Wink/Russe	Council	Email		Police	Completed	3/6/2019		
19-043	3/6/2019	Police Headquarters Building Construction	Council	Council	Meeting/SS		Public Works	Completed	3/7/2019		
19-044	3/11/2019	Update and explanation on MimeCast	Sierra	Council	Meeting/SS		IT	Completed	3/12/2019		
19-045	3/13/2019	Does a City license for a trash hauler require alley pickup of trash?	Sierra	Council	Email		CMO	Completed	3/13/2019		

Request #	Date	Request	Requestor	Type	Source	Staff Assigned	Department	Status	Date completed	Relevant files	Notes
19-046	3/18/2019	Provide a copy of the ballot measure from the November 2016 election in which the citizens approved bond funding for the police building	Sierra	Council	Meeting/SS		CMO	Completed	3/19/2019		
19-047	3/18/2019	Information on food truck licensing and zoning, to include: 1. Process for applying for a license 2. Fees associated with licensing 3. Zoning requirements and possibility of a variance for Barnhouse Tap	Barrentine, Russell, Martinez	Council	Meeting/SS	Community Development &	CMO	Completed	4/1/2019		Finance - 5/23/2019
19-048	3/18/2019	Provide a copy of current Emergency Operations Plan, to include: 1. Was the grant paid for out of grant funding? If so, how much? 2. When was this approved by Council? 3. Is the City in compliance with Ordinance 51, Series 2017?	Barrentine	Council	Meeting/SS	IT (lead), Police	CMO	Completed	3/28/2019		
19-049	3/18/2019	Sign for short-term rental at Shriner's property on Floyd. Is this in compliance with our Code?	Barrentine	Council	Meeting/SS		Community Development	Completed	3/28/2019		
19-050	3/18/2019	Several residents have tried calling Public Works and only receive voice mails. 1. How can we ensure residents are able to talk to someone about their concerns? 2. We have reports that the online service request app (CRM) is not working.	Olson	Council	Meeting/SS		Public Works	Completed	3/28/2019		
19-051	3/22/2019	Provide a copy of the February 13 report for the accident that occurred in the alley between South Sherman and South Grant on Floyd Avenue. Accident involved a utility truck and telephone/electrical lines. Also provide amount of damages and who paid for the repairs.	Russell	Council	Email	Police	HR	Completed	3/28/2019		
19-052	3/22/2019	Which City department is in charge of parking violations?	Russell	Council	Email		Police	Completed	3/28/2019		
19-053	3/25/2019	Clarification of Director D'Andrea's estimate of \$80-\$100 million for stormwater infrastructure for the City as mentioned in the Friday, March 15, 2019 meeting with Congresswoman Diana DeGette	Barrentine	Council	Meeting/SS		Public Works	Completed	3/28/2019		
19-054	3/25/2019	Clarification of previous response to CR#19-039 and CR#19-040 regarding personnel: 1. How many of the positions vacated during the November 2018 to February 2019 period have been replaced? 2. How many of the involuntary terminations involved nondisclosure agreements?	Russell	Council	Meeting/SS		HR	Completed	3/29/2019		
19-055	3/25/2019	What is the setback rule for fences in alleys	Sierra	Council	Meeting/SS		Community Development	Completed	4/4/2019		
19-056	3/25/2019	What is the lot size coverage for building? Does lot size coverage change with ADU's?	Sierra	Council	Meeting/SS		Community Development	Completed	4/4/2019		

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19-057	3/25/2019	Produce a white paper on alleyways no later than April 19	Sierra	Council	Meeting/SS		Public Works	Completed	4/24/2019		
19-058	3/18/2019	What are the number of vehicles used by the Police Department?	Barrentine	Council	Meeting/SS		Public Works	Completed	3/28/2019		
19-059	4/1/2019	Provide number of Code Violations issued during the hiatus of the Code Enforcement Advisory Committee (February 4, 2019 - April 4, 2019)	Olson	Council	Meeting/SS		Police	Completed	4/2/2019		
19-060	4/1/2019	Provide copies of information presented by SBDC and SBA during public comment at April 1, 2019 regular meeting	Martinez, Barrentine, Olson, Russell	Council	Meeting/SS		Community Development	Completed	4/2/2019		
19-061	4/1/2019	Provide further information on Englewood versus connector district sewer charges. Continuation of CR19-036	Martinez	Council	Meeting/SS	Utilities and	City Manager	In progress			
19-062	4/1/2019	Provide number of service calls regarding 4188 South Washington Street	Martinez	Council	Meeting/SS		Police	Completed	4/3/2019		
19-063	4/1/2019	Status of proposed Bates RTD station	Barrentine	Council	Meeting/SS		Community Development	Completed	4/4/2019		
19-064	4/1/2019	Amount of grant funding received by the City from 2007 to present for emergency management	Russell	Council	Meeting/SS		Finance	Completed	4/18/2019		
19-065	4/1/2019	Request for information on transients sleeping at Traditions	Russell	Council	Meeting/SS		Police	Completed	4/3/2019		
19-066	4/1/2019	Request for a leadership meeting with Swedish and Craig Hospitals	Olson	Council	Meeting/SS		Community Development	Completed	4/11/2019		
19-067	4/1/2019	Request for clarification on Council request and information process	Olson	Council	Meeting/SS		City Manager	Completed	4/11/2019		
19-068	4/1/2019	Provide information on signs posted in City parks regarding animal control	Barrentine,	Council	Meeting/SS		City Manager	Completed	4/3/2019		
19-069	4/8/2019	Which trash haulers in the City no longer provide alley pickup? What are the reason(s) given for declining to do so? Please inform trash haulers that the City has a short-term plan to improve the condition of alleys.	Sierra	Council	Email		Public Works	Completed	4/18/2019		
19-070	4/8/2019	Does Code Enforcement enforce off-leash dog regulations on weekends?	Cuesta	Council	Meeting/SS		Police	Completed	4/10/2019		
19-071	4/14/2019	A citizen called saying there are plans to build a triplex on 2990 S Sherman which means it is over 9,000 sq. ft. 1. What is the official lot size of 2990 S Sherman? 2. Where can a citizen find the lot size of any property in Englewood?	Sierra	Council	Email		Community Development	Completed	4/16/2019		
19-072	4/14/2019	There are concerns some new developments are not conforming to the maximum lot coverage. 1. How can the City verify that properties are being built to the appropriate coverage? 2. What type of recourse could the City take if these rules are not being followed by developers?	Sierra	Council	Email		Community Development	Completed	4/16/2019		

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19-073	4/14/2019	1. Does the City have any rules regarding the sale of CBD? 2. Is it only allowed to be sold by Englewood licensed marijuana shops?	Sierra	Council	Email		City Clerk	Completed	4/18/2019		
19-074	4/14/2019	A citizen is concerned an auto shop on the corner of Elati/Amherst is taking up over 20-40 on-street parking spots on both sides of Elati in the Ironworks Village area. 1. Is there anything that could allow the residents to get these parking spots back?	Sierra	Council	Email		Public Works	Completed	5/30/2019		
19-075	4/14/2019	A citizen on Bannock/Hampden has witnessed multiple accidents at that corner. Many do not realize it is a one-way street. 1. Can better signage help prevent these accidents?	Sierra	Council	Email		Public Works	Completed	5/16/2018		
19-076	4/15/2019	Oversight of contractor used by Utilities for remediation work. Are there quality controls or service level agreements in place?	Sierra, Wink	Council	Meeting/SS		Utilities	Completed	4/22/2019		
19-077	4/15/2019	Status of animal control enforcement at Emerson Park. Please provide number of complaints and actions taken by Code Enforcement	Martinez	Council	Meeting/SS		Police	Completed	4/24/2019		
19-078	4/15/2019	Who is responsible for trash at bus stop at Elati new WalMart? If the City is responsible, what can be done to limit trash accumulation?	Russell	Council	Meeting/SS		Public Works	Completed	4/24/2019		
19-079	4/15/2019	Description of off-boarding process in departments to ensure seamless transition and continuation of projects.	Olson	Council	Meeting/SS		City Manager	Completed	5/30/2019		
19-080	4/15/2019	Status of electrical outlet cover near Café 180 on Broadway. It is cracked and creating a hazard.	Russell	Council	Meeting/SS		Public Works	Completed	4/24/2019		
19-081	4/15/2019	Provide a report on the April 1, 2019 meeting with Englewood Public Schools regarding Bishop Elementary storm water retention.	Barrentine	Council	Meeting/SS		City Manager	Completed	4/18/2019		
19-082	4/22/2019	1. What developer plans have been submitted for 2990 S Sherman St, and when? 2. Is there a reference to a 5% administrative adjustment that would allow the lot at 2990 S Sherman St to go over the 9,000 square feet that would allow the building of a triplex? 3. Xcel is beginning to lay pipe at 2990 S Sherman St. Would Xcel begin laying pipe before property plans are approved by the City?	Sierra	Council	Email		Community Development	Completed	4/23/2019		
19-083	4/22/2019	What is the height of the police building parking lot wall and gate	Olson	Council	Meeting/SS		Public Works	Completed	4/25/2019		
19-084	4/30/2019	1. What are the number of variances that have been requested for the 5% administrative adjustment over the last 5 years? 2. How many of these have been approved and not approved over the same time frame?	Sierra	Council	Email		Community Development	Completed	4/30/2019		Follow-up on 5/2/2019

Request #	Date	Request	Requestor	Type	Source	Staff Assigned	Department	Status	Date completed	Relevant files	Notes
19-086	5/3/2019	How would a citizen purchase street signs as they are replaced with street signs with the new City logo?	Olson	Council	Email		Public Works	New			
19-087	5/6/2019	Provide a report to Council for the CORA documents requested by Ms. Jones for City Council emails	Olson	Council	Email		City Clerk	Completed	6/10/2019		
19-088	5/6/2019	Provide a follow-up on Mr. Linhof's code violation and summons for 2980 S Ogden St.	Olson	Council	Meeting/SS		Not assigned	Completed	5/8/2019		Matter is being handled through the Municipal Court.
19-090	5/6/2019	Provide 5-year data on vacancy rates for commercial real estate in Englewood (South Broadway)	Olson	Council	Meeting/SS		Community Development	Completed	5/8/2019		
19-091	5/14/2019	Staff and Planning & Zoning Commission provide recommendations to change the Municipal Code to require contractors return properties to their original condition after work is completed.	Sierra	Council	Email	Public Works	Community Development	In progress			Complete by August 31
19-092	5/6/2019	Evaluate the need for a marked crosswalk at Oxford and Clarkson	Olson	Council	Meeting/SS		Public Works	Completed	5/16/2019		
19-093	5/17/2019	Provide explanation of appeals process.	Cuesta	Council	Email		Community Development	Completed	5/21/2019		
19-094	5/21/2019	Received complaints of a Short-Term Rental operating at 4075 S Jason. Please investigate and provide update.	Barrentine	Council	Email		Community Development	Completed	5/22/2019		
19-095	6/12/2019	The number of property tax assessment protests filed with the Arapahoe County Assesor's Office by	Martinez	Council	Meeting/SS		CMO	New			
19-096	6/20/2019	Notification process for the BOAA re: posting requirements for the different zoning appeals that	Russell	Council	Email		Community Development	Completed	6/25/2019		
19-097	6/24/2019	Provide detailed information on requirements for public notifications.	Russell/Cue	Council	Meeting/SS		Clerks	Completed	6/25/2019		
19-098	6/24/2019	List of all calls or requests, in the past year, to service at 3398 W. Grand.	Russell	Council	Meeting/SS		Police	Completed	6/27/2019		
19-099	6/20/2019	Additional information on the process and costs regarding licensing for a childcare in-home	Barrentine	Council	Email		Finance	New			