



## Council Request Update

July 25, 2019

### **Council Request: 19-105**

**Requested by:** Council Member Barrentine

**Request:** Request that audio recordings of the Englewood Housing Authority be posted to the Englewood website.

**Assigned to:** City Manager's Office

**Response:** Please see the response provided by Executive Assistant Christa Graeve.

### **Council Request: 19-109**

**Requested by:** Council Member Cuesta and Council Member Martinez

**Request:** What does the \$500 charge for a conditional use fee cover?

**Assigned to:** Community Development

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

### **Council Request: 19-112**

**Requested by:** Mayor Olson

**Request:** Request for Building Division and Code Enforcement information on the property at 4135 S. Delaware.

**Assigned to:** Community Development and Police Department

**Response:** Please see the responses provided by Chief Building Official Karen Montanez and Code Enforcement Supervisor David Lewis.



TO: Mayor Olson and Members of City Council  
THRU: Dorothy Hargrove, Interim City Manager  
FROM: Christa Graeve, Executive Assistant  
DATE: July 25, 2019  
SUBJECT: CR 19-105 Update

Request from Council Member Barrentine asking that audio recordings of the Englewood Housing Authority be posted to the Englewood website.

The City Manager's Office has contacted the secretary for the Englewood Housing Authority (EHA). The City Manager's Office has asked that the EHA speak with their Attorney about the request for audio recordings of the EHA meetings.

If an audio recording of the EHA meetings is provided, City staff will offer technical assistance to upload the recordings to the Englewood website.

The secretary for the Englewood Housing Authority responded to the City Manager's Office on July 23, stating:

'Our attorney has recommended that our Board of Commissioners adopt a records retention policy.

We will bring a draft policy to them at our August 7<sup>th</sup> Board meeting.

We will let you know when the board adopts a policy and will share that policy with you when it is approved. We will also post the policy on our website.

Additionally, we will have additional communication with you regarding the topic after a policy is adopted.'



**TO:** Mayor Olson and Council Members

**THRU:** Dorothy Hargrove  
Interim City Manager

Brad Power  
Community Development Director

**FROM:** Wade Burkholder  
Planning Manager

**DATE:** July 22, 2019

**SUBJECT:** CR 19-109- Questions regarding permit requirements for home day care

*Application fees* are collected to cover the administrative costs of processing the request and time it takes to review the application and write the staff report; approximately 10 hours would be spent reviewing and preparing reports for this type of application. Please note that the 10 hours mentioned covers Community Development Staff time only and does not account for Building, Public Works, Utilities, Fire and other staff that also review these applications for comment. Additionally, the City covers the cost of the legal notice in the newspaper for the public hearing and additionally there are a minimum of two staff present at the public hearing before the Planning and Zoning Commission. The zoning code does not set the fee; the fee schedule is adopted by City Council by Resolution.

Consulting the 2008 Development Review Fee Schedule, the fee to process a Conditional Use permit in 2008 was \$475 with a \$25 annual inspection fee. In 2011, this fee was increased to \$500 with a \$25 annual inspection fee. According to the 2019 Fee and Rate Schedule Resolution No. 36 Series of 2019 adopted and approved February 19, 2019 the fee for processing a Conditional Use Permit application and the annual inspection remained at \$500 and \$25 respectively.

Three surrounding jurisdictions' fee schedules were reviewed for the application fee charged for conditional use permits: City of Littleton - \$1,750 for conditional uses accessory to single family dwellings; City of Sheridan - \$625; and Greenwood Village charges \$500 for conditional use permits in their jurisdiction.

*Why does a home day care require a conditional use permit?*

Staff is applying the Code, specifically Table 16-5-1.1 Table of Allowed Uses (page number CD16:82.6)



Home Care Accessory Uses (Accessory to Principal One-Unit Dwelling Uses Only) include:  
Adult dependent care  
Family child care home  
Infant/toddler home

Each of the three above uses, as defined previously in CR 19-099, are listed as uses permitted by C-A (an accessory use approved conditionally). A Large child care home is not permitted within the R-1-A and this specific parcel/request falls within the R-1-A Zone District.

When this provision of the Code was written the Planning and Zoning Commission and City Council decided that these uses needed to be approved conditionally. Some principal and accessory uses raise issues of compatibility with their surrounding neighborhoods but could be compatible if subject to certain conditions and safeguards through the conditional use permit process. The Commission has been given authority to approve conditional use permits, after notice and public hearing in those cases where Table 16-5-1.1 "Table of Allowed Uses" shows that a conditional use (marked as a "C" in the applicable table cell) may be available in a specific zone district.

Factors such as increases in traffic generation or parking beyond what would be generated by a use-by-right in the R-1-A District will be considered in the review, as well as loading and unloading, traffic circulation, outdoor activities, intrusions of noise, hours of operation and any other potential negative impact created by this use in the R-1-A Zone District. There is also specific building code requirements for in-home child daycare facilities that will be checked during this process.

If the conditional use is found to be in compliance with the terms of the conditional use permit, the permit shall be renewed for one year. Each year the permit will be reviewed for compliance

### *What businesses are permitted in residential districts in Englewood?*

*Home Occupation.* Occupations which are secondary to the principal use as a residence may be allowed when conducted in the same dwelling, provided the following standards are met:

a. *Districts Allowed.* Home occupations are allowed in the following districts: R-1-A, R-1-B, R-1-C, R-2-A, and R-2-B, MU-R-3-A, MU-R-3-B, MU-R-3-C, M-1, M-2, MO-2, and TSA. Home occupations may be permitted accessory to principal residential uses located in nonresidential districts (e.g., in a manufactured home park located in an industrial district, in a PUD that allows residential uses, or in any residential dwelling unit otherwise approved by the City) provided the home occupations comply with all requirements of residential district home occupations herein.

(1) *Additional Restrictions in the R-1-A District:*

- (a) Within the R-1-A District, the following additional restrictions shall apply to Home Occupations:
  - (i) Commercial delivery services shall only be allowed between the hours of 7:00 a.m. and 9:00 p.m.
  - (ii) Only one (1) customer shall be allowed to visit at a time.
  - (iii) No exterior signage shall be allowed in the R-1-A District.

- b. *Where Allowed on Site.* The home occupation shall be operated entirely within the dwelling unit and only by the person or persons maintaining a dwelling unit therein. The home occupation shall not have a separate outside entrance. The home occupation shall not be conducted in a detached accessory structure. A detached accessory structure may be used for incidental storage.
- c. *Sales.*
  - (1) *On the Premises.* The sale on the premises of items that have been made, grown, or prepared on the premises shall be permitted. The sale on the premises of any item that has not been made, grown, or prepared on the premises shall be prohibited.
  - (2) *Off the Premises.* Sales off the premises of such items as personal or household goods such as those products offered by Avon, Amway, Fuller Brush, Watkins, etc., shall be permitted.
- d. *Operational Requirements.*
  - (1) No more than one (1) assistant or employee that is not a resident of the principal dwelling unit shall work at the residence/dwelling unit.
  - (2) The hours and manner of such uses and the impacts created thereby shall not interfere with the peace, quiet, or dignity of the neighborhood and adjoining properties which creates a nuisance under Title 15 of this Code.
  - (3) Incidental storage shall be allowed for items made on the premises and/or sold off the premises consistent with this Section. All storage shall be indoors, including all materials, equipment, inventory and supplies.
  - (4) The home occupation, including storage of materials, equipment, inventory, and/or supplies, shall not utilize more than fifty percent (50%) of indoor space of the dwelling unit; provided, however, that this does not apply to permitted home care accessory uses.
  - (5) Only one (1) exterior sign, up to a maximum of one (1) square foot in area, shall be allowed. The sign shall be affixed to the building, and shall be unlighted and unanimated. A Sign Permit shall be required.
  - (6) No window displays shall be allowed and no sample commodities shall be displayed outside the dwelling.
- e. *Prohibited Uses.* In no event shall any home occupation include the following business or commercial activities (except for the administrative or clerical functions related to these businesses, such as bookkeeping, marketing, and customer phone calls):
  - (1) Animal hospital or kennel, animal daycare, breeders, except licensed canine and feline breeders.
  - (2) Asphalt paving business.
  - (3) Barbers, hairdressers, cosmetologists, beauticians or any activity involving the skin, hair or nails.
  - (4) Body, mechanical repair, or modification of motor vehicles.
  - (5) The sale, storage, manufacture, or assembly of guns, knives or other weapons or ammunition.

- (6) Dump trucks.
- (7) Restaurants.
- (8) Towing business.
- (9) Processes involving the dispensing, use, or recycling of hazardous or flammable substances and materials.
- (10) Automotive vehicles sales requiring a state dealer's license.
- (11) Medical Marijuana Centers.
- (12) Medical Marijuana-Infused Products Manufacturers.
- (13) Medical Marijuana Optional Premises Cultivation Operation.
- (14) Manufacture of wine, distilled spirits, or malt beverages.
- (15) Landscaping supplies, installation, maintenance or repair.



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**TO:** Mayor Olson and City Council Members

**THRU:** Dorothy Hargrove, Interim City Manager  
Brad Power, Community Development Director

**FROM:** Karen Montanez, Chief Building Official

**DATE:** July 25, 2019

**SUBJECT:** Council Request CR19-112 – 4135 S Delaware Property Maintenance

On March 13, 2018, the building division received a complaint regarding the property at 4135 S. Delaware. The concerns were the dilapidated garage and the trash in the back yard. The property was inspected on March 16, 2018 and it was noted the garage door had several panels missing and there were holes in the roof on the north side. A Notice of Violation was issued and posted on the property and a certified letter was sent to the owner. On April 16, 2016, the property was inspected again and it was noted that no changes to the property were evident. On April 16, 2018, the certified letter was returned as “unclaimed and unable to forward.” Another NOV was posted on May 2, 2018. On July 2, 2018, the property was inspected by the building division and the trash had been cleared and the holes in the garage door had been closed off. The roof remained the same. On July 23, 2019, the building division posted the property again and sent a certified letter to the owner. To date, the division has not received a response from the owner. The building division will work with code enforcement to issue court summons.





**TO:** Chief John Collins  
**FROM:** Code Enforcement Supervisor David Lewis  
**DATE:** July 22<sup>nd</sup>, 2019  
**SUBJECT:** Council Request 19-112

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Requested by: Mayor Olson: Request for the Building Division and Code Enforcement information regarding the property at 4135 S. Delaware.  
Assigned to: Building Division and Code Enforcement.

03/10/18 Complaint received by City App  
03/13/18 Code Enforcement conducted an inspection. The following violations were observed and a Notice of Violation was issued:

- Trash and Litter
- Outdoor Storage: Junk, inside furniture outside, scrap
- Inoperable Vehicle

04/10/18 Animal Welfare: request for assistance to cats in the garage/loan traps  
05/30/18 Final Inspection – case closed as in compliance  
07/22/19 Complaint received  
07/22/19 Code Enforcement conducted an inspection. The following violations were observed and a Notice of Violation issued:

- Grass and Weeds over 6 inches
- Distressed/dead tree
- Outdoor storage: tree debris/branches



Request ID	Date	Request	Requestor	Type	Source	Staff Assigned	Department	Status	Date completed	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 out 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 Burkhold	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	

Request ID	Date	Request	Requestor	Type	Source	Staff Assigned	Department	Status	Date completed	Notes
19-022	1/22/2019	Questions regarding two-year Bennett farm lease	Council	Council	Meeting/SS		SPWRP	Completed	2/6/2019	
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/Barr	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	3/4/2019	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 BGOOD 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	

Request ID	Date	Request	Requestor	Type	Source	Staff Assigned	Department	Status	Date completed	Notes
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	
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	

Request ID	Date	Request	Requestor	Type	Source	Staff Assigned	Department	Status	Date completed	Notes
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	
19-057	3/25/2019	Produce a white paper on alleyways <b>no later than April 19</b>	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	Completed		Also addressed at Water & Sewer Board.
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	

Request ID	Date	Request	Requestor	Type	Source	Staff Assigned	Department	Status	Date completed	Notes
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	
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	

Request ID	Date	Request	Requestor	Type	Source	Staff Assigned	Department	Status	Date completed	Notes
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
19-085	4/30/2019	RTD benches have been removed on Lowell between Belleview and Chenango. RTD indicated the City made the decision to remove the benches. 1. If the City asked for the benches to be removed, why were they removed? 2. Are others planned to be removed?	Russell/Olsc	Council	Email		Public Works	Completed	4/30/2019	
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	Completed	7/17/2019	
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.
19-089	5/6/2019	Clarification of the Stifel, Nicolaus & Company, Incorporated contract disclosure language	Barrentine,	Council	Meeting/SS		Finance	Completed	5/8/2019	
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	

Request ID	Date	Request	Requestor	Type	Source	Staff Assigned	Department	Status	Date completed	Notes
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 Assessor's Office by	Martinez	Council	Meeting/SS		CMO	Completed		Waiting on Information from County Assessor
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		Community Development	Completed		
19-100	7/1/2019	Description of how personal possessions of campers displaced from the South Platte are being	Russell	Council	Meeting/SS		Police	Completed	7/8/2019	
19-101	7/1/2019	Notification process to Council regarding arrest of former Englewood Police Officer	Barrentine	Council	Email		CMO	Completed	7/11/2019	
19-102	7/3/2019	Status of complaint at 4075 S. Jason Street.	Barrentine	Council	Email		Community Development	Completed	7/8/2019	
19-103	7/11/2019	Which herbicides does the City use? Are we using Gyphosate/Roundup?	Olson/Russell	Council	Email		Parks	Completed	7/18/2019	
19-104	7/9/2019	Please provide information related to the Budget and Expenditures for the Storm Water Fund over	Council	Council	Meeting/SS		Finance	Completed	7/18/2019	
19-105	7/10/2019	Request that audio recordings for the Englewood Housing Authority meeting be posted on the Englewood website.	Barrentine	Council	Email		CMO	In progress	7/11/2019	Update: 7/25/2019
19-106	7/14/2019	Information on status of median maintenance, particularly on Broadway	Cuesta	Council	Email		Parks	Completed	7/16/2019	
19-107	7/15/2019	Request to clarify information from the July 8 Study Session	Cuesta/Barr	Council	Meeting/SS		CMO	Completed	7/16/2019	
19-108	7/16/2019	What steps would be involved in building moratorium?	Martinez	Council	Meeting/SS		CAO	Completed	7/15/2019	
19-109	7/16/2019	Questions regarding permit requirements for home day care.	Martinez/Ci	Council	Meeting/SS		Community Development	Completed	7/22/2019	
19-110	7/16/2019	Comparative fees for water and sewer taps/fees paid by developers in neighboring cities.	Russell	Council	Meeting/SS		PW/Utilities	New		
19-111	7/16/2019	Request for YTD statistics from Code Enforcement on animals 'Running at Large' .	Sierra	Council	Email		Police	Completed	7/18/2019	
19-112	7/22/2019	Information on the property at 4135 S. Delaware St. Follow-up Code?	Olson	Council	Email		Police/Community Development	Completed	7/22/2019	
19-113	7/22/2019	Is it possible to include additional information in regular utility bills?	Sierra	Council	Meeting/SS		Public Works/Utilities	New		
19-114	7/22/2019	Clarification of block party application process.	Council	Council	Meeting/SS		CMO	New		
19-115	7/22/2019	Overview of repairs to stormwater drainage system under Oxford Ave. Has any part of the system been	Olson	Council	Meeting/SS		CMO	New		
19-116	7/25/2019	What work is being done in the 700 Block of West Oxford?	Russell	Council	email		Public Works	New		