

COMMUNITY DEVELOPMENT DEPARTMENT

Community Development

Peter Wysocki, Director

Jerry Hankin, Code Administration Manager

Randy Hunt, Senior Planner

Larry Ketcham, City Engineer

**FY 2010
Total Budget
\$2,285,619**

Engineering	\$ 1,166,675
Administration	\$ 201,806
Planning	\$ 260,483
Code Administration	\$ 656,655

COMMUNITY DEVELOPMENT – ENGINEERING

MISSION STATEMENT

The mission of the Community Development Department is to provide efficient, accurate, professional and fair service to the City's citizens and stakeholders by guiding and ensuring that physical and natural environments and infrastructure are built and redeveloped in harmony with the community's vision.

DIVISION OVERVIEW

The Engineering Division consists of 5.5 FTEs. The Engineering Division's primary purpose is to assure that all new and future infrastructure improvements will be constructed in such a manner as to provide long term functionality to the City.

The Engineering Division performs technical engineering design reviews for subdivisions, public improvements and various other land development applications. This Division also provides support services to all City departments such as design and project management. The Division issues permits, conducts inspections and enforces codes for public works projects and other construction in the public way such as sidewalks, curb and gutter, water lines, sewer lines, storm sewers, and franchised utility work.

The Engineering Division consists of 5.5 FTEs. The Engineering Division performs technical engineering design reviews for subdivision plats, plat vacations, annexations, public improvements and zoning requests. This Division provides support services to all City Departments and Divisions. The Division issue permits, conduct inspections and enforce codes for public works projects and other construction in the public way such as sidewalk, curb and gutter, water lines, sewer lines, storm sewers, and franchised utility work.

The Engineering Division's primary purpose is to assure that all new and future infrastructure improvements will be constructed in such a manner as to provide long term functionality to the City. The Division provides initial contact and consultation with the public, private engineers, developers, contractors, state and federal agencies and supplies basic information regarding established precedent, departmental policy, ordinances, codes and areas of departmental responsibility.

Engineering routinely addresses public complaints and concerns with respect to street and utility conditions and other related matters in the public right-of-way. The Division maintains and updates files and records for reference by engineers, developers and property owners. The Division serves as staff to the Traffic Commission.

2008 & 2009 ACCOMPLISHMENTS

- Updated and reissued City of Laramie Standard Details
- Updated City of Laramie Standard Construction Bid Documents
- Completed the West Campus Drainage Study
- Completed Phase 1 Spring Creek Dredging plans
- Completed Boulder Drive/Garfield Street intersection analysis
- Assisted Public Works Department and Parks and Recreation Department with design and project management of various capital projects
- Established inspection protocols and procedures

2009 & 2010 OBJECTIVES

- Complete an engineering and public works design manual and facilitate adoption by the City Council
- Complete the north Laramie Drainage study and provide budget and capital project recommendations
- Complete pavement design study and implement recommended standards
- Complete the analysis and establish standard survey control benchmarks
- Continue to provide engineering services to other City departments
- Continue to provide efficient and timely development-review services
- Promote fiscal responsibility within the division

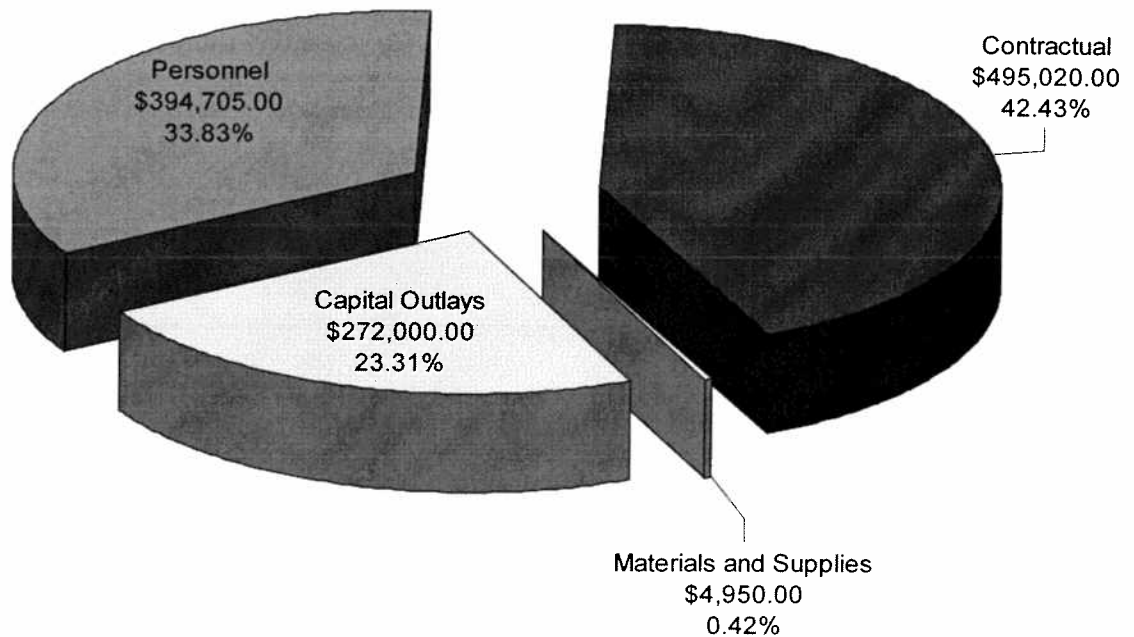
DIVISION BUDGET

ENGINEERING

	2008 ACTUAL	2008 BUDGET	2009 ACTUAL	2009 BUDGET	2010 BUDGET
SALARIES AND WAGES	\$223,526	\$307,989	\$271,227	\$301,625	\$300,376
PERSONNEL BENEFITS	\$74,824	\$105,199	\$88,600	\$104,317	\$94,329
CONTRACTUAL	\$365,129	\$758,814	\$144,220	\$554,810	\$495,020
MATERIALS AND SUPPLIES	\$4,390	\$16,100	\$7,417	\$18,910	\$4,950
CAPITAL OUTLAYS	\$2,846	\$200,000	\$62,368	\$245,000	\$272,000
CONTRA ACCOUNT	0	0	0	0	0
CAPITAL OBLIGATIONS	\$3,404	0	0	0	0
DIVISION TOTAL	\$674,119	\$1,388,102	*\$573,832	\$1,224,662	\$1,166,675

*FY 2009 actuals as of September 15, 2009 and are unaudited

FY 2010 Community Development - Engineering Division Operating Budget



ADDITIONAL INFORMATION

Permits Processed

- Street Closures – 52
- Right of Way Encroachment Permits – 3
- Excavation Permits – 341
- Design – 6
- Project Management – 6

Traffic Commission Applications

- Parking – 10
- Crosswalk – 6
- Signage – 3
- School Issues – 2
- Studies – 1

COMMUNITY DEVELOPMENT – ADMINISTRATION**MISSION STATEMENT**

The mission of the Community Development Department is to provide efficient, accurate, professional and fair service to the City's citizens and stakeholders by guiding and ensuring that physical and natural environments and infrastructure are built and redeveloped in harmony with the community's vision.

DEPARTMENT OVERVIEW

The Community Development Department is responsible for the physical development of the City as well as providing support to the Planning Commission, the City Council, Traffic Commission, Board of Appeal and other community organizations and committees. Major projects planned for FY 2009-2010 include completion and adoption of the new unified development code, street pavement study and implementation of the Casper Aquifer Protection Plan.

The Administration Division of the Community Development Department consists of the Director, Administrative Assistant and Water Resources Specialist. The Director oversees the overall operation of the Department, provides policy direction and guidance to staff, assists in facilitating economic and physical development strategies, and prepares the Department budget. The Director is also participates and assists various downtown and community boards and committees.

The Water Resources Specialist leads the implementation of the Casper Aquifer Protection Plan. Although the salary and benefits are funded by the water and wastewater enterprise funds, the position is part of the Community Development Department in order to be part of the long range planning and development review functions performed by the Department.

2008 & 2009 ACCOMPLISHMENTS

- Initial implementation of the Casper Aquifer Protection Plan
- Fox Theater demolition planning and public relations
- Start of the Fox Theater demolition
- Completed the First Street Plaza Design plan in cooperation with Laramie Main Street and its Design Committee
- Completed a m office remodel
- Participation in the University of Wyoming Long Range Development Plan

2009 & 2010 OBJECTIVES

- Complete Fox Theater demolition without
- Complete the Fox Theater site redevelopment and marketing plan in cooperation with Laramie Main Street
- Implement the residential well monitoring program
- Start the East Laramie wastewater disposal study
- Complete the downtown Laramie streetscape and redevelopment plan update/plan consolidation in cooperation with Laramie Main Street, Downtown Development Authority and Design Committee
- Continue to guide the Department in achieving its mission statement and goals of the City Council and other boards and committees
- Promote fiscal responsibility within the division

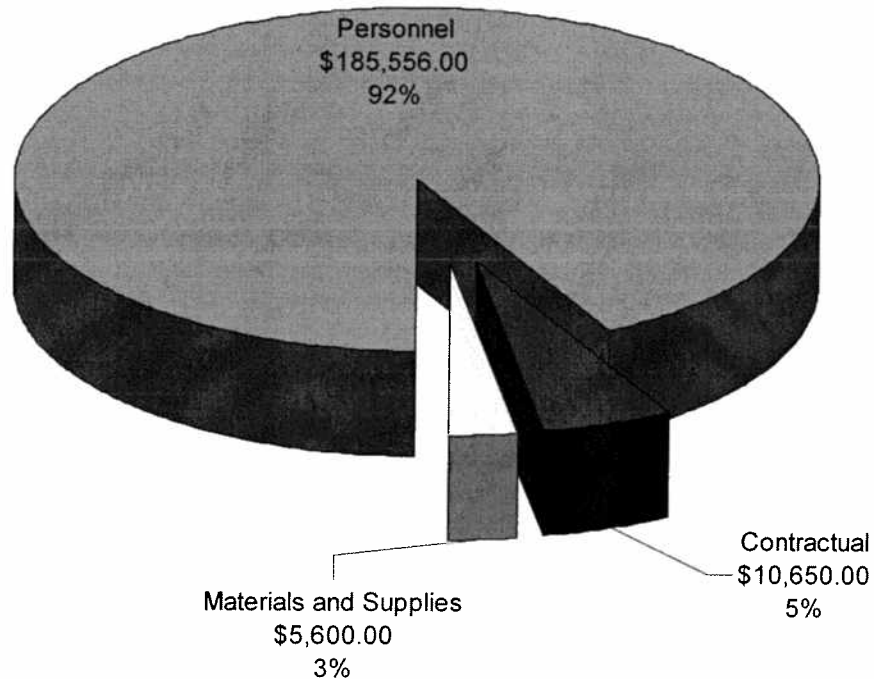
DIVISION BUDGET

COMMUNITY DEVELOPMENT ADMINISTRATION

	2008 ACTUAL	2008 BUDGET	2009 ACTUAL	2009 BUDGET	2010 BUDGET
SALARIES AND WAGES	\$135,446	\$129,322	\$138,494	\$136,541	\$141,913
PERSONNEL BENEFITS	\$41,582	\$41,274	\$43,530	\$44,398	\$43,643
CONTRACTUAL	\$4,454	\$9,850	\$5,373	\$9,350	\$10,650
MATERIALS AND SUPPLIES	\$7,612	\$7,650	\$4,438	\$7,650	\$5,600
CAPITAL OUTLAYS	0	0	\$9,595	\$50,000	0
CONTRA ACCOUNT	0	0	\$39,704	0	0
CAPITAL OBLIGATIONS	0	0	\$2,836	0	0
DIVISION TOTAL	\$189,094	\$188,096	*\$243,970	\$247,939	\$201,806

*FY 2009 actuals as of September 15, 2009 and are unaudited

FY 2010 Community Development - Administration Division Operating Budget



ADDITIONAL INFORMATION

	NUMBER OF PERMITS	VALUATION	FEES COLLECTED
TYPE OF DEVELOPMENT			
New Single Family	86	13,421,364	\$104,955
New Multi Family # of Units – 30	6	1,967,968	\$12,119
New Manufactured Homes	0	0	\$0
Remodel - Residential	1258	10,712,349	\$206,783
New Commercial or Industrial	21	33,952,015	\$86,887.25
New Public Facilities	0		
Remodel - Commercial, Industrial or Public Facilities	89	92,330,085	\$390,773
INDIVIDUAL PERMITS			
Demolition	7	255,600	\$2,326
Signs	37	1,117,507	\$10,842
Electrical	397	2,639,688	\$49,934
Plumbing	394	7,034,202	\$35,335
Mechanical	269	9,993,830	\$15,360
Misc.	1		
TOTAL	1150	173,424,608	\$915,314
PLAN REVIEW FEES	174		\$256,734

Line Item Budget for COMMUNITY DEVELOPMENT – ADMINISTRATION: FY 2010 Budget Appendix A, pp. 79

COMMUNITY DEVELOPMENT – PLANNING

MISSION STATEMENT

The mission of the Community Development Department is to provide efficient, accurate, professional and fair service to the City's citizens and stakeholders by guiding and ensuring that physical and natural environments and infrastructure are built and redeveloped in harmony with the community's vision.

DIVISION OVERVIEW

The Planning Division consists of 3 full-time planner positions. The Division has two major functions: development review and long range planning.

Development Review: The development review function entails reviewing and facilitating subdivision and zoning applications, including preliminary and final plats, planned unit developments, conditional use permits, variances and zone changes. Applications are reviewed for compliance with the State Statutes, City Code and City development standards. Upon staff review, most applications are forwarded to the Planning Commission and City Council for consideration and final action.

Long Range Planning: The long range planning function entails writing and updating documents pertaining to the physical development of the City, including zoning ordinances, subdivision and development standards, special corridor plans and the Comprehensive Plan. Long range planning documents are formulated through a public process in collaboration with stakeholder groups and committees, the Planning Commission and the City Council.

2008 & 2009 ACCOMPLISHMENTS

- Completed (with consultants) Modules 2 and 3 of the Unified Development Code (UDC)
- Completed the full UDC draft and presented it for public comment, Planning Commission and City Council review and adoption
- Established a Sign Code Task Force and completed most work on sign code revision
- Initiated, discussed, and prepared revised draft (along with County staff) of the Major Street and Highway Plan (MSHP)
- Completed and adopted the Conservation Chapter, which was made part of the 2007 Comprehensive Plan

2009 & 2010 OBJECTIVES

- Complete adoption process and begin implementation of UDC
- Create and enact an Administrative Procedures manual to properly and consistently implement the UDC
- Finalize and recommend adoption of a new Sign ordinance
- Begin work on a Parks and Recreation master plan
- Facilitate completion and adoption of the Major Streets and Highway Plan
- Continue to provide efficient and timely development-review services
- Continue to provide effective staff support to Planning Commission and other public bodies as needed
- Promote fiscal responsibility within the division

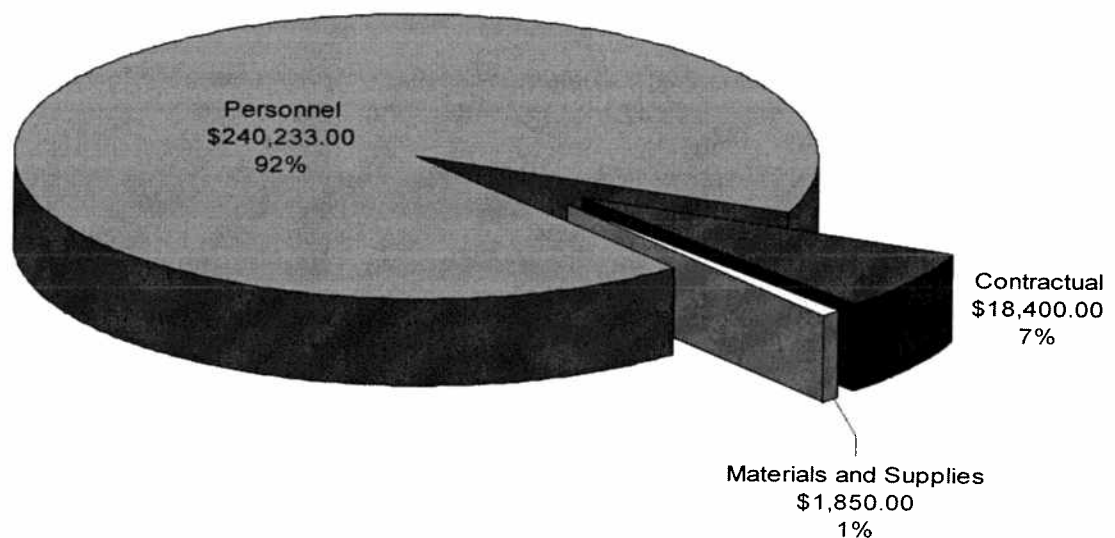
DIVISION BUDGET

PLANNING

	2008 ACTUAL	2008 BUDGET	2009 ACTUAL	2009 BUDGET	2010 BUDGET
SALARIES AND WAGES	\$111,031	\$165,702	\$171,680	\$167,988	\$175,072
PERSONNEL BENEFITS	\$44,995	\$61,828	\$64,943	\$68,950	\$65,161
CONTRACTUAL	\$9,864	\$22,350	\$16,552	\$21,850	\$18,400
MATERIALS AND SUPPLIES	\$1,263	\$2,300	\$4,112	\$4,300	\$1,850
CAPITAL OUTLAYS	\$252,367	\$303,925	\$54,876	\$70,000	0
CONTRA ACCOUNT	0	0	0	0	0
CAPITAL OBLIGATIONS	0	0	0	0	0
DIVISION TOTAL	\$419,520	\$556,105	*\$312,163	\$333,088	\$260,483

*FY 2009 actuals as of September 15, 2009 and are unaudited

FY 2010 Community Development - Planning Division Operating Budget



ADDITIONAL INFORMATION

Requests Presented to Council

• Annexations	3
• Conditional Uses	4
• Final Plats	5
• Preliminary Plats	5
• Preliminary Planned Unit Development	1
• Vacation	1
• Variances	6
• Zoning	1
Total	26

COMMUNITY DEVELOPMENT – CODE ADMINISTRATION**MISSION STATEMENT**

The mission of the Community Development Department is to provide efficient, accurate, professional and fair service to the City's citizens and stakeholders by guiding and ensuring that physical and natural environments and infrastructure are built and redeveloped in harmony with the community's vision.

DIVISION OVERVIEW

The Code Administration Division has a staff of 7.5 FTEs. The Division is responsible for providing public safety by ensuring that new structures and renovations of existing structures are designed and built in compliance with most current construction and environmental health codes. This is achieved through three major functions: permitting and inspections, environmental health inspections, and code enforcement.

Permitting and Inspections: This function entails review and approval of construction drawings, issuance of permits and performing in-the-field inspections.

Environmental Health: The environmental health function involves licensing and inspection of mobile home parks, tattoo and body art facilities, pools and spas, restaurants and temporary food vendors.

Code Enforcement: This function primarily entails investigation and enforcement of nuisance and zoning ordinances pertaining to weeds, trash, junk and abandoned vehicles, illegal dumping and signs.

2008 & 2009 ACCOMPLISHMENTS

- Moved to combination inspections and cross-trained inspectors
- Processed and managed an additional 2,000 roofing and siding repair permits due to spring hail storm and tornado
- Hired an additional permit technician to provide better customer service and to implement records management program
- Established and implemented pigeon management program
- Began new food service licensing process with state health department
- Implemented a new building permit submittal checklist
- Implemented new procedures for updated nuisance ordinance
- Hiring of a part time position to assist with front counter operations for enhance customer service and to address increasing work loads

2009 & 2010 OBJECTIVES

- Continue record management and archival program
- Continue to monitor, identify and implement plan review system improvements
- Continue to optimize the available educational opportunities for inspectors
- Continue to improve customer service and the front counter
- Purchase and implement permitting software
- Promote fiscal responsibility within the division

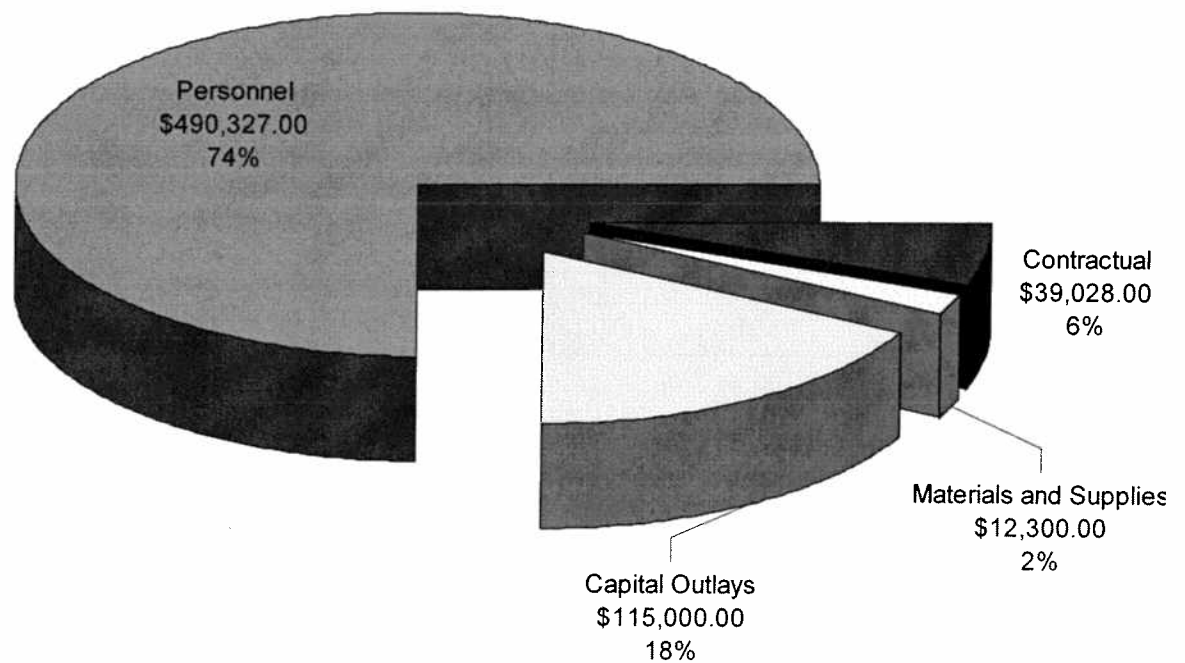
DIVISION BUDGET

CODE ADMINISTRATION

	2008 ACTUAL	2008 BUDGET	2009 ACTUAL	2009 BUDGET	2010 BUDGET
SALARIES AND WAGES	\$301,810	\$332,112	\$300,053	\$352,611	\$363,826
PERSONNEL BENEFITS	\$104,532	\$106,234	\$102,544	\$136,143	\$126,501
CONTRACTUAL	\$27,614	\$46,885	\$27,521	\$46,428	\$39,028
MATERIALS AND SUPPLIES	\$13,284	\$15,043	\$7,335	\$15,040	\$12,300
CAPITAL OUTLAYS	0	\$66,979	0	\$115,000	\$115,000
CONTRA ACCOUNT	\$11,119	0	0	0	0
CAPITAL OBLIGATIONS	\$4,205	0	\$5,317	0	0
DIVISION TOTAL	\$462,564	\$567,253	*\$442,770	\$665,222	\$656,655

*FY 2009 actuals as of September 15, 2009 and are unaudited

**FY 2010 Community Development - Code Administration Division
Operating Budget**



ADDITIONAL INFORMATION

<u>Type of Violation</u>	<u>Total Number</u>
Weeds	122
Junk	119
Junked Vehicles	61

Abandoned vehicles reported	107
Occupancy Violations	3
Other	129
Snow not removed from sidewalks	85
Totals	626
Total Resolved with Property Owner	583

Line Item Budget for COMMUNITY DEVELOPMENT – CODE ADMINISTRATION: FY 2010 Budget Appendix A, pp. 83