

Department: Land Use Department

Fund Number: 020
Department Number: 162

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2023 Accomplishments:

1. Worked with the County Administrator, HR Director, and MGT Consulting to define a new position in the Land Use Department of 'Chief Building Inspector – Code Enforcement'. Promoted the existing Building Inspector to this new position which includes supervisory responsibilities over the Planning Technician (building side planning tech.).
2. Related to #1 - Worked with the new Chief Building Inspector – Code Enforcement to develop responsibilities, processes, and procedures for this new position. Trained new inspector on County procedures regarding employee supervision, building permit processing, plan checks, and site inspections.
3. Worked with new Chief Building Inspector to develop processes, procedures, notifications, regarding the development of an internal 'code enforcement division' (*informal reference only*) within the Land Use Department. The Chief Building Inspector is now responsible for all complaint tracking, internal/external communications. Also started working with the County Attorney to develop formal processes, documentation, and boilerplate notices. Newly developing *division* will be responsible for all code enforcement activities within the Land Use Department.
4. The Planning Director and Senior Planner worked closely with the newly hired Planning Technician (planning side of the shop) to begin his training in this position. Helped him become familiar with how the department operates and began his more formal training in land use, planning, and zoning. By the end of the year the new Planning Technician is now able to process both simple as well as complex land use applications including plat amendments and PUDs.
5. Worked with the County Administrator, KLJ Engineering, and department staff to begin the process to review and update the 1999 County Master Plan. Worked with the consultant to conduct the first of 3 'town hall' style meetings and complete the first of 2 county-wide surveys. The first survey was very successful with over 670 total respondents.
6. Continued utilizing the new short-term rental permit tracking and administration system known as 'Rentalscape' and processed all permit renewals through this system. Also used the new system to track unpermitted rentals and to automatically generate and send notices to violators. Worked with the County Attorney to address violators who did not come into compliance through informal letters and notices.
7. Working with the County Administrator and 'MGT' (consultant), completed an audit of the current Land Use Fees/Schedule. Proposed necessary changes to current fees and take to BOCC for formal approval of modifications to the Fee Schedule. (Note: *During the BOCC work session the Board directed Staff to include the 'marijuana fees' in the analysis. This project will therefore likely continue to late 2023 or early 2024.*)

2024 Goals:

1. Work with the County Administrator and MGT Consulting to complete the review and analysis of the Land Use Fees including the fees for marijuana business applications. Using the data and recommendations provided by MGT, propose to the Board new revised Land Use Department fees.
2. Continue with coaching and training of the new (land use side) Planning Technician. Expand responsibilities while helping him have a more thorough understanding of both how the county operates as well as how the Land Use Department fits into the overall picture. Encourage him to provide excellent customer service to both external as well as internal customers. Provide opportunities for growth in the position.

3. Work with the County Administrator to complete the process to identify and implement a new, web-based, building permit tracking system. Project includes preliminary research, development and issuance of RFP, review of responses to RFP, scheduling of meetings and demonstrations with vendors, selection of vendor/service, inclusion of fees into 2024 budget, implementation, training, and final “go live” of new system.
4. Ensure that all Land Use staff, as of 12/31/2024, are current on all National Incident Management System (NIMS) training as recommended by the County Emergency Manager. **(Note: Some training is not available on-line and must be completed via in-person training when available.)**
5. Continue working with Planning Commission and KLJ Engineering (consultant) on the review and update of the County Master Plan. Develop and adopt revised Master Plan as per the provisions of the applicable Colorado Revised Statutes. With the current schedule this project should wrap up between February and April, 2024.