



Eva J. Henry - District #1  
Charles "Chaz" Tedesco - District #2  
Emma Pinter - District #3  
Steve O'Dorisio - District #4  
Lynn Baca - District #5

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**STUDY SESSION AGENDA  
TUESDAY  
June 15, 2021**

**ADAMS COUNTY GOVERNMENT CENTER  
CONFERENCE CENTER, ROOM BRANTNER GULCH B**

*ALL TIMES LISTED ON THIS AGENDA ARE SUBJECT TO CHANGE*

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<b>12:00 P.M.</b>	<b>ATTENDEE(S):</b>	<b>Adam Burg / Eliza Schultz / Elisabeth Rosen / Alan Morse</b>
	<b>ITEM:</b>	<b>State Lobbyists End of Session Review</b>
<b>12:40 P.M.</b>	<b>ATTENDEE(S):</b>	<b>Ryan Nalty / Jen Rutter / Max Daffron / Andrea Berg / Justin Blair</b>
	<b>ITEM:</b>	<b>Land Use Building Permit Processes and Timelines</b>
<b>1:40 P.M.</b>	<b>ATTENDEE(S):</b>	<b>Ryan Nalty / Katie Keefe / Jennifer Charles, Tri-County Health Department / Michael Weakley, Tri-County Health Department / Keith Homersham, Tri-County Health Department / David Dani, Colorado Department of Public Health &amp; Environment</b>
	<b>ITEM:</b>	<b>PFOAS/PFAS Groundwater Monitoring Study</b>
<b>2:10 P.M.</b>	<b>ATTENDEE(S):</b>	<b>Dr. John Douglas, Executive Director, Tri-County Health Department / Sara Garrington, Tri-County Health Department</b>
	<b>ITEM:</b>	<b>Tri-County Health Department Update</b>
<b>2:40 P.M.</b>	<b>ATTENDEE(S):</b>	<b>Raymond Gonzales</b>
	<b>ITEM:</b>	<b>Administrative Item Review / Commissioners Communication</b>

(AND SUCH OTHER MATTERS OF PUBLIC BUSINESS WHICH MAY ARISE)

\*\*\*AGENDA IS SUBJECT TO CHANGE\*\*\*



## STUDY SESSION ITEM SUMMARY

<b>DATE OF STUDY SESSION:</b> June 15, 2021
<b>SUBJECT:</b> Land Use and Building Permit Processes and Timelines
<b>OFFICE/DEPARTMENT:</b> Community & Economic Development Department
<b>CONTACT:</b> Jen Rutter, Development Services Manager
<b>FINANCIAL IMPACT:</b> None
<b>SUPPORT/RESOURCES REQUEST:</b> 3 FTEs
<b>DIRECTION NEEDED:</b> None - Update
<b>RECOMMENDED ACTION:</b> That the Board support staff in their pursuit for continuous improvements and approve additional staff needed to meet the needs of increasing development in the County.

### DISCUSSION POINTS:

Staff will be presenting an outline of the permitting processes for land use applications and building permits. Slides include an overview on common hurdles for applicants, timelines for different permit types, as well as direct comparisons between Adams County and other governmental agencies for specific types of permitting timelines. Staff will also present to the Board what is currently being done to improve our County processes in the Community and Economic Development Department. Looking at the County's current staffing levels compared to other jurisdictions on the Front Range, Staff is recommending three additional FTEs to ensure quality service continues to be provided while the County continues to see growth in population and development applications.

# Development Permit Processes and Timelines

Board of County Commissioners Study Session  
Community and Economic Development Department  
June 15, 2021



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# Summary

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- Common Submittal Requirements
- Common Hurdles for Applicants
- Permit Types & Timelines
  - Building Permits
  - Land Use Cases
  - Comparison to Other Jurisdictions
- Current Staffing
  - Comparison to Other Jurisdictions
- Process Improvements
  - Current
  - Proposed

# Common Submittal Requirements

Building Permit	Land Use Case
Description of Work	Written Explanation
Site Plan	Legal Description
Architectural Plans	Site Plan/Landscape Plan
Structural/Foundation Plans	Proof of Ownership
Plumbing/Electrical/ Mechanical Plans	Proof of Water & Sewer
Soils Report	Proof of Utilities
Application/Impact Fees	Proof of Taxes Paid
Traffic Impact Analysis/Study	Application Fees

# Common Hurdles for Applicants

- Provision of water
  - Well, water district, city
- Accurate site plan
  - Setbacks, structures, labels
- Engineering requirements (Signed and stamped)
  - Stormwater drainage mitigation; detention (MS4)
  - Grading plans
- Referral agency comment/requirement (Fire District, Xcel, etc.)
- Addressing all comments provided by staff (results in multiple resubmittals)

# Permit Types & Timelines

## Building Permits

Type	1st Review Business Days (BD)	2nd Review (BD)	Subsequent Reviews (BD)
Residential	10	5	5
Commercial	15	5	5

## Key Performance Indicators (KPIs)

	# of Permits	Average Review Days (BD)
2020	4366	10.41
2021 to date	1622	9.45



# Permit Types & Timelines

## Land Use Cases: Development Review Steps (BoCC)

### Pre-Application

Conceptual Review Meeting (optional)

Neighborhood Meeting

### Case Processing

35 days (1<sup>st</sup> submittal): Application Intake → 21-day referral → Comments to Applicant

[Wait for applicant to resubmit]

21 days (All resubmittals): Application Intake → 14-day referral → Comments to Applicant

[Wait for applicant to resubmit]

Complete applications are scheduled for public hearing

### Public Hearing

30 days prior to BoCC hearing: Notice – Mailed, Newspaper, & Posting

Planning Commission Public Hearing

BoCC Public Hearing

\*State Statute



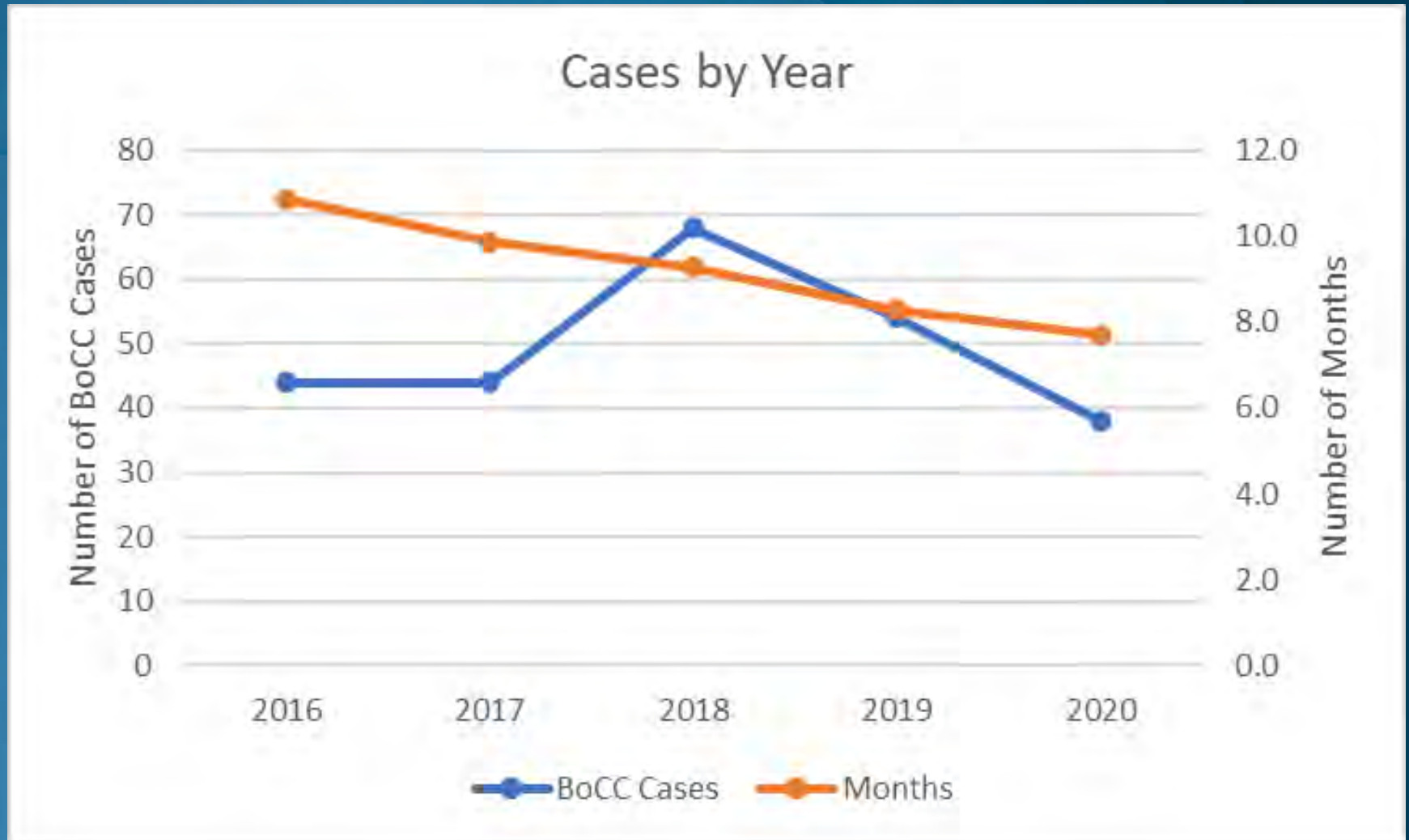
# Permit Types & Timelines

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## Land Use Cases: BoCC Permit Types

- Rezoning ~4 months
- Subdivisions
  - Major (two-step process) ~12 months
  - Minor ~6 months
- Conditional Use Permits ~8 months
- Planned Unit Development (two-step process) ~12 months

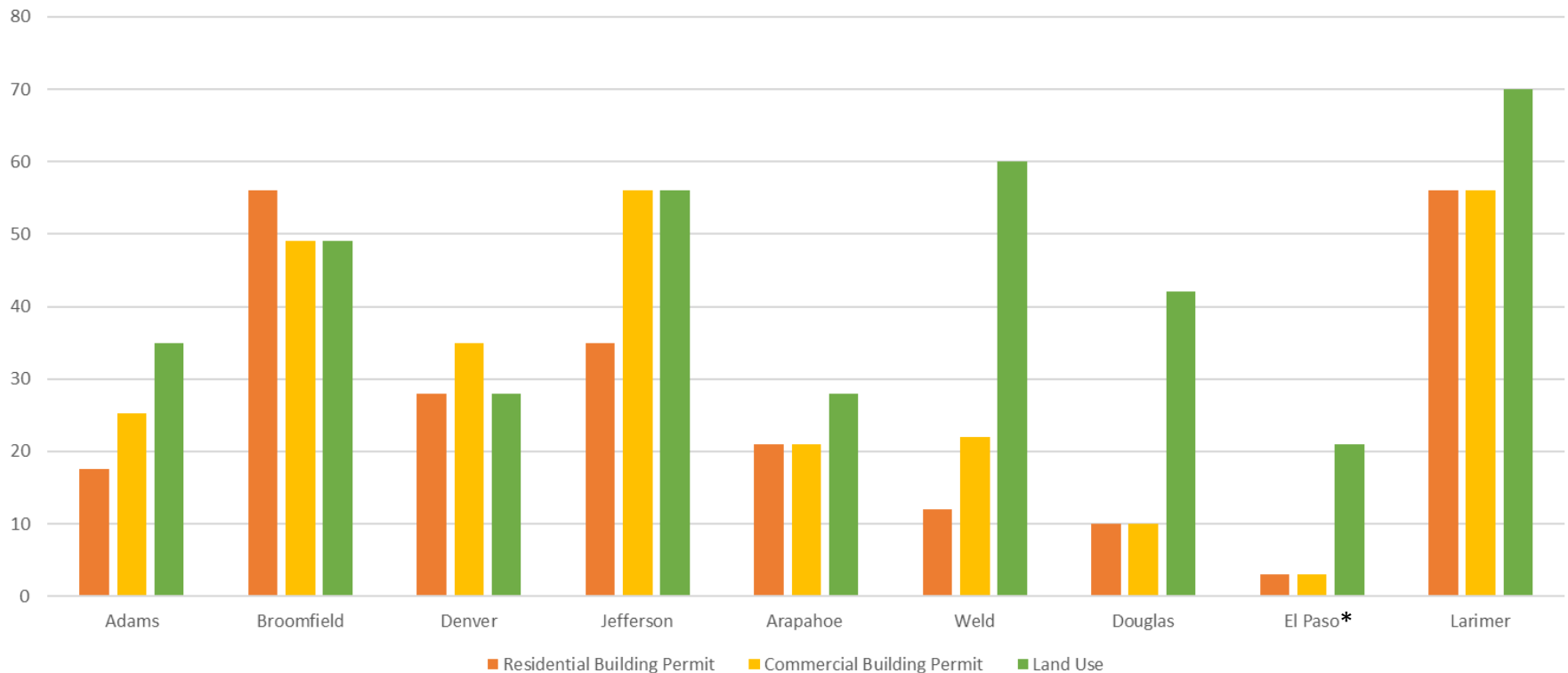
# Permit Types & Timelines



\*December 2019: Admin Process for Cell Towers, some Solar

# Permit Types & Timelines

Development Review (Calendar Days)

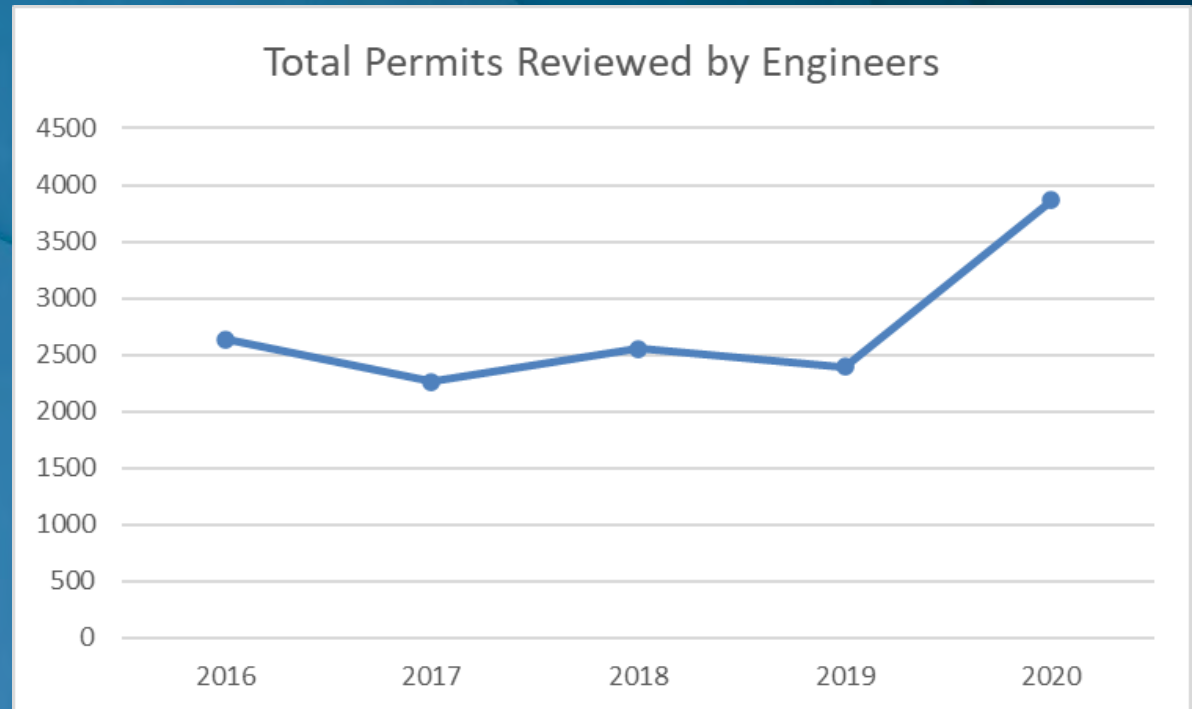


\*El Paso has a Regional Building Dept.

# Permit Types & Timelines

## Development Services Engineers Review:

- Grading & Drainage Plans
- Traffic Impact Studies
- Road Access Permits
- Building Permits
- Floodplain Use Permits
- Subdivision Improvements
- Agreements
- Oversize Load Permits



# Current Staffing

Position	Adams County	Arapahoe County	Boulder County	Larimer County	Thornton	Arvada
POPULATION	500,000	660,000	330,000	370,000	150,000	125,000
Permit/ Planning Technicians	5 <hr/> 1 Supervisor 2 Specialists 2 Technicians	7 <hr/> 4 Permit 2 Planning 1 PW	9 <hr/> 3 Permit 3 Planning 3 PW Techs	11 <hr/> 6 Permit 4 Planning 1 PW Tech	11	7
Plans Examiners	3		6	4	2	4
Inspectors	6 <hr/> 4 Building 2 Electrical	10	5	8 <hr/> 6 Building 2 Electrical	9	8
Planners	10* <hr/> 7 Development 1 Long Range  *+2 FTE	4	15 <hr/> 6 Development 3 Long Range 3 Public Info 2 Access 1 Oil & Gas	9 <hr/> 8 Development 1 Long Range	12 <hr/> 4 Sr. Planners 3 Planners 2 Architects 1 Long Range 2 Policy Analysts	6
Engineers	4	4	7	14	6	3



# Process Improvements

- Currently Being Implemented
  - E-Permit Center (see next slide)
  - Providing more detailed comments during Conceptual Review
  - Ensuring all Application Checklist items are present at intake
  - First-Round Comment Review Meetings (land use)
  - New Plan Review Software (ProjectDox)
- Proposed
  - Process mapping to determine efficiencies
  - Better KPI tracking through Accela
  - Clear process pamphlets for customers



Step One  
**Getting Started**



Step Two  
**Apply for Permits**

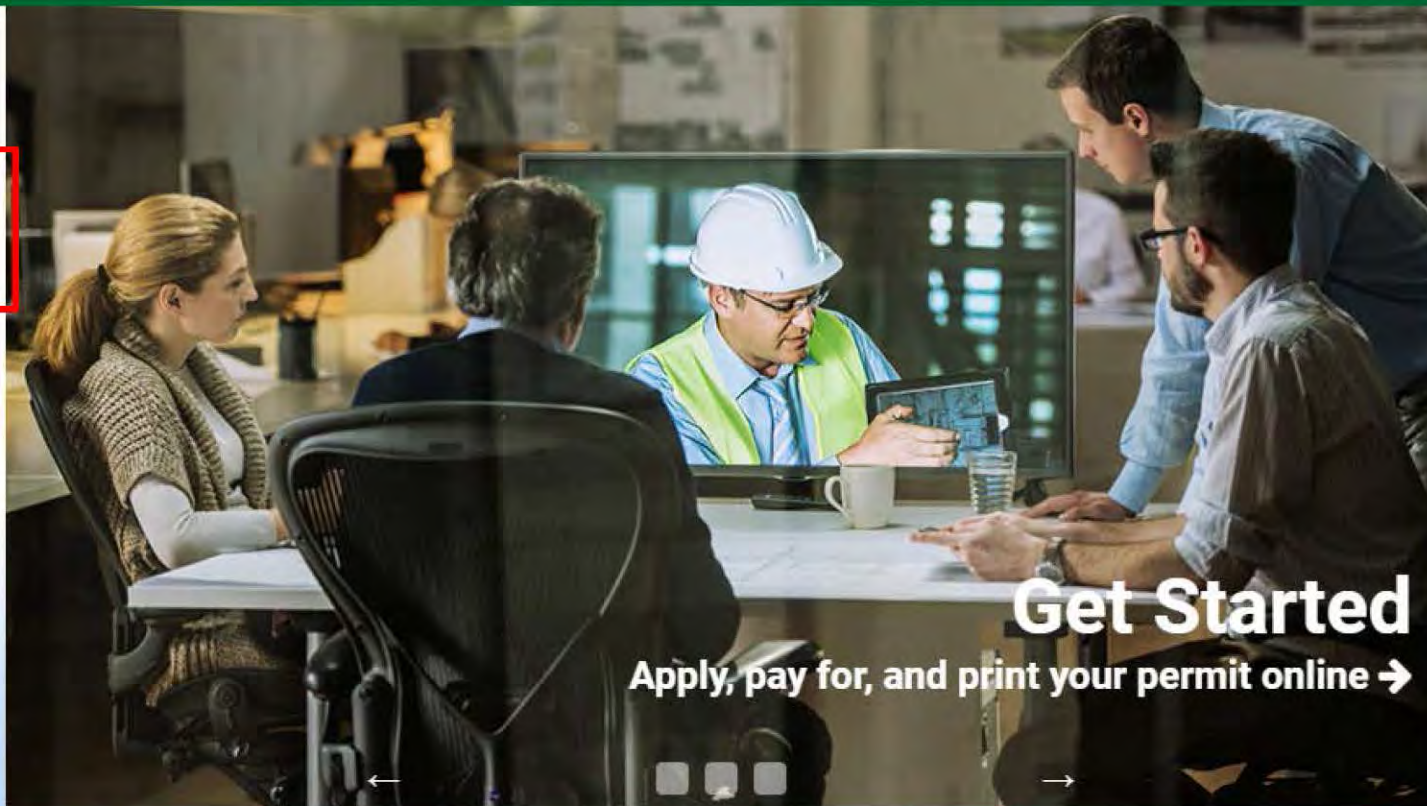


Step Three  
**Inspections**



**FAQ** →

**Fee Estimator** →



**Get Started**

**Apply, pay for, and print your permit online** →

**Our Mission:** To responsibly serve the Adams County community with integrity and innovation.

Explore

[Getting Started](#)

Learn

[Adams County Standards](#)

Legal

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# E→Permit Center

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[I Want To](#) ▼

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[New](#) ▼

[Help](#) ▼

[Register](#) | [Login](#)



Apply for a Permit



Schedule an Inspection



Register as a Contractor



Pay Fees



Search Applications/Permits



Submittal Checklist



Codes and Information



Step One  
**Getting Started**



Step Two  
**Apply for Permits**



Step Three  
**Inspections**



**FAQ →**

**Fee Estimator →**

Submittal Checklists > Submittal Checklists

# SUBMITTAL CHECKLISTS

## Building Safety Submittal Requirements

### Residential Guides

- Building Permit Submittal Guidelines
- Residential Garage Submittal Checklist
- Pole Barn Submittal Checklist
- Residential Addition Submittal Checklist
- Residential Patio Cover/Carport Submittal Checklist
- Residential Roofing Requirements
- Residential Uncovered Deck Submittal Checklist
- Single Family Dwelling Submittal Checklist
  - Building Specification Form - Residential

### General Guides

- Projects Requiring and Not Requiring a Permit
- General Commercial and Industrial Submittal Requirements
- Certificate of Occupancy Requirements
- Alternative Method Material and Design Application
- Required Building Inspections
- CDPHE Asbestos General Information
  - CPDHE Asbestos Inspection Flowchart
  - Asbestos Brochure
  - Asbestos Bans
  - Asbestos - Renovation & Demolition



## Current Planning Application Packets

Current Planning administers land use reviews of applications such as site plans, subdivisions, rezoning, conditional use permits, special use permits and variances. Some of the applicable standards that are reviewed in this process include zoning, permitted uses, setbacks, height, landscaping, parking and signs.

Below are applications packets. Included in each packet is the case type checklist of items that are required for submittal, Guide to Development Applications Submittal, Development Application and any additional required documents specific to the case.

[COVID-19 Neighborhood Meeting Guidance \(.pdf\)](#)

## Application Packets

### Land Use Review Applications

- Address Request Form
- Administrative Relief - Landscape
- Administrative Review Permit
- Appeal from Administrative Decision
- Areas and Activity of State Interest
- AUSR Amendment
- AUSR Minor Amendment
- Biosolids Permit
- Certificate of Designation
- Comprehensive Plan Amendment
- Conceptual Review Process and Application
- Conservation Plan Amendment
- Conditional Use Permit
- Conditional Use Permit - Minor Amendment
- Development Agreement
- Development Code (Text) Amendment
- Exemption from Subdivision
- Land Survey Deposit Form
- Major Subdivision Preliminary
- Major Subdivision Final
- Minor Subdivision
- OGF Permit Application - Oil & Gas

- PUD Major Amendment
- PUD Minor Amendment
- Plat Correction
- Rezoning (Zoning Map Amendment)
- Roadway (Right-of-Way) Vacation
- Special Use Permit
- Special Use Permit - Inert Fill
- Subdivision Improvements Agreement (SIA)
- SIA Amendment
- Technical Review Amendment
- Temporary Use Permit
- Temporary Use - Fireworks/Chile Stand
- Temporary Use - Inert Fill
- Variance
- Waiver from Subdivision Design Standards
- Zoning Verification Request

### Engineering Review Applications

- Culvert/Access Permit
- Erosion and Sediment Control
- Floodplain Use Permit
- On-Site Grading and Drainage
- Oversize/Weight Move Permit
- Street Construction Plans



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# Recommendation

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- That staff continue to work on process improvements to better serve the residents and businesses in unincorporated Adams County.
- Based on the data presented, staff is recommending the following FTEs:
  - 2 Permit Technicians
  - 1 Development Review Engineer



## STUDY SESSION ITEM SUMMARY

<b>DATE OF STUDY SESSION:</b> June 15, 2021
<b>SUBJECT:</b> PFOAS/PFAS Groundwater Monitoring Study Update from TCHD
<b>OFFICE/DEPARTMENT:</b> CEDD Environmental Programs
<b>CONTACT:</b> Katie Keefe
<b>FINACIAL IMPACT:</b> N/A
<b>SUPPORT/RESOURCES REQUEST:</b> N/A
<b>DIRECTION NEEDED:</b> N/A
<b>RECOMMENDED ACTION:</b>

### DISCUSSION POINTS:

- TCHD and CDPHE Staff will brief the BOCC on expanded PFAS/PFOAS groundwater investigation within Adams County.



# Adams County Per- and Polyfluoroalkyl Substances (PFAS) Investigation

Update for Adams County BOCC

June 15, 2021



# Presentation Agenda



- Background on PFAS
- Previous Investigation Efforts
- Current Investigation & Outreach Efforts
- Sampling and Results
- Statewide efforts - CDPHE

# Per- and Polyfluoroalkyl Substances (PFAS)



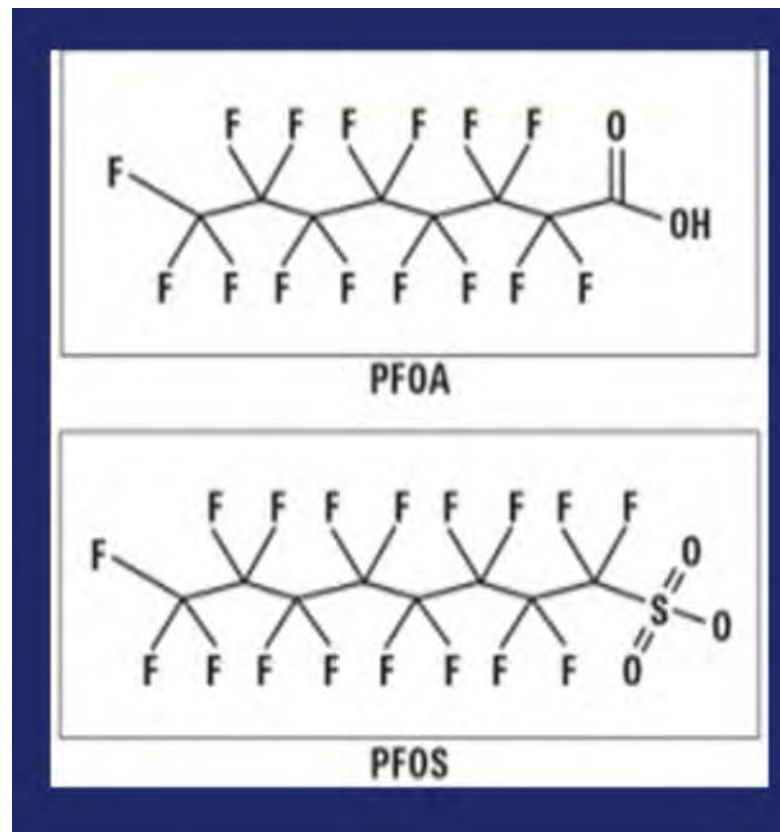
- PFAS refers to a broad class of manmade chemicals that are widely used in a variety of products and highly persistent in the environment.
- PFAS do not break down or degrade over time.
- PFAS is in many products we use everyday.
- One of the main sources of PFAS contamination of groundwater is firefighting foam.



# Per- and Polyfluoroalkyl Substances (PFAS)



- PFAS have been associated with many health impacts including:
  - Low birth weight
  - Various cancers
  - Lowered immune systems
  - Thyroid issues
- 2016 EPA developed Health Advisories for PFOA and PFOS.
- Health Advisory Level of 70 ppt combined PFOA and PFOS for drinking water.



CDPHE PFAS FAQ

# Previous PFAS Investigation Efforts



## Timeline of Previous Efforts

- Spring/Summer 2018: PFAS detected in SACWSD raw water wells.
  - Detections in treated water but below EPA Health Advisory (HA = 70 ppt).
- July 2018: Joint Press Release (CDPHE, TCHD, EPA, SACWSD)
  - District water is safe, working to identify other public and private water wells in the area
- Aug 2018: TCHD sends outreach letter to over 200 homeowners with private wells that may be impacted by PFAS.
- Sept 2018: 2 wells sampled in Commerce City area
  - 1 well slightly above HA
  - 1 well was non-detect



Meghan Trubee, Water Quality Control Division | 303-692-6351 | [meghan.trubee@state.co.us](mailto:meghan.trubee@state.co.us)  
Theresa DeMouy, South Adams County Water & Sanitation District | 720-206-0560 | [tdemouy@sacwsgd.org](mailto:tdemouy@sacwsgd.org)  
Lisa McClain-Vanderpool, Environmental Protection Agency | 303-312-6077 | [lmcclain-vanderpool.tisa@epa.gov](mailto:lmcclain-vanderpool.tisa@epa.gov)  
Gary Sky, Tri-County Health Department | 720-200-1529 | [gsky@tchd.org](mailto:gsky@tchd.org)

For immediate release: July 12, 2018

**Perfluorinated compounds detected in water within the Quebec/I-270 Corridor**

The South Adams County Water and Sanitation District recently detected elevated perfluorinated compounds (referred to as PFCs or PFAS) in samples of water tested from certain shallow groundwater wells in the Quebec/I-270 corridor that feed into the district's water supply prior to treatment. The district treats its raw water before delivering the final drinking water to its customers. The resulting levels of PFOA and PFOS in the district's final treated water supply are below the 2016 U.S. EPA health advisory limit of 70 parts per trillion (ppt). The district will continue to monitor for PFCs/PFAS.

The district has taken further steps to ensure its drinking water is safe. This includes increasing the amount of water it receives from other sources to blend with treated water and also evaluating ways to optimize treatment to respond to the presence of PFCs/PFAS in groundwater. For more information about the district's water, please visit its website: [www.sacwsgd.org](http://www.sacwsgd.org), call 303-287-6454 or email questions to [wqinfo@sacwsgd.org](mailto:wqinfo@sacwsgd.org).

# Previous PFAS Investigation Efforts

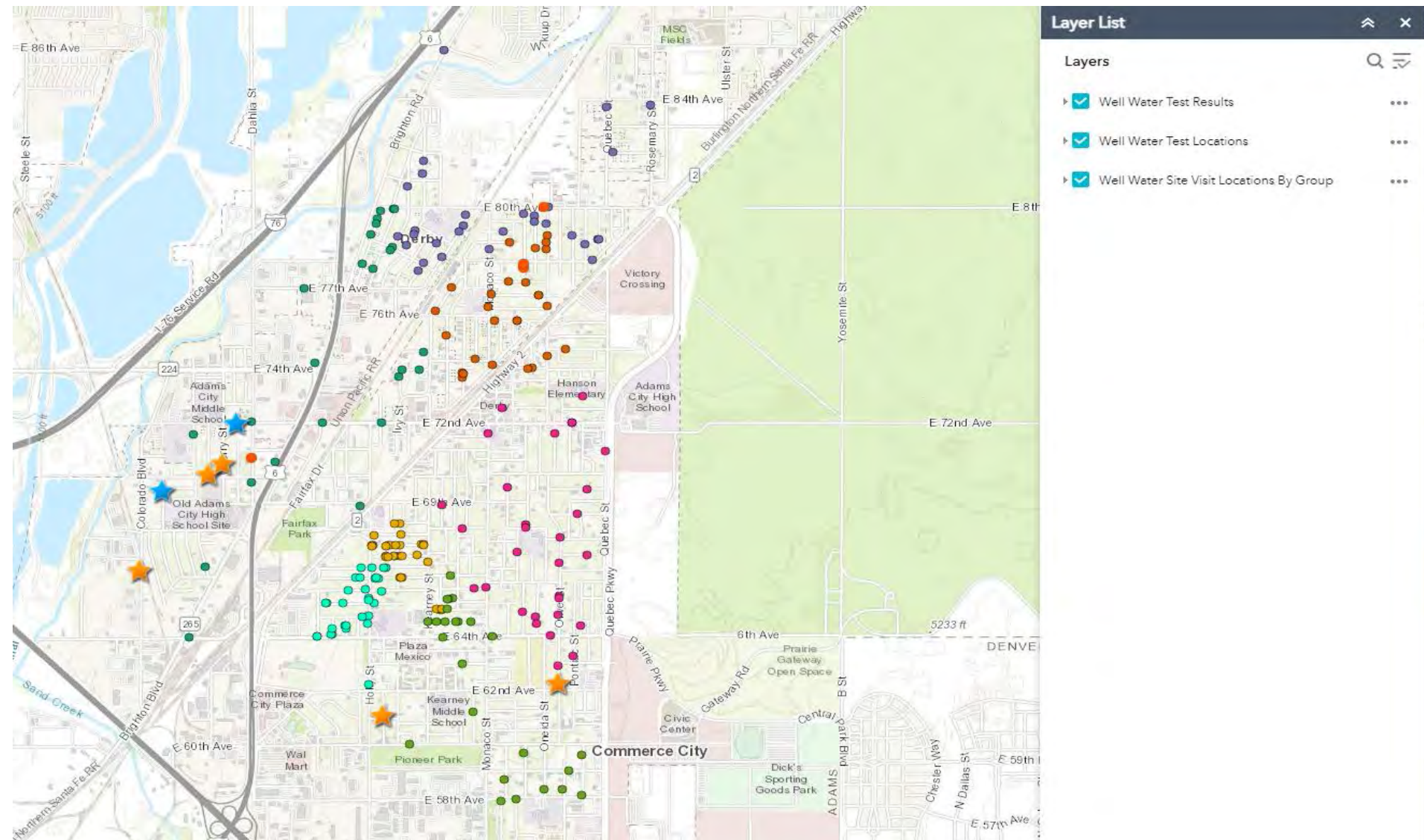


- January 2019: Door-to-door canvassing outreach in Commerce City in effort to obtain more samples.
  - Most homes were connected to municipal water and none of the homes that had private wells used the well water as their primary drinking water source.
- March 2019: 5 additional wells were sampled in CC area
  - 2 wells had PFAS levels above the EPA HA
  - 2 wells had PFAS levels below the EPA HA
  - 1 well was non-detect for PFAS.
- Summer 2019: Buckley Air Force Base detects PFAS in wells on site.
  - TCHD was initially involved with potential private well sampling; however, Buckley conducted private well sampling in the area in 2020.





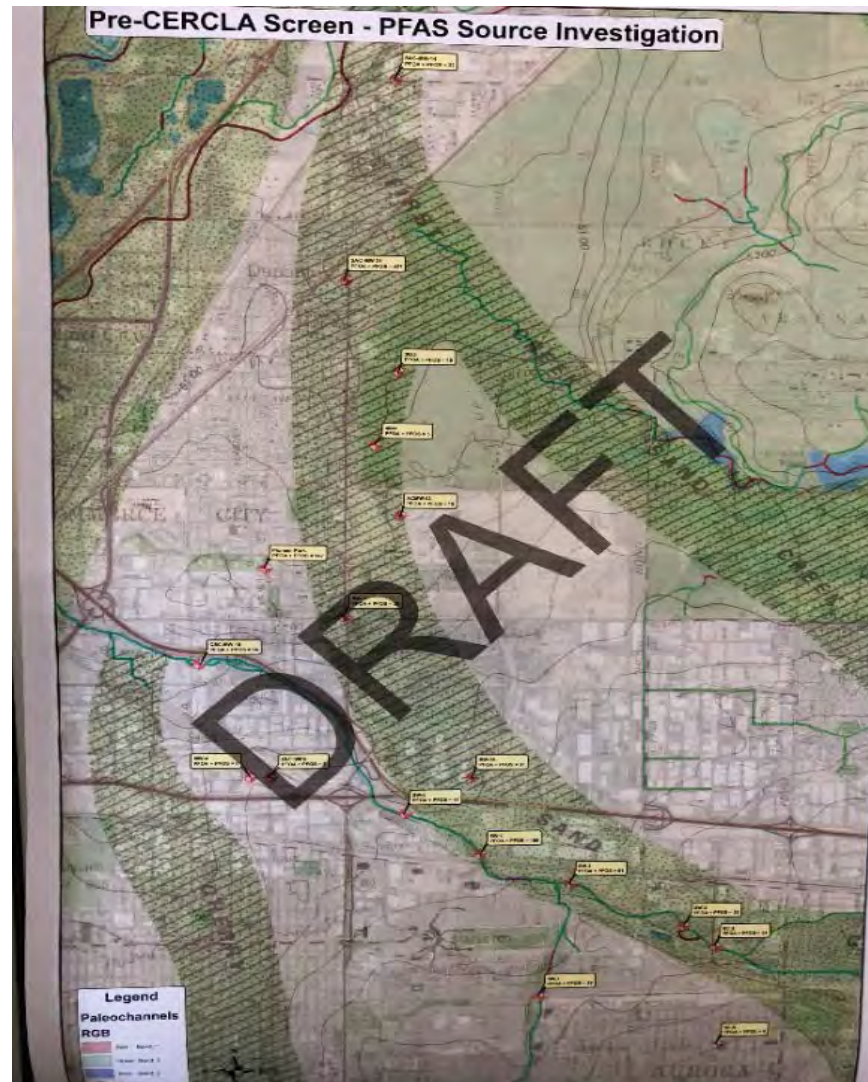
# Sampling Locations & Door to Door Efforts: Commerce City



# PFAS Source Investigation – Quebec/I-270 Corridor



- Source investigation continues
  - Denver Fire Training Facility (56th & Quebec) undergoing cleanup assessment
  - Buckley Off-base PFAS sampling did not identify any wells above the EPA Health Advisory
    - Conducting Remedial Investigation at Buckley as part of CERCLA response
  - Multiple sources likely contributing; level of impact unknown
    - Old Stapleton Airport Fire 1990
  - Additional testing and evaluation to fill data gaps



# PFAS Sampling in Adams County

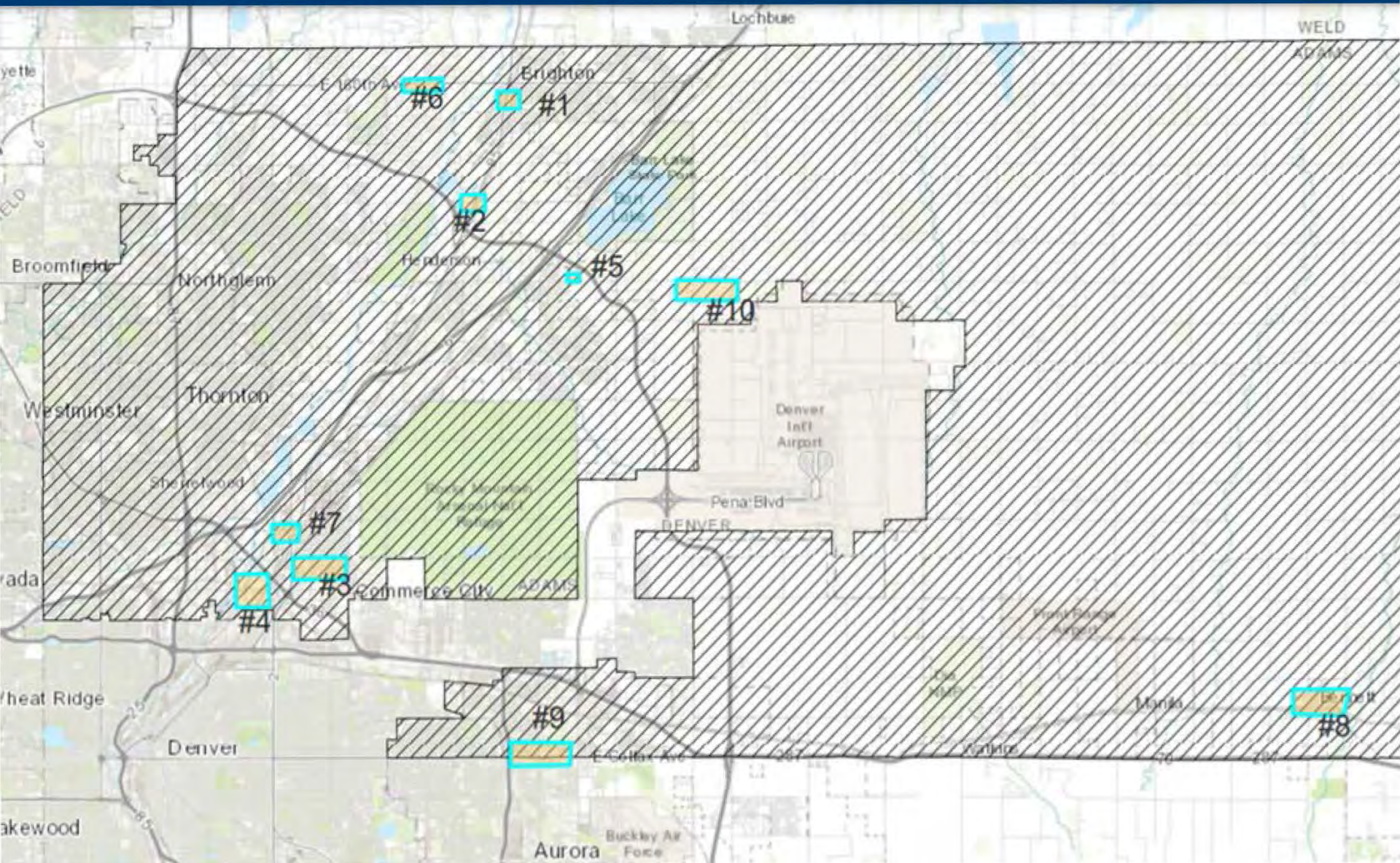


## Current Efforts

- TCHD and CDPHE are working to determine the extent of PFAS contamination in groundwater in Adams County by conducting sampling of private wells in several designated areas in Adams County.
- These efforts are informed by the results from the 2020 CDPHE PFAS drinking water sampling project, TCHD's previous sampling in Adams County and data on potential or known PFAS sources.
  1. Greater Brighton Fire Protection District Station #51
  2. Johnson Auto Plaza
  3. Broader Area North of Pioneer Park in Commerce City
  4. Suncor Fire Department
  5. Greater Brighton Fire Protection District Station #53
  6. Greater Brighton Fire Protection District Station #55
  7. South Adams County Fire Protection District Station #21
  8. Bennett Fire Rescue Station #91
  9. Aurora I-225 and East Colfax
  10. NorthWest DIA
  11. Areas within Adams County NW and SE of the 1990 Stapleton Fuel Tank Fire



# Map of Sampling Areas in Adams County





# Next Steps: Outreach



- Developing Outreach Plan in Coordination with CDPHE
  - Summary of the sampling project and a map of the study areas will be posted on both the CDPHE and TCHD websites.
  - CDPHE Press Release
  - Outreach to homeowners with private wells will begin mid June.
  - A letter & fact sheet (English & Spanish) will be sent to every homeowner with a Division of Water Resources (DWR) identified private well in each of the identified areas requesting permission to sample for PFAS.
  - Potential door to door campaign as needed
  - Utilize targeted social media channels
  - Connect with Community Based Organizations



# Next Steps: Sampling



- PFAS sampling efforts are expected to begin July 2021, depending on the results of TCHD's outreach efforts.
- After sampling TCHD will provide homeowners with the laboratory results for their wells along with information about how to interpret the results.
- CDPHE intends for this Adams County PFAS project to be a pilot for future state wide PFAS sampling projects in other counties.





# Next Steps: CDPHE mapping and sampling



- With EPA R8, compiled a statewide inventory of known or suspected PFAS sources – working on making public
- Sampling efforts with local partners and EPA R8 - Adams, Boulder, Teller, Summit Counties
- Monitoring for facilities likely to discharge PFAS to state waters
- Helping water systems protect source water
- Working on vulnerability map to guide future sampling efforts



# PFAS legislation timeline and update



## HB19-1279 and HB20-1119 – Firefighting foam containing PFAS

**August 2, 2019**

- Cannot use PFAS-containing foam for training
- Hangers and certificate holders can test using PFAS-containing foam if follow capture and disposal rules until January 1, 2023

**June 1, 2021**

- Using/storing PFAS-containing foam requires registration

**August 2, 2021**

- Ban on sale of PFAS-containing foam unless exempt



## SB20-218 – PFAS cash fund

- Administering PFAS grant program and awarding grants for:
  - Sampling, assessment, investigation of PFAS in ground or surface water
    - Opportunity for others not in study area to sample
  - Water system infrastructure to treat for PFAS
  - Emergency assistance to affected communities
- Administering takeback program to purchase and dispose of PFAS materials
- Providing technical assistance in locating and studying PFAS

Thank you!

Questions?

