

Building Department Solutions

Making a Difference Where You Need Us!



SAFEbuilt®

April 16, 2026

Prepared for:
Town of Palmer Lake, CO

Planning Support Services

Rochelle Lewis

Business Development
Representative
928.538.2229
rlewis@safebuilt.com

Rick Smeaton

Director of Planning Services /
Principal Planner
630.677.6072
rsmeaton@interwestgrp.com

Thursday, April 16, 2026

Town of Palmer Lake, CO
ATTN: Glen Smith, Chief of Police/Interim Town Administrator and Erica Romero, Town Clerk
42 Valley Crescent Street
Palmer Lake, CO 80133

Dear Glen Smith and Erica Romero,

SAFEbuilt Colorado, LLC, (SAFEbuilt), is pleased to submit this Statement of Qualifications (SOQ) to the Town of Palmer Lake for Planning Support Services. Consistent, timely, and well-coordinated planning support is essential to managing growth, implementing adopted policies, and maintaining a community's character. Since our founding in 1992, SAFEbuilt has provided effective and reliable community development and planning solutions to communities throughout Colorado.

What distinguishes SAFEbuilt from other third-party planning services providers is our organizational commitment to ensuring that each client's goals, policies, and expectations are fully supported. This commitment is reinforced through ongoing communication between Town staff, your dedicated SAFEbuilt Account Manager, and our Director of Planning Services. Regular check-ins are established to confirm service levels are being met, review workload and priorities, and proactively address emerging issues. SAFEbuilt believes this collaborative approach is critical to early identification of potential challenges and to the overall success of the contract. These discussions also allow both parties to manage resources thoughtfully and foster a strong, professional partnership.

SAFEbuilt seeks to serve as a trusted community development and planning partner for the Town of Palmer Lake. We offer the experience, staffing depth, and flexibility to tailor planning services to meet both current demands and long-term objectives. Our approach emphasizes seamless integration with existing staff, clear communication with applicants and decision-makers, and delivery of planning services in a manner that reflects the expectations of elected officials, Town staff, stakeholders, and residents.

We appreciate the opportunity to submit this SOQ for your consideration and thank you for your time and review. I will serve as the primary point of contact for any questions or requests for additional information and can be reached at **928-538-2229** or **rlewis@safebuilt.com**.

Best Regards,

Rochelle Lewis

Rochelle Lewis, Business Development Representative
SAFEbuilt Colorado, LLC

CONTENTS

Background.....	4
Planning & Zoning Services	6
Municipal Client References.....	7
Account Management and Contract Leadership.....	8
Résumés	9
Experience in Colorado	14
Community Involvement.....	17
Scope of work & Deliverables.....	18

BACKGROUND

Our Philosophy

SAFEbuilt recognizes that every public agency has a unique culture and distinct priorities related to its planning and community development functions. We take pride in providing customized solutions tailored to each client's goals, policies, and community character. The quality and training of our staff, our robust business systems, and our core commitment to our clients ensure consistently high levels of service, responsiveness, and professionalism.

Our Purpose

SAFEbuilt was founded in 1992 in Loveland, Colorado, for the sole purpose of providing community development services to local government. We work exclusively with public agencies to eliminate any potential conflict of interest. Today, SAFEbuilt is one of the nation's leading providers of community development services, including planning, zoning, permitting, and related professional support.

The primary focus of any community development department is to guide orderly growth, implement adopted policies, and enhance the quality of life for residents and businesses. Planning efforts play a critical role in balancing development interests with community values, regulatory requirements, and long-range visions. This requires professionals with strong technical expertise, sound judgment, and a commitment to ongoing education to stay current with evolving planning practices, state law, and land use trends. SAFEbuilt's planners provide exceptional service to our clients and actively engage with the communities they serve.

SAFEbuilt's success is built on two key components—our organizational processes and our people. With more than three decades of experience supporting community development and planning functions, we have refined our systems to deliver efficient, transparent, and consistent services. Our processes support timely plan review, entitlement processing, and interdepartmental coordination while minimizing administrative burden for staff, applicants, and decision-makers. We continually evaluate and improve our systems to meet changing regulatory and community needs.

Our employees are among the most qualified professionals in the industry and are central to our success. In addition to technical planning expertise, our hiring and training processes emphasize collaboration, communication, and customer service. SAFEbuilt planners work effectively with elected officials, municipal staff, applicants, and the public to facilitate clear expectations and positive outcomes. Our staffing approach has been carefully developed to place professionals in jurisdictions who combine strong planning experience with a solutions-oriented mindset.

SAFEbuilt provides a comprehensive range of business insurance, including property, general liability, automobile, and workers' compensation coverage, with client partners named as additional insureds. Our planning staff consists of full-time professionals with extensive experience in current and long-range planning, zoning administration, and land use policy implementation. Team members hold relevant degrees in planning or related fields and maintain appropriate professional credentials, including American Institute of Certified Planners (AICP) certification where applicable.

Qualifications & Staffing

In 1992, SAFEbuilt began providing exceptional Community Development services to local governments. Today, we are a national leader providing value-added professional, technical, and consulting services in 41 states and the District of Columbia, enabling the efficient delivery of third-party solutions.

While we started by simply providing construction inspections and plan review for several communities in Northern Colorado, our areas of service have expanded over the past 34 years to include:

- ✓ **Planning & Zoning Services**
- ✓ **Full Service & Supplemental Building Department Operations**
- ✓ **Residential, Commercial & Industrial Plan Review**
- ✓ **Building, Mechanical, Electrical & Plumbing Inspection**
- ✓ **Fire Plan & Life Safety Review and Inspection**
- ✓ **Permit Technician**
- ✓ **Certified Building Official**
- ✓ **Community Development Automation Software**
- ✓ **Expedited Plan Review, Inspections & Engineering for Special Projects**
- ✓ **Housing Authority Inspections**
- ✓ **Emergency & Disaster Recovery**
- ✓ **Code Enforcement**

Over the decades, our capacity has grown to around 1,700 full-time employees, providing flexibility and economies of scale to over 2,000 communities like the Town of Palmer Lake, CO. We deliver solid teams of skilled industry professionals to meet the goals and objectives of each client and community we serve, providing experienced staff who have the necessary licenses and certifications to achieve successful outcomes. SAFEbuilt has completed thousands of community development projects, and we have the staff to accommodate all the requirements needed for your growth, delivering consistent and responsive customer service daily.

Qualifications of Our Team

SAFEbuilt has a rigorous hiring process to find experienced and technically capable people who also fit the company's core values:

- **Integrity.** We choose to do the right thing every time.
- **Improvement.** We strive to continuously improve and understand how we can do better tomorrow.
- **Respect.** We are respectful in the way we interact with everyone.
- **Teamwork.** We have an environment where everyone can contribute ideas. We encourage and reward creativity and initiative.

We consistently deliver exceptional service levels to our customers, both internal and external. SAFEbuilt team members have planning experience working for municipal governments. We support our staff with paid ongoing training, and we encourage and financially reward our team for obtaining additional American Planning Associate credentials. Superior customer service and communication skills are common traits shared by our planners. In short, we hire, train, and retain the most qualified individuals in the industry.

PLANNING & ZONING SERVICES

SAFEbuilt provides a full range of planning services, from one planner assigned to a specific project to an entire planning department. Our staff can work from your location or remotely, on the schedule or level of coverage you select, and always based on a budget you approve. Our team of AICP-certified planners, housing specialists, GIS specialists, and urban designers delivers a full range of flexible planning services, from complete municipal planning programs to as-needed zoning and development support. We also offer specialized services such as landscape architecture and environmental planning to help enhance your community.

SAFEbuilt supports your community's growth through efficient, complaint, and attractive planning solutions that improve service delivery, ensure continuity, reduce costs, and create safer places to live.

Our Services Include:

- Short-term or Long-term Staffing Support
- Comprehensive/General Plans
- Land Development Codes
- Urban Design
- Landscape Architecture
- Transportation Planning/Design/Programming
- Surveying & Mapping
- Water Policy & Planning
- Zoning/Land Use Regulation
- Rezoning
- General & Specific Plans
- Town Centers & Downtown Planning
- Redevelopment Plans
- Environmental Services
- Local Hazard Mitigation Plans

We also conduct technical studies supporting both current and long-range planning initiatives.

Our planning approach combines deep regulatory knowledge with hands-on land development experience. We guide clients through each stage of the process—from agency reviews to implementation—ensuring clarity, alignment, and success at every step.

Whether your jurisdiction needs an interim planning technician or an update to your general plan, SAFEbuilt's professionals can provide the services you need. Our award-winning Planning Team brings a flexible and creative approach, adopting your agency's standard practices while also structuring services to meet your needs.

We know that each community is unique. Practices, departmental organizations, and resources vary from agency to agency. There is no "one size fits all" approach to providing agency staff support. Our team works hard to understand your agency so we can understand your specific needs.



MUNICIPAL CLIENT REFERENCES

SAFEbuilt is pleased to present the following Planning & Zoning references from nearby or similar municipal clients for whom we deliver services comparable to those requested by the Town of Palmer Lake.

Town of Larkspur, CO

Chris Rogowski, Town Administrator
303.681.2324 | crogowski@townoflarkspur.org

Town of Foxfield, CO

Karen Proctor, Town Administrator
303.680.1544 | kproctor@townoffoxfield.com

City of Aurora, CO

Brandon Cammarata, Planning Manager
303.739.3000 | bcammara@auroragov.org

Town of Mancos, CO

Heather Alvarez, Town Administrator
970.533.7725 | halvarez@mancoscolorado.com

Town of Kiowa, CO

Kimberly Boyd, Town Administrator
303.621.2366 | kboyd@townofkiowa.com

ACCOUNT MANAGEMENT AND CONTRACT LEADERSHIP

SAFEbuilt believes that maintaining frequent and consistent check-ins between the account management, operations teams, and our clients is key to the early identification of performance risks and contributes to contract success. Your account management team will reach out to the Town to discuss the best method and frequency for these check-in meetings. These meetings will allow both parties to manage the resources tactfully and develop the best Contractor-Client relationship. Further, we can also estimate and evaluate possible outcomes during this process and make the necessary changes.

The Town's primary points of contact for contract oversight are:



Ms. Rochelle Lewis
Business Development
Representative

Ms. Rochelle Lewis serves as SAFEbuilt's Business Development Representative supporting the Town's engagement. Ms. Lewis is committed to a customer-first approach, ensuring the Town's objectives, timelines, and service expectations are clearly understood and consistently met. She collaborates closely with SAFEbuilt's Account Management team to provide timely communication, organized coordination, and tailored solutions for any additional services the Town may request. With five years of experience in municipal support, five years in the construction industry, and more than fifteen years in client relations, Ms. Lewis brings a strong understanding of public-sector needs and a proven record of cultivating reliable, trust-based partnerships. She is dedicated to delivering a professional, service-driven experience that aligns with the Town's long-term success.



Ms. Jana Wismer
Principal Planner

Along with Rochelle, **Ms. Jana Wismer** brings almost 30 years of comprehensive planning experience in both public and private sectors, including five years with SAFEbuilt. She currently serves as a Principal Planner, providing on-call planning services, development review, and long-range planning support for a variety of jurisdictions. Jana has extensive experience managing complex projects, coordinating with stakeholders, and guiding applications through entitlement processes from intake to approval.

In Colorado, Jana actively supports multiple jurisdictions including Larkspur, Kiowa, Elizabeth, and other communities throughout the state, providing responsive, high-quality planning services tailored to each community's needs. Her work includes zoning and development review, staff augmentation, and project management for both current and long-range planning efforts.

Prior to joining SAFEbuilt, Jana owned and operated a land use consulting firm and held senior planning roles with Alameda County and the City and County of San Francisco. She has led a wide range of efforts including general plan updates, development review for residential and commercial projects, and coordination of environmental review processes.

Jana works closely with client communities to deliver efficient, practical planning solutions. For this project, she will support the Town by providing direct planning assistance and overseeing assignments to ensure cost-effective, timely, and high-quality service delivery.



RICHARD "RICK" SMEATON, AICP

Director of Planning Services / Principal Planner



28 YEARS OF EXPERIENCE

4 YEARS WITH THE FIRM

EDUCATION

MPA, City Management

Northern Illinois University

BA, Urban Planning

University of Illinois Urbana-Champaign

Certificate in Real Estate Development

San Jose State University

LICENSES & CERTIFICATIONS

American Institute of Certified Planners

Certified Planner

WORK HISTORY

- **Director of Planning Services**
Interwest Consulting Group, Inc., a SAFEbuilt Company
2021 - Present
- **Planning Department Manager**
Michael Baker International
2014 - 2021
- **Contract Planner and Housing Program Coordinator**
City of Patterson, CA
2013
- **Contract Planner**
Baird + Driskell Community Planning
2013
- **Independent Contractor**
Conducting real estate marketing, leasing and property management for rental properties
2002 - 2013
- **Director of Community Development**
Village of Matteson, IL
2007 - 2009
- **Contract Village Planner**
Village of Glen Ellyn, IL
2006 - 2007
- **Planner & Zoning Officer**
City of Batavia, IL
1999 - 2004

PROJECT EXPERIENCE

Contract City Planner

Interwest On-Call Planning Contract with the City of Rio Vista, CA
2024 - Ongoing

Interwest functions as the City's planning staff, providing as-needed development review and long-term planning services. Current planning involves reviewing development projects, such as residential and commercial additions, site changes, new subdivisions, and commercial centers, for compliance with the City's General Plan, Zoning Code, and other regulations. Long-range planning projects include updating the Rio Vista Waterfront Specific Plan.

Principal Planner

Interwest On-Call Planning Contract with the City of Claremont, CA

The City of Claremont required assistance with processing a very complex and controversial proposed housing development located in a very-high fire zone with numerous potential environmental impacts. Specific tasks include acting as the City's project planner, creating a specific plan for the project, managing consultants for the Environmental Impact Report, coordinating all project entitlements, leading weekly project meetings with the applicant, answering questions from the public, and presenting the project to the Planning Commission and City Council.

Principal Planner

Interwest On-Call Planning Contract with the City of Orinda, CA

Interwest provided on-call planning services to the City of Orinda, handling design reviews, hillside grading permits, exceptions, tree removal permits, and tracking. Responsibilities include managing projects from consultation to final inspections.

Interim Planning Director

Interwest On-Call Planning Contract with the Town of San Anselmo, CA

Acted as the Planning Director while the Town recruited for a full-time replacement. Responsibilities included overseeing all functions of the Planning Department, managing staff and contractors, answering questions from the public, and processing development entitlements. Additional tasks included advising officials on selecting consultants for the 6th Cycle Housing Element Update.

Principal Planner

Interwest On-Call Planning Services Contract for the City of Benicia, CA
2023 - Ongoing

Interwest provides on-call planning services for the City, handling development application reviews, permit coordination, and housing program administration. Interwest expedited the review of an affordable housing project under SB 35 and supported zoning code updates for the approved housing element.

MEMBERSHIPS & AFFILIATIONS

Member

American Planning Association

Member

American Institute of Certified Planners



JANA WISMER

Principal Planner

30 YEARS OF EXPERIENCE

5 YEARS WITH THE FIRM



EDUCATION

BS, Landscape Architecture

University of California
Berkeley, CA

WORK HISTORY

- **Principal Planner**
Interwest Consulting Group, Inc. (Interwest) a SAFEbuilt Company
2021 – Present
- **Principal & Owner**
Tama 3 Land Use Consulting
2016 – 2021
- **Senior Planner**
County of Alameda Community Development Agency
2003 – 2016
- **Co-Owner**
Rangatira Property Management
2004 – 2014
- **Contract Planning & Consulting**
Multiple jurisdictions throughout the Bay Area
2000 – 2003
- **Planner I, II, and III**
City and County of San Francisco
1996 – 2000

PROJECT EXPERIENCE

- **Principal Planner**
SAFEbuilt On-Call Planning Contract 10 municipalities CO and throughout CA
SAFEbuilt functions as the municipality's planning staff, providing as-needed development review and long-term planning services. Current planning involves reviewing development projects, such as residential and commercial additions, site changes, new subdivisions, and commercial centers, for compliance with the City's General Plan, Zoning Code, and other regulations.
- **Principal Planner**
Interwest On-Call Planning Contract with the City of Oakland
2022 – Present
Interwest currently functions as an extension of staff for the City of Oakland, processing a wide variety of development applications from start to finish including high-density residential and mixed-use proposals, residential subdivisions, industrial waterfront facilities, Objective Design Standards for affordable housing, and urban hillside developments in very high fire severity zones. Our case work includes interfacing with the public, managing CEQA sub-consultants, and presenting projects at the Landmark Preservation Advisory Board, Planning Commission, and City Council.
- **Principal Planner**
Interwest On-Call Planning Contract with the City of Oakland
2022 – Present
Interwest currently functions as an extension of staff for the City of Oakland, processing a wide variety of development applications from start to finish including high-density residential and mixed-use proposals, residential subdivisions, industrial waterfront facilities, Objective Design Standards for affordable housing, and urban hillside developments in very high fire severity zones. Our case work includes interfacing with the public, managing CEQA sub-consultants, and presenting projects at the Landmark Preservation Advisory Board, Planning Commission, and City Council.
- **Project Manager**
City of Wheatland General Plan Update
2024 – Present
The City of Wheatland is in the process of updating its 20-year-old General Plan and engaged Interwest to provide comprehensive support throughout this critical effort. Our team has played a key role in facilitating community engagement through public workshops and town hall meetings, coordinating closely with City staff, and conducting targeted outreach to property owners and key stakeholders. In addition, Interwest has managed sub-consultants, led the drafting of updated Goals, Policies, and General Plan Elements, and actively participated in public hearings to help guide the vision and framework for the City's long-term growth and development.
- **Principal Planner**
Interwest On-Call Planning Contract with the City of Redwood City
2023
The City of Redwood City required staffing assistance with the development of a 200,000 square-foot bayside Research and Development facility which required coordination with various CEQA sub-consultants, the Metropolitan Transportation Commission, and the San Francisco Bay Conservation and Development Commission, for which Interwest secured approval at the Planning Commission.
- **Project Manager**
Private Sector Clients
2022 – Present
Interwest provides planning, development, and project management services for property owners and companies seeking to navigate the public entitlement process. Jana has represented clients including a self-driving automobile company aiming to secure municipal approval of a remote testing facility; a ranching family seeking to develop several hundred acres of agricultural land under a Williamson Act contract; and the owner of a reclaimed quarry attempting to redevelop his property into recreational uses.



MALINDA LIM

Senior Planner

11 YEARS OF EXPERIENCE

6 YEARS WITH THE FIRM



EDUCATION

BS, Environmental Science

University of California, Riverside

WORK HISTORY

- **Associate Planner**
Interwest Consulting Group, Inc., a SAFEbuilt Company
2020 – Present
- **Associate Planner**
City of South Pasadena, CA
2019 – 2020
- **Associate Planner**
Michael Baker International
2015 – 2019

PROJECT EXPERIENCE

- **Senior Planner**
Interwest Contract with the City of Oxnard
2024 – Ongoing
Interwest is providing on-call planning services for the City of Oxnard. Interwest reviews requested planning entitlements for verify conformance with the City's General Plan, Coastal Land-Use Plan, Zoning Code, Subdivision Code, and CEQA requirements.
- **Senior Planner**
Interwest Contract with the City of Rio Vista
2023 – Ongoing
Interwest Provides on-call planning services and leads the 2045 General Plan Update for Rio Vista, the first major revision since 2001. The update addresses land use trends, state laws, and simplifies policies for clarity and implementation. Shaped by community input through workshops, online tools, and 20 Working Group meetings, it aligns with Housing and Safety Element updates managed by Interwest.
- **Senior Planner**
Planning & CEQA Services for the City of Oakland, CA
2022 – Ongoing
Interwest provides on-call planning services for the City of Oakland's Operations, Zoning, and Development Planning Divisions, including California Environmental Quality

Act (CEQA) reviews. Their work spans projects ranging from single-family hillside homes to 20-story mixed-use developments in downtown Oakland. Interwest manages CEQA consultants and sub-consultants for large-scale land use projects requiring Environmental Impact Reports (EIRs) and Mitigated Negative Declarations (MNDs) while also completing CEQA reviews for additional entitlement applications.

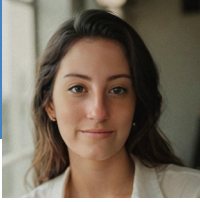
- **Associate Planner**
Planning & Zoning Services for the City of Vallejo, CA
2023 – 2024
Since 2023, Interwest has provided land development project management services for the City of Vallejo, assisting with four major projects. These include the Elite Charter School, a 400-student private high school requiring CEQA documentation and studies; Lincoln Square, a 98-unit live-work and commercial development currently undergoing a Mitigated Negative Declaration (MND) review; La Quinta Hotel, a 96-room project utilizing CEQA Tiering authority to assess additional impacts; and Solano Ranch, a 32.5-acre mixed-use development with 264 rental units and an Environmental Impact Report (EIR). Interwest also supports the 201 Rollingwood SB330 Small Lot Development, a 17.75-acre project requiring an MND.
- **Associate Planner**
On-Call Planning Services for the City of San Fernando, CA
2022 – Ongoing
Since 2022, Interwest has provided on-call planning services for the City of San Fernando, assisting with tasks such as processing land use entitlement applications, conducting design reviews, and coordinating interdepartmental reviews. Interwest has prepared CEQA compliance documents, facilitated studies funded by SB 2 and LEAP grants, and managed General Plan and Zoning Code amendments. The team has attended meetings with City officials, prepared planning reviews for permits and tract maps, conducted inspections to ensure

compliance with conditions of approval, and updated regulations like Accessory Dwelling Unit standards. Notable projects include renovations to the Target Center, multi-family re-zonings, and the installation of Tesla Superchargers. Interwest's work reflects local policies and standards while meeting deadlines efficiently.

MEMBERSHIPS & AFFILIATIONS

Member

American Planning Association



SUSANNA AMARO-GUTIERREZ

Associate Planner



5 YEARS OF EXPERIENCE

3 YEARS WITH THE FIRM

ENGLISH-SPANISH BILINGUAL

EDUCATION

BA, Urban Studies

University of California, Berkeley

WORK HISTORY

- **Associate Planner**
Interwest Consulting Group, Inc., a SAFEbuilt Company
2023 – Present
- **Assistant Planner**
City of Avalon, CA
2021 – 2023
- **Assistant Planner**
City of Clearlake, CA
2020 – 2021

PROJECT EXPERIENCE

- **Associate Planner**
SAFEbuilt Contract
City of Aurora, CO
2024 – On-going
SAFEbuilt provides on-going planning support to the city of Aurora including reviewing residential permits.
- **Associate Planner**
Interwest Contract
City of Rio Vista, CA
2023 – On-going
Interwest currently provides both long-range planning support via management of the City's ongoing 2045 General Plan Updates process, as well as current planning support processing several development projects varying from large to small, including over-the-counter design review, mixed-use commercial and industrial developments and a 322-acre Planned Unit Development consisting of 1,100 housing units, a 60-unit multi-family block, a community park, elementary school and a 10-acre mixed-use and commercial area.
- **Associate Planner Services**
Interwest Contract with the Town of Apple Valley, CA
2023 – 2024
Interwest provides on-call planning services to the Town of Apple Valley, including third-party CEQA reviews for several industrial and warehousing projects exceeding one million square feet. Our team is also handling CEQA reviews for additional entitlements.
- **Associate Planner**
Interwest Contract
City of Lawrence, IN
2023 – 2024
Interwest updated the City Code to regulate special events by creating a new section that addresses large gatherings on private residential, commercial, and industrial properties.

Associate Planner

Interwest Contract
City of Antioch, CA
2023 – 2024

Interwest Contract with the City of Antioch, CA Interwest provides planning services to the City of Antioch, including responding to public inquiries on zoning, development projects, and planning issues. Interwest reviews and approves business licenses, administrative use permits, and building plans for projects like commercial signage, ADUs, home additions, and subdivisions.

Our team processes development applications for General Plan amendments, rezonings, use permits, and design reviews, ensuring compliance with codes and policies. We collaborate with developers, engineers, property owners, and contractors, advising on project processes and code interpretation, and oversee construction to ensure compliance with conditions and mitigation measures.

PROJECT EXPERIENCE PRIOR TO INTERWEST

- **Assistant Planner**
Avalon 6th Cycle Housing Element Update
Avalon, CA
2022
- **Assistant Planner**
Ordinance Amendment to Repeal and Replace Chapter 18 of the Clearlake Municipal Code
Included related amendments to the Zoning Map, Design Review Procedures and Design Standards that implement the new Zoning



VICTOR ESTRADA

Associate Planner



9 YEARS OF EXPERIENCE

2 YEAR WITH THE FIRM

ENGLISH-SPANISH BILINGUAL

EDUCATION

MPA, (Public Administration)

California State University Long Beach
Long Beach, California

BA, Urban and Regional Planning

California State Polytechnic University
Pomona, California

WORK HISTORY

- **Associate Planner**

SAFEbuilt Contract
City of Aurora, CO
2024 – On-going

SAFEbuilt provides on-going planning support to the city of Aurora including reviewing residential permits.

- **Associate Planner**

Interwest Consulting Group
2024 – Present

Victor provides contract staffing services for a variety of municipalities. He provides information to the public regarding development regulations, reviews planning permit applications, processes development proposals, and prepares and presents staff reports on development proposals to Planning Commission.

- **Assistant Planner**

City of Fullerton, CA
2022- 2023

Victor worked at the City of Fullerton processing planning applications and development plans, addressing city-related inquiries at the front desk, and presenting city zoning projects during City Hall meetings and at City Council Chambers. He executed planning projects as well as processed business licenses for the City of Fullerton.

- **Planning Technician**

City of Buena Park, CA
2019 – 2022

Victor worked at the City of Buena Park responding to inquiries and questions concerning the city's general plan and upcoming projects as well as reviewing residential and commercial development projects for compliance with city zoning regulations. He organized and facilitated meetings with city departments and prepared government entitlement documents. Victor collected data and research for community projects as well as kept the city's website up to date.

- **Community Research Analyst**

Cypress Park Neighborhood Council
Los Angeles, CA
2017

Victor conducted a case study for the Cypress Park Neighborhood with a focus on displacement and gentrification issues which were significantly affecting the community at the time. He then used this research to provide policy recommendations and presented the information to the community as well as the City Council.

EXPERIENCE IN COLORADO

SAFEBUILT COLORADO, LLC DELIVERS COMMUNITY DEVELOPMENT SERVICES TO LOCAL GOVERNMENTS THROUGHOUT COLORADO, OFFERING SPECIALIZED PROFESSIONAL, TECHNICAL, AND CONSULTING SERVICES FOR MUNICIPAL, JURISDICTIONAL, AND STATE AGENCIES. AS A MEMBER OF THE SAFEBUILT, LLC FAMILY—FOUNDED IN COLORADO IN 1992 AND NOW A NATIONAL LEADER SUPPORTING CLIENTS IN 41 STATES AND THE DISTRICT OF COLUMBIA—SAFEBUILT COMBINES LOCAL EXPERTISE WITH NATIONWIDE RESOURCES.

SAFEBUILT’S 91 EMPLOYEES IN COLORADO CURRENTLY PROVIDE SERVICES TO 80 MUNICIPALITIES AND JURISDICTIONS, ONE DISTRICT AGENCY, FIVE STATE & REGIONAL AGENCIES, AND THREE INSTITUTIONS OF HIGHER EDUCATION IN THE STATE. BELOW IS A COMPREHENSIVE LIST OF OUR CURRENT MUNICIPAL, JURISDICTIONAL, STATE, AND HIGHER EDUCATION CLIENTS IN COLORADO, ALONG WITH THE CONTRACTED SERVICES WE PROVIDE AND THE YEAR OUR SUPPORT BEGAN.

COLORADO MUNICIPALITIES AND JURISDICTIONS

CLIENT	SERVICES	CLIENT SINCE
City and County of Broomfield	Inspections	2022
City of Aurora	Planning & Zoning , Inspections	2022
City of Black Hawk	Plan Review, Permit Technician, Inspections, Planning & Zoning	2015
City of Castle Pines	Plan Review, Permit Technician, Inspections, Building Official, Code Enforcement, Permit Software, Emergency Response	2008
City of Central City	Plan Review, Inspections, Code Enforcement, Fire Plan Review	2023
City of Dacono	Plan Review, Inspections, Building Administration, Building Official, Emergency Response, Permit Software	2012
City of Edgewater	Code Enforcement, Planning & Zoning , Plan Review, Inspections	2010
City of Fort Lupton	Inspections, Plan Review, Permit Software, Permit Technician	2018
City of Greeley	Fire Plan Review	2024
City of Greenwood Village	Plan Review, Inspections	2019
City of Idaho Springs	Building Official, Inspections, Plan Review, Emergency Response	2009
City of Lafayette	Inspections, Plan Review	2022
City of Lamar	Inspections, Plan Review	2021
City of Littleton	Inspections	2025
City of Lone Tree	Inspections	2025
City of Northglenn	Building Official, Inspections, Plan Review, Permit Technician	2009
City of Ouray	Remote Building Official, Remote Video Inspections, Remote Plan Review	2025
City of Salida	Fire Plan Review	2023
Elbert County	Inspections, Plan Review, Code Enforcement, Permit Software	2024
Huerfano County	Plan Review, Floodplain Management	2022
Montrose County	Building Official	2024
Ouray County	Building Inspections, Plan Review	2025
Town of Akron	Building Official, Inspections, Plan Review	2024
Town of Ault	Building Official, Inspections, Plan Review, Emergency Response, Permit Software	1993
Town of Basalt	Inspections, Plan Review	2023

CLIENT	SERVICES	CLIENT SINCE
Town of Berthoud	Inspections, Plan Review, Permit Software, Stormwater Inspections, Stormwater Plan Review	2013
Town of Carbondale	Inspections, Plan Review	2023
Town of Castle Rock	Plan Review, Inspections	2022
Town of Deer Trail	Building Official, Inspections, Plan Review, Permit Software, Planning & Zoning	2016
Town of Dolores	Building Official, Remote Video Inspections, Plan Review	2024
Town of Eagle	Permit Software	2012
Town of Eaton	Plan Review, Inspections	2018
Town of Elizabeth	Plan Review, Inspections, Building Official, Building Administration, Code Enforcement, Emergency Response, Planning & Zoning , Permit Software	2007
Town of Estes Park	Building Official, Inspection, Vacation Rental Inspections, Plan Review, Permit Technician, Permit Software	2019
Town of Firestone	Plan Review, Inspections	1999
Town of Foxfield	Inspections, Plan Review, Planning & Zoning , Code Enforcement, Building Official, Permit Software	2010
Town of Frederick	Inspections	2021
Town of Frisco	Plan Review	2013
Town of Garden City	Plan Review, Inspections	2018
Town of Georgetown	Building Official, Plan Review, Inspections, Short-Term Rental Property Inspections, Emergency Response, Permit Software	2012
Town of Gilcrest	Building Official, Inspections, Plan Review, Permit Software	2006
Town of Grover	Plan Review, Inspections	2018
Town of Hudson	Building Official, Inspections, Plan Review, Permit Technician	2001
Town of Johnstown	Building Official, Inspections, Plan Review	2021
Town of Kersey	Building Official, Inspections, Plan Review, Emergency Response, Permit Software	2006
Town of Kiowa	Inspections, Plan Review, Planning & Zoning , Engineering Services	2011
Town of La Salle	Inspections, Plan Review, Permit Software	2021
Town of Larkspur	Building Official, Inspections, Plan Review, Permit Software, Planning & Zoning	2016
Town of Limon	Plan Review	2017
Town of Lochbuie	Permit Technician, Plan Review, Inspections, Emergency Management	2020
Town of Lyons	Inspections, Plan Review, Code Enforcement, Permit Software	2025
Town of Mancos	Plan Review, Planning & Zoning	2017
Town of Mead	Building Official Services, Inspections, Plan Review, Emergency Response, Permit Software	2006
Town of Meeker	Plan Review	2014
Town of Milliken	Building Official, Inspections, Plan Review, Permit Software	2013
Town of Minturn	Building Official, Plan Review	2013
Town of Monument	Permit Software	2024
Town of Morrison	Code Enforcement, Inspections	2007
Town of Mountain Village	Permit Software	2015
Town of Nederland	Plan Review, Inspections, Code Enforcement, Occupancy Inspections	2007

CLIENT	SERVICES	CLIENT SINCE
Town of Nunn	Building Official, Inspections, Plan Review, Emergency Response, Permit Software	2006
Town of Pierce	Building Official, Inspections, Plan Review, Emergency Response, Permit Software	1993
Town of Platteville	Building Official, Inspections, Plan Review, Emergency Response, Permit Software	1993
Town of Rico	Plan Review	2022
Town of Severance	Building Official, Inspections, Plan Review, Permit Technician, Engineering Services, Stormwater Inspections	1993
Town of Superior	Building Official, Plan Review, Inspections, Permit Technician	2021
Town of Timnath	Building Official, Inspections, Plan Review, Permit Technician, Code Enforcement, Emergency Response, Permit Software, Stormwater Inspections, Stormwater Plan Review	2007
Town of Wellington	Building Official, Inspections, Plan Review, Emergency Response, Permit Software	2005
Town of Wiggins	Inspections, Plan Review, Permit Software	2020
Town of Windsor	Building Official, Inspections, Plan Review, Permit Technician, Emergency Response, Stormwater Inspections	1993

COMMUNITY INVOLVEMENT

SAFEbuilt delivers more than community development department services — we bring professionalism, expertise, and a passion for supporting our communities. Through education, outreach, and charitable giving, we help clients engage and give back.

Youth Achievement Scholarship (YAS) – \$1,000

YAS honors and recognizes a graduating senior who has demonstrated leadership through volunteer work and/or other actions that have significantly impacted their community. The successful candidate exhibits SAFEbuilt's core values of SERVICE, INTEGRITY, TEAMWORK, IMPROVEMENT, and RESPECT. Recipients receive a \$1,000 scholarship, are recognized as a Youth Achievement Leader on SAFEbuilt's website, receive press coverage, and/or have a live presentation at a Council meeting.

Monetary Donation

Clients can request funding for local events such as parades, open houses, and celebrations.

Open House

Up to \$600 available annually to showcase building department services to the public.

Annual Dinner

A chance for municipal leaders to connect with SAFEbuilt leadership, discuss services, and explore new initiatives.

Community Ride-Alongs

Educate city officials on inspection practices and their impact on safety, compliance, and beautification.

Publications

SAFEbuilt clients are eligible to publish their successes (awards, projects, process improvements) in various local, regional, state, and national resources.

Planning Commissioners Training

SAFEbuilt clients are eligible for training designed explicitly for Planning Commissioners.

Workshops (Free for Clients)

A variety of 2- and 4-hour workshops are available for clients wishing to host regional workshops, such as *The Changing Community Development Mentality*, *How the Street Connects to the Place: Linking Land Use and Transportation*, *The Reality of Form-based Codes and Where They Apply*, *Minimizing Risk in Zoning*, and *Getting a Shovel in the Ground*.

Homeowners Workshops

Homeowners' workshops are ideal ways to educate homeowners to better understand the right way to manage a construction project, such as building a deck, finishing a basement, etc.

Community Open House

These are ideal opportunities to provide general information/discussions regarding the permit process and required inspections for the general public and showcase the client's willingness and desire to engage with the community.

SAFEbuilt is committed to being a positive and local corporate partner in each community we serve. We live in the communities we serve and actively participate and support each community.

SCOPE OF WORK & DELIVERABLES

We understand that planning services would be “on-demand” and are subject to seasonal and economic fluctuations. SAFEbuilt’s staff will support ongoing activity levels and supplements the workforce with the necessary technical and administrative resources as needed.

SAFEbuilt’s fees are all-inclusive and include all overhead, administrative, and general business expenses associated with the performance of services. Such costs include, but are not limited to, internal project management, billing and invoicing, accounting, reporting, and general administrative support.

Fee Schedules

Planning Services

Community Development Director	\$200 per hour
Planning Manager	\$180 per hour
Project Manager	\$180 per hour
Principal Planner	\$170 per hour
Senior Planner	\$150 per hour
Associate Planner	\$130 per hour
Assistant Planner	\$110 per hour

If applicable mileage for in-person meetings will be charged at the effective standard federal rate at the time of meeting.

Hourly services are billed in increments of fifteen (15) minutes.

Timelines and Turnarounds

SAFEbuilt understands that every community and every project has unique scheduling needs. We are structured to support planning projects of any size on your timeline, scaling resources as needed to meet workload fluctuations, seasonal volume, or priority initiatives. Our team will work collaboratively with your staff to establish realistic turnaround goals that align with your expectations.

Expedited and priority reviews are available when timelines require faster response.

Planning Services Typical Turnaround Ranges

While all timelines are flexible and established in coordination with your jurisdiction, the following ranges reflect common turnaround expectations:

- **Over-the-Counter Permits**
Typically 1-5 business days, depending on project complexity and submittal completeness.
- **Ministerial Zoning & Land Use Reviews**
Typically 5–15 business days, depending on project complexity and submittal completeness.
- **Planning Entitlement Support (Conditional Use Permits, Variances, Site Plans)**
Typically 10–30 business days, coordinated with public noticing and hearing schedules as applicable.
- **Long-Range & Policy Planning Support**
(General Plan updates, code amendments, special studies)

Project-based timelines ranging from **several weeks to multiple months**, tailored to scope, milestones, and stakeholder involvement.

- **Overflow & On-Demand Planning Staff Augmentation**

Immediate to short-term deployment, with timelines aligned to your internal service standards.