



# CITY COUNCIL ACTION FORM

DEPARTMENT	PRESENTED BY	DATE
Community Development	Carolyn Poissant - Senior Planner	February 18, 2025

## **AGENDA ITEM**

Council Action: Authorize the City Administrator to sign and submit an application to the State of Colorado GovGrants program for a State Internet Portal Authority (SIPA) grant for permitting and mapping software.

## **BACKGROUND**

Community Development staff have researched the use of permitting and mapping software, which would greatly enhance custom service, ease of access to public records, and efficient processing of land development and building permit applications. Currently, applications are posted as fillable pdfs and must be submitted in person or via email and review comments are circulated via email, which is very cumbersome. Payments are generally handled in-person at city hall. An online permitting system allows applicants to create an account and submit materials to the system portal where staff and reviewers all have access. Fees, comments, plan redlines, etc. are consolidated and relayed to the applicant and payment can be made online.

There are two potential components to the grant application: 1) processing of building permit and land development (subdivisions, etc.) applications including online payment; 2) establishing a publicly-accessible and interactive GIS platform to include comprehensive, parcel-based mapping, similar to the County's qPublic.net GIS but with city zoning, overlays, subdivisions, recorded documents, and links to city code sections etc. included and selectable.

SIPA is a state agency that provides grant funding for these types of software products. There is no match required. The anticipated budget for a pilot project is approximately \$45,000 for start-up and one year of implementation, which would be fully covered by the grant. This is a state-wide competitive grant and the application deadline is February 21, 2025.

## **RECOMMENDATION**

Staff recommends City Council authorize the City Administrator to sign and submit the SIPA grant application for the current 2025 grant cycle.

## **FISCAL IMPACT**

The necessary on-going maintenance of the permitting software is expected to be less than \$10,000 and could potentially be covered by additional grant funding.

## **MOTION**

A City Council member should state, " I move to combine and approve the items on the consent agenda," followed by a roll call and vote.