

COMMUNITY DEVELOPMENT OVERVIEW

Matt Knight, Community Development Director

Denise Ciernia, Business Operations Manager

Jeremy Kovinchick, Code Compliance Manager

Tim Steinwinder, Chief Building Official

Jessica Stemley, Development Engineering Manager

Jerad Chipman, Planning Manager

JANUARY 27, 2026

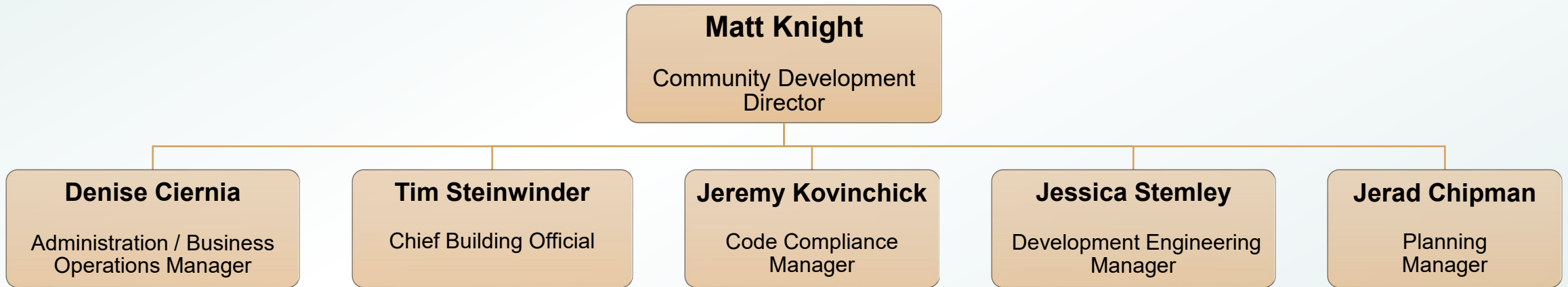


AGENDA

- Who we are
 - Division Leads
 - Department Organization
- Department Vision, Mission and Values
- Leadership
- Division introductions including:
 - Key responsibilities
 - Key projects and strategic priorities
 - Key accomplishments



WHO WE ARE



20 Associates/Bachelor Degrees



3 Professional Engineers



7 Advanced Degrees

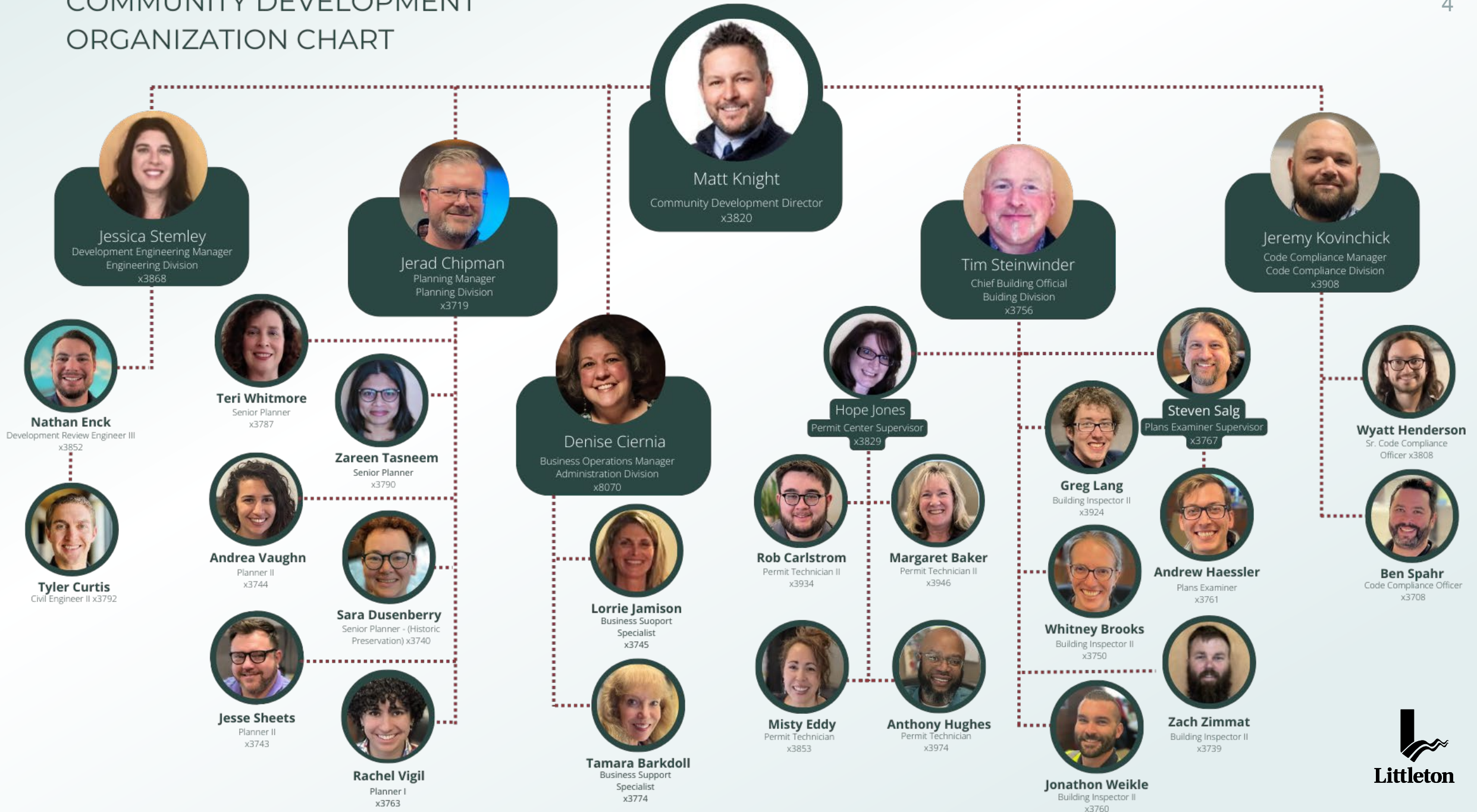


6 American Institute of Certified
Planners



Over 75 Professional Certifications

COMMUNITY DEVELOPMENT ORGANIZATION CHART



VISION, MISSION, VALUES

***Mission:** Community Development is dedicated to building a sound, resilient, and neighborly community by providing excellent customer service, effective outreach, and responsible & efficient use of resources.*

■ FORWARD

- **F: Focused**
- **O: Objective**
- **R: Results-Oriented**
- **W: Well-informed**
- **A: Adaptable**
- **R: Respectful**
- **D: Dependable**

■ FORWARD Vision Statement:

With a **focused** team, the Community Development Department will be **objective, results-oriented, and well-informed** in all decisions, and **adaptable, respectful, and dependable** in all efforts.





COMMUNITY DEVELOPMENT

- **LEADERSHIP:** Matt Knight, PE, CFM - Director
 - 24 years of experience
 - 4 years with Littleton
- **TEAM:** 5 Division Managers
- **KEY RESPONSIBILITIES:**
 - Leads and directs activities of the Community Development Department
 - Sets standards for overall department culture
 - Works closely with the City' leadership team to support the City's organizational goals
- **FUN FACTS:**
 - Coaches High School Soccer – Won Division 2A Boys State Championship in 2024



ADMINISTRATION

- **LEADERSHIP:** Denise Ciernia, Business Operations Manager
 - 26 years experience
 - 10 years with Littleton
- **TEAM:** 2 Part Time Business Support Specialists
- **KEY RESPONSIBILITIES:**
 - Administration and Operations support for the department divisions
 - Budget and Department Work Plan Development and Oversight
 - Contract and Program Management
 - Neighborhood and Community Grants Coordination
- **FUN FACTS:**
 - Has hosted 4 high school foreign exchange students

ADMINISTRATION

- KEY PROJECTS AND STRATEGIC PRIORITIES

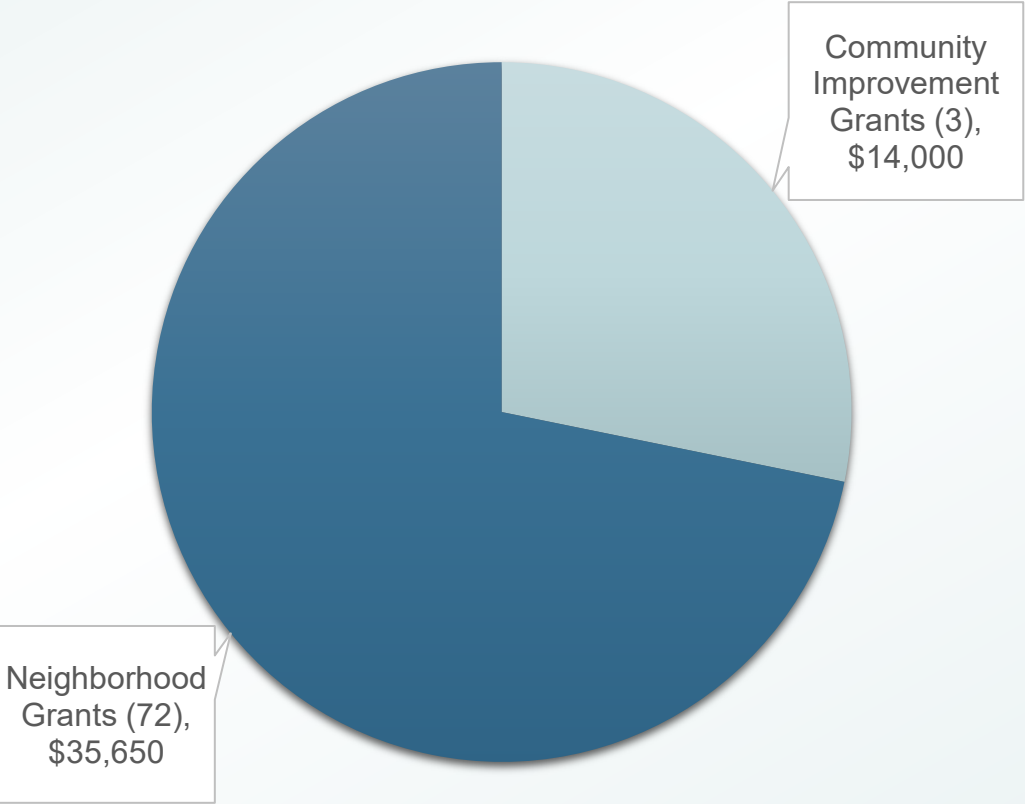
- Initiative #30: Implement a records management program with increased efficiency and access for staff and residents.
 - Improve transparency and public access to CD documents
 - Work with Records Clerk to create a Laserfiche template – In Progress
 - Naming Conventions – Completed 2025 as part of Record Retention Committee
 - Complete the ADA Accessibility Check on Website Documents – Phase 1 (City Website) Completed

- NOTABLE ACCOMPLISHMENTS

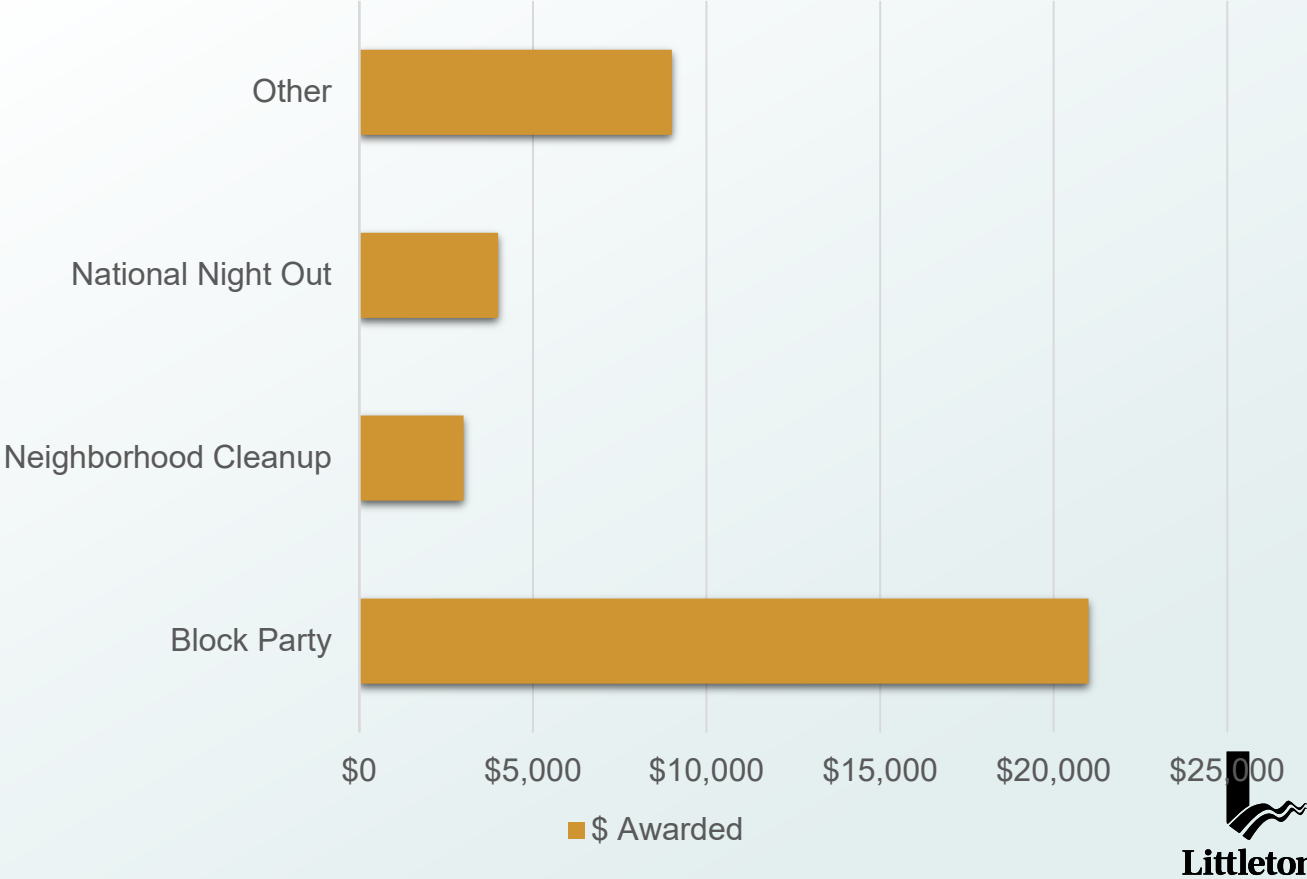
- Created Department Travel and Training Process
- Developed Financial Surety Process and Tracking

ADMINISTRATION

2025 Grant Totals



Neighborhood Grants by Type





BUILDING

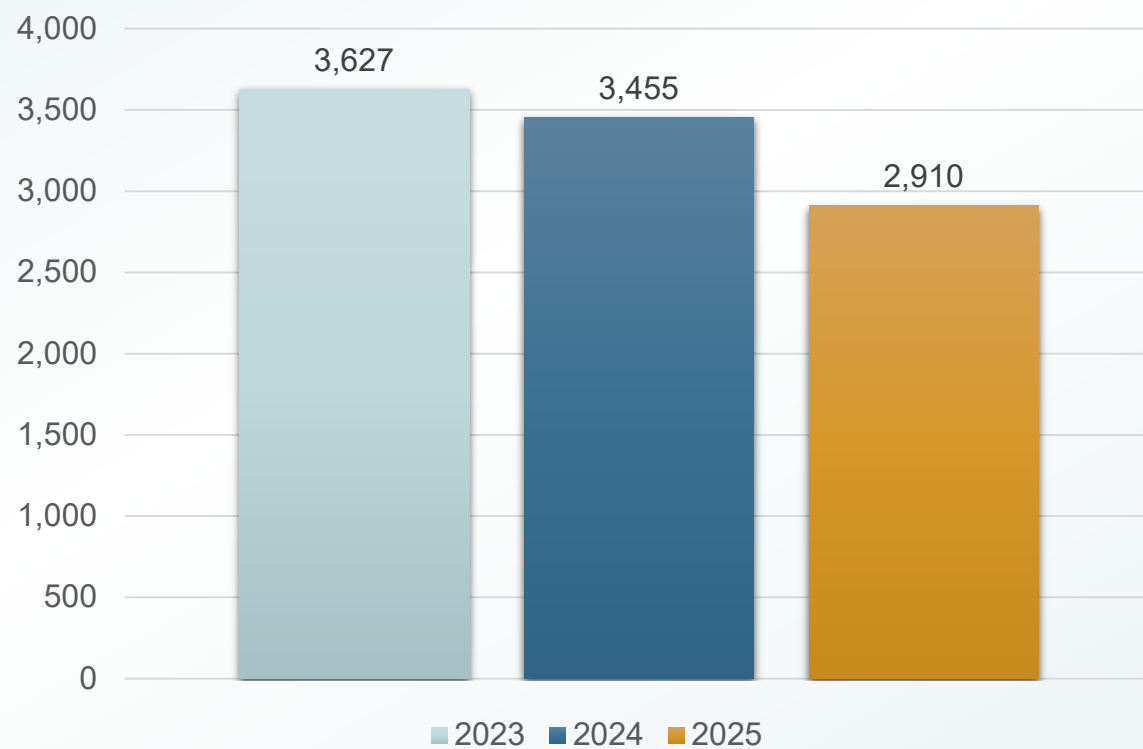
- **LEADERSHIP:** Tim Steinwinder, Chief Building Official
 - 28 years experience
 - 2 years with Littleton
- **TEAM:** 4 Building Inspectors, Permit Center Supervisor, 4 Permit Technicians, Plan Review Supervisor, Residential Plan Reviewer
- **KEY RESPONSIBILITIES:**
 - Intake and Routing of Projects and Permits
 - Building plan review
 - Permit Issuance (Right of Way, Building, Parking, Licensing)
 - Building Inspections
- **FUN FACTS:**
 - Country musician – Lead singer for last 4 years

BUILDING

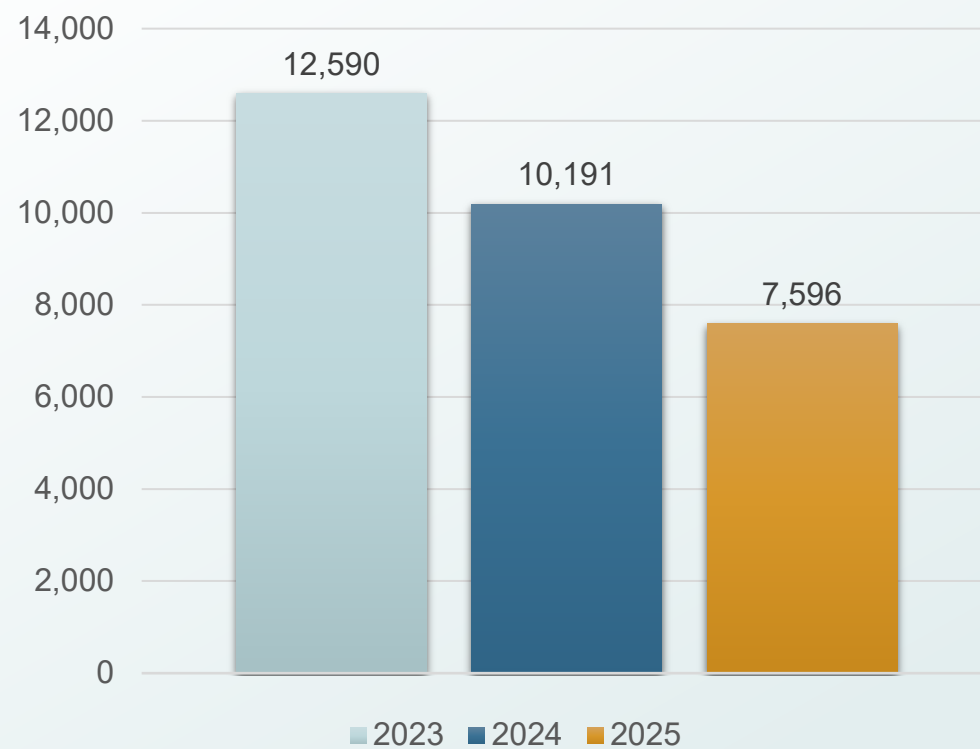
- KEY PROJECTS AND STRATEGIC PRIORITIES
 - *Good Governance: Continuous improvement to city code and existing and long-range plans*
 - Adopted 2024 ICC I-codes
 - Adopted change to Contractor Licensing Requirements
- NOTABLE ACCOMPLISHMENTS
 - Adopted the latest Building code editions (Early Adopter)
 - Implemented a weekly training program for Building Team
 - Restructured permit types and sub types
- UPCOMING COUNCIL ITEMS
 - Manufactured (Mobile) Home Code Amendments
 - 2024 International Code Council Fire Code adoption
 - International Code Council Wildland Urban Interface Code amendments

BUILDING

Submitted Building Permit Applications



Completed Building Inspections





CODE COMPLIANCE

- **LEADERSHIP:** Jeremy Kovinchick, Code Compliance Manager
 - 18 years experience
 - 2 years with Littleton
- **TEAM:** 1 Senior Officer and 1 Code Compliance Officer
- **KEY RESPONSIBILITIES:**
 - Promote safe, clean, and healthy neighborhoods
 - Educate residents and support voluntary compliance
 - Enforce municipal codes fairly and consistently
 - Collaborate with Police, Building, Planning, and Public Works
- **FUN FACTS:**
 - Army Veteran

CODE COMPLIANCE

- **KEY PROJECTS AND STRATEGIC PRIORITIES**

- Initiative #29: Complete transition to proactive and education-based code compliance
 - Implement a proactive process framework for Code Compliance to streamline and standardize processes and procedures
 - Working with City Attorney, finalize Property Maintenance and Nuisance Ordinances - Completed
 - Revise Standard Operating Procedures – In Progress

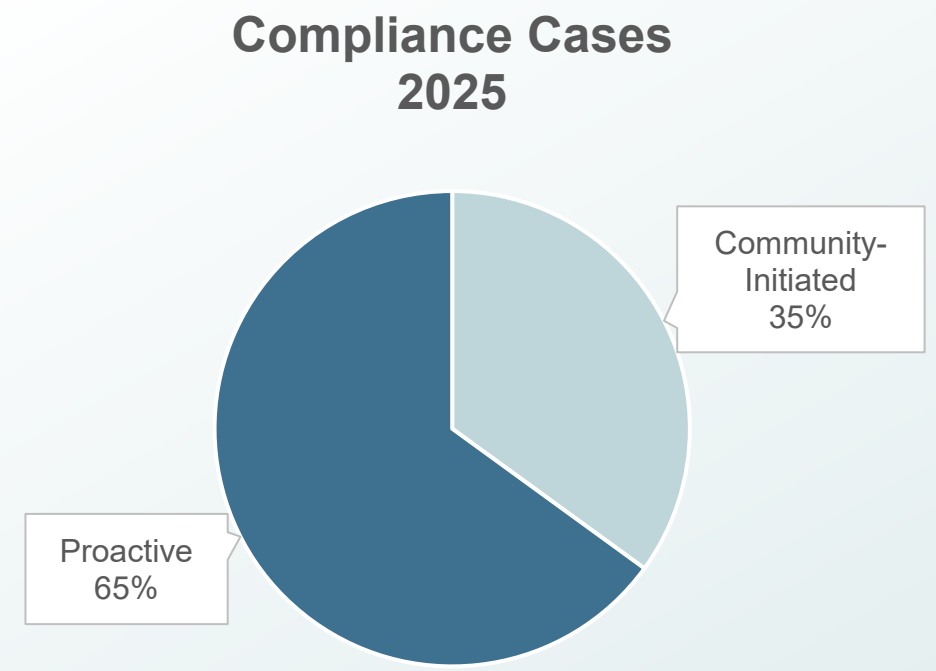
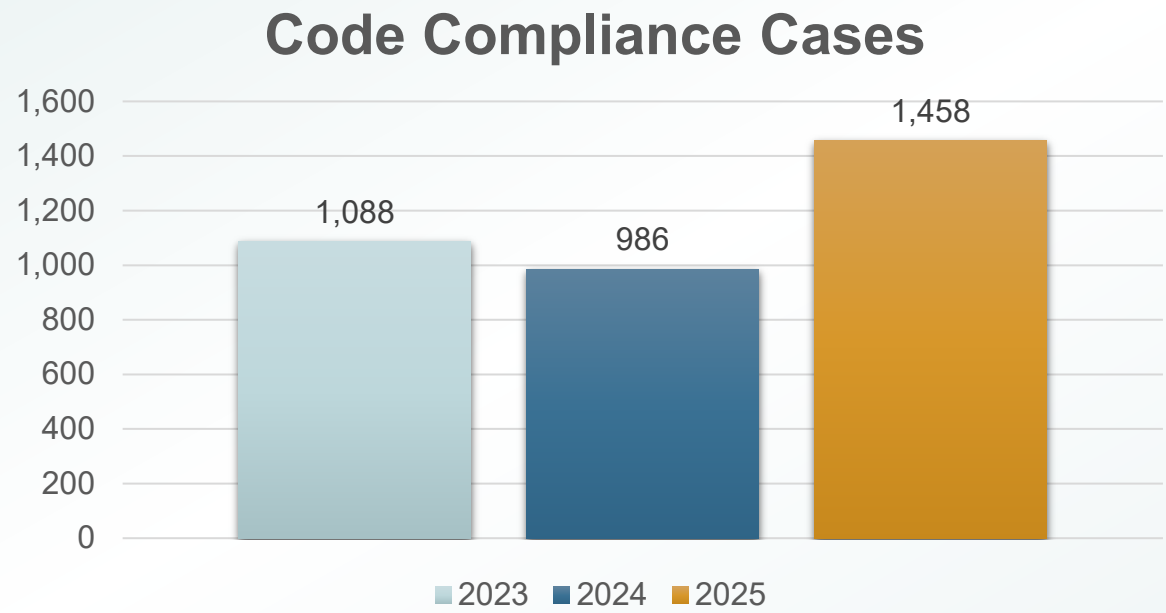
- **NOTABLE ACCOMPLISHMENTS**

- Comcate Software procurement and implementation

- **KEY UPCOMING COUNCIL ITEMS**

- Noise Ordinance Discussion

CODE COMPLIANCE



- ☑ 22 Cases in 2025 sent to Abatement
- ☑ 12 Cases assessed Administrative Fines in 2025
- ☑ Largest increase in 2025 was for Signs with increase of over 600% from previous year



DEVELOPMENT ENGINEERING

- **LEADERSHIP:** Development Engineering Manager, Jessica Stemley, M. Eng
 - 14 years experience
 - 1.5 years with Littleton
- **TEAM:** 1 Engineer II and 1 Engineer III
- **KEY RESPONSIBILITIES:**
 - Engineering Plan Review (Traffic, Drainage, Utility)
 - Subdivision Improvement Agreements
 - License Agreements
 - Plat/Land Dedication Reviews re: Developments
- **FUN FACTS:**
 - Five-time Kentucky Derby attendee

DEVELOPMENT ENGINEERING

- **KEY PROJECTS AND STRATEGIC PRIORITIES**

- Initiative #24: Align Improvements in the city's development review process with future DEI and Environmental Stewardship goals and policies
 - Collaborative with Planning and Public Works
 - Implement relevant recommendations from Design the Future (DTFP Implementation)
 - Community Development Guidebook
 - Application Intake Process
 - Standard Operating Procedures (SOPs)

- **NOTABLE ACCOMPLISHMENTS**

- Littleton Engineering Design Standards (LEDS)
- Integration of Development Engineering into Community Development



PLANNING & ZONING

- **LEADERSHIP:** Jerad Chipman, AICP, Planning Manager
 - 18 years experience
 - 3 years with Littleton
- **TEAM:** 4 Senior Planners, 1 Planner II, 1 Planner I
- **KEY RESPONSIBILITIES:**
 - Planning and Zoning Plan Review
 - Long Range Planning
 - Historic Preservation
 - Staff Liaison to the Planning Commission, Historical Preservation Commission, and Appeals and Adjustments Commission
- **FUN FACTS:**
 - Traveled to six of the seven continents.

PLANNING & ZONING

- **KEY PROJECTS AND STRATEGIC PRIORITIES**

- Initiative #13: Develop Littleton Blvd. Economic/Redevelopment Plan
- Initiative #27: Complete and implement a citywide historic preservation plan to increase the level of service to historic preservation
 - Complete Historic Survey Plan in preparation for additional historic surveying and a future Historic Preservation Plan (HPP – Focused Survey) - Complete

- **NOTABLE ACCOMPLISHMENTS**

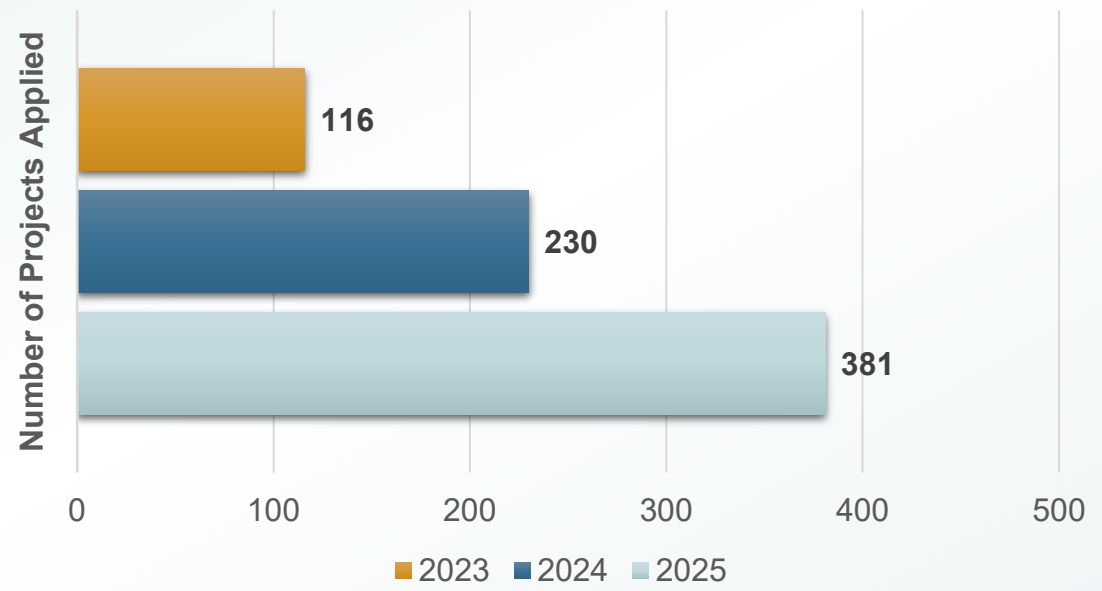
- Kick-off for the Littleton Boulevard Sub-Area Plan
- Historic Survey Plan
- Multiple ULUC Updates
 - Legislative Updates
 - Master Sign Plan

- **UPCOMING COUNCIL ITEMS**

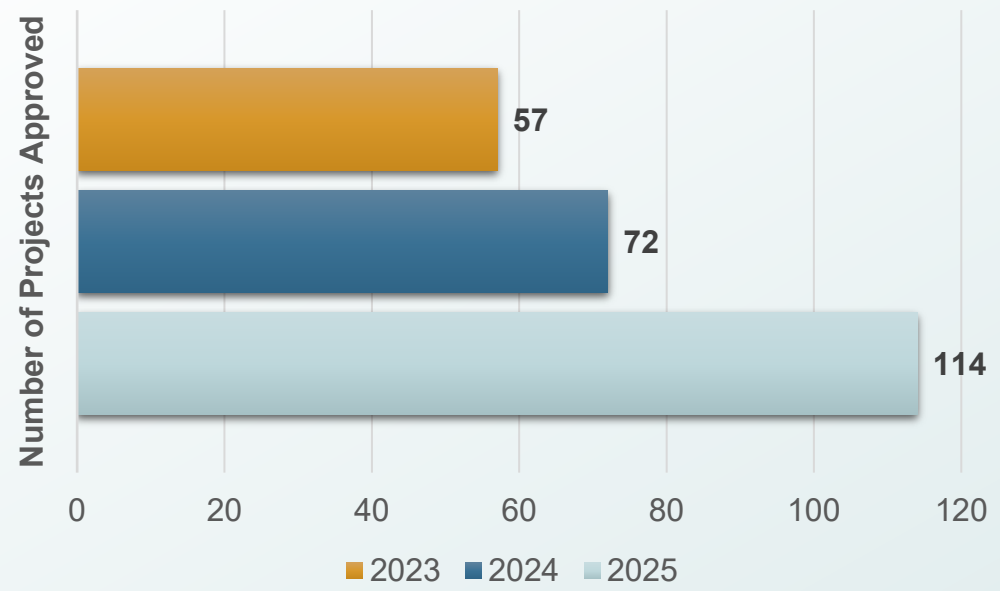
- EV and Gas Station ULUC Update
- Additional ULUC Updates and Quasi-Judicial Items

PLANNING & ZONING/ DEVELOPMENT ENGINEERING

Planning Project Applications



Planning Projects Approved





ANY QUESTIONS?