

# Development Services

February 2026 Monthly Report



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Find more information on our [Development Activity](#) page.



## News from the Director

Longer days and warmer weather make spring the perfect time to tackle that long-awaited home project. Before you swing a hammer, the Town of Castle Rock's Development Services team is here to help you start strong.

Hiring a contractor is often the first step. Contractors must be registered and in good standing with the Town to obtain a building permit. You can verify registrations and track your project through the Town's eTRAKIt Development Portal.

Most projects — including basement finishes, decks, detached sheds, remodels, hot tubs, gas lines and water heater replacements — require a permit. Not sure where to begin? Submit a Building Counter Help Form with a brief description of your plans, and staff will guide you through next steps. Connecting with the Town early can save time and money.

From zoning questions to clean-up resources for disposing of old furniture or paint, helpful tools are available at [CRgov.com/HomeownerResources](https://www.cr.gov/HomeownerResources).



Tara Vargish, PE  
Director  
Development  
Services

<b>DISTINCT TOWN IDENTITY</b>	<b>RESPONSIBLE GROWTH</b>
<b>TOWN OF CASTLE ROCK</b> <b>FOUR</b> <b>CORNERSTONES</b>	
<b>COMMUNITY SERVICES</b>	<b>THRIVING ECONOMY</b>

 100 N. Wilcox Street  
Castle Rock, CO 80104  
720-733-2200

 Subscribe now to get [Monthly Development Highlights](#) in your inbox!

 View [past issues](#) of the Development Highlights Newsletter.

 We'd like to hear from you! You could win a **\$25 gift card** for completing our [Customer Service Survey](#).

## Reported email scam targeting Town of Castle Rock eTRAKiT system applicants



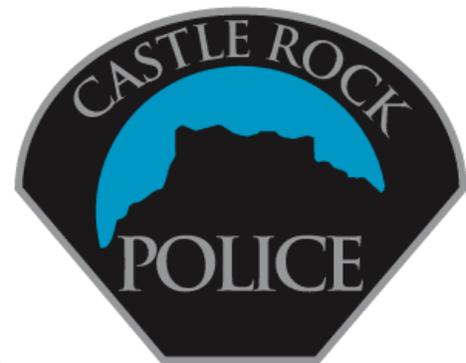
The Town of Castle Rock has been alerted to a phishing scam in which cybercriminals are posing as individuals from the Town of Castle Rock Development Services Department or a board or commission. These fraudulent emails may contain information from current Town staff and details from recent applications, but they are **NOT** from the Town.

### Important information:

- All official correspondence and payment requests from the Town will be sent to you with an email address from the “@CRgov.com” domain and will only come from your specific staff contact
- The Town will never request payment via wire transfer
- All fees associated with your application can be verified within the case file in eTRAKiT. Fees can always be paid through the eTRAKiT portal or by a check brought to the Town

If you receive an email you suspect to be fraudulent, report it as a phishing scam or delete it immediately.

If you have been a victim of this scam, please report it immediately to the Castle Rock Police Department at **303-663-6100** or [file an online police report](#) at [CRgov.com](http://CRgov.com).



## Customer Service Survey



Fill out our Customer Feedback Survey to let us know how we are doing! Your participation will automatically enter you into a drawing for a **\$25 gift card** to a local Castle Rock business. Feedback Surveys can be found [online](#) and at the bottom of staff email signatures.

You may also receive an email requesting feedback after we complete your services. Your feedback is valuable to us! All responses are anonymous unless you request to be contacted. [Fill out a survey today!](#)

**412** surveys distributed  
**15** February responses

Here are some comments from our customers in February:

- “Employees went above and beyond to be helpful.”
- “**Cindy Brooks** was refreshingly friendly and helpful navigating the eTRAKiT system!”
- “Everything was great!”
- “**Cindy Brooks** and **Colby Riggins** were really great to work with and friendly. Thank you.”
- “Thank you to everyone that helped me with my first permit application!”

## New Employees and Anniversaries



**Congratulations to Jason Smith, Development Services Technician, on 4 years with the Town!**



**Congratulations to Becky Bland, Grant Administrator, on 3 years with Development Services!**



**Welcome to Bryson Williams on joining the Town as a Plan Review Engineer!**



**Welcome to Kurt Rozelle on joining the Town as a Development Services Technician for Planning!**



## Meet the Team: Building Plans Examiner

### Erin Andolsek



**Role:** Building Plans Examiner  
**Started:** March 2025

**Hometown:** Denver, Colorado (third-generation Colorado native!)

**Education:**  
B.S. Civil Engineering  
M.S. Structural Engineering CU Denver

**First Thing in the Morning:**  
“I immediately chug a cup of coffee while scanning emails; the rest of the day is a blur! (Kidding... mostly.)”

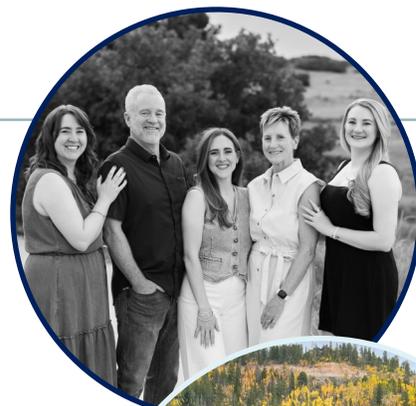
**Favorite Code Topics:**  
IBC Chapter 10 – Egress  
IBC Chapter 11 – Accessibility

**Family:**  
Husband Andy and two sons, Hugh (9) and Henry (6)

**Pets:**  
Two goldendoodles: Boomer and Murphy

**When She’s Not at Work:**  
Taking care of her two kids, playing volleyball, tennis, or golf, reading, and hosting family game nights

**Fun Fact:**  
Erin and her husband (who works in fire prevention enforcement) regularly debate building egress for fun. “Poorly designed buildings hate to see us coming!”



“Accessibility is especially important to me. My grandparents were deaf, so inclusive design has always felt personal as well as professional.”



## Administrative Projects

Administrative land use submittals are reviewed and processed by staff, according to Municipal Town Code, and do not require public hearings. All land use submittals go through a rigorous review by Development Services, Castle Rock Water, Public Works, Fire, and Parks and Recreation.

### Dawson Trails

Design revision for off-site water line, in support of future development, located along Crystal Valley Parkway, south of fire station.

### Dawson Trails, Costco

Re-plat revising internal easements to support approved design changes for Costco development, located in Lot 1 within the Dawson Trails subdivision.

### Dawson Trails, Filing 1

Design revisions to west leg of Dawson Trails Boulevard and Costco Lane roundabout.

### Dawson Trails, Filing 2

Southwest off-site drainage easements in three separate areas granted to Town by property owner.

### Dawson Trails, Filing 2

North off-site drainage easements in three separate areas granted from Town to HOA for maintenance responsibility.

### Dawson Trails, Filing 2

Construction documents and erosion control plans for re-alignment of Twin Oaks Road and Gambel Ridge Boulevard.

### Dawson Trails, Filing 2

Plat, subdivision improvements agreement, construction documents, and erosion control plans for multi-family development consisting of 100 individually-owned townhome units, located adjacent to future Gambel Ridge Boulevard, south of Quandary Peak Drive intersection.

### Dawson Trails, Filing 2

Infrastructure design revision for drainage pond, located south of Territorial Road and Dawson Ridge Boulevard intersection.

### Dawson Trails, Filing 2

Drainage design revision for future driveway, located on Knievel Drive.



### Dawson Trails, Key Bank

Site development plan proposing a 3,035-square-foot financial institution to be located at the southwest corner of Dawson Trail Boulevard and Gambel Ridge Boulevard.

### DXD Storage Timbermill

Site development plan proposing approximately 99,000 square feet of personal storage configured in one climate-controlled building and eleven drive-up buildings, located north of the intersection of Meadows Parkway and Timber Mill Parkway.



## Administrative Projects

### Bella Mesa North, Filing 1

Plat, construction documents for 229 single-family lots, located north of Mitchell Street.

### Bella Mesa North, Filing 1

Temporary erosion and sediment control plans for approximately 229 single-family detached units for Bella Mesa North, filing 1, located northeast of the intersection of Mitchell Street and Mikelson Boulevard.

### Metronet

Easement agreement for fiber optic network cabinet, located on W. Plum Creek Parkway.

### T-Mobile

Construction documents for two small cell projects, located at Enderud Boulevard/Heritage Avenue and Meadows Boulevard/Bilberry Street.

### The Oaks, Filing 2A

Sanitary sewer design revision along Castle Vista Drive, south of Legend Oaks Trail and Castle Vista Drive intersection.

### Villages at Castle Rock

Construction documents for Vero fiber optic network installation in Town right-of-way, located at Castle Oaks Drive between Arabella Drive and north State Highway 83 crossing Cherry Creek.

### Villages at Castle Rock

Turf reduction design revision in the Villages at Castle Rock (Phases 2A and 2B), located at Enderud Boulevard and Howe Street.



### Heroes Hall

Site development plan proposing a 13,000-square-foot office building and meeting hall, located northwest of the intersection of Fairgrounds Road and Plum Creek Parkway.



### Soleana

Plat and subdivision improvements agreement, for 55 single-family units and 22 live/work units, located north and east of Brewer Court and Alexander Way.



## Public Hearings Required

### Crystal Valley Ranch Filing 14, Block 2, Lot 1 Residential



Vicinity map of Crystal Valley Ranch Filing 14, Block 2, Lot 1 in light blue.

### Project Highlights

- **Project Type:** Quasi-judicial SDP  
(A proposed Site Development Plan that requires review through a public hearing process.)
- **Site History:** This parcel of land is zoned to allow residential development. It was also previously designated for a future school parcel. Douglas County School District determined last year it was no longer needed for a school site, therefore it reverted back to the developer for residential development.
- **Site Size:** Approximately 21 acres
- **Location Details:**
  - North of Crystal Valley Parkway
  - West of Lake Gulch Road
  - Adjacent to Rhyolite Regional Park
- **Proposed Development:**
  - 112 single-family detached homes
  - 3.7 acres of open space
- **Access Points:**
  - From Crystal Valley Parkway at Snow Goose Road
  - From Crystal Valley Parkway through Rhyolite Park entrance drive
- **Council District:** Councilmember Dietz

## Boards and Commissions

Development Services supports five boards and commissions that serve specific purposes for building appeals, variance hearings, land use case recommendations and determinations. These boards and commissions consists of residents and in some cases business owners as appointed by Town Council.



### Board of Adjustment

**February 5, 2026**

Meeting canceled.



### Design Review Board

**February 11, 2026**

Meeting canceled.

**February 25, 2026**

Meeting canceled.



### Historic Preservation Board

**February 4, 2026**

The Historic Preservation Board held its regularly scheduled meeting and discussed Historic Preservation Month.



Vicinity map of Meadows Medical Planned Development Plan  
Rezoning in light blue.



### Planning Commission

**February 12, 2026**

Planning Commission held its regular meeting and heard three land use items. The Commission recommended approval of the Meadows Medical Planned Development Plan rezoning (7-0), the Territorial Road Annexation (6-0 with one recusal), and the Dawson Trails Planned Development Amendment No. 3 rezoning (6-0 with one recusal), to Town Council for final approval.

**February 26, 2026**

Meeting Canceled.



To find more information on upcoming public hearings and Board and Commission meetings, visit our [webpage](http://webpage) at CRgov.com.



# TOWN OF CASTLE ROCK DEVELOPMENT SNAPSHOT: February 2026



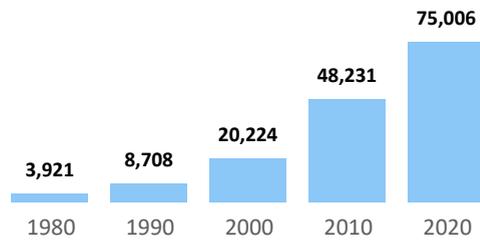
## Population

# 88,279

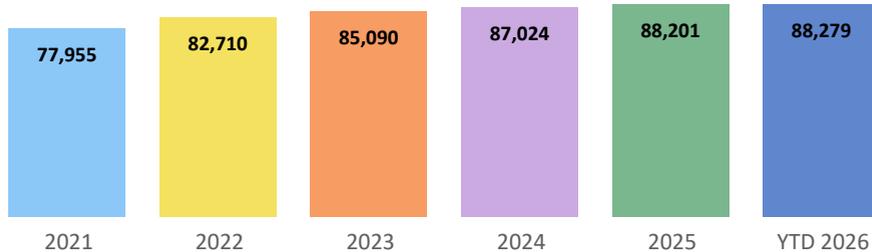
Estimated Population based on the total number of occupiable residential units



### Historic Population



### Recent Population

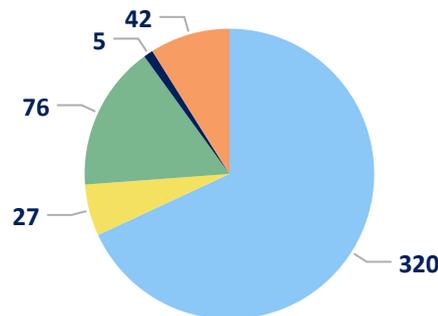


## Zoning Division

Zoning staff handle many code enforcement cases each month. These cases include issues such as rubbish, abandoned vehicles, setback encroachments, and illegal land uses. Staff respond to community complaints, visit sites to check for compliance, and issue Notices of Violation when needed. The inspection team also removes hundreds of illegal signs from Town rights-of-way. In addition, staff review business licenses, temporary use permits, and sign permits to ensure they meet zoning rules.

**10** Sign Permits Issued      **1** Temporary Use Permits Issued      **17** Code Compliance Cases Opened

- Signs Removed from ROW 320
- Sign Compliance Responses 27
- Site visits 76
- Notices of Violation Sent 5
- Business Licenses 42



## Planning/Development Review

The Planning and Development Review teams process many applications each month. These service levels track all land use projects, including projects that go through public hearings and those reviewed administratively by staff.

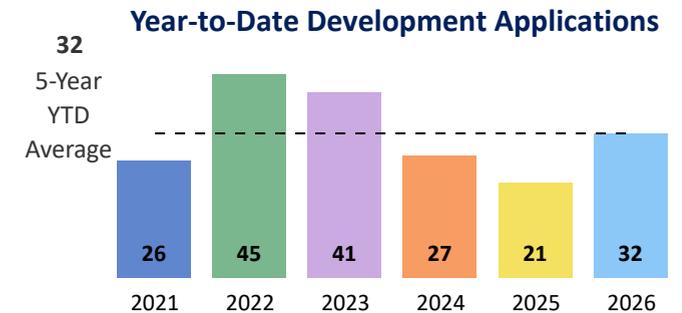
### Pre-Applications

**9** New Pre-Applications This Month  
**14** Year-to-Date Pre-Applications  
**23%** Pre-Applications that advanced as new projects over the previous 12 months

A pre-application meeting is required before submitting a land use application. These meetings allow applicants to discuss project ideas with staff, though not all move forward to a formal application. Pre-applications expire after 12 months.

### New Development Applications

**19** New Development Project Applications this Month  
**6** Other Project Applications this Month



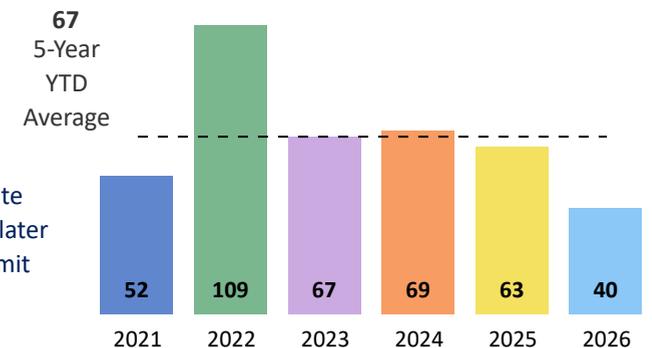
### Development Reviews

#### Monthly Reviews Completed

**1** First Reviews  
**4** Second Reviews  
**9** Third Reviews or More

The first review occurs after a complete application is submitted. Second and later reviews occur when applicants resubmit plans to address Town comments or required changes.  
 \*all on time with the exception of 1 late

#### Year-to-Date Planning/Development Reviews

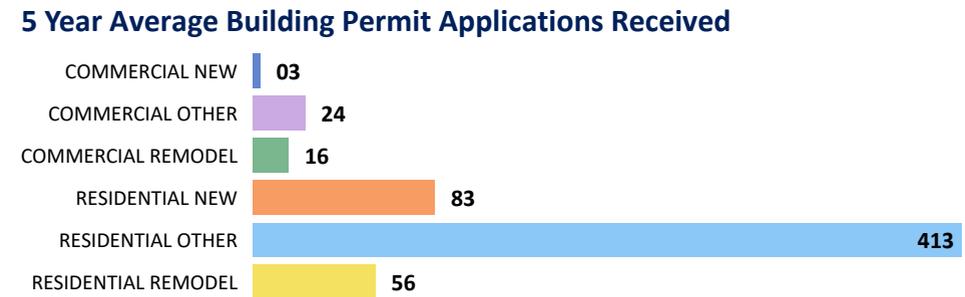
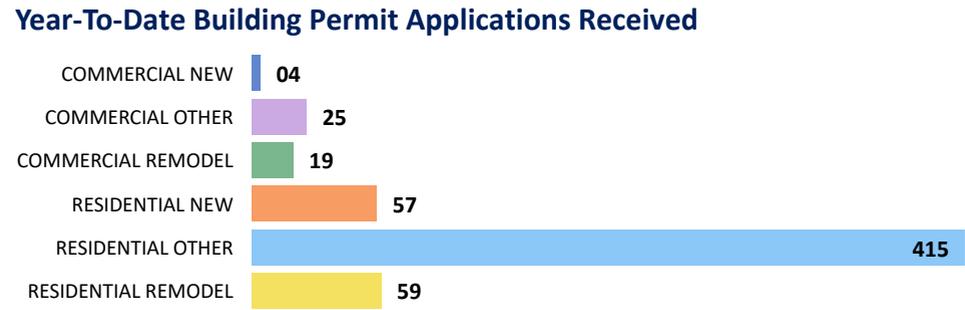


## Building Division

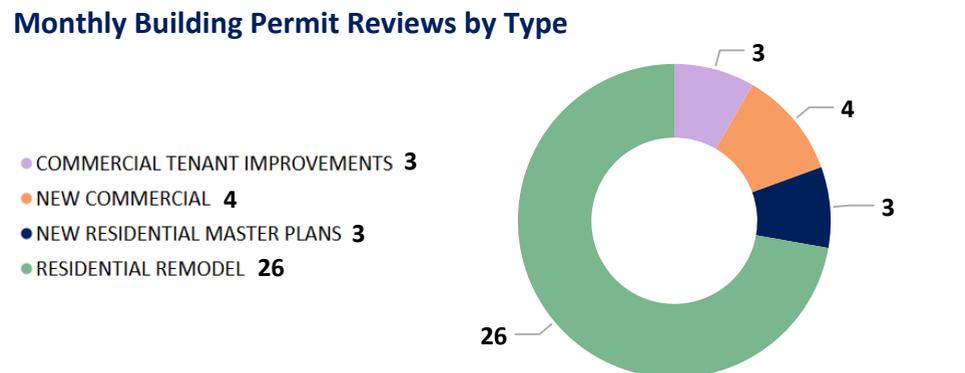
Building Division staff process hundreds of permits each month, from small projects like water heaters or decks to larger projects such as new homes and commercial buildings. Inspectors also conduct thousands of inspections to ensure work meets building codes and safety standards. The service levels below provide a snapshot of this month's activity and some year to date comparisons.

Development Services staff process permits, review plan submittals, conduct inspections, and respond to code violations each month. This snapshot highlights staff activity from the previous month for the Zoning Division, Building Division, and Planning/Development Review teams. Information from previous months can be found on the Town's website.

### Building Permit Applications Received Year to Date



### Building Permits Reviewed this Month



169  
301  
983

**Building Fees Calculated: 167 Within 3 days**

**Building Permits Issued**

**Inspections Completed: 983 Within 24 Hours**

### Building Permits Issued

**20** Single-Family Permits Issued this Month

**0** Multifamily Units Issued this Month

**0** Square Feet of Commercial Space Permitted YTD

