



Development Services

January 2024 Monthly Report



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



Construction of The View located at 205 Sixth St.

News from the Director

January has started off with moderate development activity interest in Town. There have been 3 new pre-application requests, which occur before a development idea turns into a real project. Additionally, there were 11 new land development applications submitted this month, which is just under the 5-year year-to-date average of 12 development applications. New land development applications can include development plans for new neighborhoods, grading for commercial areas, or infrastructure for new business locations. These numbers indicate a generally solid start to the year in terms of development interest and proposals within the Town.



Tara Vargish, PE
Director
Development Services

Building permit applications are up for 2024, with 324 applications received this month compared to the 290 applications that make up the 5-year average for January. However, the number of single-family permits issued year-to-date was lower than the 5-year average, with 25 permits issued compared to the average of 59. The Town has estimated that 2024 may result in 400 total single-family building permits this year, approximately half of our 20 year average, although residential mortgage rates and actual cost of housing will be the driving factor to how the permit activity for 2024 occurs.

To learn more about the development activity in town, visit our Development Activity webpage at crgov.com/DevelopmentActivity. here, you can access the Development Activity Map and subscribe to the [Monthly Development Highlights](#) newsletter.

DISTINCT TOWN IDENTITY	RESPONSIBLE GROWTH
TOWN OF CASTLE ROCK FOUR CORNERSTONES	
COMMUNITY SERVICES	THRIVING ECONOMY



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

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.

428 surveys distributed

22 January responses

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!](#)

Here are some comments from our customers in January:

- “Everyone was very helpful!”
- “**Tammy King** and all of the folks in the Building and Permitting department have always been super helpful. I deal with 6 municipalities, and your team is easily the most helpful, the easiest to reach personally, and makes a somewhat complex system easy to deal with by making direct contact with me, the applicant. It is incredibly helpful and comforting to receive this kind of assistance.”
- “Appreciate the professional conduct of the Town of Castle Rock employees and staff! It is refreshing to get through the review process in a timely manner. Keep up the great work!”
- “The inspector was very nice and helpful. Thank you!”
- “I filed two re-roofing permits for one homeowner- their home and their detached garage. Everything went very smooth. Thanks.”
- “**Kevin Arencibia** and **Tim Steinwinder** have been absolutely fantastic in addressing all of my concerns that I have had involving a roof replacement. All of my questions have been immediately answered, and handled in a very professional manner. Thank you!!”



Staff Anniversaries



Congratulations to Tracy Shipley, Development Services Technician Supervisor, on 6 years with the Town!



Congratulations to Tara Vargish, Director of Development Services, on 14 years with the Town!



Congratulations to Jonathon Weikle, Combination Building Inspector, on 2 years with the Town!



Congratulations to Cynthia Brooks, Development Services Technician, on 8 years with the Town!

Staff Kudos

- “One of the Bison Park residents that spoke at Town Council on January 16, 2024 highly complimented **Dena Paulin** to Town Council, praising her patience in working with their endless questions on the T-Mobile project and how she maintained neutrality throughout the process. They wanted to make sure Council knew how great Dena is to work with. Great job Dena!”

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.



Front Range Christian Church

Technical criteria variance related to the water system design.

Canvas at Castle Rock Townhomes

Minor elevation changes, non-material amendment for pergolas, exterior wall vent, and glass garage doors.



Castle Rock Auto Dealership

Right-of-way dedication agreement for Brookside Circle cul-de-sac.

Dawson Trails

Offsite water lines, casing pipe only to support portion of Dawson Trails Offsite Water Line crossing under Crystal Valley Interchange.

Dawson Trails

Planned development plan and zoning regulations minor amendments to refine engineering plans pertaining to planning areas, public dedications and private open space areas.

Lanterns, Montaine

Landscape design revision to modify shade structure, located southeast of Montaine Circle and Vervain Trail.

Meadows, Filing 19, Castle Rock Industrial

Site development plan amendment and construction documents to increase parking for 80,000 square-foot office/warehouse building on lot 1, located on Timber Mill Parkway, west of N. Meadows Drive.

Meadows, Filing 17

Construction documents and erosion control plans for future child care facility, located at the northern end of Lombard Street.

Meadows Town Center Townhomes, mixed-use

FCO for site and utility revisions related to field conditions.

Milestone, Filing 4

Site development plan amendment, to add four electric vehicle charging stations and associated equipment in the Kohl's Department Store parking lot, located at 4800 Milestone Lane.

Miller's Landing

Phasing design revisions relating to trail and safety railing modifications, in support of tributary channel improvements, located on Plum Creek Parkway across from Miller Activity Complex.

Town project, Castle Rock Water

Construction documents for final phase of McMurdo Gulch Stream Reclamation project.

Required Public Hearings

Submittals requiring public hearings can include a variety of topics such as, zoning, residential and larger commercial site development plans and buffering of properties.

104 North Lewis Street Demolition



Vicinity Map of 104 North Lewis Street.

A Quasi-Judicial application was received from Susan and Steve Thayer requesting a demolition permit for an existing residence at 104 N. Lewis Street. The property is located in the Craig & Gould neighborhood and the residence was built in 1922. Demolition permits for structures built prior to 1945 in the Craig & Gould neighborhood require approval from Town Council at a public hearing after a recommendation from the Historic Preservation Board. If a demolition permit is approved, the applicants

intend to build a new single family residence. Design of the new single family residence would require approval from the Historic Preservation Board. The project is located in Mayor Pro Tem LaFleur's district.

Project Highlights

- Existing residence located at 104 North Lewis Street
- Demolition permit requested to build a new single-family residence

Actions and Updates

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

January 4, 2024

Meeting Canceled.



Planning Commission

January 11, 2024

Meeting Canceled.



Design Review Board

January 10, 2024

The Design Review Board held its regularly scheduled meeting and heard a request to amend the Riverwalk Common Sign Plan to incorporate the 221 Wilcox mixed-use building which would be marketed as Riverwalk Luxe moving forward. The Board voted 5 to 0 to approve the amended sign plan.

January 24, 2024

The Design Review Board held its regularly scheduled meeting and heard a public hearing item for a Site Development Plan called the Little School on Perry Street. Applicant Taylor Lewison discussed business operations, addressing traffic and admissions concerns. Mayor Pro Tem LaFleur noted the Castle Rock Museum's interest in engaging with the school's students, adding an educational aspect to the project. The Board voted 5 to 2 to approve the Site Development Plan.

January 25, 2024

The Planning Commission held its regularly scheduled meeting and heard one agenda item. The Town, representing the applicant, proposed the initial zoning of a Town-owned open space parcel in Douglas County, located between the existing Metzler Ranch development and the Canyons Far South future development which is in the process of being annexed into the Town of Castle Rock. The request was to zone the parcel as PL-2 (Public Land – 2 District) for passive open space uses. Following deliberation, the Planning Commission unanimously voted 7-0 to recommend approval to Town Council. This recommendation will be considered alongside the annexation petition at an upcoming Council hearing.



Development Services items at Town Council

January 16, 2024

During Town Council's regularly scheduled meeting, Council voted to deny a resolution regarding a property lease between the Town and T-Mobile for a wireless communication tower in Bison Park. The proposal included constructing a bathroom facility at the park, with a cupola to house wireless communication equipment. As a result of the lease denial, T-Mobile's Bison Park tower application will not proceed at this location.



Historic Preservation Board

January 3, 2024

Meeting Canceled.



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



TOWN OF CASTLE ROCK DEVELOPMENT SNAPSHOT: January 2024



85,219

Estimated Population
Population based on the total number of occupiable residential units

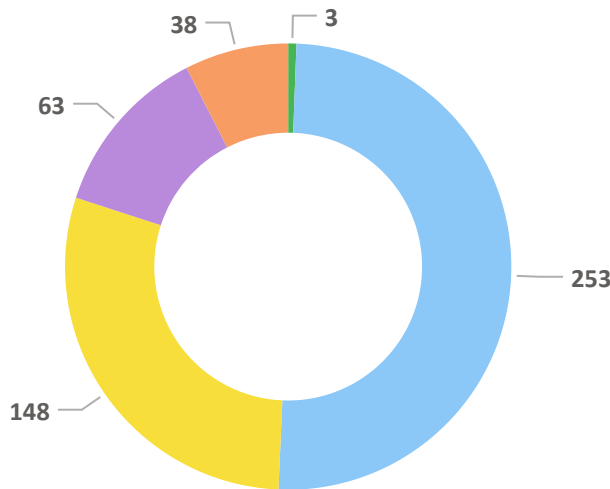


Zoning Division

Core Service Levels

Zoning staff process numerous code enforcement actions each month, from rubbish, abandoned vehicles and setback encroachments to illegal uses. They respond to complaints from the community, visit sites to determine compliance and issue Notices of Violation as necessary. Our inspection team removes hundreds of illegal signs encroaching into Town rights-of-way. Staff reviews all business licenses, temporary use permits and sign permits for zoning compliance in a timely manner.

5 Sign Permits Issued **2** Temporary Use Permits Issued **102** Code Compliance Cases Opened



- Sign Compliance Responses 3
- Notices of Violation Sent 63
- Signs Removed from the Right of Way 253
- Business Licenses Reviewed 38
- Site visits 148

Planning/Development Review

Core Service Levels

The Planning and Development Review teams process numerous submittals each month. These core service levels are reported for all land use projects, including projects that go through public hearings and projects that are under administrative review.

Pre-Applications

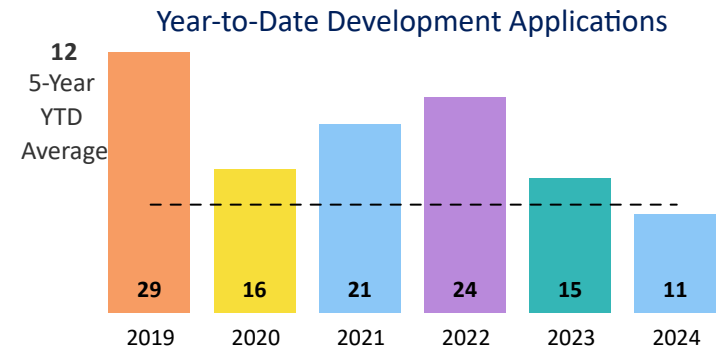
- 3** New Pre-Applications This Month
- 3** Year-to-Date Pre-Applications
- 30%** Pre-Applications that advanced as new projects over the previous 12 months

A pre-application meeting is required prior to any land-use submittal. Meeting may review conceptual ideas that never lead to a formal submittal. Pre-applications expire and must be resubmitted after 12 months.

New Development Applications

8 New Development Project Applications this Month

3 Other Project Applications this Month



Development Reviews

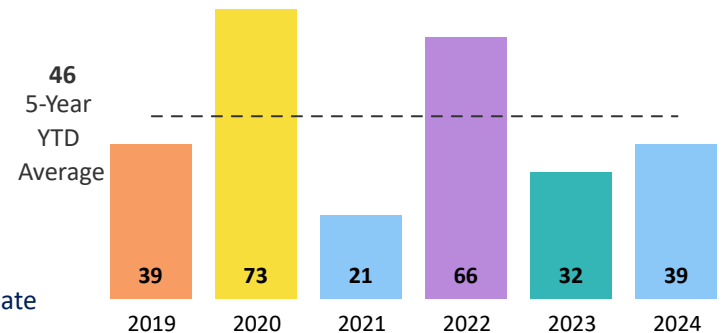
Monthly Reviews Completed

11 First Reviews

9 Second Reviews

19 Third Reviews or Greater

Year-to-Date Planning/Development Reviews



*on time with the exception of 12 late reviews due to being short staffed.

TOWN OF CASTLE ROCK DEVELOPMENT SNAPSHOT: January 2024



Building Division

Core Service Levels

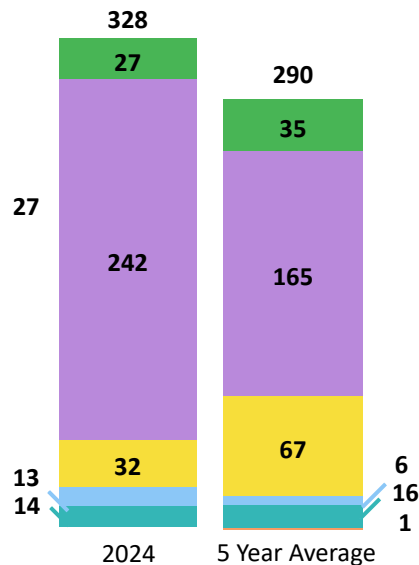
Building Division staff process hundreds of building permits a month, ranging from simple permits like a new hot water heater or deck, to constructing an entire new home or commercial building. Our inspection team conducts thousands of inspections each month to determine code compliance. We report on the following levels of service monthly, although they are just a snapshot of some of the work we do.

Development Services staff process permits, conduct inspections, respond to code violations and review plan submittals each month. This snapshot highlights staff activity during the previous month for the Zoning Division, Building Division and Planning/Development Review. Information on previous months can be found in the [Development Services' Monthly Report Archive](#).

Building Permit Applications Received

Year-To-Date Building Permit Applications Received

2024	
COMMERCIAL OTHER	14
COMMERCIAL REMODEL	13
RESIDENTIAL NEW	32
RESIDENTIAL OTHER	242
RESIDENTIAL REMODEL	27
Total	328



5 Year Average	
COMMERCIAL NEW	1
COMMERCIAL OTHER	16
COMMERCIAL REMODEL	6
RESIDENTIAL NEW	67
RESIDENTIAL OTHER	165
RESIDENTIAL REMODEL	35
Total	290

Building Permits Reviewed

Monthly Building Permit Reviews by Type



- Commercial Tenant Improvements within 10 days: 6
- New Commercial within 20 days: 3
- New Residential Master Plans within 20 days: 0
- Residential Remodel within 5 days: 30



Building Fees Calculated: 97 Within 3 days

Building Permits Issued

Inspections Completed: 1,822 Within 24 Hours

Building Permits Issued



↓32% Commercial Space Permitted Compared to the 5 Year Year-To-Date Average

