



Development Services

September 2023 Monthly Report



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Photo of the Sushi Restaurant under construction at 301 Jerry Street.


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

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

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

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 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](#).

News from the Director

Fall is in the air! As 2023 starts to wind down toward the holiday season, there are still plenty of outdoor activities to attend including the Farmer's Market on Sundays at Festival Park through the end of October, Halloween events such as Spooktacular at Phillip S. Miller Park on October 21st, and new trails to explore with the ribbon-cutting on the Colorado Front Range Trail at Cobblestone Ranch Park on October 14th.



Tara Vargish, PE
Director
Development Services

New home construction in Town has been moving slowly this year, with monthly single-family homes slowing to only 26 new homes permitted in the month of September. Mortgage interest rates and home values have kept the new permit activity well below our historical averages. Our 20-year average is 800 new single family home permits a year, however we ended 2022 with 677 permits, and are on track to be just at or below 400 new homes this year. Castle Rock is still a desirable community to live and work in, however the slower pace does allow some breathing room for our existing residents. There are still several multi-family and commercial areas under development.

During the September Town Council meetings, a resolution was approved to designate three drainage drop structures in the McMurdo Gulch as local historic landmarks. These drop structures were constructed between 1936-1938 as part of the Civilian Conservation Corp's work across the country. It's crucial that we preserve these structures to maintain both the stormwater erosion-control infrastructure, as well as to preserve and honor our history.

To stay up to date on Development Activity, be sure to subscribe to our [Monthly Development Highlights](#) and visit our [Development Activity](#) at www.CRgov.com.

Employee Recognition

Anniversaries, New Employees, Staff Kudos



Congratulations to Sharon Chavez Development Services Technician, on 8 years with the Town!



Congratulations to Dena Paulin, Planner II, on 5 years with the Town!



Welcome to Brian Kelley on joining Development Services Enterprise as a Senior Plan Review Engineer for Castle Rock Water!



Congratulations to Abigail Nichols, Enterprise Business Analyst, on 1 year with the Town!



Congratulations to Santi Smith and Abigail Nichols for receiving the Applause Award!

Abigail and Santi worked diligently as a team for a seamless transition of enterprise finance and Trakit duties, for Development Services (DS). These employees performed many duties to ensure a successful transition, including recommending and implementing improvement in processes and reporting. They also utilized creative thinking to solve problems and update reports. Additionally, they provided status updates, took charge of Trakit meetings and created a concise list of issues that they worked through with each manager, as needed.

As the team worked through a DS re-organization, Santi and Abigail have stepped up to take on many of the software programming and financial analytical duties that were previously performed by others and have strategized to stream line processes and reporting. They have persevered forward digging through old reports, unorganized files, and finding errors and coming up with solid solutions. They have worked tirelessly to automate the new reports so the normal month end process will move forward more quickly and with less errors. They have put in countless hours and are valued members of the DS team!

Staff Kudos

- “Amazing **Diane Maki**, thank you for all of your help, we really can't wait to get it started!” - Nathan Z.
- “Just a note to thank you, **Jon White** who helped me with the license and to **Cindy Brooks** who I paid the fee to and helped me get me into the eTrakit system... I can't think of a better ending than finding people who wanted to help rather than hinder the process.” - Don M.



Meet the support team of Development Services!

Are you curious about who the unsung heroes are behind the success of Development Services? Look no further than the department's support team! These diligent individuals play a critical behind-the-scenes role in keeping Development Services up-to-date, on track, and accessible.



Pictured from left to right: Carissa Ahlstrom, Abbigail Nichols, Drew Anderson, Santi Smith, and Becky Bland.

Each member of the team is essential to the department's success, bringing unique skills and expertise to the table. Abbigail Nichols serves as the Enterprise Business Analyst and Recording Secretary, responsible for the department's accounting and monthly reporting. She also takes care of recording and transcribing minutes for our Boards and Commission meetings. Santi Smith, the IT Technical Coordinator, is the go-to person for all technology-related issues. Santi ensures that all technology is up-to-date, and functions seamlessly. Drew Anderson, the Geographic Information Systems (GIS) Specialist, maintains the department's GIS system, which creates, manages, analyzes, and maps all types of data. Drew ensures that the data and parcels are up-to-date and accessible, and assists with other GIS-related projects. Becky Bland is the Grant Administrator for the Community Development Block Grant. She ensures that all grants are administered efficiently and meet all requirements and deadlines. Finally, Carissa Ahlstrom, the Administrative Assistant, maintains the department's smooth functioning with a variety of tasks and takes care of things that keep the department on track and make it an enjoyable place to work.

Abbigail, Santi, Drew, Carissa, and Becky work seamlessly to ensure the smooth operation of various aspects of the department. Their hard work and commitment make them invaluable assets to Development Services and they consistently deliver high-quality services to the Town of Castle Rock. For more information on [Development Services](#), please visit our website at www.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.

705 surveys distributed
42 September 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 September:

- “We met with **Tina Close** and **BrieAnna Simon** about Sunset Point. Both women were very open, friendly, and extremely helpful. Also, both were intent on getting us the help and progress we hoped for. My partner and I have a combine century of experience in this field; we found Tina and BrieAnna to top the list of regulators with whom we have worked! Thank you for the efforts to accommodate our goals!”
- “**Tyler Wall** was very professional and courteous on his inspection visit today.”
- “Both **Kallista Johnson** and **Jason Smith** have been very helpful with great attitudes. I really appreciate that!”
- “**Tammy King, Cara Reed** and **Scott Seubert** were all great in helping us with a situation with a business in a residential neighborhood. Thank you all for your hard work and efforts!”
- “Love the online system!”
- “**Tim Steinwinder** was very friendly and professional, calling before the inspection.”
- “**Cara Reed** is such a great communicator! She is very empathetic and caring.”
- “THANK you **Tammy King, Cara Reed** and **Scott Seubert** for all your hard work and efforts!”
- “Thank you **Cindy Brooks** for promptly sending the plot plan.”
- “We love working with you guys! We work all over the metro area and deal with most of the building depts. and are always happy when we have projects in the Town of Castle Rock!”
- “Everything went smoothly with scheduling and conducting the inspection of my deck. **Colby Riggins** was very courteous and efficient. Your team of inspectors are all topnotch.”
- “**Tyler Wall** was very professional. He is the type of Electrical Inspector I enjoy working with.”
- “The Town of Castle Rock’s Zoning Manager, **Tammy King**, was very responsive and helpful with any questions we had throughout the permitting process and she went above and beyond to assist us in an administrative variance request.”

Contractor Luncheon



The Town of Castle Rock has established a productive relationship with our building contractors and their teams through regular meetings. These meetings provide an excellent platform to discuss code and policy changes that affect construction within our Town. By engaging with builders, we gain valuable insights into our strengths, opportunities for improvement in communication, and ways to streamline our permit processes. As a result, our discussions continue to foster mutual understanding and enhance collaboration between all parties involved.



Lunch sponsored by Diamond Pier Foundation System.

September 20, 2023

Diamond Pier Foundations sponsored a Development Services Contractor Luncheon held at Town Hall. The event was attended by several contractors who discussed a variety of topics including:

- Update on NEC Adoption
- New CO Policy Update
- Gas ISO Submittal
- Document Submittal Requirements
- CO Information
- Electrical Inspection Availability
- Permit Report
- Open Discussion

To receive discussion points on the agenda contact:

buildingcounter@CRgov.com

To sponsor a contractor luncheon contact:

schavez@CRgov.com



Next Contractor Luncheon:

Wednesday, October 18, 2023

11:30 a.m. — 1:00 p.m.

Town Hall Council Chambers
100 N. Wilcox St.
Castle Rock, CO 80104

Three or more Council, Board or Commission members may be attending this luncheon.



[View luncheon meeting summary notes of past meetings online at CRgov.com](#)



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

Erosion control plans for installation of Black Hills Energy gas line to serve future development and surrounding neighborhoods, located west of Highway I-25, south of Twin Oaks subdivision.

Dawson Trails

Erosion control design revision for enlarging concrete crushing area supporting demolition process, located at the southeast end of the project.

Dawson Trails/Crystal Valley Interchange

Erosion control plans for relocation of existing CORE Electric Cooperative underground feeder line, located northwest of I-25 and Crystal Valley Parkway intersection.

Dawson Trails, Filing No. 1

Construction documents and erosion control plans for infrastructure improvements to Dawson Trails Boulevard (South), two collector roadways and associated utilities in support of future development, located north of Territorial Road and West of Highway I-25.

310 S. Wilcox Street

Utility and public access agreements for new Circle K, 3,700 square-foot building to replace the existing 1,838 square-foot building.

Citadel Station

Site development plan, flood plain modification study, construction documents and erosion control plans for permanent access driveway supporting future construction business, located at 661 Prairie Hawk Drive.

Founders Marketplace

Construction documents and erosion control plans for 10,500 square-foot, one-story, primary care facility, located between Founders Parkway and Aloha Drive.

Hillside/Arbors, Phases 1 and 2

Drainage design revisions for 66 single-family lots, located at northeast corner of Wolfensberger Road and Coachline Road.

Hillside/Arbors, Phases 3 and 4

Site development plan, construction documents and erosion control plans for 66 single-family lots, located at northeast corner of Wolfensberger Road and Coachline Road.

Hillside/Arbors, Phases 3 and 4

Subdivision improvements agreement amendment for 66 single-family lots, located at northeast corner of Wolfensberger Road and Coachline Road.

Liberty Village, Planning Areas 9 and 10

Plat, construction documents, and erosion control plans for 42 single-family lots, located along Pleasant View Drive, Solano Court and Hidalgo Court.

Administrative Projects

Meadows

Non-material site development plan amendment for stone replacement at the Ridge at Castle Rock Apartments, located at 3715 Bilberry Street.

Meadows, Filing No. 17

Replat of Lot 6G-3A into three lots for future commercial development, located at the northwest corner of Prairie Hawk Drive and Limelight Avenue.

Miller's Landing, Phase 1

Waterline design for phase 1 infrastructure adjacent to the tributary channel improvements, located on Plum Creek Parkway across from Miller's Activity Center.

Plum Creek

Plat to create three custom home lots in existing 1.5-acre tract in Plum Creek Planned Development, located west of West Prestwick Way and Mount Royal Drive intersection.

Plum Creek

Subdivision improvements agreement for three custom home lots in existing 1.5-acre tract in Plum Creek Planned Development, located west of West Prestwick Way and Mount Royal Drive intersection.

Promenade, Los Dos Potrillos Restaurant

Design revisions for water and fire line modifications and concrete pad installation for A/C units, located west of Home Goods and south of Sleep Number on Promenade Parkway.

Sanders Business Park

Parking and sidewalk design revision for Castle Rock Flex Space, consisting of four flex space buildings, located on I-25 frontage road, north of Crystal Valley Parkway.

The Ridge at Crystal Valley

Waterline realignment design revision for 20 lots located on Hickory Oaks Trail and Riesberg Lane.



221 N. Wilcox Street

Drainage design revision for mixed-use building, located at southwest corner of Wilcox and Third Streets.



Meadows, StorHaus

Water service design revision for three garage condo buildings consisting of 37 units and one clubhouse building, located at Regent Street and Carnaby Lane.

Town Project, Public Works

Erosion control plans for Four Corners Intersection Improvement project, located at the intersection of Founders Parkway, SH86, 5th Street, and Ridge Road.



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.

Little School on Perry Street



Little School on Perry Street Vicinity Map

Boduch Design Group, on behalf of property owner Mission Capital Properties Bayside, LLC, has submitted a new quasi-judicial Site Development Plan application and a Historic Preservation Landmark Alteration Certificate application for an approximately 1,300-square-foot addition to the locally landmarked Saunders House located at 203 Perry Street; a 0.24-acre lot at the northwest corner of North Perry Street and Second Street. The proposed expansion and renovated historic structure will serve as a day care center. Additional site improvements including playgrounds are proposed. The property is located in Councilmember LaFleur's district.

Project Highlights

- Proposing to expand the historic structure by 1300 square-feet
- Expansion will serve as a day care center
- Located at 203 Perry Street

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

September 7, 2023

Meeting canceled.



Board of Building Appeals

September 11, 2023

The Board of Building Appeals held their regularly scheduled meeting and were updated on August's contractor luncheon topics, as well as building permit statistics.



Design Review Board

September 13, 2023

Meeting canceled.

September 27, 2023

Meeting canceled.



Planning Commission

September 14, 2023

Meeting canceled.

September 28, 2023

Meeting canceled.



Historic Preservation Board

September 6, 2023

The Historic Preservation Board held their regularly scheduled meeting and heard a public hearing item for a Local Landmark Designation application for a site containing three drop structures located within McMurdo Gulch. The drop structures are constructed out of rhyolite stone and were built by the Civilian Conservation Corp between 1936-1938. The Board voted 5 to 0 to designate the site as a local landmark.

The Board also voted 5 to 0 to provide a letter of support for Castle Rock Water's State Historical Fund grant application for the rehabilitation of the drop structures.

Finally, the State's Certified Local Government (CLG) Coordinate, Lindsey Flewelling, Ph.D., provided the Board a summary of the CLG program.



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





Development Services items at Town Council

September 5, 2023

Town Council held their regularly scheduled meeting and approved a resolution for a petition for annexation of four Town owned parcels that comprise a portion of the Crowfoot Valley Road right-of-way that extend from the intersection of Crowfoot Valley Road and Tower Road, east to approximately 500 feet beyond the intersection of Crowfoot Valley Road and Sapphire Pointe Boulevard. The total area is 5.31 acres.

September 19, 2023

Town Council held their regularly scheduled meeting and approved the designation of three drainage drop structures in the McMurdo Gulch as local historic landmarks. These structures were built in the



Photo of a McMurdo Gulch drop structure.

1930s and are made of local rhyolite stone. They are located in the Terrain neighborhood and function to aid in drainage. However, they require rehabilitation due to age and erosion. The site is eligible for a State Historical Fund grant, and an intergovernmental agreement was approved to allow the Town to exercise jurisdiction over the landmark process for the site. The approval of an emergency ordinance designating the site as a local historic landmark means that it is now eligible for grant funding, and the Castle Rock Water Department intends to submit a grant application to restore the infrastructure. By rehabilitating these structures, we can preserve history and maintain an essential stormwater erosion-control infrastructure.



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TOWN OF CASTLE ROCK DEVELOPMENT SNAPSHOT: September 2023



84,418

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

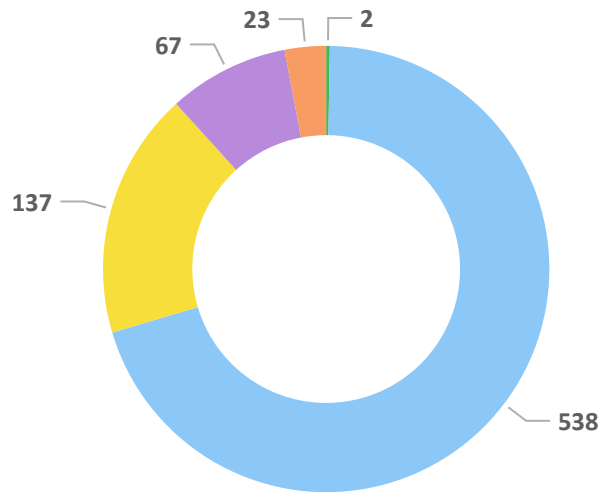


Zoning Division

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.

11 Sign Permits Issued **2** Temporary Use Permits Issued **56** Code Compliance Cases Opened



- Sign Compliance Responses 2
- Notices of Violation Sent 67
- Signs Removed from the Right of Way 538
- Business Licenses Reviewed 23
- Site visits 137

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

- 7** New Pre-Applications This Month
- 88** Year-to-Date Pre-Applications
- 34%** Pre-Applications that advanced as new projects over the previous 12 months

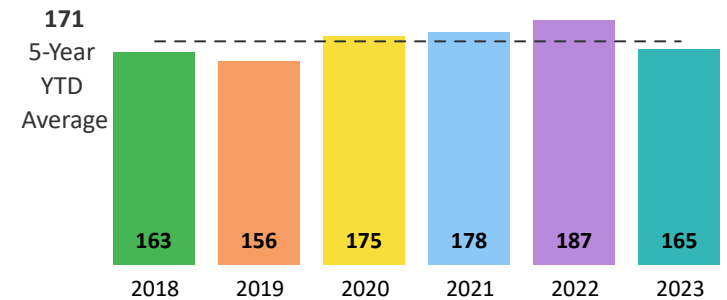
A pre-application meeting is required prior to any land-use submittal. Meeting may review conceptual ideas that never lead to a formal submittal. Pre-applications expire and must be resubmitted after 12 months.

New Development Applications

22 New Development Project Applications this Month

9 Other Project Applications this Month

Year-to-Date Development Applications



Development Reviews

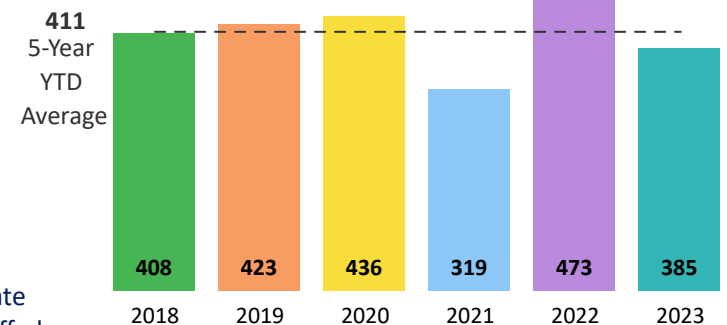
Monthly Reviews Completed

22 First Reviews

13 Second Reviews

17 Third Reviews or Greater

Year-to-Date Planning/Development Reviews



*on time with the exception of 1 late third review due to being short staffed.

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.

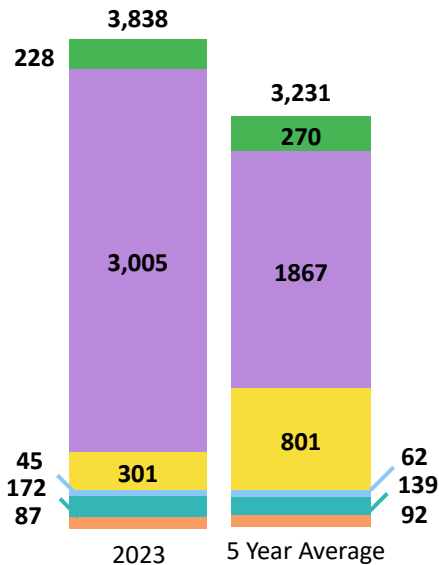
Development Services staff process permits, conduct inspections, respond to code violations and review plan submittals each month. This snapshot highlights staff activity during the previous month for the Zoning Division, Building Division and Planning/Development Review. Information on previous months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

Building Permit Applications Received

Year-To-Date Building Permit Applications Received

2023	
COMMERCIAL NEW	87
COMMERCIAL OTHER	172
COMMERCIAL REMODEL	45
RESIDENTIAL NEW	301
RESIDENTIAL OTHER	3,005
RESIDENTIAL REMODEL	228
Total	3,838

5 Year Average	
COMMERCIAL NEW	92
COMMERCIAL OTHER	139
COMMERCIAL REMODEL	62
RESIDENTIAL NEW	801
RESIDENTIAL OTHER	1867
RESIDENTIAL REMODEL	270
Total	3231



Building Permits Reviewed

Monthly Building Permit Reviews by Type



- Commercial Tenant Improvements within 10 days: 7
- New Commercial within 20 days: 7
- New Residential Master Plans within 20 days: 0
- Residential Remodel within 5 days: 28



Building Fees Calculated: 123 Within 3 days

Building Permits Issued

Inspections Completed: 2,300 Within 24 Hours

Building Permits Issued



↑15% Commercial Space Permitted Compared to the 5 Year Year-To-Date Average

