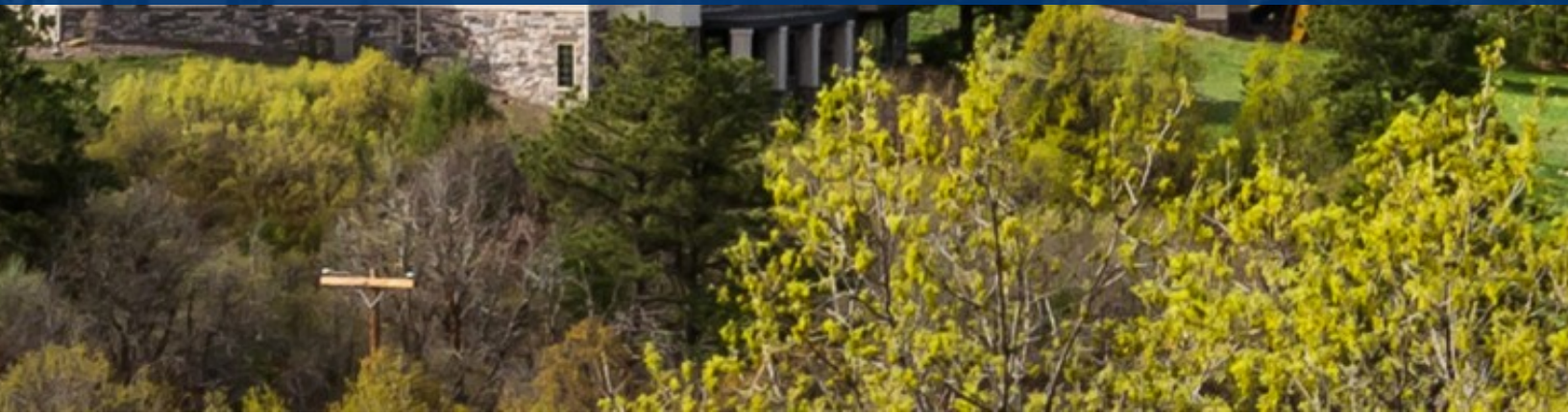




Development Services November 2022 Monthly Report



DEVELOPMENT SERVICES

November 2022 Monthly Report



INSIDE THIS ISSUE

Page 3: Employee Recognition

Page 6: Contractor Luncheon

Page 7: New Land Use Submittals

Page 9: Boards and Commissions
& Town Council Actions

Page 10: Development Snapshot

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



Rendering of Proposed Perry Street Social SDP

News from the Director

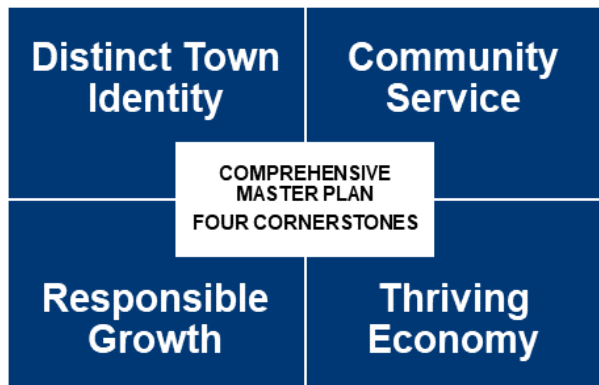
In the month of November, we continued to see a slowdown in new single family home construction. Overall we issued 19 new single family home permits this November, compared to 69 permits in November 2021. The decline of new building projects has been seen all over the state due to the rising rate of mortgages and construction loans. While this has slowed new home permitting, our development activity here in Castle Rock has remained steady with various commercial, office, and multifamily buildings under construction. We anticipate a continued slower pace of new residential home construction into the new year. However, we will remain ready to assist when the pace of residential construction picks up again.





Tara Vargish, PE
Director
Development Services


Have you ventured downtown lately? The Season of the Star is in full swing in Castle Rock! Thousands of twinkling lights hung up and down Wilcox and Perry Streets will surely put you in a festive mood. It has been a great experience witnessing the downtown transformation for the holiday season.


Happy holidays! It has been a pleasure serving the Town in 2022. We are looking forward to all that 2023 will bring.



 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! Provide feedback by completing our [Customer Service Survey](#).

Employee Recognition

New employees, anniversaries, and certifications



Congratulations to Combination Marty Magers, Building Inspector on passing his ICC Residential Building Inspector exam!



Congratulations to Darcie Hartman, Permit Specialist for passing her ICC Permit Technician exam!



Congratulations to Julie Parker, Development Services Technician on 7 years with the Town!



Congratulations to Michael Rankin, Building Inspector for passing his ICC Commercial Building Inspector exam!



Congratulations to Sandy Vossler, Senior Planner on 18 years with the Town!



Congratulations to Michael Kopek, Plan Review Engineer on 9 years with the Town!



Congratulations to Colby Riggins, Building Inspector for passing his ICC Residential Building Inspector exam, and 1 year with the Town!



Congratulations to Diane Maki, Plan Review Technician on 7 years with the Town!



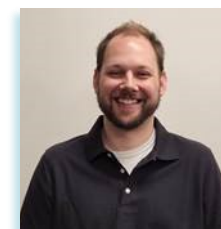
Congratulations to Brett Longnecker, Building Inspector Supervisor on 2 years with the Town!



Congratulations to Santi Smith, IT Technical Coordinator on 5 years with the Town!



Congratulations to Tina Close, Plan Review Supervisor on 6 years with the Town!



Congratulations to Ethen Westbrook, Building Plans Examiner on passing his ICC Residential Plans Examiner exam!

Employee Recognition

Kudos & Staff Spotlight



Staff Kudos

“Ms. Johnson, I’d like to take a moment of your time to praise Mr. **Philip Kranz**, Business Administration Manager at Castle Rock. Our Bella Mesa Metro bond reporting requirements require quarterly reporting of permit activity at Bella Mesa and Founders Village 24. This means I have to pester Philip every 3 months for the numbers. Never complaining, Philip returned the data to me almost instantly. Yesterday, trying to get a jump on Monday, I emailed my request. Instant ping-back from Philip: “here ya go.” On Sunday yet! Thanks, Caryn, for inspiring this level of support. Thank you, Philip for providing it!” - *John H.*

“Thank you Abbigail! I have to say... the Town of Castle Rock and its colleagues are the ultimate dream team. I have worked with many jurisdictions and The Town of Castle Rock is by far, the best! Thank you **Larry Hearold**, **Tracy Shipley**, and **Abbigail Nichols**— you three are amazing.” - *Lori P.*

“I would like to reiterate how helpful the Town and especially you [**Jon White**] and **Larry Hearold** have been to us in this process. I have already left 5 star reviews.” - *Ty B.*

“I LOVE YOU!!! Thank you for all your help.” - *Julie F.*

Staff Spotlight

Ethen Westbrook

Ethen started with the Town in June 2022 in our Building Division as a Building Plans Examiner. He works daily with contractors and applicants to review building plans and assure that codes and life-safety requirements are met.

A typical day for Ethen includes reviewing a variety of upcoming plans, meeting with applicants, and working with a team of other Town building inspectors, planners and the front counter staff. His goal is to ensure the highest level of service is provided to the community.

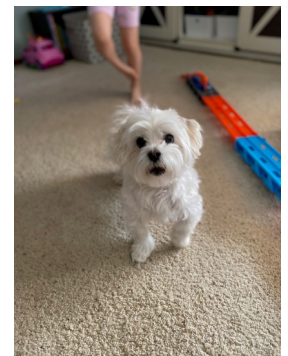


Ethen attended Michigan State University and Colorado State University where he has a B.A. in history and a minor in business. Fun fact: Ethen is an amazing

hockey player, having ranked 5th in the nation in goaltending during his college years!

He lives in Lakewood with his wife, two young children and their dog. In addition to spending time with his family and playing hockey, he loves hiking and visiting our National Parks.

Ethen enjoys learning new things about his job every day. But, it is the people of Castle Rock from which he gets the most satisfaction. “The residents and Town staff are great people to work with. Everybody takes pride in the community which in turn creates a genuine small town feel.”



Employee Recognition

Customer Service Feedback



Win a \$25 Gift Card

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.

460 surveys distributed

31 November responses

You may also receive an email request 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!](#)

“I have received much needed help from **Cindy Brooks** on my past 2 projects. Without her guidance, I would not have made my closing!”

“Response time from **Tracy Shipley** and **Larry Harold** were impressive. I did not wait more than an hour to receive responses from either one of them (and there were multiple emails back and forth in the course of 2 days).”

“From the internal service side, **Cindy Brooks** has continued to keep me aware of outstanding items and process inspections, payments and letters in a timely manner.”

“As a person that has been in the construction business for 45 years and still enjoys doing his own work, **Jason Smith** has been very helpful when I described my project as to what was required for a permit. **Darcie Hartman** was great with communicating what more would be required after she reviewed the paperwork. **Ethen Westbrook** was very professional along with **Darcie** and especially **Jason**.”

“I have had quite a few zoning/building permits with the Town and each and every time, the process and requirements have never deviated so I know what to expect when submitting documents.”

“**Ethen Westbrook** was very helpful and tried his best to get the process moving.”

“**Tammy King** is superb. Incredibly quick to respond to queries. Provides thorough answers/information including copies of pertinent Town of Castle Rock policies, ordinances, etc., and when appropriate makes recommendations for ‘next steps’.”

“**Tammy King** assisted me with a plan review and was amazing to work with. She got back with me right away and can't thank her enough for reviewing and approving our plans.”

“I had an issue with not getting emails and it was looked into and resolved very quickly. Most jurisdictions won't even respond to tech issues so this is appreciated to keep our pipeline moving and customers happy.”

“**Tammy King** in Zoning has always been very helpful and responsive.”

“I cannot say enough about the professionalism and actual concern regarding my access to the Town's portal from **Tracy Shipley** and **Larry Harold**. They are a great asset to the Town and preserving it's development guidelines/requirements.”

“I want to thank **Jason Smith**, **Darcie Hartman** and **Ethen Westbrook** for their help with my permit.”

“**Jason Smith** has amazing customer service skills!”

Contractor Luncheon



The Town of Castle Rock has found great value in meeting regularly with our building contractors and their teams. These are great opportunities to discuss code and policy changes that impact construction in our Town. We learn from builders what we are doing well, how to improve communication, and how to streamline our permit processes. Our discussion time continues to help us understand each other's point of view.

The Development Services Department recently held a Contractor Luncheon meeting on Wednesday, Nov. 16, 2022:

Discussion topics:

- **Jon White, Chief Building Official**
 - No luncheon in December
 - End of the year CO update
- **Brett Longnecker, Building Inspector Supervisor**
 - Portal frame requirements
- **Robert Osborn, CORE**
 - Easements (Single Family)
- **Tina Close, Plan Review Supervisor CRW**
 - Quick review of water details
- **Jon White, Chief Building Official**
 - Open discussion

Luncheon sponsored by:



RICHMOND
AMERICAN HOMES

Next Contractor Luncheon:

***Wednesday, Jan. 18, 2023**
11:30 a.m. — 1:00 p.m.

Castle Rock Water
175 Kellogg Court, Building 171
Castle Rock, CO 80109

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



To receive discussion points on the agenda contact:

buildingcounter@CRgov.com

To sponsor a contractor luncheon contact:

schavez@CRgov.com



[View luncheon meeting summary notes of past meetings.](#)

New Land Use Submittals



Administrative reviews

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.

221 N. Wilcox Street

Agreement to allow private roof / storm drain within alley right-of-way between 215 and 221 N. Wilcox Street. Balcony encroachment right-of-way agreement for mixed-use project.

Castle View Baptist Church

Water main realignment for new 349-seat church auditorium and administration building. Located at 5054 Crowfoot Valley Road.

DISH Wireless

Site development plan amendment for canister replacement, installation of three antennas on stealth poles, and cabinet addition with related ground equipment. Located at 472 Ridge Road.

Lanterns / Montaine

Plat amendment and infrastructure realignment to reconfigure lots 2, 3 and 4, block 1 in Filing 4. Located at Coal Bank Drive.

Meadows

Replat of existing vacant lot, creating 3 lots and applicable easements. Located at Prairie Hawk Drive, Sol Danza Drive and Limelight Avenue.

Meadows

Construction documents and erosion control plans for storm sewer extension infrastructure outfall improvements to East Plum Creek. Located north of N. Meadows Drive and west of State Highway 85.

Meadows

Subdivision plat and subdivision improvements agreement to create three lots for active adult, age-restricted development. To include 174 units for lease. Located on the south side of Meadows Parkway, west of State Highway 85, and east of Meadows Boulevard.

Meadows HOA

Construction documents for turf reduction at southeast corner of Cherokee Drive and Foothills Drive.

Meadows, Kum & Go

Stormwater design revision for Kum & Go. Located at northwest corner of Meadows Parkway and Lombard Street.

Miller's Landing

Construction documents and erosion control plans for eastern project area early grading. Located on Plum Creek Parkway across from Miller's Activity Center.

Philip S. Miller Library

Easements for drainage, water, gas and public access for new library. Site development plan amendment to modify trash enclosure exterior finish. Located at 100 S. Wilcox Street

Promenade

Construction documents for re-design of existing landscape along Promenade Parkway .

Promenade, Los Dos Potrillos

Construction documents and erosion control plans for Los Dos Potrillos restaurant. Located west of Home Goods and south of Sleep Number on Promenade Parkway.

The Ridge at Crystal Valley

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

Town Project, Liggett Road

Castle Rock Water, erosion control plans for new well facility consisting of three wells, pipelines and meter vault. Located at 1929 Liggett Road.

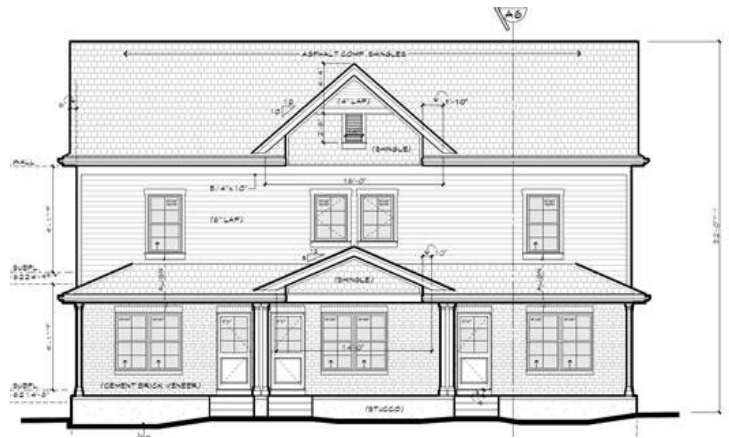
Verizon Wireless

Easement agreements for small cell facility located at 4581 Enderud Boulevard and 1207 S. Valley Drive.



Required Public Hearings

Submittals requiring public hearings can include a variety of topics such as, zoning, site plan layouts and buffering of properties.



Front Street Triplexes

Two new quasi-judicial applications were submitted for a site development plan and Historic Preservation Board review of two triplex residential buildings. The 0.273-acre-lot is located on Front Street between Fifth and Sixth Streets. Each unit will have two bedrooms and 2.5 bathrooms. The plan proposes 14 parking spaces. The property is located within the Front Street Overlay District and the Craig & Gould neighborhood. The site development plan will require a public hearing before the Planning Commission (PC). The PC will provide a recommendation to Town Council who will review the plan at a future public hearing.

The applicant has also submitted an application for architectural review by the Historic Preservation Board. A public hearing will be held before the Historic Preservation Board for review and review of the project's architecture. The property is located in Councilmember LaFleur's district.

Project Highlights

- 2 triplex residential buildings on a 0.273-acre-lot on Front Street between Fifth and Sixth Streets
- Each unit will have 2 bedrooms and 2.5 bathrooms
- Located within the Front Street Overlay District and the Craig & Gould neighborhood

Boards and Commissions

Actions and Updates



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



Board of Adjustment

Nov. 3, 2022

Meeting canceled.



Design Review Board

Nov. 9, 2022

The Board held their regularly scheduled meeting and discussed the proposed site development plan for Perry Street Social District. Located at 414 Perry Street. The Board voted on an approval recommendation to Town Council by a vote of 6-0. See page 2 for a rendering of the development plan.



Historic Preservation Board

Nov. 2, 2022

Meeting canceled.



Planning Commission

Nov. 10, 2022

Meeting canceled.

Nov. 23, 2022

Meeting canceled.



Town Council Actions

New board member appointed to the Board of Building Appeals

Nov. 15, 2022

Town Council approved appointing Daniel Steixner to the Board of Building Appeals for the 2023 term. Town Council appoints members of the Board of Building Appeals for three-year terms. Other members of the Board include Chair Tom Martinez, Vice Chair Heather Attardo, Anthony Valdez, and Bob Binder. The Town Council liaison of this Board is Councilmember Ryan Hollingshead.

The Board of Building Appeals hears and decides on appeals of orders, decisions, and determinations made by the Chief Building Official relative to the application and interpretation of Town-adopted building codes and regulations, as well as the Town's contractor registration ordinance. The Board meets quarterly, and the meetings are open to the public. One or more Councilmembers may attend.



Visit our [webpage](#) to find more information on upcoming public hearings and Board, Commissions, or Town Council meetings

TOWN OF CASTLE ROCK DEVELOPMENT SNAPSHOT: NOVEMBER 2022



82,071

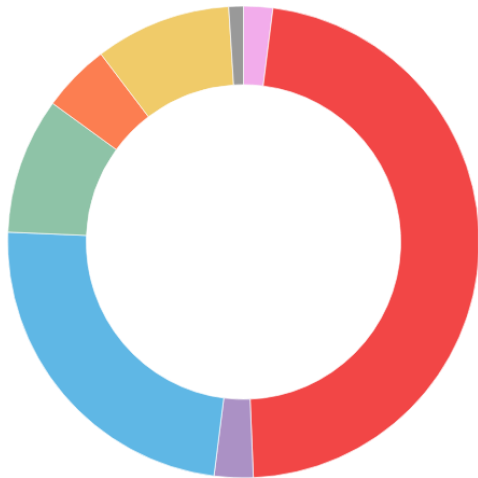
estimated population as of November 2022

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-ways. Staff reviews all business licenses, temporary use permits and sign permits for zoning compliance in a timely manner.



- Sign Complaint Responses – 6
 - Signs Removed from Right of Way – 142
 - Sign Permits Reviewed – 8
 - Site Visits – 71
 - Code Complaint Responses – 28
 - Notices of Violation Sent – 14
 - Business Licenses Reviewed – 28
 - Temporary Use Permits Issued – 3
- All on time

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.

New Development Projects

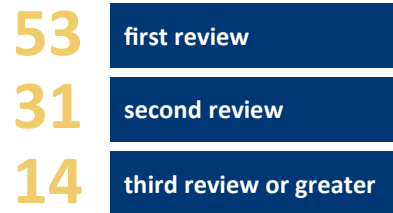


29

New Development Project Applications this Month

Development Reviews

Monthly Reviews Completed*



*On time with the exception of 3 late first reviews and 4 late second reviews due to high volume and being short staffed.

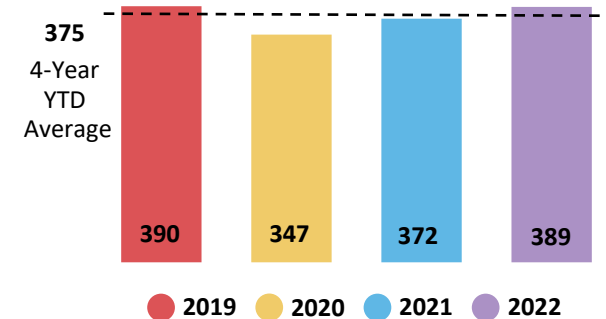
Pre-Applications

- 14 Pre-Applications this month
- 94 year-to-date Pre-Applications
- 11 percent of Pre-Applications over the previous 12 months advanced as new projects

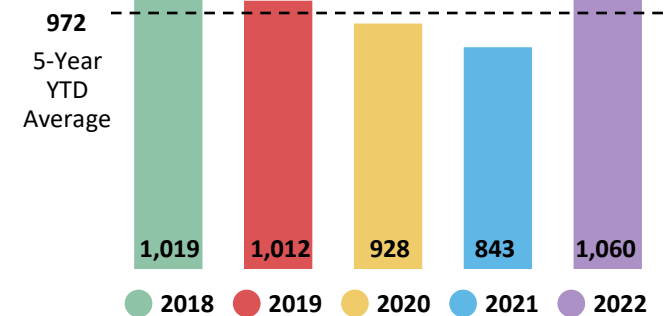
A pre-application meeting is required prior to any land-use submittal. Meetings may review conceptual ideas that never lead to a formal submittal. Pre-applications expire and must be resubmitted after 12 months.



Year-to-Date Development Projects



Year-to-Date Planning/Development Reviews

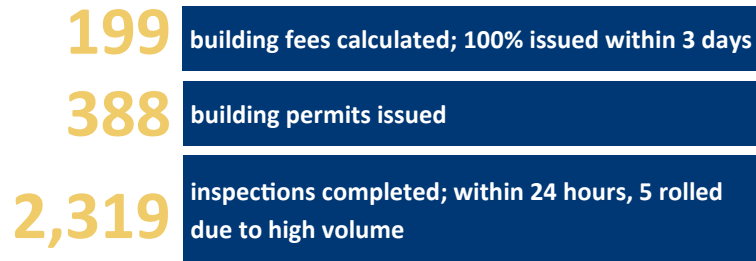


Building Division

Core Service Levels

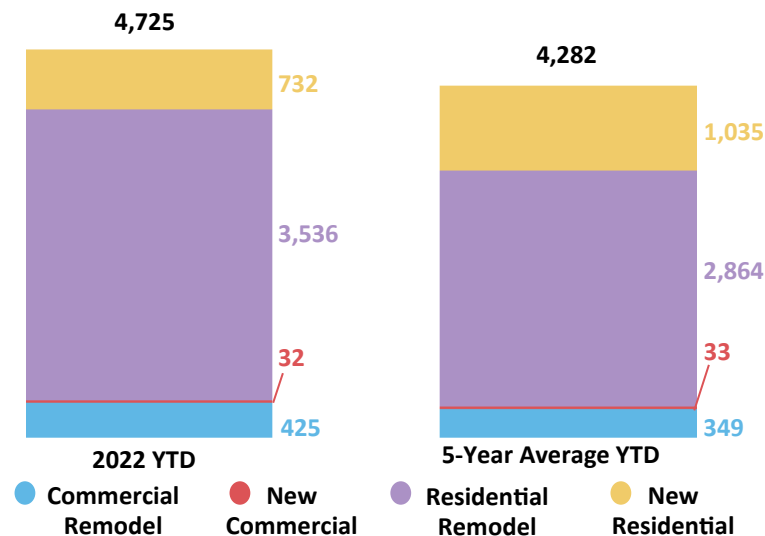
Building Division staff process hundreds of building permits a month, from a new hot water heater or deck, to constructing an entire new home or commercial building. Our inspection team conducts thousands of inspections each month to determine code compliance. We report on the following levels of service 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](#).



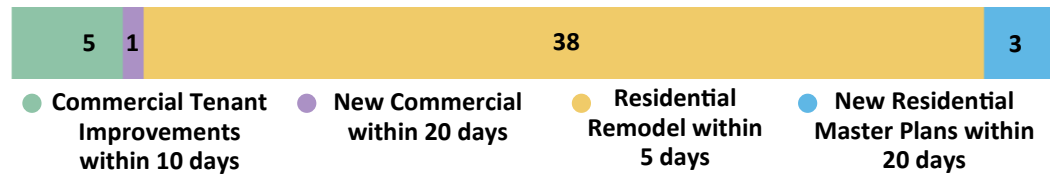
Building Permit Applications Received

Year-to-Date Building Permit Applications Received



Building Permits Reviewed

Monthly Building Permit Reviews by Type



Building Permits Issued



19
Residential Permits Issued this Month

579K
Square Feet of Commercial Space Permitted Year-to-Date

↑ 2%
Commercial Space Permitted Compared to 5-Year to-Date Average

Year-to-Date Residential New Construction Permits Issued

