



Development Services

February 2023 Monthly Report



DEVELOPMENT SERVICES

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



News from the Director





Now that warm weather is arriving, you may be planning new construction or landscaping on your property. Before you start digging (even if it is only a couple of inches deep), don't forget to contact [Colorado 811](#) to have your underground utilities marked. *It is the law.*


This simple step keeps you and your investment safe by helping you avoid the destruction of important underground facilities. Homeowners and professional excavators can easily submit a request online through the Colorado 811 website who will transmit a ticket to your utility providers.




Tara Vargish, PE
Director
Development Services

 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](#).

Once your request is submitted, utility companies will provide the free service to mark their lines. This includes underground utilities such as cables, wires or pipes. Digging can begin once you have all of the markings completed or have received a positive response from all of the utility carriers on your ticket.

Private utilities

If you have installed any private utilities such as power to an attached garage, sprinkler / irrigation systems or propane and septic lines, they will not be included on your ticket. It is your responsibility to also contact the appropriate companies to have your private utilities marked before you begin digging.

How deep are the underground utilities?

Don't attempt to dig, no matter how shallow. The depth of utilities varies by location and type. Erosion or leveling can also shift the locations of your utilities over time.

[Find more resources on the Colorado 811 page](#) on how to submit a request, report damage to utility infrastructure, and more.

Employee Recognition

Anniversaries, New Employees, Staff Spotlight



Congratulations to Philip Kranz, Business Administration Manager on 10 years with the Town!



Congratulations to Tim Steinwinder, Combination Building Inspector on 1 year with the Town!



Congratulations to Jason Smith, Development Services Technician on 1 year with the Town!



Welcome to Becky Bland on joining the Town as Grant Administrator!



Congratulations to Jonathon Weikle on his promotion to Combination Building Inspector!



Staff Kudos

- “Tracy, Thank you so much for your help in getting the foundation permit complete and ready to go for Calvary Castle Rock this week. I have let Councilman Dietz know that you have been extremely helpful. Thanks again. We appreciate you.”
- **Ron C. and Calvary Castle Rock**
- “The city is a great resource and in my opinion super responsive!”
- **Kelsey S.**

Employee Recognition

Staff Spotlight



Meet our Building Inspections team!

The Development Services Building Inspection team protects homeowners, developers, and the Town by confirming residential and commercial construction complies with the minimum life safety requirements outlined in the adopted Town codes. They also verify that the work adheres to approved plans, and meets organizational needs.

This team consists of Combination Building Inspectors who have received at least four certifications from the International Code Council (ICC), and Building Inspectors who've received certification in commercial or residential inspections. They work together by asking questions regarding code compliance and applicability issues seen in the field. This helps them expand their knowledge while building more consistent, thorough inspections, and educating contractors, homeowners, and developers.

An essential part of any building inspector's job is ensuring that every structure is built to safeguard public safety, health, and general welfare through affordability, structural strength, and means of egress.

Combination inspections are the most common type of inspection. Framing, plumbing, and mechanical aspects are reviewed throughout the construction process, including final inspections. Contractors and homeowners are responsible for calling and scheduling their inspections.

What happens during an inspection?

- The inspector either completes the inspection or provides an incomplete inspection with code compliance corrections
- If it is incomplete with corrections, the report is emailed to the permit holder
- Once the corrections are complete, the permit holder must reschedule the inspection for a follow-up
- The inspector will determine if corrections have been completed and if the permit holder can continue to the next phase of the project

Brett Longnecker, Building Inspector Supervisor, states that his favorite part about his team is, "Their willingness and eagerness to learn more and aim to be the best they can be at their positions. They are becoming more aware of how important their positions are to the public, and it has increased their accountability towards their actions. With that said, everyone on the team has a good sense of humor, which takes some tension off the job and helps build camaraderie among the team."

To learn more, or have questions about building inspections, please visit our [Building Inspections page](#) online at Crgov.com.



Pictured from left to right: Building Inspector Supervisor Brett Longnecker, Combination Building Inspector Marty Magers, Combination Building Inspector Rob Dana, Building Inspector Colby Riggins, Combination Building Inspector Tyler Wall, Building Inspector Michael Rankin, Combination Building Inspector Kevin Arencibia, Combination Building Inspector Jonathon Weikle, and Senior Combination building Inspector Tim Steinwinder

Employee Recognition

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.



329 surveys distributed
28 February 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!](#)

Here are some comments from our customers this month:

- "I have worked with the Town of Castle Rock building department for the past 6 years and everyone has always very helpful. And their reviews are on time!"
- "Thank you for your help!"
- "**Tammy King** has been wonderfully helpful and courteous. So grateful for her guiding me and my wife through all of this!"
- "The inspections were managed and scheduled through our contractor and seemed to happen as planned. Thank you"
- "Thank you for making this process so easy and for us to be able to ask questions when needed!"
- "Everyone is very helpful and just want to ensure things are taken care of."
- "YAY for Castle Rock!! You are by far, the best, most responsive county that I work with! Thank you!"
- "Thank you!"
- "**Tammy King** is amazing and always responds quickly to my requests. She is an absolute pleasure to work with!"
- "**Rob Dana** was great at walking me through my rough framing inspection. He was thorough and answered any questions I had. The whole building department has been great to work with when finishing my basement and answering questions along the way."
- "**Colby** was great. Courteous call in advance, thoughtful, and pleasant to talk with about my situation."
- "Thank you for being so kind and so helpful. I like the way you answer our call and the great help we getting from you!"
- "**Mr. Wall** was incredibly helpful and courteous."

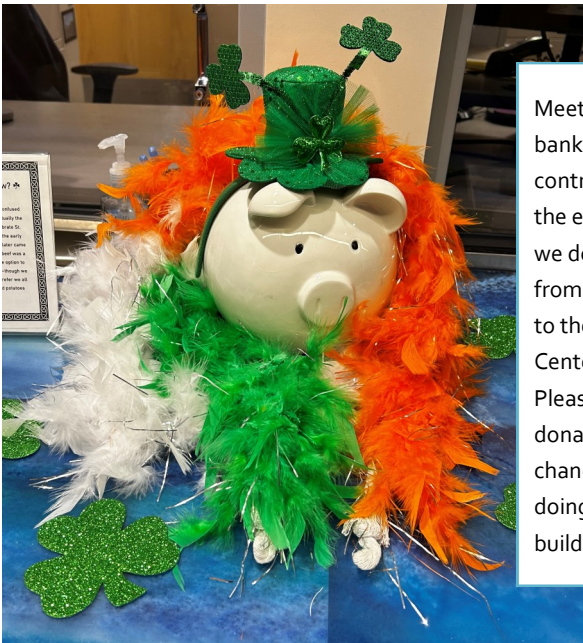
Contractor Luncheon



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.

Discussion topics from February's Contractor Luncheon:

- Upcoming / future CO policy changes
- National Electrical Code update
- Review of 2022
- Irrigation back flow
- Gas piping systems
- Housekeeping
- Stormwater inspections
- Single-family permit landscape
- Open discussion



Meet DOT, our charity bank that attends every contractor luncheon. At the end of every year, we donate contributions from staff and the public to the Help and Hope Center of Castle Rock. Please consider donating your spare change when you're doing business at the building counter.

Luncheon sponsored by:



Next Contractor Luncheon:

Wed., Apr. 19, 2023

11:30 a.m. —1:00 p.m.

*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](#)

To receive discussion points on the agenda contact:
buildingcounter@CRgov.com

To sponsor a contractor luncheon contact:
schavez@CRgov.com



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.

210 Third Street, Scileppi's

Construction documents for 6,000 square-foot addition to existing Scileppi's / SliceWorks Restaurant.

Echelon

Retaining wall design revision and street lighting design for proposed multi-family residential project, located in the northeast quadrant of Founders Parkway and State Highway 86.

Founders Village

Site development plan amendment for outdoor pool and community center fence screening, located 4501 Enderud Blvd.

Lanterns, Filing 7

Field change order for phasing boundaries and cost estimates adjustments, located west of Vervain Trail.

Meadows Floodplain Study

Floodplain modification study revision, for access road and bridge connecting future roundabout on N. Meadows Drive to commercial / office / industrial parcel on the east side of Plum Creek.

Meadows Re-plat

Re-plat of one lot into three separate commercial lots, located north of Prairie Hawk Drive, adjacent to BNSF railroad to the east.

Meadows, Meadowmark

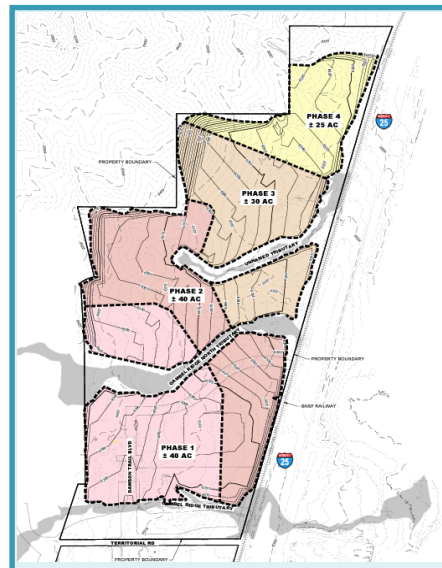
Fire access easement agreement for senior multi-family project, located west of Timber Mill Parkway and the N. Meadows Drive intersection.

Miller's Landing

Grading and phasing revisions in support of tributary channel improvements, located on Plum Creek Parkway across from Miller's Activity Center.

Plum Creek Golf Course

Erosion control design revision for Plum Creek Golf Course Clubhouse, located at 331 Players Club Dr.



Dawson Trails

Construction documents and erosion control plans for proposed offsite sanitary sewer main and interceptor located along Plum Creek Parkway.

Promenade, Chipotle

Replacement of the sediment basin with a sediment trap, located north of the Sam's Club fueling station and east of Promenade Parkway.

Sunset Point

Subdivision improvement agreement in conjunction with the plat to subdivide lots for future development, open space, associated infrastructure, and Right of Way. Located north of Mesa Middle School off Mitchell Street.

Terrain, North Basin Village

Construction documents, temporary erosion and sediment control, plat and Floodplain Modification Study, located near Castle Oaks Drive and Autumn Sage Street.

Town project for East Plum Creek Stabilization

Erosion control plans, located within East Plum Creek between North Meadows Parkway and Plum Creek Wastewater Authority facility.

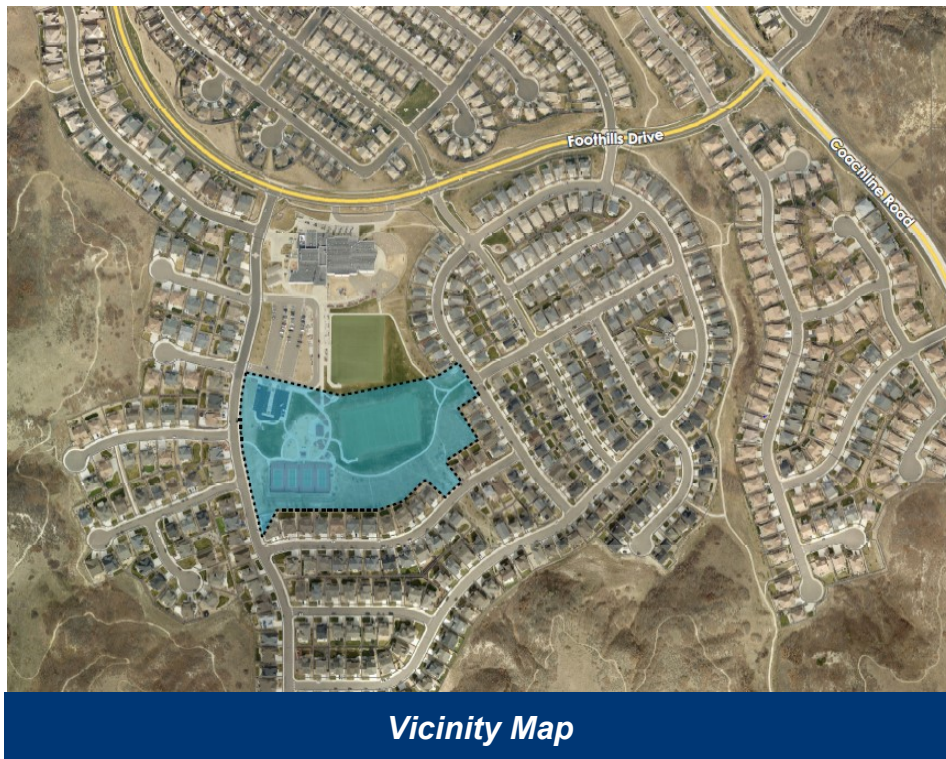
U-Haul

Non-material site development plan amendment to construct a 15 foot tall, 800 square-foot canopy, located at 2269 Manatt Court.

Required Public Hearings

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

T-Mobile at Bison Park



Vicinity Map

A new Quasi-judicial application was submitted from UCI Construction Services on behalf of T-Mobile for a site development plan. The applicant is proposing construction of a public restroom core and shell with a cupola to house wireless equipment located in Bison Park between Clear Sky Way and Starry Night Loop. The site development plan will require public hearings before the Planning Commission for review and recommendation, and Town Council for review and final decision. This project is located in Councilmember Hollingshead's district.

Project Highlights

- Proposing construction of a public restroom core and shell with a cupola to house wireless equipment
- Located in Bison Park between Clear Sky Way and Starry Night Loop

Boards and Commissions

Actions and Updates



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

Feb. 2, 2023

Meeting canceled.



Design Review Board

Feb. 8, 2023

Meeting canceled.

Feb. 22, 2023

Meeting canceled.



Planning Commission

Feb. 9, 2023

The Planning Commission held their regularly scheduled meeting and discussed an application for a proposed site development plan titled, "The Meadows Filing No. 19" also known as "Meadowmark Senior Multi-family", a 5.48 acre Senior Multi-family project located northwest of N. Meadows Drive and Timber Mill Parkway. The Planning Commission recommended approval to Town Council by a vote of 7 to 0.

Feb. 23, 2023

The Planning Commission held their regularly scheduled meeting and discussed the Mount Royal proposed planned development amendment. The proposed project seeks to rezone and site plan the tract for 3 single-family detached home lots. Each of the 3 lots will have designated building envelopes that will limit the amount of necessary individual lot grading activity. The homes may incorporate designs for walkout basements on the downhill side of the lot. Access to the home lots is from the existing street, Mount Royal Drive. The Planning Commission recommended approval to Town Council by a vote of 7 to 0.



Rendering of Meadows Filing No. 19, Meadowmark Senior Multi-family project.



Historic Preservation Board

Feb. 1, 2023

The Historic Preservation Board held their regularly scheduled meeting and discussed plans for the upcoming Historic Preservation Month in May.

Feb. 21, 2023

Town Council approved the proposal for a site development plan known as Meadows Filing No. 19, or “Meadowmark Senior Multi-family”. The 5.48-acre site is located northwest of N. Meadows Drive and Timber Mill Parkway. The plan includes 200 units within a four-story 183,238-square-foot building. The building will be age-restricted to 55 years and above, income-restricted, and include a mix of one and two-bedroom units. No food service, medical or nursing support is planned.

The property is zoned commercial / office / industrial as part of The Meadows planned development plan, which allows for senior living facilities.

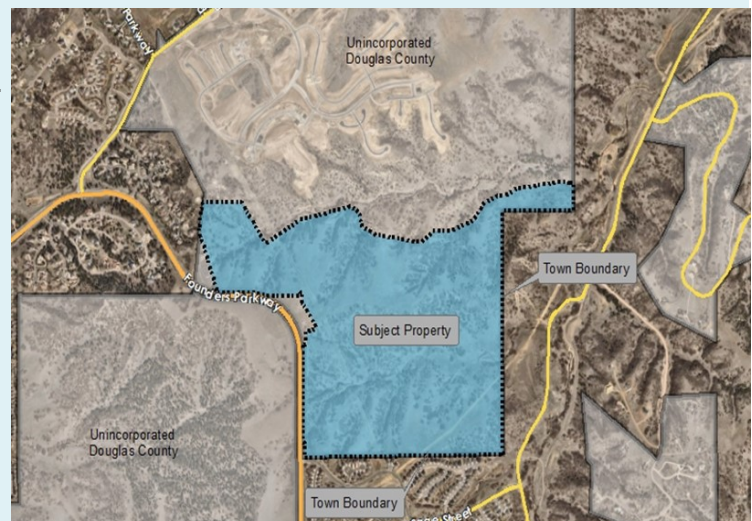


**The Meadows Filing 19, Meadowmark Senior Multi-family
Vicinity Map**

Town Council also approved the first reading of an annexation, planned development plan, and development agreement for Canyons Far South.

The applicant, Canyons South LLC, proposed that 409 acres located east of Founders Parkway, north of Crimson Sky Drive and west of Castle Oaks Drive be annexed into the Town.

The proposal included zoning the property through a planned development plan to permit 474 single-family residential units, 60,000 square-feet of neighborhood commercial space, construction of a new Town park, and over 200 acres of open space to be dedicated to the Town. The undeveloped property is currently in unincorporated Douglas County.



Canyons Far South Vicinity Map



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

TOWN OF CASTLE ROCK DEVELOPMENT SNAPSHOT: February 2023



83,020

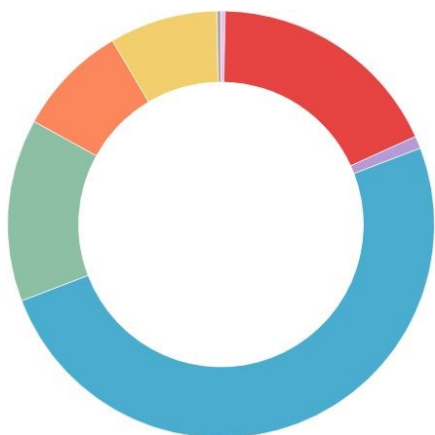
estimated population as of
February 2023

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.



- Signs Removed from ROW—57
- Site Visits—159
- Notices of Violation Sent—27
- Sign Permits Reviewed—3
- Business Licenses Reviewed—26
- Sign Complaint Responses—1
- Code Complaint Responses—44
- Temporary Use Permits Issued—1

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

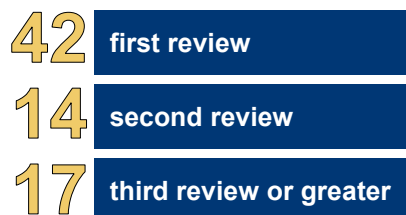


28

New Development
Project
Applications this
Month

Development Reviews

Monthly Reviews Completed*



*On time with the exception of 5 late first review, 1 late second review, and 3 late third reviews due to high volume and being short staffed.

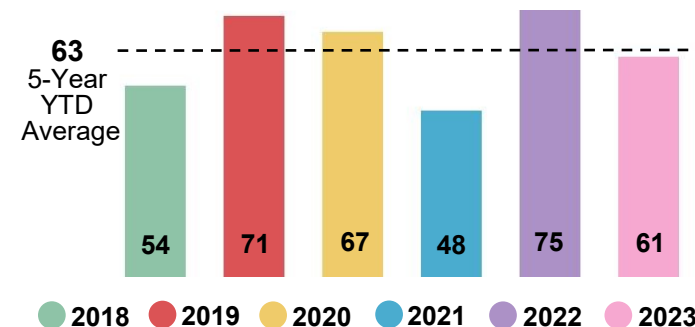
Pre-Applications

- 10** Pre-Applications this month
- 17** year-to-date Pre-Applications
- 24** percent of Pre-Applications over the previous 12 months advanced as new projects

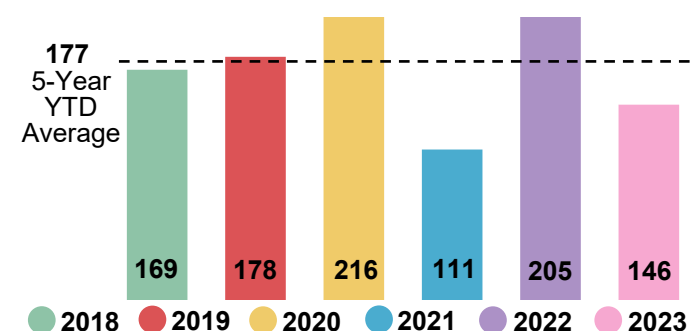
A pre-application meeting is required prior to any land-use submittal. Meetings may review conceptual ideas that never lead to a formal submittal. Pre-applications expire and must be resubmitted after 12 months.



Year-to-Date Development Projects



Year-to-Date Planning/Development Reviews



TOWN OF CASTLE ROCK DEVELOPMENT SNAPSHOT:

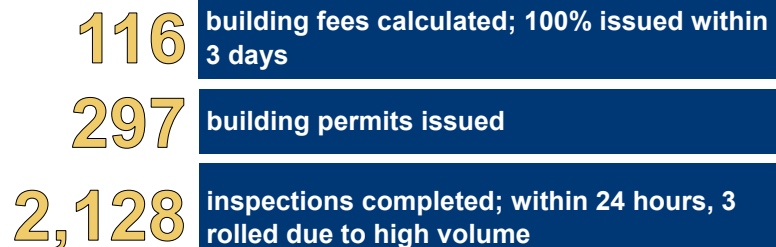


Building Division

Core Service Levels

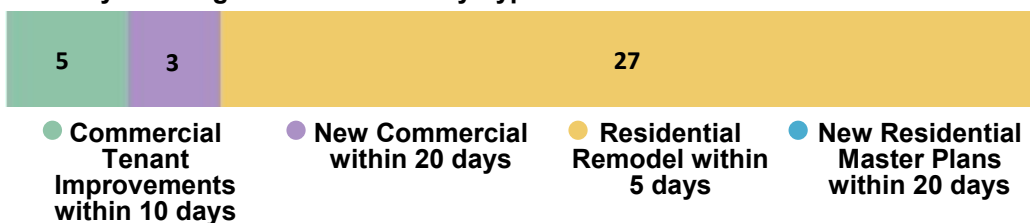
Building Division staff process hundreds of building permits a month, from a new hot water heater or deck, to constructing an entire new home or commercial building. Our inspection team conducts thousands of inspections each month to determine code compliance. We report on the following levels of service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



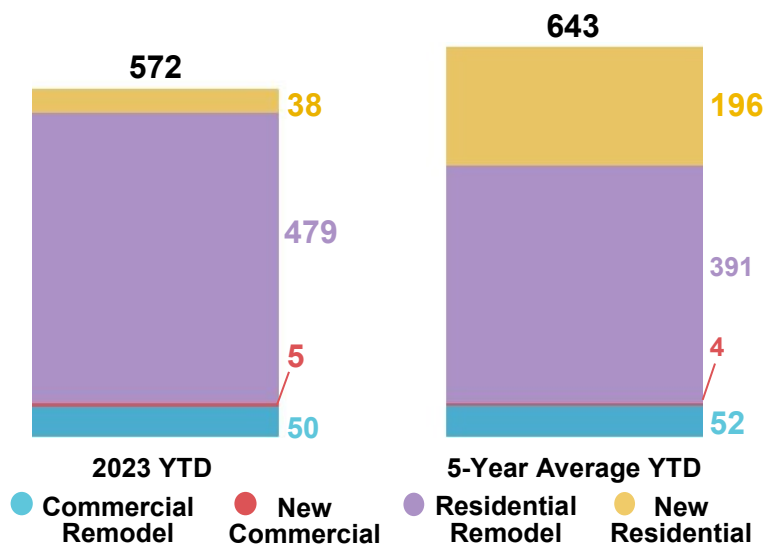
Building Permits Reviewed

Monthly Building Permit Reviews by Type



Building Permit Applications Received

Year-to-Date Building Permit Applications Received



Building Permits Issued



41 Residential Permits Issued this Month

44K Square Feet of Commercial Space Permitted Year-to-Date

↑65% Commercial Space Permitted Compared to 5-Year to-Date Average

Year-to-Date Residential New Construction Permits Issued

