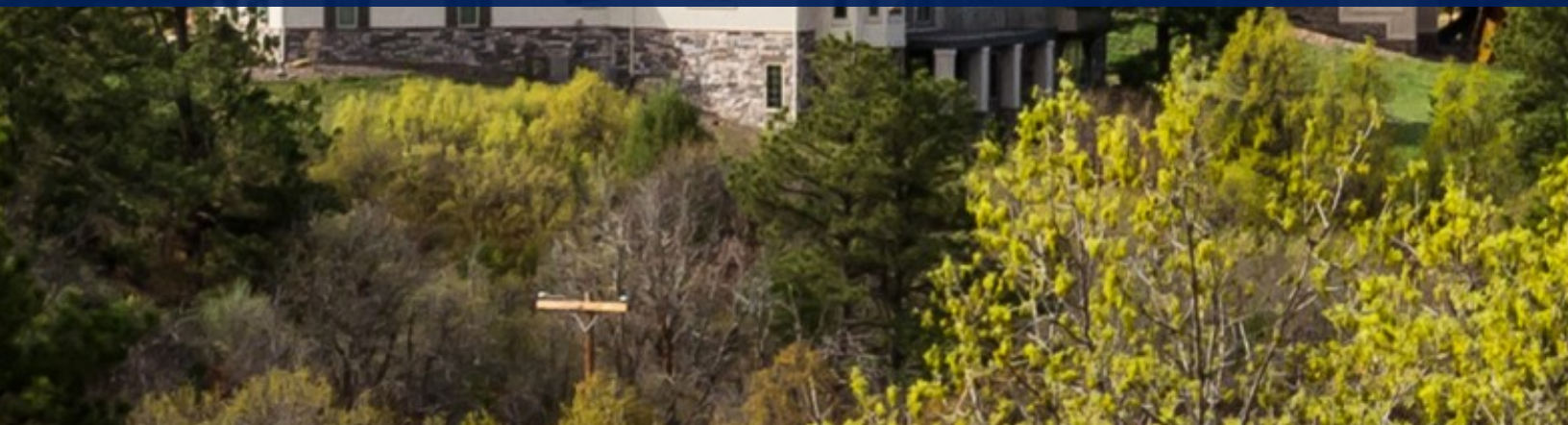




# Development Services July 2023 Monthly Report





# DEVELOPMENT SERVICES

## July 2023 Monthly Report



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



Example of a violation of our Town Code CRMC 8.12.030

## News from the Director

As the summer rains continue to pour down this year, the growth of weeds and grass in our yards can seem never-ending. While it is appreciated that the rains are providing a great deal of water for our landscaping, it's important to keep in mind Town code regarding yard maintenance. According to Municipal Code section 8.12.030, it is illegal to allow weeds to exceed a height of 12 inches on property within the Town. While the grasses, bushes and trees are also appreciating the rains, now is a good time to make sure to trim all plants and trees so that they don't obstruct sidewalks or roadways.



Tara Vargish, PE  
Director  
Development Services

Property owners are responsible to control and remove any weeds growing on their property or on the sidewalks abutting their property. This includes following the Town's Noxious Weed Management Plan. Grass clippings or other mulch are allowed to be used as composting materials, as long as there's no objectionable odor. The Town highly encourages incorporate native grasses and plants in landscaping, as well as using reduced-irrigation landscaping methods outlined in the Castle Rock Landscape and Irrigation Criteria Manual. Let's all do our part to keep our yards well-maintained and follow the Town's guidelines for a beautiful and safe community.

To learn more about Town Code Compliance, visit [www.crgov.com/1925/Code-Compliance](http://www.crgov.com/1925/Code-Compliance).



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](#).



# Employee Recognition

Anniversaries, New Employees, Staff Kudos



**Congratulations to BrieAnna Simon, Senior Planner, on 1 year with the Town!**



**Welcome to Kallista Johnson who joined the Town as a Development Services Technician!**



**Welcome to Logan Snell who joined the Town as a Landscape & Irrigation Plan Reviewer!**



**Welcome to Drew Anderson who joined the Town as a DOIT GIS Specialist!**

G O T E A M !

## Staff Kudos

- **"Tammy King**, you always impress me with your incredibly quick turnaround and great communication - Thank you so much for the amazing follow through! I appreciate you so much!" – Laura M.
- "Hello, **Tracy Shipley & Jason Smith** I wanted to let you both know how much I appreciated your help with the plumbing permit. It finalized today! Could not have done it without your help. Thank you. Have a great day." – Caroline S.
- "...if I might just add, you have a great department there, and have never failed to provide amazing service. The comments from customers on your July newsletter say it all, really, but working with people like **Tammy King, Cara Reed**, and all the folks I have dealt with over in **the Building Division** just make me happy to be a part of this community." – Kevin B.
- "Sweet, we just spoke about this last night since no one knows where our undrain is or they didn't know who was supposed to mow what. You're a big help, **Cara Reed**." – Jason S.
- "You're still the best, **Tracy Shipley**, thanks so much!!!" – Jim F.





# Employee Recognition

## Staff Spotlight



## Meet the Public Works Development Inspection Team!



Pictured from left to right

Top: Matthew Anderson, Jared Poynor, Chad Huber

Bottom: Andrew Blake, Jaret Bennington, Jonathon Cornwell, Ross Stanley

We're thrilled to introduce you to the talented members of our exceptional Public Works (PW) Development Inspection Team! These experts are the backbone of our Town's horizontal construction needs, from dirt work to roadways, sidewalks, waterlines, sanitary lines, storm drains, and other essential development infrastructure. They also oversee the construction of right-of-way (ROW) and easements within Town limits, including dry utilities such as gas, power, and communication lines (i.e. fiber optics).

Led by PW Construction Inspector Supervisor, Matthew Anderson, the team consists of Senior Construction Inspectors Ross Stanley and Chad Huber, ROW Construction Inspectors Jared Poynor and Andrew Blake, and Construction Inspectors Jonathan Cornwell and Jaret Bennington. They are all excellent communicators and work with everyone involved in development projects, including developers, contractors, and various Town departments. They enjoy problem-solving and get great satisfaction from ensuring all development infrastructure is installed to Town standards, resulting in a quality product that becomes the responsibility of the Town indefinitely.

The team wants you to know that they are dedicated to providing excellent service to the community and committed to keeping projects moving forward while maintaining the highest level of customer service. They take immense pride in being a part of the development process in our Town and look forward to working with all members of the community. If you want to know more about inspections, visit our [Inspections page](#) at 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!](#)

**716** surveys distributed  
**45** July responses

### Here are some comments from our customers in July:

- “Very quick response from the office.”
- “Great job!”
- “**Kallista Johnson** was extremely professional and knowledgeable. Very kind.”
- “Very helpful. Saved a lot of back and forth communication.”
- “**Cindy Brooks** and **Kallista Johnson** at the permit counter do an outstanding job. Very professional and knowledgeable. Keep up the great customer service.”
- “**Lenore Bennett** and **Jason Smith** were extremely helpful guiding me through the process, explaining building codes, providing information, and detailing required items. Very courteous and patient!”
- “I’ve had the same inspector for 80% of my projects and he was VERY knowledgeable, informative, and helpful. I’m my last inspection on a new AC installation, he even helped me solve another problem that required City Action. This is why I love living in CR.”
- “**Colby Riggins** did an excellent professional job.”
- “Thankful for the helpful staff and the timely process so we can provide our customers with optimally customer service. Thank you!”
- “**Tina Close** is a true professional - great knowledge and excellent communication. Thank you!”
- “I was very satisfied with the Castle Rock Inspection service.”
- “Y’ALL ROCK AS ALWAYS!”
- “**Tim Steinwinder** and **Jonathon Weikle** were extremely helpful and informative. They answered all of my questions quickly and in language I could understand.”
- “**Jason Smith** was incredibly helpful thank you Jason!”
- “**Cindy Brooks** was great!”



# 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.

## July 19, 2023

A contractor luncheon was held at Rhyolite Park, where Development Services staff hosted an annual barbeque event for the contractors in attendance.

To receive discussion points on the agenda contact:

[buildingcounter@CRgov.com](mailto:buildingcounter@CRgov.com)

To sponsor a contractor luncheon contact:

[schavez@CRgov.com](mailto:schavez@CRgov.com)



## Next Contractor Luncheon:

**Wednesday, August 16, 2023**

**11:30 a.m. — 1:00 p.m.**

Castle Rock Water  
175 Kellogg Court  
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](#)





## 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.

### Perry Street Social



Vicinity Map

A new quasi-judicial application was received from Perry Street Collective for an amendment to the approved site development plan for Perry Street Social. The proposed amendment would remove the ice rink and associated shade structure and replace it with a traditional dining patio. The amendment also calls for the proposed Tap House building to be shifted further away from the north property line of the property. The site development plan will require a public hearing before the Design Review Board. This project is located in Councilmember LaFleur's district.

#### Project Highlights

- Proposing an amendment to remove ice rink and shade structure and replace with traditional dining patio
- Located on Perry Street

### Centura Health at Founders Marketplace



Vicinity Map

A new quasi-judicial application from Boulder Associates on behalf of Porter Care Adventist Health System for a site development plan. The applicant is proposing a 10,500 square-foot primary care facility on a 1.17-acre vacant lot located between Founders Parkway and Aloha Drive. 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 Cavey's district.

#### Project Highlights

- Proposing a primary care facility
- Located between Founders Parkway and Aloha Drive





## 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.

### Costco Site Development Plan



Vicinity Map

A new quasi-judicial application was received from Westside Investment Partners, LLC for a site development plan (SDP) for Costco within the Dawson Trails Planned Development. The 18.4-acre property is located north of the future Crystal Valley Interchange, currently in design. The applicant is proposing a 161,000 square-foot retail warehouse, 899 parking spaces and a fueling station with 16 fuel pumps. Loading docks are located on the east side of the building. The earlier proposed car wash has been removed from the site plan. The site will be accessed from various locations along Dawson Trails Boulevard.

The SDP will require public hearings before the Planning Commission for review and recommendation, and Town Council for review and final decision. The project is located in Councilmember Dietz's district.

### Project Highlights

- Proposing a Costco within the Dawson Trails Planned Development
- Approximately 161,000-square-foot retail warehouse, 899 parking spaces, and 16 fuel pumps
- Located on the west side of Dawson Trails Boulevard just north of the future Crystal Valley Interchange
- Costco would open once Crystal Valley Interchange is open to the public





## 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.

### Dawson Trails Planned Development



Vicinity Map

A new quasi-judicial application was received from Westside Investment Partners, LLC for a site development plan located in the Dawson Trails Planned Development. This is the first proposed residential development in Dawson Trails, and is located in the north-central area of the planned development, adjacent to the Twin Oaks subdivision in Douglas County. The applicant is proposing 230 single-family lots for detached units, and a one-acre neighborhood park, on approximately 78 acres with a gross density of 2.9 dwelling units per acre. Per the Dawson Trails PD Plan, the lots located within the Transition Zone along the northern PD

boundary are a minimum of 6,600 square-feet. The SDP will require public hearings before the Planning Commission for review and recommendation, and Town Council for review and final decision. The project is located in Councilmember Dietz's district.

### Project Highlights

- Proposing residential development in Dawson Trails
- Approximately 230 single-family detached units on about 78 acres
- Located along the northern boundary within the Transition Zone



# New Land Use Submittals



## 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.

### **310 S. Wilcox Street**

Construction documents for new Circle K, 3,700 square-foot building to replace the existing 1,838 square-foot building.

### **CORE**

Easement agreement for phase 2 of underground utility feeder lines, located near the intersection of SH83 and SH86.

### **Meadows, Filing No. 19**

Subdivision improvements agreement amendment to subdivide a tract of land into 3 lots and 3 tracts in support of future commercial and industrial uses, located south of the N. Meadows Drive and Timber Mill Parkway roundabout.

### **Meadows, Filing No. 19**

Plat to subdivide tract into 3 lots and 3 tracts in support of future commercial and industrial uses, located south of the N. Meadows Drive and Timber Mill Parkway roundabout.

### **Promenade**

Design revision to add retaining wall fence, shade structure and fire pit relocation for Commons Park, located at Alpine Vista Circle and Promenade Parkway.

### **Terrain, North Basin Village**

Drainage design revision for 95 single-family lots, located adjacent to the dirt portion of Castle Oaks Drive between Autumn Sage intersections.

### **Terrain, North Basin Village**

Drainage design revision for 95 single-family lots, located adjacent to the dirt portion of Castle Oaks Drive between Autumn Sage intersections.

### **Town project, Public Works**

Construction documents and erosion control plans for Crystal Valley Interchange bridge over I-25 and railroad, ramps, and improvements west of I-25.

### **Villages at Castle Rock Metro District No. 4**

Easement agreement for a sanitary sewer line.



### **Promenade, Alana at Castle Rock**

Site development plan amendment to amend the landscape plan, utility and grading plan with sidewalk revisions to the north access, parking lot revisions by the north retaining wall, and dog park revisions, for multi-family project, located between Castlegate Drive West and Promenade Parkway.

Sidewalk and landscape design revision for multi-family project, located on west side of Promenade Parkway.





# 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

July 6, 2023

Meeting canceled.



### Planning Commission

July 13, 2023

Meeting canceled.

July 27, 2023

The Planning Commission held their regularly scheduled meeting and heard a Site Development Plan for Affinity; a multi-family age restricted development to be located south of Meadows Parkway between Plum Creek trailhead and the railroad underpass. The Commissioners had questions about traffic, water quality, and the relocation of trailhead parking. The Commission recommended approval to Town Council by a vote of 6 to 0.



### Design Review Board

July 12, 2023

Meeting canceled.

July 26, 2023

Meeting canceled.



### Historic Preservation Board

July 5, 2023

The Historic Preservation Board held their regularly scheduled meeting and discussed upcoming agenda items and legal training.



Affinity Vicinity Map



Visit our [webpage](https://www.crgov.com) at CRgov.com to find more information on upcoming public hearings and Board, Commissions, or Town Council meetings



# Actions and Updates

## Town Council



### Development Services items at Town Council

**July 18, 2023**

During their regularly scheduled meeting, Town Council discussed and approved a site development plan for a McDonald's restaurant at Founders Marketplace. The council voted 5 to 2 in favor of the plan.

Additionally, Town Council approved an ordinance on second reading that amended the parking space requirements for multi-family residential buildings. The new requirements mandate 2 spaces per unit for regular multi-family, 1.25 spaces per unit for Downtown multi-family, and 1.1 spaces per unit for senior age-restricted multi-family projects.

At the June 20, 2023 meeting, Town Council had requested a short memorandum explaining the Skyline/Ridgeline Ordinance from staff. The memo contained information on the ordinance's creation and details concerning the variance approval authority. After reviewing the memorandum at the July 18, 2023 meeting, Town Council directed staff to draft an ordinance that modifies the Skyline/Ridgeline variance authority with a vote of 4 to 2.

Lastly, Town Council unanimously approved a resolution that endorsed the Town's 2023 Community Development Block Grant annual action plan with a vote of 6 to 0.



**Vicinity Map of  
McDonald's at  
Founders  
Marketplace**



Visit our [webpage](https://www.cr.gov) at CRgov.com to find more information on upcoming public hearings and Board, Commissions, or Town Council meetings



# TOWN OF CASTLE ROCK DEVELOPMENT SNAPSHOT: July 2023



## 84,011

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

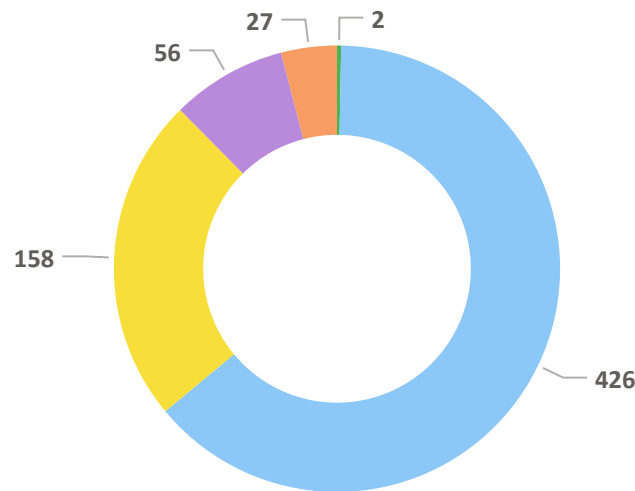


## Zoning Division

### 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.

**6** Sign Permits Issued      **3** Temporary Use Permits Issued      **65** Code Compliance Cases Opened



● Sign Compliance Responses 2      ● Notices of Violation Sent 56  
● Signs Removed from the Right of Way 426      ● Business Licenses Reviewed 27  
● Site visits 158

## 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

**15**

New Pre-Applications This Month

**72**

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

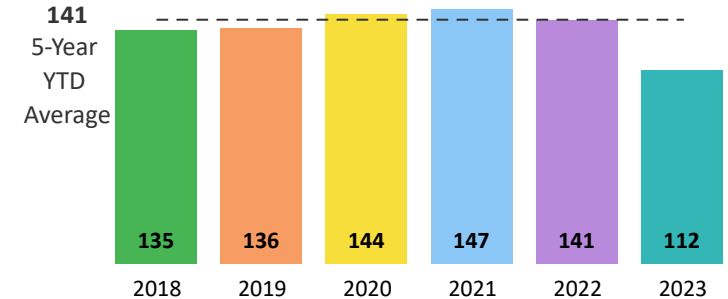
**4**

New Development Project Applications this Month

**3**

Other Project Applications this Month

### Year-to-Date Development Applications



### Development Reviews

#### Monthly Reviews Completed

**4**

First Reviews

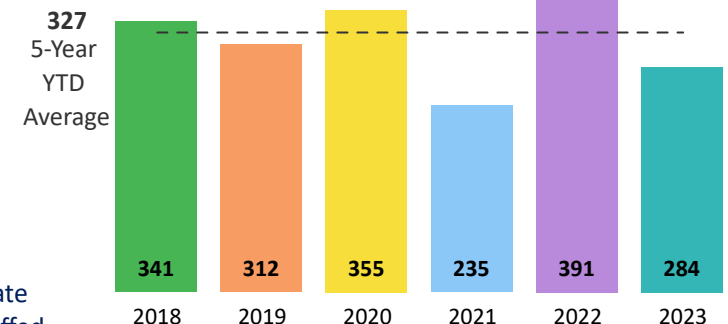
**15**

Second Reviews

**21**

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.

# TOWN OF CASTLE ROCK DEVELOPMENT SNAPSHOT: July 2023



## Building Division

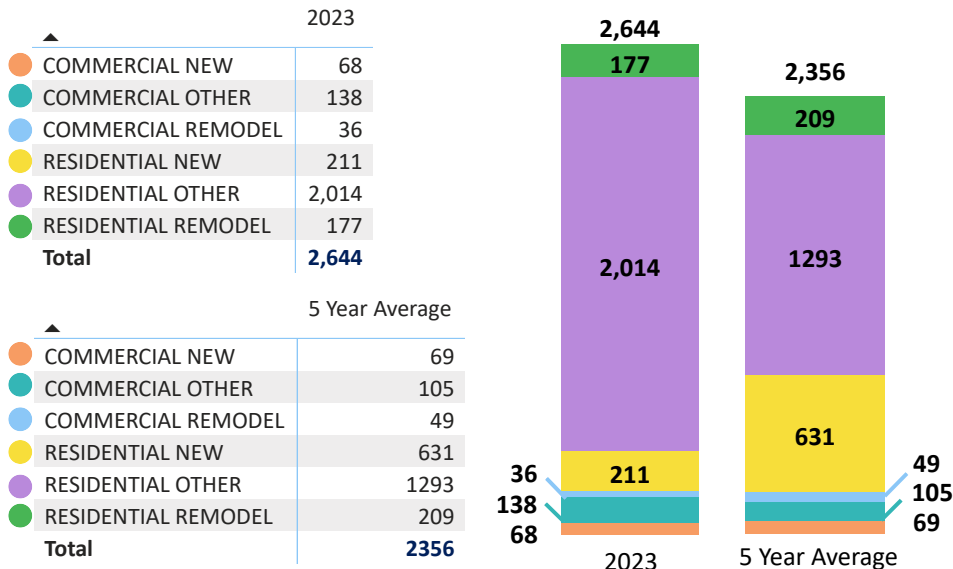
### Core Service Levels

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](#).

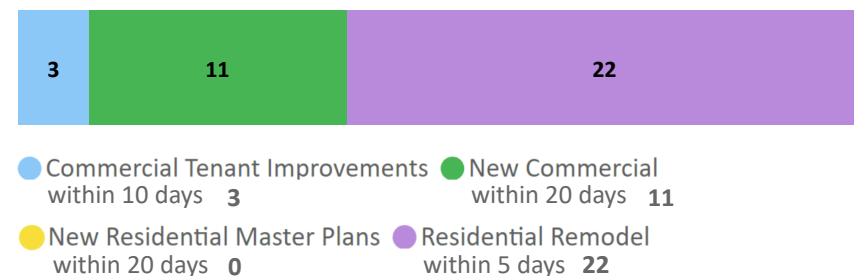
### Building Permit Applications Received

#### Year-To-Date Building Permit Applications Received



### Building Permits Reviewed

#### Monthly Building Permit Reviews by Type



**150**  
**570**  
**2,055**

**Building Fees Calculated: 150 Within 3 days**

**Building Permits Issued**

**Inspections Completed: 2,055 Within 24 Hours**

### Building Permits Issued



**↑10%** Commercial Space Permitted Compared to the 5 Year Year-To-Date Average

