

Development Services

October 2025 Monthly Report



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



Site inspection performed by a Development Services Building Inspector.



News from the Director

Managing building or home projects in Castle Rock is easier with eTRAKiT, the Town's online permitting and planning system. Homeowners, contractors and developers can use eTRAKiT to apply for permits, pay fees, schedule inspections, respond to plan review comments and track project progress all in one convenient place.

The system helps projects move forward efficiently while ensuring they meet Town safety and building standards. eTRAKiT also connects to the Development Activity Map, offering an up-to-date view of current and upcoming public and private projects across Castle Rock. View the map on a desktop or mobile device at CRgov.com/DevelopmentActivityMap.



Tara Vargish, PE
Director
Development Services

Residents can also use eTRAKiT to report neighborhood concerns, such as construction noise or property maintenance issues.

Learn more about the Town's building and permitting process at CRgov.com/Building.



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](#).



Staff Anniversaries



Congratulations to Brad Boland on 9 years with the Town and his promotion to **Planning Manager!**



Congratulations to Tammy King, Zoning Manager, on 9 years with the Town!

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.

542 surveys distributed
22 October 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 October:

- **"Tammy King** was very helpful and quick to respond to information requests."
- "Great to work with"
- "Thank you for your time"
- "You guys make it easy, thanks!"
- **"Tammy King** has always been helpful, supportive and informative."
- **"Diane Maki** was excellent to work with. I submitted my first permit for Castle Rock a couple weeks ago and ran into a couple issues with my water calculations. Diane not only responded to my emails quickly, but she also called me to walk me through the form I was having trouble with. She was very kind, patient, and easy to communicate with."
- **"Tammy King** is an excellent assistant. Thank you!"



Staff Kudos

- “Thank you for your continued support in every way, **Diane Maki**. You are a treasure to our team and greatly value how communicative you’ve been and the commitment you’ve shown to our homebuilder community.” – Rose R.



Diane Maki, CRW
Plan Review
Technician

Rock Star Award



Jay Jensma—August Rock Star Award!

Applause Award



Carissa Ahlstrom, Administrative Assistant,
and Santi Smith, Technical Operations
Supervisor

Santi Smith and Carissa Ahlstrom were recognized for their exceptional dedication and adaptability during a period of transition within the department. With a key role temporarily unfilled, both Santi and Carissa stepped up without hesitation—quickly learning new software, processes, and accounting functions essential to daily operations, including processing deposits and ensuring timely bill payments.

Their expertise and willingness to take on additional responsibilities proved especially valuable during month-end deadlines, when reports and newsletters were due. Throughout it all, they remained a joy to work with and consistently went the extra mile for the DS team, all while managing the demands of their regular roles.

When challenges extended unexpectedly, their contributions became even more critical. We are deeply grateful for their continued support and commitment to the success of our DS family.

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.

607 Sixth Street

Lot line vacation to combine lots 5A and 6A into one lot.

803 Cinnamon Court

Administrative variances for side setback and height.

Castle Oaks Church

Site development plan to expand the parking lot and facility, located at 826 Park Street.

Crystal Valley Ranch, Filing 12

Construction documents for HOA drainage remediation, located at War Knot Lane and Shadow Creek Drive.

Founders Village, Filing 25

Construction documents for Xcel North Trail, phase 1, tract A, located between Blue Teal Drive and Heritage Avenue.

Maher Ranch

Plat to create new single-family residential lot, located southwest of the intersection of Sapphire Point Boulevard and Neon Way.

Meadows, Filing 17

Site development plan to construct two, single-story commercial buildings, located east of the intersection of Meadows Parkway and Prairie Hawk Drive.

Meadows, Filing 21

Plat to subdivide property to create separate lot for a future medical office building, located at 3737 New Hope Way.

Milestone

Erosion control plans for Walmart pavement rehabilitation and ADA ramps rebuild, located at 133 Sam Walton Lane.



Town project, Parks & Rec

Erosion control plans for the Creekside Trailhead located in Lost Canyon Ranch Open Space.



Town project, Parks & Rec

Erosion control plans for the Cattleman's Trailhead located in Lost Canyon Ranch Open Space.

Small cell pole

Construction documents for new small cell pole located in the right-of-way on South Street and Burgess Drive.

Small cell pole

Construction documents for new small cell pole located in the right-of-way on Foothills Drive and Opportunity Drive.

Boards and Commissions

Development Services manages five boards and commissions for building appeals, variance hearings, and land use cases. Comprised of local residents and business owners appointed by the Town Council, they make community-driven decisions aligned with local interests, contributing to balanced local development initiatives



Board of Adjustment

October 3, 2025

Meeting canceled.



Design Review Board

October 8, 2025

Meeting canceled.

October 22, 2025

Meeting canceled.



Historic Preservation Board

October 1, 2025

Meeting canceled.

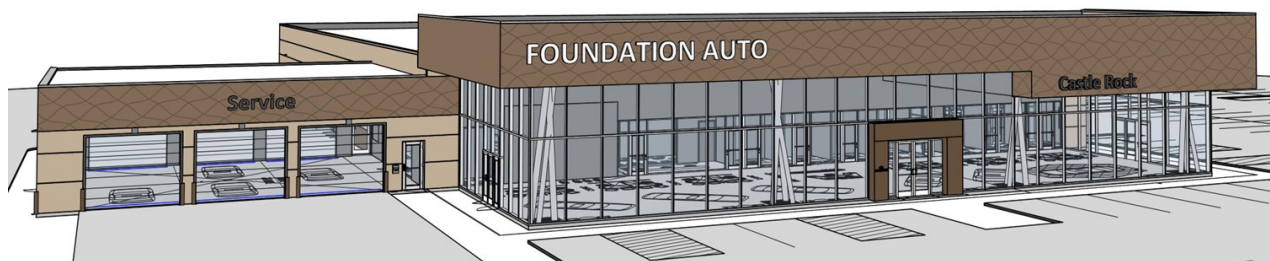


Planning Commission

October 9, 2025

The Planning Commission held its regularly scheduled meeting and heard a proposal for a Site Development Plan for a new 32,826-square-foot auto dealership and service on South Wilcox Street. The proposal includes a showroom, service bays, and 385 parking spaces on a 6.34-acre site.

The Commission recommended approval to Town Council with a vote of 5 to 0.



Rendering of Foundation Auto Dealership and service center.

October 23, 2025

Meeting canceled.

Town Council

Development Services presents land development projects that require public hearings for decision by Town Council for approval following a thorough staff review and recommendations from our Boards and Commissions.

October 7, 2025

Town Council held its regularly scheduled meeting and approved a resolution approving a site development plan for the **Brickyard mixed-use development** with a vote of 7 to 0.

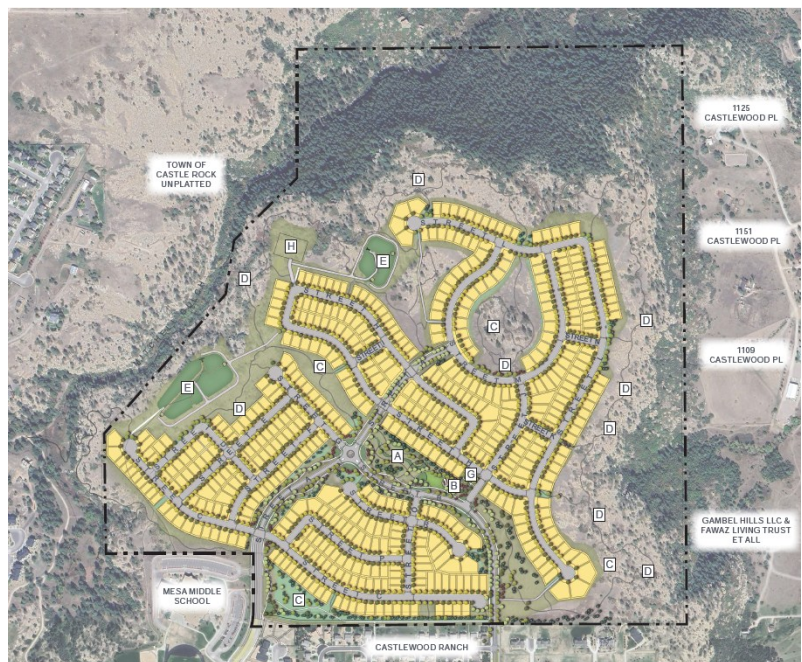
The 21.14-acre site is located at 401 Prairie Hawk Drive, north of Plum Creek Parkway and south of Topeka Way. The plan includes 384 multifamily dwelling units; a 123-room hotel with conference space; approximately 263,000 square feet of retail, office, restaurant and entertainment space; and 5.49 acres of open space. The property was annexed into the Town in 1973 and zoned General Industrial in 1974, allowing uses such as asphalt or concrete plants, manufacturing, warehousing, etc. The Brickyard planned development plan and zoning regulations were approved in February 2025, changing the uses to allow a mix of residential, commercial, restaurant and entertainment.

On a vote of 7 to 0, Town Council approved a resolution approving a site development plan called **Bella Mesa North**, with conditions regarding where rock blasting cannot occur. The project is located on 293.21 acres northeast of Mitchell Street and Mikelson Boulevard.

The plan includes 525 single-family detached residential units, 174.18 acres of proposed public and private open space, a centrally located 3.99-acre park and trail improvements. The property was originally annexed into the Town in 1985 as part of Founders Village. In 2015, an additional piece of property was annexed into the Town and the entire area was rezoned, reducing the allowed number of dwelling units by approximately 900 from the initial zoning.



Rendering of the Brickyard Site Development Plan.



Illustrative site plan of Bella Mesa North.

Town Council

Development Services presents land development projects that require public hearings for decision by Town Council for approval following a thorough staff review and recommendations from our Boards and Commissions.

October 21, 2025

Town Council held its regularly scheduled meeting and, on a vote of 6 to 1, approved a resolution of a 21-acre parcel in **Crystal Valley Ranch Filing 14, Block 2, Lot 1** that returns the parcel to its original developer, Maple Grove Land Limited Partnership.

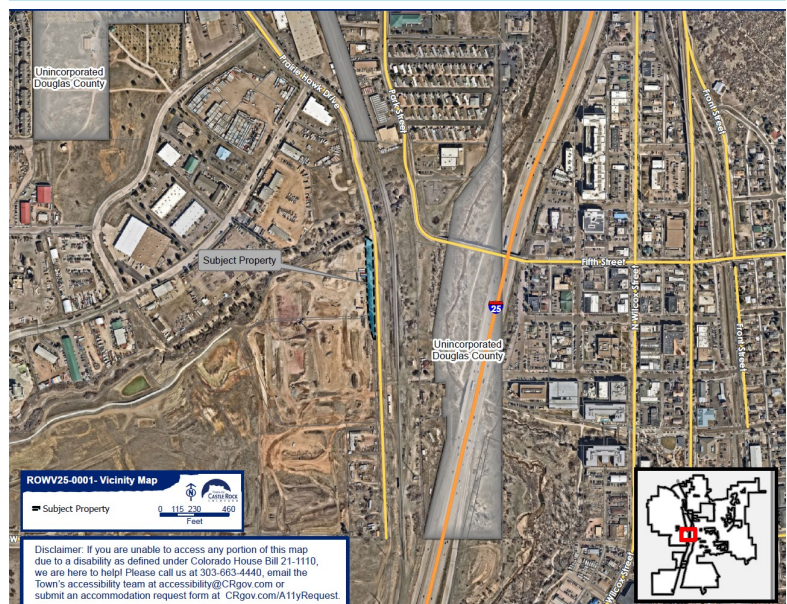
The land had been held by the Town as a potential school site under a Development Agreement. Following a formal declaration by the Douglas County School District that the site is no longer needed, the Town will re-convey the property and relocate existing disc golf amenities. The developer will pay \$500,000 to the school district and work with the Town on a new development plan that includes added buffers and cul-de-sacs near existing homes.

Council also approved on first reading, an ordinance vacating a 0.42-acre portion of **Prairie Hawk Drive** to support the Brickyard mixed-use development by Confluence Companies with a vote of 7 to 0.

The vacation will allow for consistent right-of-way alignment in this area. Future improvements to Prairie Hawk Drive will include curb, gutter, sidewalk, lighting, and on-street parking. A temporary utility easement will remain in place until final platting is completed.



Vicinity map of Crystal Valley Ranch Filing 14, Block 2, Lot 1.



Vicinity map of Prairie Hawk Drive Right-of-Way.

TOWN OF CASTLE ROCK DEVELOPMENT SNAPSHOT: October 2025



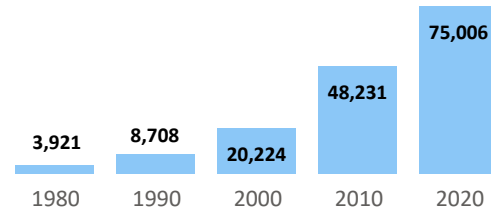
Population

87,968

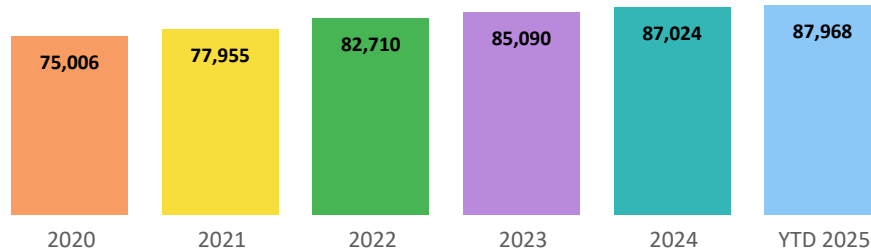
Estimated Population based on the total number of occupiable residential units



Historic Population



Recent Population



Zoning Division

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.

10 Sign Permits Issued
7 Temporary Use Permits Issued
37 Code Compliance Cases Opened



● Sign Compliance Responses 4
 ● Notices of Violation Sent 25
 ● Signs Removed from the Right of Way 439
 ● Business Licenses Reviewed 31
 ● Site visits 127

Planning/Development Review

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

5

New Pre-Applications This Month

90

Year-to-Date Pre-Applications

29%

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

19

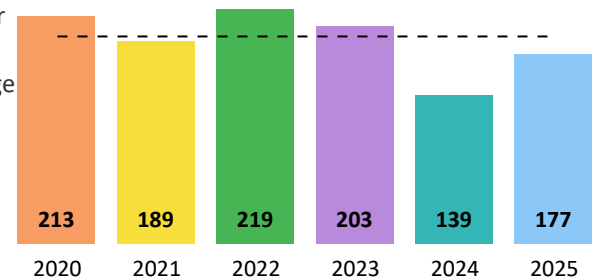
New Development Project Applications this Month

3

Other Project Applications this Month

194
5-Year YTD Average

Year-to-Date Development Applications



Development Reviews

Monthly Reviews Completed

17

First Reviews

8

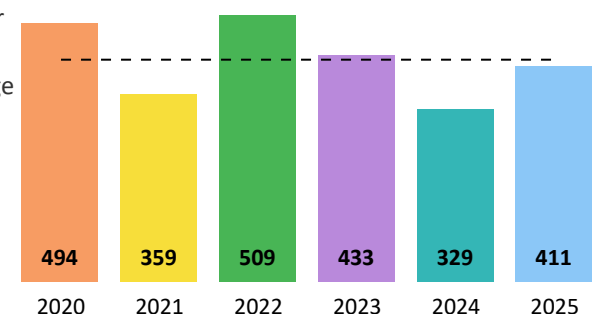
Second Reviews

13

Third Reviews or More

425
5-Year YTD Average

Year-to-Date Planning/Development Reviews



*on time with the exception of 6 late reviews due to being short staffed.

TOWN OF CASTLE ROCK DEVELOPMENT SNAPSHOT: October 2025



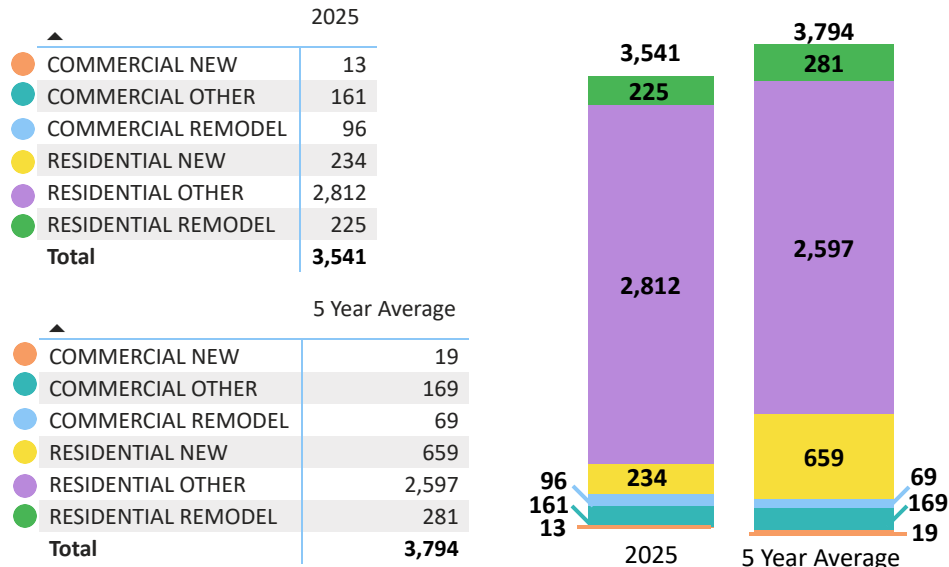
Building Division

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 on our webpage at CRgov.com.

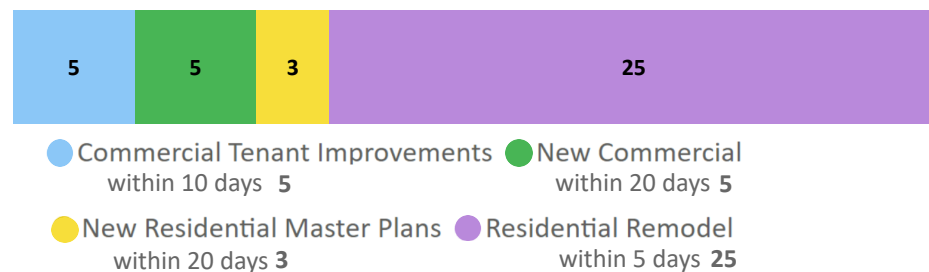
Building Permit Applications Received

Year-To-Date Building Permit Applications Received



Building Permits Reviewed

Monthly Building Permit Reviews by Type



185
426
1,450

Building Fees Calculated: 183 Within 3 days

Building Permits Issued

Inspections Completed: 1,447 Within 24 Hours

Building Permits Issued



↓56% Commercial Space Permitted Compared to the 5 Year Year-To-Date Average

