



# Development Services

## May 2024 Monthly Report



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## Inside this issue:

Page 3: Employee Recognition

Page 6: New Land Use Submittals

Page 7: Actions and Updates

Page 8: Development Snapshot

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

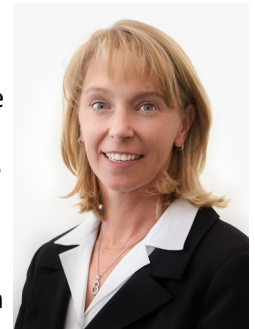


Riverwalk Luxe located at 221 Wilcox Street

|   |                    |
|---|--------------------|
| DISTINCT TOWN IDENTITY                                | RESPONSIBLE GROWTH |
| TOWN OF CASTLE ROCK<br><b>F O U R</b><br>CORNERSTONES |                    |
| COMMUNITY SERVICES                                    | THRIVING ECONOMY   |

## News from the Director

Maintaining the charm and beauty of Castle Rock is a community effort, and reducing sign clutter plays a vital role in this mission. With the arrival of warmer weather, you might be thinking about hosting a garage sale or an open house. Before you put out signs, it's important to familiarize yourself with the local signage regulations.



Tara Vargish, PE  
Director  
Development Services


To promote community pride and minimize visual clutter, placing signs in public rights of way or on Town property is strictly prohibited. Any signs found in these areas will be removed and discarded.

There are many excellent ways to advertise your open house, business, or garage sale. Signs are permitted on private property with the owner's permission. Additionally, you can promote your event through community bulletin boards, social media pages, or local groups. For comprehensive information about the Town's sign regulations, please visit [CRgov.com/Signs](http://CRgov.com/Signs).


In other development news, Riverwalk Luxe, located at 221 Wilcox St., is set to receive its Certificate of Occupancy (CO) this summer. This mixed-use development will feature 28 residential units, 23,136 square feet of commercial and office space and an underground residential parking garage. The exterior brick installation and improvements along Wilcox and 3rd Street are ongoing, and the interior trim work on the upper units started the week of May 6, 2024.

To stay informed about development in Castle Rock, visit our webpage at [CRgov.com](http://CRgov.com).

 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](#).

## 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.

**609** surveys distributed

**34** May 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 May:

- “**Colby Riggins** was very thorough and provided clear guidelines for what steps I needed to take on the project.”
- “**Jason Smith** was very patient and helpful in addressing my questions about inspection scheduling/communicating with inspectors on build days.”
- “**The Building Inspection Team** has been very helpful for me as a homeowner that is a hands-on guy, no way I could keep pace with the code changes and the CR team was very helpful when I had questions.”
- “**Colby Riggins** was very knowledgeable, thoughtful and took care with his work.”
- “Good job so far. Just got permit. Smiles!”
- “**Colby Riggins** is very good at his job. Very thorough and courteous.”
- “Quick response to my request for a copy of my home's plot plan. Another reason I'm so glad I moved here!”
- “Great service!”
- “**Colby Riggins** was very professional and friendly, show me what was needed to be redone by.”
- “I am from an Architectural Firm and have a public log in which every day I have to call **Tracy Shipley** to get the password reset. She finally made me an account as a contractor, and I am now able to log in and out with no issues and without having to ask for my password to be reset every time. What a win for me and I am grateful for Tracy thinking outside of the box to get the issue resolved.”
- “**Jason Smith** was extremely helpful, pleasant and professional. He made what potentially could have been a big headache into a painless procedure.”

## Staff Kudos

- “Thank you so very much for your time & the prompt responses! Everyone I have dealt with at **The Building Counter** has been personable, but professional & all responses have been so quick - it's nice! Have a GREAT Memorial weekend!” - Gale R.



## Staff Anniversaries



**Congratulations to Julie Kirkpatrick, Plan Review Project Coordinator on 13 years with the Town!**



**Congratulations to TJ Kucewesky, Assistant Director, on 8 years with the Town!**



**Congratulations to Kevin Wrede, Planning Manager, on 8 years with the Town!**



**Congratulations to Cara Reed, Neighborhood Liaison, on 7 years with the Town!**



**Congratulations Kevin Arencibia, Combination Building Inspector, on 2 years with the Town!**



## New Employees



**Welcome to Adam Kindle on joining the Town as a Combination Building Inspector!**



## 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.



### The View

Sanitary and sand/oil pipe design revisions for mixed-use project, located at 205 6th Street.

### 104 Lewis Street

Lot line vacation to create one parcel/lot to build new single-family home.

### Canyons Far South, Filing 1

Erosion control plans for 299 single-family lots, located southeast of Crowfoot Valley Road and Founders Parkway intersection.

### Meadows, Filing 17

Access easement agreement for future child care center, located at the northwest corner of Limelight Avenue and Prairie Hawk Drive.

### Meadows, Filing 17

Construction documents and erosion control plans for expansion of existing storage facility, located at 4395 Regent Street.

### Meadows, Filing 17

Construction documents and erosion control plans phasing design revision to build roadway and utility infrastructure improvements for extension of Virtuoso Loop.

### Milestone, Sonic

Construction documents for Sonic exterior remodel, located at 210 Founders Parkway.

### Plum Creek

Construction documents for Plum Creek Parkway waterline to support Dawson Trails and Millers Landing, located west of I-25.

### Promenade

Plat and site development plan to combine two existing lots and subdivide them into two new lots for future 4-story, 122-room hotel, located northwest of Sam's Club between Chipotle and ENT Bank.

### Town project, Fire Department

Construction documents to renovate landscaping at Fire Station 153, located in Founders, and Fire Station 154, located in The Meadows.

### Town project, Public Works

Erosion control design revisions for Dawson Trails Boulevard.



## 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

May 2, 2024

Meeting canceled.



### Design Review Board

May 8, 2024

Meeting canceled.

May 22, 2024

Meeting canceled.



### Historic Preservation Board

May 1, 2024

The Historic Preservation Board held its regularly scheduled meeting and discussed Historic Preservation Month and heard updates from the Design Review Board and the Castle Rock Historical Society and Museum Liaisons. The Board adjourned to a study session.



### Planning Commission

May 9, 2024

Meeting canceled.

May 23, 2024

The Planning Commission held its regularly scheduled meeting and reviewed a request for a 2-story office development located at 218 Front Street. The Commission recommended approval of the Site Development Plan by a vote of 5 to 0.



218 Front Street



# TOWN OF CASTLE ROCK DEVELOPMENT SNAPSHOT: May 2024



## 85,761

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

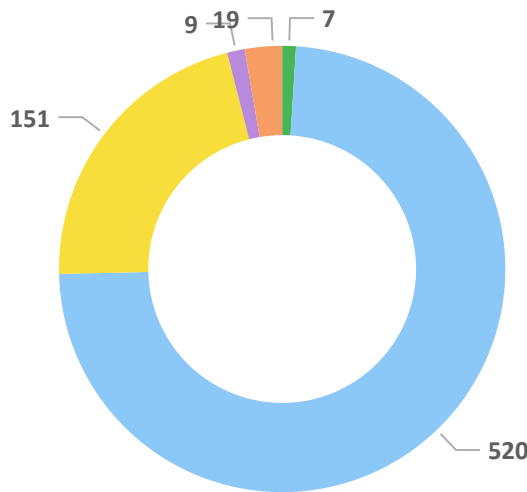


## Zoning Division

### 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.

**13** Sign Permits Issued      **1** Temporary Use Permits Issued      **58** Code Compliance Cases Opened



- Sign Compliance Responses 7
- Notices of Violation Sent 9
- Signs Removed from the Right of Way 520
- Business Licenses Reviewed 19
- Site visits 151

## 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

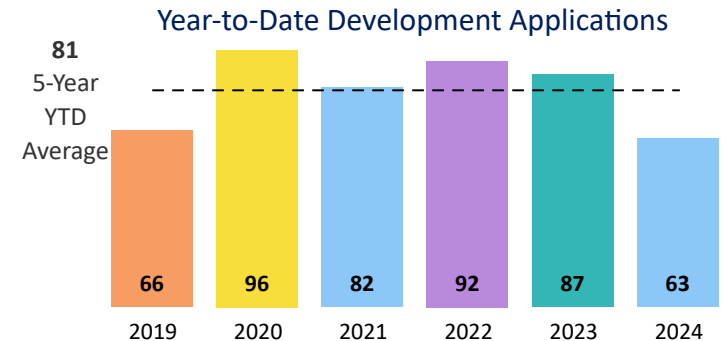
- 8** New Pre-Applications This Month
- 46** Year-to-Date Pre-Applications
- 30%** Pre-Applications that advanced as new projects over the previous 12 months

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

**12** New Development Project Applications this Month

**4** Other Project Applications this Month



### Development Reviews

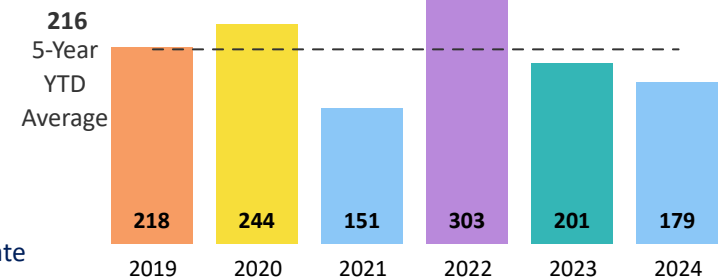
#### Monthly Reviews Completed

**15** First Reviews

**10** Second Reviews

**8** Third Reviews or Greater

#### Year-to-Date Planning/Development Reviews



\*on time with the exception of 9 late reviews due to being short staffed.

# TOWN OF CASTLE ROCK DEVELOPMENT SNAPSHOT: May 2024



## 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](#).

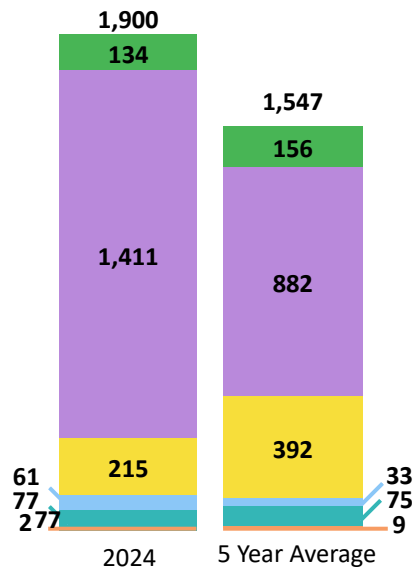
### Building Permit Applications Received

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

|                     | 2024         |
|---------------------|--------------|
| COMMERCIAL NEW      | 2            |
| COMMERCIAL OTHER    | 77           |
| COMMERCIAL REMODEL  | 61           |
| RESIDENTIAL NEW     | 215          |
| RESIDENTIAL OTHER   | 1,411        |
| RESIDENTIAL REMODEL | 134          |
| <b>Total</b>        | <b>1,900</b> |

|                     | 5 Year Average |
|---------------------|----------------|
| COMMERCIAL NEW      | 9              |
| COMMERCIAL OTHER    | 75             |
| COMMERCIAL REMODEL  | 33             |
| RESIDENTIAL NEW     | 392            |
| RESIDENTIAL OTHER   | 882            |
| RESIDENTIAL REMODEL | 156            |
| <b>Total</b>        | <b>1547</b>    |



**Building Fees Calculated: 124 Within 3 days**

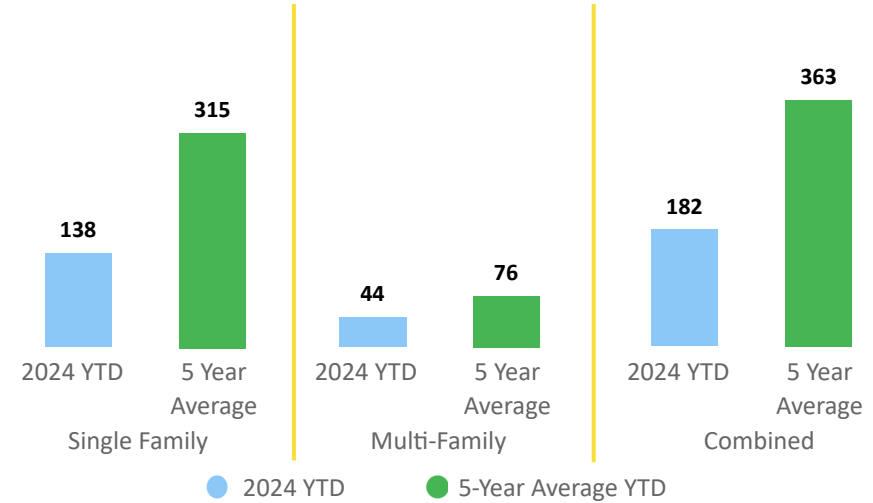
**Building Permits Issued**

**Inspections Completed: 1,959 Within 24 Hours**

### Building Permits Issued



**↓33%** Commercial Space Permitted Compared to the 5 Year Year-To-Date Average



### Building Permits Reviewed

#### Monthly Building Permit Reviews by Type

