



Development Services February 2022 Monthly Report

(Reporting on January 2022)



DEVELOPMENT SERVICES

January Monthly Report (Reporting on December)



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For the latest Development Activity, visit:
CRgov.com/DevelopmentActivity

COMPREHENSIVE MASTER PLAN FOUR CORNER STONES

Distinct Town Identity	Responsible Growth
Community Service	Thriving Economy



100 N. Wilcox Street
Castle Rock, CO 80104
720-733-2200



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News from the Director

There are many exciting projects and developments in the works all around Castle Rock in 2022. While these projects add vibrancy to our growing community, it is important that we continue to maintain existing infrastructure around our Town.

One way the Town relies on residents to help keep Castle Rock a great place to live and visit is by snow removal on properties of residents and business owners. As we head into the snowiest months of the year, here are a few tips and resources to know about for snow removal. Following snowfall with 2 inches or more of accumulation, it is the responsibility of residents and business owners to remove snow and ice from sidewalks within 48 hours. Snow removal is required on both sidewalks for residences or businesses located on corner lots. The Town is responsible for removing snow from Town-managed parks, trails and buildings.



Tara Vargish, PE
Director
Development Services

For more information on the Town's approach to snow clearing and maintenance operations, visit CRgov.com/Snow.

Employee Recognition

New Employees, Awards, Staff Spotlight



Congratulations to Jon White on being appointed Chief Building Official. Jon has been with the Town since 2016.



Congratulations to Jonathon Weikle who joins the Town as a Building Inspector!



Congratulations to Julie Kirkpatrick on being appointed Plan Review Project Coordinator! Julie has been with the Town since 2011.



Congratulations to Brett Longnecker on being appointed Building Inspection Supervisor! Brett has been with the Town since 2020.



Congratulations to Tara Vargish on 12 years with the Town!



Congratulations to Cynthia Brooks on six years with the Town!



Congratulations to Justin Linsday on three years with the Town!



Congratulations to Tracy Shipley on four years with the Town!

Staff Kudos

"Sandy, I want to say THANK YOU for letting residents have a voice. I'm hearing that's fairly rare with town officials (not CR in particular), and I'm glad CR has someone like you!" - Brenda

"You're great at responding Sandy. What a huge project - hope it bodes well for all involved." - Lisa

"Cara, Thank you so much for all this information which really helps the association understand not only which areas we are responsible for but also which areas the Town is responsible for. Your help is much appreciated." - Dennis R.

"Scott, I wanted to sincerely thank you for always taking the time to help work out these "little quirky" details with sign postings. You always go above and beyond to help make sure the postings are taken care of, even going so far as to help keep track of inventory. I very much appreciate your help!!" - Julie P

"Thank you Amy and all of the Plan Examiners. We are not used to reviewers even answering a phone call in any other jurisdictions let alone emails, so it has been a great experience even though our client is pushing hard on us to get the permit wrapped up." - Joe M

"Cara's enthusiasm and detailed research and mapping is admirable."

Employee Recognition

Customer Service Feedback



Customer Feedback Survey

We launched a customer feedback survey in 2019 to gather input about our customer



380 surveys distributed

21 January responses

service on permits and projects, level of responsiveness to inquiries and development activities. If you receive an email from us titled “We would like your feedback!”, please consider taking a few minutes to respond. Your feedback is valuable to us! The link is also available in staff email signatures. All responses are anonymous, unless you request to be contacted by staff. You can also enter our monthly drawing to win a \$25 gift card to a local Castle Rock business.

“Love Tammy King. She’s been great to work with—thank you.”

“Chelsia was very helpful to explain any issues or missing information and I appreciated her timely response to keep the process moving forward.”

“We appreciated that the review dates listed in etrakit were met on or before the dates listed and that the response time to the Building Counter email was very prompt in addressing any issues or revised documents required to complete the reviews.”

“Tracey Shipley and Amy Shalz are amazing.”

“Very quick and very good service! Thank you!”

“This was an awesome process and I truly appreciate the timely response and guidance through the process.”

“Tammy King & team are the best. We appreciate the support!”

“I really appreciate the fast and courteous response time during this process.”

“Dena Paulin and Brad Boland were both excellent and responsive throughout.”

Staff Spotlight

Camden Bender joined the Town in September 2021 as the Development Services Community Outreach Program Manager. He has a Bachelor of Science in Journalism and a Master’s of Business Administration. He works on all communication and outreach efforts for Development Services. Camden’s goal is to provide easy-to-understand and transparent communication opportunities, for Town residents, business owners, developers and other stakeholders. Before joining the Town, Camden worked as a policy and communications consultant where he specialized in communication and outreach projects for transportation agencies, utilities and other municipal organizations.

Camden and his wife, Kilee, moved to Castle Rock from Kansas City three years ago. They have a Golden Retriever, Moose, who loves the Colorado outdoors. In his free time, Camden enjoys traveling, hiking and camping.



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 staff as well as plan review staff in Castle Rock Water, Public Works, Fire and Parks and Recreation.

Aspen View Academy

Parking lot drainage design revision for classroom and gym addition and flood plain easement agreement, located at 2131 Low Meadow Boulevard.

Castle Rock Adventist Hospital

Drainage design revision and fire hydrant easement agreement for a three-story, 70,000 square-foot medical office building, located at 2350 Meadows Boulevard.

Encore

Site development plan amendment for Block & Bottle Restaurant tenant improvements, located at 20 N. Wilcox Street.

Macanta Amenity Center (Douglas County Project)

Landscape design revision. The Town will own and maintain the project's water system per previous agreements.

Meadows, Filing 16, Parcel 8

Site development plan amendment to clarify setbacks and typical lot diagrams.

Meadows, StorHaus

Construction documents for three garage condo buildings, consisting of 37 condo units and one clubhouse building, located at Regent Street and Carnaby Lane.

Philip S. Miller Library

Construction documents and erosion control plans for a new two-story 62,000 square-foot library to replace the existing one-story 45,000 square-foot library, located at 100 S. Wilcox Street.

Promenade

Site development plan amendment for the installation of four electric vehicle charging stations in the Whole Foods parking lot, located at 6384 Promenade Parkway.

Sanders Business Park

Construction documents and erosion control plans for a 20,000 square-foot plumbing warehouse/retail/office building, located on the I-25 frontage road, north of Crystal Valley Parkway.

T-Mobile

Site development plan amendment to modify ground based and tower mounted wireless telecommunication facility equipment, located at 1582 Reservoir Road.

Town Project

Construction documents for the Ridge Road Widening Project, located between the State Highway 86/Fifth Street/Ridge Road intersection and Plum Creek Parkway.

Town Project

Construction documents and erosion control plans for the Gateway Mesa Trail Maintenance Project, located at 4678 State Highway 86.

Verizon

Construction documents for four small cellular sites, located in various areas of town.

Public Hearings Required

Land Use submittals that incorporate new land into the Town's jurisdiction, establish or modify the zoning rules for the land, or site plan layouts for residential neighborhoods or properties requiring buffering are examples of submittals requiring public hearings.



Vicinity Map

Ms. Amy's Tot Academy

Historically known as the Saunders House, the locally landmarked house dates to approximately 1887. As a part of this application and as required by the Castle Rock Municipal Code, the Colorado Cultural Resource Survey is being updated by the Town's historic preservation architect. The application proposes a 2,000 square-foot addition to join the existing garage and historic building with the intention of preserving the historic nature of the landmarked structure. The historic structure would be painted gray and the new addition and garage renovations would be a different color. This landmark alteration certificate application requires a public hearing before the Historic Preservation Board. After the Historic Preservation Board has considered the proposal, a site development plan will be required for consideration by the Design Review Board. The property is located at 203 N. Perry Street and is within Councilmember LaFleur's district.

Project Highlights

- 2,000 square-foot addition to the existing historic building for daycare use.

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 or determinations. These boards and commissions are filled by residents, and in some cases business owners, as appointed by Town Council.



Board of Adjustment

January 6 — Meeting canceled.



Design Review Board

January 12 — Meeting canceled.

January 26 — The Design Review Board met to consider a site development plan for the new Douglas County Library, located at 100 S. Wilcox Street.

The proposal would replace the existing library with a new building located closer to the Wilcox Street urban/street edge in alignment with the Downtown Overlay District standards. The new building would reimagine interior spaces to allow for more community gathering and study spaces and more efficient workspaces for staff. A drive-up book drop would be located on the south side of the building. The project is planned to be phased to allow the existing building to remain open during construction of the new branch, with the existing building then demolished to allow for the construction of a new parking lot in its place.



Vicinity Map of 100 S. Wilcox Street

The Board approved the site development plan on a 6-1 vote.



Historic Preservation Board

January 5 — The Historic Preservation Board met to discuss a grant request for a nationally landmarked home at 208 N. Cantril Street. The \$5,860 grant request was approved for exterior painting.

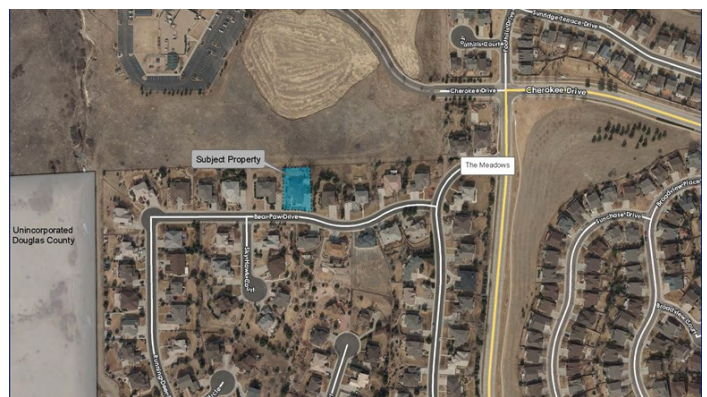


Planning Commission

January 27 — Meeting canceled.

January 13 — The Commission reviewed a Use by Special Review application for an accessory dwelling unit, located at 5069 Bear Paw Drive. The request was to construct an 1,556 square-foot accessory dwelling unit.

The Planning Commission recommended approval to Town Council on a 6-0 vote.



Vicinity Map of 5069 Bear Paw Drive

Town Council considered the following proposals on January 18.

5069 Bear Paw Drive

Town Council reviewed a resolution to approve a Use by Special Review application for an accessory dwelling unit at 5069 Bear Paw Drive. The proposed addition to the existing home would create a 1,556 square-foot accessory dwelling unit.

This project complied with the zoning and use by special review regulations. The applicant proposed enclosing the corner of their home that exists under a deck for a kitchen.



Vicinity Map of 5069 Bear Paw Drive

As the proposal adds additional square footage to the home, a Use by Special Review approval was required per the accessory dwelling unit regulations adopted in January 2018. The Planning Commission recommended this project for approval.

Town Council approved the resolution of approval by a vote of 7-0.

Learn about the various Town Boards and Commissions at: [CRgov.com/1937/Boards-and-Commissions](https://www.cr.gov/1937/Boards-and-Commissions)

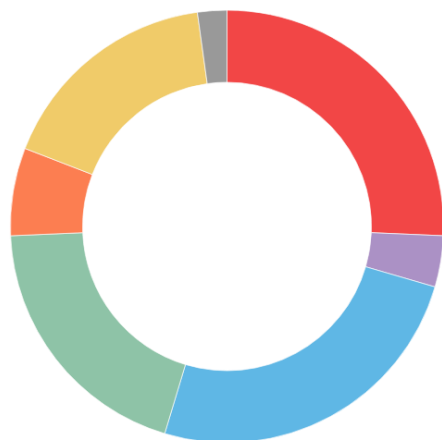


81,066
estimated population as of January 2022

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 – 0
- Sign Removed from Right of Way – 47
- Sign Permits Reviewed – 7
- Site Visits – 46
- Code Complaint Responses – 36
- Notices of Violation Sent – 12
- Business Licenses Reviewed – 31
- Temporary Use Permits Issued – 4

*All 100% 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.

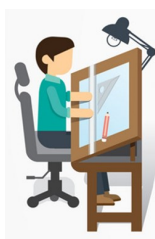
Pre-Applications

- 12** Pre-Applications this month
- 12** year-to-date Pre-Applications
- 41** 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.



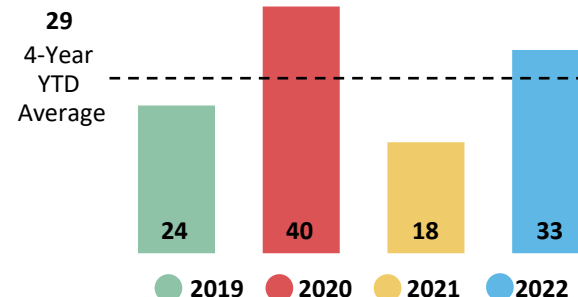
New Development Projects



33

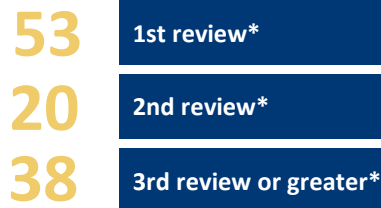
New Development Project Applications this Month

Year-to-Date Development Projects



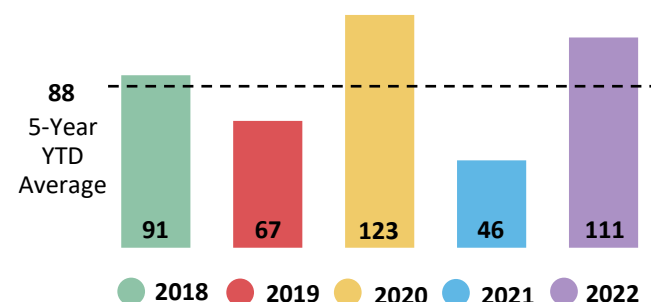
Development Reviews

Monthly Reviews



*On time with the exception of two late 1st reviews and four late third reviews due to volume.

Year-to-Date Planning/Development Reviews

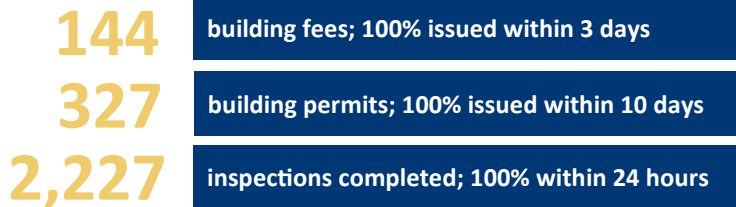


Building Division

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.

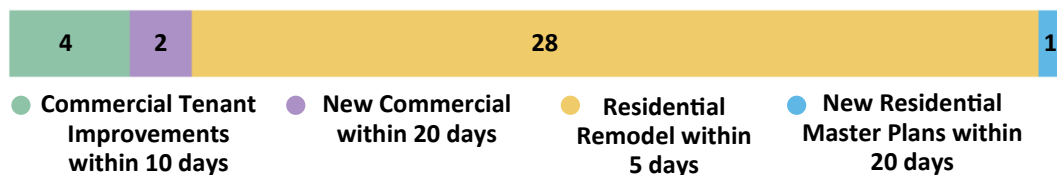
Development Services staff process permits, conduct inspections, respond to code violations and review plan submittals each month. This snapshot highlights staff activity during the previous month for the Zoning Division, Building Division and Planning/Development Review. Information on previous months can be found in the Development Services' Monthly Report archive at: CRgov.com/1674/Development-Services



Building Permits Reviewed

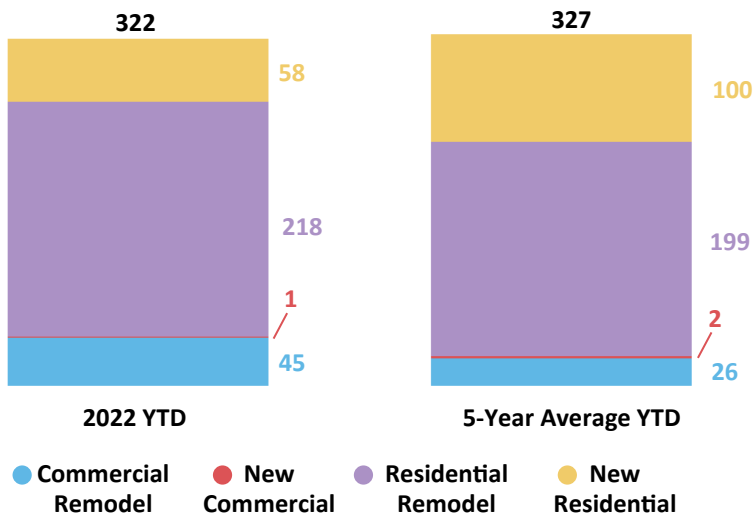
Monthly Building Permit Reviews by Type*

*All 100% on time



Building Permit Applications Received

Year-to-Date Building Permit Applications Received



Building Permits Issued



304
Residential Permits Issued this Month



70K
Square Feet of Commercial Space Permitted Year-to-Date



↑347%
Commercial Space Permitted Compared to 5-Year Year-to-Date Average

Year-to-Date Residential New Construction Permits Issued

