



# Development Services

Building \* Planning \* Zoning

Implementing the Community Vision through Development Activities

## *Development Tales by the Director*



**Bill Detweiler, Director  
Development Services**

*"I'm not the smartest person in the world, but I sure can pick smart colleagues."*

*~~ Franklin Roosevelt*

*The Development Services Department and Enterprise Program staff are proficient and well versed in community development activities. The team is filled with professional experts in customer service, planning, zoning, building, engineering, construction plan review and*

*building and field inspection activities. I am constantly amazed at the high level of intellect and creativity shown on a daily basis to identify areas for improvement and resolve concerns and problems quickly and accurately. Working in a high growth community is not easy. It involves unique and diversified challenges and provides the team with an opportunity to excel. I remain thankful to work alongside this outstanding team, and look forward to what 2017 brings our way.*

*The Development Services and Enterprise Team provided outstanding service to residents and development teams in 2016. The consistent level of investment and development activity in Castle Rock is reflected in the number of building permits issued and the number of plan reviews and field inspections completed. Highlights of major accomplishments in 2016 include:*

For the latest in development activity,  
please visit:

[www.CRgov.com/DevelopmentActivity](http://www.CRgov.com/DevelopmentActivity)

# DEVELOPMENT TALES

## Communitywide decisions to ensure public participation

- Council adopted a Neighborhood Meeting Ordinance requiring all applications for annexation, zoning and zoning amendments to hold a neighborhood meeting prior to submission of a formal development application. Previously neighborhood meetings were strongly encouraged.
- Public Hearing signs were updated with new graphics and constructed of metal.
- Council adopted a new Public Hearing Notification Ordinance directing Town staff to prepare electronic notices for posting to the Town web page.

## High profile projects that had a positive impact on the community

- Promenade project completed two phases on Meadows Parkway and stores opened on the north end adjacent to I-25 and Castle Rock Parkway with Sam's Club (opening January) and King Soopers (opening late spring).
- Continued work on long-range community development activities including annexation petitions for Pine Canyon and Pioneer Ranch. Canyons South officially withdrew its annexation petition in December, 2016, after 5 years of working with the applicant.
- The Development Services team presented a community development overview as part of the "Your Town Academy" program.
- Miller's Landing Rezone approved by Town Council to allow the Interchange Overlay zoning to apply to an existing undeveloped property.
- Continued expansion at Castle Rock Adventist Hospital including Castle Rock Medical Office Building II and Limelight Medical Office Building.
- The Development Services team participated in Economic Development Council programs and assisted with negotiation of moving employment-based business to the Town including:
  - Infinity Labs expansion on South Perry Street
  - Vista Petroleum on Wilcox Street
  - iMotion expansion and Personal Warehouse on the Frontage Road
  - Master Magnetics expansion on Gilbert Street
  - Launched an online payment portal which will reduce Enterprise credit card charges by approximately \$160,000+ annually

# DEVELOPMENT TALES

## Development activity

- Staff issued 1,133 new residential permits
- Staff issued and inspected commercial projects with an estimated value of \$59 million
- Staff issued approximately 7,200 building permits
- Staff approved 39 construction plan documents
- Staff conducted approximately 31,000 building and field inspections
- Staff issued approximately 750 Certificate of Occupancy permits

## Downtown:

- Design Review Board approvals included:
  - Riverwalk, a mixed use development with 228 residential units, 11,000 square feet of retail and 20,000 square feet of office space
  - Union Bistro SDP (patio improvements including a new canopy structure)
  - 312 Wilcox Street façade improvements
  - Castle Rock Beer Company patio improvements
  - Mirage Dental Office on South Perry Street
  - Opening of The MOVE office building
  - Mercantile Commons, under construction, includes 12 residential units and 12,000 square feet of mixed use retail and office space



*We look forward to continued success in 2017 and anticipate, based upon discussions with development teams and investment professionals, that the level of community development activity in 2017 will mirror the level of activity experienced in 2016.*

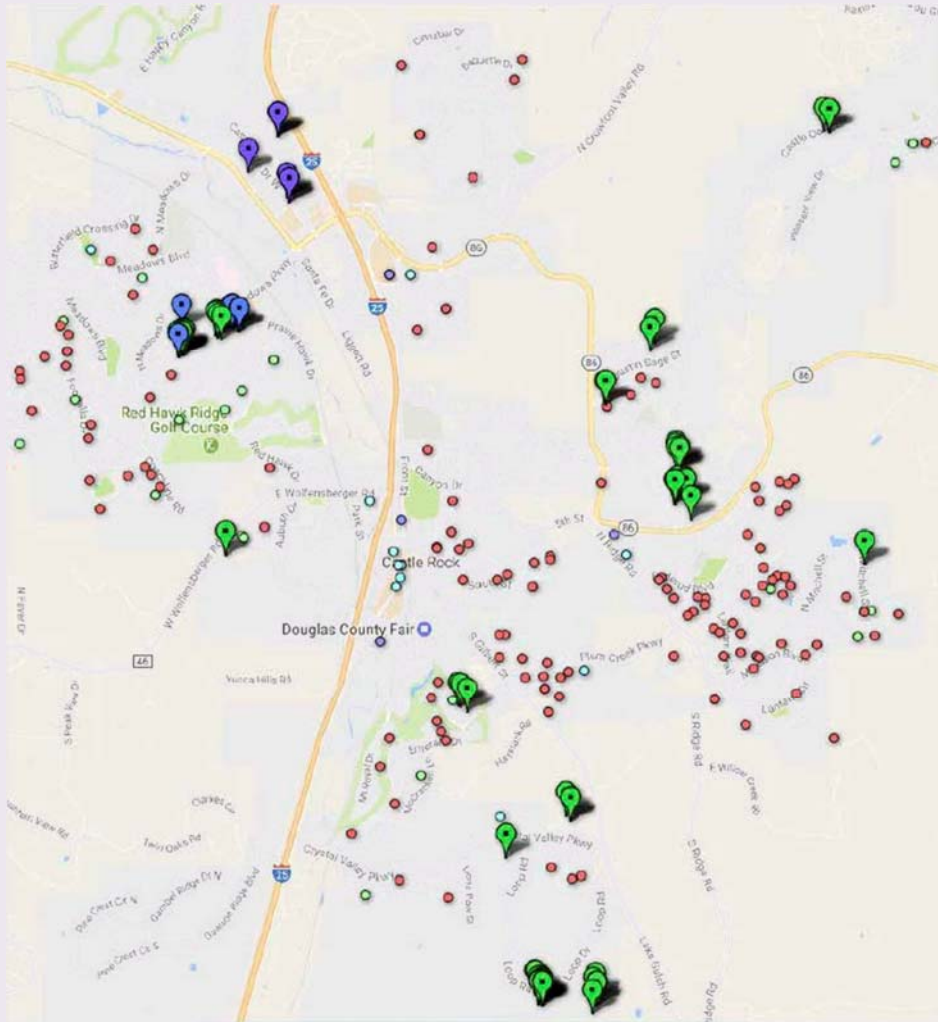


*hope you have not fallen off the New Year's resolution bandwagon just yet!*

# PERMIT ACTIVITY MAP - JANUARY

Below is a town-wide map depicting permit and construction activity for the month of January, 2017. An additional map is published each December showing the cumulative activity for the year. Our goal is to show the areas of Town where the most, or least activity, is occurring.

To view this map online, please visit: [CRgov.com/buildingreports](http://CRgov.com/buildingreports)



| PERMIT TYPE                | JAN 2017 | ICON |
|----------------------------|----------|------|
| COMMERCIAL NEW             | 8        |      |
| COMMERCIAL REMODEL         | 5        |      |
| MISC COMMERCIAL            | 18       |      |
| MISC RESIDENTIAL           | 141      |      |
| NEW SINGLE FAMILY ATTACHED | 7        |      |
| NEW SINGLE FAMILY DETACHED | 57       |      |
| RESIDENTIAL REMODEL        | 22       |      |
| NEW MULTI FAMILY           | 0        |      |

Implementing the Community Vision through Development Activities

# KUDOS

## Starting the New Year Out With a Bang!



J. R. Trout

Combination Building Inspector

James Martino, Assistant Chief Building Official, announced J. R. Trout, Combination Building Inspector, passed the ICC Residential Building Inspector exam on January 6th.

Bill Detweiler, DS Director, noted, *"J. R.'s passing of this exam signifies the commitment we have as professionals and to our development community partners. Great job, J.R.!"*

In November, Lenore Bennett, Combination Building Inspector, passed

the ICC Building Plans Examiner and ICC Commercial Building Inspector exams. In January, Lenore also passed the ICC Commercial Mechanical Inspector, the ICC Fuel Gas Inspector and the ICC Mechanical Plans Examiner exams and received her ICC Building Inspector Certification.



Lenore Bennett

Combination Building Inspector

Bill Detweiler commented, *"Outstanding work by Lenore to expand her expertise and technical knowledge base ... all to the betterment of our team and our customers."*

James Martino announced on January 17th that Jon White, Combination Building Inspection, passed the ICC Commercial Mechanical Inspector exam.

Bill Detweiler added, *"Excellent work, Jon! Congratulations! Yet another example of commitment to professional growth by Jon and our Building Division team."*

*"ICC develops construction and public safety codes through the governmental consensus process. This system of code*

*development has provided the citizens of the U.S. the highest level of safety in the world for more than 80 years."*

*([iccsafe.org/about-icc/overview/about-international-code-council](http://iccsafe.org/about-icc/overview/about-international-code-council))*

The ICC certification exams are well-known for their difficulty and extended study time.

**Hats off to J.R., Lenore And Jon!**



**Implementing the Community Vision through Development Activities**

# KUDOS

## Kathy Marx, Senior Planner

A resident who attended the neighborhood meeting for the Calvary Chapel Castle Rock annexation, wrote to Kathy Marx, Senior Planner:

*“Thank you so much for being at the meeting tonight and for ensuring that we received accurate information.*

*I really appreciated your insights and the additional information that you provided tonight and through our phone conversations. You have helped me understand the process, what was involved, and what our options were. In a time of worry and stress for us, you provided some much-needed clarity.*

*You have been incredibly kind and helpful, and I wanted to tell you how much we appreciate you and how thankful we are.”*

**Great job, Kathy!**



## 4th Annual Holiday Hold 'Em Contest

On January 13th, the Town's Healthy Living Team announced the results of the Fourth Annual Holiday Hold 'Em Contest. Of the 95 individuals finishing the contest, 78 succeeded in meeting the challenge of maintaining or decreasing their pre-holiday total weight.

In the Team Division, Denise Hendricks, Administrative Supervisor, finished fifth with the “Featherlights.”

In the Individual Division, Joseph Montoya, Chief Building Official, finished second.

**Woo Hoo! Congratulations, Denise and Joseph!**

## Kyle Sipes, Building Inspector

Kyle Sipes, Building Inspector, received the Applause Award as a part of the Town team that produced the HR Video, “Putting our Values to Work.” Be sure to view the new video on the HR webpage!

The Applause Award is designed to recognize individual employees or a work team for demonstrating a significant commitment to service by special contribution to a specific project, demonstrating initiative in creativity and innovation, recommending improvements in procedure or policy that result in a significant increase in effectiveness, efficiency or economy in Town Operations.

**Hats off to Kyle!**



Kathy Marx  
Senior Planner



Kyle Sipes  
Building Inspector

# WHAT'S NEW - PEOPLE

## STEM School & Academy

Donna Ferguson, Planner II, participated, along with other area planners and architects, as a judge in the 8th grade Urban Design Course at the STEM School Academy.

Engineering teacher, Margelly Beltran-Nieves, challenged her students to develop an urban planning proposal for an undeveloped parcel of land to the west of the school.

Students developed 3-D mass models of adjacent existing parcels, including the school, that currently surround the vacant lot. Students had to review and understand the Douglas County Comprehensive Plan, the community Zoning Code and uses of buildings zoned for the area, along with building height, parking, transit and open-space requirements.



Donna Ferguson  
Planner II



*"It's very interesting to see what young people think about urban design and what comes out of their imaginations,"*

said Donna Ferguson, Planner II, Town of Castle Rock. *"It's fascinating because they have no background — just experiences, so they are coming up with these ideas that are different than the cities they live in."*

*([yourhub.denverpost.com/blog/2016/12/eighth-grade-engineering-students-propose-urban-design-in-douglas-county/169392](http://yourhub.denverpost.com/blog/2016/12/eighth-grade-engineering-students-propose-urban-design-in-douglas-county/169392))*

Ms. Beltran-Nieves wrote, "Thank you for participating in last semester's final critique. The knowledge that was acquired by my students because of your expertise and professionalism was priceless."



Implementing the Community Vision through Development Activities

# WHAT'S NEW - PEOPLE & PROJECTS

## Douglas / Elbert Task Force Thank You

Kevin Kaczor, Executive Director, wrote to Development Services:

*“On behalf of the Douglas / Elbert Task Force, I want to thank you for your recent donation of \$500 to support the agency’s mission to meet*



February Dot

*the immediate needs of residents of Douglas and Elbert Counties who are in financial distress and at risk of becoming homeless. The generous donation is very much appreciated, especially as the weather continues to get colder and the need for utility and rental assistance and food rise ... In 2015, the Task Force provided 15,755 community members with \$1.4 million of direct and in-kind assistance, a 19.8% increase from 2014.”*

Development Services collects donations via “Dot” at our Building Counter. Each year a different staff member or team is charged with Dot’s care. This year Dot is under the care and safekeeping of Tara Vargish, Assistant Director.

DS thanks each and every employee and customer who donated to Dot in 2016 and allowed us to make this generous donation to the Douglas / Elbert Task Force.



## The Meadows Filing 17, Area 2, Lot 2 - Meadows Self Storage SDP

Castle Rock Development Company submitted a Site Development Plan for Lot 2 of The Meadows Filing 17, Area 2. The site is located on the north side of Meadows Parkway, east of the railroad

crossing. The proposed development will include 8 one-story self-storage buildings and an attached sales office with two restrooms totaling approximately 58,600 square feet. Proposed parking includes 7 sales office parking spaces, 29 RV parking spaces and 49 vehicle parking spaces. In the future, the RV storage area may be developed into an additional self-storage building facility of



approximately 40,000 ± square feet.

This project is under administrative review and will not require public hearings.



# PROJECT UPDATES

## Groundbreaking - New Addition to Town Hall

The official groundbreaking for the new addition to Town Hall was January 4th. Following the ceremony, lunch was served in the Chambers, and Bill Detweiler, DS Director, made a presentation outlining the project and the timeline to the guests and employees.

In 2014, the Town embarked upon a comprehensive, Town-wide site and facility-planning process that was formally accepted by Town Council. The goal of the planning effort was to solve the Town's growing space needs and maintain current service levels over the next 10 years.

Council previously concurred the next step on the path of implementing the Town-wide space study would include relocating Development Services Department from its current position in Town Hall to a new addition to Town Hall. The addition is planned to be funded by the Development Services Enterprise Fund, and not by general tax dollars. Town Council awarded the construction contract to G. H. Phipps on November 1st.

The 2017 project schedule will be:

- Winter: Site Excavation and foundation work
- Late winter / early spring: Steel structure and building façade
- Late spring / early summer: Building interior
- Late summer / early fall: Complete all building and site work, achieve Certificate of Occupancy
- Early fall: Move Development Services Enterprise team into the building addition



From the right:  
Dave Corliss, Town Manager;  
Jennifer Green, Mayor;  
Renee Valentine, Mayor Pro Tem;  
Fritz Sprague, Deputy Town Manager;  
Kirstin Zagurski, Assistant to the  
Town Manager;  
Bill Detweiler, DS Director;  
Liz Luban Apke, HB&A;  
Steve Sciscione, ProjectOne; and  
Nick Garcia, Project Superintendent,  
G. H. Phipps

Implementing the Community Vision through Development Activities

# WHAT'S NEW - TOWN COUNCIL

## Town Council

### UBSR - AT&T Personal Wireless Service Facility

AT&T is proposing to redesign and replace an existing cell tower which is located in the corner of a large vacant parcel owned by Cedar Hill Cemetery Association at the corner of Atchison Court and Atchison Way. The cell tower has been in place since November of 2001 and has gone through two modifications prior to this one. This modification represents a major change. The applicant proposed to remove an existing 36' 5" tall canister concealed monopole and replace it with a 54' tall full array monopole. The location of the monopole on the ground will shift approximately 13 feet to the northeast but will remain in the AT&T lease area. Equipment will also be added and replaced, but all equipment will be contained within the existing equipment shelter.



Vicinity Map  
UBSR—AT&T Personal Wireless  
Service Facility

Town Council voted 7-0 to approve this Use by Special Review by means of Resolution 2017-003 on January 3rd.

### Pleasant View Annexation - Substantial Compliance Hearing

An annexation petition, known as Pleasant View, was filed with the Town Clerk on November 23, 2016. The proposed annexation area is 30 acres. The property, located southwest of the intersection of Pleasant View Drive and Castle Oaks Drive, is currently the site for one single-family residence.



Vicinity Map  
Pleasant View Annexation

Staff is seeking Council's determination whether the Pleasant View Annexation Petition is in Substantial Compliance with the applicable requirements of the Municipal Annexation Act. After the Council concurs that a conforming annexation petition has been submitted, the Act mandates that the Council set a hearing date to determine if the allegations made in the petition are supportable and that the property is eligible for annexation. The Eligibility Hearing will be held on February 21, 2017.

The Substantial Compliance and Eligibility Hearings determine only whether a proposed annexation application may later be annexed to the Town. Council will determine whether it is in the Town's interest to annex the property when the annexation and zoning ordinances are considered at public hearing later this year. On January 3rd, Council found the Annexation Petition in substantial compliance via Resolution 2017-004.

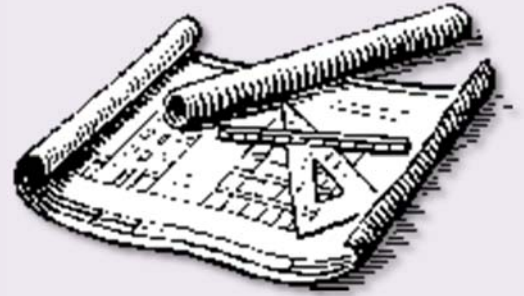
# WHAT'S NEW - BOARDS & COMMISSIONS

## Design Review Board Vacancy

Do you know a downtown Castle Rock property owner that would be a good candidate to serve on the Design Review Board? The Town currently has a vacancy on this Board. This volunteer appointment requires a 2-year term commitment, and applicants must be a downtown Castle Rock property owner.

The Design Review Board reviews all development applications that require a Downtown site plan to achieve the goals and objectives of the Downtown Master Plan, the Downtown Overlay District and the Historic Preservation Plan.

The seven-member board is comprised of two Downtown property owners, two representatives each from the Downtown Development Authority and Historic Preservation Board and one representative from the Planning Commission. The Design Review Board meets on the 2nd and 4th Wednesdays of each month.



? Interested or need further information? Please contact Sally Misare, Town Clerk, at 303-660-1367 or [SMisare@CRgov.com](mailto:SMisare@CRgov.com).

## Planning Commission Vacancy



The Town of Castle Rock has one vacancy on the Planning Commission. This vacancy is a partial term ending May 31, 2018.

The Planning Commission reviews development requests, zoning change requests and other related land proposals for future orderly growth and development in the Town of Castle Rock as outlined in the Municipal Code. The Planning Commission holds public hearings, may request modifications to proposals and works to reach consensus on an advisory recommendation to Town Council.

The Planning Commission has seven members and meets the 2nd and 4th Thursdays of each month.

? Interested or need further information? Please contact Sally Misare, Town Clerk, at 303-660-1367 or [SMisare@CRgov.com](mailto:SMisare@CRgov.com).

# WHAT'S NEW - BUILDING DIVISION

## Contractors Luncheons:

The January 18th Contractors Luncheon was sponsored by Taylor Morrison and included the following topics:



- New Third-Party Water and Sewer Letter
- Snow Loads by Amy Shalz, Plans Examiner
- Sleeved Penetration Through Foundation Walls by Josiah Flamm, Combination Building Inspector; and
- Open Discussion



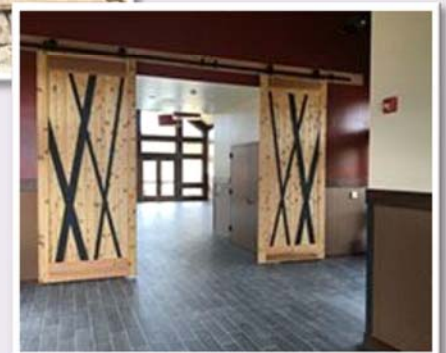
- Wednesday, February 15th  
Millhouse at P. S. Miller Park  
11:30 am to 1:00 pm
- Wednesday, March 15th  
Millhouse at P. S. Miller Park  
11:30 am to 1:00 pm

Sponsor opportunities are available for upcoming luncheons.

If you're interested in sponsoring a luncheon or have any questions, our Permit Specialists, Lynda Halterman, Diane Maki and Cindy Brooks, will be happy to assist you. Please contact them at [buildingcounter@CRgov.com](mailto:buildingcounter@CRgov.com) or 720-733-3527.



Millhouse at  
P. S. Miller Park



Implementing the Community Vision through Development Activities

# WHAT'S NEW - GENERAL

## Collaborative Educational Campus Coming to Castle Rock

On January 9th, Arapahoe Community College announced plans to build a \$40 million Collaboration Campus on a 14-acre site in The Meadows. Together with its educational partners, Colorado State University and Douglas County School District, ACC notes this campus will establish a smooth and efficient *“pathway from High School Diploma to Associate Degree to Bachelor Degree.”*

The campus will consist of two buildings of approximately 54,000 square feet each, to be built in two phases. The projected completion for phase one is the fall of 2019.

The three educational organizations, together with Castle Rock businesses and focus groups, have determined the initial educational offerings will be in the areas of:

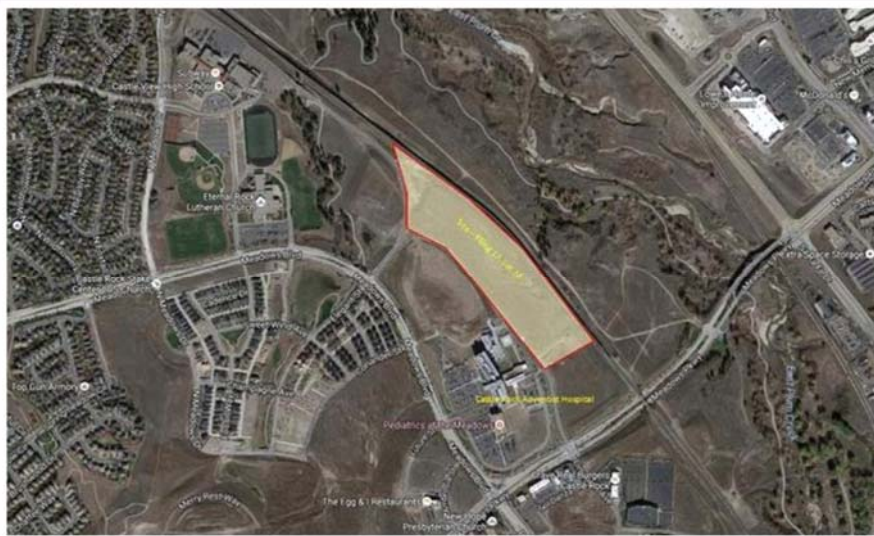
- Business and Entrepreneurship,
- Health Care,
- Information Technology / Programming,
- General Education, and
- Workforce Training.



The linking of high school to community college to university is a pioneering paradigm. The campus also will lease space to Arapahoe / Douglas Works, ConneXion Spot and 3-D Printing to create an *“interactive community hub that will engage students, citizens, businesses and community agencies.”*

The Town of Castle Rock will invest \$3 million into the campus to assist with building and permit fees and land site improvements.

*“This is big for our sustainable future as a stand-alone community,”* states Castle Rock Economic Development CEO, Frank Gray. *“This educational infrastructure is another step in our strategic*



*plan to create a great environment and workforce pipeline for the attraction and retention of primary employers. We believe it will have significant impact as companies make location decisions. We know that access to an educated workforce and ongoing training are critical to a long-term sustainable and vibrant community.”*

Vicinity Map  
Collaborative Educational Campus

Implementing the Community Vision through Development Activities

# WHAT'S NEW - GENERAL

## We Found Cars ... and Pieces and Parts

On January 13th, during the excavation of the foundation for the new Town Hall addition, Nick Garcia, Project Superintendent for G. H. Phipps and team, hit an object below the ground and pulled up a large chrome bumper. After further digging and investigation, the team unearthed the back end of a large turquoise car encased in concrete. The trunk emblem was identified as a 1949 Buick.

Nick and team found pieces and parts of another car, a Plymouth, on January 19th. Both cars have been removed from the site along with a refrigerator, a hot water heater and lots of miscellaneous debris.

Stay tuned for further updates!



To view public notices, please visit:  
[CRgov.com/notices](http://CRgov.com/notices)

For planning questions, please email:  
[Planning@CRgov.com](mailto:Planning@CRgov.com)

For zoning questions, please email:  
[Zoning@CRgov.com](mailto:Zoning@CRgov.com)

To view building info, please visit:  
[CRgov.com/building](http://CRgov.com/building)

For code information, please visit:  
[CRgov.com/CodeCentral](http://CRgov.com/CodeCentral)

**"Live as if you were to die tomorrow.  
Learn as if you were to live forever."**

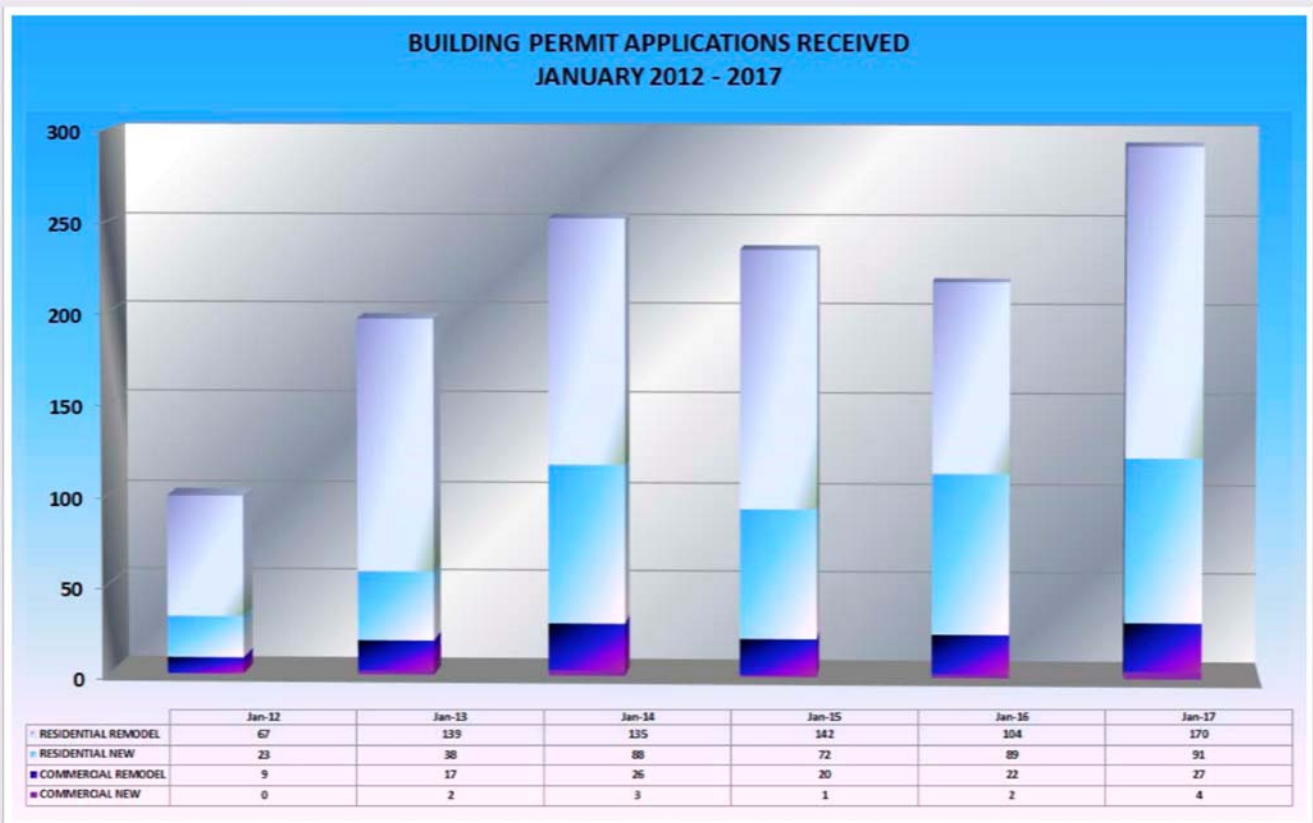
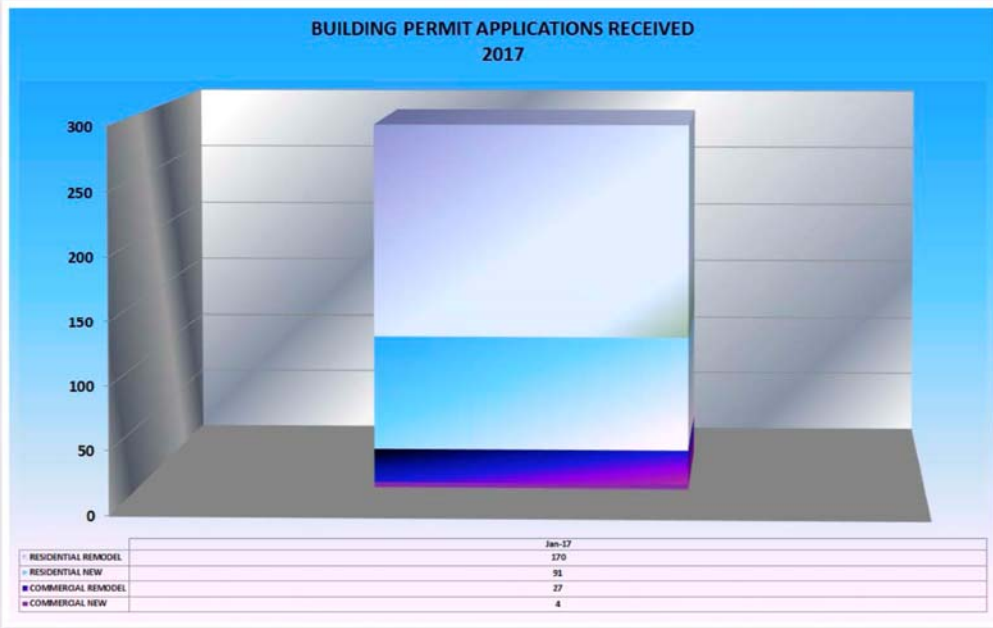
*~~ Mahatma Gandhi  
Indian Leader  
(1869 - 1948)*

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**Implementing the Community Vision through Development Activities**

# CORE SERVICE LEVELS

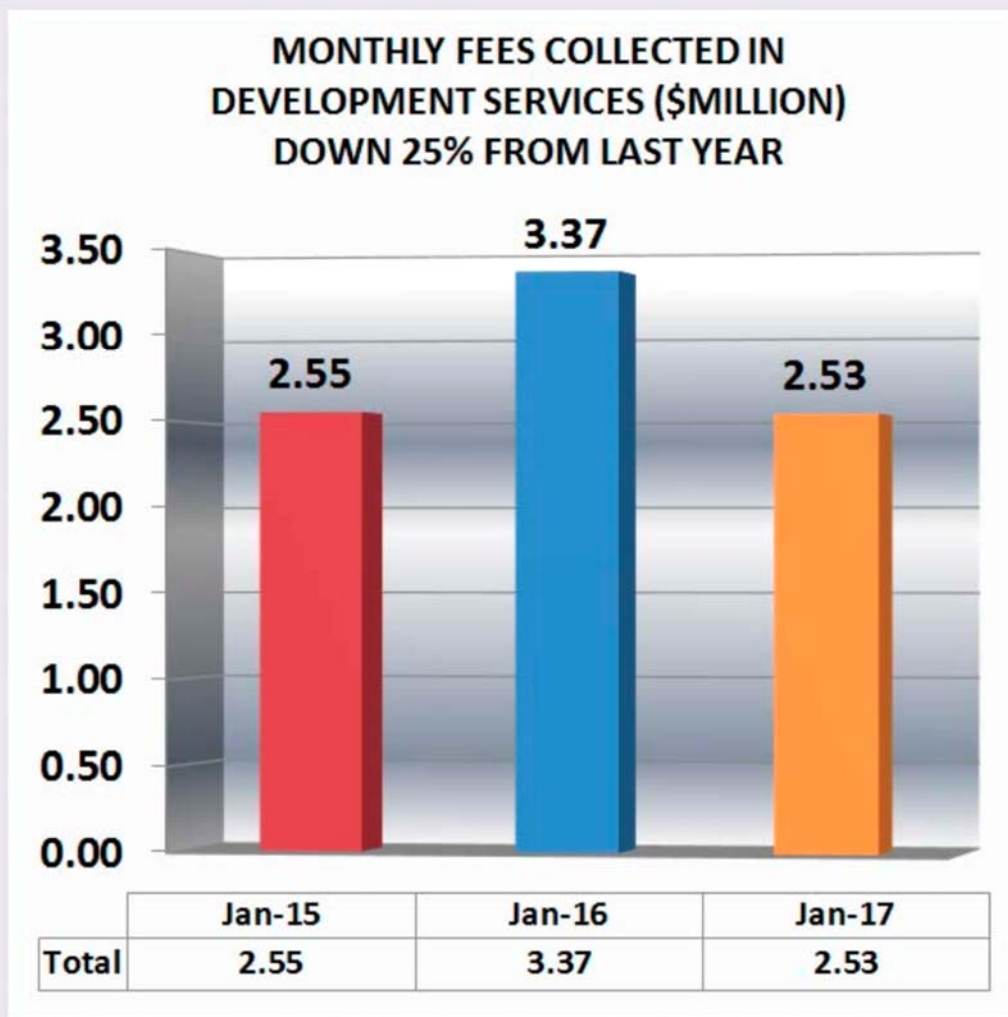
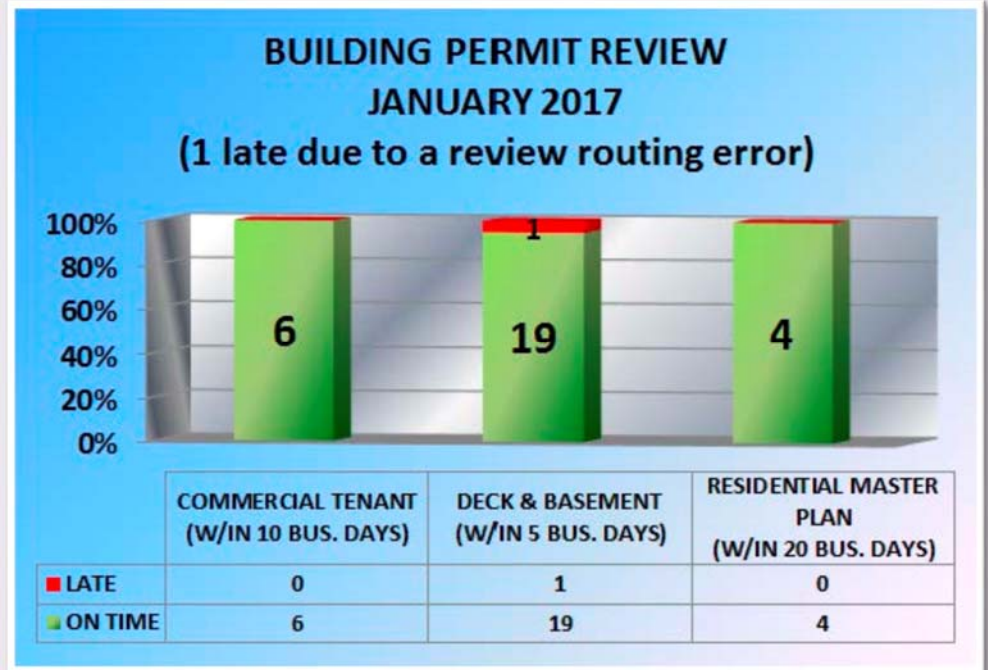
**Building  
Division**



**Implementing the Community Vision through Development Activities**

# CORE SERVICE LEVELS

## Building Division



Implementing the Community Vision through Development Activities



# CORE SERVICE LEVELS

**Building  
Division**

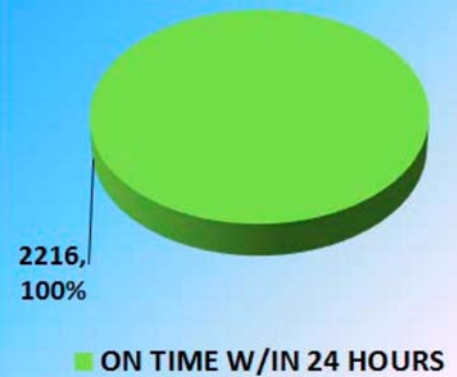
**CONTRACTOR REGISTRATION 2016 VS 2017  
DOWN 22% IN JANUARY**



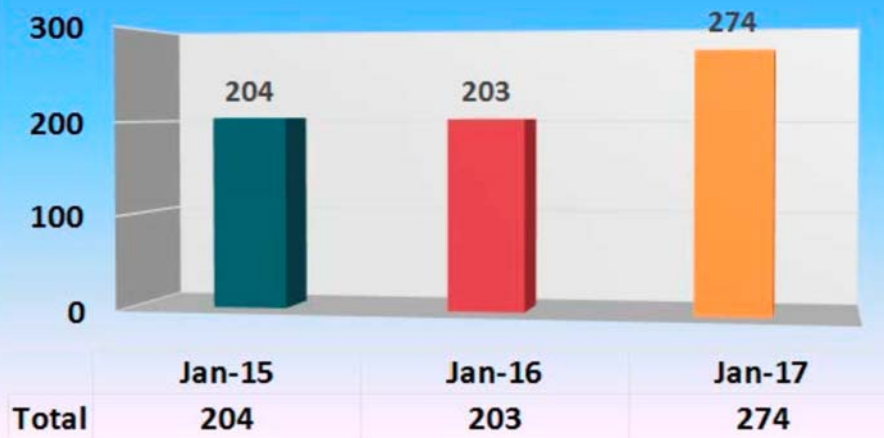
**FEES CALCULATED  
(W/IN 3 DAYS)**



**BUILDING INSPECTIONS  
JANUARY 2017**



**BUILDING PERMITS ISSUED  
UP 35% OVER 2016**



**Implementing the Community Vision through Development Activities**

# CORE SERVICE LEVELS

## Code Compliance

### CODE COMPLAINT RESPONSES (W/IN 2 BUS. DAYS)



|         | Jan-17 |
|---------|--------|
| LATE    | 0      |
| ON TIME | 18     |

### BUS. LICENSES REVIEWED (W/IN 7 BUS. DAYS)



|         | Jan-17 |
|---------|--------|
| LATE    | 0      |
| ON TIME | 29     |

### BUS. LICENSES REVIEWED (W/IN 7 BUS. DAYS)



|         | Jan-14 | Jan-15 | Jan-16 | Jan-17 |
|---------|--------|--------|--------|--------|
| LATE    | 0      | 0      | 0      | 0      |
| ON TIME | 31     | 22     | 49     | 29     |

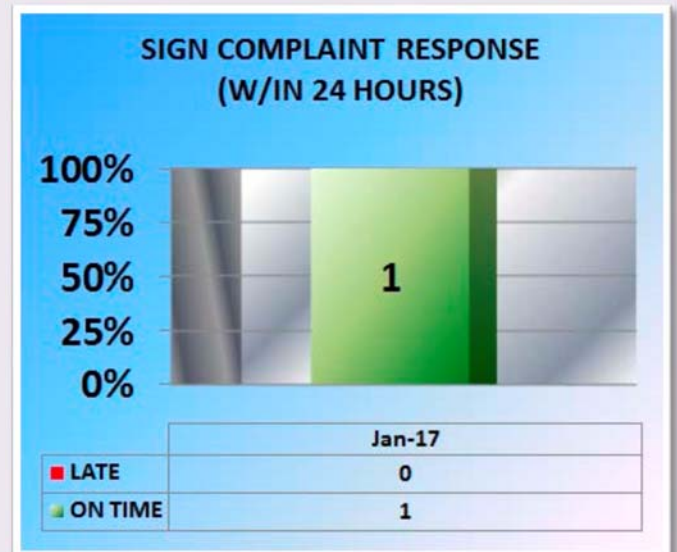
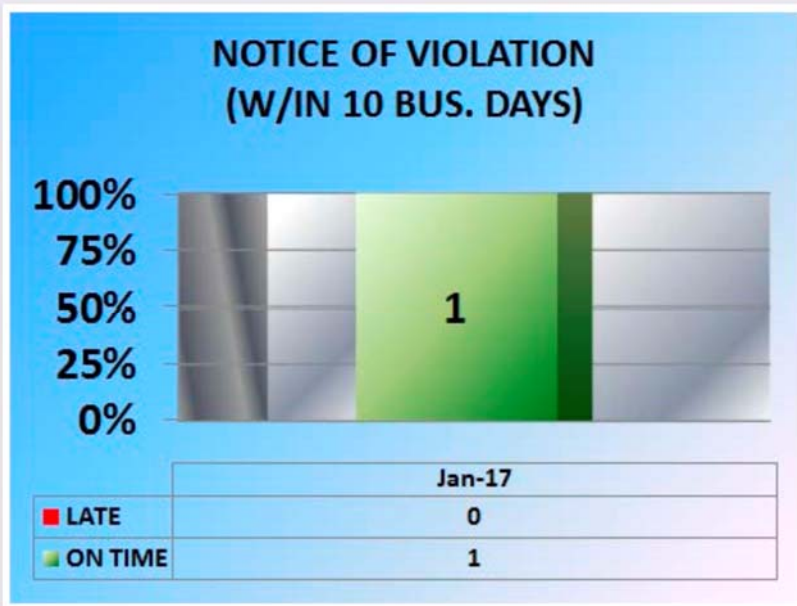
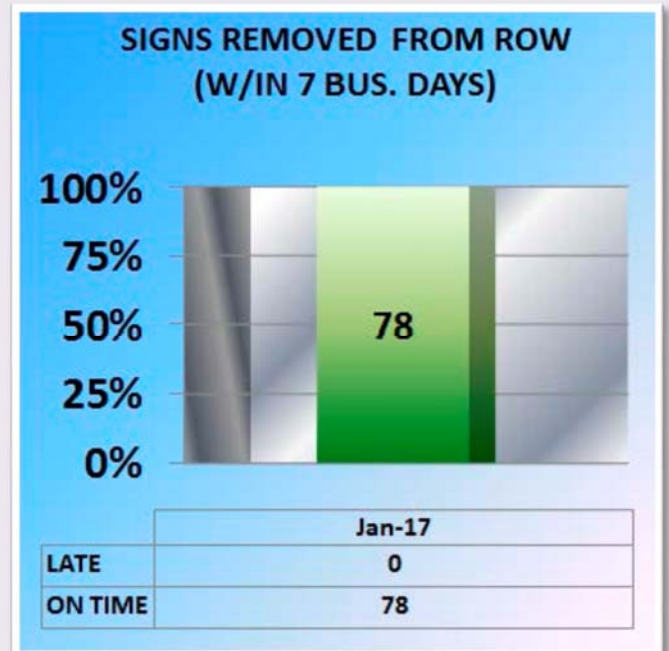
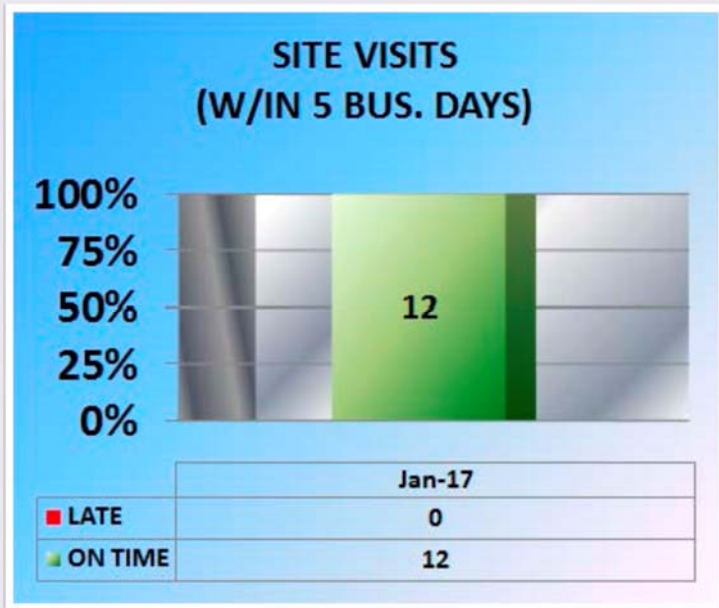
### SIGN PERMIT REVIEW (W/IN 14 BUS. DAYS)



|         | Jan-17 |
|---------|--------|
| ON TIME | 21     |

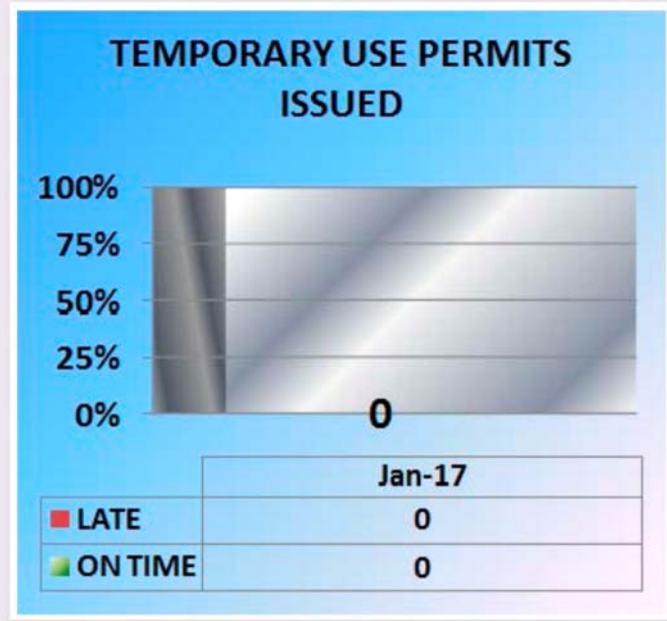
# CORE SERVICE LEVELS

## Code Compliance

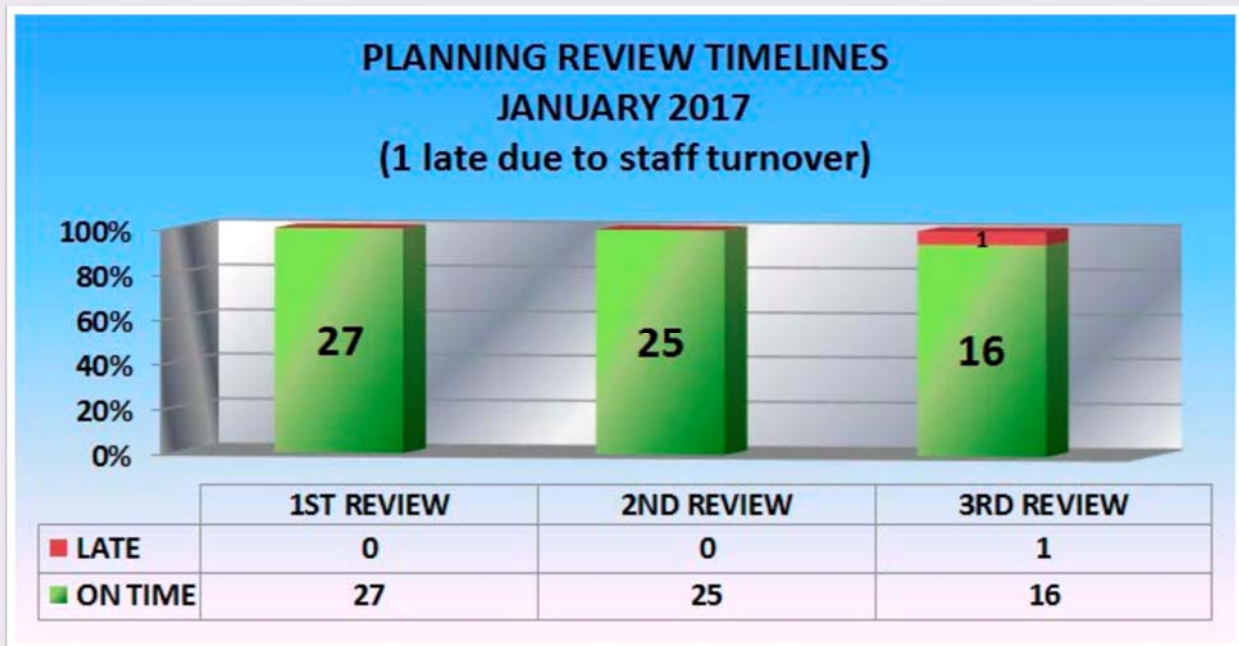


# CORE SERVICE LEVELS

## Zoning Division



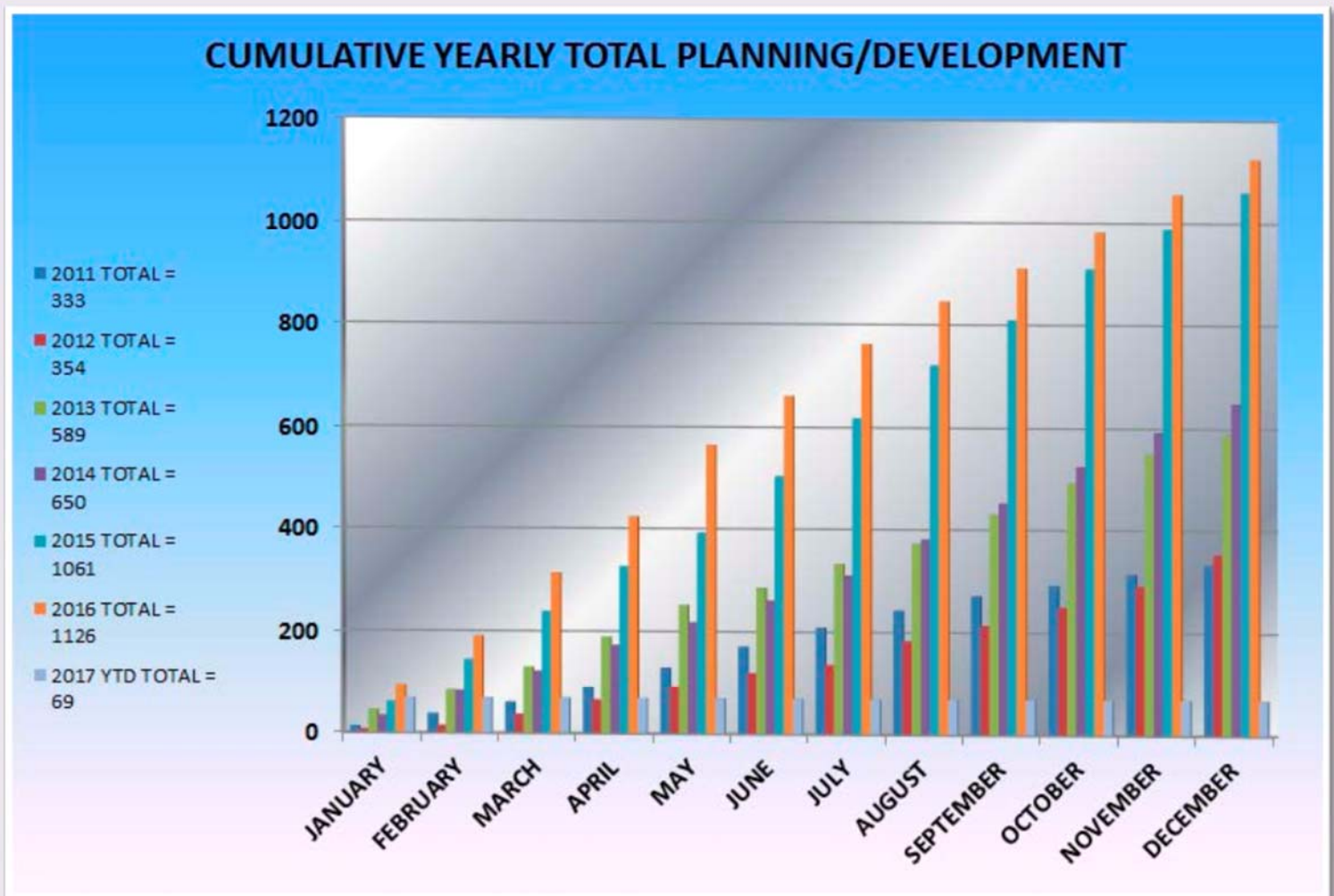
## Planning Division



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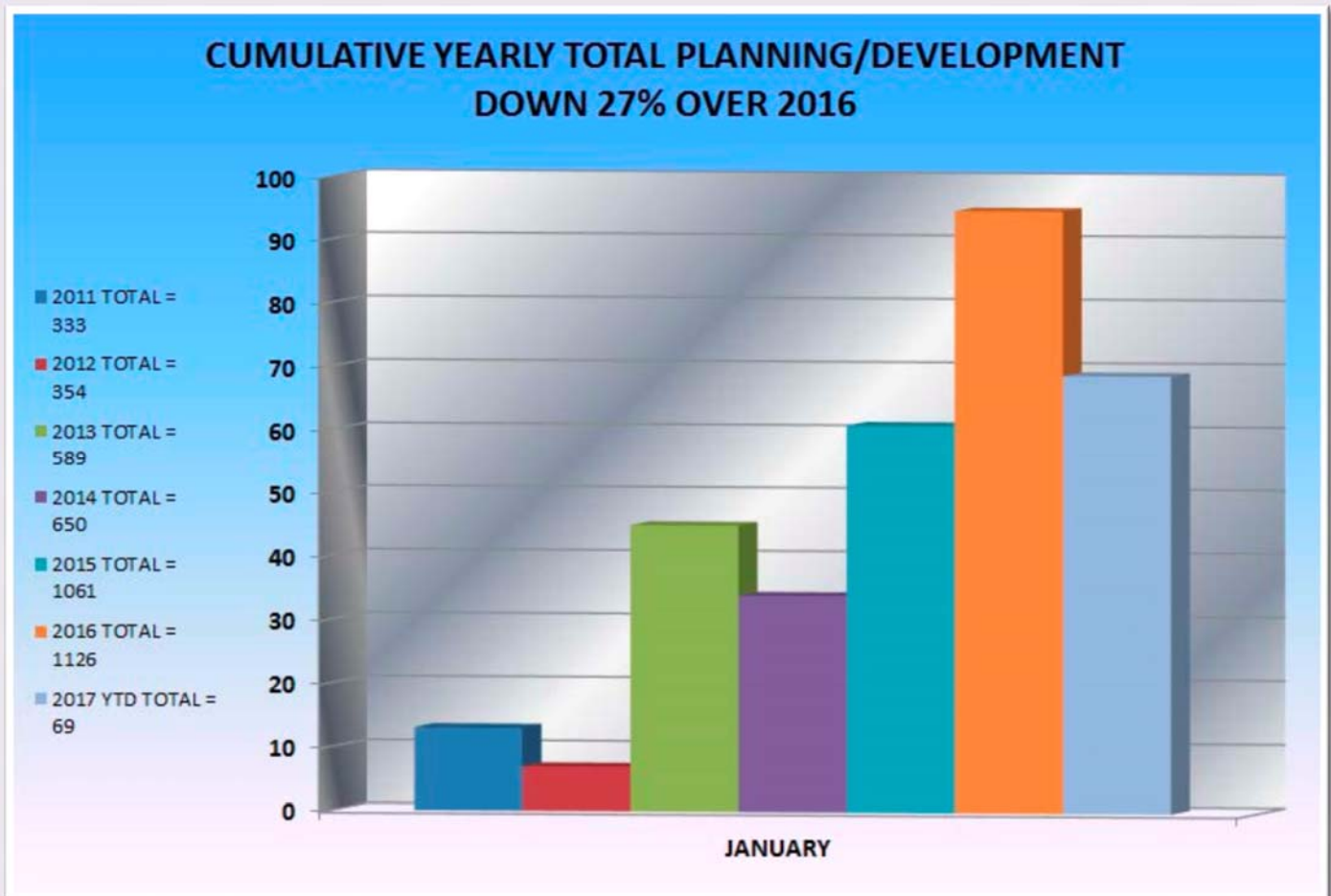
# DEVELOPMENT ACTIVITY

## Planning Division



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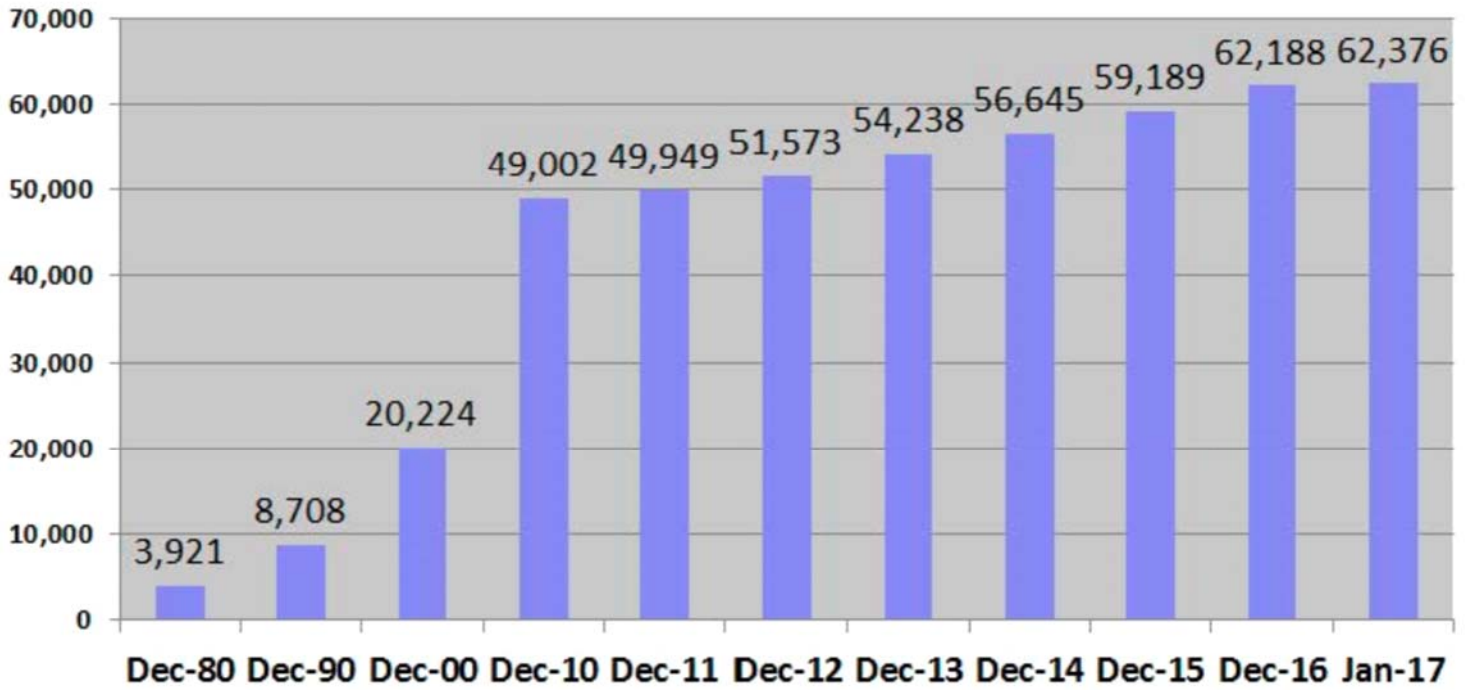
# DEVELOPMENT ACTIVITY



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# POPULATION ESTIMATE

## Town of Castle Rock Population Estimate



Implementing the Community Vision through Development Activities