

Development Services

December 2025 Monthly Report



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



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



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We'd like to hear from you! You could win a \$25 gift card for completing our [Customer Service Survey](#).



News from the Director

Although this winter has been relatively mild, Colorado's snowiest months are still ahead. Now is a good time to review the Town's snow removal requirements.

Town Code requires all businesses and residential property owners or tenants to clear snow and ice from sidewalks within 48 hours of a storm that brings 2 inches or more of accumulation. Corner properties must clear both the front and side sidewalks, and residents should keep curbs and gutters free of ice to ensure proper drainage.



Tara Vargish, PE
Director
Development Services

The Town has invested in two ice-breaking attachments to address major buildup. To request ice breaking in a specific area, [email Public Works](#) or call **720-733-2462** for evaluation. If you notice a sidewalk that may be in violation of the Code, you can report your concern online.

Following these guidelines helps keep walkways safe and accessible throughout the winter season. For more information about how the Town manages snow and plowing, visit [CRgov.com/Snow](#).

Employee Recognition



Staff Anniversaries and New Employees



Congratulations to Sean Davin, Sr. Construction Permit Specialist, on 26 years with the Town!



Congratulations to Ken Torres, Sr. Plan Review Engineer, on 8 years with the Town!



Welcome to Joseph Carbaugh, on joining the Town as a Combination Building Inspector I!



Welcome to Shawn Valenzuela, on joining the Town as a Combination Building Inspector II!

GO TEAM!



Employee Recognition



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!](#)

392 surveys distributed

17 December responses

Here are some comments from our customers in December:

- “I work with multiple building departments throughout Colorado, Wyoming, Utah and South Dakota. Castle Rock has always been very consistent over the years. **Cindy Brooks** was very helpful throughout the process.”
- “**Colby Riggins** was very responsive to my phone calls and was able to help my family with the process of getting a permit and inspection done in Castle Rock. I would highly recommend speaking with him because he is a great listener and cares about the client.”
- “Thank you.”
- “Thank you for keeping the permit process fairly simple...CR is one of the easier Depts.”
- “**Tammy King** was very helpful and responded to my brief inquiry immediately!”
- “Great service and very professional.”
- “The staff is pleasant and works hard to keep us up to date...”

PLEASANT
GREAT WORKS HARD
CONSISTENT
HELPFUL
RESPONSIVE
UP TO DATE
EASY



Actions and Updates

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

December 4, 2025

The Board of Adjustment held its regularly scheduled meeting and heard a request for a rear-yard setback variance for an existing deck and proposed deck cover located on Scarlet Oak Court. The Board found that all BOA criteria were met and approved the request by a vote of 3 to 0.



Design Review Board

December 10, 2025

Meeting canceled.

December 24, 2025

Meeting canceled.



Historic Preservation Board

December 3, 2025

The Historic Preservation Board held its regularly scheduled meeting on Wednesday evening, which included one public hearing item. With a vote of 6 to 0, a Local Restoration Grant in the amount of \$15,000 was approved for the Little School on Perry Street—also known as the Saunders House—located at 203 N. Perry Street. The grant will support reimbursement for rehabilitation work that has recently been completed in accordance with the previously approved Landmark Alteration Certificate, as well as the preservation of a historic well that was discovered on the property during construction.



Planning Commission

December 11, 2025

The Planning Commission held its regularly scheduled meeting and reviewed the **Canyons Far South Site Development Plan** for a 409-acre property near Crowfoot Valley Road and Founders Parkway. The plan includes 515 residential units, along with public open space, parks, roadway improvements, and future commercial areas. Staff found the plan consistent with Town policies and code requirements, and the Commission unanimously recommended approval to Town Council (6–0).

The Commission also reviewed an amendment to the **Crystal Valley Ranch Planned Development Plan** to shift the current planning area that allows residential development 45 feet to the west, and increase the public land dedication buffer on the east side adjacent to an existing neighborhood. Staff found the amendment met approval criteria, and the Commission unanimously recommended approval to Town Council (6–0).

December 25, 2025

Meeting canceled.



Actions and Updates

Town Council

Development Services typically presents items to Town Council for approval following a thorough review and recommendations from our Boards and Commissions.

December 2, 2025

Town Council held its regularly scheduled meeting and reviewed a resolution approving a **Site Development Plan for the Unity on Wolfensberger** project. The proposal includes renovating the former Quality Inn building into a multi-family residential development with 24 housing units. The first floor will be used for Wellspring Community offices, day programs, and services supporting individuals with intellectual and developmental disabilities (IDD), while the upper floors will provide market-rate housing, with half of the units available to individuals with IDD. Town Council approved the resolution unanimously with a 7–0 vote.



Vicinity map of Unity on Wolfensberger Site Development Plan.



Rendering of Unity on Wolfensberger project, the former Quality Inn building.



TOWN OF CASTLE ROCK DEVELOPMENT SNAPSHOT: December 2025

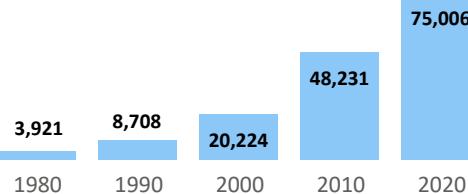


Population 88,201

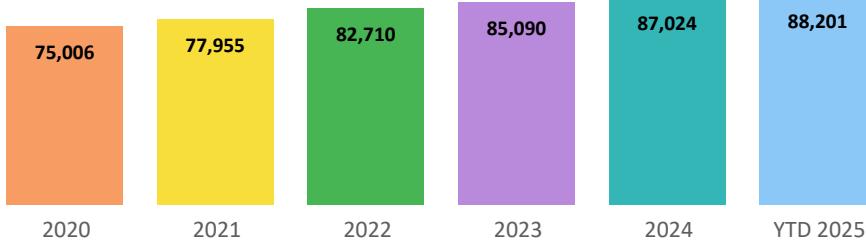
Estimated Population
based on the total
number of occupiable
residential units



Historic Population



Recent Population



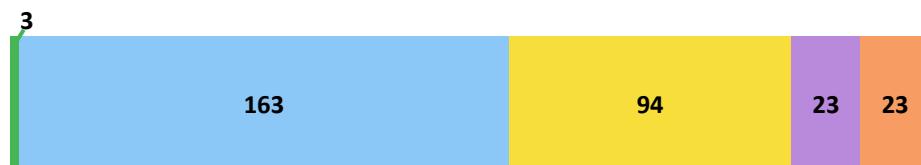
Zoning Division

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.

5 Sign Permits
Issued

0 Temporary Use
Permits Issued

40 Code Compliance
Cases Opened



Sign Compliance Responses 3

Signs Removed from the Right of Way 163

Site visits 94

Notices of Violation Sent 23

Business Licenses Reviewed 23

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

10

New Pre-Applications This Month

108

Year-to-Date Pre-Applications

26%

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

Year-to-Date Development Applications

224
5-Year
YTD
Average



4

Other Project
Applications this
Month

Development Reviews

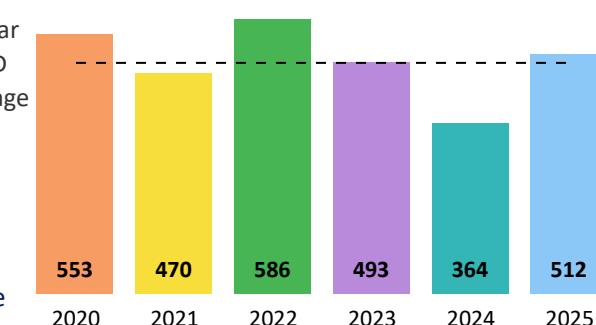
Monthly Reviews Completed

6

First Reviews

Year-to-Date Planning/Development Reviews

496
5-Year
YTD
Average



*on time with the exception of 11 late reviews due to being short staffed.

TOWN OF CASTLE ROCK DEVELOPMENT SNAPSHOT: December 2025

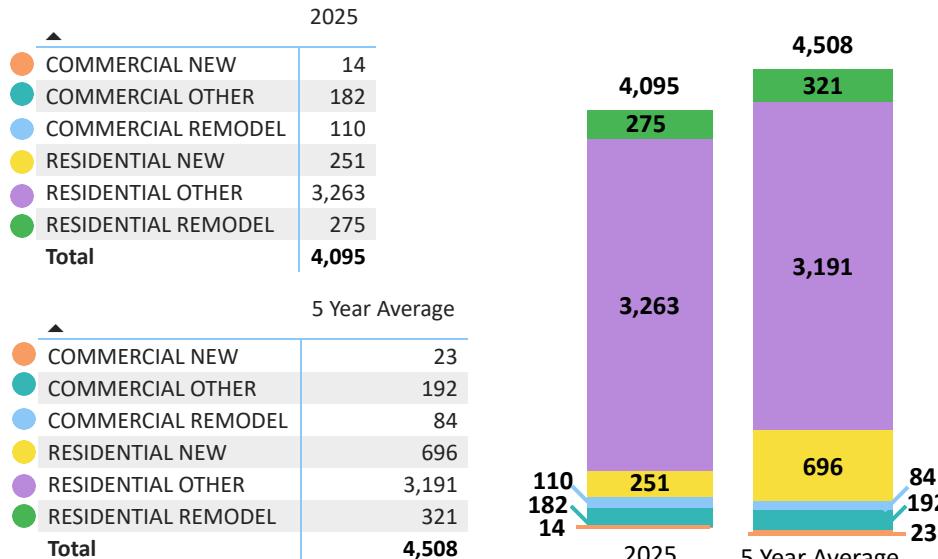


Building Division

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.

Building Permit Applications Received

Year-To-Date Building Permit Applications Received



Building Permits Reviewed

Monthly Building Permit Reviews by Type



- Commercial Tenant Improvements within 10 days 8
- New Commercial within 20 days 3
- New Residential Master Plans within 20 days 1
- Residential Remodel within 5 days 33

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 the Town's website.



119

Building Fees Calculated: 109 Within 3 days

294

Building Permits Issued

975

Inspections Completed: 967 Within 24 Hours

Building Permits Issued



16

Single Family
Permits Issued this
Month



0

Multi-Family Units
Issued this Month



183k

Square Feet of
Commercial Space
Permitted Year-To-Date

↑108% Commercial Space Permitted Compared to the 5 Year Year-To-Date Average

