

# Development Services

## December 2025 Monthly Report



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



## 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](http://CRgov.com/Snow).



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



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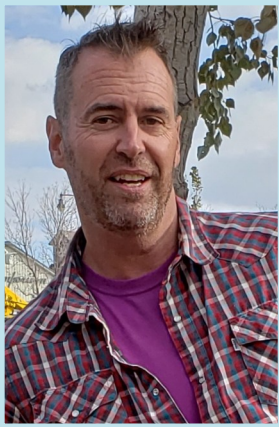
View [past issues](#) of the Development Highlights Newsletter.



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



## Staff Anniversaries 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!



## 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  
UP TO DATE  
EASY  
RESPONSIVE



## 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.

### **Costco Site Development Plan**

Facade, square footage addition to accommodate food service preparation, and landscaping design revisions for future Costco, located northwest of future Crystal Valley Parkway Interchange.

### **Dawson Trails, Filing 2**

Drainage and grading infrastructure design revisions, located in areas south of Territorial Road and Dawson Ridge Boulevard intersection.

### **Dawson Trails, Filing 2, Amendment 4**

Replat and subdivision improvements agreement amendment for Tract A to create four lots and two tracts, located between Dawson Trails Boulevard and Gambel Ridge Boulevard.

### **Lanterns, Filing 3**

Replat to reconfigure lot lines common to lots 10, 11 and 12, located on Alumroot Street.

### **Liberty Village, Minor PD Amendment**

Minor Planned Development Amendment, to permit other public facilities such as a fire station and logistics facility in a small area of open space district, located on the northeast corner of Castle Oaks Drive and Rocky View Road.

### **Meadows Grading**

Grading only construction documents and erosion control plans for future mixed-use commercial project, located southeast of Meadows and Limelight.

### **Meadows, Small Cell**

Construction documents for small cell facility, located at Distant Rock Avenue and Low Meadow Boulevard.

### **Meadows, Toyota Dealership**

Construction documents for proposed 95,325 square-foot Toyota sales and service center, located northeast of Timber Mill Parkway and North Meadows Drive intersection.

### **Promenade, Whataburger**

Site development plan for 3,380 square-foot Whataburger fast food restaurant with drive-thru located east of Promenade Parkway and Alpine Vista Circle roundabout.

### **The Brickyard, Phase 1A**

Erosion control revisions due to design changes to Prairie Hawk Drive construction documents triggered by CORE infrastructure impacts to original design.

### **Town project, Fire Department**

Plat and sanitary sewer main extension construction documents for Fire Station 156 and Logistics Facility, located on the northeast corner of Castle Oaks Drive and Rocky View Road.

### **Wilcox Street/South Street, Small Cell**

Construction documents for small cell facility.



## 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.



## 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



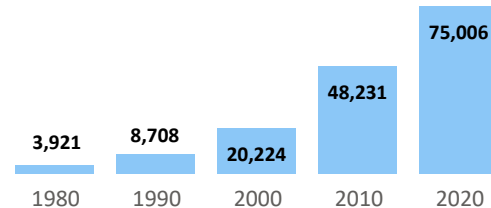
## Population

88,201

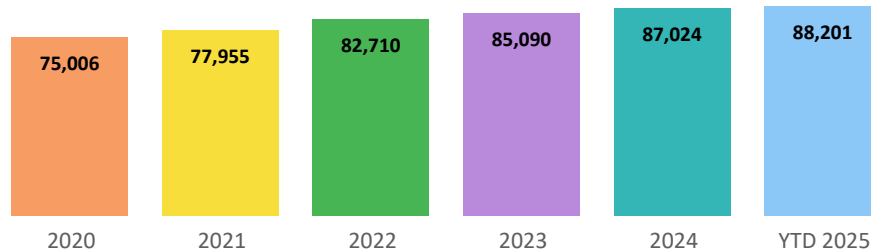
Estimated Population based on the total number of occupiable residential units



### 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

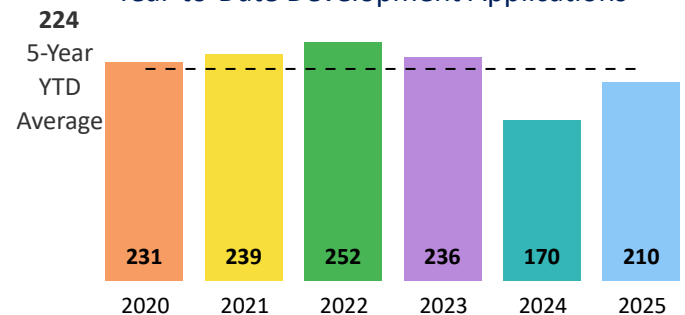
**12**

New Development Project Applications this Month

**4**

Other Project Applications this Month

### Year-to-Date Development Applications



### Development Reviews

#### Monthly Reviews Completed

**6**

First Reviews

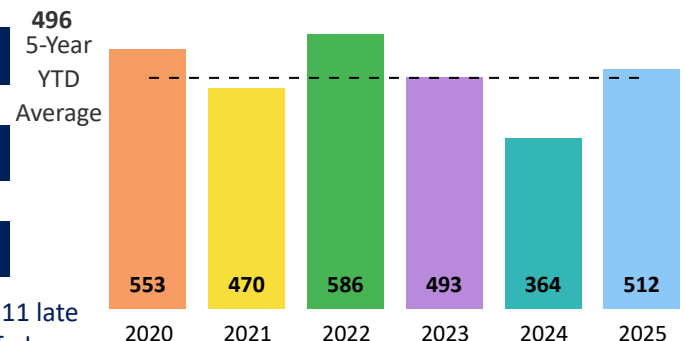
**19**

Second Reviews

**13**

Third Reviews or More

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



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

# TOWN OF CASTLE ROCK DEVELOPMENT SNAPSHOT: December 2025



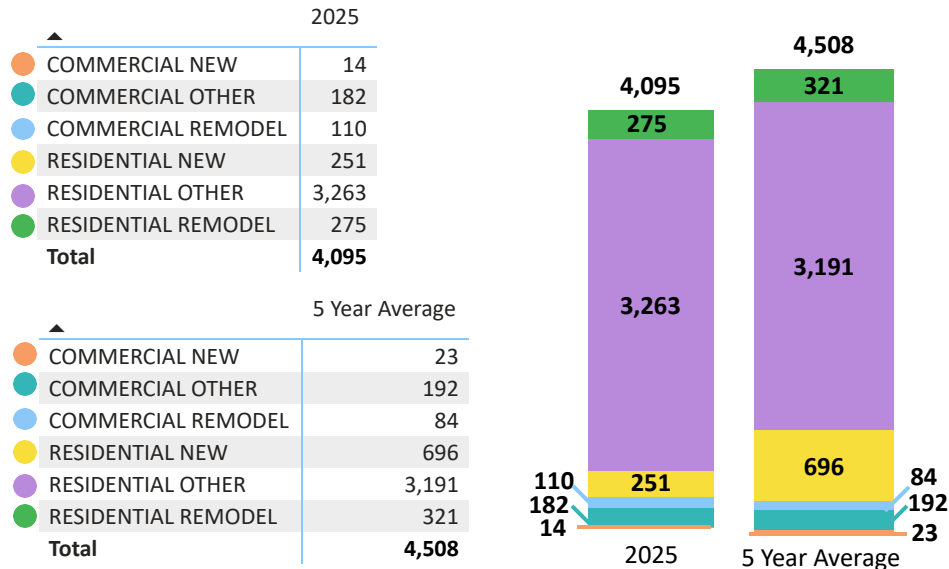
## Building Division

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.

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.

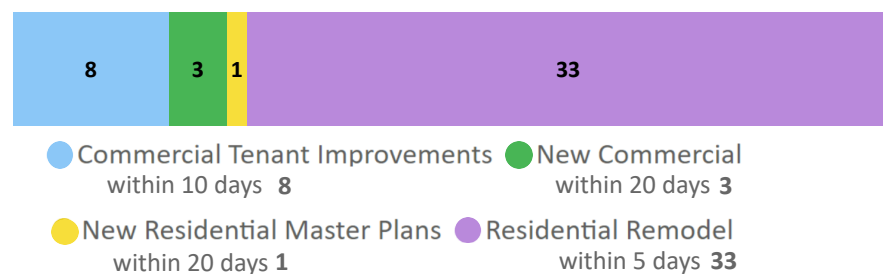
### Building Permit Applications Received

Year-To-Date Building Permit Applications Received



### Building Permits Reviewed

Monthly Building Permit Reviews by Type



119  
294  
975

Building Fees Calculated: 109 Within 3 days

Building Permits Issued

Inspections Completed: 967 Within 24 Hours

### Building Permits Issued



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

