

**May  
2021**

*(reporting on April)*

# Development Services Monthly Report



*For the latest in  
Development Activity,  
please visit:*

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

## Four Corner Stones

- Distinct Town Identity
- Responsible Growth
- Community Service
- Thriving Economy

### News from the Director's Desk:

Development in Castle Rock has continued on a strong pace for these first 4 months of 2021. Although construction material costs are on the rise, new home construction continues to exceed the prior year's pace. Our inspection teams have been busy with both site infrastructure and building inspections and this trend is likely to keep our teams busy throughout the summer months. Downtown Castle Rock is busy with several construction projects as the Encore condominium building is working on exterior and interior finishes, the civic plaza space, as well as working to get the public parking garage open. The Town is working on the roundabout construction at Wilcox and South Street, so plan accordingly when headed Downtown. As the weather improves and Downtown summer events start to kick off, we will see more residents enjoying our beautiful Festival Park and all the amenities of our vibrant heart of Castle Rock. We hope to see you Downtown soon!



Tara Vargish, PE  
Director  
Development Services

## Implementing the Community Vision through Development Activity

Planning	Development Review	Building	Zoning
We strive to meet the needs of current and future residents, while balancing existing property rights and implementing the Town's Comprehensive Master Plan. Process land use projects, from large to small, ensuring compliance with Town codes. Some projects require public hearings before Planning Commission and Town Council; Historic Preservation Board; or the Design Review Board.	The Development Review Team processes administrative applications for small site development plans, plat or plat changes, construction documents and erosion control plans, and issues construction permits. This team works closely with plan reviewers in CR Water, Public Works, Parks, and Fire to ensure Town design criteria are met, and with Development inspectors who oversee construction.	A building permit is needed for most any residential and commercial construction activities. Our team is here to help determine if a permit is required, what plans are needed, what your fees will be, and how to schedule inspections. Building codes are instrumental in protecting life, health and safety of our community. Submit permits or schedule an inspection online at <a href="http://etrakit.crgov.com">etrakit.crgov.com</a> .	Our Zoning team provides reviews on land use applications, reviews sign permits, issues zoning verifications, state licensing signoffs, reviews for business and liquor licenses, provides code enforcement for the Town, as well as assisting neighborhoods with issues as they arise. You can report a neighborhood concern online at <a href="http://crgov.com">crgov.com</a> , look for " <a href="#">Report a Concern</a> " or email us at <a href="mailto:Zoning@crgov.com">Zoning@crgov.com</a> .

## Staff Spotlight

### Meet the Staff...

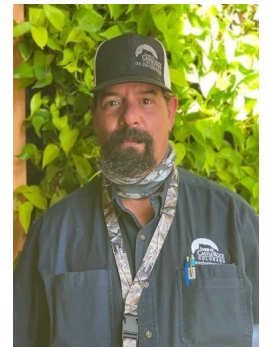
The Development Services Enterprise Team is a diverse group with outstanding professional talent. The team works collectively to accomplish the Mission, Vision, and Values of the organization and to achieve the Enterprise program mission, "Implementing Community Vision through Development Activities." Each month we will recognize a staff member to provide you with an inside look at the life and work experiences of our teammates.

*This month we are introducing you to:*



### Matt Pastore, Combination Building Inspector

Matt began working for the Town in November of 2020 as a Combination Building Inspector. After spending over 26 years working as a Plumber, he decided to hang up his tools and become a Building Inspector. Still having the desire to be involved in the construction industry, it was a natural fit to work for the Town of Castle Rock where he has been a resident since 1995. In his current position, he interacts with various contractors and builders as their projects progress from start to finish. Matt enjoys the fact that every day brings a new challenge and he has a great team to offer support when needed.



## Employee Recognition

### Tracy Shipley, Promoted to Development Technician Supervisor



The Development Services Department recently added a supervisory position to assist with the day-to-day operations of the Development Technician Team. This position will focus on the day-to-day operations with the Team, as well as provide needed support for consistency and effectiveness of the Team as a whole. Please join us in congratulating Tracy Shipley as our new Development Technician Supervisor. Tracy has been with the Town since January of 2018 working in the Building Division as a Development Technician and has done an excellent job building relationships with our customers and the entire Development Services staff.

***Congratulations, Tracy!***

# Employee Recognition

## Sandy Vossler, Senior Planner

In April, Sandy received the following comment after assisting a customer with questions relating to requirements:

*“Thank you so very much for taking the time to answer all my questions on the Territorial Road property.” - Andrew*



## Diane Maki, Development Services Technician



Diane received the following emails from customers for her assistance with building permits:

*“Diane really helped me today and I applied for the Building Permit. She was great.” - Bob*

*“Hi Diane, I am so appreciate how helpful and responsive your team is! Thank you.” - Bonnie*

## Santi Smith, Technical Coordinator

On April 29, an email was received from a co-worker for Santi’s support in Development Services:

*“A huge thank you to Santi for her constant support, willingness to drop everything and amazing patience. She has been a huge help in adjusting from in-person to virtual to hybrid and all points in between. I really appreciate all her help!” - Julie*



## Cara Reed, Neighborhood Liaison



On April 22, Cara received the following email from a customer after her assistance with a Zoning review:

*“Thank you! I appreciate all of your communication and quick work as well. You made this very easy on me!” - Jared*



# Employee Recognition Continued

## Employee Work Anniversaries

Congratulations to all our employees who celebrated a work anniversary last month! We deliver exceptional customer service due to the hard work and professionalism of our staff.

2 Years



Sean Madden  
*Plan Review Engineer*

2 Years



Robert Spicher  
*Plans Examiner*

3 Years



Kevin Buffington  
*Plan Review Engineer*

3 Years



Matthew Anderson  
*Construction Inspector*

5 Years



Jon White  
*Building Inspector  
Supervisor*

5 Years



JR Trout  
*Senior Combination  
Building Inspector*

14 Years



Ruth Stadler  
*Water Conservation  
Plan Reviewer*

# New Land Use Submittals: Public Hearings Not Required

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 in Planning, Development Review, and Zoning, as well as plan review staff in Castle Rock Water, Public Works, Fire, and Parks and Recreation, to confirm code compliance. Construction Documents, Plats, Administrative Site Development Plans, Erosion Control Plans, and Easements are examples of administrative submittals.

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## **Macanta (County Project)**

Design revision to add single lot to residential project (Town will own and maintain the project's water system per previous agreements).

## **Crystal Valley Ranch**

Site development plan amendment for single-family subdivision setback revisions, located at the southwest corner of Loop Road.

## **Founders Village Filing 24, Bella Mesa**

Plat, site development plan amendment, construction documents and erosion control plans for 12.26-acre Public Land Dedication and drainage improvements for reconfigured parcel layout.

## **Lanterns/ Montaine**

Drainage and utility easements for 82 single-family lots, located at Montaine Circle and Vervain Trail.

Plat, construction documents and erosion control plans for 183 single-family lots, located south of Montaine Circle connecting at Vervain Trail.

Design revision for Adult Amenity Center (clubhouse, pavilion, pool house and tennis pavilion), located south of Montaine Circle.

## **Montana Vista**

Parking design revision for 16 spaces supporting Town of Castle Rock trailhead parking, located off of Alexander Place, southeasterly of Parry's Pizza area.

## **Plum Creek Ridge**

Landscape and grading design revision for 10 townhomes located on Gilbert Street north of Plum Creek Parkway.

## **Promenade**

Site development plan to add new Shake Shack restaurant, located at Promenade Parkway and Castle Rock Parkway.

# **New Land Use Submittals: Public Hearings Not Required Continued**

## **Town Projects**

Erosion control plans for temporary stockpile in preparation for Crystal Valley Interchange construction, located on east side of I-25 Frontage Road, south of Crystal Valley Parkway.

Erosion control plans for Glovers Water Rehab Project, located north of Glovers Street and Plum Creek Parkway intersection.

## **U-Haul**

Design revisions for sidewalk realignment/extension and associated landscaping, located at 2269 Manatt Court.

## **Walmart**

Site development plan amendment to add parking lot drive-up ATM, located at 133 Sam Walton Lane.

**To learn more about projects planned around Town,  
check out the Development Activity map, which you  
can access at [www.crgov.com/DevelopmentActivity](http://www.crgov.com/DevelopmentActivity).**

# New Land Use Submittals: 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. Most of these land use submittals require public hearings in front of Planning Commission for a recommendation to Town Council for final decision. Some are required to have public hearings with the Historic Preservation Board or the Design Review Board. Typically these public hearing items are "quasi-judicial" which limit the hearing body to only discussing and deciding on the action items at the public hearing. Prior to being scheduled for public hearings all submittals go through a rigorous review by Development Services staff in Planning, Development Review, and Zoning, as well as plan review staff in Castle Rock Water, Public Works, Fire, and Parks and Recreation.

## Plum Creek Golf Course

Dave Hieronymus, on behalf of SW Greens, submitted a Site Development Plan (SDP) application for a new 3,920 square-foot clubhouse at the Plum Creek Golf Course. The old clubhouse was previously sold and converted into a wedding venue. In the interim, the golf course has been operating out of a temporary trailer. The SDP is subject to the residential/non-residential interface and is, therefore, quasi-judicial requiring public hearings before Planning Commission and Town Council. The applicant held their pre-submittal neighborhood meeting on March 29, 2021. The proposal is located in Councilmember Dietz's district.



Vicinity Map

## 680 Atchison Way

Michael Bowen submitted an application for a Use by Special Review – Tenant Finish for a gym located at 680 Atchison Way, No. 500. Bom Jitsu will provide gym memberships to individuals and families. Individual and small group fitness classes will focus on various fitness disciplines, including but not limited to weight training, functional movements, running, tension bands, medicine balls and other fitness disciplines for improved health, weight loss and increased physical performance. A Use by Special Review is required for gyms in the General Industrial (I-2) Zone District. As Bom Jitsu is proposed to go in to an existing building, it is a Use by Special Review – Tenant Finish. Use by Special Review – Tenant Finish applications require a hearing before Planning Commission, which makes the final decision. The applicant held their pre-submittal neighborhood meeting on April 12, 2021. The proposal is located in Mayor Pro Tem Bracken's district.



Vicinity Map



# Board & Commission Actions

Development Services supports 5 Boards & Commissions that have specific purposes from 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. They voluntarily sit on these boards to serve their community. We appreciate our board and commission members, and thank you for dedicating your time to serving your community!



## Board of Adjustment

On April 1, the Board of Adjustment held a virtual meeting. The following proposal was presented:

### 121 Gilbert Street

Corgin Wanninger requested a variance from the minimum required front, rear and side corner setbacks for a deck and addition, that includes a garage, deck and additional living area on an existing single-family residence in the R-2 Zone (Single Family and Duplex Residence District). The subject property is addressed as 121 Gilbert Street, also known as N 1/2 Lot 11, all of Block 12 Block 16 Craig and Gould's Addition to Castle Rock.

The Board approved the proposal by a vote of 3-0.



Vicinity Map

## Historic Preservation Board

On April 7, the Historic Preservation Board held a virtual meeting. There were no public hearing items.

## Planning Commission

On April 22, the Planning Commission held a virtual meeting. There were no public hearing items.

## Design Review Board

On April 28, the Design Review Board held a virtual meeting. There were no public hearing items.

## Cancelled Meetings for April:

- Design Review Board, April 14
- Planning Commission, April 8

You can learn about all the various Town Boards and Commissions online at <https://www.crgov.com/1937/Boards-and-Commissions>



# Town Council Actions on Land Use Submittals

Town Council considered the following proposal on April 6:

## Site Development Plan for Terrain North Basin

Stratus Terrain requested approval of a Site Development Plan (SDP) known as North Basin Village Phase 1. North Basin Village Phase 1 is 71.01 acres in size and generally located in the center of the Terrain community along Castle Oaks Drive. The SDP proposes a total of 95 single-family homes in four home areas along Castle Oaks Drive and 36.15 acres of open space, encompassing McMurdo Gulch and the future Front Range Trail. In addition, the existing dirt portion of Castle Oaks Drive is proposed to be paved with this SDP. SDPs for residential use require a public hearing before Town Council who shall review and make a decision upon the proposal after review and recommendation by the Planning Commission. On March 25, 2021, Planning Commission voted 5 to 1 to recommend approval.



Vicinity Map

Town Council continued this proposal to April 20 by a vote of 7-0.

On April 20, Town Council approved the Resolution approving the Site Development Plan for Terrain North Basin Village Phase 1 by a vote of 5-2.

## 1750 Wild Rye Court

On April 20 the applicant, Scott Weyand, requested approval of a proposed accessory dwelling unit at 1750 Wild Rye Court. A proposed addition to the existing home would create a 454 square-foot accessory dwelling unit. As the proposal adds additional square footage to the home, a Use by Special Review approval is required per the accessory dwelling unit regulations adopted in January of 2018. The Planning Commission voted 6-0 to recommend approval to Town Council at a public hearing on March 25, 2021.



Vicinity Map

Town Council approved the Resolution approving a Use by Special Review for an ADU at 1750 Wild Rye Court by a vote of 7-0.

**To see all current Public Notices for upcoming Public Hearings, please visit:**  
[www.crgov.com/PublicNotices](http://www.crgov.com/PublicNotices)

# Customer Service Updates

## We Would Like Your Feedback!

Did you know that every time a permit or a land development project is completed, our system automatically sends an email Customer Service Survey to the applicant on file? We've also added a link in our staff emails, as we are seeking input regarding our customer 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!](#)" or see the survey link in our staff email signature line, please consider taking a few minutes to answer the survey—we'd love to improve our response rate. Your feedback is valuable to us! All responses are anonymous, unless you request to be contacted by staff. Also, you can enter our monthly drawing to win a \$25 gift card to a local business.

506

Surveys sent out in April, plus links in all staff emails

35

Survey Responses in April

*"Congratulations to the winner of our Monthly Gift Card drawing!"*

**We appreciate the customers that completed the survey! Below are a few comments recognizing some of our valuable employees:**



*"Tammy addressed the issue quickly and professionally"*

*"Tammy King helped me with a sign permit question. She was very pleasant and helpful on the phone. She quickly responded to my email, asked the right questions, and gave good feedback to make sure I had the right information to get the permit through for our customer. Excellent customer service and very knowledgeable. Thank you!"*

*"Tammy King has been a pleasure to work with."*

*"Tammy responded to my email within minutes."*

## Customer Service Updates Continued



***“Austin Payne, Matt Anderson and Alex Morrow  
were great to work with.”***



***“Jon White was great to  
work with!”***

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***“Appreciate the very  
quick response from  
Ben.”***



***“Matt did a great job,***

**Thank you all for  
providing  
excellent  
customer service!**



## Customer Service Updates Continued



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*“Diane Maki, Cindy Brooks, Tracey Shipley, Kim Guite, Tina Close, Austin Payne, Matt Anderson, Tara Vargish and everyone with the Town have been helpful. Should look good when all is done. Thank you.”*

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*“Highly pleased with the speed in which the permit was reviewed and approved!  
THANK YOU!”*

***“Thank you for your kind and courteous assistance!”***

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*“Appreciate the prompt service when we let you know the problem resurfaced.”*

***“The staff in Castle Rock is exemplary in every way. Always helpful and cooperative! THANKS!!!”***

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*“Keep up the good work”*

***“I love your inspectors. They have been super helpful. Great Teamwork.”***

**Thank you all for  
providing  
excellent  
customer service!**



# Customer Service Updates

## Building Contractor Luncheon

The Town of Castle Rock has found great value in meeting regularly with our building contractors and their teams. Not only is it a great way to discuss code and policy changes that impact the construction of homes and businesses, we also hear from builders on what is working well and what we could do better in the field or office. We are constantly looking to improve our permitting and inspection processes. Over the course of many luncheons we have received good feedback from our contractor customers, often leading to improved changes. We may not always see eye to eye on a topic, however through discussions we get to understand each other's point of view!

Development Services, Building Division, held a Virtual Contractor Luncheon Meeting on April 21. The following is a summary of items from the meeting:

- Update Electrical and ICC Stakeholders
- Route for Construction Vehicle in Terrain
- ISO Update
- CO Review
- Compliance and Acceptance (C&A)

### Virtual Contractor Luncheon

**May 19, 2021**

**12-1 pm**

To Join the meeting, visit  
On-line:

<https://crgov.webex.com>

Phone-in: 720-650-7664

Meeting Number: 187 963 7300

Meeting Password: tV7RPYCKm43

*View luncheon meeting summary notes of past meetings at [crgov.com/contractorluncheon](https://crgov.com/contractorluncheon)*

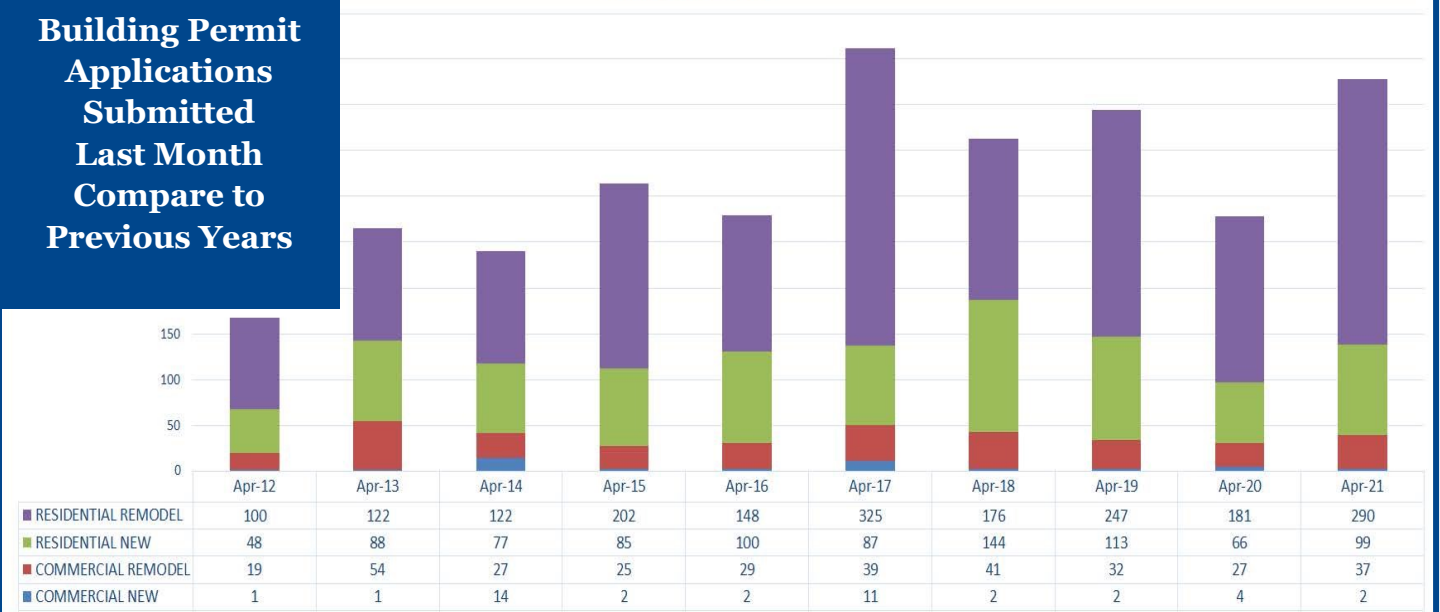
# Core Service Levels

## Building Division Core Service Levels

Our Building 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 services monthly, although they are just a snapshot of the some of the work we do.

### How Building Permit Applications Submitted Last Month Compare to Previous Years

BUILDING PERMIT APPLICATIONS RECEIVED  
APRIL 2012 - 2021



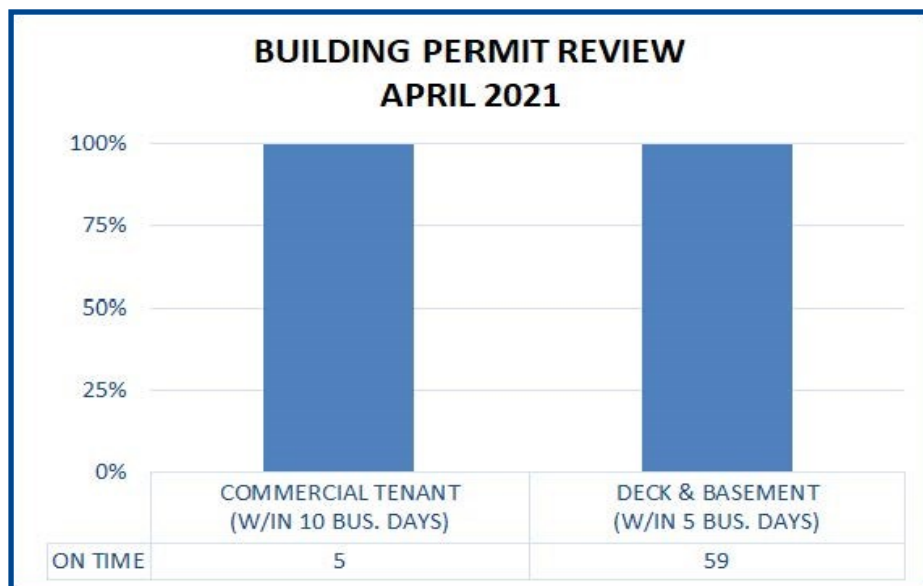
BUILDING PERMIT APPLICATIONS RECEIVED  
THRU APRIL 2021



### Building Permit Applications through 2021

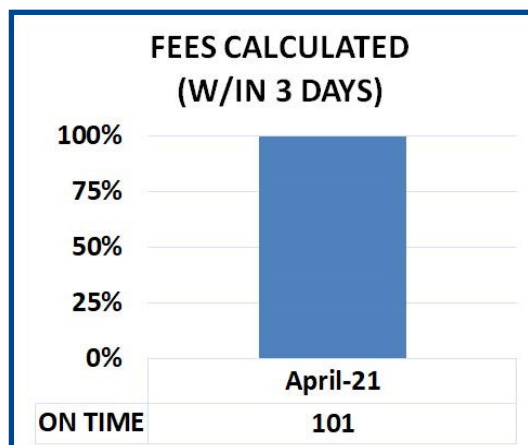
## Core Service Levels

### Building Division Core Service Levels continued:



**Building  
Permit  
Reviews**

**Timely  
calculation of  
building  
permit fees is  
a division  
priority.**



**2,430**

**Total Inspections  
Completed in  
April, 100% on time w/  
in 24 hours**

**Remote Inspections  
Completed in  
April**

**4**

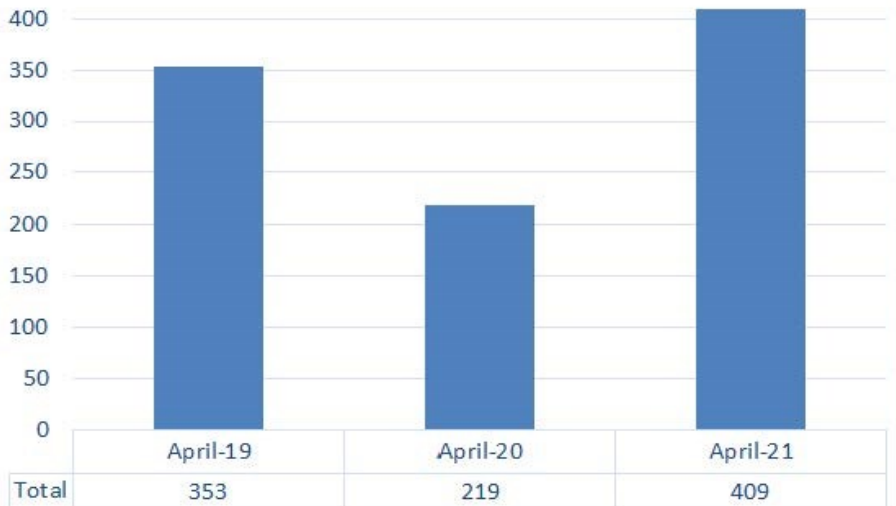
# Core Service Levels

## Building Division Core Service Levels continued:

Total Building Permits issued each month are a reflection of the volume of construction going on in our community. Permits are required for a range of items, from retaining walls and decks, tenant improvement or home renovation projects, to new construction of residential homes and businesses.

Building permit issuance does vary throughout the year, seasonally, so we compare the current year's monthly totals to past years.

Total Building Permits issued in April = **409**



## Monthly Residential Permit Activity

April building permit numbers are showing a continuation of the strong volume seen in the first quarter of 2021. April 2021 has a 42% increase of Single Family permits compared to 2020. Crystal Valley Ranch again remains the strongest subdivision for Single Family permits with 53 for April and 210 YTD. Echelon pulled permits for 112 units this past month bringing Multifamily permits to 238 YTD, a 105% increase to last year YTD and the 5 year average. New Commercial is on target from last year as well as the 5 year average. Combined Single Family and Multifamily permits YTD is at 708 permits, which is 261 units above the 5 year average and 306 units above this time last year in 2020.

MONTH COMPARISON	NEW RESIDENTIAL (SFD & SFA UNITS)	NEW MULTI-FAMILY	COMBINED NEW RESIDENTIAL (SFD, SFA, MF # OF UNITS)	NEW COMM
5 YEAR AVG APR	89	8	97	4
Apr-20	73	0	73	0
Apr-21	104	112	216	7
% CHANGE	42%	N/A	196%	N/A
YTD COMPARISON	NEW RESIDENTIAL (SFD & SFA UNITS)	NEW MULTI-FAMILY	COMBINED NEW RESIDENTIAL (SFD, SFA, MF # OF UNITS)	NEW COMM
5 YR AVG THRU APR	331	116	447	21
Apr-20	286	116	402	21
Apr-21	470	238	708	21
% CHANGE	64.34%	105.17%	76.12%	0.00%

**216**

**April 2021  
Combined New  
Residential  
Permits**



## Core Service Levels

### Zoning Division Core Service Levels

Our Zoning staff processes numerous code enforcement actions per month, from rubbish, abandoned vehicles, and setback encroachments to illegal uses. We respond to complaints from the community, visit sites to determine compliance, and issue Notices of Violations as necessary. Our inspection team removes hundreds of illegal signs encroaching into Town rights-of-ways (ROW).

# 28

**Code Complaint  
Response in  
April 100% on time  
w/in 2 Days.**

# 13

**Notices of  
Violation sent  
w/in 10  
business days  
April 2021**

**April 2021**

**100%  
On Time**

**Sign Complaint Response  
w/in 24 hours**

# 1

**Signs Removed from ROW  
w/in 7 business days**

# 113

**Sign Permit Reviewed  
w/in 14 business days**

# 13

**Site Visits  
w/in 5 business days**

# 61

**Business Licenses Reviewed in April 2021= 25**

**(W/IN 7 BUS. DAYS)**



# 1

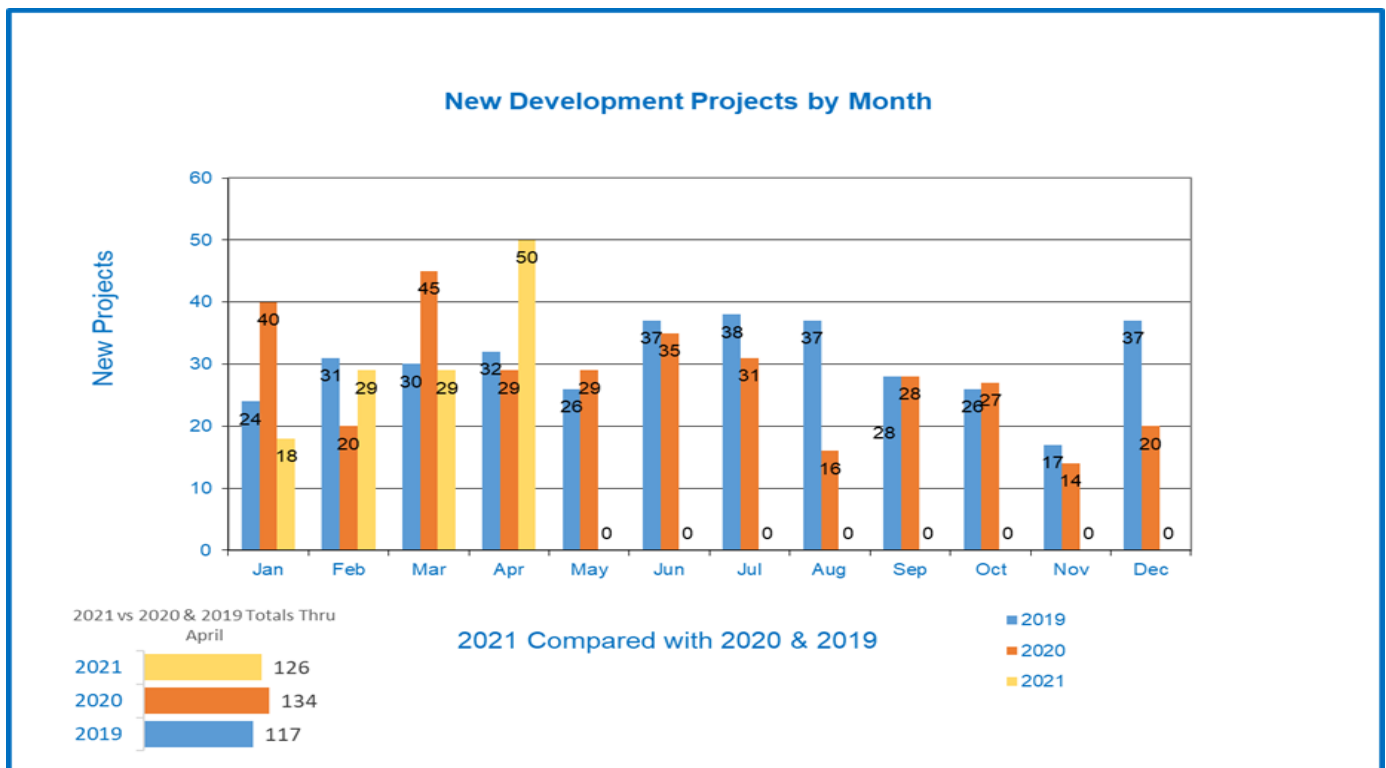
**Temporary Use  
Permits Issued,  
100% on time.  
April 2021**

# Core Service Levels

## Planning/Development Review Core Service Levels

Our Planning and Development Review teams process numerous submittals each month. These core service levels are reported for all land use projects, including those that go through public hearings, and those that are under administrative review.

Each month the team receives new land use applications. Application types included in the numbers below are for all types of application, including site development plans, rezoning/planned development plans, use by special reviews, construction documents, platting or modify a plat, erosion control plans, easement agreements, historic preservation applications, field change orders, and technical criteria variances. The current months new project submittals are listed below, along with a comparison to last year:



Each application often goes through multiple rounds of staff review to ensure compliance with Town codes and design criteria. We report monthly on the total number of reviews, the timeliness of these reviews, and the accumulative total for the year compared to previous years.

Planning/Development		
April 2021	On Time	Late
1st Review	47	0
2nd Review	24	0
3rd + Review	20	0

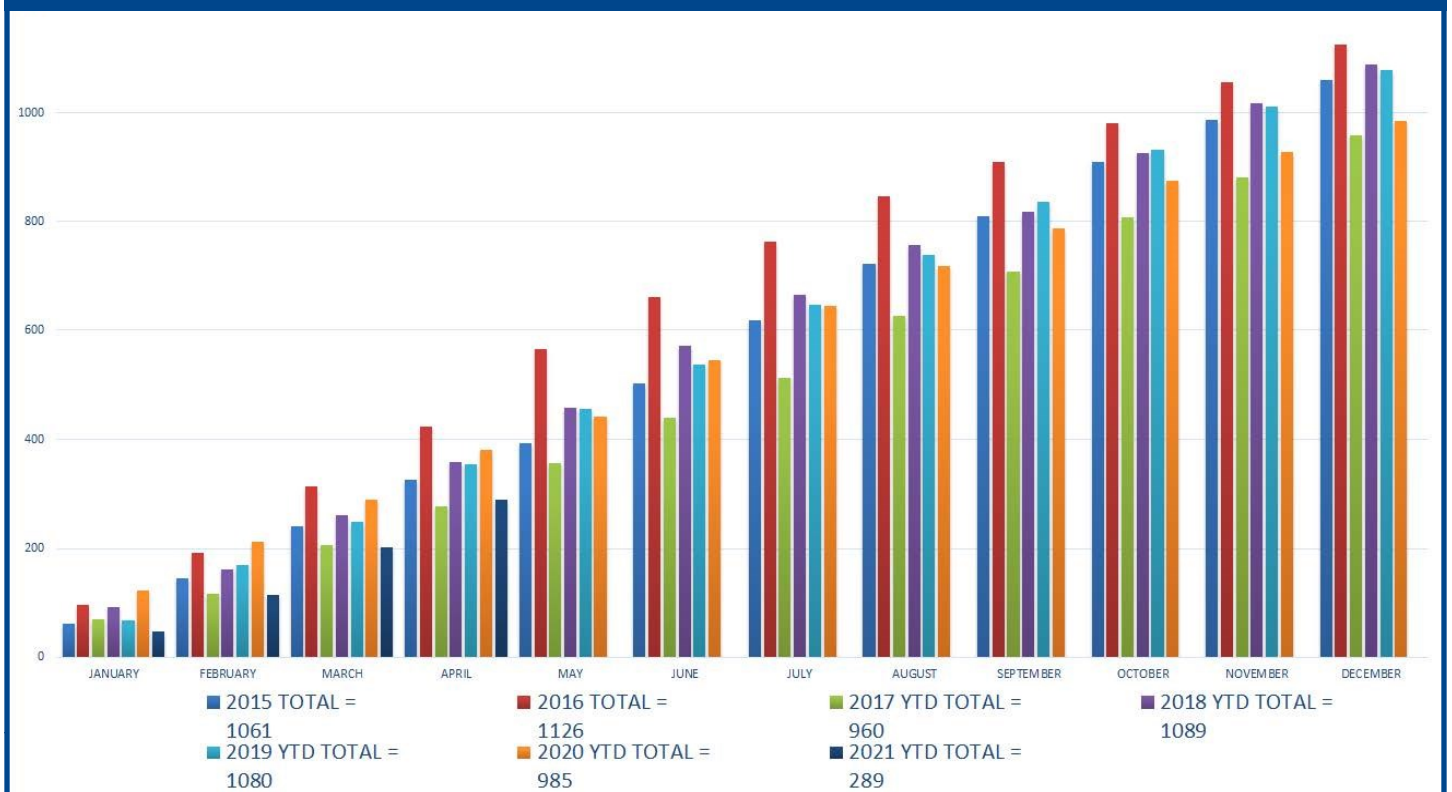
# Core Service Levels

## Planning/Development Review Core Service Levels continued:

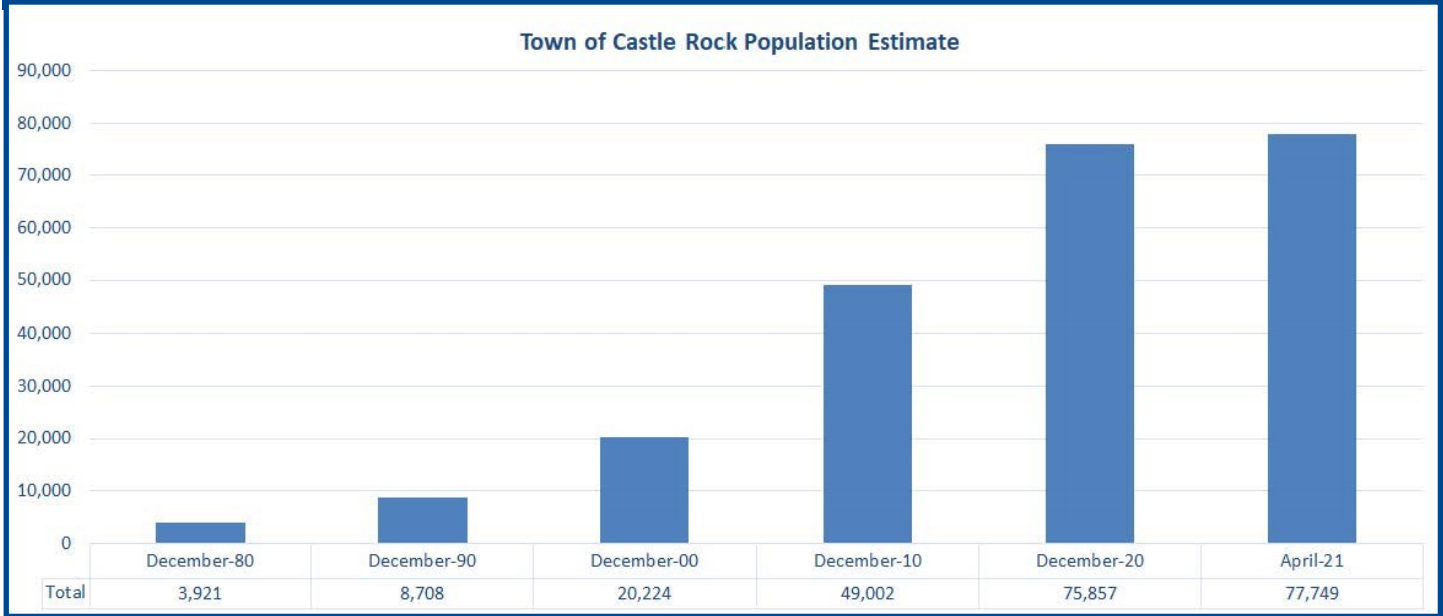
These two charts show the current months total number of land use project reviews compared to the same month in previous years, as well as the cumulative yearly total for planning/development reviews.



## CUMULATIVE YEARLY TOTAL PLANNING/DEVELOPMENT REVIEWS



# Population Estimate



Castle Rock continues to be a desirable community to live in, and it's no wonder with our rich heritage, wide array of family friendly and recreations activities, great neighborhoods, and stunning views of the mountains. A vibrant downtown, destination shopping, primary employment, higher education and our full service hospital are just some of the amenities our community has to offer. Castle Rock is consistently rated as one of the top communities to live in. It's no wonder folks move here to call it home!

## Get monthly Development Highlights in your inbox each month:

Would you like to stay informed about development projects in the Town of Castle Rock? Our monthly Development Highlights newsletter is a resource to keep residents and business owners up-to-date on current and proposed development projects throughout the community.

The newsletter will be delivered to subscribers via email. To subscribe, visit [CRgov.com/NotifyMe](http://CRgov.com/NotifyMe) then select the envelope icon next to Development Highlights newsletter. Or, visit [CRgov.com/DevelopmentActivity](http://CRgov.com/DevelopmentActivity) to view issues of the newsletter.



## We would like to hear from you!

Do you have any questions on development in your area? Have any questions related to a building permit? Have questions about your setbacks or allowed uses on a property? Please email or call our staff anytime with your questions or feedback. Thank you for being a part of our community!

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

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

To view Building Information online, please visit [crgov.com/building](http://crgov.com/building)

To view Public Notices, please visit [crgov.com/publicnotices](http://crgov.com/publicnotices)

For the latest in Development Activity, please visit: [www.crgov.com/DevelopmentActivity](http://www.crgov.com/DevelopmentActivity)