



Development Services

March 2024 Monthly Report



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



News from the Director

The Town's various volunteer Boards and Commissions offer a unique opportunity to contribute to the Town's development and decision-making processes. Development Services oversees five Boards and Commissions that play a crucial role in guiding Town Council on local development and preserving Castle Rock's history. By volunteering, you'll be part of a team that listens to public comments and ensures the community's voice is heard.



Tara Vargish, PE
Director
Development Services

Applications are now open to volunteer, including for Development Service's five Boards and Commissions: the Board of Adjustment, Board of Building Appeals, Design Review Board, Historic Preservation Board, and the Planning Commission. Each board has specific responsibilities, from maintaining architectural and historical integrity to making recommendations on land use applications. Serving on a board is not only a way to impact your community directly but also an opportunity to learn about and engage with local governance.

To learn more and apply, visit [CRgov.com/Boards](https://www.castlerockco.gov/Boards) and submit your application by 5 p.m. on April 22. Preference is given to Castle Rock residents, but those living in Douglas County may apply. Applicants can apply for more than one Board or Commission; however, they can only be appointed to serve on one. For more details on our Boards and Commissions, see [page 11](#).



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



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.

32 surveys distributed

452 March responses

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!](#)

Here are some comments from our customers in March:

- “Excellent service, thank you.”
- “Just moved here but so far do like the services provided.”
- “**Colby Riggins**, the inspector was very patience and helpful.”
- “Thank you.”
- “We had failed an inspection twice, but **Brett Longnecker** provided support and was able to see that the corrections had been made. Great customer service! Castle Rock is unique because they are able to get inspections done when they say they will and we are not MONTHS waiting for an inspection. We enjoy working in Castle Rock with **the Building Department**. It was number one in comparison to all the other counties. Thank you for all that you do!”
- “**Colby Riggins** was very helpful and understanding of some of the difficulties we faced involving inconsistencies with other building codes both state wide and nationally.”
- “Thank you!”
- “I want to thank **Kevin Arencibia** as he went above and beyond to explain to me what was happening in Macanta. I learned more than I thought I would thanks to him.”
- “**Tammy King** is always very helpful in providing information and goes above and beyond.”
- “You all did a great job working with us - everyone! We are very thankful for your help!”
- “All of our company projects with Castle Rock are handled in a timely manner, which is very well appreciated.”

Staff Anniversaries



Congratulations to Chad Huber,
Senior Construction Inspector, on
7 years with the Town!



Staff Kudos

- “**TJ Kucewesky**, Thank you very much for your time and effort researching the ownership of the Second St. wall to troubleshoot an issue we had.” - Megan B.
- “Good morning, **Cara Reed & Tammy King**, You guys are wonderful! Thank you for everything you do for Castle Rock and me!” - Marsha M.
- “**Kallista Johnston**, you guys are the most responsive organization ever. Thanks!” - Cameron T.

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.

Douglas County

Public access easement agreement for Briscoe Lane turnaround, located in Twin Oaks subdivision.

Founders Village, filing 14

Construction documents and erosion control plans for trail construction connecting residential neighborhood along Meyers Court and Campden Court to Rock Ridge Elementary School and Founders Park.

Meadows

Waterline design revision for 77 single-family lots, located at Coachline and Wolfensberger Road.

Meadows

Retaining wall design revision for senior affordable housing project, located west of Timber Mill Parkway and North Meadows Drive intersection.

Meadows

Multiple utility and sidewalk easements for Virtuoso Loop Extension.

Meadows, filing 16

Vertical construction erosion control plans for 77 single-family lots, located at Coachline and Wolfensberger Road.

Meadows, filing 19

Sewer Extension Flood Plain Modification Study for East Plum Creek Tributary A.

Meadows, filing 19, parcel 2

Easements for drainage, sanitary, southern right-of-way, southern temporary access, southern temporary drainage and southern utilities, located on Timber Mill Parkway.

The Oaks, filing 2A

Flood Plain Modification Study for Sellars Gulch Tributary 2 Improvements.

Town project, Public Works

Flood Plain Modification Study for Gambel Ridge and E. Plum Creek in support of Crystal Valley Interchange project.

Town project, Public Works

Erosion control plans for Wolfensberger/Park Streets intersection improvements.



Meadows, D1 Training Meadows Town Center

Site development plan for new sports performance and training facility, located southwest of the intersection of Future Street and Meadows Parkway.



Required Public Hearings

Submittals requiring public hearings can include a variety of topics such as, zoning, residential and larger commercial site development plans and buffering of properties.

24 South Cantril Street Triplex



Vicinity map

Zaga Design Group, on behalf of property owner Cottonwood Row, LLC, submitted a Site Development Plan application and a Historic Preservation Design Review application for a three-story, 36-foot tall triplex building at 24 South Cantril Street. Located within the Craig & Gould neighborhood. The property is a 0.288 acres located at the end of South Cantril Street on the east side of the street. Each unit has a two car garage accessed from the alleyway. As the project is located within Craig & Gould, a public hearing before the Historic Preservation Board is required to review the design of the building.

Additionally, as the proposal is a residential project with more than two units, public hearings before the Planning Commission, who will provide a recommendation, and Town Council, who will make the final decision, are required. The property is located in Mayor Pro Tem LaFleur’s district.

Project Highlights

- Site Development Plan and Historic Preservation Design Review application
- Proposing a three-story, 36-foot tall triplex building
- Located at 24 South Cantril Street within the Craig & Gould neighborhood
- Each unit will have a two-car garage accessed from the alleyway



Sandstone Care Facility Planned Development Text Amendment



Vicinity map

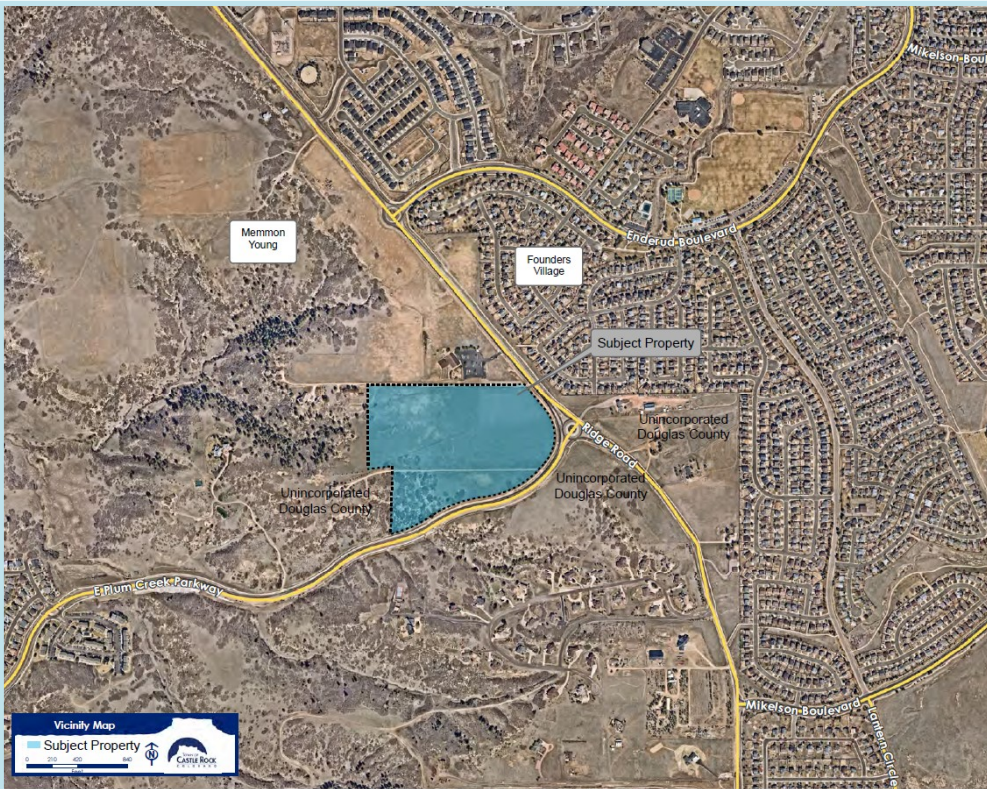
A new Quasi-Judicial application was received from LTC Properties, Inc., for a text amendment to the Metzler Ranch Planned Development Zoning Regulations, 1st Amendment. The applicant is proposing to add a new permitted use that would allow an age-specific inpatient mental health care facility for teens and young adults, ages 13 to 20 years old. In addition to counseling and family support, the short-term residential facility would provide living and sleeping facilities, meal preparation, laundry services, transportation and medical assistance. Services will also be available via outpatient and telehealth formats. The facility is located at 864 Barranca Drive, the location of the former Metzler

Memory Care. No site changes are proposed, except to address dead landscaping. The proposed text amendment will require future hearings at Planning Commission and Town Council. The property is located in Mayor Pro Tem LaFleur's district.

Project Highlights

- Located at 864 Barranca Drive
- Proposing to add a new permitted use that would allow age-specific inpatient mental health care for teens and young adults
- The short-term residential facility would provide:
 - Living and sleeping facilities
 - Meal preparation
 - Laundry services
 - Transportation
 - Medical assistance
- Services will also be available for outpatient

YardHomes at Castle Rock Annexation (FKA Terra Monte)



Vicinity map

A new Quasi-Judicial annexation application was received from Norris Design, on behalf of the property owner, Mike Morley, Castle Rock Ventures. The applicant is proposing to annex 32.29 acres located at the northwest corner of Plum Creek Parkway and South Ridge Road. Following the Substantial Compliance hearing, the applicant intends to submit a Planned Development zoning application to allow 165 single-family units, consisting of one-, two- and three-bedroom one-story for-lease homes. The units will have private yards and the community will have a clubhouse, indoor fitness facility, community pool, a dog park and picnic area. About 50% of the site is planned for active

and passive recreational space and .5 acres will provide future community oriented retail use. Annexation and zoning requires public hearings before the Planning Commission for recommendation and then public hearings at Town Council for final action. The property is adjacent to Councilmember Brooks' district.

Project Highlights

- Proposing to annex 32.29 acres
- Located at the northwest corner of Plum Creek Parkway and South Ridge Road
- Future application for a planned development zoning to allow 165 single-family for-lease units
- Units and community will include:
 - Private yard
 - Clubhouse
 - Indoor fitness facility
 - Community pool
 - Dog park
 - Picnic area
- About 50% of the site is planned for active and passive recreational space
- About .5 acres for future community oriented retail use

Town-initiated ROW Annexations



Vicinity maps

Four new Quasi-Judicial applications for Town-initiated annexations were received to incorporate several Town-owned parcels of land that are within, or directly abutting, public right-of-way (ROW). This is part of a broader initiative to incorporate Town parcels that qualify for annexation. All of the parcels are proposed to be zoned Public Land-1, which allows the continued use as ROW. Four Corners Annexation consists of 8 parcels located north and west of the Founders Parkway/Ridge Road and State Highway 86 intersection. S. Ridge Road No. 1 Annexation consists of 1 parcel located on the east side of S. Ridge Road, just south of the Enderud/Ridge Road roundabout. S. Ridge Road No. 2 Annexation is a single parcel, also located on the east side of S. Ridge Road, just north of the Ridge Road/Plum Creek Parkway roundabout. Gilbert Street/Plum Creek Parkway Annexation is a single parcel located at the intersection of Gilbert Street/S. Lake Gulch Road and Plum Creek Parkway. This project will have future public hearings before Planning Commission and Town Council. The various parcels are adjacent to Mayor Pro Tem La Fleur's, Councilmember Cavey's, and Councilmember Brooks' districts.

Project Highlights

- Proposing to annex Town-owned parcels of land that are within public right-of-way
- Parcels proposed to be public land-1, which allows use as ROW

Development Services supports five boards and commissions that serve specific purposes for building appeals, variance hearings, land use case recommendations and determinations. These boards and commissions consists of residents and in some cases business owners as appointed by Town Council.



Board of Adjustment

March 7, 2024

The Board of Adjustment held its regularly scheduled meeting and reviewed and adopted the minutes from the Board of Adjustment hearing for December 7, 2023. The Board approved the minutes with a vote of 4 to 0.



Historic Preservation Board

March 6, 2024

The Historic Preservation Board held its regularly scheduled meeting and discussed Historic Preservation Month and adjourned to a work session regarding potential changes to the Historic Preservation Code.



Board of Building Appeals

March 4, 2024

The Board of Building Appeals held its regularly scheduled meeting and approved the minutes from the December 4, 2023 meeting with a vote of 4 to 0. Jon White, Chief Building Official, updated the Board on potentially adopting the 2024 International Code Council Building Codes this year.



Planning Commission

March 14, 2024

Meeting canceled.

March 28, 2024

Meeting canceled.



Design Review Board

March 13, 2024

Meeting canceled.

March 27, 2024

Meeting canceled.



To find more information on upcoming public hearings and Board and Commission meetings, visit our [webpage](#) at CRgov.com.



Actions and Updates

Boards and Commissions



Boards and Commissions play a key role in including the public's opinions in the decision-making for Castle Rock's development. They analyze important information and provide expert advice. They connect the community with the Town Council, ensuring that the varied views of Castle Rock residents are listened to and help shape our future. Development Services supports five Boards and Commissions:



The Board of Adjustment is critical in providing flexibility within our zoning and sign codes, handling requests for variances and appeals, striking a balance between regulatory standards and the needs of individuals or businesses.



The Board of Building Appeals is the final judge in disputes concerning building codes and regulations, ensuring that construction standards are applied fairly and clearly. This Board meets quarterly in March, June, September and December.



The Design Review Board enriches our Town's governance and aesthetic appeal focusing on preserving the aesthetic and historical integrity of Downtown. Meeting on the second and fourth Wednesdays each month, this Board plays a crucial role in reviewing development applications to ensure they align with our collective vision for Downtown.



The Historic Preservation Board seeks to protect and preserve the Town's historical heritage. It recommends historic structures for landmark designation and oversees construction and renovation in the Craig and Gould neighborhood. This board, which includes experts in fields like archaeology and architecture, meets on the first Wednesday of each month.



The Planning Commission is important for how the Town manages growth and change. It looks at plans for new buildings, changes to zoning laws, and how land is used, making sure everything fits with the Town's goals for organized and proper growth. They meet on the second and fourth Thursdays of each month.

We currently have openings for our Boards and Commissions in Castle Rock. It's a great opportunity to help shape our community's future. You can apply until April 22 by 5 p.m. For more details on how to apply, qualifications, and responsibilities, please visit the Town's Boards and Commission page at CRgov.com.

"I was motivated to join the historic preservation board by a passion for preserving cultural heritage, a desire to protect and celebrate Castle Rock's history, and a commitment to ensuring that future generations can appreciate the local architecture and learn from the past. Additionally, I was drawn to the opportunity to contribute my expertise and knowledge to the decision-making process regarding the preservation of historic sites and buildings in Castle Rock along with meeting and getting to know the Town leaders. By being a part of the historic preservation board, it allows me the enjoyment to engage with local history enthusiasts, collaborate with fellow board members, and contribute to the legacy of our Town. I enjoy being part of the Historic Preservation Board because it allows me to contribute a meaningful impact on our community by safeguarding its cultural heritage and architectural legacy of the Town of Castle Rock." - Historic Preservation Boardmember Mike Borgelt



"This is my 2nd Town Commission role and my motivations are simple: to give back to my community, be more aware of the growth and business of Castle Rock, the comradery of the other Commissioners, gaining the knowledge and insight into how Castle Rock operates, as well as being involved in my HOA. The role as Commissioner has given me the ability to be more valuable to my HOA and neighbors." - Board of Adjustment Commissioner Mike White



Development Services Items at Town Council

March 5, 2024

Town Council held its regularly scheduled meeting and unanimously passed a resolution, with a 6-0 vote, to approve the demolition of the building located at 104 N. Lewis St. This decision came after the applicant



Vicinity map of 104 N. Lewis St.

sought permission to demolish a residential property positioned in the Craig and Gould subdivision, situated northeast of where N. Lewis Street intersects with First Street. Following this demolition approval, the applicant will go before the Design Review Board for approval for the construction of a new single-family residence on the site.



Brad Boland, Long Range Project Manager

Council also reappointed Brad Boland, serving as the Long Range Project Manager for Development Services to the Douglas County Housing Partnership.

March 19, 2024

Town Council held its regularly scheduled meeting and unanimously passed a resolution, with a 6-0 vote, approving a lease agreement between the Town and T-Mobile. This agreement will allow for the installation of a 35-foot cell tower in Butterfield Crossing Park in the Meadows. As part of the project, an expansion of approximately 168 square-feet will be constructed adjacent to the park's pool locker room to accommodate the necessary wireless communication equipment.

To find more information on upcoming public hearings, visit our [webpage](#) at CRgov.com.



Vicinity map T-Mobile at Butterfield Crossing Park.



TOWN OF CASTLE ROCK DEVELOPMENT SNAPSHOT: March 2024



85,515

Estimated Population
Population based on the total number of occupiable residential units

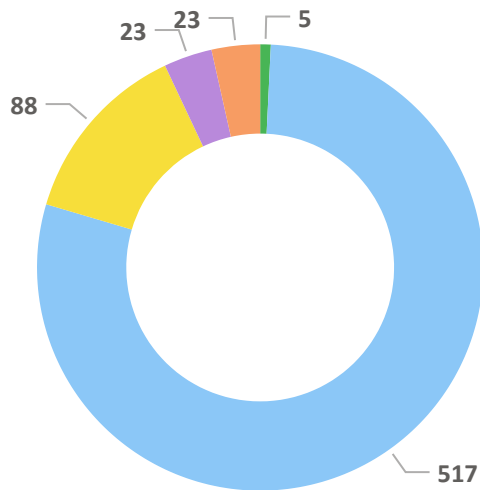


Zoning Division

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-way. Staff reviews all business licenses, temporary use permits and sign permits for zoning compliance in a timely manner.

10 Sign Permits Issued **2** Temporary Use Permits Issued **59** Code Compliance Cases Opened



- Sign Compliance Responses 5
- Notices of Violation Sent 23
- Signs Removed from the Right of Way 517
- Business Licenses Reviewed 23
- Site visits 88

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

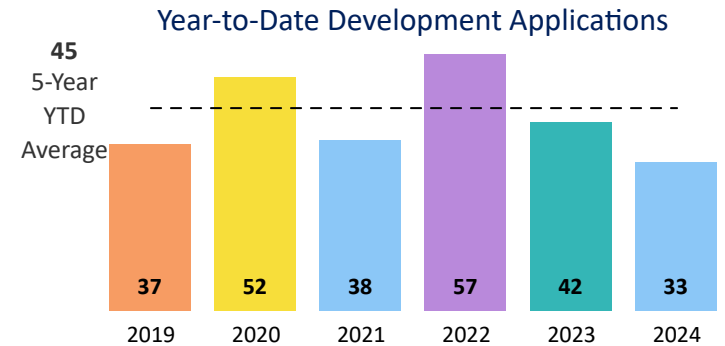
- 11** New Pre-Applications This Month
- 26** Year-to-Date Pre-Applications
- 34%** Pre-Applications that advanced as new projects over the previous 12 months

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

11 New Development Project Applications this Month

3 Other Project Applications this Month



Development Reviews

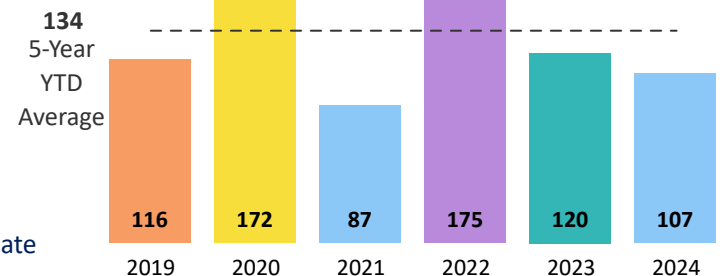
Monthly Reviews Completed

20 First Reviews

9 Second Reviews

13 Third Reviews or Greater

Year-to-Date Planning/Development Reviews



*on time with the exception of 13 late reviews due to being short staffed.

TOWN OF CASTLE ROCK DEVELOPMENT SNAPSHOT: March 2024



Building Division

Core Service Levels

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.

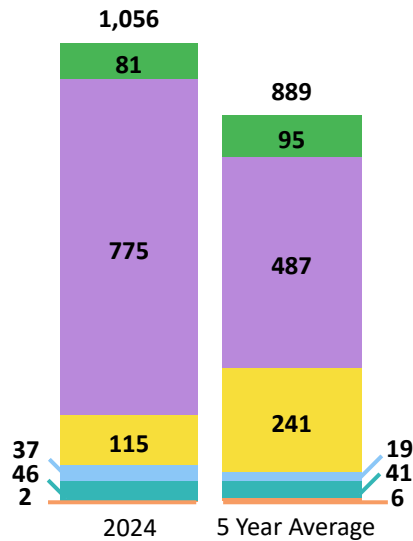
Development Services staff process permits, conduct inspections, respond to code violations and review plan submittals each month. This snapshot highlights staff activity during the previous month for the Zoning Division, Building Division and Planning/Development Review. Information on previous months can be found in the [Development Services' Monthly Report Archive](#).

Building Permit Applications Received

Year-To-Date Building Permit Applications Received

	2024
COMMERCIAL NEW	2
COMMERCIAL OTHER	46
COMMERCIAL REMODEL	37
RESIDENTIAL NEW	115
RESIDENTIAL OTHER	775
RESIDENTIAL REMODEL	81
Total	1,056

	5 Year Average
COMMERCIAL NEW	6
COMMERCIAL OTHER	46
COMMERCIAL REMODEL	37
RESIDENTIAL NEW	241
RESIDENTIAL OTHER	487
RESIDENTIAL REMODEL	95
Total	912



Building Permits Reviewed

Monthly Building Permit Reviews by Type



- Commercial Tenant Improvements within 10 days: 8
- New Commercial within 20 days: 15
- New Residential Master Plans within 20 days: 0
- Residential Remodel within 5 days: 21



Building Fees Calculated: 121 Within 3 days

Building Permits Issued

Inspections Completed: 1,677 Within 24 Hours

Building Permits Issued



↑ 39% Commercial Space Permitted Compared to the 5 Year Year-To-Date Average

