

**June
2020**

(reporting on May)

Development Services Monthly Report



For the latest in Development Activity, please visit: www.crgov.com/DevelopmentActivity

Four Corner Stones

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

News from the Director's Desk:

Home building in Castle Rock is a main indicator of permit activity across the department and we were fortunate to see an increase in this activity in May. Residential building permits for May 2020 have increased from the previous month and it is hopeful that this is a sign of an improving economic environment. Compared to last year's permit activity, we are trending slightly ahead. In May, we launched a new Outdoor Dining Permit program to assist our local restaurants with reopening. This permit will allow temporary use of outdoor areas for additional seating. You can learn more about this program at www.crgov.com/OutdoorDining. We also OPENED our front counter back up! Please stop by Town Hall if you have business to conduct with us, as we are here to help you!



Tara Vargish, PE
Interim Director
Development Services

Implementing the Community Vision through Development Activity

Planning

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.

Development Review

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.

Building

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 etrakit.crgov.com.

Zoning

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 crgov.com, look for "[Report a Concern](#)" or email us at Zoning@crgov.com.

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:

Sandy Vossler, Senior Planner

Sandy is a Senior Planner with the Development Services Planning Division. She was born and grew up in Wyandotte, Michigan, until her family moved to Colorado Springs, where she finished high school. She graduated from the University of Northern Colorado with a BA in History and Geography and secondary teaching certification.

Following graduation, Sandy married and moved to Los Angeles, California where she worked for Prudential Insurance Company in Human Resources. After 11 years of fun in the sun, she and her family moved to Castle Rock, vowing never to leave Colorado again.

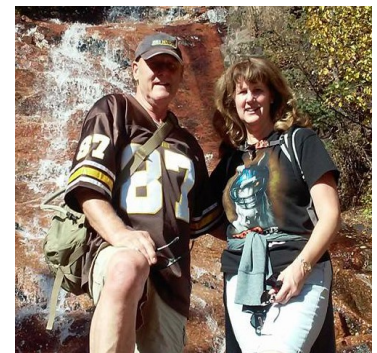
Sandy’s service with the Town began as a member of the Public Safety Commission and then with an appointment to the Planning Commission, where she served for 7 ½ years. In November 2005, she was hired as an Administrative Assistant in Development Services, working her way to Senior Planner in 2014. What Sandy loves about her job is



the pace and volume of work, always learning, and the variety of projects and responsibilities such as project management of annexations, zoning and rezoning, and large commercial and residential site plans. “No two days are ever the same and it is definitely never boring. I appreciate being in a position to have a positive effect on the design and development of our special town.”

Sandy has two grown children; Eric, 29, a computer technician and Alyssa 27, a probation office, and one sweet kitty, Tessy, 11. When not working, she enjoys taking road trips, camping, hiking, watching random historical documentaries, working in her yard and spending time with family and friends, oh, and Sturgis in August.

“Hands-down, the very best part of everyday is being able to spend it with a team of smart, professional and talented co-workers.” - Sandy



Employee Recognition

Thank You Staff for Developing New Outdoor Dining Permit Program

Phil Kranz, Business Administration Manager, Tammy King, Zoning Manager, Julie Kirkpatrick, Long Range Project Manager, Rick Young, Deputy Fire Marshal, and Santi Smith, Technical Coordinator, were instrumental in launching our new Outdoor Dining Permit Program. The program is to help get our restaurants up and running in a safe manner. This will allow restaurants approval for temporary outside patios, chairs, tents, etc. during this recovery from the COVID-19 pandemic. An email communication was sent out to over **200** restaurants and food vendors that are registered with the Town to let them know about the program. Applications are made online and there is no fee through the end of the year. For more information please visit

www.crgov.com/OutdoorDining

“Kristin was SUPER impressed that we were processing these so quickly and that we weren’t charging any fees.” - Julie



*Phil Kranz
Business
Administration
Manager*



*Tammy King
Zoning Manger*



*Julie Kirkpatrick
Long Range
Project
Manager*



*Rick Young
Deputy Fire
Marshal*



*Santi Smith
Technical
Coordinator*



Tammy King, Zoning Manger

On May 21st, Tammy King received the following note from a resident:

“Hi Again Tammy !

I felt is was important to thank you again for working on our concerns in such a quick and efficient manner no matter how things work out” - Sue

Jeremy Martinez, Combination Building Inspector

On May 20th, Jeremy Martinez passed the ICC Residential Electrical Inspector exam. Congratulations from Development Services!

“Happy Day!

Way to go Jeremy! Nicely done!” - Joseph

*“Woo Hoo!! Congratulations!”
- Tracey*



Employee Recognition

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.

1 Year



Sean Madden
Public Works Plan
Review Engineer

2 Years



Ben Robinson
Combination
Building Inspector

3 Years



Cara Reed
Neighborhood
Liaison

4 Years



T.J. Kucewesky
Plan Review Project
Coordinator

4 Years



Kevin Wrede
Planning Manager

9 Years



Julie Kirkpatrick
Long Ranch Project
Manager

Cara Reed, Neighborhood Liaison

Cara Reed, Neighborhood Liaison, puts forth a lot of effort in sending out a monthly newsletter to 140 HOA neighborhoods and apartment communities located within Town limits. She works to include timely topics and helpful information for residents. In May, she created a handout for Historic Preservation Month titled *“The story of places is the story of us”* describing Castle Rock’s rich heritage from the 1800s through current times. Great job Cara!

“Cara Reed, the Town’s Neighborhood Liaison, prepares a monthly newsletter for HOA’s, etc. This month, she wrote about Historic Preservation Month! She did such a wonderful job.” - Julie



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.

Bella Mesa

Erosion control plans for IREA utilities installation, located along State Highway 86 & the Xcel Energy Electric Tower corridor to serve developments in the Mitchell Street and Mesa Middle School area.

Caliber at Terrain

Subdivision improvement agreement for apartment home project consisting of 17 two-story buildings containing 238 residential units, located in the northeast quadrant of Founders Parkway and State Highway 86.

Canyons South—Douglas County

Construction documents for extension to existing storm water system, located on north and south side of Crowfoot Valley Road, for first phase of residential project with 278 single-family lots. (Town will own and maintain the project's water system per previous agreements.)

Castle View High School

Construction drawings and erosion control plans for parking lot and utility improvements in support of building expansion.

Crystal Valley Ranch

Utility design revision for 90 single-family residential lots, located at the southeast corner of West Loop Road and Crystal Valley Parkway.

Lanterns/Montaine

Erosion control design revision for 106 single-family detached home project, located directly south of the Kings Ridge development.

Utility design revision for single-family detached home project, located centrally within the Lanterns project.

Subdivision plat, construction documents and erosion control plans for 164 single-family residential lots located in the east interior of Montaine Circle and southeast portion of property.

Meadows

Subdivision improvement agreement for the platting of a street and bridge project connecting the roundabout on N. Meadows Drive to COI parcel on the east side of Plum Creek.

Erosion control plans for IREA utilities installation, located northwest of Meadows Parkway and southeast of North Meadows Drive.

New Land Use Submittals: Public Hearings Not Required Continued

Meadows South

Site development plan amendment revising some of the retaining walls for the paired home project located on Wolfensberger Road south and west of the intersection of Wolfensberger and Coachline Road.

Meadows Town Center

Construction documents for converting the right-in only to a right-in/right-out access for Ambrosia Street at the Meadows Boulevard intersection.

Oakwood Apartments

Erosion control plans for senior housing project redevelopment, located on the northeast corner of Front Street and Oakwood Drive.

Construction documents for senior housing project redevelopment, located on the northeast corner of Front Street and Oakwood Drive.

Outlets at Castle Rock

Erosion control plans for new pad site on northwest side of mall, located on Factory Shops Boulevard.

Plum Creek

Construction documents for fueling station, carwash and future retail, located on the southeast corner of Plum Creek Parkway and Lake Gulch Road.

The Oaks

Erosion control plans for vertical construction of 117 single-family lot subdivision located on South Ridge Road directly west of Appleton Way.

Agreement for easement on Town property for IREA utilities installation in support of 117 single-family lot subdivision located west of Ridge Road and Appleton Way.

Town Project

Construction drawing review for roundabout that will be located at Wilcox Street and South Street.

Your Storage Center

Erosion control plans for 23,800 square-foot building for indoor, climate-controlled car storage, located on the east I-25 frontage road north of Perry Street.

**All land use applications are displayed
on our Development Activity Map,
which you can access at
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.

Ms. Amy’s Tots Academy

Staff received a Use by Special Review application from Amy and Taylor Lewison to change an existing small in-home day care to a large in-home day care to allow 6 additional children (from 6-12). Increasing the number of children does not require a building expansion. The is located at 2893 Deerfoot Way in the Meadows Planned Development community. The day care operates out of the basement of this home. Project is located in Councilman Bracken’s district.



Vicinity Map



Basement Floor Plan

To see all current Public Notices for upcoming Public Hearings, please visit: www.crgov.com/PublicNotices.

Board & Commission Actions

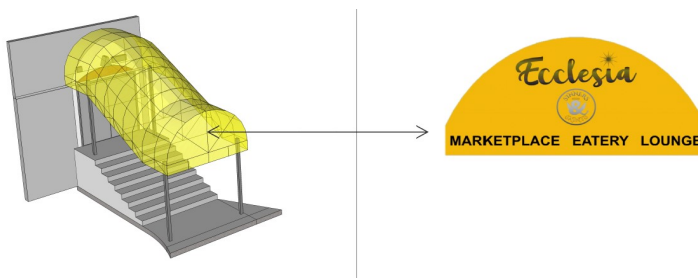
Development Services supports 5 Boards & Commissions that have specific purposes from building appeals, variance hearings, land use case recommendations or determinations. These boards and commissions are filled by residents, and in some cases business owners, as appointed by Town Council. They voluntarily 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!



Design Review Board and Planning Commission Hold Virtual Meetings

Design Review Board Ecclesia Façade

On May 13th, the Design Review Board held their first virtual meeting. The Board considered a Site Development Plan, Façade/Canopy Improvements proposal, located at 221 N. Perry Street (Ecclesia Market). The Board approved the proposal.

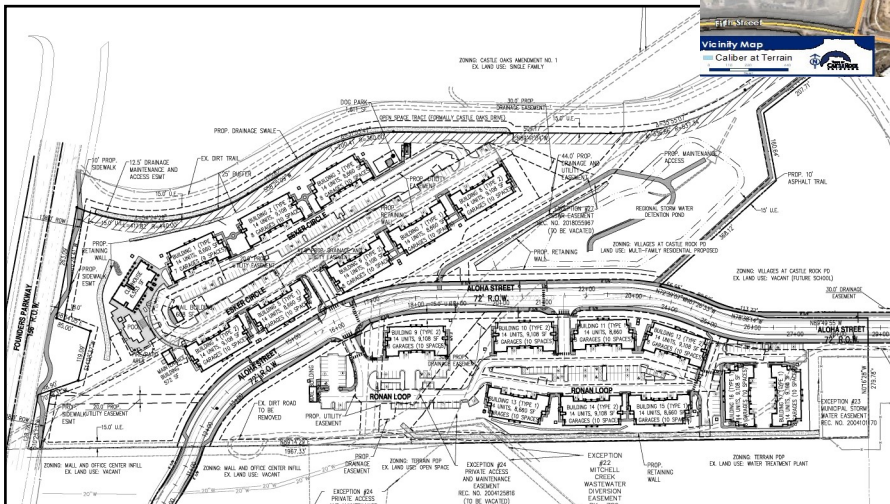


Planning Commission Caliber Site Development Plan

On May 14th, the Planning Commission held their first online meeting. The Commission voted to recommend approval to Town Council on the Caliber Site Development Plan (SDP) for a 238 unit apartment complex known, located east of Founders Parkway and at the north end of Aloha Street.



Vicinity Map



Site Plan

Continued Board & Commission Actions

Cancelled Meetings for May:

- Board of Adjustment, May 7th
- Design Review Board, May 27th
- Historic Preservation Board, May 6th
- Planning Commission, May 28th

Welcome New Board and Commission Members

On May 19th, Town Council approved new appointments to the Town Boards and Commissions. Development Services welcomes the following new Members:

- Board of Adjustment: Richard Coffey (Re-Appointed)
- Board of Building Appeals: Heather Attardo and Tom Martinez
- Design Review Board: Garo Chalian (Re-Appointed)
- Historic Preservation Board: Desiree LaFleur and David Goode (Re-Appointed)

Thank You Outgoing Board and Commission Members

- Board of Adjustment: J.C. Ortega
- Board of Building Appeals: Scott Amaral and Ziggy Guentensberger
- Planning Commission: Richelle McKim

“Our Boards & Commissions rely on community members stepping up and engaging in the process. Thank you J.C., Scott, Ziggy and Richelle for volunteering your time to serve our community!” - Tara

Boards and Commissions Vacancies—Volunteers Needed

Every year, various positions on Town Council appointed Boards and Commissions expire on May 31st. Development Services supports five Boards and Commissions. The following vacancy is currently available for Town residents who wish to volunteer:

- **Board of Adjustment:** One vacancy with term expiring on May 31, 2022.

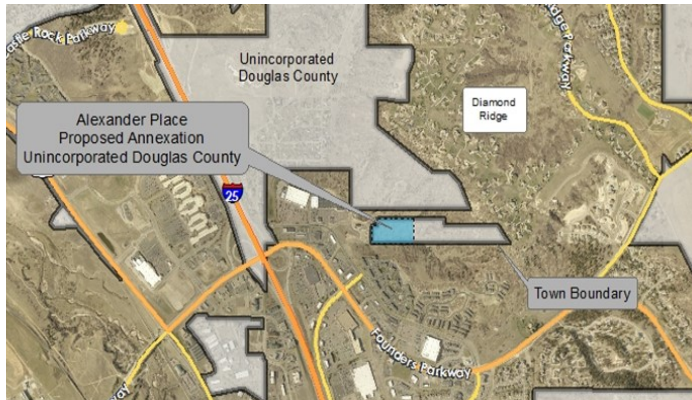
Go online to <https://www.crgov.com/1937/Boards-and-Commissions> find links to applications. Positions sometimes open up mid-year, so let us know if you are interested in interviewing for one!

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

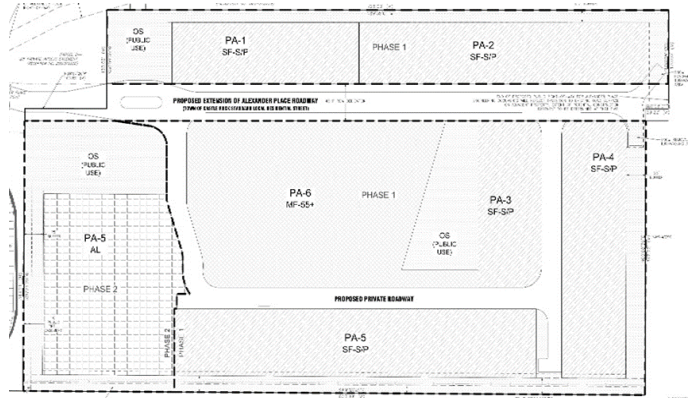
Town Council Actions on Land Use Submittals

Alexander Place Annexation and Planned Development and Zoning Regulations

On May 5th, Town Council approved on second reading the ordinance annexing the 8.37-acres Alexander Place property to the Town of Castle Rock. Town Council also approved the Alexander Place Planned Development and Zoning Regulations, allowing a continuum of care of housing opportunities for residents age 55 and older. The zoning allows a maximum of 26 single-family cottages, a 63-unit multifamily building, and up to 36 units of assisted living and/or memory care.



Vicinity Map



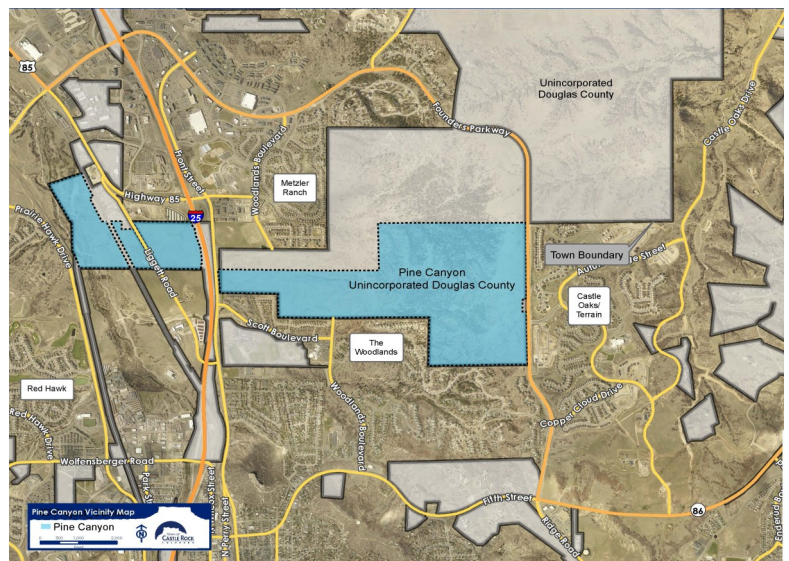
Planned Development Plan

Pine Canyon—Discussion of Douglas County Application

On May 19th, Town Council received an update and directed staff to formalize the Town's opposition to the proposed rezoning application submitted to Douglas County for the Pine Canyon Planned Development. Pine Canyon is located within unincorporated Douglas County. The property extends on both sides of Interstate 25 between Founders Parkway and the BNSF Railway tracks on the west side of I-25, parallel to Liggett Road.

In 2013, the landowner, JRW Family Limited Partnership LLLP, submitted an annexation, Planned Development and zoning application request to the Town. Several reviews of the application were completed. In 2020, the applicant submitted a request to withdraw the Town application.

Recently, the landowner submitted an application to Douglas County. The current proposal with the County proposes urban-level zoning and land uses similar to the application that was withdrawn from the Town. The areas of concern include transportation impacts to the Town's existing roadway network, substandard public open space, incompatibility with surrounding neighborhoods, complete reliance on nonrenewable groundwater, and construction and operation of separate water and sanitation facilities in close proximity to Town residents and Town facilities.



Vicinity Map

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 launched this survey in 2019, 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!](#)” 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 the Castle Rock Factory Outlets.

409

Permits and
Projects completed
in May

15

Survey
Responses
in May

“Congratulations to the winner of our Monthly Gift Card drawing!”

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; plus, meeting up for lunch is always a good time! Our monthly luncheons are typically sponsored by a local builder or other partners that have interest in improving our overall process. If you are interested in sponsoring a luncheon or have any questions, please contact our Development Services Technicians at buildingcounter@crgov.com or call them at 720-733-3527. They would be happy to assist you!

“Hearing from our customers always makes us better. I hear time and time again from builders that Castle Rock is unique in holding these luncheons, and how much it has helped them work with our team. We truly listen to our builders as active stakeholders in our Town process to build a quality product we can all be proud of. There is more to what we do than just passing or failing an inspection.”

- Chief Building Official Joseph Montoya

Our Contractor Luncheon for June has been cancelled due to current COVID19 concerns.

View luncheon meeting summary notes of past meetings at crgov.com/contractorluncheon

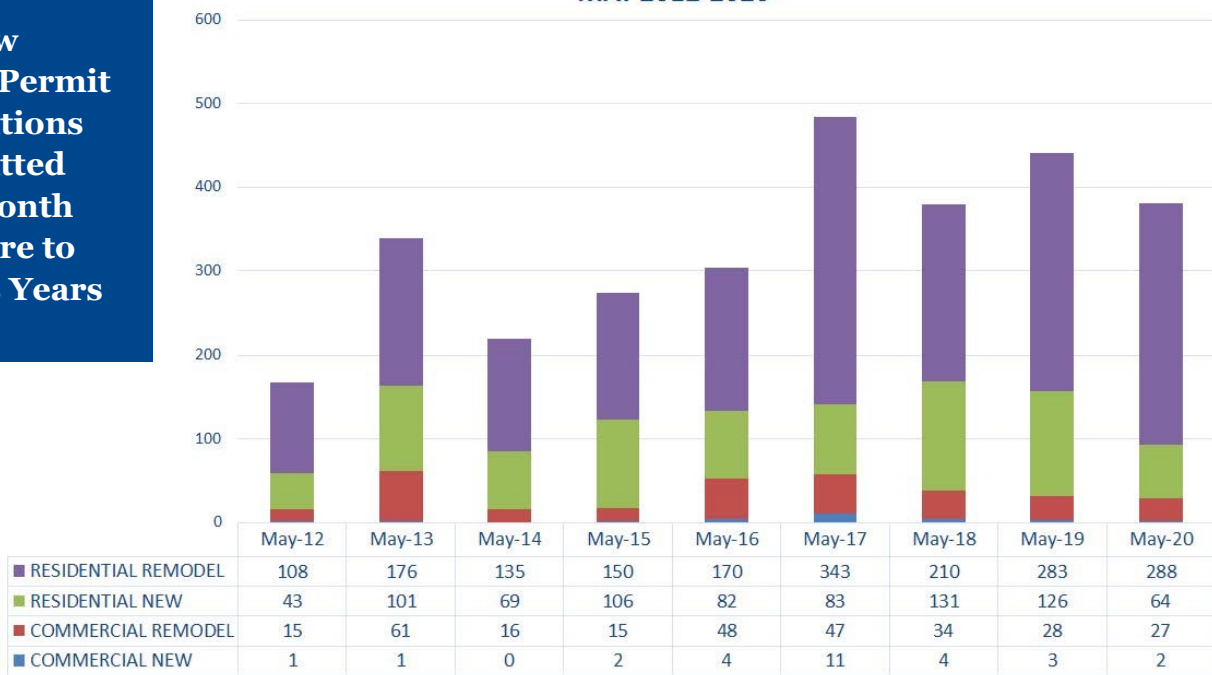
Core Service Levels

Building Division Core Service Levels

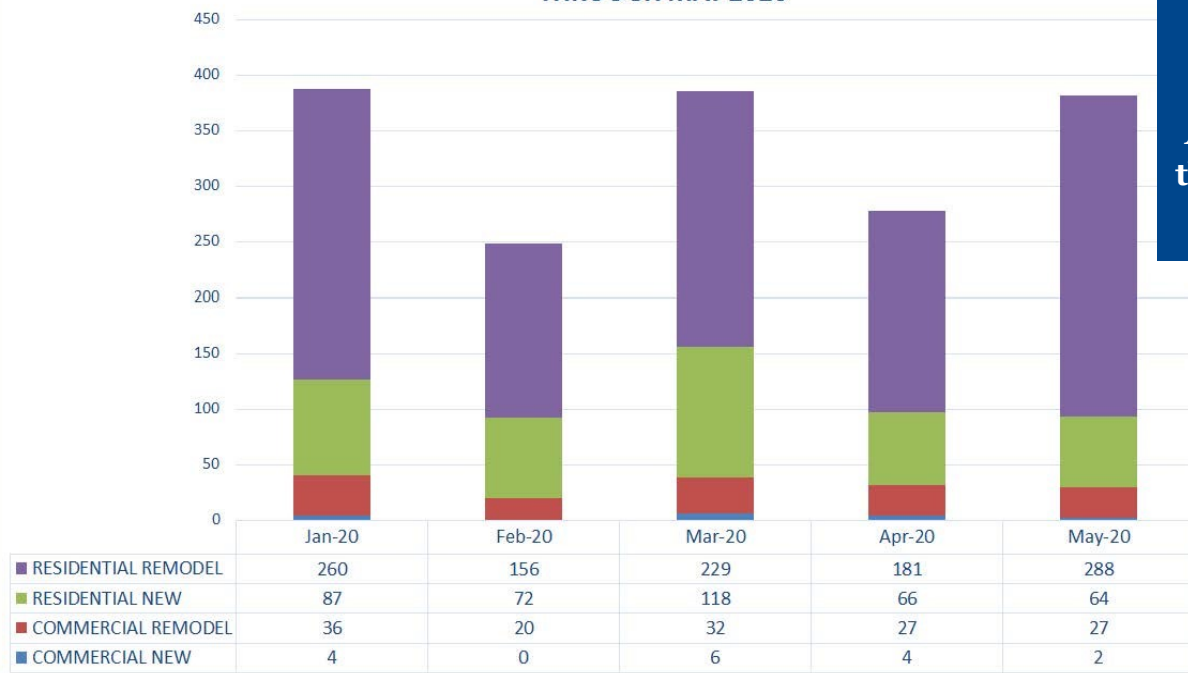
Our Building staff process hundreds of building permits a month, from a new hot water heater or deck, to constructing an entire new home or commercial building. Our inspection team conduct thousands of inspections each month to determine code compliance. We report on the following levels of services monthly, although they are just a snapshot of the work we do each month.

How Building Permit Applications Submitted Last Month Compare to Previous Years

**BUILDING PERMIT APPLICATIONS RECEIVED
MAY 2012-2020**



**BUILDING PERMIT APPLICATIONS RECEIVED
THROUGH MAY 2020**



Building Permit Applications through 2020

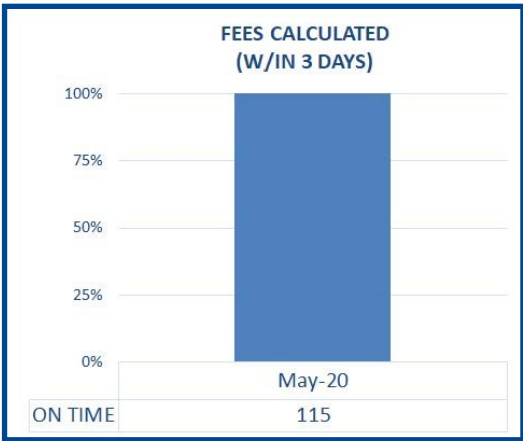
Core Service Levels

Building Division Core Service Levels continued:



Building Permit Reviews are On Time!

Timely calculation of building permit fees is a division priority.



1,694
Total Inspections Completed in May, 100% on time w/in 24 hours

Remote Inspections Completed in May

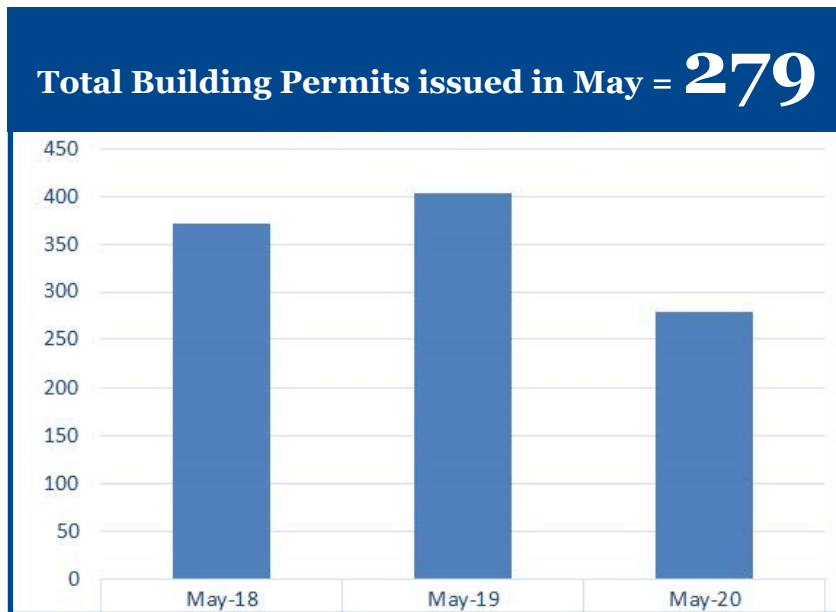
106

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.



Monthly Residential Permit Activity

MONTH COMPARISON	COMBINED NEW RESIDENTIAL (SFD, SFA, MF # OF UNITS)	NEW COMM
5 YEAR AVG MAY	110	5
May-19	120	5
May-20	87	3
% CHANGE	-28%	-40%
YTD COMPARISON	COMBINED NEW RESIDENTIAL (SFD, SFA, MF # OF UNITS)	NEW COMM
5 YR AVG THRU MAY	562	27
May-19	413	27
May-20	486	24
% CHANGE	17.68%	-11.11%

May 2020 saw a positive trend in the new residential permits issued in comparison to the previous month. Although permits are down compared to this month last year, they are up for year-to-date comparisons for last year.

Residential permits include new single family detached, single family attached, and multifamily units. Trending data indicates single family home permit activity may reach 790 permits by year end, pending any unforeseen slow downs.

87

**May 2020
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).

41

Code Complaint Response in May, 100% on time w/in 2 Days.

May 2020	On Time	Late
Sign Complaint Response w/in 24 hours	1	0
Signs Removed from ROW w/in 7 business days	12	0
Sign Permit Reviewed w/in 14 business days	4	0
Site Visits w/in 5 business days	66	0

11

Notices of Violation sent w/in 10 business days May 2020

Business Licenses Reviewed in May 2020 = 17

(W/IN 7 BUS. DAYS)



5

Temporary Use Permits Issued, 100% on time. May 2020

Core Service Levels

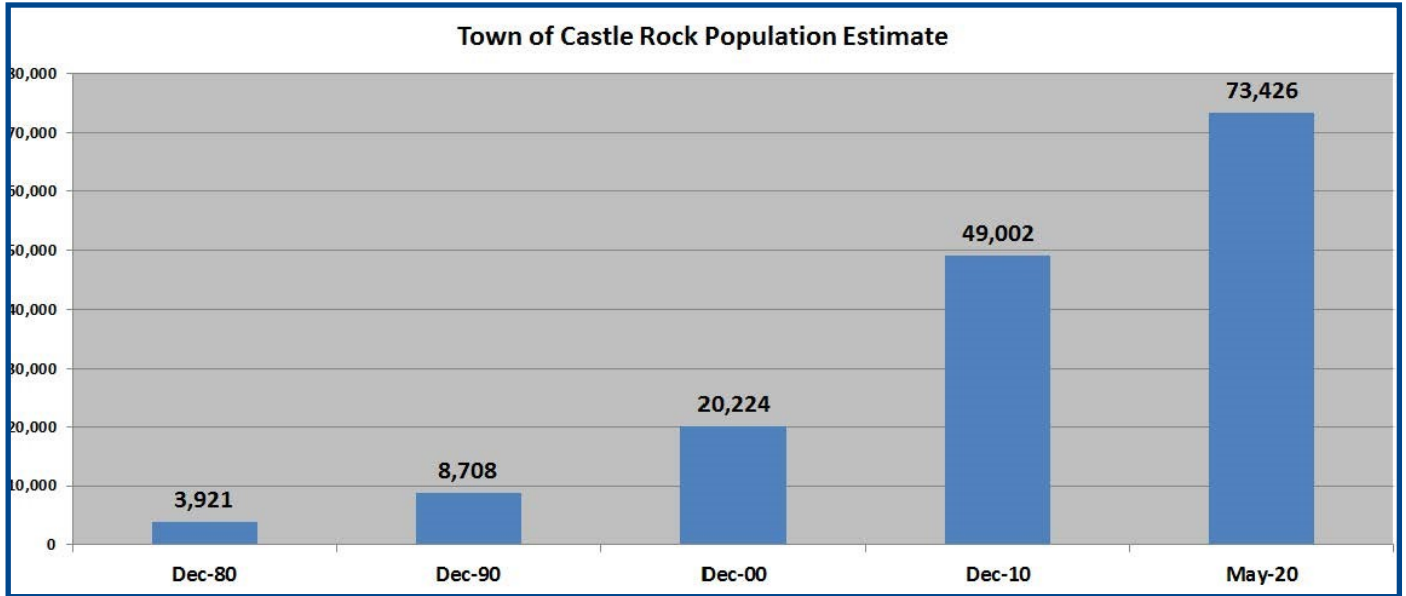
Planning/Development Review Core Service Levels

Our Planning team process numerous submittal each month, and each submittal can have several rounds of staff review to ensure compliance with Town code and technical 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 Review Timelines		
May 2020	On Time	Late
1st Review	25	3
2nd Review	24	0
3rd + Review	9	0



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!

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

For Planning questions, please email Planning@crgov.com

To view Building Information online, please visit crgov.com/building

To view Public Notices, please visit crgov.com/publicnotices