



# Development Services

## June 2024 Monthly Report



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



Vicinity map of the proposed Brickyard Mixed-Use Site Development Plan.

<b>DISTINCT TOWN IDENTITY</b>	<b>RESPONSIBLE GROWTH</b>
<b>TOWN OF CASTLE ROCK</b> <b>FOUR</b> <b>CORNERSTONES</b>	
<b>COMMUNITY SERVICES</b>	<b>THRIVING ECONOMY</b>

## News from the Director

Starting a home improvement project can be daunting, especially for beginners, but the Town of Castle Rock's building team is ready to help with the tools and guidance you need. For projects like kitchen remodels, adding decks or replacing water heaters, understanding local regulations and available support ensures a smooth process.





Tara Vargish, PE  
Director  
Development Services


First, make sure your contractor is registered with the Town, which ensures compliance with building codes and safeguards your property. You can verify their registration through the Town's eTRAKit Development Portal to avoid legal issues and ensure your project meets all standards.


Most projects require a building permit. Submit a Building Counter Help Form with a brief project description to find out what permits you need. The Town will help you navigate the permit process, saving you time and money. Common projects needing permits include deck additions, basement finishes, remodels and water heater replacements. For more information, visit [CRgov.com/HomeownerResources](http://CRgov.com/HomeownerResources).

In development news, a new Quasi-Judicial application was received for the Brickyard mixed-use development at 401 Prairie Hawk Drive. It proposes to include 506 multi-family units, a hotel, shops, restaurants and a sports development center on an 18.8-acre site. More details about the project are featured on [page 7](#). You can also stay informed about this project by attending upcoming public hearings with Planning Commission and Town Council or by visiting our website at [CRgov.com](http://CRgov.com).

 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](#).

## 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!](#)

**511** surveys distributed  
**33** May responses

Here are some comments from our customers in June:

- “**TJ Kucewesky** does a great job focusing on what is important in these submittals and helping us get to the approval stage. Kudos to him!”
- “This was a roof inspection scheduled by the roofer. I have previous experience with Development Services and found them to be extremely easy to work with and efficient in their services. They arrive the next day to perform inspections and are professional, courteous, and efficient.”
- “The website works out great.”
- “**Diane Maki** called us promptly and easily started us on our project.”
- “I called with a zoning / setback question and **Kevin Wrede** was so wonderful and walked me through how to find what I was looking for. Thanks for your help!”
- “Great job all. Thanks.”
- “**Tammy King** was very responsive!”
- “**Jon White** was very helpful and a pleasure to work with.”
- “**Colby Riggins** was an awesome inspector and was clearly there to help.”
- “**Colby Riggins** was very helpful. He also provided very helpful and insightful information on future inspections.”
- “**Tracy Shipley, Abigail Nichols** and the **Building Counter** are always extremely helpful and are very responsive with any questions and or issues.”

## Staff Kudos

- “Sincere kudos & thanks to **Cara Reed**, who stays current with me when we navigate updates & quickly connects me with the right resources to get to solutions. I truly appreciate all your help, all you have done along the way. There aren't the right impactful words to say thank you, so for now - Thank you!” - Michelle M.
- “I needed to check on a permit, so I stopped by your building. I was greeted warmly and professionally by **Kallista Johnson**. Kallista retrieved the permit information in needed quickly and accurately. Kallista brightened my day, I appreciate her!” - Brad L.
- “You are amazing, **Jason Smith!!** Thank you!!!” - Nicole N.

## Staff Anniversaries and New Members



**Congratulations to Jay Jensma, Plan Review Engineer, on 29 years with the Town!**



**Congratulations to Andrew Blake, ROW Construction Inspector, on 2 years with the Town!**



**Congratulations to Carissa Ahlstrom, Administrative Assistant, on 2 years with the Town!**



**Congratulations Ethen Westbrook, Plans Examiner, on 2 years with the Town!**



**Congratulations to Jared Poynor, Sr. Construction Inspector, on 2 years with the Town!**



## Staff Spotlight

Kallista Johnson started as a Development Services Technician on July 3, 2023. Since then, she has embraced a broad spectrum of responsibilities, ensuring her days are both busy and rewarding. Her multifaceted role includes overseeing contractor registration, managing permitting processes, addressing inspection requests, and conducting plan review triage. Essentially, Kallista plays a pivotal role in maintaining the smooth and efficient operation of the Building Division.

A typical day for Kallista is a whirlwind of activity. The dynamic nature of her role keeps her engaged and on her toes, with each day presenting new challenges and opportunities for problem-solving. Kallista thrives in the fast-paced environment and relishes the variety her job offers. Her role demands adaptability and a keen eye for detail, skills she has continuously honed through her experiences on the job.



One of the most rewarding aspects of Kallista's position is the continuous learning it provides. Surrounded by exceptionally knowledgeable colleagues, she gains new insights and skills daily. This constant growth is a highlight of her job, pushing her to expand her knowledge and capabilities.



Kallista Johnson,  
Development Services  
Technician

Outside of her professional life, Kallista is from Pueblo, Colorado, and brings a unique educational background, having initially studied sonography in college. Her interests are as varied as her job; she enjoys playing soccer, engaging in arts and crafts, hiking, and traveling to explore new places. Family plays a significant role in her life. She is one of five siblings—proudly proclaiming herself the coolest—and is a devoted mother to two children and a fur baby. With a large extended family of cousins, aunts, and uncles, Kallista's life is rich with connections.



Kallista's role as a Development Services Technician is a testament to her versatility, dedication, and passion for learning. Whether navigating the complexities of permitting or enjoying a hike in the great outdoors, she brings enthusiasm and a positive spirit to everything she does.



Thanks, Kallista!



## 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.

### Brookside Business Center

CORE underground utility easement agreement, located along S. Perry Street.

### Dawson Trails

Early grading design revision to balance earthwork for Dawson Trails Boulevard.

### Castle Rock Outlets

Site development plan amendment to add new pad for future bank, located in parking lot, north of existing Starbucks/Qdoba.

### Lanterns, Montaine

Drainage and landscaping design revisions for 133 single-family home lots, located in the Shadescave Way and Bahia Point area.

### Macanta (County Project)

Waterline and sanitary sewer design revisions for Filing 4 in support of single-family residential project (Town will own and maintain the project's water system per previous agreements.)

### Macanta (County Project)

Waterline and sanitary sewer construction documents for Filing 5 in support of single-family residential project (Town will own and maintain the project's water system per previous agreements.)

### Meadows, Filing 19

Grading design revision for Meadowmark senior living multi-family project, located west of Timber Mill Parkway and North Meadows Drive intersection.

### Milestone

Construction documents for Sonic exterior remodel, located at 210 Founders Parkway.

### Promenade, Los Dos Potrillos Restaurant

Site development plan amendment and construction documents for trash enclosure addition, located at 6370 Promenade Parkway.



### Promenade, Lazy Dog Restaurant

Building footprint, utilities, landscaping, retaining wall, and inlet connection design revisions, located on northeast corner of Promenade Parkway and Castlegate Drive West.

### Promenade, Lazy Dog Restaurant

Site development plan amendment for updated building, beer garden, and covered patio, located on northeast corner of Promenade Parkway and Castlegate Drive West.



## 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.

## Brickyard Mixed-Use Development Site Development Plan



Rendering of the proposed Brickyard Mixed-Use Site Development Plan

### Project Highlights

- 18.8-acre site located at 401 Prairie Hawk Drive
- Proposing 506 multi-family residential units, including apartments/condo style units and 24 townhomes, all for lease
- Approximately 178,000 square feet proposed to include a destination hotel with pool, shops, a bar, restaurants, retail, office, and conference venue space
- Combination of on-street parking and structured parking garages
- Two points of access from the east via Prairie Hawk Drive and one connection from the west through Miller's Landing to Plum Creek Parkway
- Required improvements to Prairie Hawk Drive to Wolfensberger Road and west to Plum Creek Parkway
- 10.36 acres dedicated to the Town for a new sports development center, designed by the Town, subject to Town Council approval, not part of the SDP
- Requires public hearings before the Planning Commission and Town Council
- Located in Councilmember Bracken's district

## 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

**June 6, 2024**

Meeting canceled.



### Board of Building Appeals

**June 3, 2024**

The Board of Building Appeals held its regularly scheduled meeting and voted to elect Glenn Pappas as Chair Pro Tem. They also voted to elect current Chair, Bob Binder, to continue as Chair and Boardmember Richard Self as Vice-Chair. They thanked Boardmember Daniel Steixner for his contributions to the Board with a Resolution of Appreciation.



### Design Review Board

**June 12, 2024**

Meeting canceled.

**June 26, 2024**

The Design Review Board held its regularly scheduled meeting and voted to elect John Manka as the new Chair and Chris Leever as Vice-Chair.



### Historic Preservation Board

**June 5, 2024**

The Historic Preservation Board held its regularly scheduled meeting and voted to elect current Chair, John Beystehner, to continue as Chair and Diane Evans as the new Vice-Chair. They also appointed John Manka and Robert Lange as Design Review Board representatives.



### Planning Commission

**June 13, 2024**

The Planning Commission held its regularly scheduled meeting and voted to elect Todd Warnke as the new Chair, Kevin McHugh as Vice-Chair and Development Review Board representative.

**June 27, 2024**

The Planning Commission held its regularly scheduled meeting and reviewed a request for a 2-story office development located at 218 Front Street. The Commission recommended approval of the Site Development Plan to Town Council by a vote of 5 to 0.



## Town Council

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



### June 4, 2024

Town Council held its regularly scheduled meeting and passed a resolution that identified Four Corners, South Ridge Road and Gilbert/Plum Creek properties as eligible for annexation. The Town of Castle Rock, as both owner and applicant, aim to incorporate Town-owned properties for connectivity and infrastructure improvements.

Furthermore, Town Council approved a Site Development Plan for 218 Front Street in the historic Craig & Gould neighborhood. The plan includes building a two-story office structure on a 0.143-acre lot. The proposed building will feature surface parking from the rear alley, landscaping meeting Town regulations, and the preservation of an existing mature cottonwood tree in the front. This project seeks to seamlessly blend modern office space with the historic charm of the Craig & Gould neighborhood.

MAX AREA OF EXTERIOR WALL OPENINGS (UP TO TABLE 205.2)			
ELEVATION	MAX AREA	MAX PERCENT	MAX PERIMETER
WEST ELEVATION	1,100 SF	20%	160' 0"
SOUTH ELEVATION	800 SF	10%	100' 0"

1 MAX SF AREA 10% SF OPEN 100%

2 MAX SF AREA 10% SF OPEN 100%

OPENING PERCENTAGE (WEST): 10% <math>100\%</math>

OPENING PERCENTAGE (SOUTH): 10% <math>100\%</math>

WINDOWS: ANDERSEN 200-SERIES DOUBLE HUNG, WHITE

FASCIA/TRIM: WESTLAKE ROYAL S4S TRIM BOARD PVC MOULDING, WHITE, 4" & 8"

RAILING: FORTIFIAN PRO RAIL, WHITE

COLUMN: ENDURACRAFT TAPERED SQUARE CRAFTSMAN

SIDING: EVERLAST HORIZONTAL 4" LAP SIDING, NARROW, SLATE

BRICK: BRICK IT THIN BRICK VENEER, PLANTATION RED W/RECURT

ASPHALT SHINGLES: TIMBERLINE HD, SLATE

Elevation and material plans for 218 Front Street

# TOWN OF CASTLE ROCK DEVELOPMENT SNAPSHOT: June 2024



# 85,818

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

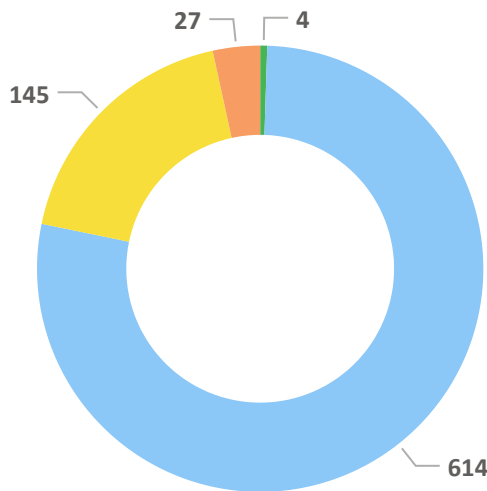


## Zoning Division

### 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.

**7** Sign Permits Issued    **6** Temporary Use Permits Issued    **72** Code Compliance Cases Opened



- Sign Compliance Responses 4
- Notices of Violation Sent 4
- Signs Removed from the Right of Way 614
- Business Licenses Reviewed 27
- Site visits 145

## 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

**4**  
New Pre-Applications This Month

**50**  
Year-to-Date Pre-Applications

**31%**  
Pre-Applications that advanced as new projects over the previous 12 months

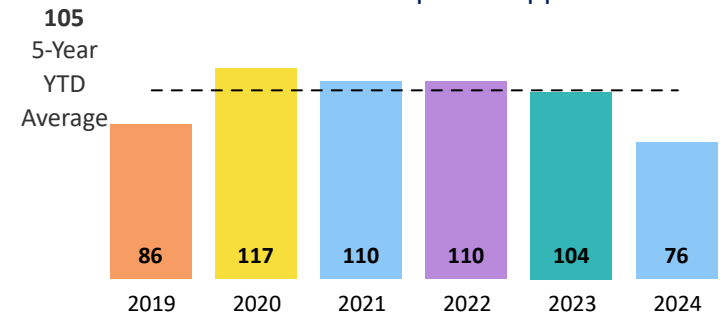
A pre-application meeting is required prior to any land-use submittal. Meeting may review conceptual ideas that never lead to a formal submittal. Pre-applications expire and must be resubmitted after 12 months.

### New Development Applications

**8** New Development Project Applications this Month

**5** Other Project Applications this Month

### Year-to-Date Development Applications



### Development Reviews

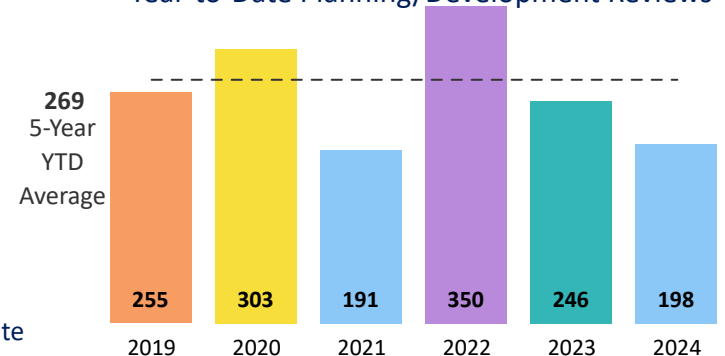
#### Monthly Reviews Completed

**9** First Reviews

**8** Second Reviews

**5** Third Reviews or Greater

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



\*on time with the exception of 5 late reviews due to being short staffed.

# TOWN OF CASTLE ROCK DEVELOPMENT SNAPSHOT: June 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.

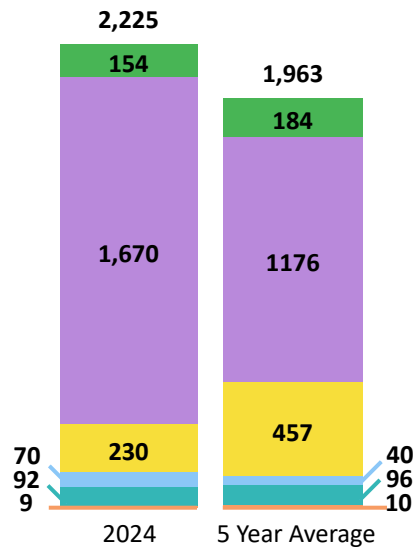
Development Services staff process permits, conduct inspections, respond to code violations and review plan submittals each month. This snapshot highlights staff activity during the previous month for the Zoning Division, Building Division and Planning/Development Review. Information on previous months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

### Building Permit Applications Received

#### Year-To-Date Building Permit Applications Received

	2024
COMMERCIAL NEW	9
COMMERCIAL OTHER	92
COMMERCIAL REMODEL	70
RESIDENTIAL NEW	230
RESIDENTIAL OTHER	1,670
RESIDENTIAL REMODEL	154
<b>Total</b>	<b>2,225</b>

	5 Year Average
COMMERCIAL NEW	10
COMMERCIAL OTHER	96
COMMERCIAL REMODEL	40
RESIDENTIAL NEW	457
RESIDENTIAL OTHER	1176
RESIDENTIAL REMODEL	184
<b>Total</b>	<b>1963</b>



### Building Permits Reviewed

#### Monthly Building Permit Reviews by Type



- Commercial Tenant Improvements within 10 days: 10
- New Commercial within 20 days: 6
- New Residential Master Plans within 20 days: 7
- Residential Remodel within 5 days: 21



- Building Fees Calculated: 111 Within 3 days**
- Building Permits Issued: 342**
- Inspections Completed: 1,958 Within 24 Hours**

### Building Permits Issued



**↓43%** Commercial Space Permitted Compared to the 5 Year Year-To-Date Average

