

# Development Services

## January 2025 Monthly Report



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Submittals

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



Construction of The View project located at 205 Sixth Street.

### News from the Director

On January 21, Town Council appointed new Boardmembers to the Historical Preservation Board. We'd like to welcome Dan Ahrens, Melanie Vezzani, Susan Thayer, Alan Hannasch, and Robin Warnke. David Roh will assume the role of Historic Preservation Board Liaison. We look forward to the valuable contributions they will make in preserving our Town's rich historical heritage.

I'd like to express gratitude on behalf of Development Services to the outgoing Boardmembers—John Beystehner, Diane Evans, Mike Borgelt, Peter Gould, Scott Ashburn, and Ron Claussen—for their dedicated service and commitment. Their efforts have been instrumental in maintaining the cultural and historical integrity of our community.



Tara Vargish, PE  
Director  
Development  
Services

The Historic Preservation Board plays a vital role in recommending "landmark" designation of Castle Rock's historic structures to Town Council. Additionally, the Board reviews and approves new construction and design renovation requests within the Craig and Gould neighborhood to preserve the area's historic and cultural heritage. Meetings are held at 6 p.m. on the first Wednesday of each month at Town Hall, located at 100 N. Wilcox St.

To learn more about our Boards and Commissions or how you can volunteer, please visit our webpage at [CRgov.com/Boards-and-Commissions](https://www.crgov.com/Boards-and-Commissions).



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



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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



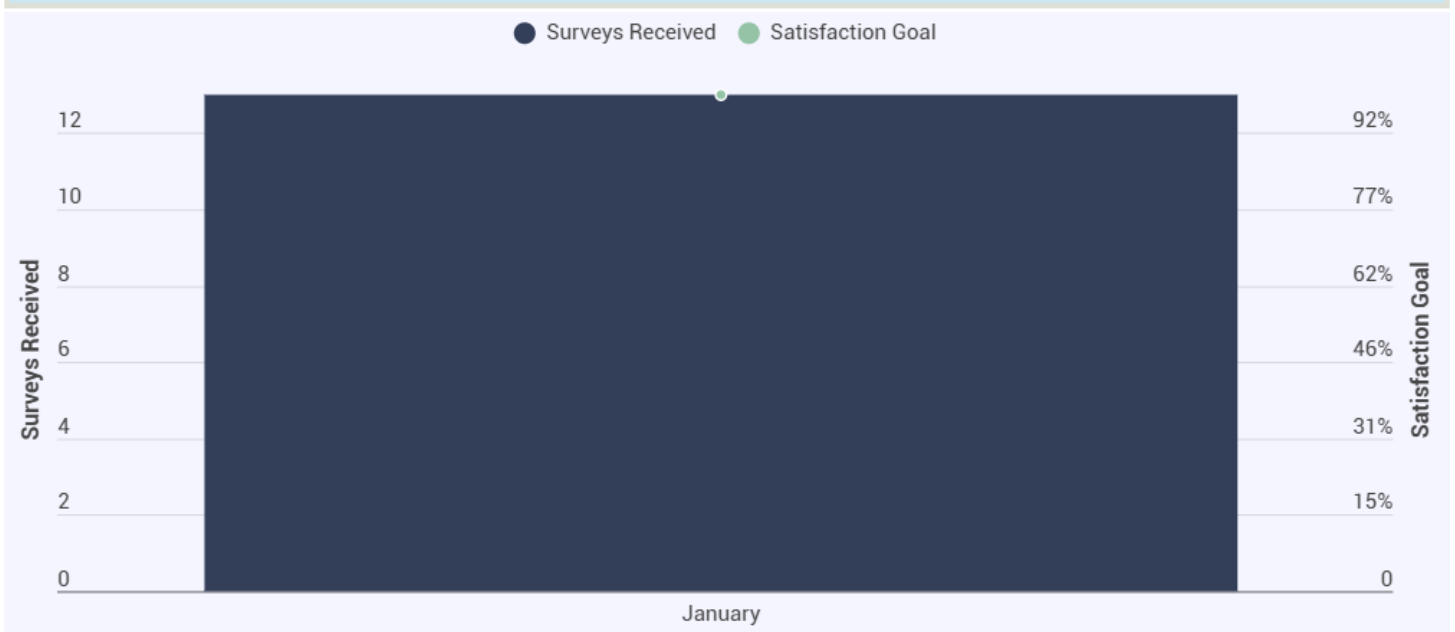
Fill out our Customer Feedback Survey to let us know how we are doing! Your participation will automatically enter you into a drawing for a **\$25 gift card** to a local Castle Rock business. Feedback Surveys can be found [online](#) and at the bottom of staff email signatures.

**429** surveys distributed  
**13** January 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 January:

- "Great job, thank you!"
- "You guys have a great team! Thank you for being patient with contractors."
- "It's been a really great and smooth process with the building permit department so far! Thank you!!"
- "Excellent service, timely work, and a straightforward portal, CR is easily one of my favorite jurisdictions to permit with by far."
- "Thank you for helping me with a challenging situation."



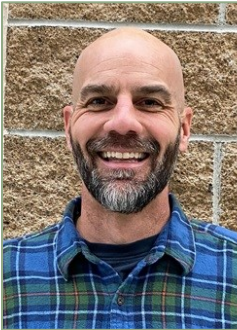
## Staff Anniversaries and New Employees



Congratulations to **Tracy Shipley**, Development Services Technician Supervisor, on 7 years with the Town!



Congratulations to **Tara Vargish**, Director of Development Services, on 15 years with the Town!



Congratulations to **David Van Dellen** on joining Development Services as a **Senior Plan Review Engineer!**



Congratulations to **Cynthia Brooks**, Development Services Technician, on 9 years with the Town!

## Staff Kudos

- “Also, you rock, **Tracy Shipley**, thanks for all your help. I know you have more to do, than babysit me and my questions!” - Lee O.
- “**Tracy Shipley**, I am writing to express our heartfelt gratitude for your invaluable assistance throughout the project and for helping us secure the Temporary Certificate of Occupancy (TCO). Your expertise, professionalism, and dedication were instrumental in navigating the complexities of this project. From addressing challenges to ensuring compliance with regulations, your guidance made a significant difference in bringing us closer to completion. It was truly a pleasure working with you, and we greatly appreciate the effort you put into ensuring the success of this project. We look forward to the opportunity to collaborate again in the future. Thank you once again for your support.”  
- Erin L.



## 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.



### **The Brickyard (Miller's Landing)**

Erosion control plans for proposed two-lane road improvements of Praxis Street from The Brickyard project to Plum Creek Parkway.



### **Castle Rock Adventist Hospital**

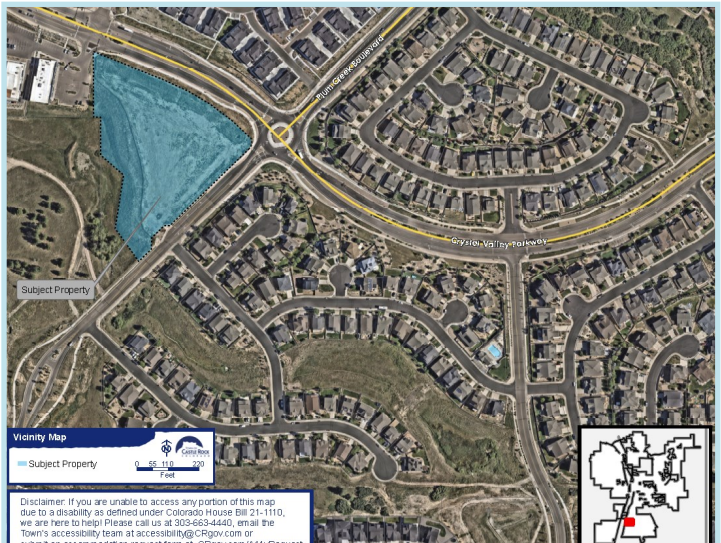
Medical Office Building 3, site development plan amendment for revisions to elevation, parking and landscaping, located at 2350 Meadows Boulevard.

### **Bella Mesa**

Landscape and irrigation design revisions for Mikelson Boulevard and Mitchell Street roundabout.

### **Founders Marketplace, Dunkin Donuts**

Site development plan amendment for proposed 2,340 square-foot Dunkin Donuts with drive-thru, located at 1185 Aloha Street.



### **Heckendorf Ranch, Advent Health MOB**

Site development plan for proposed 23,582 square-foot Advent Health medical office building, located at the intersection of Crystal Valley Parkway and Plum Creek Boulevard.

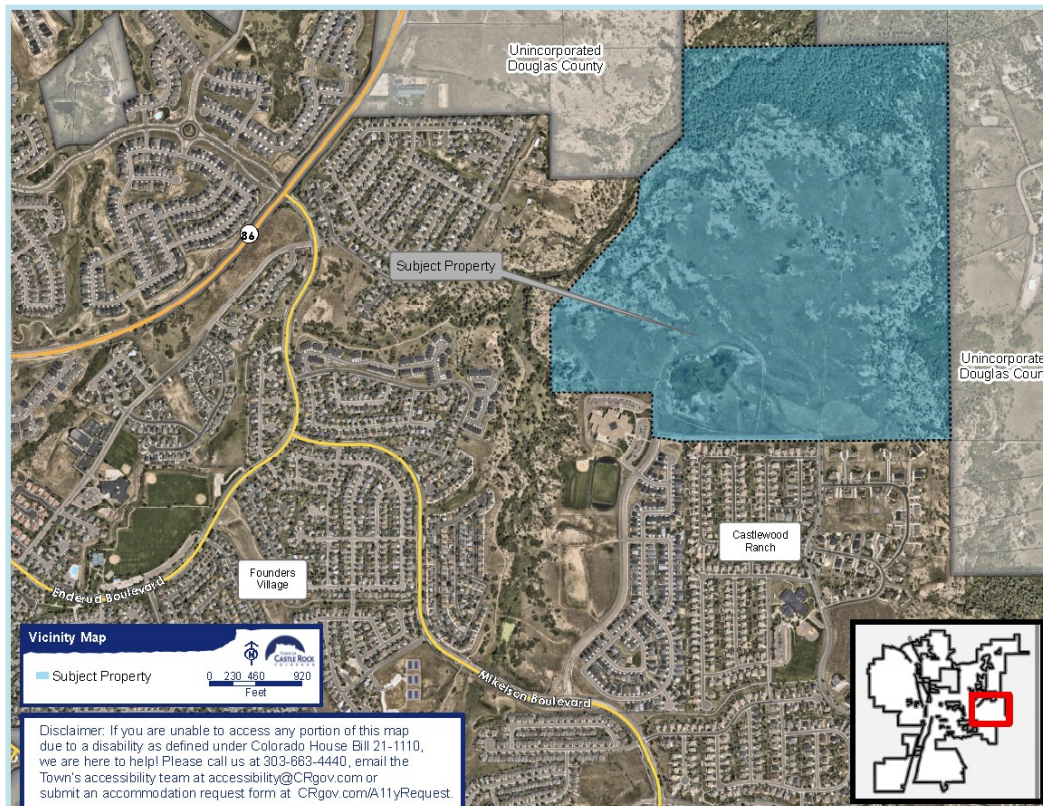
### **Macanta (Canyons South)**

Landscape and irrigation construction documents for Filings 4 and 5 (Town will own and maintain the project's water system per previous agreements).

## 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.

## Bella Mesa North Site Development Plan



*Vicinity Map of Bella Mesa North.*

## Project Highlights

- Proposed Site Development Plan for a residential neighborhood consisting of 525 single-family homes
- Generally located northeast of the intersection of Mitchell Street and Mikelson Boulevard
- Future public hearings before Planning Commission for review and recommendation to Town Council for review and final decision
- Located in Councilmember Brooks' district

# Actions and Updates

## Boards and Commissions/Town Council



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 consist of residents and in some cases business owners as appointed by Town Council.



### Board of Adjustment

**January 2, 2025**

Meeting Canceled.



### Historic Preservation Board

**January 1, 2024**

Meeting Canceled.



### Design Review Board

**January 8, 2025**

Meeting Canceled.

**January 22, 2025**

Meeting Canceled.



### Planning Commission

**January 9, 2025**

Meeting Canceled.

**January 23, 2025**

Meeting Canceled.



### Development Services items at Town Council

**January 7, 2025**

Town Council held its regularly scheduled meeting and Councilmember Brooks made a motion to review the process of making public land dedications for schools (history, rationale, etc.) as part of the development process, including an inventory of current parcels that are sitting undeveloped.

Council also approved a resolution approving a site development plan for single-family residential development within the Dawson Trails planned development.

**January 21, 2025**

Town Council held its regularly scheduled meeting and appointed Dan Ahrens, Melanie Vezzani, Susan Thayer, Alan Hannasch and Robin Warnke to the Historic Preservation Board.



To find more information on upcoming public hearings and Board and Commission meetings, visit our [webpage](https://www.cr.gov) at CRgov.com.



# TOWN OF CASTLE ROCK DEVELOPMENT SNAPSHOT: January 2025



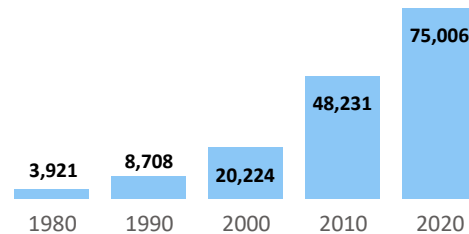
## Population

87,102

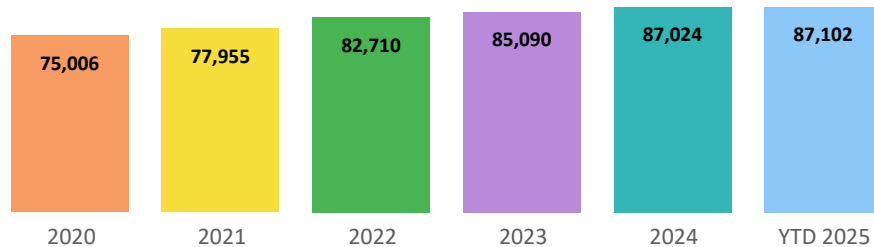
Estimated Population based on the total number of occupiable residential units



### Historic Population



### Recent Population



## Zoning Division

Zoning staff process numerous code enforcement actions each month, from rubbish, abandoned vehicles and setback encroachments to illegal uses. They respond to complaints from the community, visit sites to determine compliance and issue Notices of Violation as necessary. Our inspection team removes hundreds of illegal signs encroaching into Town rights-of-way. Staff reviews all business licenses, temporary use permits and sign permits for zoning compliance.

**5** Sign Permits Issued  
**1** Temporary Use Permits Issued  
**104** Code Compliance Cases Opened



● Sign Compliance Responses 4  
 ● Signs Removed from the Right of Way 120  
 ● Site visits 156  
 ● Notices of Violation Sent 24  
 ● Business Licenses Reviewed 19

## Planning/Development Review

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

### Pre-Applications

**10**

New Pre-Applications This Month

**10**

Year-to-Date Pre-Applications

**25%**

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

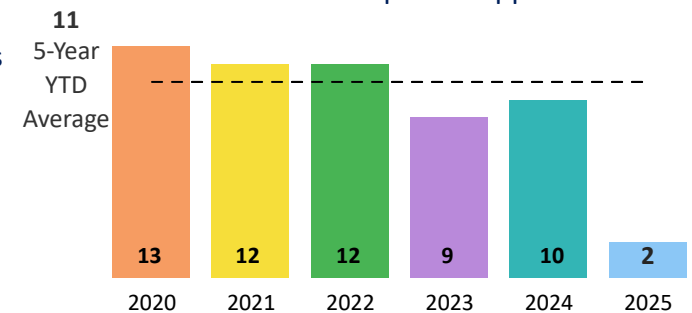
**7**

New Development Project Applications this Month

**1**

Other Project Applications this Month

### Year-to-Date Development Applications



### Development Reviews

#### Monthly Reviews Completed

**20**

First Reviews

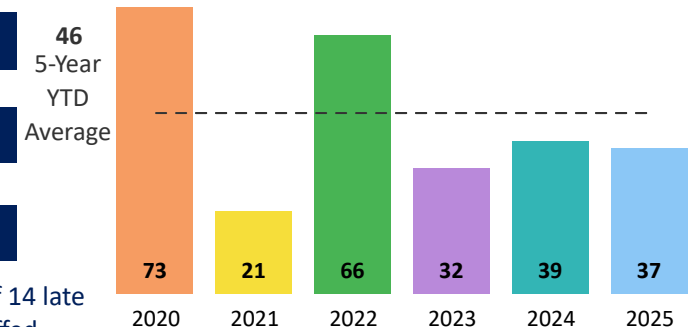
**10**

Second Reviews

**12**

Third Reviews or More

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



\*on time with the exception of 14 late reviews due to being short staffed.

# TOWN OF CASTLE ROCK DEVELOPMENT SNAPSHOT: January 2025



## Building Division

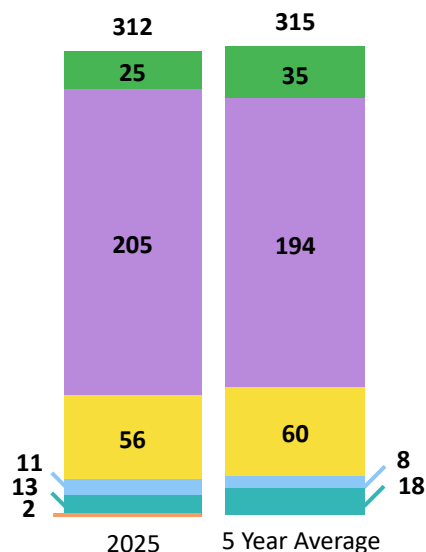
Building Division staff process hundreds of building permits a month, ranging from simple permits like a new hot water heater or deck, to constructing an entire new home or commercial building. Our inspection team conducts thousands of inspections each month to determine code compliance. We report on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

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

### Building Permit Applications Received

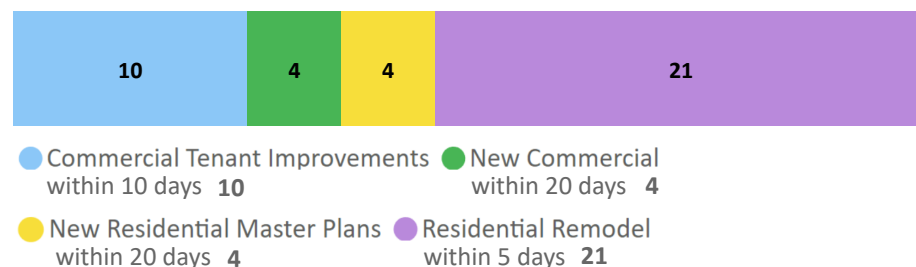
#### Year-To-Date Building Permit Applications Received

2025	
COMMERCIAL NEW	2
COMMERCIAL OTHER	13
COMMERCIAL REMODEL	11
RESIDENTIAL NEW	56
RESIDENTIAL OTHER	205
RESIDENTIAL REMODEL	25
<b>Total</b>	<b>312</b>
5 Year Average	
COMMERCIAL OTHER	18
COMMERCIAL REMODEL	8
RESIDENTIAL NEW	60
RESIDENTIAL OTHER	194
RESIDENTIAL REMODEL	35
<b>Total</b>	<b>315</b>



### Building Permits Reviewed

#### Monthly Building Permit Reviews by Type



80  
311  
1,276

Building Fees Calculated: 79 Within 3 days

Building Permits Issued

Inspections Completed: 1,275 Within 24 Hours

### Building Permits Issued



57

Single Family  
Permits Issued this  
Month



0

Multi-Family Units  
Issued this Month



4K

Square Feet of  
Commercial Space  
Permitted Year-To-Date

↓67% Commercial Space Permitted Compared to the 5 Year Year-To-Date Average

