



Development Services

April 2024 Monthly Report



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



Main Street (Wilcox Street) in Castle Rock, 1925



News from the Director


Did you know that the Town of Castle Rock was founded 150 years ago, back in 1874? It was then that Jeremiah Gould, an original homesteader of the area, generously donated 120 acres of his land for the establishment of what would be known as Castle Rock, laying the foundation for the original six streets: Jerry (in honor of Gould himself), Elbert, Wilcox, Perry, Castle, and Front. This act marked the beginning of a community deeply rooted in history and tradition.




Tara Vargish, PE
Director
Development
Services


In an effort to safeguard this heritage, Town Council established the Historic Preservation Board in 1995. The Board's mission is to protect and promote Castle Rock's cultural legacy, working closely with the Castle Rock Museum to enhance public awareness and appreciation for the Town's history. This partnership has established events such as the annual Trolley Tour, which took place on May 4th this year, offering a journey through the Town's past with a spotlight on the fascinating origins of its street names. In addition, the Castle Rock Historical Society & Museum's Seventh Annual Victoria's Tea Fundraiser, set for May 18th, promises an afternoon of historical enlightenment with performances by "The Legendary Ladies" and a sampling of historical teas and treats, all in support of the museum's preservation work.

In development news, the City Hotel project at 415 N. Perry St. aims to restore the historic hotel building and add a 33-room hotel with commercial space. This project involves restoration work and requires public hearings with the Historic Preservation and Design Review Boards. To learn more about the project, visit [page 6](#). You can also get details about events in Castle Rock, development activity and other Town related information by visiting our webpage at [CRgov.com](#).

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

 Subscribe now to get [Monthly Development Highlights](#) in your inbox!

 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!](#)

530 surveys distributed
57 April responses

Here are some comments from our customers in April:

- “Compared to other cities sites, Castle Rock is by far the easiest to navigate and use.”
- “Quick and easy! Yes!”
- “The team at the Town is great to work with.”
- “**Tammy King** was amazing and very responsive. She helped on the Zoning matter and helped me answer all my questions.”
- “Appreciate the assistance.”
- “**Colby Riggins** was very professional.”
- “**Colby Riggins, Marty Magers, and Kevin Arencibia** are always great to deal with.”
- “**Colby Riggins** was on time and professional when he came to inspect our new AC unit. We were pleased when he explained the inspection went well and we passed. Literally within 5minutes of his departure we received the email with the permit. He was professional and timely. We are pleased.”
- “Thank you **Colby Riggins!**”
- “Great job, **Colby Riggins.**”
- “I had a request in to **Tammy King** to have Toll Bros clean up a very extensive garbage problem in the large central open area in Montaine, and she had an inspector go over almost immediately and contact was made with Toll Bros to clean it up, which it was today. Kudos to all for the very quick response.”
- “I hope the rest of the project goes as easy. Everyone I dealt with in the office was extremely nice and knowledgeable.”
- “The responsiveness of the team has been very impressive.”
- “Great job.”
- “Great job and well done.”
- “I had conversations (via phone) with **Kallista Johnson** and **Cynthia Brooks** I found both to be professional and courteous, but above all patient with my questions.”
- “I built many houses in Castle Rock in the early 2000’s and I’m glad to experience the same level of professionalism today. Of course it is more computerized now. Thank you for all of your help with navigating on the computer!”
- “Our experience with **TJ Kucewesky** has been excellent. He is very knowledgeable, professional, and an excellent communicator.”
- “Thank you for fast efficient inspection and telling me what you were looking for.”
- “Excellent Service.”
- “**Tammy King** was very responsive and professional in responding to my concerns about a zoning issue in my neighborhood.”
- “**Tyler Wall** was outstanding!”

Staff Kudos

- “Thank you again **Cara Reed!** You truly are a rock star!” - Megan B.
- “**Sandy Vossler**, as always you are fantastic and helpful. Thank you for this succinct answer to my inquiry.” - Cameron A.



Staff Anniversaries and Accomplishments



Congratulations to Jon White, Chief Building Official, on 8 years with the Town!



Congratulations to Matthew Anderson, Construction Inspector Supervisor, on 6 years with the Town!



Congratulations to Dan Bentan, Plans Examiner II, on 2 years with the Town!



Congratulations to Darcie Hartman, Development Services Technician, on 2 years with the Town!



Congratulations to Michael Rankin, Combination Building Inspector, on 2 years with the Town!



Congratulations to Ethen Westbrook, Building Plans Examiner, on receiving his B3 certification!



Congratulations to Kevin Arencibia, Senior Construction Inspector, on receiving his Commercial Mechanical Inspector certification!



Congratulations to Jared Poynor, on his promotion to Senior Construction Inspector!



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.



221 N. Wilcox Street, Riverwalk Luxe
Landscape design revision to include bike racks along Wilcox Street in paver zone.

Crystal Valley Ranch
Erosion control plans for vertical construction of 33 lots, located on Lions Paw Street.

Dawson Trails, Phase 2
Early grading construction documents and erosion control plans design revision to accommodate for turnaround on Briscoe Lane.

Founders Village
Site development plan amendment for new 880 square-foot covered pool pavilion, located at 4501 Enderud Boulevard.

Meadows, Filing 19
Plat amendment to revise boundary between lot 4 and tract A, parcel 2 north, located on the southwest corner of N. Meadows Drive and Timbermill Parkway.

Meadows
Construction documents for roundabout median concrete design revisions at North Meadows Parkway and future Timber Mill Parkway.

Meadows
Drainage and utility design revisions for 77 single-family lots, located at Coachline and Wolfensberger Road.

Meadows
Utility and sidewalk easements for Virtuoso Loop extension.

Meadows
Access easement agreement for new child care center, located on northwest corner of Limelight Avenue and Prairie Hawk Drive.



Meadows, Front Range Christian Church
Off-site utility easement for Front Range Christian Church, located at 3643 Timber Mill Parkway.

Meadows, Front Range Christian Church
Off-site water and utility easement agreement for Front Range Christian Church, located at 3643 Timbermill Parkway.



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Founders Marketplace, Dunkin Donuts

Construction documents and erosion control plans for Dunkin Donuts with drive-through, located on the northeast corner of Founders Parkway.

Meadows, Maverick Convenience Store

Site development plan for Maverick convenience store and fueling station, located on the southeast corner of North Meadows Drive and Timbermill Parkway.

Outlets at Castle Rock

Plat to update/vacate easements for two additional pad sites, located on the west side of Outlets Mall on Factory Shops Boulevard.

Terrain, North Basin

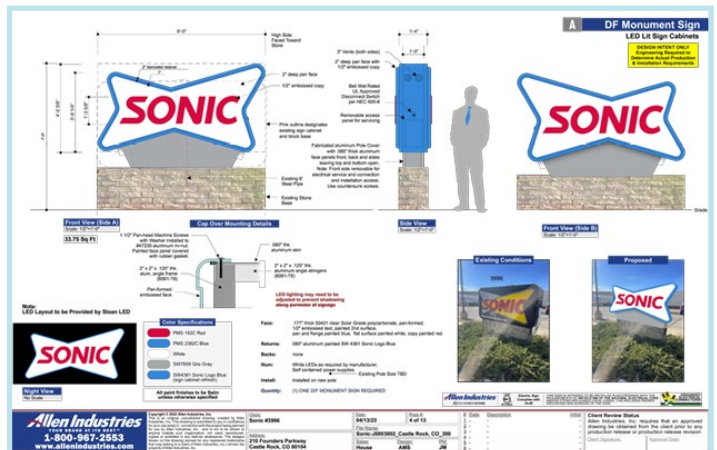
Drainage design revision for 95 single-family lots, located adjacent to the dirt portion of Castle Oaks Drive between Autumn Sage intersections.

Town project, Castle Rock Water

Stormwater drainage project in support of Mitchell Gulch Retention Pond/Trail located northeast of Mikelson Boulevard and Mitchell Street.

Town project, Public Works

Erosion control plans for Crowfoot Valley Road Widening project.



Milestone, Sonic

Site Development Plan amendment for Sonic exterior remodel, located at 210 Founders 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.

The City Hotel

Project Highlights

- Downtown Site Development Plan and Historic Preservation Landmark Alteration Certificate application
- Proposing a new four-story, 33-room hotel with 2,578 square-feet of commercial space
- The restored City Hotel building will serve as main food and beverage menu
- To include 6 on-site parking spaces and valet parking
- Located at 415 N. Perry Street in Mayor Pro Tem LaFleur's district
- Future Historic Preservation Board and Design Review Board meetings



Renderings of the proposed City Hotel Site Development Plan

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

April 4, 2024

Meeting canceled.

April 18, 2024

The Board of Adjustment held a special meeting and heard a request by Renaissance Homes for variance from the required 20-foot front setback for a new single-family dwelling in the Planned Development Zone. The applicant requested an approximate 8.2-foot variance, due to the topography, existing drainage and vegetation of the lot. The Board approved the case with a vote of 4-0.



Design Review Board

April 10, 2024

Meeting canceled.

April 24, 2024

Meeting canceled.



Historic Preservation Board

April 3, 2024

The Historic Preservation Board held its regularly scheduled meeting and discussed possibly amending Chapter 15.64 of Historic Preservation guidelines.



Planning Commission

April 11, 2024

Meeting canceled.

April 25, 2024

Meeting canceled.



Development Services Items at Town Council

April 16, 2024

Town Council held its regularly scheduled meeting and approved a resolution for the Mount Royal Site Development Plan, which allocates 1.2 acres for the construction of three single-family homes, and dedicating .27 acres for open space, with each lot spanning a minimum of .3 acres. Situated west of Mount Royal Drive and W. Prestwick Way, the proposed homes, capped at a height of 35 feet, are designed with the potential for walkout basements facing the downhill side. These homes will be accessible via Mount Royal Drive, benefiting from a new private drive and utilities, while the vicinity to the Plum Creek Golf Course will be preserved with the existing restroom and tee box remaining intact. Enhancements include landscaping along Mount Royal Drive and added screening between the homes and the golf course facilities.

Additionally, the Council confirmed the accuracy and completeness of the Town's annexation petitions, ensuring all procedural requirements are met for future Town expansion.

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



TOWN OF CASTLE ROCK DEVELOPMENT SNAPSHOT: April 2024



85,605

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

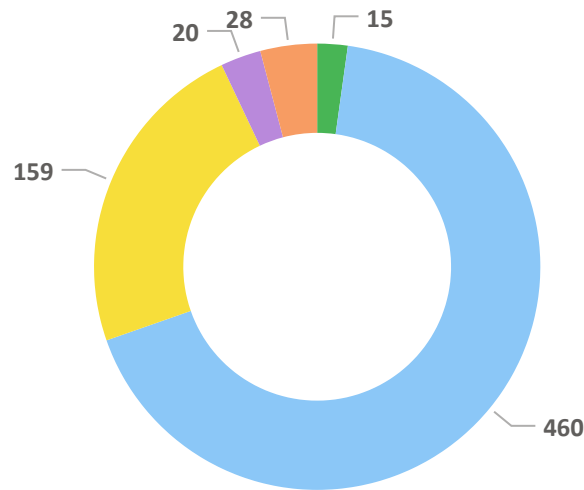


Zoning Division

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 **4** Temporary Use Permits Issued **63** Code Compliance Cases Opened



- Sign Compliance Responses 15
- Notices of Violation Sent 20
- Signs Removed from the Right of Way 460
- Business Licenses Reviewed 28
- Site visits 159

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

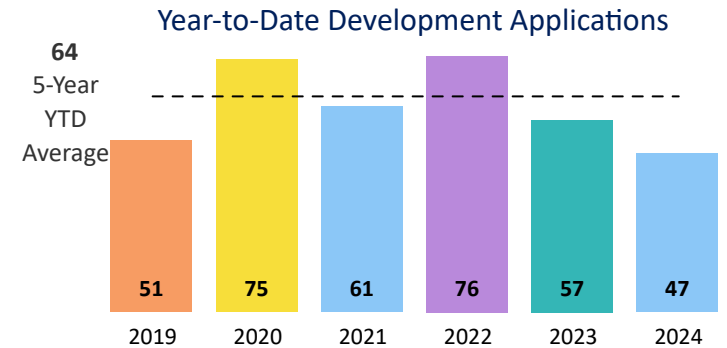
- 12** New Pre-Applications This Month
- 38** Year-to-Date Pre-Applications
- 30%** Pre-Applications that advanced as new projects over the previous 12 months

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

4 Other Project Applications this Month



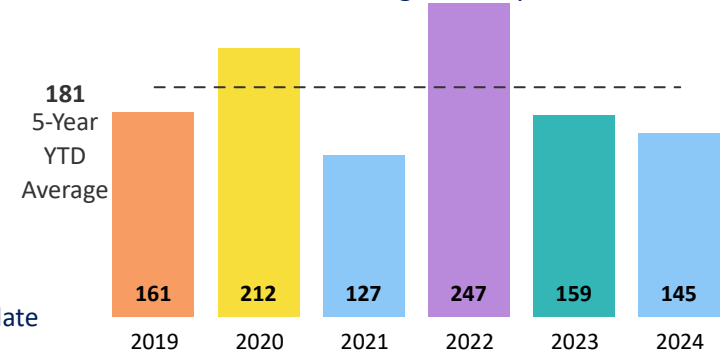
Development Reviews

Monthly Reviews Completed

- 11** First Reviews
- 13** Second Reviews
- 16** Third Reviews or Greater

*on time with the exception of 12 late reviews due to being short staffed.

Year-to-Date Planning/Development Reviews



TOWN OF CASTLE ROCK DEVELOPMENT SNAPSHOT: April 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.

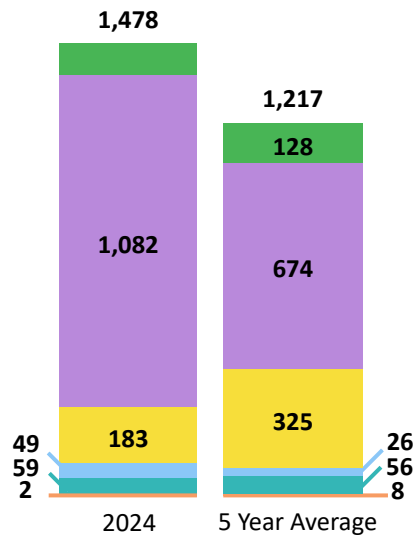
Development Services staff process permits, conduct inspections, respond to code violations and review plan submittals each month. This snapshot highlights staff activity during the previous month for the Zoning Division, Building Division and Planning/Development Review. Information on previous months 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	59
COMMERCIAL REMODEL	49
RESIDENTIAL NEW	183
RESIDENTIAL OTHER	1,082
RESIDENTIAL REMODEL	103
Total	1,478

5 Year Average	
COMMERCIAL NEW	8
COMMERCIAL OTHER	56
COMMERCIAL REMODEL	26
RESIDENTIAL NEW	325
RESIDENTIAL OTHER	674
RESIDENTIAL REMODEL	128
Total	1217



Building Permits Reviewed

Monthly Building Permit Reviews by Type



- Commercial Tenant Improvements within 10 days: 16
- New Commercial within 20 days: 7
- New Residential Master Plans within 20 days: 1
- Residential Remodel within 5 days: 32



Building Fees Calculated: 139 Within 3 days

Building Permits Issued

Inspections Completed: 1,961 Within 24 Hours

Building Permits Issued



↑ 24% Commercial Space Permitted Compared to the 5 Year Year-To-Date Average

