



Development Services

September 2024 Monthly Report



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



Brinkerhoff and Bar Hummingbird restaurants in the Promenade

DISTINCT TOWN IDENTITY	RESPONSIBLE GROWTH
TOWN OF CASTLE ROCK F O U R CORNERSTONES	
COMMUNITY SERVICES	THRIVING ECONOMY



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](#).

News from the Director

The Development Services Building Division is responsible for ensuring commercial and residential building structures in the Town of Castle Rock are safe and conform to uniform building codes.

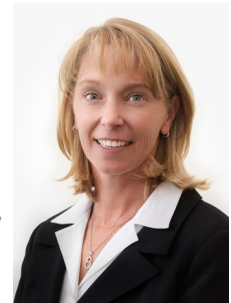
The Division reviews building permit applications, issues building permits, performs building inspections, issues contractor's licenses, enforces building codes and maintains building records.

Building permits and inspections are required by Town Code to keep your property and loved ones in a safe living environment during and after construction. Permits and inspections are needed for new residential homes, remodels (basement finish, etc.), decks, roofs, new commercial buildings, commercial building remodels, plumbing, elevators, electrical, retaining walls, etc.

Each month, the Building Division staff processes hundreds of building permits, ranging from simple permits like a new hot water heater or deck, to constructing an entire new home or commercial building. The inspection team conducts thousands of inspections each month to determine building or project code compliance.

Before your next construction or renovation project, visit CRgov.com/Building for information and resources.

To learn about development in Castle Rock, visit our webpage at www.CRgov.com.



Tara Vargish, PE
Director
Development Services

Staff Anniversaries



Congratulations to Sharon Chavez, Development Services Technician, on 9 years with the Town!



Congratulations to Dena Paulin, Planner II, on 10 years with the Town!



Congratulations to Abbigail Nichols, Enterprise Business Analyst, on 2 years with the Town!



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.

466 surveys distributed
30 May 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 September:

- “Just want to note how refreshing your process is compared to other municipalities in the Front Range. Fantastic!”
- “Keep up the good work!”
- “Everyone I have worked with has been courteous, responsive and helpful.”
- “The process is very easy and better than a lot of other jurisdictions.”
- “**Colby Riggins** was very courteous and professional. He listened to my questions and his answers were clear and concise. A very pleasant man.”
- “**Tammy King** has been absolutely terrific resource for us when submitting for sign permits. I personally am not usually the person in my company to this and she has been polite and rapid in her responses to my questions. We truly appreciate her.”
- “**Cindy Brooks** at the building counter delivers world class 5 star service every time I reach out to her. I reach out to her directly because she always has a quick solution to solve my issues.”
- “**Tracy Shipley** made my visit into the office extremely pleasant.”



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.



210 Third Street, Scileppi's

Design revisions to add ADA parking and ramp for Scileppi's Restaurant patio seating addition.

203 N. Perry Street

Construction documents for Little School on Perry Street building addition and renovation of the historically landmarked structure and other site improvements for a future day care facility.

295 Gordon Court

Site development plan for addition of 750 square-foot, single-story, accessory dwelling unit.

Chateau Valley

Flood plain modification study for 423-unit residential subdivision, located east of Memmen Park, north of the Baldwin Park subdivision, and south of the Southridge Townhome subdivision.

Liberty Village, PA8

Landscape design revision for 19 single-family home project, located on Castle Oaks Drive between the two intersections of Pleasant View Drive.

Meadows, Prairie Hawk Dental

Landscape revision and wall addition for transformer on adjacent property for Prairie Hawk Dental, located at 3768 Limelight Avenue.

Meadows

Drainage design revision for roadway and utility infrastructure improvements for extension of Virtuoso Loop.



Dawson Trails

Early grading design revisions for Dawson Trails Boulevard North.

Dawson Trails

Flood plain modification study for North Dawson Tributary/Dawson Trails Boulevard project.

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Meadows, Taft House

Site development plan amendment for Taft House existing pool and amenities remodel, including drainage and grading revisions, located at 3570 Celestial Avenue.

Meadows

CORE easement agreement for 77 single-family residential project, located at Coachline and Wolfensberger Road.

Town project, Parks and Recreation

Erosion control plans for Centennial Park tennis and basketball court renovation project, located at 22 N. Gilbert Street

Town project, Parks and Recreation

Construction documents and erosion control plans for Cantril School ADA improvements, located at 312 N. Cantril Street.



The Brickyard

Construction documents for public infrastructure improvements for mixed-use project, located at 401 Prairie Hawk Drive.

The Brickyard

Industrial tributary flood plain modification study along site's northern boundary for mixed-use project, located at 401 Prairie Hawk Drive.

The Brickyard

Industrial tributary flood plain modification study and erosion control plans for public infrastructure improvements for mixed-use project, located at 401 Prairie Hawk Drive.

The Brickyard

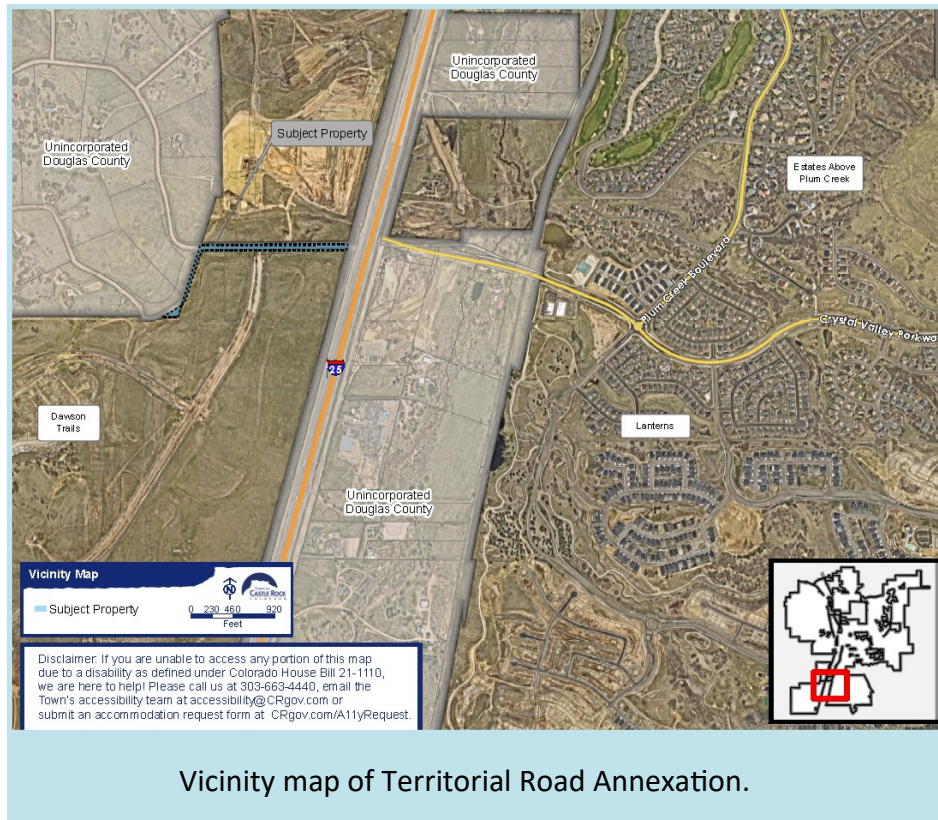
Plat and subdivision improvements agreement to create 9 lots, 14 tracts, various easements and right-of-way dedication for mixed-use project, located on Prairie Hawk Drive, north of Plum Creek Parkway and south of Topeka Way.



Public Hearings Required

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

Territorial Road Annexation



Vicinity map of Territorial Road Annexation.

Project Highlights

- Proposing the annexation and zoning of several parcels of land totaling 2 acres
- ACM Dawson Trails VIII JV LLC and the Town of Castle Rock are co-petitioners
- Most of the parcels will be zoned for mixed-use development within the Dawson Trails Planned Development and assimilate into the adjacent planning area
- Parcels remaining in future right-of-way will be zoned as public land
- Located adjacent to Councilmember Dietz'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

September 5, 2024

Meeting canceled.



Design Review Board

September 11, 2024

Meeting canceled.

September 25, 2024

Meeting canceled.



Board of Building Appeals

September 9, 2024

The Board of Building Appeals held its regularly scheduled meeting and approved the minutes from the last meeting, heard Town Council updates and discussed upcoming ballot measures.



Historic Preservation Board

September 4, 2024

The Historic Preservation Board held its regularly scheduled meeting and heard an application request for design review for a new single-family home at 104 North Lewis Street in the Craig & Gould neighborhood. The Historic Preservation Board recommended approval with conditions of the design review for the single-family home by a vote of 5-0. The condition of approval was for the applicant to work with staff on a siding material that was more in line with recommendations made in Castle Rock Style. The Board then adjourned to a work session where they received legal training.



Planning Commission

September 12, 2024

Meeting canceled.

September 26, 2024

The Planning Commission held its regularly scheduled meeting and heard items that included the review of the initial zoning for the 681-acre Lost Canyon Ranch parcel and the review of the Costco Warehouse Site Development Plan. The Planning Commission voted 7-0 to forward a recommendation of approval to Town Council for the Lost Canyon Ranch initial zoning application and 6-0 to forward a recommendation of approval to Town Council for the Costco Warehouse Site Development Plan.

TOWN OF CASTLE ROCK DEVELOPMENT SNAPSHOT: September 2024



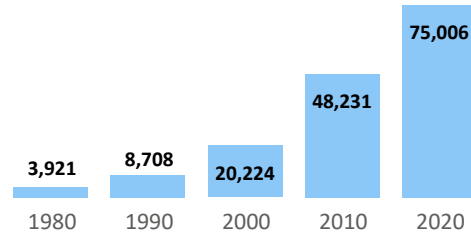
Population

86,315

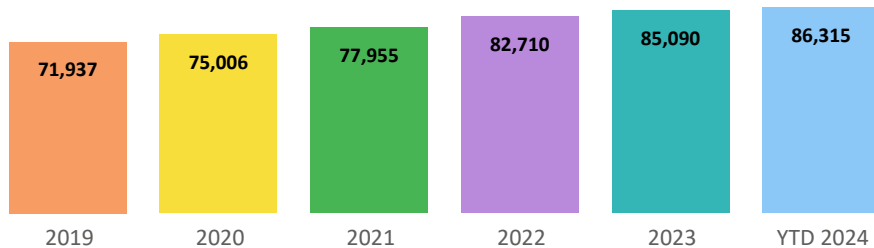
Estimated Population based on the total number of occupiable residential units



Historic Population



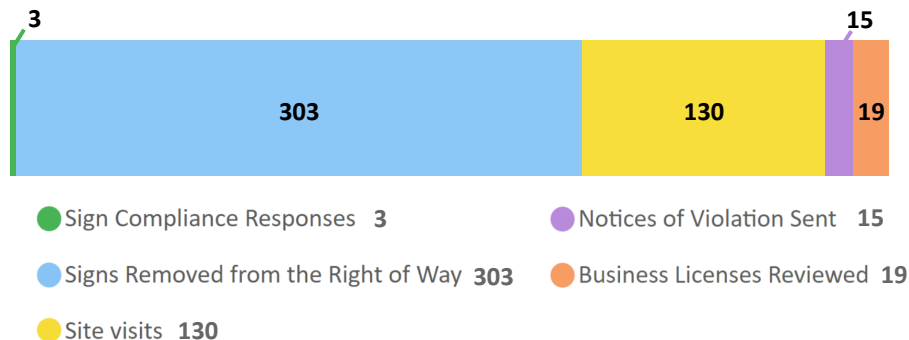
Recent Population



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.

10 Sign Permits Issued **4** Temporary Use Permits Issued **29** Code Compliance Cases Opened



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.

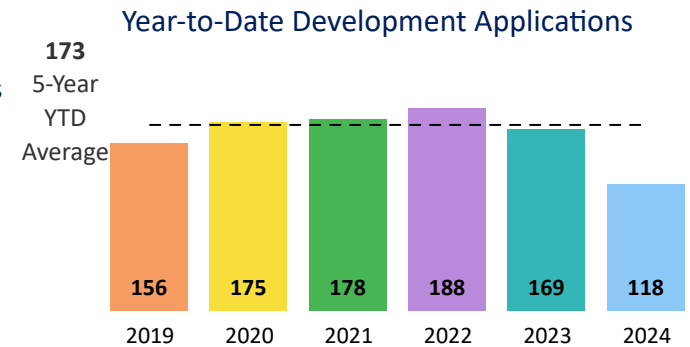
Pre-Applications

13 New Pre-Applications This Month
78 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

9 New Development Project Applications this Month
5 Other Project Applications this Month

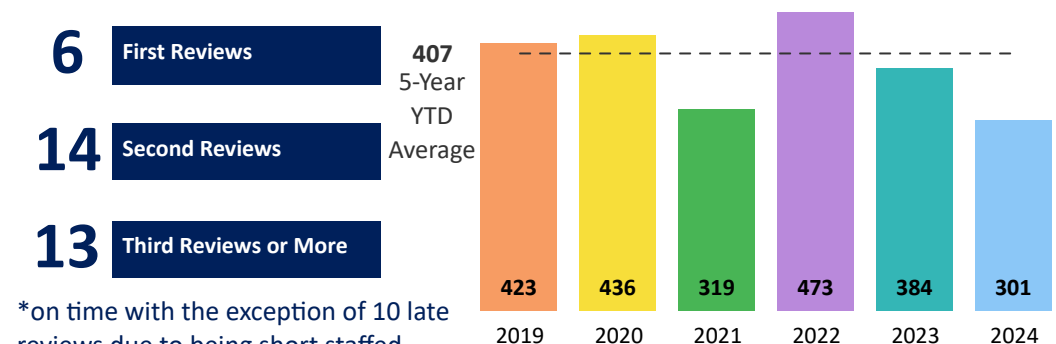


Development Reviews

Monthly Reviews Completed

6 First Reviews
14 Second Reviews
13 Third Reviews or More

Year-to-Date Planning/Development Reviews



*on time with the exception of 10 late reviews due to being short staffed.

TOWN OF CASTLE ROCK DEVELOPMENT SNAPSHOT: September 2024



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.

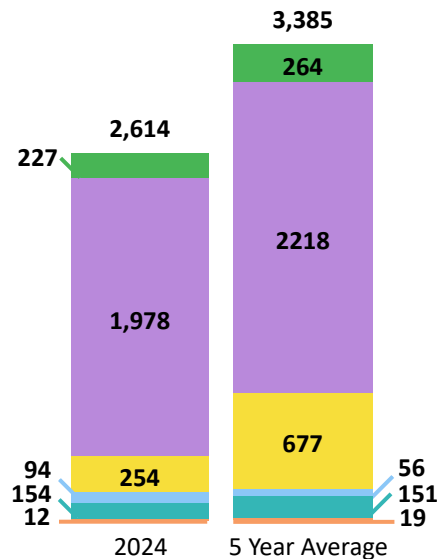
Development Services staff process permits, conduct inspections, respond to code violations and review plan submittals each month. This snapshot highlights staff activity during the previous month for the Zoning Division, Building Division and Planning/Development Review. Information on previous months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

Building Permit Applications Received

Year-To-Date Building Permit Applications Received

2024	
COMMERCIAL NEW	12
COMMERCIAL OTHER	154
COMMERCIAL REMODEL	94
RESIDENTIAL NEW	319
RESIDENTIAL OTHER	2,535
RESIDENTIAL REMODEL	227
Total	3,341

5 Year Average	
COMMERCIAL NEW	19
COMMERCIAL OTHER	151
COMMERCIAL REMODEL	56
RESIDENTIAL NEW	677
RESIDENTIAL OTHER	2218
RESIDENTIAL REMODEL	264
Total	3385



Building Permits Reviewed

Monthly Building Permit Reviews by Type



- Commercial Tenant Improvements within 10 days: 7
- New Commercial within 20 days: 10
- New Residential Master Plans within 20 days: 8
- Residential Remodel within 5 days: 27



Building Fees Calculated: 110 Within 3 days

Building Permits Issued

Inspections Completed: 1,896 Within 24 Hours

Building Permits Issued



↓47% Commercial Space Permitted Compared to the 5 Year Year-To-Date Average

