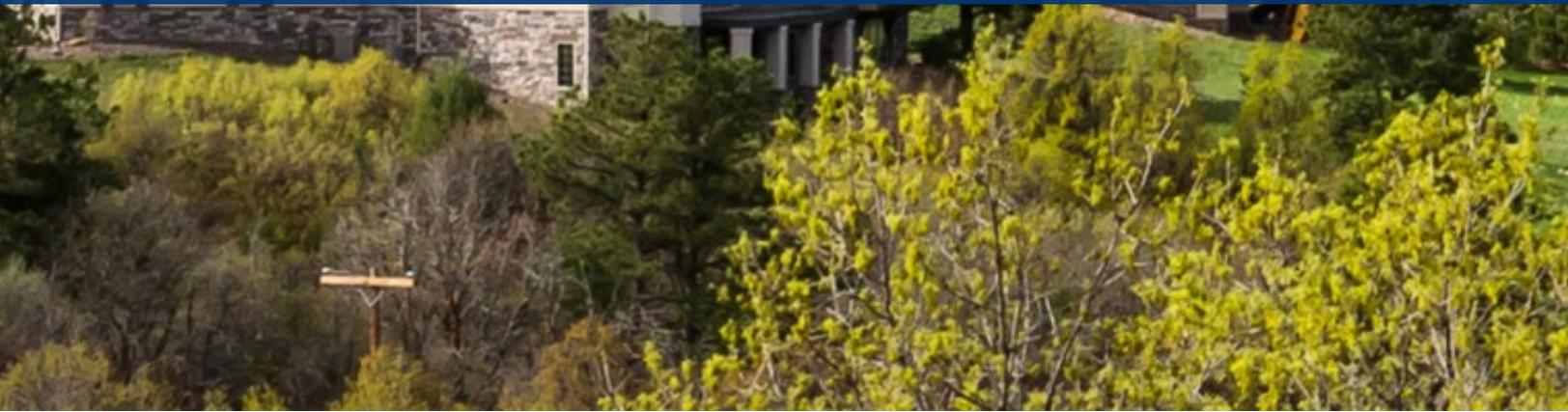




Development Services September 2022 Monthly Report



DEVELOPMENT SERVICES

September 2022 Monthly Report



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



News from the Director

Fall has arrived and the weather offers a great working environment for building improvements. You can also take advantage of improved lumber prices! In May 2021, many felt the pinch when the U.S. reported an all-time high for lumber at a whopping \$1,670.50 per thousand board feet. Today, lumber has fallen to the \$400 range - one of the lowest prices since the start of the pandemic. This is due to a sharp slowdown in the housing market amid soaring mortgage rates.



Tara Vargish, PE
Director
Development Services

Before you go full steam into your next project, make sure you read this month's information sheet, "Contractor Registrations". A Contractor Registration is designed to shield you from potential dangers when hiring unqualified contractors, plus, it's the law. However, it is your responsibility to ask your contractor to provide you with a verified registration card to confirm their status. No one wants to look back and say, "If I only had asked..." Be your own advocate! Asking to see a Registration can potentially save you time and costly headaches.

In closing, remember to blow out your irrigation lines and have your furnace inspected before our first freeze. It will be here before you know it!

For questions about the Contractor Registration process, you can find more information on our [website](#), call us at 720-773-3527, or stop by Town Hall's Development Services desk. We are here to help!

 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! Provide feedback by completing our [Customer Service Survey](#).

Employee Recognition

New Employees, Anniversaries, Certifications and Staff Kudos



Congratulations to Kevin Buffington on passing the Professional Engineer Exam!



Congratulations to Keith Johnston on 16 years with the Town!



Welcome to Michelle Pavlou on joining the Town as a Community Outreach Specialist!



Congratulations to Robert Dana on 6 years with the Town!



Congratulations to Sharon Chavez on 7 years with the Town!



Welcome to Abbigail Nichols on joining the Town as an Enterprise Business Analyst!

Staff Kudos

*“Thank you, **Chelsia**. As always - You’re the best building department in the Metro Area.”*
– Roy H.

*“Just wanted to let you know, **Chad** has provided excellent internal customer service with coordinating, and keeping the teams informed with the Timber Mill Parkway, industrial building, raw water line lowering. It took a lot of coordination with many different entities including Castle Rock Water Engineering, Castle Rock Water operations team, Castle Rock Water – Water Treatment, PCWRA, and Red Hawk Golf Course. Sending kudos!”*
- Tina C.

*“Thanks for the kind words, **Tammy**. But, I can't be the best. Because YOU ARE.”*
– Ethan K.

*“**Keith**, thank you for visiting with Gina, Brian and myself regarding the construction dust! Your attention to our concerns has been outstanding, even though the answers were not all what we wanted to hear. However, your presence, genuine concern for our issues, and follow up has been outstanding. I appreciate you getting back with us, sending the map of the surrounding the Family Center. Your continued follow up will be much appreciated too! It was great that Ross and Matthew attended the meeting as well. They added value with the information they shared, and their personal concerns they have encountered with Castle Rock’s growth. I am happy to know that Castle Rock has great employees like you guys, and appreciate your continued support and follow up!”*
– Diana C.

Employee Recognition

Customer Service Feedback and Staff Spotlight



Win a \$25 Gift Card!



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.

482 surveys distributed

10 September responses

You may also receive an email request 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!](#)

- *“Tim Steinwinder has been great to work with on inspections. He gives great direction on what he wants to see and is responsive.”*
- *“Inspector was great!”*
- *“I just wanted to say how much I appreciate Chelsia Oborny handling our request so quickly. Great job!”*

Staff Spotlight: Jared Poynor

Jared began his career with Castle Rock Water in 2019. He became a Right-of-Way (ROW) Construction Inspector in May of this year.

Jared graduated from Chatfield Senior High and attended Metro State University. A Colorado native, Jared enjoys camping, hunting and fishing.

Jared issues permits for all work constructed in the ROW and inspects new roadways to ensure proper traffic control and safe working conditions. He protects town-owned utilities during boring or excavations and is responsible for halting work that does not have a permit.

Since working in his new position, Jared says he has learned that, “common sense is not so common!”

Jared and his wife, Shelley, son Wyatt, and dog Louie (pictured below), live here in Town.



Contractor Luncheon



The Town of Castle Rock has found great value in meeting regularly with our building contractors and their teams. These are great opportunities to discuss code and policy changes that impact construction in our Town. We learn from builders what we are doing well and how to improve communication and streamline our permit processes. Our discussion time continues to help us understand each other's point of view!

The Development Services Department
recently held a **Contractor Luncheon Meeting on**
Wednesday, September 21, 2022.

Discussion topics:

Jon White, Chief Building Official

- Welcome
- Thank you to Richmond for sponsoring lunch
- Building fee waiver cards
- Improvement Location Certificate (ILC) Reviews

Brett Longnecker, Building Inspector Supervisor

- Staging Building Materials
- Right-Of-Ways
- Presentation: Exhausting Ducts
- General Housekeeping Items

Derek Ploschenski, Meter Services Supervisor

- Pick Up Meter Window Time

Tina Close, Plan Review Supervisor CRW

- Inside Residential Water Set (W1A) Update
- Implementation Plan

Jon White, Chief Building Official

- Open Discussion

Luncheon Sponsored By:

RICHMOND
AMERICAN HOMES

Next Contractor Luncheon*:

Wed., October 19th, 2022

11:30 a.m. —1:30 p.m.

Town Hall Council Chambers

*Three or more Council members, Board or Commission members may be attending this luncheon

To receive discussion points on the agenda or to sponsor a lunch, contact:

buildingcounter@crgov.com or schavez@crgov.com



View luncheon meeting summary notes of past meetings at:

CRgov.com/contractorluncheon

Contractor Registrations



Why Must My Contractor Register with the Town?

It is the law!

Confirm that your contractor has a valid Town Contractor Registration before hiring them. This is a vital step aiming to protect you, your property and our community!



In 2003, Town Council required all contractors meet a series of qualifications and to obtain a Contractor Registration. This is required by Title 15.03.10 of the Town Municipal Code.

Town of Castle Rock, Development Services
100 N Wilcox Street
Castle Rock, CO 80104
Phone: 720-733-3527
Fax: 720-733-2207
ETRAKIT.CRGOV.COM

CONTRACTOR REGISTRATION

ISSUED TO: XYZ
REGISTRATION NUMBER: CR22-XYZ
REGISTRATION CLASSIFICATION: XYZ CLASS
DATE OF ISSUE: EXPIRATION DATE:
SCHEDULE INSPECTIONS ONLINE OR BY PHONE
ONLINE: ETRAKIT.CRGOV.COM INSPECTION PHONE LINE: 303-660-1341
ONLINE: INSPECTION REQUESTS ACCEPTED UNTIL 6:30 AM ONLINE THE DAY OF THE INSPECTION. CANCELATIONS IN PERSON AND BY PHONE: 9:30 AM ONLINE THE DAY OF THE INSPECTION.
BY PHONE: INSPECTION REQUESTS SHOULD BE RECEIVED 3 BUSINESS DAYS BEFORE THE SCHEDULED INSPECTION. INSPECTIONS SCHEDULED AFTER 3:30 PM ARE SCHEDULED IN 2 BUSINESS DAYS.
TO CANCEL A SCHEDULED INSPECTION CALL 720-733-3527 BETWEEN 7:30 AM AND 8:00 AM TO AVOID A TRIP FEE.
TOWN OF CASTLE ROCK DOES NOT SCHEDULE SPECIFIC TIMES FOR INSPECTIONS.

CUT HERE AND CARRY THE CARD BELOW

DEVELOPMENT SERVICES
Building Division
Contractor Registration
Identification Card

Registration No.:
This is to certify that XYZ is issued a(n) XYZ
Registration in the Town of Castle Rock.
Issue Date: Apr 4, 2022
Expire Date: Apr 4, 2023

What are the Contractor Requirements? How are They Important for Me?

To be eligible for registration, a contractor must hold a series of certifications and insurance policies. They must also pay their required fees.

- Valid contractor's license
- Certification from the International Code Council (ICC)
- A passing test score from a testing jurisdiction
- Valid certificate of liability insurance
- Valid worker's compensation insurance (if applicable)
- Paid registration fees

*** Certified Registration sample.
Your contractor is required to carry
the card located at bottom left.**

Always ask to see a Registration!

We work to keep you and our community safe by certifying these requirements on your behalf. However, it is your responsibility to ask potential contractors to view their registration. A valid registration also assures that your contractor will do their best to:

- Understand Town building codes and guidelines
- Protect you and your property values by providing quality workmanship
- Understand how to keep you and others safe while working on your property



For complete contractor registration information including requirements and exceptions, please review [Title 15.03.10 9 from the Town of Castle Rock Municipal Code](#).

How can I register for or renew a Contractor Registration?

Contractor Registration instructions and applications can be found [online](#) or by visiting the front counter at Town Hall, 100 N. Wilcox, Castle Rock 80104.

Administrative Reviews

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

Construction documents and erosion control plans for a mixed-use building.

Castle Rock Adventist Hospital

2350 Meadows Boulevard

Drainage design revision for a medical office building.

Castle Rock Auto Storage

650 S. Interstate 25

Landscape design revision for 23,800 square-foot building for indoor, climate-controlled car storage.

Founders Village, Avilla

Plat, subdivision improvements agreement, construction documents and erosion control plans for 105 single-story, residential rental units. Located on the northwest corner of Mikelson Boulevard and Mitchell Street.

The Lanterns: Montaine

- Phasing design revisions for 183 single-family lots. Located south of Montaine Circle at Vervain Trail.
- Phasing design revisions for 117 single-family lots. Landscaping, outdoor shower addition, and egress door design revisions for Family Amenity Center. Located northwest of Montaine Circle at Burnell Road and Coal Bank Drive.

The Meadows: Timber Mill Parkway

Landscape and irrigation design revisions. Located north of North Meadows Drive and west of State Highway 85.

The Meadows: Kum & Go

Design revisions for trash enclosure location; sidewalk, storm water and curb modifications. Located at northwest corner of Meadows Parkway and Lombard Street.

The Meadows: Auto Service Station

Construction documents and erosion control plans for 4,600 square-foot automotive service station with eight service bays. Located near the intersection of Prairie Hawk Drive and Sol Danza Drive.

The Meadows: Residential Tract

Plat and subdivision improvements agreement to create one lot and two tracts. Located east of East Plum Creek, south of North Meadows Drive and west of State Highway 85.

The Meadows: Filing 16

Storm water drainage design revision. Location: Bramble Street.

The Meadows: Filing 19

Replat of parcel 2N, lot 2 that subdivides lot 3 into four lots. Located north of the existing North Meadows Drive roundabout.

Philip S. Miller Library

100 S. Wilcox Street.

Sanitary and waterline design revisions for new two-story 62,000-square-foot library.

Plum Creek Golf Course Clubhouse

331 Players Club Drive

Site development plan amendment to move handicap parking, improve fire truck access, landscape and retaining wall revisions.

The Promenade: Chipotle

Plat to create new drainage and utility easements for Chipotle Restaurant. Located north of Sam's Club and east of Promenade Parkway.

The Promenade: Los Dos Potrillos

Site development plan for two restaurant buildings. Early grading construction documents and erosion control plans for new 8,243 square-foot Los Dos Potrillos restaurant. Located between La Loma and Starbucks south of Castle Rock Parkway and Promenade Parkway roundabout.

Sanders Business Park

Water main realignment design revision for plumbing warehouse/retail/office building. Located on I-25 frontage road, north of Crystal Valley Parkway.

Administrative Reviews Continued

Sunset Point

Plat, subdivision improvements agreement, construction documents and erosion control plans for 232 single-family lots. Located north of Mesa Middle School off of Mitchell Street.

The Terrain

Erosion control plans for CORE Franktown Feeder Line project (Phase 2). Located along State Highway 86.

Town Project: Parks and Recreation

Construction documents and erosion control plans for Metzler Family Open Space parking area. Located northeast corner of Founders Parkway and E. Allen Street.

The View

Sanitary sewer design revision for mixed-use building, Located at 205 Sixth / 610 Jerry Street.

Required Public Hearings

Submittals requiring public hearings can include a variety of topics such as, zoning, site plan layouts and buffering of properties.

The Brickyard Planned Development Plan

This is a new application for The Brickyard Planned Development Plan and Zoning Regulations. The proposed rezoning requires public hearings before Planning Commission and Town Council.

Project Highlights

- **Mixed-use development with a max of 600 multi-family units, office and retail space, a hotel, a performance venue, and recreational space**
- **31-acres**
- **Located on Prairie Hawk Drive, north of Plum Creek Parkway, south of Topeka Way**



Vicinity Map

Boards and Commissions

Actions and Updates



Development Services supports five boards and commissions that have specific purposes for building appeals, variance hearings, land use case recommendations and determinations. These boards and commissions are filled by residents, and in some cases, business owners as appointed by Town Council.



Board of Adjustment

September 1, 2022 meeting canceled.



Design Review Board

September 14, 2022 meeting canceled.

September 28, 2022 meeting canceled.



Board of Building Appeals

September 12, 2022 meeting rescheduled.

September 19, 2022

The board held a special meeting at 6 p.m. The meeting minutes from June 6, 2022 were reviewed and approved.

Councilmember Hollingshead reported that Dawson Trails passed rezoning and that he was impressed with the outreach process of neighborhood meetings for this project.

Costco has been approved for this site with a tax share back which will be offset by anticipated sales tax revenues. It is planned to be open the same week as the Crystal Valley Interchange is scheduled to open sometime in 2025.

Town Council approved the first reading of front yard ColoradoScape for all new development. This ordinance will significantly limit the need for future water resource.

In response to questions from the Board, Councilmember Hollingshead reported that a new fire station is planned within the next 5 years.



Historic Preservation Board

September 7, 2022 meeting canceled.



Planning Commission

September 8, 2022 meeting canceled.

September 22, 2022 meeting canceled.



Town Council Actions

Land Use Submittals



Town Council considered the following proposals in September 2022:

Quasi-Judicial Resolution

“Quasi-judicial” is a process where Town Council makes findings of fact and applies the pertinent municipal law to those facts to make a conclusion. This process is similar to a court.

On September 6th, 2022, Council approved a resolution for the demolition of the building at 414 N. Perry St. with a vote of 7-0. Any building constructed prior to 1945 must have approval from the Historic Preservation Board, which was approved on July 6, 2022 (6-0). It also received Council approval. The property has been modified several times and any historic architectural significance no longer exists. Therefore, it cannot qualify for a state or national historical land mark. The property owner plans to redevelop.



414 Perry Street



Visit our [webpage](#) to find more information on upcoming public hearings and Board, Commissions, or Town Council meetings.

TOWN OF CASTLE ROCK DEVELOPMENT SNAPSHOT: SEPTEMBER 2022



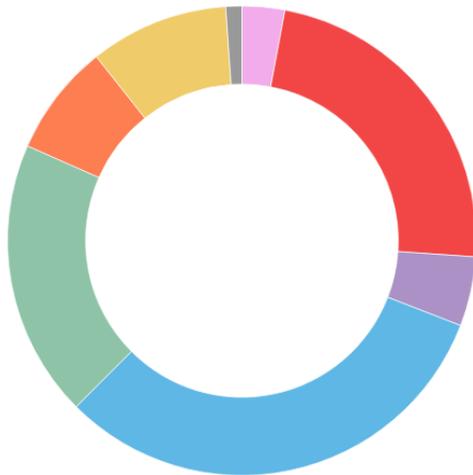
81,580
estimated population* as of
September 2022

*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-ways. Staff reviews all business licenses, temporary use permits and sign permits for zoning compliance in a timely manner.



- Sign Complaint Responses – 8
 - Signs Removed from Right of Way – 63
 - Sign Permits Reviewed – 13
 - Site Visits – 86
 - Code Complaint Responses – 52
 - Notices of Violation Sent – 21
 - Business Licenses Reviewed – 26
 - Temporary Use Permits Issued – 3
- *All on time

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

- 8 Pre-Applications this month
- 69 year-to-date Pre-Applications
- 41 percent of Pre-Applications over the previous 12 months advanced as new projects

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



New Development Projects



42

New Development Project Applications this Month

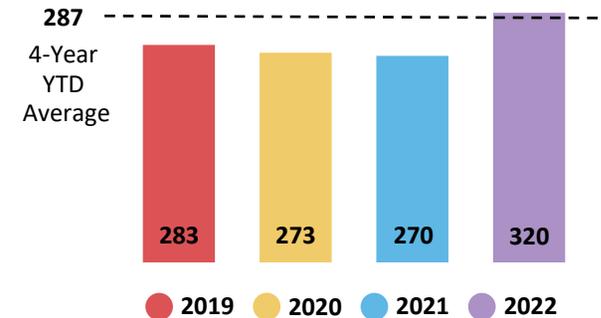
Development Reviews

Monthly Reviews

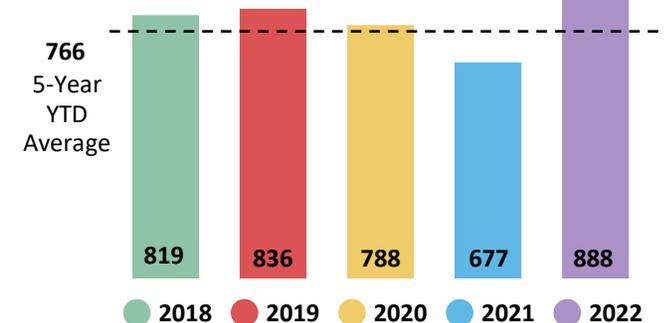


*9 late first reviews, 5 late second reviews, and 3 late third reviews due to volume/new staff.

Year-to-Date Development Projects



Year-to-Date Planning/Development Reviews



Building Division

Core Service Levels

Building Division 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 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 at: CRgov.com/1674/Development-Services

218

building fees; 100% issued within 3 days

430

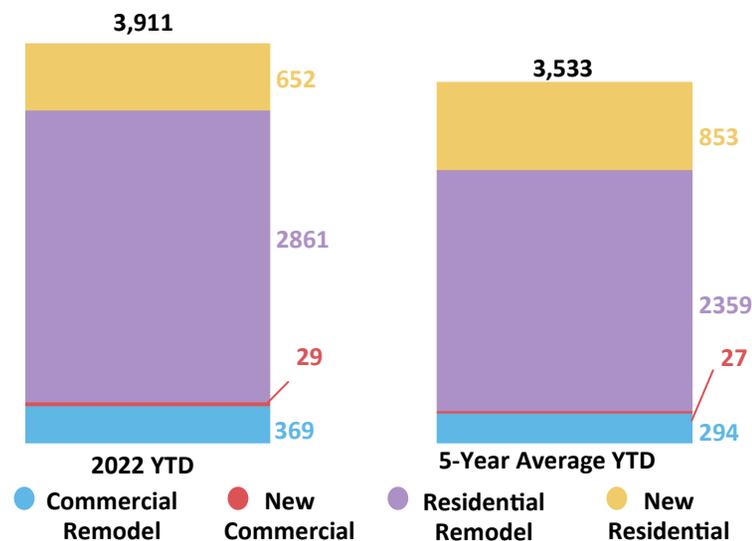
building permits issued

2664

inspections completed; within 24 hours, 4 late due to high volume

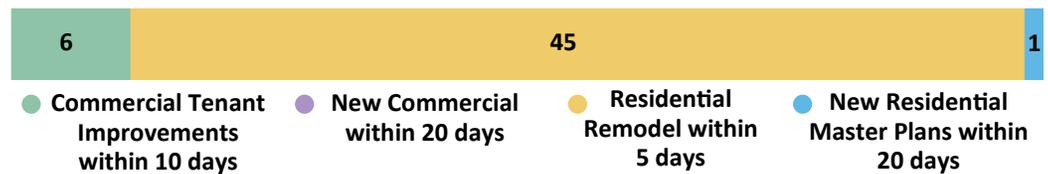
Building Permit Applications Received

Year-to-Date Building Permit Applications Received



Building Permits Reviewed

Monthly Building Permit Reviews by Type



Building Permits Issued



31 Residential Permits Issued this Month

509K Square Feet of Commercial Space Permitted Year-to-Date

↑214% Commercial Space Permitted Compared to 5-Year to-Date Average

Year-to-Date Residential New Construction Permits Issued

