



# Development Services

## December 2024 Monthly Report





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



Photo of the landscape at Pine Canyon.



## News from the Director

Some of the season's snowiest months are ahead. When snow piles up, residents and business owners play an important part in removal duties.

Town Code requires all residents and business owners to remove snow and ice from sidewalks within 48 hours of each snow event, with 2 inches or more of accumulation. If you live on a corner, snow removal is required on both sidewalks — in front and on the side of your property. Curbs and gutter also should be free of ice, to allow drainage and prevent buildup.



Tara Vargish, PE  
Director  
Development  
Services

You can find out how the Town manages snow at [CRgov.com/Snow](https://www.crgov.com/Snow).

In recent development news, there was a total of 371 single-family permits issued in 2024. This represents a slight decrease of 7% compared to 2023 and a significant drop of 56% from the five-year average. Notably, in December, no permits for multi-family units were issued.

When combining both single-family and multi-family permits, Castle Rock issued a total of 415 dwelling units in 2024. This marks a decline of 39% from 2023 and a decline of 64% from the five-year average. However, there was increased activity in the Crystal Valley and Lanterns/Montaine areas in 2024. On the commercial side, we issued 5 new permits in December.

To find out more about development in Castle Rock, visit our Development Activity page at [CRgov.com/Development-Activity](https://www.crgov.com/Development-Activity).



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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](#).

## Staff Anniversaries



Congratulations to Sean Davin,  
Sr. Construction Permit  
Specialist, on 25 years with the  
Town!



Congratulations to Ken Torres,  
Sr. Plan Review Engineer, on 7  
years with the Town!

## Staff Kudos

- “Thank you, **Cindy Brooks**. You’re the best.” - J. Perez
- Jim D. wanted to give a big “Kudos with a capital K” to Town Staff, particularly **Cindy Brooks, Jason Smith, and Ethen Westbrook**, for their patience, kindness, and helpful attitudes shown throughout the process of repairing an HVAC unit.



Cindy Brooks,  
Development Services  
Technician



Ethen Westbrook,  
Building Plans Examiner



Jason Smith,  
Development Services  
Technician

## 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!](#)

**382** surveys distributed

**22** December responses

Here are some comments from our customers in December:

- “Everyone at Development Services that we have worked with have been timely, helpful and pleasant. I wish all municipalities were like Castle Rock.”
- “**Tammy King** is amazing as always.”
- “**Julie Kirkpatrick** is always so professional and great to work with. She's very responsive and helpful when needed.”
- “The Building Department & inspectors have been very helpful.”
- “**Cindy Brooks** was super helpful and polite. I like the idea of the code compliance phone line, but it would be great if it was easier and faster to get questions regarding code compliance answered.”
- “I reached out to Zoning and ended up receiving reply from **Tammy King** regarding some code issues in my neighborhood. These were not huge, pressing issues. Tammy was so friendly and so prompt in her reply and several of us noticed them out the next business day addressing the issues. A neighbor last night said “Wow that was an issue for 6 months and they fixed it in a day!” Really blown away by the great job and customer service!”
- “Castle Rocks is easy to work with.”
- “Our inspector was courteous and efficient. Great employee!”

**EFFICIENT**  
**PROFESSIONAL**  
**POLITE**  
**FRIENDLY**

**GREAT**

**COURTEOUS**  
**PLEASANT**

**HELPFUL**

**EASY**

**RESPONSIVE**  
**TIMELY**  
**AMAZING**





## 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.



### Calvary Chapel

Landscape, irrigation and signage design revisions for future church, located at 1480 Canyon Drive.



### 210 Third Street

Landscape design revision for addition to existing Scileppi's/Slice Works Restaurant.

### 425 S. Wilcox Street

Site development plan amendment to remodel and convert existing office building to Plum Creek Veterinary Services.

### Citadel Station

Easement agreements to replace existing CORE easement for underground utilities through two Town-owned properties, located along S. Wilcox Street.

### Founders Parkway

Erosion control plans for Xcel transmission line rebuild, located along the east and west frontage of Founders Parkway near the intersection of State Highway 86.

### Liberty Village

Planning Areas 9 and 10, phasing design revision for 42 single-family homes, located along Pleasant View Drive, Solano Court and Hidalgo Court.

### Meadows

Phasing design revision for 77 single-family homes, located at Coachline and Wolfensberger Road.

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Inlet design revision for 77 single-family homes, located at Coachline and Wolfensberger Road.

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### Meadows

Construction documents and erosion control plans for Taft House existing pool and amenities remodel, including drainage and grading revisions, located at 3570 Celestial Avenue.

### Metzler Ranch

Erosion control plans for 2,824 square-foot convenience store and fuel canopy, located on the southeast corner of Metzler Way and Founders Parkway.

### Metzler Ranch

Construction documents for new 2,824 square-foot convenience store and fuel canopy, located on the southeast corner of Metzler Way and Founders Parkway.

### Outlets at Castle Rock

Construction documents and erosion control plans for new commercial pad site, located on west side of parking lot at Outlets at Castle Rock.

### The Brickyard

Construction documents and erosion control plans for Castle Rock Sports Center, located on Prairie Hawk Drive, north of Plum Creek Parkway and south of Topeka Way.



### Dawson Trails

Plat, construction documents, and erosion control plans for 230 single-family lots, located in the north-central area of the Planned Development.



### The Brickyard/Miller's Landing

Construction documents and right-of-way dedication agreement for proposed two-lane road improvements of Praxis Street from The Brickyard project to Plum Creek Parkway.

## 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

**December 5, 2024**

Meeting canceled.



### Design Review Board

**December 11, 2024**

Meeting canceled.

**December 25, 2024**

Meeting canceled.



### Historic Preservation Board

**December 4, 2024**

The Historic Preservation Board held its regularly scheduled meeting and heard a Landmark Alteration Certificate for 110 N. Lewis Street. The applicant proposed a 576 square-foot addition to the locally landmarked home known as the Kroll House. The Board unanimously approved the application with condition to change the width of siding from 6 inches to 4 inches to match the existing structure.



### Planning Commission

**December 12, 2024**

The Planning Commission held its regularly scheduled meeting and reviewed a rezoning request, specifically a Planned Development Plan, for the Brickyard Development. This development is situated on the former ACME Brick yard site along Prairie Hawk. The Commission voted 5-0 to recommend approval of the application to Town Council.

Next, the Commission considered a Site Development Plan request for a single-family neighborhood within Dawson's Trails development. The Commission voted 5-0 to recommend approval to Town Council.

Lastly, the Commission discussed establishment of a new Urban Renewal District at the Brickyard Development site. The Commission found that the creation of the district aligned with the goals outlined in the Town's Comprehensive Plan. The Commission voted 5-0 to forward a recommendation of approval to Town Council.

**December 26, 2024**

Meeting canceled.





## Town Council

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

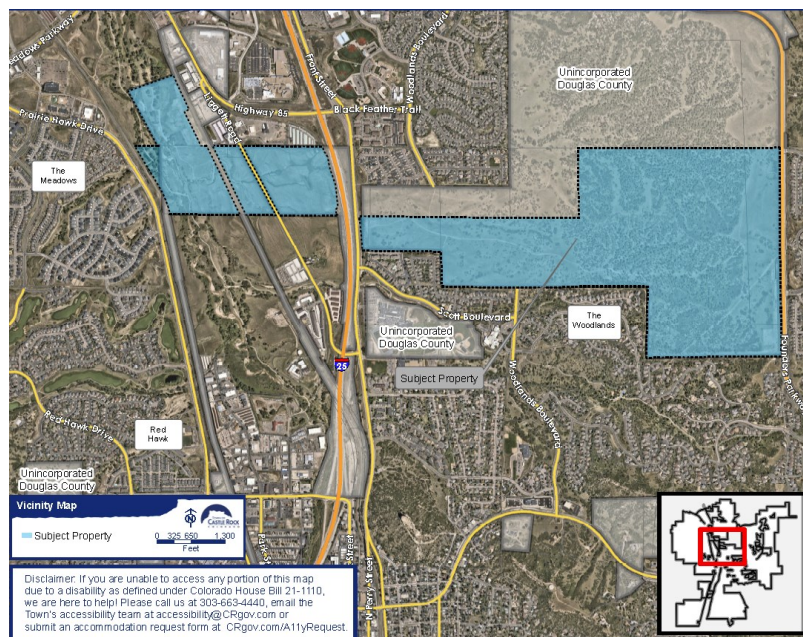
### December 3, 2024

Town Council held its regularly scheduled meeting and heard a resolution approving the Consolidated Annual Performance and Evaluation Report (CAPER) for the Community Development Block Grant (CDBG) program with a vote of 7 to 0. The CAPER reports on accomplishments and expenditures for the CDBG program as required by the U.S. Department of Housing and Urban Development during each program year. You can find out more about CDBG on our website at [www.crgov.com/3212/CDBG](http://www.crgov.com/3212/CDBG).

Council also appointed David Roh to serve as the non-voting liaison to the Historic Preservation Board with a vote of 7 to 0.

### December 17, 2024

Town Council held its regular meeting and addressed several resolutions. One key resolution was the approval of a pre-annexation agreement for the Pine Canyon Planned Development. This 535-acre site is located in unincorporated Douglas County, adjacent to the Town of Castle Rock. It spans both sides of Interstate 25, with the eastern section generally situated north of Scott Boulevard, south of Black Feather Trail, west of Founders Parkway, and east of Front Street. The western section lies east of Prairie Hawk Drive and south of Santa Fe Drive, divided by Liggett Road. Council approved this resolution unanimously, with a 7 to 0 vote.



Vicinity map of Pine Canyon Planned Development

Council also heard and unanimously approved another resolution regarding a Use by Special Review application for an Accessory Dwelling Unit (ADU) at 295 Gordon Court. This ADU would be a detached, single-story structure located in the rear yard of the property, covering a total area of 750 square-feet.

Finally, Council decided to continue the hearing on a resolution to approve a Site Development Plan (SDP) for single-family project within the Dawson Trails Planned Development. This hearing has been rescheduled to January 7.



# TOWN OF CASTLE ROCK DEVELOPMENT SNAPSHOT: December 2024



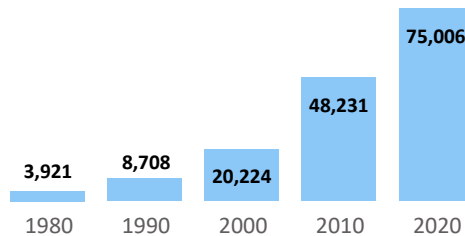
## Population

# 87,024

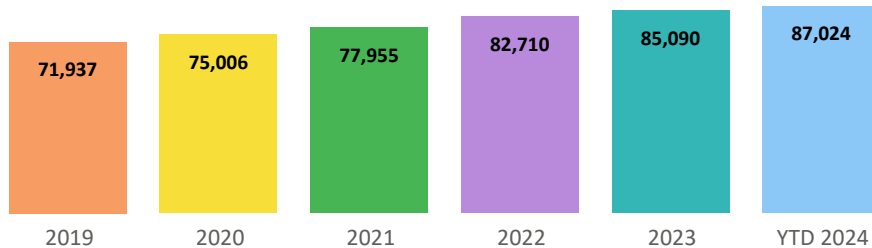
Estimated Population based on the total number of occupiable residential units



### 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.

**7** Sign Permits Issued    **2** Temporary Use Permits Issued    **56** Code Compliance Cases Opened



● Sign Compliance Responses 2    ● Notices of Violation Sent 23  
 ● Signs Removed from the Right of Way 240    ● Business Licenses Reviewed 29  
 ● Site visits 93

## 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

**5**

New Pre-Applications This Month

**98**

Year-to-Date Pre-Applications

**24%**

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

**18**

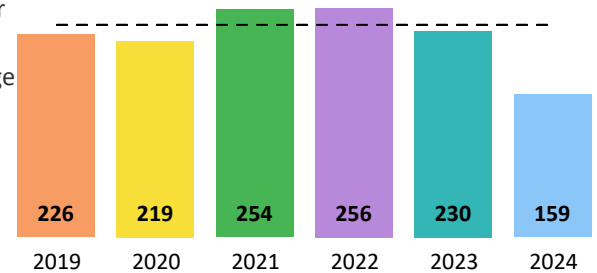
New Development Project Applications this Month

**3**

Other Project Applications this Month

### Year-to-Date Development Applications

**237**  
5-Year YTD Average



### Development Reviews

#### Monthly Reviews Completed

**6**

First Reviews

**5**

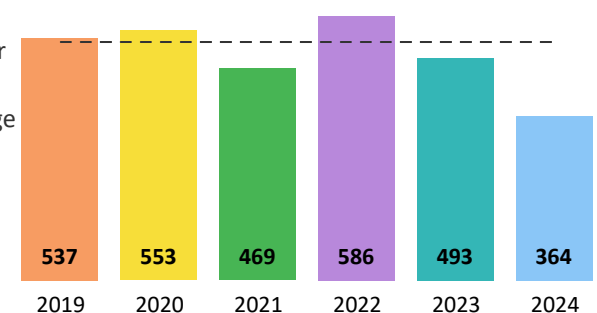
Second Reviews

**5**

Third Reviews or More

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

**528**  
5-Year YTD Average



\*on time with the exception of 4 late reviews due to being short staffed.

# TOWN OF CASTLE ROCK DEVELOPMENT SNAPSHOT: December 2024



## Building Division

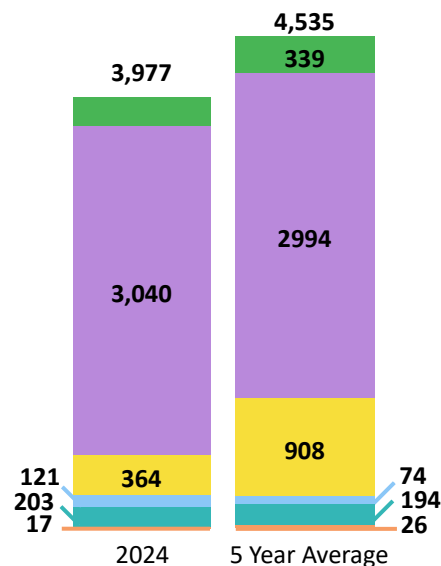
Building Division staff process hundreds of building permits a month, ranging from simple permits like a new hot water heater or deck, to constructing an entire new home or commercial building. Our inspection team conducts thousands of inspections each month to determine code compliance. We report on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

### Building Permit Applications Received

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

	2024
COMMERCIAL NEW	17
COMMERCIAL OTHER	203
COMMERCIAL REMODEL	121
RESIDENTIAL NEW	394
RESIDENTIAL OTHER	3,206
RESIDENTIAL REMODEL	276
<b>Total</b>	<b>4,217</b>

	5 Year Average
COMMERCIAL NEW	26
COMMERCIAL OTHER	194
COMMERCIAL REMODEL	74
RESIDENTIAL NEW	908
RESIDENTIAL OTHER	2994
RESIDENTIAL REMODEL	339
<b>Total</b>	<b>4535</b>



### Building Permits Reviewed

#### Monthly Building Permit Reviews by Type



- Commercial Tenant Improvements within 10 days: 9
- New Commercial within 20 days: 4
- New Residential Master Plans within 20 days: 6
- Residential Remodel within 5 days: 17

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](#).



93  
283  
1,318

Building Fees Calculated: 92 Within 3 days

Building Permits Issued

Inspections Completed: 1,315 Within 24 Hours

### Building Permits Issued



30

Single-Family  
Permits Issued this  
Month



0

Multi-Family Units  
Issued this Month



40K

Square Feet of  
Commercial Space  
Permitted Year-To-Date

↓66% Commercial Space Permitted Compared to the 5 Year Year-To-Date Average

