



Development Services

March 2023 Monthly Report



DEVELOPMENT SERVICES

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



News from the Director

The annual recruitment for Board and Commissions is now taking place. If you're interested in volunteering for a Board or Commission position for 2023, you'll have the opportunity to make a positive impact in Castle Rock and help maintain a great place to live, work, and play.

As a Development Services Board and Commission member, you'll gain valuable experience and connect with like-minded individuals while providing feedback and recommendations on important development topics. Plus, as an added bonus, dinner from a local restaurant will be provided.

There are currently several vacancies available, including the Board of Adjustment, Board of Building Appeals, Design Review Board, Historic Preservation Board, and Planning Commission.

If this sounds like something you'd be interested in, you can find applications at [CRgov.com/Boards](https://www.cr.gov/Boards) and submit them in person or via email to seklund@cr.gov by **April 24th by 5 p.m.** Interviews will be held on May 9th.

See page 8 and 9 for additional details on Development Services Boards and Commissions and last month's meeting topics.



Tara Vargish, PE
Director
Development Services



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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](#).

Employee Recognition

Anniversaries, New Employees, Staff Spotlight



Congratulations to Tina Close, on accepting the Development Review Manager position!



Congratulations to Doron Levary, Plan Review Engineer, on 3 years with the Town!



Congratulations to Chad Huber, Senior Construction Inspector, on 6 years with the Town!



Welcome to Austen Shoultz on joining the Town as a GIS Specialist!

Staff Kudos

- “**Cindy Brooks**, Thank you so much. You were very helpful and responsive.”—Travis S.
- “**Tammy King**, thanks again for all your help navigating this whole process. I already left feedback for you, but really wanted to share it directly with you. So grateful for you!”—Jason D.
- “Thank you so much, **Tammy King**! You’ve been a huge help!”—Dan M.
- “Hey **Jason Smith**— I wanted to thank you for making this process painless. Thanks for all your help and all your quick responses!” —William T.



Employee Recognition

Staff Spotlight



Meet the Development Services Enterprise Support Team!

If you're planning to build or renovate a property in Town, the Development Services Enterprise Support Team is your go-to source for information and assistance. They handle tasks related to Town development, including communicating with other departments, overseeing software and financial collections, and representing the department to the public. They assist those applying for permits and can help simplify the permit process.

The team strives to provide excellent customer service and remain knowledgeable in all aspects of the department. Tracy Shipley, Development Technician Supervisor, stated, "We are the face of Development Services, and everything usually funnels through us first. We are committed to making the permit process transparent and straightforward for everyone." Here are some more details about how they can help:

- Assist you in identifying the specific permits you need for your project
- Provide guidance and help streamline the permit process for you
- Review permit applications promptly and address any issues
- Ensure that business software functions properly

The Development Services Enterprise Support Team is happy to work with the public and together as a team. They enjoy making their workplace a pleasant environment and believe their camaraderie, expertise, and trust are keys to their success. "It's nice to be part of a team that makes coming to work enjoyable," Darcie Hartman, Development Services Technician stated and echoed by the rest of the team.



Pictured from left to right: Development Services Technicians Jason Smith, Darcy Hartman, and Chelsia Oborny, Enterprise Business Analyst Abbigail Nichols, Business Administration Supervisor Phil Kranz, and Development Technician Supervisor Tracy Shipley
Not pictured : Development Services Technician Cindy Brooks

Development Services Building Counter



If there is one thing this team wants homeowners and contractors to know is that if any questions or concerns arise at any point in the permit process, please contact the Development Services Technicians at the Building Counter at **720-733-3527** or email them at buildingcounter@CRgov.com. They are dedicated to providing top-notch customer service and are always glad to help.

For more information on permits or building-related questions, please visit our [building page](#) at CRgov.com.

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.

423 surveys distributed

41 March 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!](#)

Here are some comments from our customers in March:

- “Great experience and extremely helpful!”
- “Very pleased with **Pam Hall** and her response times.”
- “Very helpful and extremely easy to schedule and engage. Thank you.”
- “Everyone is always great to work with!”
- “**Colby Riggins** was very thorough in his inspection, which I appreciate more than words can express!! He explained what he was looking for, answered my questions, was polite and friendly. I was very impressed!”
- “Great job keep up the good work Thanks to **Rob Dana** for all the information on his busy day.”
- “Thanks for the good experience!”
- “I love the Town of Castle Rock **Building Dept.** Always helpful.”
- “Having worked with building departments in many different cities and states, this is the friendliest and most understanding. They want to see things progress, and don't use their authority to cause unnecessary delays. Wish every project could be in Castle Rock!”
- “Everyone at the Town of Castle Rock has been very helpful. You are one of the very few municipalities where I can trust what dates are in the system, if a review is due on a certain date, it's done on that date. Very consistent and I appreciate that very much.”
- “**Colby Riggins** was friendly, fast and professional. Thank you!”
- “**Tammy King** was great to work with and couldn't have been more helpful and responsive during our communication.”
- “I wish every municipality was as prompt, friendly and informative as **Tammy King**, your Zoning Manager!”
- “**Tammy King** was super helpful!!!”
- “**Tammy King** was wonderful!”



New Land Use Submittals



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.

200 Wolfensberger Road, Quality Inn

Site development plan to subdivide one existing lot into two lots. New lot is located in the southwest corner of the property and is undeveloped and would include a proposed parking lot. Remaining lot is Quality Inn, formerly Castle Inn.

Bella Mesa

Construction documents and erosion control plans for Mikelson Boulevard and Mitchell Street roundabout.

Maher Ranch

Plat correction (incorrect amendment number) to combine three lots into two lots for custom home, located at 595 Nova Place.

Meadows, Filing 17

Utility easement agreements for parcels A and E supporting Prairie Hawk Dental project, located at Limelight Avenue and Prairie Hawk Drive.

Meadows, Filing 19

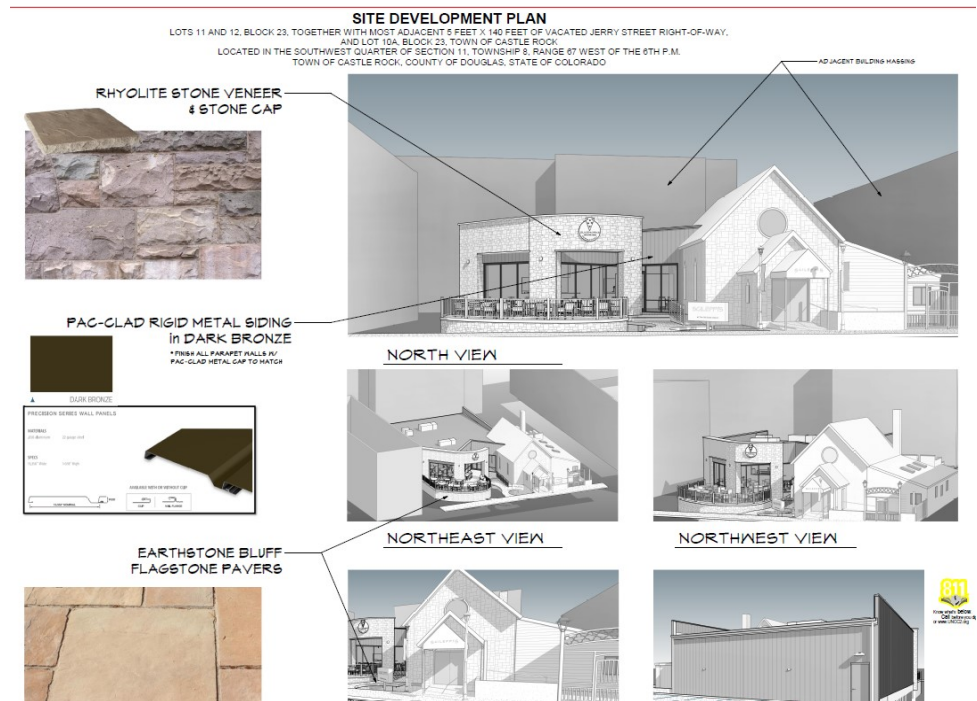
Drainage design revision for future commercial/industrial development, located east of North Meadows Drive and south of SH85.

Meadows

Waterline easement for 4,600 square-foot automotive service station with eight service bays, located near the intersection of Prairie Hawk and Sol Danza Drive.

Meadows

Erosion control plans and phasing waterline design revision for retaining walls and construction documents for commercial lot north of theater.



210 Third Street, Scileppi's

Erosion control plans for 6,000 square-foot addition to existing Scileppi's/Slice Works Restaurant.

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Miller's Landing

Construction documents and erosion control plans for phase 1 of Prairie Hawk Drive roundabout.

Promenade, Commons Park

Drainage design revision for Commons Park, located at Alpine Vista Circle and Promenade Parkway.

Terrain, Sunstone Village

Drainage design revision for 120 single-family home project, located south of intersection of SH86 and Autumn Sage.

Town Project, Castle Rock Water

Erosion control plans for waterline rehab project, located on W. Prestwick Way.

Town Project, Castle Rock Water

Construction documents and erosion control plans for Water Tank 17 improvements, located in the Meadows between Coachline Road and Wolfensberger Road.

Town Project, Crystal Valley Interchange

Temporary stockpile erosion control plan design revision in support of CORE electrical service work in preparation for Crystal Valley Interchange, located south of Plum Creek Parkway.

Town Project, Public Works

Erosion control plans for Founders Village 2023 Full Depth Reclamation Project.

Verizon Wireless

Lighting design revision, located at 2601 Low Meadow Boulevard.

Villages at Castle Rock, Metro District No. 4

Construction documents and erosion control plans for sanitary sewer line, located near Plum Creek Parkway and Eaton Circle intersection.



The View

Sanitary sewer design revision for car wash tie-in, located at 205 Sixth Street.

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

Boards and Commissions

Overview



Passionate about development in Castle Rock? Join Development Services' Boards and Commissions in 2023!

Boards and commissions are established to gather and analyze information related to their specific fields, offer guidance and suggestions to staff and Town Council, and ensure that the public's voice is heard and taken into account.

Board of Adjustment—Three vacancies

- Handles requests for variances from zoning and sign codes and hears appeals of administrative decisions. Meets the first Thursday of each month at 6 p.m. at Town Hall.



Board of Building Appeals—Three vacancies

- Hears and decides on appeals of orders, decisions and determinations made by the Chief Building Official relative to the application and interpretation of Town-adopted building codes and regulations, as well as the Town's contractor registration ordinance. Meets the first Mondays in March, June, September and December at 6 p.m. at Town Hall.

Design Review Board—One vacancy

- Evaluates development applications for Downtown sites to meet the goals of the Downtown Master Plan, Downtown Overlay District, and Historic Preservation Plan. The board has seven members, including representatives from property owners, the Downtown Development Authority (DDA) the Historic Preservation Board, and the Planning Commission. Vacancy is for a **Downtown property owner** within the DDA boundary. Meets the second and fourth Wednesdays of each month at 6 p.m. at Town Hall.



Historic Preservation Board—Four vacancies

- Preserves local history by recommending historic structures for landmark designation and reviewing construction and renovation requests in the Craig and Gould neighborhood. The board consists of seven members, three of whom must be residents or property owners in the neighborhood and three of whom must have expertise in archaeology, architecture, history, or planning. Meets the first Wednesday of each month at 6 p.m. at Town Hall.

Planning Commission—Four vacancies

- Reviews requests related to development, zoning changes, and land proposals to ensure orderly growth in Castle Rock and compliance with Town Requirements. They hold public hearings, may suggest changes, and advise the Town Council on their recommendations. Meets the second and fourth Thursdays of each month at 6 p.m. at Town Hall.

Submit your applications to Shannon Eklund in person or email at sekund@CRgov.com by April 24th at 5 p.m. Interviews will be held on May 9th. For more information on terms, requirements, etc., visit the Town's [Boards and Commission](#) page at crgov.com.

Implementing the Community Vision through Development Activity

Boards and Commissions

Actions and Updates



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



Board of Adjustment

Mar. 2, 2023

The Board of Adjustment held their regularly scheduled meeting and heard a request for a variance from the required twenty-foot rear setback for a deck in the Planned Development Zone to a ten-foot variance due to the extreme topography of the rear yard. The Board approved the request with a vote of 5 to 0.



Board of Building Appeals

Mar. 6, 2023

The Board of Building Appeals held their regularly scheduled meeting and approved the minutes from their last meeting on Dec. 5, 2022.



Design Review Board

Mar. 8, 2023

Meeting canceled.

Mar. 22, 2023

The Design Review Board held their regularly scheduled meeting and discussed the proposal for a Site Development Plan for Circle K Redevelopment for a new 3,700-square-foot convenience store. The Board approved the proposal with a vote of 5 to 0 with a condition of having the fuel canopy updated to be consistent with the new building.



Historic Preservation Board

Mar. 1, 2023

The Historic Preservation Board held their regularly scheduled meeting and discussed plans to raise awareness for Historic Preservation Month in May to encourage residents/visitors to explore the Town's history by participating in events that will provide education and fun for all ages.



Planning Commission

Mar. 9, 2023

The Planning Commission held their regularly scheduled meeting and discussed a Site Development Plan Amendment (SDP) for a single-family detached neighborhood located north and east of the intersection of Wolfensberger Road and Coachline Road. The existing SDP for the property, approved in 2004, includes 59 single-family residential lots and approximately 87 acres of open space. Several of the approved lots abut and overlook the Red Hawk golf course. The SDP Amendment proposes 77 single-family lots and 114 acres of open space. Planning Commission recommended approval to Town Council by a vote of 6 to 0.

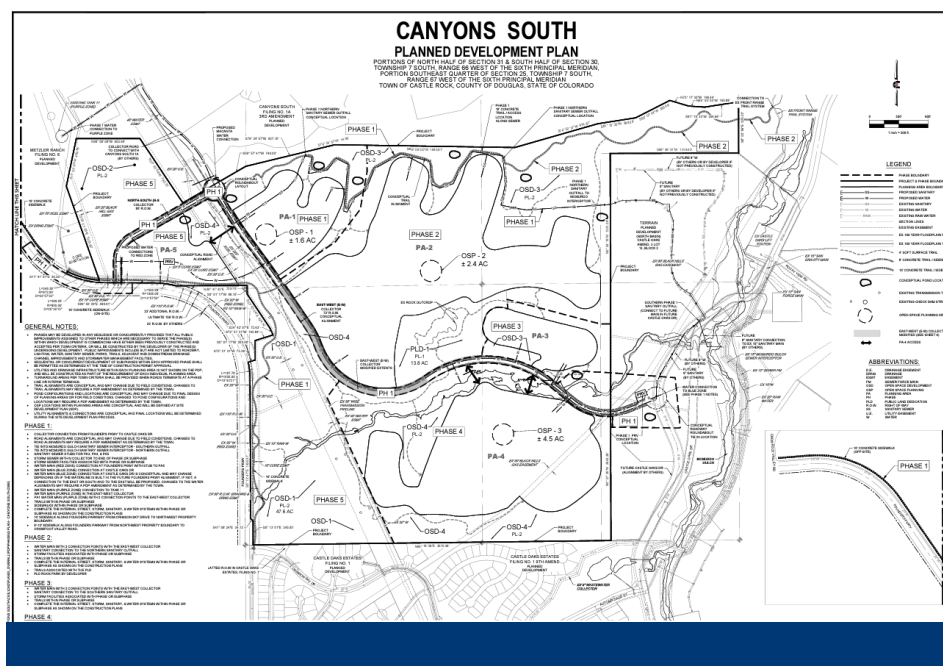
The Planning Commission also heard a request for code amendments to Municipal Code, Chapter 17 and recommended approval to Town Council by a vote of 6 to 0

Mar. 23, 2023

The Planning Commission held their regularly scheduled meeting and discussed a Site Development Plan that proposed a 105 unit for-rent community of single-family attached and detached structures within the Bella Mesa Planned Development located at the northwest corner of Mikelson Boulevard and Mitchell Street, south of Mesa Middle School. The Commission recommended approval to Town Council with a vote of 5 to 0.

Mar. 7, 2023

Town Council held their regularly scheduled meeting and approved on first reading an ordinance amending the Plum Creek Planned Development Plan and zoning regulations. Council also approved a resolution finding that the Wellspring annexation application is in substantial compliance. Town Council approved on second reading an ordinance for the annexation, initial zoning, development agreement, purchase option agreement, and vesting a site specific development plan through December 31, 2037 for Canyons Far South located east of Founders Parkway, north of Crimson Sky Drive and west of Castle Oaks Drive.



Mar. 21, 2023

Town Council held their regularly scheduled meeting and approved on first reading an ordinance amending Chapter 17 of the Municipal Code to update sections related to Accessory Dwelling Units, state code regarding family care facilities, as well as created a new industrial employment zone district. Town Council also approved a resolution approving a site plan for residences in The Meadows. The Site Development Plan Amendment (SDP) is located north and east of the intersection of Wolfensberger Road and Coachline Road. The existing SDP for the property, approved in 2004, includes 59 single-family residential lots and approximately 87 acres of open space. Several of the approved lots abut and overlook the Red Hawk golf course. The SDP Amendment proposes 77 single-family lots and 114 acres of open space.



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

TOWN OF CASTLE ROCK DEVELOPMENT SNAPSHOT: March 2023



83,202

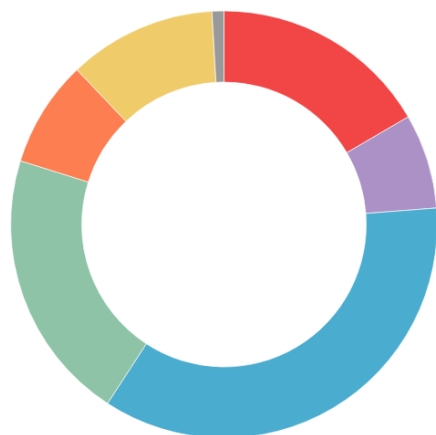
estimated population as of
March 2023

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.



- Signs Removed from ROW—37
- Site Visits—79
- Notices of Violation Sent—18
- Sign Permits Reviewed—16
- Business Licenses Reviewed—25
- Sign Complaint Responses—0
- Code Complaint Responses—46
- Temporary Use Permits Issued—2

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.

New Development Applications

11

New Development
Project Applications
this Month

17

Other Project
Applications this
Month

Development Reviews

Monthly Reviews Completed*

48

first review

34

second review

31

third review or greater

*On time with the exception of 1 late first review, 3 late second reviews, and 6 late third reviews due to high volume and being short staffed.

Pre-Applications

8 Pre-Applications
this month

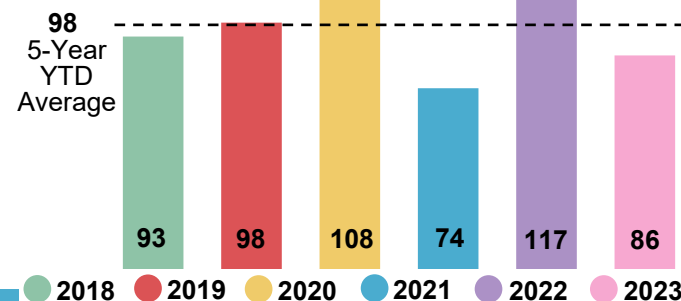
25 year-to-date
Pre-Applications

22 percent of Pre-
Applications over
the previous 12
months advanced
as new projects

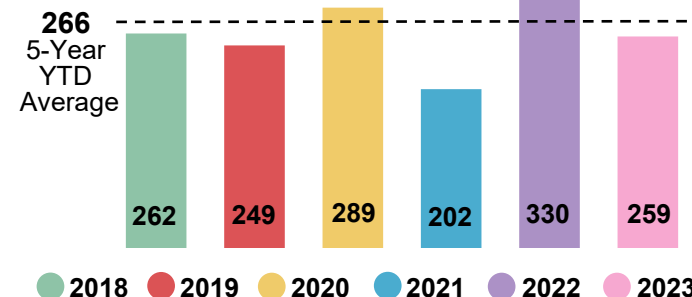
A pre-application meeting is required prior to any land-use submittal. Meetings may review conceptual ideas that never lead to a formal submittal. Pre-applications expire and must be resubmitted after 12 months.



Year-to-Date Development Applications



Year-to-Date Planning/Development Reviews



TOWN OF CASTLE ROCK DEVELOPMENT SNAPSHOT: March



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.

139

building fees calculated; 100% issued within 3 days

351

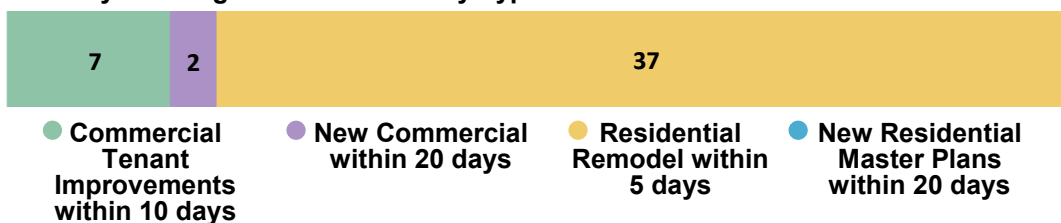
building permits issued

2,245

inspections completed; within 24 hours, 3 rolled due to high volume

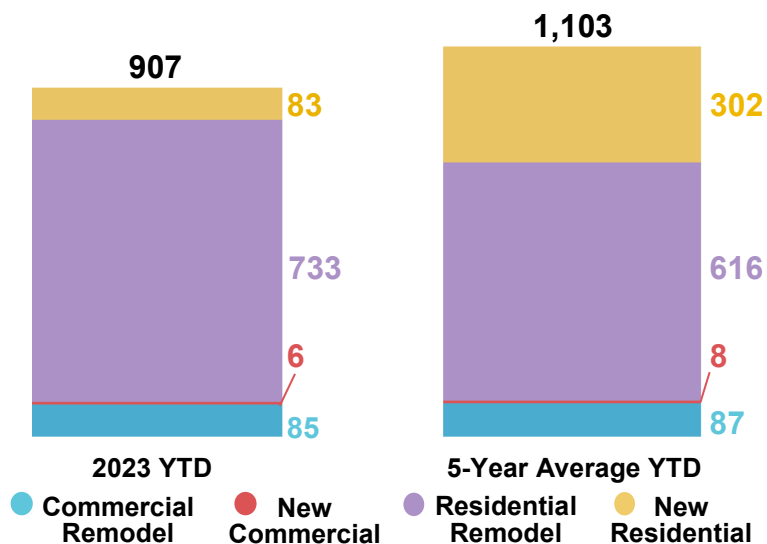
Building Permits Reviewed

Monthly Building Permit Reviews by Type



Building Permit Applications Received

Year-to-Date Building Permit Applications Received



Building Permits Issued



43

Residential Permits Issued this Month

56K

Square Feet of Commercial Space Permitted Year-to-Date

↓ 12%

Commercial Space Permitted Compared to 5-Year to-Date Average

Year-to-Date Residential New Construction Permits Issued

